## SNHS Student Policy Summary

**2021-2022**

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I. School of Nursing and Health Sciences – Radiologic Technology Directory

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra Simons, PhD, RN</td>
<td>Dean, Nursing &amp; Health Sciences</td>
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<tr>
<td>Cassandra Singh, B.S. R.T.(R)</td>
<td>Assistant Clinical Professor</td>
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</tr>
<tr>
<td>Dorothy Saia, M.A. R.T.(R)(M)</td>
<td>Adjunct Professor</td>
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<tr>
<td>Sara Fozard, M.S. R.T. (R)</td>
<td>Adjunct Professor</td>
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<td>[<a href="mailto:Sara.Fozard@mville.edu">Sara.Fozard@mville.edu</a>]</td>
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II. The School of Nursing and Health Sciences Dean’s Welcome

Dear students,

As your dean, I am delighted to welcome you to the School of Nursing and Health Sciences (SNHS) at Manhattanville College. You have embarked upon a wonderful transformative journey by taking the first steps in pursuit of your goal to become a future Radiologic Technologist. Our mission is to educate health professionals from a holistic framework in preparation to meet the needs of humanity in a complex health system locally, nationally and globally. Health Sciences are complementary to Manhattanville’s rich history in the liberal arts. Radiologic Technologists who graduate from Manhattanville College will be design thinkers, patient-centered, high tech high care, holistically educated Radiologic Technologist who will impact healthcare institutions seeking to improve safety and health outcomes while enhancing the patient experience and achieve magnet status. Your commitment to the Caritas value will assist you in all aspects of your interactions with others. The Caritas philosophy and processes provide a common language and will guide you through your focus in caring for humanity. Our faculty are experts in their respective clinical fields of practice, imaging health and contributions to healthcare. The Radiologic Technologist, as an agent of change, is a stellar inter-professional collaborator, who incorporates design thinking as a practical method for innovation and problem solving. It is through our mission that, together, we collaboratively learn and grow. This Student Handbook is intended to be a resource to assist you in your educational journey.

Thank you for choosing Manhattanville College, and again, my sincerest welcome.

Debra A. Simons, PhD, RN, CCMR
Dean, School of Nursing & Health Sciences
Fellow New York Academy of Medicine
III. Mission & Philosophy

Manhattanville College Mission
We are committed to ensuring the intellectual, ethical, and social development of each student with a community of engaged scholars and teachers; encouraging each student to develop as an independent and creative thinker in pursuing career and personal goals; and providing a diverse, inclusive, and nurturing environment which develops in each student a commitment to service and leadership within a global community.

School of Nursing and Health Sciences: Radiologic Technology Program Mission
Our mission is to offer a quality educational program with the purpose of training highly competent radiographers who will model ethical behavior, practice radiation safety, and provide quality patient care. We are committed to instruction in an atmosphere of professionalism, support and shared social responsibility.

Program Values:
- Respect and Compassion for ourselves and others
- Excellence in Education
- Dignity of Human Life
- Commitment to the Radiologic Technology Profession

School of Nursing and Health Sciences: Radiologic Technology Program Philosophy
The philosophy of the School of Nursing and Health Sciences at Manhattanville College is grounded in a profession that is built upon the arts and sciences foundation. At Manhattanville College we believe in the balance between technology and caring to develop a truly high tech, high care technologist. The technologist, as an agent of change, will become a stellar inter-professional collaborator, who incorporates design thinking as a practical method for innovation and problem solving. Radiologic Technology is the art and science of utilizing ionizing radiation to produce diagnostic images of the tissues, bones, organs, and vessels of the body to assist physicians in the diagnosis and treatment of disease. The radiographer is an essential member of the healthcare team and is responsible for producing quality diagnostic images through accurate positioning, radiation protection, and quality patient care. The Program consists of a selective curriculum designed to educate and train students in the art and science of diagnostic Radiologic Technology.

IV. Baccalaureate Essentials

The Joint Review Committee on Education in Radiologic Technology (JRCERT) and The American Society of Radiologic Technologists (ASRT) guide the curricular elements and framework for building the Radiologic Technology curriculum. The Core Values are:
- Believes educational quality and integrity should not be compromised.
- Respects and protects the rights of students.
- Promotes the welfare of patients.
- Encourages educational innovation.
- Collaborates with other organizations to advance the profession.
• Exemplifies the highest ethical principles in its actions and decisions.
• Responds in a proactive and dynamic manner to the environment in which we operate.

Clinical learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an inter disciplinary team. Simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the technologist. A clinical immersion experience provides opportunities for building clinical reasoning, management, and evaluation skills.

V. **SNHS Baccalaureate Program Learning Outcomes**

*The purpose of the program is to prepare students to:*

• Practice within a complex healthcare system and as a member of the healthcare profession.
• Receive a Bachelor of Science (BS) in Radiologic Technology.
• Be eligible to participate in the American Registry of Radiologic Technologist Examination (ARRT).

**Program Student Learning Outcomes (PSLO):**
*Upon completion of the program, Radiologic Technology graduates will:*

**PSLO #1 demonstrate critical thinking competence in radiologic technology**

1. Students will be able to apply learned positioning skills.
2. Students will demonstrate the selection of correct technical factors for various exams.
3. Students will employ appropriate radiation protection in the clinical setting.

**PSLO #2 devise problem solving skills for use in the field of Radiologic technology**

1. Students will demonstrate the ability to adapt skills for trauma (non-routine) exams.
2. Students will demonstrate the ability to adapt techniques for variations in patient body habitus.
3. Students will demonstrate an ability to critique radiographs for diagnostic quality and to recognize potential area(s) of improvement.

**PSLO #3 develop professional and ethical behavior as a Radiologic technologist in service to the community.**

1. Students will express professional behavior towards patients, fellow students, and hospital staff working as a member of the health care team.
2. Students will apply didactic knowledge of professional law and ethics to support ethical behavior in the clinical setting.
3. Students will synthesize best practices to remain culturally competent in a diverse environment.
4. Students will outline the risks and benefits of both routine and advanced imaging procedures.

**PSLO #4 employ effective communication in the surrounding community and in the health care field**

1. Students will employ effective oral communication skills in the clinical setting and in class.
2. Students will demonstrate effective written communication skills in the clinical setting.
3. Students will demonstrate the ability to collaborate with all members of the healthcare team.
PSLO #5 *value* the importance of continued personal and professional development.

1. Students will pass the national certification examination on the first attempt.
2. Of those pursing employment, students will be gainfully employed within 6 months post-graduation.
3. Students will complete the program.
4. Graduates will be satisfied with their education.
5. Employers will be satisfied with the performance of newly hired technologists.
6. Students will justify the need for professional development through Continuing Qualifications Requirements.
VI. SNHS Pre-Licensure Programs & Curriculum Plans

Curriculum Plans:
The School of Nursing and Health Sciences offers a traditional, 4-year undergraduate program leading to a Bachelor of Science in Radiologic Technology Major (BS).

Manhattanville College - Bachelor of Science
Radiologic Technologies Major
Traditional Student Curriculum Plan

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<tr>
<td>Course Number &amp; Title</td>
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<td>ENC 1001 First Year Writing I</td>
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Term:3 Check course classification(s) Term:4 Check course classification(s)

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<th>Maj</th>
<th>Prerequisite(s)/LA Satisfied</th>
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Term credit total: 16
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<td>Radiographic Pharmacology &amp; Venipuncture (RAD 1030)</td>
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<td>(25)</td>
</tr>
</tbody>
</table>

**Term credit total:** 14

**Term credit total:** 15

**Program Totals:**
- Credits: 121
- Liberal Arts & Sciences: 60
- Major: 61
- Elective & Other: 15

Updated: May 2021
VII. **Course Descriptions**  
**Radiologic Technology Major**

**RAD 1000 Medical Terminology:**  
Course is designed to give an introduction to the elements of medical terminology. This includes terminology prefixes, suffixes, word roots, parts of speech, and singular and plural forms. The student will learn to interpret abbreviations, symbols, and terms associated with various body systems and pharmaceutics. The student will also learn how to interpret radiographic orders from physicians and diagnostic report interpretation.

**RAD 1010 Intro to Rad Tech/Patient Care I/RAD 1010L/RAD 1010C:**  
The first portion of the course is designed to provide a basic overview of the history of Radiologic Technology, introduction to commonly used radiologic equipment (tube, table, fluoro tower), concepts of X-ray production, fundamental radiation biology, and essential radiation protection principals. The course then continues as we take a look at Radiologic Technology as a profession, including; professional organizations, critical thinking skills, and problem-solving strategies. Various concepts in patient care are introduced, including; relevant legal issues, ethical practices in radiography, learning effective communication skills, patient needs and safety, using proper body mechanics, the importance of infection control procedures using standard precautions, and surgical aseptic principals.

**RAD 1020 Patient Care II/RAD 1020L/RAD 1020C:**  
This course will continue to teach principles and practices of excellent patient care. Topics such as assessing vital signs, understanding medical emergencies and the radiographer’s response, trauma and mobile considerations in radiography, caring for patients with different needs and medical requirements, basic pharmacology, radiographic contrast agents, and administration routes are covered this semester.

**RAD 1030 Radiographic Pharmacology & Venipuncture/RAD 1030L:**  
This course is designed to provide an overview of the role of the Radiologic Technologist in the use of pharmacology and venipuncture. Students will learn the six rights of medication administration, drug nomenclature, drug classification and general pharmacologic principles. An in-depth look of drug categories relevant to radiographers along with its uses and the impact to patients will be evaluated. The course provides an overview of contrast agents, indications, contraindications, critical thinking skills, and problem-solving strategies for patients with contrast enhanced studies. Various concepts in patient care are introduced, including, routes of drug administration, venipuncture sites, methods of injection, contrast agents, and current practice status for the radiographer’s scope of practice.

**RAD 1260 Concepts of Radiographic Exposure:**  
Throughout this course, the student will be introduced to principles of exposure and image production. Upon completion of this course, the student will understand how to manipulate radiographic technique. Students will demonstrate an understanding of the nature and characteristics of radiation, X-ray production and the fundamentals of photon interactions with matter.
**RAD 2270 Principles of Radiation Protection:**
This course provides the student with the knowledge necessary to identify ionizing radiation and the need for protective measures and maximum safety in radiography. Instruction includes the properties and production of X-rays, radiation units of measurements, interaction of radiation with matter, maximum permissible dose, principles of safety, radiation detection instrumentation, protective barriers, ionizing radiation and public, Federal and State Regulations.

**RAD 2810 Law and Ethics:**
This course introduces the importance of law and ethics as they relate to the patient in the healthcare setting. The law component is structured around United States law and provides the student with a comprehensive look at relevant medical legislation. The ethical component is structured around the theories and principles that influence the rules of conduct in the healthcare professions. Students will engage in class debates in which they discuss learned concepts found in modern media depictions of the healthcare setting. Cultural competence and its effect on professional behavior and thought will be explored.

**RAD 3010 Radiographic Procedures I/RAD 3010L/RAD 3010C:**
The course is designed to prepare the students to accurately position patients for diagnostic radiologic procedures. The content provides the knowledge base necessary to perform standard imaging procedures and special studies. This is a two-part course. Part One focuses on an Introduction to Positioning, Upper Extremities and Shoulder Girdle, Lower Extremities, Pelvic Girdle, Vertebral Column, Bony Thorax and Chest. Each section will include Pediatric, Geriatric, Mobile and Trauma radiographic procedures.

**RAD 3020 Radiographic Procedures II/RAD 3020L/RAD 3020C:**
This course is designed to prepare students to accurately position patients for diagnostic radiologic procedures as well as be able to prepare all necessary equipment and contrast media for examination procedures. Focus will be on continued studies of the Abdomen, Skull, Facial Bones, Paranasal Sinuses, Contrast Studies, Surgical Radiography, and Fluoroscopic. Each section will include Pediatric, Geriatric, Mobile and Trauma radiographic procedures. Special Procedures include Selective and Non-Selective Arteriography, Venography, Arthrography, Lymphangiography, Sialography and Myelography.

**RAD 3030 Advanced Procedures/RAD 3030C:**
This course will give a basic introduction to Special Radiographic Imaging Procedures, Computed Tomography and Quality Assurance. Special imaging studies include Angiography, Arthrography and Myelography. Computed Tomography content is designed to provide entry-level radiography students with an introduction to, and basic understanding of, the operation of a computed tomography (CT) device, equipment, basic scanning principles and best practices to maintain patient safety during these high-dose radiologic procedures. Quality Assurance content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation, quality assurance testing, correction and prevention of electrical breakdown and the factors that can affect image quality.
**RAD 3200 Digital Radiography and PACS:**
This course provides the student with an understanding of the history, equipment, operation, and application of digital radiography and the Picture Archiving & Communication System (PACS). The components, principals and standard operations of the digital imaging and archiving systems are evaluated, including image acquisition and processing for both CR and DR systems. Image display, archiving and retrieval of data in PACS will be learned in theory and made applicable in the clinical and laboratory setting. Differentiation between CR, DR and film/screen systems will be discussed; taking into consideration exposure factors, image evaluation and the principle of quality assurance in digital radiography.

**RAD 3280 Radiation Biology:**
This course provides the student with the knowledge necessary to understand the principles of radiation biology which underlie the theory and methodology of radiation protection. Specific topics to be addressed include cellular anatomy and physiology as well as the cellular effects of radiation. Students will be instructed on both the short and long-term biological effects of radiation with an emphasis on means to keep radiation exposure to patients, personnel and the community at large to a minimum.

**RAD 3300 Radiation Physics:**
This course provides the student with the knowledge necessary to understand the fundamental physics behind the creation and application of x-radiation for diagnostic purposes. Students will explore the origin of X-radiation and its growth into modern day medical imaging. Specific topics to be addressed include atomic structure and its relationship to diagnostic X-ray and radioactivity, identification of the components of the X-ray circuit and their function(s), and the illustration of the various forms of X-ray production and diagnostic X-ray beam characteristics.

**RAD 3400 Radiographic Pathophysiology:**
This course is designed to present the students with working knowledge of various disease processes, differentiation between bacterial and viral organisms, presentation of principles used in identification of circulatory disorders, degenerative disease, neoplastic and conditions if illness involving the different body systems.

**RAD 4300 Image Critique/RAD 4300C:**
This course serves as preparation for the student’s future role as a medical imaging professional. The primary Image Critique portion of this course is designed to enhance the student’s ability to apply preexisting knowledge to accurately analyze radiographic images. Students will prepare, present, and critique medical X-ray images and discuss problem solving techniques for image evaluation through class discussions. Students will review the various factors that affect image quality and differentiate anatomy in relationship to the accuracy of patient positioning. The secondary Career Prep portion of the course will include instruction on resume building and an exploration of the various career trajectories available to the licensed professional. Course material serves as a foundation for the professional, knowledgeable and safe practice of radiography.
RAD 4410 Research in Healthcare:
This course is designed to aid in the development of inquiry and investigation skills. It reviews the role and scope of radiologic incidents as well as the interdisciplinary approach to research intended to meet the needs of a complex and changing healthcare system. Learning research skills and conducting research projects benefit the individual and the profession by adding to the professional body of knowledge.

RAD 4420 Leadership in Imaging:
This course explores the impact of leadership in healthcare policy and practice as it pertains to the Radiology Technologist. Content includes an analysis of current studies, political, environmental, and cultural issues, and the changing role of a Radiologic Technologist within the healthcare team. The impact of these issues on the Radiologic Technologist and the healthcare delivery system will be explored.

VIII. Admissions
A. Application Procedures:
Applicants must submit the following materials to the Office of Admissions (Reid Hall) for evaluation:
1. Application for admission;
2. An application fee must accompany the application.

B. Radiologic Technology Applicant Requirements - First Year, Traditional Candidates:
1. Applicants must be graduates of an approved secondary school. High School Equivalency Diploma, with satisfactory scores, may also be accepted.
2. Official transcript(s) of grades earned to date from secondary school;
3. Two (2) letters of recommendation to include one from a guidance counselor/transfer counselor and one from a current or former teacher;
4. Personal essay;
5. Personal statement on why Radiologic Technology is your major of choice.

C. Radiologic Technology Applicant Requirements - Transfer Candidates:
Students from other institutions may be admitted either in the fall or spring semester provided they meet Manhattanville's admission requirements. Students may transfer up to 90 credit hours of coursework satisfying general education and radiologic technology pre-requisite requirements. They may enter either in the fall or spring semester and are required to submit official transcripts of all undergraduate coursework. Students may only enter the radiologic technology program in the fall semester. While academic work completed at the college level is a more recent indicator of a student's potential success at Manhattanville, the Admissions Committee may also consider the secondary school record and test scores.

1. Applicants must be graduates of an approved secondary school. High School Equivalency Diploma, with satisfactory scores, may also be accepted.
2. Official transcript(s) of grades earned to date from secondary school and/or college;
3. One letter of recommendation from a teacher or counselor;
4. Personal statement on why Radiologic Technology is your major of choice;
5. A Grade of C+ or better is required in the following pre-requisites. Failure of 2 pre-
requisite courses requires approval from the SNHS Dean to apply to the Radiologic Technology program.

- Human Anatomy & Physiology I & Lab
- Human Anatomy & Physiology II & Lab
- Fundamentals of Psychology
- Developmental Psychology
- College level Math

IX. **Accommodation Policy for Students with Disabilities**

*Students enrolled in the School of Nursing and Health Sciences are expected to meet the following criteria:*

Radiologic Technology education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The Radiologic Technology degree awarded by the Manhattanville College School of Nursing and Health Sciences at the completion of the educational process certifies that the individual has acquired a base of knowledge and skills requisite for the practice of Radiologic Technology at the respective undergraduate level.

To this end, all courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care. Candidates for the undergraduate degrees in Radiologic Technology must have abilities and skills in five areas:

1. Observation
2. Communication
3. Motor
4. Conceptual-Integrative
5. Behavioral-Social

Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner and exercise independent judgment.

**Observation**

The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

**Communication**

Candidates must communicate effectively in the clinical and classroom settings. A candidate must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the healthcare team in both immediate and recorded modes.
**Motor**
Candidates should have sufficient motor function to elicit information from patients by a variety of assessment techniques. A candidate should be able to perform technological skills requiring the use of gross and fine motor skills. A candidate should be able to execute motor movements reasonably required to provide quality care and emergency response to patients.

Examples of emergency responses reasonably required of technologist are cardiopulmonary resuscitation, application of pressure to stop bleeding, locating the emergency carts in the department and handoff of emergency medicines until they are relieved by another member of the healthcare team. Candidates must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

**Conceptual- Integrative**
These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all of these intellectual abilities in order to provide optimal care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

**Behavioral-Social**
Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility’s attendant to the care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical setting.

They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Reasonable accommodations will be considered on a case by case basis for individuals who meet eligibility under applicable statutes.

**X. Title IX: Sexual Assault**
Title IX of the Education Amendment of 1972 protects people from discrimination based on gender in education programs or activities which receive Federal financial assistance. Athletic programs are not the only academic realm governed by Title IX. Title IX applies to all departments, programs and activities, on and off of campus, available to students at Manhattanville College in addition to employment. Manhattanville College prohibits and will not tolerate sexual harassment, sexual violence, domestic violence, stalking and dating violence upon any member of the community.

*For more information please visit our website.*
XI. **Social Media and Electronic Devices Policy**

A. **Classroom/Laboratory:**
   - Cell phones/pagers must be turned off or silenced and are not to be used during class time.
   - Laptops may be used for note taking, but will be shut down if non-class content is displayed.
   - Audio/video recording is **not** permitted during any classroom time.
   - If it is approved by the faculty, students may use their cellphones in clinical learning lab to utilize the medical applications.

B. **Clinical Facilities:**
   - Manhattanville SNHS has a zero-tolerance cell phone policy in clinical facilities.
   - Cell phones are prohibited in all clinical areas.
   - Students using their cell phones at clinical facilities will be immediately sent home by their faculty member and will fail the course with a grade of **F**.
   - Students are prohibited to post any information related to their clinical experience, on any form of social media.
   - Students, who do not comply with the social media and electronic devices policy, will automatically fail the class as a Health Insurance Portability and Accountability Act (HIPAA) violation.

XII. **Attendance Policy**

*Didactic Course Attendance:*

Attending class is vital to academic success. Accordingly, Manhattanville College expects attendance and punctuality in all classes. Students are expected to accept personal responsibility for any absences, and will be responsible for all course content, requirements, and assignments, whether or not they are present in class. The responsibility for explaining and/or documenting individual absences rests with the student, who must understand that instructors are not obligated to grant requests for make-up or supplementary work.

*Clinical/Laboratory Course Attendance:*

Attending every clinical and laboratory session is mandatory and must be completed in order to meet the course objectives. **Students who miss a laboratory experience must make them up prior to the completion of the course in order to receive a grade and progress to the following semester.**
   - **Be on time:** It is in your interest to be engaged in all lecture, clinical, and laboratory activities. If you arrive late the material missed will not be reiterated.
   - **Three (3) instances** of documented lateness will equate to **One (1) absence.**
   - **Lateness is defined as 10 minutes after 8:00am.**
   - Students are allotted **Two (2) excused absences per semester.**
   - Students are expected to answer questions and offer discussion when appropriate.
A. Excused Absence:

- **Religious Observances:** Students who would like to request religious observance considerations must do so in writing with an original clergy signature. Students must deliver the signed document to the Dean’s office two weeks prior to the start of the semester. At that time reasonable accommodations will be made to accommodate the student’s needs. The student will be informed as to when the time will be made up.

- Illness or death in the family requires appropriate documentation from the student, such as a note from a healthcare provider for illness, or evidence of the death of the family member. It is the responsibility of the student to promptly inform their instructor in the event of an absence or illness. If a student cannot reach their faculty member by phone, the student should email the faculty member and the Program Director. The email should include the student’s name and the nature of the absence. With the exception of an extenuating circumstance, students are expected to notify their faculty members 24 hours prior to the course start time. Failing to notify the instructor within this time frame could result in an unexcused absence.

- Athletic or other Mville sponsored trips: Travel dates and times accompanied by a signed memo from the group’s advisor/coach must be presented to the instructor prior to travel dates.

More than two excused absences from clinical experiences during a semester may result in a failing grade in that course. The student, if eligible, will be required to repeat the course. Any exceptions to this policy are at the discretion of the SNHS Dean.

B. Unexcused Absence:

- Students that do not provide notification within an appropriate time-frame, will obtain an unexcused absence.

- Two unexcused clinical absences during a semester will result in failure of the course.

In cases of emergency, please reach out to the clinical coordinator or faculty.

Please use the RadTechClinicalInstructors@mville.edu email address to notify the Clinical Instructors and Clinical Coordinator of your absences.

C. Trajecsys Mandatory Compliance:

a. Students who exhibits **Three (3) instances** of clocking in and out of their scheduled time will be penalized. The student will be assigned an additional clinical day by the clinical coordinator at the end of the semester.

b. Students who exhibits **Three (3) instances** of clocking in and out outside of their geographical area will be penalized. The student will be assigned an additional clinical day by the clinical coordinator at the end of the semester.

c. Students must not schedule personal appointments during clinical time.

d. Students must complete **9 to 12 competencies per semester**.

e. Students assigned to hospital rotation or locations with fluoroscopic or operating room areas must complete **C-arm and Fluoroscopic competency requirements**.
<table>
<thead>
<tr>
<th>Grievance</th>
<th>Point Reduction</th>
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</thead>
<tbody>
<tr>
<td>Punching in or out of the geographical area.</td>
<td>2 points per incident</td>
</tr>
<tr>
<td>Not completing all Trajecsys evaluations by the due date which include course evaluations</td>
<td>2 points per missing evaluation</td>
</tr>
<tr>
<td>Not completing the range of comps per semester</td>
<td>1 point for not meeting the range</td>
</tr>
<tr>
<td>Lateness</td>
<td>3 instances of lateness equal 1 absence that will be made up during the first day of vacation.</td>
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XIII. **Compliance Requirements**

Students must complete a background check and toxicology screen on American Data Bank’s Complio portal upon acceptance into the School of Nursing and Health Sciences. Student accounts must display clear results prior to course registration. In the event a student does not present clear background check and toxicology results, acceptance into the School of Nursing and Health Sciences will be forfeited.

Students are required to upload all compliance documents onto American Data Bank’s Complio portal prior to clinical course registration. Compliance items include but are not limited to:

**Medical Clearance Documents:**

<p>| Proof of immunity:                     | • Varicella (two doses, +Titer or MD document of childhood disease) |
|                                      | • Rubella (two doses or +Titer)                                   |
|                                      | • Mumps (two doses or +Titer)                                    |
|                                      | • Rubeola (two doses or +Titer)                                  |
| PPD status:                          | • Documentation of a negative QuantiFERON test within the last year |
| Hep B status:                        | • Documentation of the three injections with a positive blood titer level, declination statement of refusal to be vaccinated or evidence of a positive Hep AG/AB Titer. |
| Physical:                            | • Completed/signed school physical annually, within the last year and must extend through the length of the clinical experience. |
| Flu Vaccine:                         | • Annually, within the last year and must extend through the length of the clinical experience. The following documentation is required: Location of where the vaccine was obtained, date, time, brand, lot #, expiration date of vaccine and the Provider’s signature. |
|                                      | • Documentation of the Flu vaccine must be provided. After validation, Employee Health at each site will issue the current sticker which is to be affixed to the hospital student ID. |
|                                      | • If the individual has a medical exemption, documentation will be required and the individual will be required to wear a surgical mask in any area where patient contact may occur. |</p>
<table>
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<tr>
<th>COVID-19 vaccine:</th>
<th>• Full immunity before the start of clinical rotations as per most recent CDC guidelines.</th>
</tr>
</thead>
</table>
| Background Check: | • The program requires a background check for students (18 years or older) consisting of: Social Security Trace/Address Locator, NYS Criminal search, County Criminal search, National Criminal Database, National Sex Offender Registry.  
• Documentation of completion and clearance should be provided in the clearance packet confirming the individual has cleared all required elements of the background check. |
| 10 Panel Drug Screen: | • 10 Panel Drug Screen should include: Marijuana, Cocaine, Opiates, Amphetamines/ Methamphetamines, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Methaqualone, Propoxyphene.  
• This will be required once per year. Documentation of completion and clearance should be provided confirming the individual has cleared all required elements of the drug screen. |

XIV. Clinical Placement Guidelines
Many variables must be considered in matching clinical sites and students. For example, the availability of placement opportunities at clinical sites is an important factor, as are the prior experiences and needs of a particular student and other students in the program. Students are not permitted to contact a clinical site or a preceptor about a clinical placement. Students may not attend a clinical experience when the college is not open. There are no guarantees that students will get a clinical placement of their first choice.

Before students are permitted to commence a clinical placement, they must have successfully completed the health clearance process as well as any mandatory training identified by the site. Students will not be considered for a clinical placement until they have satisfied these prerequisites.

A conflict of interest can arise if a student has a familial, social, or long-term professional relationship with a person who would have direct supervision of the student during the clinical placement. Students have the responsibility of disclosing to the Clinical Coordinator any actual or potential conflict of interest. The Clinical Coordinator will assess the circumstances and determine whether there is an actual conflict of interest.

Clinical sections may on occasion be canceled due to such circumstances as changes in enrollment, scheduling issues, agency needs and the like. The School of Nursing and Health Sciences will notify students when a clinical section is canceled. Every effort will be made to enroll the student in another section of the course with the least disruption as possible, to the student’s course schedule.
XV. Clinical Learning Laboratory Guidelines

A. Dress Code for Clinical Facilities and the Clinical Learning Laboratory:
   • Manhattanville ID and clinical facility issued ID must be worn at all times.
   • Students are provided with personalized radiographic makers and are required to have
     them when in the clinical facility.
   • Dosimeters are required to be worn at the collar when in the clinical facility and in lab.
   • Uniforms and footwear must be clean, properly maintained, and appropriately fitted to
     allow for unrestricted movement. The Manhattanville logo must be displayed.
   • If permitted by the clinical facility, clothing worn under scrub tops are to be black or
     white in color and not extend below the elbow or bottom of the lower hem of the scrub
     top.
   • Footwear must be closed toe, closed heel, non-porous upper in solid colored white.
   • White socks, stockings or hosiery must be worn.
   • Clothing must be free of tobacco odor, excessive fragrance and body odor.
   • Hair is to be styled in a manner that does not require readjustment, is not loose and does
     not dangle. Hair that extends past the shoulder must be tied back.
   • Facial hair if grown out must be neatly groomed.
   • Fingernails must be no longer than 0.25 inch past the end of the finger. No nail polish is
     permitted. Artificial nails and extenders are also NOT permitted.
   • Jewelry is not permitted except for one small stud earring in each earlobe, a second-
     hand wristwatch and one smooth surface ring.
   • Face piercings and tattoos must not be visible, UNLESS permitted by the clinical
     facility.
   • Chewing gum is prohibited.
   • If the required uniform for the clinical setting is not a Manhattanville uniform,
     “business attire,” must be adhered too. Jeans, shorts, tee-shirts, opened toed shoes,
     sandals, flip-flops, sweatpants, sweatshirts are not permitted.

*Failure to comply with this dress code may result in the student being dismissed from the clinical site until the student demonstrates compliance with the dress code. In addition, the student will be responsible for making up the missed clinical.*

B. Skills and Health Assessment Practice Session Procedures:
   • Practice sessions are staffed by the Laboratory Assistants for guided practice of
     positioning and patient care assessment skills.
   • Students may use the sign-up sheet provided in the laboratory to schedule a practice
     time. An appointment is required.

C. Laboratory Restrictions:
   • Students are not allowed in the Lab without Direct Supervision.
   • Under no circumstances are students permitted to radiograph each other in the lab.
   • Dosimeters must always be worn when operating the X-ray equipment and they must be
     in the laboratory and returned to the rack when leaving the laboratory.
   • There will be no smoking (vaping), drinking or eating in the lab at any time.
   • All solid waste should be placed in a trash.
   • Students must always exercise caution and good judgment while in the lab.
   • Students will not be permitted to engage in independent activities in the lab without the
consent and supervision of either their instructor or the College Laboratory Technologist.

- Use of the lab will be restricted to the posted schedule of hours.
- Cell phones and electronic devices must be turned off or placed on “vibrate” mode when in the lab.
- Children or visitors will not be permitted in the laboratory.
- Visitors will be permitted and directly supervised in the laboratory by appointment only.

D. Equipment Use & Handling:
- Equipment may not be removed or borrowed from the lab.
- Students must report any malfunctions with the equipment to the instructor.
- During lab hours a licensed RT Instructor or Clinical Instructor will be in the lab to answer any questions you may have.
- Keep the countertops free from pen and pencil marks.
- Clean the laboratory before you leave.
- Return all equipment to its proper location before leaving the lab.
- Portable X-ray machine use must be under direct supervision.

E. Laboratory Incident Reporting:
Students are required to complete an incident report in the event of physical injury, equipment damage, and accidental exposure.

F. Clinical Hours:
The Joint Review Committee on Education in Radiologic Technology recommends that a combination of clinical experience and classroom hours not exceed 40 hours per week.

Clinical hours will be as follows:
Seniors – Monday & Thursday 8:00am -4:00pm  
Juniors – Wednesday & Friday 8:00am -4:00pm

<table>
<thead>
<tr>
<th>Didactic, Clinical, and Lab credit hour loading:</th>
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<tbody>
<tr>
<td>2 Credit Class - 25 hours (1,500 minutes)/semester</td>
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<tr>
<td>3 Credit Class - 37.5 hours (2,250 minutes)/semester</td>
</tr>
<tr>
<td>4 Credit Class - 50 hours (3,000 minutes)/semester</td>
</tr>
<tr>
<td>1 Credit Class - 1 classroom hour (50 minutes)</td>
</tr>
<tr>
<td>1 Credit = 8 Clinical Hours</td>
</tr>
<tr>
<td>1 Credit = 2 lab hours (100 minutes)</td>
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G. Clinical Education Schedule:
In an effort to provide students with a reasonable length of time to achieve clinical competency, the following schedule will be used as a guideline towards this goal. Students are expected to work within their designated clinical schedule in meeting their clinical competencies. The students may be spontaneously tested or can request to be tested by their Clinical Instructor.
Year 1: Junior Rotations
First Semester:
1. Chest exams (direct and indirect supervision)
2. Abdominal exams (direct and indirect supervision)
3. Upper extremities and shoulder girdle (direct supervision)

Second Semester:
1. Upper extremities and shoulder girdle (direct and indirect supervision)
2. Lower extremities (direct and indirect supervision)
3. Pelvic girdle (direct and indirect supervision)
4. Spinal column (direct supervision)

Year 2: Senior Rotations
Third Semester:
1. Spinal column (direct and indirect supervision)
2. Skull (direct and indirect supervision)
3. Contrast media exams (direct and indirect supervision)
4. Portable chest exams (direct and indirect supervision)

Fourth Semester:
1. Rotate to Advanced Modalities (MRI, CT, Mammography, Special Procedures, Interventional Radiography)
2. Continue with all required Clinical Competencies

Mammography Rotation Policy:
All students in the program (Male & Female) are offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The program’s policy regarding student clinical rotations in mammography is based on the rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

MRI Rotation Policy:
Students rotating to MRI are required to complete a Magnetic Resonance (MR) Procedure Screening Form to ensure student safety. In addition, students are required to complete a Clinical Orientation Module on MRI Safety along with the MRI Competency Assessment prior to entering the clinical setting.
H. Clinical Competency Implementation:
The basis of clinical competency will be developed with each individual according to the following procedures:
1. The student will learn the material by way of didactic lectures.
2. The student will observe and demonstrate the content in lab.
3. The student will observe procedures in the clinical setting and then proceed to participate, at the discretion of the radiographer.
4. The student may then prove competency in the procedure.

ARRT Competency Evaluation Requirement:
Patient Clinical Evaluations (Competency Evaluations): The student performs (3) procedures under direct supervision of a radiographer. After a minimum of three cases per each examination, the student is eligible for competency evaluation. (Clinical Competency Form can be found in APPENDIX H).

The student is required to complete:
- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section;
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.
- No more than 10 will be simulated

Three Terminal Competencies: will be assessed by the Program Director at the completion of the program. The terminal will include but not limited to, multiple upper, multiple lower, and portable procedure. Failure to prove competency can result in a delay in program completion. The procedures will be selected and assigned at random by the Program Director.

I. Remediation Policy:
After an unsuccessful competency attempt, the student must document three additional practices (observe, assisted and performed) before attempting the unsuccessful competency again. The reattempt of the unsuccessful competency will not be approved without documentation that three additional practices have been completed after the date of the failed competency. The clinical faculty/faculty reserves the right to ask students to perform or simulate any competency they have successfully completed in the lab or at the clinical site.

J. Supervision policy:
Standards for Supervision: Based on the Standards of JRCERT:
- Each student must be supervised by an assigned technologist so that only one student is working with a single technologist during a given exam.
- Direct- A licensed Radiographer reviews the request with the student before the examination. The radiographer evaluated the patient’s condition and supervised the procedure in the room with the student. The radiographer evaluates the radiographs with the student and instructs the student on the appropriate measures necessary to
complete the exam. (see JRCERT Standard 5.4)

- Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

- **Indirect**- Supervision provided by a licensed radiographer that is immediately available and near the room where the radiographic procedure is being performed. A student radiographer may be indirectly supervised after they have achieved competency in that particular exam. (see JRCERT Standard 5.4)

- Any radiographs that must be repeated must be performed under the direct supervision of a licensed radiographer, regardless of the student’s level of competency. (see JRCERT Standard 5.4)

**K. Student Competency Evaluation and Level of Supervision:**

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.

*Following are the parameters of direct supervision:*

1. A qualified radiographer identifies the patient and reviews the requisition.
2. A qualified radiographer evaluates the condition of the patient and identifies the location.
3. A qualified radiographer is physically present in the exam room during the examination.
4. A qualified radiographer reviews and approves the radiographs. After demonstrating competency, students may perform procedures with indirect supervision.

*After demonstrating competency, students may perform procedures with indirect supervision.*

**Indirect supervision:** Is defined as supervision provided by a qualified radiographer immediately available to assist students regardless of student achievement.

**Immediately Available:** This is interpreted as the presence of a qualified radiographer adjacent to the room or location when a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

1. In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified Radiographer, regardless of the student’s level of competency.
2. In support of professional responsibility for the provision of quality patient care and radiation protections, all finished radiographs shall be reviewed and approved by a qualified Radiographer before dismissing the patient, regardless of the student’s level of competency.

**L. Repeat Radiograph Policy:**

In support of professional responsibility for provision of quality patient care and radiation protection, *unsatisfactory radiographs shall be repeated only in the presence of a qualified Radiographer*, regardless of the student’s level of competency.

1. The student and the Radiographer will review the radiographs and identify areas that need improvement.
2. The students will explain the correction plan.
3. If a student’s correction plan is unacceptable return to step 1. If the plan is satisfactory to the Radiographer, continue to step 4.
4. Student implements corrections and makes exposure in the presence of qualified radiographer. The Radiographer will ensure appropriate technical factors, equipment manipulation and patient positioning.
5. Prior to deleting an image, the student must consult with the radiographer.

M. Clinical Grading Process:
All Clinical courses are Pass/Fail. Failure to receive a grade of 90% or greater (passing) on a competency will require repeating the exam in order to prove competency. See Clinical syllabus for grading details.

N. Incident/Accident in the Clinical Setting:
All affiliated clinical institutions are required to inform the program, via the clinical instructor, in the event of any incident that occurs involving students of the program. At the discretion of the clinical affiliate, either a copy of that institutions standard incident report form or a written statement may be used. Students are required to inform both their clinical instructor and the clinical coordinator in the event of any incident that might occur during their clinical rotation.

O. Hospital Policies & Procedures:
Students will be required to follow the rules and regulations as prescribed by the clinical affiliate.

P. Patient Confidentially Policy HIPAA:
Students in the Radiologic Technology program will have access to patient and hospital information. This information may contain data that is confidential, any and all information learned in the field is property of the clinical institution. Students will be required to sign a statement of confidentiality to be kept on file at the college. Any student violating the confidentiality policy will subject to disciplinary action up to and including dismissal from the clinical site and/or the program.

- Patient records, charts and radiographs are legal documents. Therefore, these documents must be protected from unauthorized personnel, family, the patient or any unauthorized person. Medical information should not be left unattended or left with the patient.
- Images may not be shown to the patient. If the patient insists on seeing her/his images contact a radiologist or a supervisor. Never discuss with a patient the results of the examination. Refer the patient to his/her physician. Diagnosis is not in an RT’s scope of practice.
- Confidentiality is of extreme importance. Please be careful disusing cases in the department, hallways, and elevators and in the surrounding community.
- Students are lectured on HIPAA regulations in the classroom and orientation well before they begin clinical rotations. The HIPAA Privacy Rule provides federal protections for personal health information.
Q. **Conduct:**
Professional conduct and communication are expected at all times in the Clinical Learning Laboratory. Students will be participating in and observing others during laboratory experiences. It is expected that all participants maintain a respectful learning environment.

- The Simulation Laboratories should be treated as a real clinical setting at all times. We recognize the mannequins are not real; however, all mannequins and actors should be treated in a professional manner and as if they are actual patients. No information may be discussed outside of the Laboratory.
- Cellular phones are not to be used during your learning laboratory session and should be off or on airplane mode.
- Students may not use photography at any time in the clinical learning laboratory.
- All simulation day information is considered confidential and is not to be discussed outside of the Clinical Learning Laboratory.

R. **Student’s Clinical Record of Work:**
During a student’s time in the clinic all procedures performed/observed/assisted on must be documented in Trajecsys. The student’s daily activity log is a day-to-day record of the different activities and procedures performed/assisted/observed by a student in the clinical setting. This electronic record must be kept up to date and will be checked monthly by the Clinical Coordinator.

S. **Chain of Command:**
The college observes the following chain of command: Clinical Instructor, Clinical Coordinator Program Director, Dean of Nursing and Health Sciences and Provost.

T. **Radiation Safety & Monitoring Policy:**

*IT IS REQUIRED BY LAW THAT ALL PERSONS WORKING WITH OR AROUND X-RAY EQUIPMENT AND/OR RADIOACTIVE MATERIALS WEAR CURRENT RADIATION MONITORS (Dosimeters).*

Dosimeter are furnished to students in accordance with existing state and federal regulations, which require that students wear them when working in areas where potential radiation exposure may occur. The reports regarding student’s exposure will be displayed in the Radiology Lab FND 20-8 within 30 days following the receipt of the data. This report will become part of the student’s permanent record and is open to your inspection. When you leave this institution, be sure to request a copy of your exposure report to either take with you or to have sent to your employer.

_The following should be observed while in the clinical setting:_
- Students must wear Dosimeter when at their clinical affiliate.
- The Dosimeter are to be worn as follows: at the collar, outside the apron.
- Any student not wearing a radiation monitor will not be allowed in radiation areas, and the time missed will be considered a clinical absence.
- Students will be required to wear a lead apron and thyroid shield during fluoroscopy procedures, C-arm procedures, and portable radiography.
- Students are not allowed to hold patients or image receptor during a procedure while
ionizing radiation is in use.

- Students are not permitted to hold patients or image receptors during a procedure while ionizing radiation is used.

**Note:** The program director and clinical coordinator will investigate instances in which dose limits are exceeded. The student will then be counseled on the appropriate course of action, and a review of radiation safety practices will be provided. The actual dose limit is any single quarterly reading of 80 mrem or above.

*Dosimeters should never be left on aprons in procedure rooms. *

_Failure to adhere to this policy may result in dismissal from the program._

**U. Radiation Protection Guidelines:**

Should a student or faculty member become pregnant while employed/enrolled in the Radiography Program, she is under NO requirement to declare her pregnancy status to any individual associated with the program. Should she voluntarily elect to declare her pregnancy status, she may do so by using the “Form letter for Declaring Pregnancy”, and submitting it to the Program Director. If the student or faculty member declares she is pregnant, she may at any time, undeclare her pregnancy status for any reason. She will do so by informing the Program Director in writing. At that time her status will revert to that in effect before her declaration.

Should she elect NOT to declare her pregnancy status, or undeclare her pregnancy, it is understood that the program is under no requirement to afford any measures with regards to radiation safety other than those, which are routinely afforded to all radiography students and faculty.

_She should declare and submit the declaration form to the Program Director, the following measures will become effective for the duration of her pregnancy or declaration, while she is enrolled within or employed by the program:_

1. The Program Director or Clinical Coordinator will initiate the use of the form entitled “Radiation Received during Gestational Period”.
2. The student will be counseled by the Program Director, Clinical Instructor, Chief Radiologist, Radiation Safety Officer, Radiation Physicist, or all five, regarding methods to protect herself from ionizing radiation, and she will be asked to read the previously distributed Regulatory Guide 8.13, and or NCRP Report No. 54 and the Technical Bulletin Radiation Safety Considerations for the Declared Pregnant Worker.
3. The student must wear a radiation monitor at all times when working with ionizing radiation. An additional badge will be worn at waist level and must not leave the hospital property at any time except when being sent out for processing by institution.
4. Students will have the option to continue their clinical education without modification, during the entire gestational period.
5. Rotations evaluations, and/or clinic time missed because of pregnancy must be made up. The student will assume the responsibility of meeting with the Program Director and Clinical Coordinator to plan this make-up time.
6. Under no circumstance will a pregnant or any student hold or assist in holding a patient
or image receptor during a radiographic exposure.

7. The student must bring to the Program Director, as soon as possible, written permission from her physician permitting her to continue clinical assignments.

8. The student will not be permitted to receive a cumulative radiation dose exceeding 0.5 rem (500 millimeters) during the gestation period.

The following will be done to ensure that the limit is not exceeded:

a. The radiation monitor reports will be carefully monitored during the gestation period noting averages and trends that may cause the cumulative exposure to exceed the limit. The results will be shared with the student following receipt of each exposure report.

b. The student will be counseled by the Program Director, Clinical coordinator, Chief Radiologist, Radiation Safety Officer, Radiation Physicist, or all five, if and when the cumulative radiation dose during the gestation period reaches 250 mrem.

XVI. Quizzes and Examinations

A. General:

1. Students are expected to take course examinations as scheduled using ExamSoft/Examplify.

2. On occasion, a student may be unable to take an examination due to an emergency. In such cases, students who are unable to take an examination due to an emergency may, at the discretion of the instructor, take a make-up examination.

3. If a student has an emergency (e.g., illness or death in family) that arises prior to the scheduled exam, it is the student’s responsibility to notify the instructor directly and prior to the exam start time. Upon sufficient evidence provided by the student, the instructor may approve a make-up exam. If a student does not have a legitimate excused absence, faculty members are free to give that student a zero on the quiz or examination. If this is a final exam, the student will be required to take an 'Incomplete' and may not progress to the following course or graduate until the final examination is complete.

4. Make-up examinations must be completed within 7 days of the original scheduled exam. The format of a make-up examination may differ from the format of the original examination.

5. In deference to their colleagues and in fairness to students, faculty should schedule exams for regular class periods and conclude the exercise within the time period of class.

6. Reasonable steps should be taken by faculty to provide an atmosphere conducive to maximizing test performance for all students and to prevent dishonesty.

B. Administration of the Exam:

1. Each semester, the instructor will administer a mock examination at least one week prior to the first exam to ensure that all students have access to the system and are able to navigate ExamSoft (website) /Examplify (exam app).

2. Instructors will release the password protected examination to the student portal that should be downloaded at least 24 hours before the scheduled examination.

3. Students are responsible for ensuring that the exam is accessible in their respective portal and they are able to download it to their Examplify software. Students are
responsible to contact the instructor if they cannot see the exam in their student portal or cannot download it prior to the exam time.
4. Instructors will bring at least two hard copies of the examination to the classroom in the event of any technical difficulties (in-person exams).

C. In-Person Exams:
1. Students must be prepared at least 15 minutes prior to the scheduled exam, and will be randomly assigned to a seat by the instructor.
2. Instructors will ensure that every student has a privacy screen on his/her monitor before the exam begins.
3. In the event a computer crashes, instructors may instruct the student to reboot his/her computer and continue the exam from where the student left off. If this should happen a second time, the instructor will provide a paper exam.
4. Students are responsible for having a working, fully charged computer in the classroom.
5. Talking with other students is prohibited, and students may not speak out loud during an exam.
6. Students’ belongings will be set aside to an area designated by the faculty.
7. All smart devices including, but not limited to, cell phones, ear buds, and smart watches with computer screens are not to be used during scheduled exams.
8. No hats or hoodies may be worn during scheduled exams.
9. No food or drink are allowed during scheduled exams.
10. Students should take bathroom breaks prior to the exam.
11. Students may not leave the room during exams.
12. Students are not permitted to ask questions about the exam during the exam.
13. The use of any unauthorized aid during an examination or test including, but not limited to, writing the answers down prior to the exam for use during the exam, copying another person’s work, or obtaining copies of the exam prior to taking the test is strictly prohibited.

*Students who are not compliant with the rules listed above will be considered in violation of examination procedures which may result in 0 (zero) for the exam.*

D. Online Exams:
In instances of inclement weather or newly issued and mandated social distancing guidelines, instructors may permit students to take exams synchronously from their homes and proctor online via exam proctoring software or applications (i.e. Proctorio, Zoom, TEAMS).

*During online proctored exams:*
1. Students must be prepared at least 15 minutes prior to the scheduled exam.
2. Students are responsible to find a quiet and private area to take their exams. If this is not possible, it is a student’s responsibility to communicate with his/her instructor at least 48 hours prior to the exam to arrange for proper accommodations.
3. Students are not allowed to have anyone in the room during the exam.
4. Students are not allowed to talk to anyone and may not speak out loud during an exam.
5. The instructor may ask the student to scan the room via webcam and the student is required to comply.
6. Students will be muted during the exam unless the faculty asks the student to unmute him/herself.
7. Communicating with other students (i.e. via chat, cell phone or other software or device) is prohibited.
8. Students’ belongings including, but not limited to books, electronic devices, and personal notes are not allowed in the room with the exception of the device used for online proctoring.
9. All smart devices including, but not limited to, cell phones, ear buds, or smart watches with computer screens are not to be used during scheduled exams with the exception of the device used for online proctoring.
10. No hats or hoodies may be worn during scheduled exams.
11. No food or drink are allowed during scheduled exams.
12. Students may not leave the room during exams.
13. The student is not permitted to ask questions about the exam during the exam.
14. Using any unauthorized aid during an examination or test including, but not limited to, writing the answers down prior to the exam for use during the exam, copying another person’s work, or obtaining copies of the exam prior to taking the test.

Students who are not compliant with the rules listed above will be considered in violation of examination procedures which may result in 0 (zero) for the exam.

E. Exam Reviews (Online/In-Person):
1. Exam review will be provided after each exam.
2. Students will be notified of the date and time of the exam review by the individual faculty.
3. Exam reviews are considered secured reviews, and all aforementioned exam rules (online or in-person) apply.
4. During exam review, students’ belongings will be set aside to an area designated by the faculty. This includes, but is not limited to, the following: Apple or Android watches, cellphones (must be turned off), books, wallets, hats, book bags, or any other items not related to the exam. If the review is an online review, then students must ensure that none of these items are present in the room during the exam review.
5. Recording on smart devices and or taking pictures during an exam review is prohibited.
6. Faculty reserves the right to establish a seating chart during examination review.

XVII. Course Grade Policy
A. Course Grade Overview:
• For coursework satisfying liberal arts, general education, or radiologic technology major requirements, students must earn a C- or better unless stipulated otherwise.
• A minimum grade of C+ is required for all RAD prefix courses and the following radiologic technology major, pre-requisite courses: Human Anatomy & Physiology I & Lab, Human Anatomy & Physiology II & Lab, Fundamentals of Psychology, Developmental Psychology, and qualifying College Math.
• Undergraduate students in the Bachelor of Science in Radiologic Technology Major who fail (i.e., a grade of C or lower) a RAD prefix didactic component, will fail the entire Radiologic Technology (RAD) course which includes any attached clinical and/or laboratory courses. In addition, those who fail the clinical or laboratory component of a course will receive an “F” for the clinical or laboratory component and an “F” for the Radiologic Technology (RAD) didactic course.
• A student may repeat only **ONE** Radiologic Technology (RAD) course and that course must be repeated the next time it is offered. To remain in the Radiologic Technology program, a student may NOT fail a second RAD prefix course.
• A student may repeat no more than two courses needed to satisfy the Radiologic Technology degree requirements.
• A student re-taking a required Radiologic Technology course due to failure of the first attempt, may not withdraw unless he/she is passing the course at the time of withdrawal. Withdrawal with a failing status will result in the second failure of the course.
• For the complete college grading system please see Appendix letter S.

**B. Grade Appeal Policy:**

If a student has reason to believe that the **final** course grade they've earned is incorrect, the student should first try to resolve the issue with the faculty member. If no satisfactory resolution is reached, the student may submit a grade appeal to the Program Director. This must occur within 5 business days of the discussion with the faculty member to initiate the grade appeal process.

*The grounds for a student grade appeal are as follows:*

1. The grade is allegedly based on an error in calculation.
2. The grade assigned allegedly did not follow the grading criteria as stated in the course syllabus.

It is the responsibility of the student to prove that the grade is incorrect or unjustified. Please note an appeal cannot be based on “personal dislike of the instructor”, “dislike of the instructor’s teaching style including speaking too fast or too slow”, or “dislike of or disagreement with the assignments”, among other things not based on Items #1 and #2 above. The student must summarize the grade appeal grievance and submit a grade appeal form to the Program Director.

If the Program Director concludes that the student did not provide sufficient ground for a grade appeal, the Program Director will notify the student and SNHS Dean that the grade will be upheld. The Dean communicates the final decision directly to the student. If the Program Director concludes that a grade appeal hearing is warranted, the Program Director will notify the student and the Dean that a grade appeal hearing will occur. The Academic Appeals Committee will be assembled for the hearing.

*The Academic Appeals Committee is composed of the following:*

• Two Faculty
• One Student
• One Administrator
The student will be asked to attend the committee meeting to discuss their ground for the grade appeal. The Academic Appeals Committee will make recommendations to the Dean. The Dean will communicate the final resolution. The decision is final and not open to appeal.

XVIII. Undergraduate Grade Replacement Policy
Starting in Fall 2021, undergraduates who re-take a course in the Radiologic Technology major will have the lower of the two grades removed from the GPA calculation as long as the initial grade was C or lower. If a repeat attempt results in the same grade being earned, the previous attempt will be removed from the GPA. There is a limit of 2 grade replacements that may be applied within a degree program career.

XIX. Undergraduate Grade Replacement Policy Highlights and Quick Reference
- The policy applies to repeated course work taken during the Fall 2021 term on forward. This policy is not retroactive. Courses already repeated in previous terms will stay with the old rules.
- Grade Replacement may only be applied to a course if the previous grade earned was a C, C-, D or F. The replaced grade will appear on grade displays and transcripts with a “#” sign to the left of the grade letter, appearing as a #C, #C-, #D or #F.
- The lower of the two grades will be replaced and removed from both the term and cumulative GPA calculations for the term containing the course. If a repeat attempt results in the same grade being earned (“Grade Tie”), the previous attempt will be removed.
- Credit is granted only once for any repeated course. The earlier course attempt will be the course that will carry the completed credit value.
- There is a limit of 2 grade replacements that may be applied within the Radiologic Technology degree program.
- Degree Audit and grade replacement: Since Degree Audit displays only course work that carries earned credit, the previously taken course with the “#” replaced grade will appear on a student’s audit lists to fulfill requirements. This is not a cause for concern as Degree Audit’s focus is to track and tally courses that carry earned credit and completed status. Degree Audit is not a transcript!

XX. Undergraduate Grade Replacement Policy Limitations
- Only the last grade earned will count in the grade point average (GPA). However, all grades for the course will remain on a student’s transcript.
- Faculty do not assign replacement grades. The posting of #C, #C-, #D or #F replacement grades and administration of the grade replacement policy is managed by the Registrar’s Office. Students must continue to consult with their advisors on whether repeating a course for an improved grade fits with their particular program requirements and academic goals.
- Grade replacements must match course for course. Example: PSY.1004 for PSY 1004. Independent Studies taken as equivalents for standard courses may not be used for grade replacement.
- A student receiving a letter grade can only replace that grade with another letter grade. Students may not elect to retake a course for a Pass/Fail (“P”) or Audit (“AU”).
grade and then use it for grade replacement.

- A “W” grade (Withdrawal) cannot replace previous letter grades under this policy. Also, this policy will not remove previous “W” grades from a term record or transcript.

- Only Manhattanville courses are eligible for grade replacement. Transfer course work may not be used to replace an earlier grade on a Manhattanville transcript.

- Grade Replacement is an automatic policy that cannot be applied selectively on an individual course basis.

- Undergraduate term academic standings such as “Deans List”, “Good Standing” and “Probation” are awarded at the completion of each Fall and Spring term. Previously awarded standing distinctions will not be re-evaluated or adjusted when grade replacements occur in past terms.

- When a student submits an official transcript to apply for admission or transfer to another academic institution, that institution may include all grades in the calculation of GPA’s for admission purposes, including replaced grades under this policy. Always review and understand a prospective institution’s admission and transfer policies before applying.

- In accordance with Department of Education regulations, all attempted coursework is included to determine Financial Aid eligibility; no portion of the academic transcript can be excluded. Consult with the Financial Aid Office for more information.

*Students are encouraged to consult their financial aid advisor regarding any out of pocket costs for a repeated course.*

XXI. Academic Probation and Dismissal Policy

A. Academic Probation Policy:

Academic probation is based on the following:

- Undergraduate students in the Bachelor of Science in Radiologic Technology Major qualify for academic probation if they fail to maintain a 2.3 cumulative GPA.

- Undergraduate students on academic probation may not be granted an Incomplete/Grade Deferred (GD) in any course during the semester of their probation. In addition, they are required to meet with their designated advisor on a regular basis throughout the semester. Full-time undergraduate, traditional students on academic probation must register for 15 or 16 credits in the semester of probation, and may not withdraw below 12 credits. As probationary students are not in satisfactory academic standing, they may not participate in intercollegiate athletics.

B. Program Dismissal Policy Readmission:

Dismissal from the radiologic technology program is based on the following:

- Cumulative GPA falls below 2.3 for two consecutive semesters (including summer school courses attempted).

- If a grade of C+ or above in a required Radiologic Technology (RAD) course is not achieved in the second attempt, the student will be dismissed from the radiologic technology program.

- A student may repeat no more than two courses required to satisfy the radiologic technology degree completion requirements.
• A student may repeat only ONE RAD prefix course. If a student fails a second RAD prefix course, the student will be dismissed from the radiologic technology program.
• A student commits a second violation of academic integrity.

C. Dismissal Appeal Policy:
Students (full-time or part-time) who have been dismissed may appeal that decision to the SNHS Academic Appeals Committee. Students should direct their appeals to the SNHS Office of Academic Advising. The decision of the Committee is conveyed to the student in writing by the Dean of the School of Nursing and Health Sciences. Further appeals can only be considered on the basis of procedural unfairness or new evidence. Such appeals should be directed to the Provost within 48 hours after the student has received the letter from the Dean.

Students whose appeals have been denied may apply for readmission to the College after one year’s absence. Readmission is not automatic and requires the student to demonstrate the ability and readiness to undertake continued studies, as specified in the dismissal letter. Students should take care to read their dismissal letter thoroughly and follow its specifications prior to applying for readmission.

The Academic Appeals Committee may request a statement from the student’s advisor and may also request further information from individual instructors if needed. A student whose appeal is approved may be required to participate in specific courses or mentoring programs as a condition of continued enrollment. The student’s advisor will be notified of the outcome of the appeal.

XXII. Academic Integrity and Procedures Regarding Violations of Code and Academic Integrity
A. Definition of Academic Dishonesty:
Academic Dishonesty is any action that may result in an unfair academic advantage for oneself or others, including, but not limited to:
• Plagiarism: Offering as one's own the words, ideas, arguments, code, or visuals (any medium, including electronic) of another. Appropriate citation (according to course instructor) with quotation marks, references and/or footnotes, is required when using any aspect of another’s work; the failure to do so, whether intentional or not, constitutes plagiarism. Copying homework or answers on an exam or report, submitting a term paper from the archives of a group or from another student, procuring a paper from an external source (electronic or otherwise) and submitting it as one’s own are additional, though not exhaustive, examples of plagiarism.
• False citation: Providing false information about a source. This includes citing a title, author and page as if it were from one source when, in fact, it is from a different source, or including information that did not come from the cited source.
• Cheating on exams and/or falsely claiming to have completed assigned work.
• Forgery: Signing a faculty member’s, administrator’s or other student’s name to any assignment, or to any written or electronic communication about a course, or altering/forging said document or communication in order to mislead or to
• **Falsification**: Altering any official College document, clinical documentation, paper or examination to mislead others; or, any deception (written, oral, or electronic) of a College official in an attempt to circumvent College policy.

• **Computer abuse**: Students are required to acknowledge any information, from word texts to full programs, that is not their own. In addition, infringing on the rights of other students to gain access to the computer system, deliberately destroying or infecting files, operating systems or code, copying files or programs without permission, and gaining access to and/or altering the functionality or stored data of any College or other student’s computer without permission are all considered incidents of academic dishonesty.

• Destruction, theft or displacement of any library or other shared materials whether hard copy or electronic.

• **Multiple submissions**: Work done for one course cannot be submitted for another course. Exceptions may be made only with the express written permission of both course instructors.

• Unauthorized collaboration on academic assignments.

• Aiding another student in the commission of academic dishonesty.

• Making materials from any academic course (including, but not limited to, assignments, papers, quizzes, or tests) available to persons outside the class. This includes uploading to an online site not pre-approved by the course instructor. Such actions may also constitute a violation of the Intellectual Property Policy.

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**B. Sanctions for Academic Misconduct:**

The sanction for any act of academic misconduct may include, but is not limited to, one or more of the following sanctions: rewriting the assignment, failing the assignment, failing the course, taking a mandated workshop or other remedial course, academic warning or probation, disqualification from honors or other awards, disqualification for internships, denial of recommendations for professional certification, denial of or removal from placement for student teaching, suspension, or expulsion.

**C. Procedures Regarding Violations of Academic Integrity:**

The primary responsibility for identifying an instance of academic misconduct, and for determining the sanction for both the assignment in question and the course, lies with the instructor of the course. When an instructor has found what s/he considers to be an instance of academic misconduct, s/he must notify the SNHS Radiologic Technology Program Director and submit the Manhattanville College Academic Misconduct Reporting Form. Academic misconduct may also be identified and reported by a member of the staff or administration. Students will not be permitted to withdraw from a course for which an offense has been reported, unless the school’s Academic Integrity Committee, as a result of a hearing, permits such a withdrawal.

**All Academic Integrity procedures will proceed in the following manner:**

The SNHS Radiologic Technology Program Director will be notified. The student and course instructor may meet to discuss the alleged academic misconduct and the sanction, if applicable. The course instructor will submit a Reporting Form and a summary of that
discussion to the SNHS Radiologic Technology Program Director. If for some reason the instructor and student cannot meet (e.g. the offense was found after classes stopped meeting at the end of the semester, the instructor is no longer at Manhattanville, the instructor opts for the student to meet directly with the SNHS Radiologic Technology Program Director, or the misconduct issue happens outside of a course) the student will meet with the SNHS Radiologic Technology Program Director. Failure to do so within 30 business days will result in the student being found responsible for the academic integrity violation.

The student and SNHS Radiologic Technology Program Director will meet to discuss and complete the Reporting Form. If the student does not dispute the finding of the SNHS Radiologic Technology Program Director, the decision and sanction recorded on the Reporting Form are final. The form will remain a part of the student’s record, managed by the School Designee, in compliance with the College’s Record Retention Policy.

*Hard copies of academic integrity documents will be filed in the office of the respective school Designee. Digital versions will be stored in the secure Academic Integrity folder on the Manhattanville server. Access to this folder is limited to members of the Academic Standards Committee, Graduate Academic Standards Committee, and the Designee from each school.*

D. Appeals:
If the student disputes the finding of the course instructor, the student may indicate so in his/her meeting with the SNHS Associate Dean. The SNHS Radiologic Technology Program Director will discuss the charge with the student and explain the procedures for meeting with the Academic Integrity Committee. The SNHS Radiologic Technology Program Director will then notify the chairperson of the appropriate Committee and that Committee will review the case with the student in a closed regularly scheduled meeting. During this meeting the Committee will review all relevant evidence presented, including any new evidence. The Committee will seek information from the course instructor and/or other affected parties. The Committee may uphold the finding and sanction, overturn the finding and sanction, or impose an alternative sanction.

For students who have previously been sanctioned under this policy, a second alleged violation must be adjudicated by the appropriate Committee. Sanctions will be more severe in the case of repeat violations. In such repeat offenses, the possibility of an appeal to the Academic Integrity Review Committee will be available.

Where the student disputes the decision of the Academic Integrity Committee, s/he may ask for a formal review within 5 business days of notification of the decision. The written appeal will be made to the Provost. Such an appeal will only be considered on the basis of procedural error or new evidence that might have resulted in a different decision. If the aforementioned procedures have been followed as determined by the Provost, the Provost will act as a facilitator and call an Academic Integrity Review Committee (AIRC). The AIRC will be made up of five members from across the College including one graduate or undergraduate student, depending on the level of the student appealing, at least two faculty members, and at least one Dean or Designee. Each member of the AIRC must
be newly apprised of the offense and be capable of rendering an impartial decision. The AIRC will invite the student to a closed meeting. During this meeting the AIRC will review all relevant evidence in reference to procedural unfairness or any new evidence that might have resulted in a different decision. The AIRC may uphold the finding and sanction, overturn the finding and sanction, or impose alternative sanctions. The decision of the AIRC is final.

XXIII. Disruptive Student Conduct in the Classroom or Other Learning Environments

A. What Constitutes Disruptive Behavior?
Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process and whether behavior is considered disruptive is defined by an instructor. Disruptive class behavior includes, but is not limited to, verbal or physical threats, use of any obscenity, unreasonable interference with class discussion, heckling or interrupting any speaker making/receiving personal phone calls, text messaging during class, excessive tardiness, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persistent, disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the faculty, staff or classmates outside of class.

B. Response to Disruptive Student Behavior:
Step One: Instructor Warns Student
When disruptive behavior occurs:
• The instructor should warn the student. The warning will consist of orally notifying the student that (a) his/her behavior is disruptive, and (b) it must cease immediately, or else face removal from the classroom or other context, and/or be subject to other disciplinary action.
• If the student fails to comply with the instructor’s warning, the instructor may require that the disruptive student immediately leave the classroom or area for the remainder of the class period/presentation. If the student refuses to leave, the instructor may summon Campus Safety to remove the student.
• If the instructor believes that the student’s disruptive behavior poses an immediate threat to the safety of the instructor, the student, or any other students or persons, the instructor may summon Campus Safety to remove the student, regardless of whether a warning has been issued.
• The instructor will decide whether the student will be allowed to return to the classroom or area. If the instructor chooses to allow the student to return to the class/presentation and continue in the course/event, the process is resolved.
• If the instructor believes the student should not be permitted to return to the class to continue in that course, s/he should proceed to Step Two, below.

Step Two: Withdrawal Process
a. The Instructor
• If the instructor decides that withdrawing the student from the course is necessary, s/he shall, within two (2) working days of the disruptive incident, provide the Radiologic
Technology Program Director with a written report of the disruptive incident(s).

- If the instructor has the disruptive student in more than one class and decides that the student is disrupting learning in more than one of those classes, or exhibiting threatening and/or intimidating behavior outside the class (e.g., in the instructor’s office, outside the classroom), the instructor has the authority under this policy to initiate removal of the student from all courses taught by that instructor, with the signed approval of the Radiologic Technology Program Director, Dean, SNHS designee, or Provost.

b. Program Director

*Except for extenuating circumstances:*

- The Program Director will notify the student in writing within 2 days of receiving the instructor’s notice that the matter has been submitted to the Radiologic Technology Program Director and SNHS Dean for a decision on whether the student should be removed from the course, and that s/he may not return to the class until the issue is resolved. This notice shall include a written description of the reported disruptive behavior and a copy of the Disruptive Student Conduct in the Classroom or Other Learning Environment Policy, which includes a description of the appeals process.
- The student will also be informed that if s/he wishes to respond to the complaint, s/he must submit a written statement, within 2 days of receiving the Radiologic Technology Program Director, to the Program Director and meet with the Program Director within five 5 working days from the date of the written notice. The Program Director contact information should be included.
- The Program Director should make her/himself available to meet with the student as soon as possible within 5 working days after written notice to the student.
- The Program Director and SNHS Dean will decide on the appropriate outcome and send notice of the decision to the student, explaining the basis for the decision.

*The decision may consist of:*

a. Allowing the student to return to course or courses, with or without conditions;
b. Allowing or requiring the student to transfer to another course section or sections; or
c. Withdrawing the student from the involved course or courses.

- The Program Director will notify the student in writing of his/her decision within 5 working days of receiving the student’s response. If the Program Director and SNHS Dean decide that the student should be removed from the involved course or courses, the Program Director will notify the Registrar and Dean of the School of Nursing and Health Sciences via email that the student should be withdrawn. A copy of the withdrawal email will be sent to the student by the Program Director via e-mail at the time the SNHS Dean’s written notice of his/her decision is sent. The Program Director will also include notice that the student may appeal the decision by submitting a written appeal to the Dean of the School of Nursing and Health Sciences, detailing the basis of the student’s denial of the charges, within (5) working days from the date of the Program Director’s written notice of his/her decision.

**Step Three: The Appeals Process**

The student may appeal the decision of the Program Director in writing to the SNHS Dean
or their designees, as appropriate. The student’s appeal must be received by the Program Director in writing within (5) working days of the date of the decision. The decision shall be made and, except for extenuating circumstances, will be sent to the student via e-mail within five (5) working days of the SNHS Dean’s receipt of the student’s appeal.

**Step Four: Final Resolution**

According to college policy, students who are withdrawn from a course for disruptive behavior will receive a grade of W. If the charge of disruptive behavior is upheld, regardless of whether the student is allowed to return to the course, the student is responsible for any loss of tuition and/or financial aid. In the event a decision is made at any point in this process that the student was removed without sufficient cause, then the student will be allowed to immediately return to the course without penalty and the Program Director will work with the student to facilitate the completion of any work missed. The Program Director the SNHS Dean, depending upon where the decision ends, will notify the Registrar’s Office of the final decision on the matter.

**XXIV. Appeals and Grievance Procedures**

Grievance procedures pertaining to situations not covered in the policies above have been established at Manhattanville College for students who feel they have received biased or unfair treatment by a faculty member in a class. The following grievance procedures do not apply to issues relating to academic dishonesty, academic dismissal and misconduct. *Meant to protect students’ rights, these grievance procedures are as follows:*

1. Students with complaints should first attempt to resolve the issue by discussing their problem with the faculty member involved. Faculty members are advised to keep notes and documents connected with any such cases. This discussion between the student and faculty member must happen within one semester of the claimed instance of unfair treatment. *If the student cannot locate the faculty member, he/she should contact the Program Director.*

2. In the event that the discussion with the faculty member does not resolve the matter to the student’s satisfaction, the student should go to the Program Director, submitting a summary of that grievance in writing. This must occur within five business days of the discussion with the faculty member. The Program Director will investigate the matter, consulting with the faculty member identified in the grievance, and review pertinent records and documents, in an effort to achieve a fair resolution of the grievance. The resolution will be given in writing to the student and a copy kept on file in the Office of the Dean. *If the Program Director is the faculty member identified in the grievance, the student should go to the SNHS Dean.*

3. In the event that the grievance cannot be resolved to the student’s satisfaction, within five business days after the receipt of the Program Director’s Letter, the student should make a formal complaint to the SNHS Dean, attaching all pertinent documents and evidence.

4. In the event that the grievance cannot be resolved within the department to the student’s satisfaction, within five business days after the receipt of the letter from the SNHS Dean, the student should make a formal complaint to the Manhattanville Grievance Committee, attaching all pertinent documents and evidence. The Grievance Committee is chaired by the Provost, and must include the Chairperson of
the Faculty. In cases where anyone of these members must be excused due to a conflict of interest or inability to meet, the Chair of the Board of Academic Standards, or Board designee will sit on the Grievance Committee. Once the grievance is received in writing, the Grievance Committee reviews the available materials, consults with the student and the faculty member, as well as with the department. After consultation and review of the materials, the Grievance Committee will vote and the decision will be conveyed by letter to the concerned parties.

5. The decision of the Manhattanville Grievance Committee may be appealed to the President or his/her designee with clear evidence of procedural unfairness or new evidence that might result in a different decision. Such an appeal must be made in writing within five business days after receipt of the letter from the Grievance Committee.

XXV. Progressive Disciplinary System
Manhattanville Radiographic Technology program will be using a progressive disciplinary system. The protocol of counseling and disciplinary actions includes:

The faculty member and the Program Director will discuss the infraction with the student and a counseling form will be completed by the faculty member. It will indicate the specific infraction, the degree of seriousness of the infraction (i.e., counseling, warning, reprimand, or probation) and the steps needed to be taken by the student to correct the behavior.

The counseling form will be signed by both the student and the faculty member. The student will receive one copy and a copy will go into the student’s file.

If a student receives a cumulative total of 4 infractions, this demonstrates a disregard for the Radiologic Technology Program policies. This will result in the dismissal of the student from the program.

Disciplinary actions used in this system and the consequences of each are as follows:

1. **Verbal Warning:** A verbal notification to a student that his/her behavior, performance, and/or actions are unacceptable, and that stronger disciplinary action will result if the behavior is not corrected. The student will be notified via email regarding the verbal warning and a copy of the email will be saved.

2. **Written Warning:** This is a formal behavioral agreement, drawn up between the student, the Program Director and the Clinical Coordinator or course instructor. It lists the specific behaviors, performances, and/or actions that are unacceptable and that need to be corrected. Failure to correct behaviors/performances will result in more serious disciplinary actions. One copy of the written agreement will be provided to the student, while another will be entered into the student’s file as documentation as warning to the student.

3. **Probation:** This action may be taken as a last resort for those students who continue to display inappropriate behavior or who commit an infraction that is of a serious nature.
<table>
<thead>
<tr>
<th>Category I Infraction</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Occurrence</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Occurrence</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Occurrence</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violating the Standard Uniform Dress Code</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Probation</td>
<td>Dismissal+</td>
</tr>
<tr>
<td>Unsatisfactory academic/clinical performance</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Probation</td>
<td>Dismissal+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category II Infraction</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Occurrence</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Occurrence</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Occurrence</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Careless damage to clinical site, ground or property</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Creating or contributing to unsanitary conditions</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Phone calls or visitors during clinical rotations</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Neglect of duty</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Provoking or reacting to provocation</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Excessive lateness to clinical</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Use of profanity during clinical rotation or classes</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Willful violation of safety rules or hospital safety practices</td>
<td>Verbal Warning*</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Using cell phones/text messaging in class/clinic</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Failure to observe and practice radiation safety guidelines</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Unprofessional conduct (e.g.) cursing, condescending attitude</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Category III Infraction</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Occurrence</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Occurrence</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Occurrence</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Occurrence</td>
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<tr>
<td>Unprofessional written correspondence via email or chat</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
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<tr>
<td>Violating the No Call/No Show Policy</td>
<td>Verbal Warning</td>
<td>Written Warning</td>
<td>Dismissal+</td>
<td></td>
</tr>
<tr>
<td>Causing harm to a faculty member, patient, visitor or fellow worker through negligence or inattention to duties</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
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<tr>
<td>Defacing of notices, walls or property</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willful negligence in patient care situations</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leaving a clinical site without informing the clinical instructor and or notifying the clinical coordinator</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting to college or clinical site under the influence of alcohol or other non-prescribed drugs</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violating the Program Policies</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
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<tr>
<td>Violating the Program Energized Lab Policy</td>
<td>Probation</td>
<td>Dismissal+</td>
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<tr>
<td>Category IV Infraction</td>
<td>1st Occurrence</td>
<td>2nd Occurrence</td>
<td>3rd Occurrence</td>
<td>4th Occurrence</td>
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<td>-------------------------------------------------------------------------------------</td>
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<tr>
<td>Sleeping while on duty at a clinical assignment</td>
<td>Probation</td>
<td>Dismissal+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insubordination (Refusal to respond to the reasonable request by instructor request by instructor, clinical coordinator, Program Director, Radiographers)</td>
<td>Dismissal+</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Accepting gratuities from patients and their relative</td>
<td>Dismissal**</td>
<td></td>
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<tr>
<td>Conviction of a felony</td>
<td>Dismissal</td>
<td></td>
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<tr>
<td>Fighting at the clinical site or on college premises</td>
<td>Dismissal+</td>
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<tr>
<td>Performing a radiographic exam without a physician’s order</td>
<td>Dismissal+</td>
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<tr>
<td>Physical and/or verbal abuse of a patient</td>
<td>Dismissal+</td>
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<tr>
<td>Possession of and/or consumption of alcohol or any non-prescribed drugs</td>
<td>Dismissal+</td>
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<tr>
<td>Possession of illegal weapons on hospital or college property</td>
<td>Dismissal+</td>
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<tr>
<td>Theft</td>
<td>Dismissal+</td>
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<tr>
<td>Willful destruction of college/clinical property</td>
<td>Dismissal+</td>
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<tr>
<td>Willful falsification of documents or records</td>
<td>Dismissal+</td>
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<tr>
<td>Breach of confidentiality, unauthorized accessing confidential information on hospital/college</td>
<td>Dismissal+</td>
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<tr>
<td>Academic or clinical dishonesty</td>
<td>Dismissal+</td>
<td></td>
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</tbody>
</table>

* It is assumed that prior to this action the student has been counseled.
** Excludes flowers, candy, and thank you cards
+ Requires review and approval of Program Director/Clinical Coordinator
APPENDIX

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Appendix A: RADIOLOGIC TECHNOLOGY DOSIMETER VARIANCE REPORT

Name: _____________________________________________________________

Role (circle one):  Student    Instructor

Date range of dosimeter variance occurrence: __________________________________________________________

Date and time of report: ________________________________________________________________

Description of dosimeter readings, in excess of Control dose reading:

DDE _________
LDE _________
SDE _________

Resulting action and findings: __________________________________________________________

___________________________________________________________

Reported by:

___________________________________________________________

Jerry Hall, RSO

___________________________________________________________

Thai Chan-Grullon, Program Director

Notice: Dose limit for any single quarterly reading will result in the Radiation Safety Officer and Program Director investigating instances in which dose readings above minimal are reported. The student/instructor will then be counseled as to the appropriate course of action and review radiation safety practices. “Accidental” exposures due to badges left on aprons, etc., will be documented.
Appendix B: DECLARATION OF PREGNANCY FORM

To: Manhattanville College Radiologic Technology Program
Attn: Mrs. Thai Chan-Grullon, Program Director
Re: Declaration of Pregnancy,

I am declaring that I am pregnant. I believe I became pregnant in ____________________________,
(only month and year need to be provided).

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 milliseverts) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in clinical responsibilities during my pregnancy.

If I find out that I am not pregnant, if my pregnancy is terminated, or wish to undeclared my pregnancy for any reason, I will promptly inform you in writing that my pregnancy has ended.

________________________________________________________________________
Student Signature

________________________________________________________________________
Printed Name

________________________________________________________________________
Date
Appendix C: CONFIDENTIALITY AGREEMENT

As a student of Manhattanville College enrolled in the Radiologic Technology Program, I agree to maintain a patient’s right to confidentiality. I understand that the use and disclosure of a patient’s protected health information (including the use of Radiographic photography on Social Media) for reasons other than clinical reasons are punishable by law and will result in dismissal from the program.

Student will sign acknowledgment of this appendix on Appendix Q
Appendix D: COMPLETED COMPETENCY LIST RELEASE AUTHORIZATION

__________________________, do authorize Manhattanville College to release my competency record as required for academic purposes.

*Student will sign acknowledgment of this appendix on Appendix Q*
Appendix E: CLINICAL CELL PHONE POLICY

I, ________________________________, have read and understand the policy as it pertains to cell phones in the clinical site. The policy is clear and questions have been answered by the Program Director, Clinical Coordinator, or Clinical Instructor.

Student will sign acknowledgment of this appendix on Appendix Q
Appendix F: CLINICAL COMPETENCY FORM

Clinical Competency Form

Name: ____________________________________________ Date: _________________________
Exam Performed: ____________________________________ Requisition #: __________________
Clinical Location/Lab: ________________________________

Pass __________ Fail _______________
Any student that obtains 5 “not completed” in the areas of performance mentioned above will obtain a failure on the competency. The student must practice under direct supervision and reattempt the competency. Failure on the part of the student to correctly identify the patient, adhere to pregnancy policy, the examination, or to utilize proper radiation protection will result in an automatic failure of the competency.

Comments: _____________________________________________________________________________________________________________________________________________________________________________________

Student Signature: ___________________________ Evaluator Signature: ___________________________
Student Print: ___________________________ Evaluator Print: ___________________________

The student must be observed and directly supervised when performing the procedure from beginning to end.

Reviewed and Revised 07/21.

<table>
<thead>
<tr>
<th>Area of Performance</th>
<th>Completed</th>
<th>Not Completed</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Care</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1. Verifies patients complete name and date of birth</td>
<td></td>
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<tr>
<td>2. Reads requisition and interprets clinical information</td>
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<tr>
<td>3. Determines pregnancy status</td>
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<tr>
<td>4. Properly prepares patient for exam requested. (gown/removes jewelry)</td>
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<tr>
<td>5. Makes room ready; clean and operational, to include all necessary items to complete the exam</td>
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<tr>
<td>6. Applies critical thinking to monitor patient’s comfort due to age, mental status and physical condition</td>
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<tr>
<td>7. Communicates effectively with patient</td>
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<tr>
<td>9. Performs correct examination on patient</td>
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<tr>
<td>Equipment/Portable Operation</td>
<td></td>
<td></td>
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<tr>
<td>11. Radiographic tube, centering/angling/alignment, SID.</td>
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<tr>
<td>12. Console selection of KV/MAS/focal spot/AEC/Tube/body part</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>13. Correctly identifies image receptor with proper patient/position (pre-processing procedures)</td>
<td></td>
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<tr>
<td>14. Demonstrates correct use of CR reader/digital equipment</td>
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<tr>
<td>Exposure Factors &amp; Radiation Protection</td>
<td></td>
<td></td>
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<tr>
<td>15. Prior to exposure demonstrates knowledge of technique that will render an optimal radiograph</td>
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<tr>
<td>16. Utilizes proper collimation for the body part</td>
<td></td>
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</tr>
<tr>
<td>17. Utilizes appropriate gonadal shielding (as determined by the facility)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>18. Wears lead apron when necessary, i.e. Mobile and/or Fluoroscopy</td>
<td></td>
<td></td>
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<tr>
<td>Radiographic Procedure</td>
<td></td>
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</tr>
<tr>
<td>19. Knows the facility’s protocol prior to the start of the examination</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>20. Correctly positions body part in question for each projection required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Selects and uses positioning aids when necessary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Ensure no opaque articles/artifacts are visible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Provides breathing instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Image Evaluation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Using Merrill’s criteria, student will be able to discuss the image quality and critique image for centering, positioning, alternate methods, and identify areas of improvement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Anatomy of interest demonstrated and able to identify pertinent anatomical structures</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>26. Ensures radiographic markers are visible and legible on each film</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Confirms radiograph possesses optimum contrast/brightness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Processing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Ensures appropriate post-processing procedures followed (annotations, orientation of image)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Correctly forwards radiographs to the appropriate systems (PACS) &amp; finalizes the study</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Completes exam within a reasonable time with no assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix G: CLINICAL COMPETENCY REQUIREMENTS
Candidates must be CPR/BLS certified and have demonstrated competence in the remaining nine patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

### General Patient Care Procedures
- CPR/BLS Certified
- Vital Signs – Blood Pressure
- Vital Signs – Temperature
- Vital Signs – Pulse
- Vital Signs – Respiration
- Vital Signs – Pulse Oximetry
- Sterile and Medical Aseptic Technique
- Venipuncture*
- Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)
- Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)

*Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or

### Imaging Procedures:

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest Routine</td>
<td>Chest Lateral Decubitus</td>
</tr>
<tr>
<td>Chest AP (Wheelchair or Stretcher)</td>
<td>Sternum</td>
</tr>
<tr>
<td>Ribs</td>
<td>Upper Airway (Soft-Tissue Neck)</td>
</tr>
<tr>
<td>Thumb or Finger</td>
<td>Sternoclavicular Joints</td>
</tr>
<tr>
<td>Hand</td>
<td>Scapula</td>
</tr>
<tr>
<td>Wrist</td>
<td>AC Joints</td>
</tr>
<tr>
<td>Forearm</td>
<td>Toes</td>
</tr>
<tr>
<td>Elbow</td>
<td>Patella</td>
</tr>
<tr>
<td>Humerus</td>
<td>Calcaneus</td>
</tr>
<tr>
<td>Shoulder</td>
<td>Skull</td>
</tr>
<tr>
<td><strong>Trauma:</strong> Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*</td>
<td>Facial Bones</td>
</tr>
<tr>
<td>Clavicle</td>
<td>Mandible</td>
</tr>
<tr>
<td><strong>Trauma:</strong> Upper Extremity (Non-Shoulder)*</td>
<td>Temporomandibular Joints</td>
</tr>
<tr>
<td>Foot</td>
<td>Nasal Bones</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Ankle</td>
<td>Orbits</td>
</tr>
<tr>
<td>Knee</td>
<td>Paranasal Sinuses</td>
</tr>
<tr>
<td>Tibia-Fibula</td>
<td>Sacrum and/or Coccyx</td>
</tr>
<tr>
<td>Femur</td>
<td>Scoliosis Series</td>
</tr>
<tr>
<td><strong>Trauma:</strong></td>
<td></td>
</tr>
<tr>
<td>Lower Extremity*</td>
<td></td>
</tr>
<tr>
<td>Cervical Spine</td>
<td>Abdomen Decubitus</td>
</tr>
<tr>
<td>Thoracic Spine</td>
<td>Intravenous Urography</td>
</tr>
<tr>
<td>Lumbar Spine</td>
<td>Upper GI Series, Single or Double Contrast</td>
</tr>
<tr>
<td>Pelvis</td>
<td>Small Bowel Series</td>
</tr>
<tr>
<td>Hip</td>
<td>Esophagus (NOT Swallowing Dysfunction Study)</td>
</tr>
<tr>
<td>Cross-Table (Horizontal Beam) Lateral Spine</td>
<td>Contrast Enema, Single or Double Contrast</td>
</tr>
<tr>
<td><strong>C-ARM Procedure (Requiring Manipulation to Obtain More Than One Projection)</strong></td>
<td>Arthrography</td>
</tr>
<tr>
<td>Surgical C-ARM Procedure (Requiring Manipulation Around a Sterile Field)</td>
<td>Hysterosalpingography</td>
</tr>
<tr>
<td>Mobile Chest</td>
<td>Upper or Lower Extremity &gt;6</td>
</tr>
<tr>
<td>Mobile Abdomen</td>
<td>Abdomen &gt;6</td>
</tr>
<tr>
<td>Mobile Upper or Lower Extremity</td>
<td>Mobile Study &gt;6</td>
</tr>
<tr>
<td>Chest Routine &gt;6</td>
<td>Hip or Spine &lt;65</td>
</tr>
</tbody>
</table>

*Candidates must demonstrate competency in:
- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section;
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section

*Trauma is considered a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient’s condition.

*At least 65 years or older and physically or cognitively impaired as a result of aging.
Appendix H: CLINICAL EVALUATION OF STUDENT RADIOGRAPHER

Student Name: ____________________________ Date: ________________

Supervisor: ____________________________ Rotation: ________________

Instructions to Supervisor: Please check an answer for each question for the above-named student based on the point scale listed below. Provide any comments in space provided.

<table>
<thead>
<tr>
<th>Area of Performance</th>
<th>5-Outstanding</th>
<th>4-Very good</th>
<th>3-Acceptable</th>
<th>2-Needs Some Review</th>
<th>1-Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professionalism</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The student demonstrates punctuality, arriving at and leaving from the clinical site on time.</td>
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<tr>
<td>The student communicates clearly and effectively with patients, staff, other students and faculty.</td>
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<tr>
<td>The student displays a positive work ethic, through ethical behaviors and attitudes.</td>
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<tr>
<td>The student arrives at clinicals appropriately attired and groomed, exhibiting good personal hygiene.</td>
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<tr>
<td>The student adheres to all college and clinical site policies.</td>
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<tr>
<td>The student accepts constructive criticism, is adaptable to challenging situations, and works well with others.</td>
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<tr>
<td>The student is able to work independently at their appropriate level.</td>
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<tr>
<td>The student demonstrates confidence in performing exams and equipment operation.</td>
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<tr>
<td>The student is on track with their completion of competencies.</td>
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<tr>
<td>The student exhibits outstanding patient care through empathy and a positive attitude, while creating a professional and comfortable experience for the patient.</td>
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<tr>
<td><strong>Clinical Skills</strong></td>
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<tr>
<td>The student creates quality radiographs through consistent collimation, accurate marker placement, proper image contrast, and correct display of anatomy of interest.</td>
<td></td>
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<tr>
<td>The student adapts their knowledge to various procedures, equipment, and radiographic techniques.</td>
<td></td>
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<tr>
<td>The student exhibits excellent work sequencing and the ability to prioritize tasks.</td>
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<tr>
<td>The student recognizes quality radiographs and displays the skills to remedy low quality X-ray images.</td>
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<tr>
<td>The student demonstrates appropriate knowledge of anatomy and medical terminology.</td>
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<tr>
<td>The student performs proper patient positioning.</td>
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<tr>
<td>The student takes the appropriate precautions for the safety of patient and staff.</td>
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<tr>
<td>The student adheres to radiation safety, through appropriate patient shielding and ALARA, while providing radiation protection to self, and others.</td>
<td></td>
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<tr>
<td>The student maintains accurate case logs and meets Trajecsys requirements.</td>
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<tr>
<td>The student is reliable.</td>
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</tr>
</tbody>
</table>

TOTAL POINTS: _____/100

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

THIS EVALUATION MUST BE REVIEWED WITH THE STUDENT

_________________________________________  ________________  
Supervisor’s Signature  
Date

_________________________________________  ________________  
Student’s Signature  
Date

_________________________________________  ________________  
Clinical Instructor’s Signature  
Date

Reviewed and Revised 07/2021.
Appendix I: JRCERT STANDARDS OF COMPLIANCE POLICY

All complaints regarding the integrity of a Radiologic Technology Program thought to be in non-compliance with the prescribed standards for an accredited educational program can be directed to:

JRCERT
20 North Wacker Drive Suite 2850
Chicago, IL 60606-3182
Phone (312)704-5300
Fax: (312)7045304
Mail@jrcert.org or www.jrcert.org

Standards for an Accredited Program in Radiologic Sciences:
Standard One: Integrity
The program demonstrated integrity in the following: representation to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources
The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices
The program’s curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety
The program’s policies and procedures promote the health, safety and optimal use of radiation for students, patients, and the public.

Standard Five: Assessment
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data
The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

JRCERT Standards of Compliance Policy

I, ________________________________, have read and understand the JRCERT Standards of Compliance Policy.

The policies are clear and questions have been answered by the Program Director and Clinical Coordinator. Contact information for the JRCERT has been shared and I understand that any complaints regarding the integrity of a Radiologic Technology Program thought to be in non-compliance with the prescribed standards for an accredited educational program can be directed to the JRCERT.

I have signed this form indicating that I have read and understand the policies as prescribed by the JRCERT.

Student will sign acknowledgment of this appendix on Appendix Q
Appendix J: STUDENT HANDBOOK POLICIES & PROCEDURES

I, ____________________________________________, have read and understand the Student Handbooks,

College Guide, program, Clinical and Laboratory policies. The policies and procedures are clear and questions have been answered by the Program Director, Clinical Coordinator, or Clinical Instructor.

I have signed this form indicating that I have read and understand and will comply with the policies procedures at Manhattanville College.

Student will sign acknowledgment of this appendix on Appendix Q
Appendix K: LAB, TECHNOLOGY AND TESTING FEE

Technology & Testing:
  • Trajecsys Monitoring Tool
  • RadReview Online Radiography Prep- MHRP
  • Landauer Dosimeters

Complio Enrollment:
  ➢ Background Screening
  ➢ Drug Screening
  ➢ Medical Clearance

Swag Bag:
  • Clinical backpack
  • Clinical Name Tag
  • Radiographic Positioning Markers (set of 2)
  • Clinical Uniform
  • Clinical note pads
  • RadHesive
  • Marker clip
  • Pocket size positioning book
Appendix L: MEDICAL RECORD RELEASE AUTHORIZATION

I ________________________________, authorize Manhattanville College release copies of my medical records to ________________________________ (clinical affiliate) as necessary for clinical clearance as required in the following courses:

- Patient Care I Clinical (RAD 1010C)
- Patient Care II Clinical (RAD 1020C)
- Radiographic Procedures I Clinical (RAD 3010C)
- Radiographic Procedures II Clinical (RAD 3020C)
- Advanced Procedures Clinical (RAD 3030C)
- Image Critique Clinical (RAD 4300C)

Student will sign acknowledgment of this appendix on Appendix Q
**Appendix M: RADIOLOGIC TECHNOLOGY LABORATORY INCIDENT REPORT**

This form shall be completed after an incident that occurs within a Radiologic Technology Lab at Manhattanville. Incident reports have an important function! They are NOT to place blame on individuals. If properly completed they allow us to learn what led to the incident and what measures can be taken to prevent similar future incidents.

Person involved in the incident:

________________________________________________________________________

Role (circle one): Student  Instructor  Other ____________________________

Date, time, and location of exposure/injury/illness:

________________________________________________________________________

Names of witnesses:

________________________________________________________________________

Was person injured (circle one): No  Near Miss  First Aid Required  Severe Intervention Required

How and what type of exposure/injury/illness occurred?

________________________________________________________________________

What, if any, device was involved?

________________________________________________________________________

What were the possible causes of the incident?

________________________________________________________________________

Recommendations to Prevent Future Similar Incidents:

<table>
<thead>
<tr>
<th>Corrective/Preventive Actions</th>
<th>Person Responsible to implement</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) __________________________</td>
<td>______________________________</td>
<td>__________</td>
</tr>
<tr>
<td>2) __________________________</td>
<td>______________________________</td>
<td>__________</td>
</tr>
<tr>
<td>3) __________________________</td>
<td>______________________________</td>
<td>__________</td>
</tr>
</tbody>
</table>

Reported by (print name): _________________________________________

Signature of reporter: ____________________________________________

Date and time of report: __________________________________________

__________________________________________ (Jerry Hall, RSO)

__________________________________________ (Thai Chan-Grullon, Program Director)
Appendix N: PROGRESSIVE DISCIPLINARY FORM

Student Name: ______________________________  Date: ________________________

Site: __________________________________________  Course: ______________________

- Notice of Verbal Warning
- Notice of Written Warning
- Notice of Program Probation
- Notice of Radiologic Technology Program Termination

Statement of Problem:
__________________________________________________________________________
__________________________________________________________________________

Prior Discussion or Warning on this Subject:
__________________________________________________________________________
__________________________________________________________________________

Statement of Program Policy:
__________________________________________________________________________
__________________________________________________________________________

Consequence of Failure to Improve Performance:
__________________________________________________________________________
__________________________________________________________________________
Effective ______________________, you are placed on Performance Improvement status. If at any time you (the student) fail to meet expectations or make sufficient progress towards expectations, disciplinary action may be escalated up to and including termination from the program but not from Manhattanville.

I, ________________________________, fully understand the conditions and consequences of my status on Performance Improvement.

Student Signature ________________________________ Date ____________

Instructor Signature ________________________________ Date ____________

Program Director Signature __________________________ Date ____________

Distribution: 
*Form will be filed in student’s folder. Student will receive a copy.*
Appendix O: MAGNETIC RESONANCE (MR) PROCEDURE SCREENING FORM

Date / / Name ___________________________ Age ________
Month Day Year Last First Middle Initial

Address __________________________________________ Telephone (home) (_____) - __________
City ___________________________ State ___________ Zip Code ________ Telephone (work) (_____) - __________

1. Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind?  • No  • Yes
If yes, please indicate date and type of surgery:  Date / / Type of surgery __________________________

2. Have you had an injury to the eye involving a metallic object (e.g., metallic slivers, foreign body)?  • No  • Yes
If yes, please describe: __________________________________________

3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?  • No  • Yes
If yes, please describe: __________________________________________

4. Are you pregnant or suspect that you are pregnant?  • No  • Yes

Please indicate if you have any of the following:
• Yes  • No 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 Neurostimulation 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 Metallic fragment or foreign body
• Yes  • No Any external or internal metallic object
• Yes  • No Hearing aid

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.

Signature of Person Completing Form: ___________________________ Date / / ____________________________
Appendix P: ACKNOWLEDGMENT OF CLINICAL MODULES

I, ____________________________, have reviewed and understand the content outlined in all presentation and have asked and received answers regarding any material for which I had questions or concerns. I understand that requirements to care for this population of patients may change and I will continuously need to review updated information on the College website. If I have any questions or concerns that arise I will contact the Clinical Coordinator.

- SARS COV-2 (COVID-19): BASICS
- HIPPA AND SECURITY: VOLUNTEERS
- INFECTION PREVENTION + OSHA: VOLUNTEERS
- FIRE SAFETY
- MRI SAFETY EXAM
- MRI SCREENING FORM

*Student will sign acknowledgment of this appendix on Appendix Q*
Appendix Q: ACKNOWLEDGMENT FORM

Orientation Acknowledgement:
- Appendix E: CONFIDENTIALITY AGREEMENT
- Appendix F: COMPLETED COMPETENCY LIST RELEASE AUTHORIZATION
- Appendix G: CLINICAL CELL PHONE POLICY
- Appendix K: JRCERT STANDARDS OF COMPLIANCE POLICY
- Appendix L: STUDENT HANDBOOK POLICIES & PROCEDURES
- Appendix N: MEDICAL RECORD RELEASE AUTHORIZATION
- Appendix R: ACKNOWLEDGMENT OF CLINICAL MODULES

Clinical Module Acknowledgement:
- SARS COV-2 (COVID-19): BASICS
- HIPPA AND SECURITY: VOLUNTEERS
- INFECTION PREVENTION + OSHA: VOLUNTEERS
- FIRE SAFETY
- MRI SAFETY EXAM
- MRI SCREENING FORM

I, ______________________________________ have read and understood the appendices covered in the SNHS Student Policy Summary and completed the clinical modules listed above. By signing this document, I acknowledge that I have received answers regarding any material for which I had questions or concerns. I further understand that the vaccination requirements to care for patients in clinical settings may change and I will continuously need to review updated information on the Student Health and Counseling (SHAC) main page.

I acknowledge that I have read the SNHS Student Policy Summary, and I will always comply with and adhere to the policies within the SNHS Student Policy Summary booklet.

_________________________________________________
Student Signature

_________________________________________________
Date
Appendix R: GRADING SYSTEM

GRADING SCALE:
The following table lists the grades that are used at Manhattanville College:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINT EQUIVALENT</th>
<th>PERCENTAGE EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
</tr>
<tr>
<td>A -</td>
<td>3.66</td>
<td>90-92.9</td>
</tr>
<tr>
<td>B +</td>
<td>3.33</td>
<td>87-89.9</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86.9</td>
</tr>
<tr>
<td>B -</td>
<td>2.66</td>
<td>80-82.9</td>
</tr>
<tr>
<td>C +</td>
<td>2.33</td>
<td>77-79.9</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76.9</td>
</tr>
<tr>
<td>C -</td>
<td>1.66</td>
<td>70-72.9</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>60-69.9</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0-59.9</td>
</tr>
<tr>
<td>P</td>
<td>No grade point value</td>
<td>For satisfactory work in a course taken on a Pass/Fail basis.</td>
</tr>
<tr>
<td>NP</td>
<td>No grade point value</td>
<td>Doctoral Program only. For work that demonstrates limited mastery of the material or method of inquiry.</td>
</tr>
<tr>
<td>W</td>
<td>No grade point value</td>
<td>For a course from which the student has withdrawn, with the approval of the instructor and advisor, or Provost or relevant Dean, before the withdrawal deadline.</td>
</tr>
<tr>
<td>WA</td>
<td>No grade point value</td>
<td>Academic or administratively initiated withdrawal</td>
</tr>
<tr>
<td>WF</td>
<td>0.0</td>
<td>Academic or administratively initiated withdrawal while failing or for sanction. This grade is a terminal grade and changes are not accepted.</td>
</tr>
</tbody>
</table>