

Medical Imaging Department

MEDICAL RADIOGRAPHY PROGRAM

STUDENT CLINICAL HANDBOOK

Student Name _____

Table of Contents

Section 1: Medical Radiography Program Introduction

Student Agreement Form	4
Mission and Vision of Bunker Hill Community College	5
Bunker Hill Community College Institutional Values	6
Program Description	7
Program Accreditation Statement	7
Medical Radiography Program Mission and Vision	8
The Joint Review Committee on Education in Radiologic Technology (Standards)	9
Non-Compliance Complaint Resolution Policy	10
Professional Society Membership	11
Application to American Registry of Radiologic Technologists	11
State of Massachusetts Licensure	11
The ARRT Standards of Ethics and Code of Ethics	12
Medical Radiography Program Goals	13

Section 2a: Program Policies

General Policy Statement	14
Affirmative Action and Equal Opportunity Policy	14
Pregnancy Policy	15
Academic Standard	16

Section 2b: General Program Information

Cost of Attendance	17
Malpractice Insurance	17
Health Insurance	17
Health Clearance	17

Section 2c: Additional Program Policies and College Support Services

College Accommodations and Support Services	18
Program Grievance Policy	19-20
Sexual Harassment Policy	21
Leave of Absence Policy	22

Section 3: Medical Radiography Program Curriculum Sequence

Full-Time Option Medical Radiography Program of Study	24
Part-Time Option Medical Radiography Program of Study	25

Section 3: Clinical Education Policy	26
Radiography Clinical Plan	27
Clinical Instructors' Meetings	27
Direct and Indirect Supervision	27
Repeat Image Policy	28
Hospital Assignments	28
Rotation Areas	28
CPR Certification	28
Specialized Rotations	29
Elective Rotations	29
MRI Safety Policy	29
Clinic Days and Hours	29
Clinical Software Use- Trajecsys System	30
Attendance Policy	31-32
Guidelines for Medical Radiography Students' Professional Conduct	32
Lab/Clinical Injury Reporting Policy	33
Uniform Policy	34-35
Radiation Safety Policy	36
Lead Marker Policy	37
Mismarking Radiograph Violation Policy	37
Conditions of Increased Radiation Sensitivity	38
Use of Energized Labs Policy	38
Clinical Probation	39
Graduation Requirements	40
Special Recognition	40
Program Dismissal	40
Reapplication to Program	40
Section 4: Clinical Evaluation Procedures	41
Clinical Evaluation Procedures	42
Clinical Competencies	42
Continuing Competencies	42
Clinical Competency Requirements by Clinical Course	43

Clinical Performance Evaluations	44
Evaluation of Professional Behavior/Affective Domain Evaluation	44-45
Clinical Grading	46
Section 5: Program Forms	47
APPENDIX	48
Grading Criteria	49
Request for Leave of Absence	50
Personal Day Request Form	51
Conference/Advising Record	52
Declaration of Pregnancy Form	53
Pregnancy Policy Agreement Form	54
Injury/ Incident Report	55
Clinical Orientation Form	56-57
Standard Competency and Continuing Competency Form	58-60
Fluoroscopy Competency Form	61-62
Surgical Competency Form	63-64
Final Clinical Grade Worksheet	65
Professionalism/Affective Domain Evaluation	66
Student Performance Evaluation	67-69
Magnetic Resonance Screening Form	70

***Bunker Hill Community College
Medical Radiography Program***

Student Agreement Form

I, the undersigned student, having read and reviewed the BHCC Medical Imaging Department – Medical Radiography Option Student Clinical Handbook, do agree to adhere to and abide by all College as well as Program policies and/or their amendments during my matriculation as a Radiography student at Bunker Hill Community College. Furthermore, I agree to adhere to and abide by the conduct and performance policies of the clinical education sites to which I may be assigned. I clearly understand that failure to adhere to and abide by the policies and regulations of the College, Program or Clinical Site may result in my dismissal from the program.

The Nurse Education, Medical Imaging and/or Respiratory Therapy Program at Bunker Hill Community College may be asked for certain student information by the clinical sites as part of arranging clinical placements. While certain student information such as name, program, dates of attendance, enrollment status, Deans and Merit list, degrees, dates of graduation and most recent educational institution attended is known as “directory information” and does not require your consent prior to release, some of the information requested by the clinical sites may be considered “student record information” which generally may not be released without your consent. Accordingly, in order for the College to provide student record information required by clinical sites, the College requires your written authorization below.

I hereby authorize release of the following student record information to clinical sites where necessary for my clinical placement: social security number and date of birth.

Student’s Name (Printed)_____

Student’s Signature_____

Date_____

Bunker Hill Community College
Medical Radiography Program

The Medical Radiography Program is an integral part of BHCC, and as such subscribes to its institutional mission and goals.

Mission of Bunker Hill Community College

Bunker Hill Community College serves as an educational and economic asset for the Commonwealth of Massachusetts by offering associate degrees and certificate programs that prepare students for further education and fulfilling careers. Our students reflect our diverse local and global community, and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success of all students, and forges vibrant partnerships and pathways with educational institutions, community organizations, and local businesses and industries.

Vision of Bunker Hill Community College

Bunker Hill Community College empowers and inspires students, faculty, and staff diverse in identities, experiences and ideas to make meaningful contributions to our local and global communities. The College embodies a spirit of inquiry, critical thought, inclusive excellence, and lifelong learning.

Bunker Hill Community College Institutional Values

The BHCC Board of Trustees, faculty, Staff and Students embody the highest academic and institutional integrity through their commitment to:

- Access and Success
- Excellence and Innovation
- Economic and Social Justice
- Inclusiveness and Equity
- Civic Engagement and Service
- Kindness and Respect
- Accountability and Transparency

The Mission, Vision and Values statements were approved by the Board of Trustees, Massachusetts Department of Higher Education and Massachusetts Secretary of Education, October 2014

**Bunker Hill Community College
Program Description**

Medical Radiography:

The Medical Radiography Program is a two-year Associate of Science program designed to provide comprehensive instruction and clinical experience to persons pursuing a career in General Radiography.

Essentials and Guidelines of an Accredited Educational Program in Medical Radiography

The Medical Radiography Program at Bunker Hill Community College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (See Accreditation Statement on Pg. 7). As an accredited program, the most recent JRCERT Standards for an Accredited Educational Program in Radiography are adhered to, and the curriculum follows the most current Radiography Curriculum of the American Society of Radiologic Technologists (A.S.R.T). This promotes academic excellence, patient safety, and quality healthcare practice for our students.

The JRCERT Standards for an Accredited Educational Programming Radiography are available in the classroom for your information and review. The most current ASRT Radiography Curriculum can be obtained by visiting www.asrt.org.

Program Accreditation Statement:

The Medical Radiography Program at BHCC is accredited by:

**The Joint Review Committee on Education in Radiologic Technology
(J.R.C.E.R.T.)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
www.jrcert.org**

**Last Site Visit: December 2016
Continuing Accreditation Award: 8 year maximum**

All graduates are eligible to apply to sit for the American Registry of Radiologic Technologists (A.R.R.T.) exam upon graduation.

***Programmatic Accreditation Standards may be found at www.jrcert.org.
The JRCERT Standards for Accredited Educational Program in Radiography are also posted in the classroom.**

Bunker Hill Community College
Medical Radiography Program

The Medical Radiography Program is an integral part of Bunker Hill Community College, structured to serve the community at large and outreach to a multicultural population.

Program faculty continuously interact with hospital administrators, clinical educators and community leaders to ensure that the program responds to environmental change, and the evolving needs of all stakeholders.

MISSION

The mission of the Medical Radiography Program is to produce competent radiologic technologists.

VISION STATEMENT

The vision of the Medical Radiography Program is to achieve excellence through outcome assessment and continuous improvement, providing students with marketable skills and learning opportunities to foster critical thinking and problem-solving.

JRCERT Standards for an Accredited Educational Program in Radiography

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Non-Compliance Complaint Resolution Policy

As a J.R.C.E.R.T. accredited Medical Radiography Program, the program must follow the **Standards for an Accredited Educational Program in Radiologic Sciences**. A copy of this document is posted in the classroom at all times for student review.

Should any individual consider the program in non-compliance with any of the standards, the following process should be followed:

1. Bring the complaint formally to the Program Director.
2. The complaint should be in written form. The official program number (0215) along with the name of the program and sponsoring Institution should be clearly included at the top of the written complaint.
3. The events and/or actions being considered a violation of one or more of the standards should be clearly stated in the complaint, and the standard(s) to which the violation refers should be specified.
4. The complaint should be signed with the name(s) and address(es) of the complainant(s) clearly typed or printed. The complaint will be investigated by the Program Director, and a formal written response will be sent to the complainant(s) no later than 7 working days from the date of receipt of the complaint.
5. A copy of the complaint and the program responses will be forwarded to the Dean of Nurse Education, Medical Imaging and Respiratory Therapy, the Vice-President of Academic Affairs, and the JRCERT for their review and records.
6. Should the complainant(s) find the responses unacceptable, he/she has five (5) working days to resubmit the complaint to the Program Director, stating the reasons for objection and providing any additional documentation for the alleged non-compliance.
7. The Program Director refers the complaint and the response with the supporting documents to the Ad Hoc Complaint Resolution Committee which includes The Dean of Nurse Education, Medical Imaging and Respiratory Therapy, Department Chair, Program Director, Clinical Coordinator, two members of the Advisory Board, and two students.
8. The Committee will convene to review and discuss the matter and carry on any additional investigation, if deemed necessary
9. The Committee will prepare a response to the complaint and send it to the complainant(s) no later than one month after its initial meeting. A copy will be forwarded to the JRCERT.
10. Should the complainant(s) find the response unacceptable, a written complaint should be forwarded to:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
Email: mail@jrcert.org URL: www.jrcert.org

Bunker Hill Community College
Medical Radiography Program

Professional Society Membership

Membership in the American Society of Radiologic Technologists (ASRT) is recommended. Information regarding this organization and student rate reductions can be found on their website. www.asrt.org

Students are encouraged to attend clinical conferences that are offered as part of their clinical education. There is an annual meeting that BHCC students can attend at a discount. The meeting is called the Massachusetts Society of Radiologic Technologists' Annual Conference, and it is historically held in the Spring semester. Students may attend this conference during their second year of clinical and be dismissed from either class or clinical. If the student chooses not to go to the conference they are to attend regularly scheduled clinical hours. Visit www.msrt-ma.org for registration forms and conference information.

Application to the American Registry of Radiologic Technologists (A.R.R.T.)

This organization awards certification after passing their board exams as well as requiring continuing education credits to be maintained during your career in medical radiography. Obtaining this status entitles the individual to use the initials R.T. after their name, which demonstrates to the community, both medical and lay, that you are a competent radiographer. To understand the merits, as well as the policies and procedures of the organization, please visit their website. Steps to Application can be found at www.arrt.org

Additional information regarding the A.R.R.T. and the certification process, as well as policies and procedures will be discussed throughout the program.

State of Massachusetts Licensure

Graduates of the Medical Radiography Program are eligible to apply for a temporary license from the Radiation Control Program of the State of Massachusetts. A letter of completion from the Program Director is required, and will be issued to each student upon completion of the program. The application process will be reviewed prior to graduation by the MIG 238 Advanced Medical Radiography Seminar course instructor.

Rev: 6/15, 9/16, 8/21

The American Registry of Radiologic Technologists Standards of Ethics and Code of Ethics

The **Standards of Ethics** of the American Registry of Radiologic Technologists®(ARRT®) shall apply solely to persons holding certificates from ARRT that are either currently registered by ARRT or that were formerly registered by ARRT (collectively, “Certificate Holders”), and to persons applying for examination and certification by ARRT in order to become Certificate Holders (“Candidates”). The **Code of Ethics** forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. Students in the Medical Radiography Program **must at all times** abide by the following Code of Ethics:

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identify, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

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PROGRAM GOALS

Goal 1: Students will be clinically competent.

Student Learning Outcomes:

- Students will apply positioning skills.
- Students will utilize radiation protection.
- Students will provide quality patient care.

Goal 2: Students will develop critical thinking skills.

Student Learning Outcomes:

- Students will demonstrate the ability to perform non-routine procedures.
- Students will evaluate diagnostic images for quality.

Goal 3: Students will demonstrate communication skills.

Student Learning Outcomes:

- Students will demonstrate oral communication skills.
- Students will demonstrate written communication skills.

Goal 4: Students will model professionalism.

Student Learning Outcomes:

- Students will exhibit professionalism in the clinical setting.
- Students will determine the importance of continuous professional development.

Revised: 9/16

Bunker Hill Community College

General Policy Statement

The General Policy of Bunker Hill Community College and the Medical Imaging Department is:

- To accept students who meet the admission requirements of the Medical Imaging Programs.
- Students should be of good moral character.
- To educate students to perform the skills required in the profession.
- To judge and evaluate student performance impartially.
- To maintain reasonable hours and safe, healthful working conditions.
- To inform students fully of policies and regulations affecting them.
- To maintain adequate records of student performance at the college.
- To evaluate all students as to the quality of their clinical performance.
- To provide academic and personal counseling to students.
- To ensure that the curriculum reflects current and relevant practice.

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College is an equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504).

Inquiries concerning application of the above should be directed to Nahomi Carlisle, Esq., Associate Vice President and Chief Compliance Officer and Section 504/ADA Coordinator, at 250 New Rutherford Avenue, Charlestown Campus, Room A307, Boston, MA 02129, phone: 617-228-3311; email nahomi.carlisle@bhcc.edu.

Bunker Hill Community College Medical Radiography Program

Pregnancy Policy

The BHCC pregnancy policy is first presented to the students during the acceptance process and then again as part of the pre-clinical orientation. Students are required to sign a statement of understanding regarding the pregnancy policy.

NRC regulation Part 20 – Standards for Protection Against Radiation, subpart C – Occupational Dose Limits, states: “**§ 20.1208 – The licensee shall ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv).**” Should a student become pregnant, that student has the option of notifying or not notifying (in writing) the program director of their condition. (See Declaration of Pregnancy Form in Appendix) If a student has previously declared pregnancy in writing, that student has the option of “undeclaring” at any time in writing.

The Medical Radiography faculty is available to speak with the student to discuss the available options.

Several options will be presented to the student, including but not limited to the following:

1. Continue in the Program as scheduled. Students should meet with the Radiation Safety Officer/Program Director to discuss proper protection and wearing additional radiation monitoring devices.
2. Continue with academic work and suspend clinical activity until after delivery.
3. Take a leave of absence from the program and return to the program after delivery.

There are many variables to consider when developing an educational plan for a pregnant student. How far the student has progressed in the Program, clinical and academic performance and the student’s health are factors that will be considered.

Should the student choose to remain in the program, the following will be required:

1. Student must submit a letter from their physician stating they’re physically able to continue clinical training with no restrictions.
2. Student and Program Director will develop an education plan that will afford maximum protection for the fetus. The student may ask to be excused from portable and fluoroscopy rotations during the first trimester with the understanding that the rotations will be rescheduled for a later date to accommodate program requirements.
3. The education plan will be read and signed by the student, program director, and clinical coordinator. The education plan will be reviewed at the beginning of each semester.

**Bunker Hill Community College
Medical Radiography Program**

Academic Standard

A grade of numerical **80 must be achieved to pass the Medical Imaging (MIG) Courses as outlined in the appropriate medical radiography curriculum.**

Failure to achieve an 80% in any MIG course, or less than a grade of “C” in any required general education course, will result in dismissal from the program. Any student dismissed from the Medical Radiography Program due to academic reasons may reapply to the program once.

The student must successfully repeat any MIG course(s) in which a grade of less than 80% was earned when the course(s) is/are next offered. Students may also be asked to repeat other course work or audit courses as a condition of reacceptance into the program, if the Program Director and Faculty deem it necessary.

Reapplicants must adhere to any changes made in the application process. Readmission is considered with respect to the applicant pool for the given year, but is not guaranteed.

If a student is readmitted to the program following an absence of more than one year, the student must repeat all MIG courses regardless of the grade obtained. Tuition will be charged for all course work that needs to be repeated.

Please refer to the current college catalog for a complete list of course requirements and descriptions. Course meeting times and locations are published each semester in the course selection book online.

Bunker Hill Community College Medical Radiography Program

General Information

Cost of Attendance

Tuition charges and fees are subject to change at the discretion of the Massachusetts Board of Higher Education. Please refer to the college catalog for a current schedule for tuition and fees, as well as estimated program-related costs. Please note that parking at and/or transportation to clinical sites varies, and is the responsibility of the student. Please note that a paid subscription to Trajecsys software is required for clinical participation.

All Medical Imaging Programs have programmatic accreditation* which occasionally requires curriculum changes. Students are responsible for all related tuition and fees related to curriculum changes implemented prior to their graduation.

Please see the BHCC online catalog for information regarding financial aid. The financial aid office is located in the B building second floor.

Malpractice Insurance

All medical imaging students are required to purchase malpractice insurance prior to beginning clinical internship. The malpractice insurance fee is charged for each year the student attends clinical internship. This insurance serves as a means of protection against any instance of alleged malpractice that may occur during clinical training. The college utilizes a company that provides student coverage. Failure to pay the premium will result in not being permitted to participate in clinical

Health Insurance

All students carrying nine or more credits are required to present proof of Comprehensive Medical Insurance. Please see the Health Insurance statement in the BHCC Catalog.

Health Clearance

In order to obtain clearance for clinical placement, all students must submit a physical examination and immunization record to the BHCC Health Services Office. The records are reviewed by the Student Health Nurse and are kept in a confidential file in the Health Services Office. All immunizations must be current or placement into the clinical setting will not occur.

The communicable disease and immunization policies in place for the Division of Health Care Professions will apply to all Medical Imaging students. Information and copies of all policies are available in the BHCC Student Health Services Office.

Students in health programs with clinical rotations must comply with their clinical site's immunization requirements, including COVID-19 vaccination if mandated.

Students having health and/or mental health issues can visit the E175 BHCC Health Office for discussion as needed with Denise Amerena, RN, Director of Health Services. Students with issues requiring absences must notify the Program Director, Clinical Coordinator, Clinical Instructors, and affected faculty.

College Accommodations and Support Services

Bunker Hill Community College has developed a program of support services specifically for students who have learning disabilities, sensory impairments, psychological disabilities or physical conditions. Services, which are coordinated through the Office for Students with Disabilities, may include, but are not limited to, academic and testing accommodations, faculty notification, assistance with adaptive computer technology and accessibility issues, academic/career advising, student support groups, professional literacy instruction and personalized educational coaching.

The program is designed to promote interaction among several existing campus resources and personnel. Students are actively involved in decision making regarding their specific needs and are encouraged to work toward increased independence and self-sufficiency.

Students with documented disabilities are eligible for services through Bunker Hill Community College's Disability Support Services Office (DSS). In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act (ADA), students seeking reasonable accommodations for a disability are responsible for self-identifying and self-identifying and self-advocating.

If you have a documented disability and anticipate needing accommodations, please contact Disability Support Services at 617-228-2327 or visit by the office located at the Charlestown Campus, Room E 222. Note: Requests for accommodations require dialogue with DSS, medical documentation review and registration with DSS prior to receipt of an accommodation.

Accommodations are not retroactive. Students are required to meet each semester with the Office of Disability Services staff to discuss and determine reasonable and effective accommodations and are strongly encouraged to do so prior to the start of each semester. For information about programs and services, please visit: <https://www.bhcc.edu/disabilitysupportservices>

Note: In the clinical setting the student must be able to perform all duties within the scope of practice for the specific modality (i.e., Radiography, Cardiac Sonography or General Sonography).

Program Grievance Policy

All students have the right to appeal Program policies and decisions. To ensure confidentiality and procedural fairness to all parties involved, and to facilitate rapid resolution of academic issues due to the clinical nature of the programs, the Medical Imaging Department has developed the following grievance procedure:

II. Preliminary Steps

When a student has a concern regarding academic fairness, these steps are to be initiated as soon as possible but no longer than seven (7) days after the concern is raised.

1. Meet with the instructor involved, and attempt a resolution. If the problem is unresolved within two days of meeting, the student may then,
2. Meet with the Program Director and attempt a resolution. If the problem is unresolved within two days of meeting, the student may then,
3. Meet with the Department Chair, and attempt a resolution. If the problem is unresolved within two days of meeting, the student may then,
4. Meet with the Dean of Health Sciences and attempt to resolve the problem. If the problem cannot be resolved within two days of meeting, the student may, within 5 days, place a request to the Dean for a Grievance hearing.

Students should feel free to ask to see the Dean of Health Sciences at any time if they feel it is warranted.

III. Grievance Procedure

1. The student will provide the Dean of Health Sciences with a written statement including the specific nature of the problem and all pertinent supporting data.
2. Upon receiving a written statement from the student, the Dean will within seven (7) days, appoint an ad hoc Grievance Committee chaired by the Department Chair. The Committee will be composed of three (3) faculty members not previously involved in the grievance procedure.

3. The ad hoc Grievance Committee will meet with the student and instructor for a formal hearing as soon as reasonable, but not more than three (3) working days after being constituted as a committee.

4. The ad hoc Committee shall make written recommendation to the Dean within twenty-four (24) hours after completion of the hearing.

5. The Dean shall act on the recommendation of the ad hoc Grievance Committee within two working days of receipt of the materials from the Grievance Committee. The Dean of Health Science's decision shall be final at the first step.

IV. Withdrawal of Grievance

The student initiating grievance proceedings may request in writing to the Dean of Health Sciences discontinuation of the process at any point.

V. Continuation of Grievance

If not resolved, the student may appeal according to the Academic Appeal Process as outlined in the BHCC Student Handbook.

Sexual Harassment Policy

Sexual harassment of a student, an employee or any other person in the College is unlawful, unacceptable, impermissible and intolerable. For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

A student, an employee, or any other person in the College who is found to have engaged in sexual harassment is subject to discipline up to and including termination of employment or expulsion from the College. When a student, an employee, or any other person in the College believes s/he has been the subject of sexual harassment, the complaint/grievance process is a mechanism for redress. Whether a complaint/grievance is formal or informal, the College will conduct a prompt, thorough, fair, and objective investigation, and will take such corrective action as is appropriate under the circumstances. Reasonable efforts are made to maintain confidentiality during the grievance process.

No student or employee shall be retaliated against for filing a discrimination complaint/grievance or for cooperating with the College's investigation thereof. For more information, for a copy of the Affirmative Action Complaint/Grievance Procedure, or to file a complaint/grievance, contact Nahomi Carlisle, Chief Compliance Officer and Section 504/ADA Coordinator, at 250 New Rutherford Avenue, Charlestown Campus, Room A307, Boston, MA 02129, phone: 617-228-3311; email nahomi.carlisle@bhcc.edu.

Sexual harassment is forbidden by both federal and state regulations. In keeping with these regulations, a concerted effort will be made to protect employees, students, and others from sexual harassment as defined. For the full text of the College's policy concerning sexual harassment, refer to the Bunker Hill Community College Policy on Affirmative Action, Equal Opportunity & Diversity.

Revised: 05/12, 8/21

**Bunker Hill Community College
Medical Radiography Program**

Leave of Absence Policy

This policy has been developed to provide the means for a student who must be absent from the program for an extended period of time to petition for readmission.

Request for leave of absence:

The student may request a leave of absence. Petitions for reentry must be made in writing to the Program Director within 10 months of the next regularly scheduled program offering. To be considered for a leave of absence the student must be in good academic and clinical standing. Due to the clinical nature of the program, reentry is awarded on a ‘space available’ basis. Reentry will not be possible in the absence of an available clinical site for the student. Additionally, the student may be required to audit previously completed courses at the discretion of the Program Director.

The leave of absence form must be submitted to the Program Director at least two weeks prior to the period of absence. The Program Director will review the request, note any stipulations governing readmission and return it to the student for final signature.

NOTE

If the student’s absence from the program is more than one academic year, the leave of absence policy does not apply. In such instances, the student may reapply to the program as a “new” student and all MIG/SON classes must be retaken. Tuition will be charged for all courses that need to be repeated.

Additionally, if a medical issue persists, the student must obtain medical clearance from a physician prior to a return to clinical.

Rev.8/10,9/16,9/18

MEDICAL RADIOGRAPHY PROGRAM
CURRICULUM SEQUENCE

FULL- TIME & PART-TIME OPTIONS

BUNKER HILL COMMUNITY COLLEGE – MEDICAL IMAGING DEPARTMENT
MEDICAL RADIOGRAPHY PROGRAM
FULL – TIME OPTION
PROGRAM OF STUDY

Program prerequisites: College Writing I(3 Cr), College Algebra or Statistics (3 Cr), and Anatomy and Physiology I with Lab (4 Cr)

FIRST YEAR

Fall

MIG107	Introduction to Medical Radiography	2 credits
MIG109	Patient Care for Medical Imaging	4
MIG122	Positioning I	3
MIG 124F	Medical Radiography Clinical I	2

SPRING

BIO 204	A&P II with Lab	4 credits
MIG120	Radiologic Imaging, I	3
MIG111	Imaging Technology I	3
MIG126	Positioning II	3
MIG 128F	Medical Radiography Clinical II	2

SUMMER

MIG 222F	Medical Radiography Clinical III	3 credits
SOC 101	Principles of Sociology	3

SECOND YEAR

FALL

MIG220	Positioning III	2 credits
MIG 228F	Medical Radiography Clinical IV	3
MIG224	Imaging Technology II	3
MIG226	Radiologic Imaging II	3
ENG 112	College Writing II	3
MIG227	Pharmacology of Radiology	1

SPRING

MIG230	Radiation Protection	3 credits
MIG 236F	Medical Radiography Clinical V	3
MIG234	CT/Cross-sectional Anatomy (web)	2
CIT 110	Application/Concepts	3
MIG238	Advanced Medical Radiography Seminar	2

TOTAL PROGRAM CREDITS – 60

- Students are responsible for taking prerequisites within the Medical Imaging program sequence.

BUNKER HILL COMMUNITY COLLEGE – MEDICAL IMAGING DEPARTMENT
MEDICAL RADIOGRAPHY PROGRAM
PART – TIME OPTION PROGRAM OF STUDY

This program is designed to be a three year course of study that affords students the opportunity to pursue an education in Medical Radiography on a part-time basis. The required clinical rotations in the second semester of Year Two, the summer semester between Years Two and Three, and the first semester of Year Three occur during the evening. The program requires the completion of full-time clinical rotations in the third year over the spring and summer. These rotations must be completed during the day.

Program prerequisites: College Writing I(3 Cr), College Algebra or Statistics (3 Cr), and Anatomy & Physiology I with Lab (4 Cr)

YEAR ONE

<u>FALL</u>	<u>Credits</u>	<u>SPRING</u>	<u>Credits</u>
MIG 109 Patient care in Medical Imaging	4	MIG 111 Imaging Technology I	3
MIG 107 Intro to Med. Rad.	2	MIG 120 Radiologic Imaging I	3
		ENG 112 College Writing II	3

<u>SUMMER I</u>	<u>Credits</u>
MIG 224 Imaging Technology II	3
SOC 101 Prin. Of Sociology	3
CIT 110 Applications and Concepts	3

YEAR TWO

<u>FALL</u>	<u>Credits</u>	<u>SPRING</u>	<u>Credits</u>
MIG 226 Radiologic Imaging II	3	MIG 122 Positioning I	3
MIG 230 Radiation Protection	3	BIO 204 A&P II with Lab	4
		MIG 124P Medical Radiography Clinical I	1

<u>SUMMER II</u>	<u>Credits</u>
MIG 126 Positioning II	3
MIG 227 Pharmacology of Radiology	1
MIG 128P Medical Radiography Clinical II	1

YEAR THREE

<u>FALL</u>	<u>Credits</u>	<u>SPRING</u>	<u>Credits</u>
MIG 220 Positioning III	2	MIG 228P Medical Radiography Clinical IV (Day)	5
MIG 222P Medical Radiography Clinical III	1	MIG 238 Advanced Med. Radiography Sem.	2
MIG 234 CT/Cross sectional Anatomy (Web)	2		

<u>SUMMER III</u>	<u>Credits</u>
MIG 236P Medical Radiography Clinical V (Day)	5

Total Program Credits: 60

- Students are responsible for taking prerequisites within the Medical Imaging program sequence.

Clinical Education Policy

BUNKER HILL COMMUNITY COLLEGE – RADIOGRAPHY CLINICAL PLAN

The clinical plan involves a progressive model utilizing competency and performance evaluations which are designed to measure the student’s psycho-motor, problem solving and cognitive skills as well as the ability to present an appropriate and professional affect to patients and staff. These evaluation tools are structured to reflect an increasingly higher level of difficulty for all clinical experiences as the students move through the program.

The Clinical Instructor is responsible for the day to day supervision of the students while they are on site. Responsibilities of the CI include scheduling area and room assignments, and evaluating and maintaining files for each of the students. The BHCC Clinical Coordinator is in continuous contact with the clinical site by observation visits, monthly CI meetings and direct immediate access through the college.

CLINICAL INSTRUCTORS’ MEETINGS

The clinical instructors and the BHCC coordinator meet monthly during each academic semester. These meetings are designed to afford the clinical affiliates an opportunity to meet and discuss issues, review and refine policies and to assess the effectiveness of the clinical training and evaluation procedures. Minutes of meeting are kept on file at the College.

DIRECT AND INDIRECT SUPERVISION

For the duration of the program the students are always under the supervision of a qualified staff technologist*. There are two types of observations defined by the JRCERT Standards for an Accredited Program in Radiologic Sciences:

“Until students achieve the program’s required competency in a given procedure, all clinical assignments should be carried out under the direct supervision of qualified radiographers. Direct supervision is defined by JRCERT as student supervision by a qualified radiographer who:

1. reviews the request for procedure in relation to the student’s achievement,
2. evaluates the condition of the patient in relation to the student’s knowledge,
3. is physically present during the conduct of the exam/procedure, and
4. reviews and approves the procedure and/or image(s).”

***DIRECT Supervision is required for ALL Surgical and Mobile Exams.**

After the student has completed a competency area, the student may then perform under indirect supervision. The “Standards” define indirect supervision as:

“Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.” (The radiographer must be in close physical proximity to the student, **and within hearing distance**).

*A qualified radiographer has a current ARRT certification and registration, or equivalent (i.e., unrestricted MA license) in Radiography.

Rev. 8/21

REPEAT IMAGE POLICY

All students, regardless of their level of competency, are not to repeat radiographs without the **DIRECT SUPERVISION** of a qualified radiographer. Notation of the staff radiographer present must be recorded on the student's Daily Log sheet in Trajecsys. All clinical sites are required to post a "repeat image" policy in all control rooms and staff/student areas.

HOSPITAL ASSIGNMENTS

Students will be assigned to one primary clinical site. Students are responsible for transportation to and from clinical sites, and parking. Rotations are arranged so that Students in Clinical I will begin with observational learning experiences. The actual clinical studies in which they participate will be at the lowest level of difficulty. As the student gains more experience and competency in lower level exams the competency requirements become more advanced.

First year students will be able to participate in an increasing range and difficulty of clinical procedures, however they are still considered to require direct supervision.

During the summer semester (full-time students) and/or the second year of clinical, (Clinical III, Clinical IV, and Clinical V), students will be performing more difficult and specialized studies under "indirect supervision" once they have documented competence. Clinical V is the final clinical rotation and is designed to provide the student with a concentrated period of time in which to strengthen competency and patient care skills.

ROTATION AREAS*

Areas that students will rotate through include but are not limited to the following:

- General Radiography
- Trauma Operating
- Room Portables
- Fluoroscopy

CPR CERTIFICATION:

Students must obtain **Basic Life Support (BLS) for Healthcare Providers** CPR certification from the **American Heart Association** or the **American Red Cross** **PRIOR** to starting the program. It is the student's responsibility to ensure that their certification remains current and compliant with the specific requirements of their assigned clinical placement throughout the duration of the program.

Rev: 9/2025

SPECIALIZED ROTATIONS

Students placed at a hospital that does not have pediatric facilities will be assigned a short rotation at a facility that has pediatric radiology. This will afford them the opportunity to complete their pediatric competencies.

ELECTIVE ROTATIONS*

Students may elect to rotate through the following areas:

- Cardiac Cath
- CT
- Interventional/Angiography
- MR**
- Ultrasound

Elective rotations are conducted during the clinical V semester. The availability and length of the rotations are determined by the clinical instructor. **Elective rotations are strictly observational and no patient care is allowed while student is in this rotation.****See MR Safety Policy prior to rotation.

MRI SAFETY POLICY –

Students may complete an observational rotation in MRI once all competency requirements have been met. All students must complete the MRI Safety orientation and MRI screening which reflect current, American College of Radiology (ACR) MR Safety guidelines prior to the start of their clinical experience.

For safety, students with any type of internal metallic devices cannot enter an MRI exam room unless the device is certified as MRI safe. Due to the nature of MR imaging, this rotation may be contraindicated for a variety of issues. Students are required to complete a second Safety Screening Form at the beginning of Clinical IV(Full-Time Fall/Part-Time /Spring), in case their safety status has changed.

Students must notify the program in writing immediately should their status change at any time during the program

Rev. 2015, 2021, 2025

CLINIC DAYS AND HOURS

During the academic semesters, the students are scheduled for attendance at their Clinical education sites on specific days. Day students are required to be at the clinical site from either 7:30 am – 3:30 pm (Lahey Clinic and South Shore Hospital Only), or 8:00am-4:00pm and assuming a thirty minute lunch break.

Part-Time clinic hours for the part-time students for clinical I, II, and III will be 8 hours per week. Clinical PT IV and V students must complete 32-35 hours per week. **These rotations must be DAY clinical hours.**

It is our policy that students do not take on the responsibility of or substitute for professional staff technologists. All clinical and didactic hours are monitored to be sure that no student is spending more than forty hours per week on program activities.

CLINICAL SOFTWARE USE – TRAJECSYS SYSTEM

Students must purchase access to Trajecsys prior to their clinical start. Students must use Trajecsys to log in and out each clinical day. Students must also submit their daily log information, including relevant repeat information, into Trajecsys by weeks' end.

Clinical Instructors may use the software system or maintain hardcopy files for each student. Students must follow schools and clinical site policies for paperwork or Trajecsys submission.

Students clinical grade will be negatively impacted with a 10 point overall deduction if they are not complying with Trajecsys system update requirements and timelines.

BUNKER HILL COMMUNITY COLLEGE – MEDICAL RADIOGRAPHY

CLINICAL POLICY

ATTENDANCE POLICY

There are many duties and responsibilities a student must accept in the process of becoming a health care professional. To develop the skills required of a professional in the field of radiography, the students' attendance must be regular and consistent.

While engaged in any clinical experience, the student **must** abide by the rules and regulations of the assigned clinic.

1. Students must attend the clinical site as scheduled for each marking period. Failure to do so may result in a lowering of the clinical grade or dismissal from the Program.
 2. Students will have one excused personal day per academic year.
 3. Students will have one excused occurrence* per semester due to illness, etc.
- The following steps will be taken in the event of an absence from the clinic:

- a. Absent 2 occurrences* in a clinical semester = Verbal warning (3 point reduction)
- b. Absent 3 occurrences* in a clinical semester = Probation for the remainder of the semester (6 point reduction)
- c. Absent 4 occurrences* in a clinical semester = Dismissal from Program
- d. Late Policy – three instances in arriving late will result in one day's absence recorded. Late is arrival after 8am (7:30 am for Lahey Hospital and South Shore Hospital only) for day students and 6pm for evening.
- e. Leaving Early Policy – three instances in leaving early will result in one day's absence recorded. Leaving early is anytime the student leaves clinical site prior to designated dismissal time. *Please note: If the student leaves prior to 11:30am (Day) or 8pm (Evening), it is considered an absence.

*an occurrence of more than one day will require a physician's note presented to clinical instructor and faculty member if due to illness or other relevant documentation to validate the missed days (**bereavement, jury duty, etc.). If a note is not received prior to students return to clinical; each day missed will be considered a separate occurrence per the policy above. Additionally, if three or more consecutive days are missed during an occurrence, a physician's note approving the student's ability to return to clinical without restriction is required in addition to the note outlining the reason the student has missed more than one day of clinical. **If an immediate family member passes away, the industry standard is three consecutive days bereavement, if additional time is requested the student must contact the faculty member and clinical coordinator for approval.

4. If a student is going to be late or absent for any reason, a call must be made or email written to the clinical instructor of designee and the BHCC clinical faculty member before the scheduled starting time. If the student is assigned to a minor affiliate, the supervisor at that clinic must also be called or emailed per site policy.
5. If a student is absent and does not call to notify the site clinical instructor and the BHCC clinical faculty member, that student will be placed on clinical probation and must meet with the Program Director and Clinical Coordinator.
6. Student's should arrive at the Clinic fifteen minutes early and be ready to start the day's activities on time.
7. In the event that BHCC is closed due to weather emergency, the student assigned to a clinical on that day is excused from clinical duty (this applies to September to May). From May to August, student will follow the hospital schedule.

8. In the event that the school is closed early, students are dismissed at the time the school closes.
9. In the event the school has a delayed start – If more than half or half the shift is left to be completed, the student reports to clinical at the delayed time school opens, if less than half of the shift is left for completion, the student will remain out of clinical for the day. For example, a delayed start of 11:00 am day students report to clinical at 11:00 am, if the delayed start is 1:00 pm, day students will not report to clinical. Please note – evening students starting at 4pm or later would go to clinical in both examples noted.
10. If a student leaves a clinical site or assigned rotation without the permission of the clinical instructor or designee, that student will be penalized for one clinical day and maybe subject to other disciplinary action.
11. Students must remain in their assigned rotational area until reassigned by the clinical instructor or designee.
12. Students may attend approved educational seminars or conferences related to the radiologic sciences. Approval is to be obtained from the program director and clinical instructor.
13. Academic and clinical requirements must be satisfied prior to clearance for graduation, and application for the ARRT examination and state licensure.
14. Clinical Software - Students must log in and out of the clinical software system to validate attendance. Students must submit the daily log, to include any repeat image information, via the software system by the end of the week. Students must purchase access to Trajecsys prior to their clinical start.

Guidelines for Professional Conduct for Students in Medical Radiography

Use of appropriate behavior, including correct use of language and proper forms of address at all times ensures that:

- The possibility of a patient or co-working misunderstanding or misinterpreting your behavior is kept to a minimum
- The communication process occurs efficiently and accurately
- **Working relations are kept as positive and productive as possible in the academic and clinical settings, the student will :**
- Follow all policies, procedures, rules and regulations stated in the BHCC Catalog, *BHCC Student Handbook*, and the Medical Radiography Program Student Clinical handbook.
- Comply with all policies and procedures of the clinical affiliates
- Maintain patient confidentiality
- Refrain from any action, behavior or use of language that could place patients, staff members or other individuals at risk of harm or abuse or seriously endanger the patients' quality of care.
- *Use of personal cell phones, smart devices, pagers, beepers, or any type of recording device in a clinical setting is strictly prohibited. (It is recommended that the students select another individual to make important life or family decisions that may typically require cell phone usage while student is at clinical. If this is not possible then the student can provide necessary, site and assigned rotation specific phone contact information for that day/time period.)*

BHCC Medical Radiography Student

Lab/Clinical Injury Reporting Policy

Policy:

To establish guidelines for the reporting, management, and follow-up of any injuries sustained by students during clinical rotations or during skills lab sessions, ensuring prompt care and maintaining a safe learning environment.

If a radiography student is injured during **clinical rotations**, they must *immediately* notify their Clinical Instructor and seek medical attention, if necessary. The student is required to complete the **Injury/Incident Report Form** accurately and submit to both the Clinical Instructor and the Clinical Faculty within **24 hours**. The Clinical Instructor should also document the incident according to the clinical site policies. Students requiring medical attention may only return to clinical duties once they have received medical clearance and provided appropriate documentation to the Clinical Coordinator.

If a radiography student is injured during a **skills lab session**, they must *immediately* notify their faculty and seek medical attention, if necessary. The student is required to complete the **Injury/Incident Report Form** accurately and submit to faculty and program director within **24 hours**. The faculty should also document the incident and report to program director.

Students requiring medical attention may only return to class once they have received medical health clearance and provided appropriate documentation to the program director.

All injury reports are kept confidential and maintained in the student's record. The program reviews all incidents to promote safety and prevent future injuries. Repeated injuries due to avoidable behavior may result in disciplinary action.

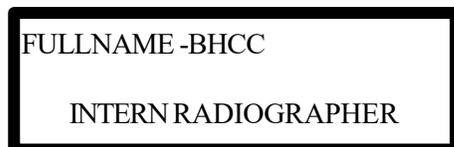
BUNKERHILL COMMUNITY COLLEGE – MEDICAL RADIOGRAPHY UNIFORM POLICY

The following items are considered acceptable apparel for student radiographers. If uniform policy is not followed the student may be asked to leave clinical and will be marked as absent.

1. Navy blue hospital scrubs purchased from approved vendor list or through BHCC bookstore to include mandatory patch sewn on the arm of each scrub top. Scrubs should fit loosely, and the top is to be worn outside and over the elastic waist pants. Any top worn under the scrub top must be white.
2. Bunker Hill provides a personal dosimeter badge and one pair of lead Right and Left markers which must be worn by students each clinical day. Should a student purchase replacement marker the Right marker should Red and the Left marker should Blue with a BH##.
3. All students must be clean-shaven to attend clinical for proper mask fitting.
4. White labcoats (short or long) may be worn over scrubs. This is the only garment to be worn over the scrub top.
5. A good sturdy, solid colored shoe in white, black or brown – free of ornamentation, should be worn. No canvas sneakers, no sandals, no open toed shoes. Solid colored stockings/socks (white, black or brown) must be worn.
6. Jewelry must be kept to a minimum. No large hoop or dangling earrings are to be worn, facial piercings are not allowed and tattoos must be covered up.
7. No acrylic or artificial nails of any kind can be worn. Nails should be kept short and of neutral color.
8. Hair must be pulled back from the face and tied back to prevent hair being caught in machines or preventing safe patient care.
9. **Students must follow assigned clinical site policies and procedures at all times.**

NOTE: ALL STUDENTS MUST WEAR A NAME PIN ATTACHED TO UNIFORM

White Background – Black Lettering



Revised: 8/22,9/25

Medical Radiography students are required to purchase a uniform to wear during their clinical and laboratory courses. Uniforms may be purchased through the BHCC Bookstore with the MEDICAL IMAGING patch attached to the sleeve of the scrub top. If a student prefers to purchase their own uniforms outside of the bookstore, it must be one of the approved brands and follow the style guidelines below.

Brand	Approved Color
AllHeart	Navy
Carhartt	Navy
Cherokee	Navy
Cherokee Workwear	Navy
Dickies	Navy
Figs	Navy
Healing Hands	Navy
Jockey	Navy
Koi	Navy
Landau	Navy
Med Couture	Navy
Urbane	Navy
White Cross	Navy
Wonder Wink	Navy

Students will purchase at least 1 set (shirt and pants) of scrubs from one of the vendors listed above. The required uniform color is NAVY.

BHCC Medical Radiography patches must be purchased through the BHCC Bookstore. The student is responsible for attaching patch to the **LEFT** arm of the scrub top.

Students are also encouraged (*not required*) to purchase a white lab coat and attach a BHCC Med Rad Patch on the sleeve, for use at clinical.

Uniforms should be neat and professional in appearance. The following uniform styles are **NOT** acceptable for student clinical attire:

Any material revealing form-fitting or tight to the body

Please be sure to review your assigned clinical site uniform policy requirements.

BUNKER HILL COMMUNITY COLLEGE – MEDICAL IMAGING PROGRAM
MEDICAL RADIOGRAPHY OPTION

RADIATION SAFETY POLICY

All Medical Radiography students must be monitored to ensure that radiation levels are accurately and consistently recorded. The student is required to adopt responsible attitudes and behaviors with regard to laboratory and clinical practice involving the use of radiation. NRC: 10 CFR Part 20 – Standards for Protection Against Radiation, subpart C – Occupational Dose Limits, “**§ 20.1201 – The licensee shall control the occupational dose to individual adults to the following dose limits: The total effective dose equivalent (per Year) being equal to 5 rems (0.05 Sv).**” Program lab and clinical practices are designed to strictly adhere to these guidelines. Graduate radiographers will have knowledge of safe radiation practices that will result in dosages as low as reasonable achievable (ALARA).

1. Monitoring of student exposure to radiation:
 - a. The College will issue each student a Series A monitoring device to be used in the College labs. When not in use, devices are to remain in the control room. A reading higher than 125 mrem per quarter will require that the student meet with the Radiation Safety Officer (Clinical Coordinator) to review safe practice, proper film badge use and storage.
 - b. The College will also issue each student a Series B monitoring device to be used at the clinical sites. Students are to adhere to the regulations of the affiliating clinical site regarding the use and storage of these devices. A reading higher than 125 mrem per quarter for a student technologist in that institution will require that the student meet with the clinical instructor and program Radiation Safety Officer (Clinical Coordinator) to review safe practice, the proper use and storage of their film badge.

A second occurrence of a dose higher than 125 mrem per quarter within one academic year will prompt an active investigation by the Radiation Safety Officer to determine cause.

Students will abide by the policies of the assigned Clinical Site and the College lab with regard to proper wearing and storage of the monitoring devices. Lost or damaged badges are to be reported immediately to BHCC RSO.

Revised: 9/16

BHCC Medical Radiography students are never to hold a patient or image receptor during actual exposure, whether in the energized lab or clinical site.

- **Students are required to wear lead apparel on all mobile exams.**

A student will be immediately expelled from the program who:

- A. Willfully exposes self or another student to radiation.
- B. Knowingly and willfully neglects to use appropriate radiation shielding for patients, self or other students.

All dosimeter reports are posted to the Trajecsys Clinical Software within 30 days of receipt by the Radiation Safety Officer/Clinical Coordinator to facilitate student review of their own record. When the reports arrive, students will be notified via email that they are available. College and clinical readings will be combined. Program faculty will accommodate any student wishing to review or discuss their dosimetry report.

Lead Marker Policy

Each student is given a set of lead markers in the traditional **red (R) and blue (L)** style with **BH##**, prior to the start of Clinical I.

Students are encouraged to purchase an additional back up set in case a marker is lost. Students are responsible for all cost associated with marker replacements. ***Customized or personalized markers are NOT permitted in clinical or lab settings.***

Students are responsible for having their markers readily available at all times while in the clinical environment.

Students are responsible for marking all clinical images appropriately using their personal lead markers when performing exam.

Students without proper lead markers will NOT be permitted to **perform** or **complete competency exams** and may be sent home for not being clinically prepared, resulting in a clinical absence.

Mismarking Radiograph Violation Policy:

Accurate marking of radiographic images is essential to ensure patient safety, proper diagnosis, and effective treatment. Incorrect marking of radiographs PRIOR to radiologist review, including wrong side markers, patient identification errors, or any form of mislabeling, is considered a serious violation in patient safety.

1. All radiographic images must be correctly and clearly marked according to clinical site protocols.
2. Students are required to verify patient identity and proper marker placement prior to image acquisition.
3. Any instance of mismarking must be reported immediately to the clinical instructor or supervisor.
4. Repeated or severe mismarking violations will result in disciplinary actions, which may include remediation, a point reduction in overall clinical course grade, or dismissal from the program.
5. Students are responsible for understanding and adhering to the radiographic marking standards set forth by the clinical site and program.

All violations are CUMULATIVE over the duration of the program.

1st Offense: Written warning and meeting with CI and/ Program Official(s)
2nd Offense: -5 points overall clinical grade reduction
3rd Offense: -7 points overall clinical grade reduction
4th Offense: -10 points overall clinical grade reduction and probation
5th Offense: Program Dismissal: Program Dismissal

CONDITIONS OF INCREASED RADIATION SENSITIVITY

The student **must** notify the Program Director (in writing) if any of the following apply:

1. Serious illness
2. Treatment involving radiation and/or chemotherapy
3. Another condition or treatment which may render the student hypersensitive to radiation exposure.

Note: Pregnancy notification is optional. Please see Pregnancy Policy on Page 15.

Once communication has been received, the Program Director and Student will evaluate the Student's status in the Program.

USE OF ENERGIZED LABS AT BHCC

1. Students are responsible for maintaining the cleanliness and orderly appearance of the labs. Sponges, IRs, phantoms, and aprons must be properly and safely stored upon completion of lab exercises.
2. The X-ray lab may be utilized for student practice in positioning in the non-energized state by asking a faculty member for access. The x-ray tube is normally locked in the non-energized state. Faculty member providing access is responsible for checking the condition of the lab at the end of the student session.
3. Energized lab equipment cannot be used except under indirect supervision of a BHCC Radiography Program faculty member. That is, the faculty member must be immediately adjacent to the lab, and within hearing distance. They would energize the equipment upon request and de-energize at the end of the session for student safety. The x-ray labs are to remain locked at all other times.
4. Dosimeters are to be worn at all times by all students whenever working in the x-ray lab.
5. Students disregarding this policy will be given one warning and will be excluded from laboratory activities upon future violations. This will have an adverse effect on their course grade.
6. The energized x-ray units should be shut down at the end of the lab session.

Revised: 2/12, 9/13, 6/15, 8/20, 9/22, 9/25

CLINICAL PROBATION

When a student's performance at the clinical site is consistently below acceptable levels at any time during the academic semester, the student will be placed on clinical probation, after meeting with the Program Director and Clinical Coordinator. The Program depends on frequent, consistent and fair evaluation of student performance by Clinical Instructors at clinical education sites, as well as clinical faculty evaluations. At the midpoint of every semester, Clinical Instructors must submit mid-term updates for each student to the Clinical Coordinator or designated program faculty.

The length of clinical probation may be one or more semesters. Performance deficits will be discussed with the student. A corrective action plan with specified timeframes that must be met by the student will be generated. The Program Director, Clinical Coordinator and the Student must sign the action plan. The student's performance will be reviewed at the time specified on the document, and a decision will be made as to the student's status in the program. The student has the right of appeal if not in agreement with the results. Please see the Program Grievance Policy on Pages 19-20.

Revised:9/13

GRADUATION REQUIREMENTS

Each student must apply to graduate through the Registrar's Office during the Spring semester prior to anticipated graduation. To be cleared for graduation the student must maintain a minimum grade of 80% in all MIG courses, and a minimum grade of "C" in all required general education courses (Please see Academic Standard on Page 16). *check pg# All Medical Imaging Program requirements must be satisfactorily completed prior to graduation.

SPECIAL RECOGNITION

At graduation, the College awards one student the Special Achievement in Medical Radiography Award. This award is given to the student with the highest grade point average in the Program. The procedure for choosing the student requires that the Department Chair complete a nomination form from the Graduation Committee. The Committee then reviews the form and confirms the recipient's eligibility. The award is presented during the graduation ceremony.

PROGRAM DISMISSAL

Any of the following conditions will result in termination from the Medical Radiography Program:

- Academic grade of < 80% in any medical imaging course.
- Academic grade of < "C" in any required general education course.
- Non-compliance with the Medical Radiography Scope of Practice
- Reckless disregard for patient safety at any time.
- Violation of the Code of Ethics from the ARRT Standards of Ethics
- Falsification of any didactic or clinical document.

Violation of any College, Program or Clinical Site Policy or Procedure: First offense will result in student being placed on probation. A corrective action plan will be done for the student, as described in Clinical Probation Policy. Subsequent offenses will result in termination from the Medical Radiography Program.

REAPPLICATION TO MEDICAL RADIOGRAPHY PROGRAM

Please see Academic Standard on page 16.

Revised 9/13

CLINICAL EVALUATION
PROCEDURES

CLINICAL EVALUATION PROCEDURES

1. CLINICAL COMPETENCIES

Competency evaluations are designed to determine an individual student's expertise in the performance of various radiographic examinations. The competencies are separated into categories and listed in approximate order of achievement. When a student feels competent in a specific category, that student will inform the Clinical Instructor who will then evaluate the student in that area.

The passing grade is 80% through Clinical II, and 85% from Clinical III through V. Students earning a grade lower than the passing grade will be required to repeat that competency after appropriate study and recognition of error(s). There is a limit of two retakes for each category or school remediation must occur. Retakes will have 5 points deducted from the final grade of the first re-take competency and 10 points deducted from the final grade of the second re-take competency.

It is the responsibility of the student to complete required competency minimums (as outlined on page 43) prior to the end of the marking period.

Procedure for completing competency evaluations should include the following:

- Forms must be completed by the clinical instructor or by a staff technologist designated by the CI. (Those designated staff must have a full understanding of the purpose and use of a competency-based system.)
- Forms must be signed by the evaluator and the student before placement in the student's file or submitted via the Trajecsys System.
- It is the responsibility of the student to submit copies of their completed comps to the College. Forms should be turned in to the BHCC Clinical Faculty Member on a weekly basis. They will be recorded on their ARRT Competency packet as part of the clinical grade. Forms can be handed in hardcopy, submitted via scanning and email, or submitted via Trajecsys under the proper student's category.

2. CONTINUING COMPETENCIES

Evaluations are done to assess continuing competence after a student has completed the competency in that category. Each student is required to complete a specific number of continuing competencies for each clinical rotation. Please see the requirements outlined on page 43 of this handbook. Only one retake is allowed for a failed attempt. The grading is "pass/fail."

**BHCC Medical Radiography Program
Clinical Competency Requirements**

Full-time Option:

Clinical I MIG 124F	4	Competencies Completed
	3	<i>Continuing Competencies</i>
Clinical II MIG 128F	8	Competencies Completed
	5	<i>Continuing Competencies</i>
Clinical III MIG 222F	10	Competencies Completed
	5	<i>Continuing Competencies</i>
Clinical IV MIG 228F	10	Competencies Completed
	5	<i>Continuing Competencies</i>
Clinical V MIG 236F		Finish Competency Requirements
	5	<i>Continuing Competencies</i>

Part-time Option:

Clinical I MIG 124P	3	Competencies Completed
	2	<i>Continuing Competencies</i>
Clinical II MIG 128P	5	Competencies Completed
	5	<i>Continuing Competencies</i>
Clinical III MIG 222P	5	Competencies Completed
	5	<i>Continuing Competencies</i>
Clinical IV MIG 228P	20	Competencies Completed
	5	<i>Continuing Competencies</i>
Clinical V MIG 236P		Finish Competency Requirements
	5	<i>Continuing Competencies</i>

** These are minimum competencies requirements for each clinical semester.*

3. CLINICAL PERFORMANCE EVALUATIONS

In addition to competency evaluations, students are evaluated by the staff technologists to whom they are assigned and by their clinical instructor

The performance evaluation form is for the ongoing assessment of the student's psychomotor, problem-solving, cognitive skills and professional affect. Each item listed on the form represents content presented in the didactic and clinical aspects of the program. The clinical performance evaluation form documents the student's ability to synthesize didactic and clinical course materials.

The evaluations by staff technologists are to be completed at the end of each room/area rotation. The completed form is graded by the clinical instructor, then reviewed and signed by the student. The student has the option of responding, in writing, to an unfavorable evaluation. Evaluations by staff technologists are twenty-five percent of the final clinical grades.

The clinical evaluation form is used by the clinical instructor to do a summary evaluation of the student's performance for the grading period. Summary evaluations by the clinical instructor are thirty-five percent of the final clinical grades.

All evaluation forms are to be signed or viewed in the Trajecsys System by the evaluator and the student.

4. EVALUATION OF PROFESSIONAL BEHAVIOR/AFFECTIVE DOMAIN

In the radiology department appropriate, respectful and caring behavior is as important as technical skills. Patients coming to the radiology department to receive care are often apprehensive and uncomfortable. Patients have the right to expect professional care from individuals who are competent and qualified to perform the duties assigned. It is essential for anyone delivering healthcare to behave in a manner which gives the patient a "first impression" of competence, caring and professionalism.

Learning can be divided into three main components. These components, interrelated and equally important, are: Cognitive, Psychomotor and Affective. Education often concentrates on the cognitive and psychomotor areas and assumes that the student automatically attains the affective areas. A truly balanced education requires that all three areas be addressed.

The BHCC Medical Radiography program assesses the affective domain of students by using an evaluation tool. This evaluation is designed to document the degree to which students engage in behaviors and actions which the majority of our profession and the majority of the public consider to be indicators of “professionalism”.

The college and clinical faculty have identified the following areas as major elements of affective area competency:

Responsibility	Effective communication
Adaptability	Empathy
Assertiveness	Honesty/Integrity
Compassion	Leadership
Cooperation	Respect for others
Dependability	Self-respect
Diligence	Teamwork

The Affective Domain/Professionalism Evaluation is completed by the clinical instructor once each semester. This form can be submitted in the Trajecsys System.

Medical Radiography Program

Clinical Grading*

Semester grades for clinical courses will be determined as follows:

(Please see clinical grade form, clinical evaluation form, and affective domain form in the forms section.)

- 35% Summary evaluation of clinical performance as determined by the clinical instructor using the clinical evaluation form

- 20% Averaged grade of completed clinical competencies for the semester

- 25% Averaged grade of all evaluations of clinical performance as determined by staff technologists using the clinical evaluation form

- 20% Evaluation of professional behavior/affective domain as determined by the clinical instructor using the affective domain form

*Points will be deducted from the overall calculated clinical grade (based on the criteria outlined above) for clinical absence(s) per the attendance policy outlined on pages 31-32 of this handbook.

**10 points will be reduced from the overall calculated grade (based on criteria outlined above) for non-compliance per the Trajecsys update policy outlined on page 30 of this handbook.

PROGRAM FORMS

APPENDIX

BHCC Grading Criteria

94-100 A

90-93 A-

87-89 B+

83-86 B

80-82 B-

77-79 C+

70-76 C

60-69 D

0 – 59 F

**Bunker Hill Community College
Medical Radiography Program**

Request for Leave of Absence

Student Name: _____ Date: _____

Clinical Site (if applicable): _____

Please State Reason for Request: (Completed by Student) _____

Date Requested for Start of Leave: _____

Expected Date of Return: _____

Stipulation(s) of Return: (Completed by Program Director) _____

Your signature below indicates that you have discussed and understand the conditions of your leave of absence.

Student Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Note: Reentry to the Program is dependent upon available clinical space at the time of petition to re-enter. Also, note that some students may be required to audit previously completed classes as part of the reentry criteria. Please refer to Leave of Absence Policy in Medical Radiography Program Student Clinical Handbook.

Rev. 8/10, 5/12, 8/21

Bunker Hill Community College
Medical Radiography Program
Personal Day Request Form

Please fill out this form when requesting a Personal Day. Please submit this form 48 hours prior to requesting clinical Personal Day to BHCC faculty and clinical instructor . Students are allowed 1 personal day per academic year, please see attendance policy on page 31-32.

Student Name _____

Clinical Site _____

Date of Personal Day requested off:

Approved _____ **Not Approved** _____

Student Signature

Date

Clinical Faculty or Program Official Signature

Date

**Bunker Hill Community College
Medical Radiography Program
Declaration of Pregnancy Form**

I, _____ declare that I am pregnant. My estimated date of delivery is _____. I met with the College Health Nurse who discussed my options. I also discussed the Program's Pregnancy Policy with the Program Director. I understand what was explained and have decided to:

1. _____ Continue in Program as scheduled. Student should meet with the Radiation Safety Officer to discuss proper protection and wearing additional radiation monitoring devices.
2. _____ Continue with academic work and suspend clinical activity until after delivery.
3. _____ Take a leave of absence from the program and return to the program after delivery.

I understand that I may withdraw this declaration of pregnancy in writing at any time if I choose to do so, as per the Program Pregnancy Policy.

Comments:

Student Signature _____

Print Name _____

Date _____

Program Director Signature _____

Clinical Coordinator Signature _____

MEDICAL RADIOGRAPHY PROGRAM
PREGNANCY POLICY AGREEMENT FORM

I have read and agree to abide by the conditions set forth in the Pregnancy Policy of the BHCC Medical Radiography Program.

Student Signature: _____

Date: _____

BHCC Medical Radiography

Injury/Incident Report Form

Instructions:

- Complete this form fully and submit to your Clinical Instructor/Faculty within 24 hours of injury/incident.
 - Attach any medical clearance documentation before returning to clinical or lab activities.
-

Student Information

Name: _____

Student ID: _____

Date of Injury/Incident: _____

Time of Injury/Incident: _____

Location:

Clinical Site: _____

Skills Lab: _____

Incident Details

Type of Incident:

Injury to Self

Other (please specify): _____

Description of Incident:

(Describe what happened, how, and where)

Was medical attention required?

Yes No

If yes, describe treatment received:

Student Signature: _____ Date: _____

Clinical Instructor/Faculty Signature: _____ Date: _____

Follow-Up Actions / Comments:

Reviewed by (Clinical Coordinator/Program Director): _____ Date: _____

**Bunker Hill Community College
Medical Radiography Program
Clinical Orientation Form**

To be completed by the student and the clinical instructor/designee at the clinical site. This form must be filled out and submitted via Trajecsys or sent back to BHCC for students file.

Student Name _____

Clinical Site _____

Orientation- First day of clinical if possible _____ date

Chain of Command in the Department: Please List two contact persons

1. _____
Name Tel. #

2. _____
Name Tel #

Please indicate by check mark that the student has been instructed on the following criteria.

Criteria	Completed
1. Patient Scheduling	
2. Patient paperwork and processing (Logbook etc.)	
3. Exam reporting procedure and process	
4. Patient Confidentiality	
5. Procedure for Inpatients	
6. Procedure for outpatients	
7. Preparation of room and equipment	
8. Protocol for each exam	
9. Care of equipment before and after an exam	
10. Review the procedure for quality control	
11. Review Standard Precautions Policy and Procedures.	
12. Review Hazard Policies (fire, electrical, chemical).	
13. Review Emergency Preparedness Policy and Procedures.	
14. Review COVID Policy and Procedures	
15. Review Medical Emergency Policy and Procedures.	
16. Review HIPAA Policy and Procedures.	
17. Review Cell Phone Policy.	

BHCC Student Signature

Date

Clinical Instructor Signature or Designee

Date

Revised: January 2021

Standard Competency and Continuing Competency Form - Printed Version

Student Name: _____ Exam Completed: _____

Technologist Name: _____

Technologist Signature _____ Date _____

*Pediatric patient? Yes _____ No _____ *Geriatric patient?: Yes _____ No _____

*If Geriatric or Pediatric patient, please enter the competency in the appropriate section of Trajecsys

Chest Routine	12/27/2020	Comments
Simulation?	No Yes	
Continuing Competency? (If yes – enter into the cont comp section of Trajecsys)	No Yes	
Patient Care Patient's identification is verified in a courteous manner by using two identifiers. Failure to do so results in a failed competency and the evaluator should select the "Not Approved" button before submitting.	No Yes	
Demonstrates effective communication by introducing themselves to the patient, verifying the exam order, and explaining the procedure to be performed.	No Somewhat Completely	
Reduces the risk of healthcare-associated infections by hand washing and sanitizing radiology equipment (i.e., IR, table, stretcher, etc.)	No Somewhat Completely	
Assesses patient needs based on appropriate clinical information/history and feedback from patient	No Somewhat Completely	
Provides consideration of the patient's dignity and modesty at all times	No Somewhat Completely	
Utilized independent judgment in the care of the patient.	No Somewhat Completely	
Practices in accordance with HIPAA, protecting the patient's right to privacy	No Somewhat Completely	
Universal/standard precautions are maintained	No Somewhat Completely	
Student demonstrates patient safety to include locking the table and/or wheelchair as needed.	No Yes	
Radiation Protection Screens all females of childbearing age for possibility of pregnancy, while maintaining patient privacy Failure to do so results in a failed competency and the evaluator should select the "Not Approved" button before submitting.	No Yes	

Consistently works within the Principle of ALARA to minimize dose to patient, self and others Failure to do so results in a failed competency and the evaluator should select the "Not Approved" button before submitting.	No	Yes
Utilizes protective apparel as appropriate and personal dosimeter in the clinical setting according to radiation protection principles and program policy Failure to do so results in a failed competency and the evaluator should select the "Not Approved" button before submitting.	No	Yes
Technical Performance		
Prepares room with appropriate size and type of imaging device for exam	No	Yes
Selects technical factors for optimal diagnostic image production	No	Yes
Manipulates equipment effectively based on clinical semester	No	Yes
Demonstrates proper alignment of Tube/Part/IR	No	Yes
Provides clear, concise breathing instructions and monitors patient during the exposure	No	Yes
Completes post-exam procedures/processing and leaves room clean and ready for next exam	No	Yes
Image Evaluation		
Correctly assesses density, contrast and resolution	No	Yes
Critiques images and determines if it is of diagnostic quality.	No	Yes
Evidence of proper anatomic positioning.	No	Yes
Evidence of proper collimation.	No	Yes
Properly completes exam.	No	Yes
ID and markers visible and accurate Failure to do so results in a failed competency and the evaluator should select the "Not Approved" button before submitting.	No	Yes
Anatomy Section		
Student identifies five relevant anatomy part based on resulting radiograph. Please note the anatomy reviewed in the comments sections.	No	Yes
Please note the anatomy reviewed in the comments section.	Enter (must enter a comment at right and click here)	
Please note the anatomy reviewed in the comments section.	Enter (must enter a comment at right and click here)	
Please note the anatomy reviewed in the comments section.	Enter (must enter a comment at right and click here)	
Please note the anatomy reviewed in the comments section.	Enter (must enter a comment at right and click here)	
Follow through This evaluation has been based on my observations of the	No	Yes

student's clinical performance and professional conduct while assigned to my supervision, and has been discussed with the student.

Any repeated images?	No	Yes
Any second or more repeat items? (Please provide comments on what occurred)	No	Yes
Student exhibited reasonable progress in clinical skills based on clinical semester. (If no, please provide detailed comments about circumstance and follow-up with clinical instructor)	No	Yes
Student completed the exam in an appropriate time expected for students clinical rotations? (If no, please provide detailed comments about circumstance and follow-up with clinical instructor)	No	Yes
Please insert any overall comments in the box at right.	Comments	

Revised: January 2021

Fluoroscopy Competency Form - Printed Version

Student Name: _____ Date completed: _____

Technologist Name: _____ Exam
 Completed: _____

Technologist Signature: _____

Upper GI Series (single or dbl contrast)	12/27/2020			Comments
Continuing Competency?	No	Yes		
Simulation?	No	Yes		
Fluoroscopic room set-up properly for procedure	No	Somewhat	Yes	
Patient's Name Selected	No	Somewhat	Yes	
Contrast properly prepared	No	Somewhat	Yes	
Technical factors selected	No	Somewhat	Yes	
Patient identified properly	No	Somewhat	Yes	
Pregnancy question verified	No	Somewhat	Yes	
Procedure verified and explained properly to patient	No	Somewhat	Yes	
History, signs, and symptoms obtained	No	Somewhat	Yes	
Team members properly introduced	No	Somewhat	Yes	
Proper lead shielding used	No	Somewhat	Yes	
Remained available during procedure	No	Somewhat	Yes	
Patient properly assisted	No	Somewhat	Yes	
Equipment and contrast properly passed to the radiologist	No	Somewhat	Yes	
Demonstrates ability to place unit on rapid filming upon request	No	Somewhat	Yes	
Uses radiation protection practice for self and others	No	Somewhat	Yes	
Obtains necessary follow-up images	No	Somewhat	Yes	
Provides proper discharge instructions to patient	No	Somewhat	Yes	
Ensured patient privacy during and after procedure	No	Somewhat	Yes	

Able to send images through to PACS system as needed	No	Somewhat	Yes
Able to note fluoro time and number of images saved	No	Somewhat	Yes
Cleaned fluoroscopic suite for next patient	No	Somewhat	Yes
Able to identify relevent anatomy	No	Somewhat	Yes
Able to identify relevent patient positioning on images	No	Somewhat	Yes
Able to annotate images as needed	No	Somewhat	Yes
Able to identify general pathology or reasons for the exam	No	Somewhat	Yes
Please insert any overall comments in the box at right.	Comments		

Technologist Signature: _____

Revised: January 2021

Surgical Competency Form - Printed Version

Student Name: _____ Date completed: _____

Technologist Name: _____ Exam
Completed: _____

Technologist Signature _____ Date

C-Arm Procedure- (Requiring Manipulation Around a Sterile Field)	12/27/2020		Comments
Continuing Competency?	No	Yes	
Simulation?	No	Yes	
Hospital Protocol for Operating Room Attire Maintained	No	Yes	N/A
Patient Identification and Exam Order Properly Verified According to Procedure Policy	No	Yes	N/A
Aware of Sterile Surroundings in Order to Not Contaminate	No	Yes	N/A
Sets up C-Arm Components Properly	No	Yes	N/A
Follows Steps to Activate C-arm Sequence	No	Yes	N/A
Ensures Proper Presentation Prior to Start of the Procedure	No	Yes	N/A
Ensures Image Orientation is Correct on the Monitor	No	Yes	N/A
Optimizes Control Panel Settings	No	Yes	N/A
Ensures C-arm is Properly Dressed for Procedure	No	Yes	N/A
Manipulates Appropriate Locks and Mainframe for the Procedure	No	Yes	N/A
Follows Doctors Orders Pertaining to Positioning of the C-arm in Relation to the Patient	No	Yes	N/A
Demonstrates the Ability to Drive the Mainframe	No	Yes	N/A
Uses Proper Tube-part Alignment	No	Yes	N/A
Able to Identify Intensifier and Tube	No	Yes	N/A
Demonstrates the Ability to Save, Recall, and Print Images	No	Yes	N/A
Sets Proper Control Factors	No	Yes	N/A

Follows Correct Deactivation Sequence	No	Yes	N/A
Demonstrates Ability to Key in Patient Name, MRN Number, Date, Procedure, and Physicians Name	No	Yes	N/A
Ensures proper Radiation Protection Procedures for Surgical Suite	No	Yes	N/A
Used Flouro Only When Prompted	No	Yes	N/A
Follows Appropriate Time Out Procedures	No	Yes	N/A

Please insert any overall comments in the box at right.

Comments

Revised: January 2021

**BUNKERHILL COMMUNITY COLLEGE –MEDICAL IMAGING PROGRAM
FINAL CLINICAL GRADE WORKSHEET**

Student _____ Trajecsys Updated per policy ____ Yes ____ *No

Clinical Site _____ * 10 point reduction from overall grade

Clinical Instructor _____

Clinical I _____, Clinical II _____, Clinical III _____, Clinical IV _____, Clinical V _____

A. Competencies

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Total _____ Average _____ X .20 = _____

B. Technologist Evaluations

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Total _____ Average _____ X .25 = _____

C. Affective Domain _____ % X .20 = _____

D. Evaluation by Clinical Instructor (Summary) _____ % X .35 = _____

SUBTOTAL: _____

# of Occurrences of Absence	_____	Points Deducted:	_____
Trajecsys Update	_____	Points Deducted	_____

Revised: 9/16

TOTAL / CLINICAL GRADE: _____

**BUNKERHILL COMMUNITY COLLEGE—MEDICAL RADIOGRAPHY
PROFESSIONALISM/AFFECTIVE DOMAIN EVALUATION**

Name _____

Date _____ Year 1st or 2nd

Clinical Site _____

Rotation Area _____

Please indicate whether the student indicates the indicated behavior. Each positive response is worth four points.

	Yes No	
1. Properly introduces self, technologist, doctors to the patient		
2. Properly explains the procedure/ exam to the patient.		
3. Addresses patients and patients' relatives using proper title and name		
4. Ensures patient's comfort to degree possible		
5. Uses efficient and effective body mechanics		
6. Consistently uses appropriate standard precautions		
7. Effectively plans and organizes tasks to be performed		
8. Asks questions (at appropriate times/places) when unsure		
9. Follows through completely with responsibilities of exam		
10. Participates in clinical routine without being prompted		
11. Is on time and ready to start days activities		
12. Leaves only at prescheduled time		
13. Maintains Steady, reliable attendance, calls when late or not attending		
14. Establishes and maintains "eye contact" when speaking to others		
15. Makes optimal use of clinical education time and assumes personal responsibility for taking advantage of learning opportunities		
16. Volunteers assistance when needed		
17. Maintains composure when in the presence of patients		
18. Responds appropriately to instructors/ supervisor's correction or critique		
19. Wears uniform conforming to program uniform code		
20. Wears proper student identification and radiation monitoring device and hospital I.D.		
21. Never allows own comfort to supersede needs of patient		
22. Assists classmates in learning and mastering program material		
23. Respects patient confidentially and acts in an ethical manner		
24. Is flexible and can adapt to changing clinical situation and emergencies		
25. Takes care of personnel hygiene—hair appropriately styled for clinical setting		

Grade _____

Student Signature _____

Clinical Instructor _____

2021 Updated Student Performance Evaluation

Student Name:

Date:

Technologist Name:

Signature:

Student Performance Evaluation

Please be as accurate as possible when evaluating the student. It is in the student's best interest to be evaluated honestly. By identifying trends and issues we can work to correct them with the student.

Professional Conduct

Exhibits professional behavior and appearance (appropriate uniform, ID's, dosimeter)

Yes or No *If no, please comment and share information with site CI

Communicates effectively as part of a clinical team

Yes or No *If no, please comment and share information with site CI

Appropriate use of department equipment

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Prepared to work efficiently and effectively

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Student/Patient Communication

Explains exam and talks to patient

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Recognizes and responds to patient needs

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Follows through with patient after completion of exam

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Student Technologist/Communication

Accepts correction and constructive criticism

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Shows initiative/assists as appropriate

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Technical Performance

Obtains appropriate information from requisition

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Prepares room prior to exam

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Selects proper exposure factors

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Selects proper imaging devices

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Demonstrates skills in radiographic positioning

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Aligns tube and bucky accurately

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Marks and identifies films correctly

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Effectively works within clinical team environment

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Leaves room clean and ready for next exam

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Follows efficient sequence of steps in overall performance

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Radiation Protection

Routinely collimates accurately

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Ask patient about possible pregnancy (as appropriate)

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Routinely shields patient appropriately

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Quality Assessment

Correctly identifies structures on radiographs

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Recognizes and corrects errors (in positioning, CR, anatomy inclusion on radiograph)

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Analyzes radiographs for quality (any artifact, technique alteration needed)

Unacceptable Performance/ Improvement Needed /Acceptable Performance /Very Good Performance /Excellent Performance /N/A

Revised: January 2021

Bunker Hill Community College Medical Radiography Program Magnetic Resonance Screening Form for Students

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves. This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Student Name: _____ Date: _____

		Circle Yes or No	
1. Have you had prior surgery or an operation of any kind?	Yes	No	
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____			
2. Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)?	Yes	No	
If yes to question 2, please describe: _____			
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?	Yes	No	
If yes to question 3, please describe: _____ _____			
Please indicate if you have any of the following:			
Aneurysm clip(s)	Yes	No	
Cardiac pacemaker	Yes	No	
Implanted cardioverter defibrillator (ICD)	Yes	No	
Electronic implant or device	Yes	No	
Magnetically-activated implant or device	Yes	No	
Neurostimulator system	Yes	No	
Spinal cord stimulator	Yes	No	
Cochlear implant or implanted hearing aid	Yes	No	
Insulin or infusion pump	Yes	No	
Implanted drug infusion device	Yes	No	
Any type of prosthesis or implant	Yes	No	
Artificial or prosthetic limb	Yes	No	
Any metallic fragment or foreign body	Yes	No	
Any external or internal metallic object	Yes	No	
Hearing aid	Yes	No	
Other device: _____	Yes	No	

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my program director.

Student Signature : _____ Date ____ / ____ / ____

The student has not identified any contraindications to entering MR Zone III or IV.

The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Form Information Reviewed By: _____
Print name
Signature
Title
Student Initials

Remember: The magnet is always on!

Updated: 1/2025