CLINICAL EDUCATION
HANDBOOK

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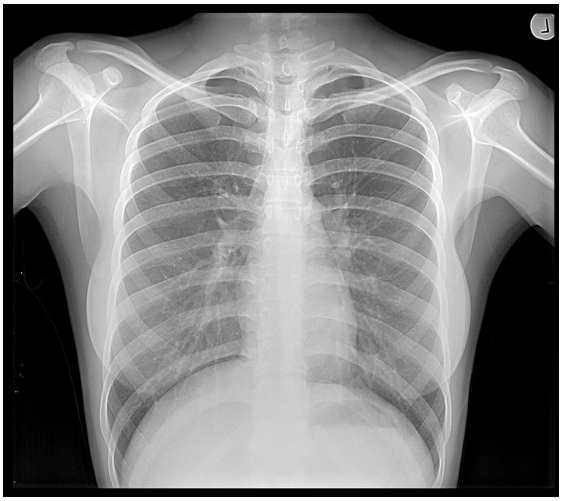
Clinical Education Handbook



This handbook contains information about the AAS degree program's curriculum, departmental policies on admission, and progression through the program. It also contains detailed information on clinical education requirements and policies. Information on general college policies, such as admission, registration, tuition, grading, financial aid, and degree requirements may be found in the college catalog or the college-wide student handbook.

The clinical teaching-learning experience affords students the opportunity to learn how to interact with people seeking health care. The purpose of clinical experience is to assist students in gaining mastery of the methods needed to deal effectively with knowledge, insights, and skills required to produce diagnostic radiographs, practice radiation protection, and enhance patient care skills.

Effective communication during the COVID-19 crisis is critical. The department will do its part in providing guidance with transparency, and empathy in order to help students adjust to the constantly changing conditions of the coronavirus pandemic. Be advised that all office correspondence are being done remotely and the best way to communicate is via email at rthomas@citytech.cuny.edu or radiologictech@citytech.cuny.edu. Lastly, due to high volume emails received daily, please allow us 24-48 hours to respond. Thank you.

The Department reserves the right to change the requirements, policies, rules and regulations without prior notice in accordance with established procedures. It also reserves the right to publish the Clinical Education Handbook in this electronic version and make changes as appropriate. Such changes take precedence over the printed version.

CLASSROOM DECORUM

Radiologic Technology & Medical Imaging students are expected to demonstrate maturity, courtesy and restraint. Professional education begins in the classroom, carries to the lab and into the clinical setting. Therefore, appropriate behavior and professionalism are expected during virtual and physical classroom, at all times. Due to the nature of required interactivity, video cameras must be on during online classes.

The department welcomes the exchange of ideas and opinions. However, it is expected that when addressing college faculty and classmates, it will be done in a respectful manner. Disruptive behavior during class/lab/clinical will not be tolerated. Confrontation with other students or faculty, at any level, is inappropriate.

Tardiness is disruptive to the flow of the learning activities and should be avoided. Cell phones and/or other devices that have alarms should not be brought into the classroom or the lab. The college faculty reserves the right to set stricter rules regarding the use of electronic devices.

Food and drinks are not allowed in the classroom and labs on campus.

All clinical instructors, clinical staff, technologists, and other hospital personnel should be treated in the same respectful manner as college faculty and staff. Repeat episodes of disregard for classroom decorum will be reported to Student Services for further action.

COVID-19: GUIDANCE FOR FIELD AND CLINICAL PLACEMENT AGREEMENTS

Working in collaboration with the CUNY Office of General Counsel, we recommend the following guidance for any students who are participating in field or clinical placements in Spring 2021 and beyond that are facilitated, funded, or directly arranged by campus staff. This language is consistent with the assumption of risk/waiver that is part of the Domestic Travel Policy. The language below could be included, or modified for inclusion, into field or clinical placement documents that campuses use with their students:

“In signing this Agreement, I acknowledge that I understand that my participation in an in-person field or clinical placement will involve risks and hazards not found in remote study at the College, which is the current mode of instruction required by the COVID-19 pandemic and the executive orders and directives of New York State. In ordinary times, these risks can range from a) minor injuries and illness such as bruises, and strains, to b) major injuries and illness such as broken limbs, loss of sight, neck or back injuries, heart attacks, and concussions, to c) catastrophic injuries, including paralysis and death, and also include risks of damage to or theft of personal property, and risks involved in traveling to and within, and returning from, internship sites or clinical placements. I understand that COVID-19 presents unique health risks, especially to those with underlying conditions, and that there may be other risks not known or reasonably foreseeable. I have sought and obtained information and advice that I feel are necessary and appropriate.

"CUNY’s Student Vaccination Policy for in-person or hybrid classes also extends to in-person clinical and field placements. CUNY has been notified that some placement sites are requiring students to provide documentation of COVID vaccination as part of the necessary clearance requirements. **Verification process will depend on the requirements of the clinical site**. Students are strongly encouraged to consider COVID vaccination as it may potentially impact required program placements. If you need a COVID vaccine, please check cuny.edu/vaxup for available appointments in your area.

Faculty will explore all alternatives, as available, for those students who choose not to be vaccinated. If no suitable alternatives are available, this may result in delay in progression in the program."

I VOLUNTARILY ACCEPT AND ASSUME ALL OF THE RISKS IN PARTICIPATING IN THE FIELD OR CLINICAL PLACEMENT AND MY PARTICIPATION IN THE ASSIGNED PLACEMENT DESCRIBED BELOW IS VOLUNTARY."

Be advised that for scheduling purposes the department cannot move your clinical section at will.

Please Note: If you are mildly or severely sick, you are obligated to stay home and monitor. Please refer to the college Reopening Plan under topic: Testing/Screening on the website at the link below: https://www.citytech.cuny.edu/reopening/citytech-reopening.aspx.

Student's Name	Student's Signature	Date

NON-DISCRIMINATORY STATEMENT

The Radiologic Technology and Medical Imaging program follows the non-discriminatory policy of the college. https://www.citytech.cuny.edu/catalog/informations.aspx?Cat_ID=1019

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INTRODUCTION

The Radiologic Technology & Medical Imaging program is one of the health career programs at New York City College of Technology. It is designed to provide the radiology team with a member who, under the direction of a radiologist, uses ionizing radiation as an investigative function that contributes to diagnosis of disease and/or injury.

The student will develop technical and social skills through active participation in an organized sequence of classroom, laboratory, and clinical experiences provided in the curriculum.

The student of radiologic technology will practice the art and science of radiography with skill and knowledge of total patient care and effective measures of radiation protection. The technical ability of the radiographer will enable the health care team to improve community health services and provide upward mobility for career development.

AAS DEGREE IN RADIOLOGIC TECHNOLOGY INFORMATION

The radiologic technologist utilizes ionizing radiation to produce radiographic images of various parts of the body to aid in the detection of injury and disease. In recent years, the increasing complexity of radiologic procedures and the continuing emphasis on the elevation of prescribed standards of practice set forth by the Bureau of Environmental Radiation Protection of New York State have made radiologic technology and medical imaging a highly specialized and sophisticated science requiring highly trained personnel. New York City College of Technology offers a comprehensive program providing students with the special knowledge and skills necessary for the practice of radiologic technology and medical imaging.

The Radiologic Technology & Medical Imaging program in diagnostic radiography is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New York State Department of Health (NYSDOH), Bureau of Environmental Radiation Protection.

Length of Accreditation Award: 8 Years – 2016 to 2024.

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive – Suite 2850
Chicago, IL 60606-3182
(312) 704 5300
mail@jrcert.org - www.jrcert.org
https://www.jrcert.org/programs/new-york-city-college-of-technology

Graduates of the program are eligible to take the national certification and licensure examination administered by the American Registry of Radiologic Technologists (ARRT) and accepted by NYSDOH. Candidates for the examination must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics and the NYSDOH Public Health Law Section 89.16.

Among the employers of the graduates of this program are Brookdale Hospital & Medical Center, The Brooklyn Hospital Center, Hospital for Special Surgery, Maimonides Medical Center, New York Presbyterian Hospital: New York Weill Cornell Center, New York Presbyterian Hospital: Columbia Presbyterian Center, Mount Sinai Morningside, Mount Sinai West, NYU Langone Hospital, NYU Langone Hospital-Brooklyn and NYC Health + Hospitals/Woodhull. The US Bureau of Labor Statistics reported in May 2022, median wage for radiologic technologists $65,140.

MISSION STATEMENT

The mission of the Department of Radiologic Technology and Medical Imaging is to prepare a diverse population of students for entry into the profession of radiologic technology and provide advanced education opportunities.

Note: The program's mission and goals are consistent with the mission of the college.

PROGRAM GOALS & STUDENTS' LEARNING OUTCOMES

GOAL 1: Students will be competent in clinical components of radiologic technology.

Outcome 1.1 Students will demonstrate strong positioning skills.

Outcome 1.2 Students will illustrate appropriate patient care while working with patients.

Outcome 1.3 Students will illustrate radiation protection while working with patients.

GOAL 2: Students will communicate effectively in the health care setting.

Outcome 2.1 Students will demonstrate effective oral communication skills.

Outcome 2.2 Students will demonstrate effective written communication skills.

GOAL 3: Students will demonstrate skills in critical thinking and problem-solving.

Outcome 3.1 Students will evaluate radiographic images and determine proper course of action.

Outcome 3.2 Students will effectively plan, prepare for, and carry out requirements to be able to accommodate positioning for non-routine procedures.

GOAL 4: Students will enter the field of radiologic technology and practice with a high degree of ethics and professionalism.

Outcome 4.1 Students will demonstrate proper ethics and professionalism while working with patients.

Outcome 4.2 Students will possess and maintain a professional resume.

PROGRAM EFFECTIVENESS MEASURES:

Outcome 1 Graduates will pass the national certification examination on the first attempt.

Outcome 2 Graduates seeking employment will be working in the field within twelve months post-graduation.

Outcome 3 Students will complete the program.

Outcome 4 Graduates will be overall satisfied with their education in Radiologic Technology.

Outcome 5 Employers will be overall satisfied with the performance of the program's graduates.

PROGRAM EFFECTIVENESS DATA

Institution Name: New York City College of Technology of CUNY
Program Type: Radiography
Degree Type: Associate Degree

Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. Click here to go directly to the JRCERT webpage.

Credentialing Examination: The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	number passed on 1st attempt divided by number attempted within 6 months of graduation
Year	**Results**
Year 1 - 2018	52 of 53 - 98%
Year 2 - 2019	49 of 51 - 96%
Year 3 - 2020	54 of 56 - 96%
Year 4 - 2021	51 of 62 - 82%
Year 5 - 2022	45 of 52 - 87%
Program 5-Year Average	251 of 274 - 91.6%

Job Placement: The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	**Results**
Year 1 - 2018	42 of 43 - 98%
Year 2 - 2019	38 of 38 - 100%
Year 3 - 2020	31 of 34 - 91%
Year 4 - 2021	25 of 25 - 100%
Year 5 - 2022	26 of 26 - 100%
Program 5-Year Average	162 of 166 - 97.5%

Program Completion: The number of students who complete the program within the stated program length. The annual benchmark established by the program is 80%.

Program Completion Rate	number graduated divided by number started the program
Year	**Results**
Year - 2022	53 of 62
Annual Completion Rate	85.4%

REQUIRED FUNCTIONAL ABILITIES AND TECHNICAL STANDARDS

The following functional abilities will be necessary to successfully complete the Radiologic Technology and Medical Imaging program. This information is provided to allow the student to assess his/her own capabilities. The functional abilities may be performed with reasonable accommodation. Students with special needs may refer to the STAR Center, the Counseling Services Center and Center for Student Accessibility.

To ensure patient safety throughout the program, the student must be able to:

- Assist in positioning patients who may be comatose, paralyzed, or otherwise incapacitated, from wheelchairs and beds to x-ray tables, and vice versa;
- Position, place, and move heavy equipment including cassettes, portable x-ray machines and overhead equipment such as the x-ray tube mounted on the ceiling;
- Respond to sound and light signals from control panels and exposure switches over distances of up to of 15 feet;
- Respond to sound and light signals to determine and recognize equipment malfunction;
- Determine differences in gradual changes in blacks, grays and whites for purposes of judging radiographs or digital images for technical quality;
- Communicate verbally and in writing in the English language with patients and other health care personnel;
- Fill syringes and enema bags, manipulate locks on imaging equipment;
- Practice effective isolation procedures and maintain the integrity of a sterile field;
- Utilize keyboard and/or bar-coding devices to input clinical data into computer systems;
- Tolerate physical and emotional stress and continue to exercise good judgment and think critically.

ADMISSION REQUIREMENTS

- A high school diploma or its equivalent (GED).
- CUNY proficiency in reading, writing and mathematics.

  The educational requirements of the program include didactic and clinical training. As specified by the JRCERT, clinical training is an essential component achieved through internship programs with affiliated hospitals. The hospitals require criminal background check, drug tests and proof of students' legal presence in the US. If a clinical affiliate determines that a student may not take part in its training program based on the results of a **criminal background check, drug tests or immigration status**, the student will be unable to complete the clinical course requirements must therefore withdraw from the program. See Appendix L for more information.

- Any student entering the program who has a ***misdemeanor***, ***felony record*** or ***conviction*** is required to self-disclose to the American Registry of Radiologic Technologists at www.arrt.org or call 651-687-0048 and New York State Department of Health at www.health.state.ny.us, or call 518-402-7570. This must be done either before or upon acceptance to the clinical phase of the program; even if there was a negotiated plea or dismissed sentence. Failure to report this information is considered non-disclosure which is a serious infraction that could result in severe penalties including ineligibility or revocation of certification and registration. See Appendix V for more information.

PRE-REQUISITES (PRE-CLINICAL)

To be considered for admission into the clinical phase of the program, a student must demonstrate CUNY proficiency in reading, writing and mathematics; eligibility for MAT 1275, BIO 2311 (Anatomy and Physiology I); successful completion of ENG 1101; and a minimum grade point average of 2.7.

Note: Due to the high number of applicants to the clinical phase of the program in recent years, the average GPA for acceptance has been approximately 3.2 or higher.

PRE-REQUISITES:

ENG 1101	English Composition I — *3 credits*
BIO 1101	Biology (Lecture and Lab) — *4 credits*
BIO 2311	Human Anatomy & Physiology I (Lecture and Lab) — *4 credits*
MAT 1275	College Algebra and Trigonometry *or higher*— *4 credits*
RAD 1124	Introduction to Radiologic Technology — *1 credit*

For additional information on program course requirements, please see the **Sample Course of Study Appendix W.*

PROGRESSION TO CLINICAL COURSES

During the spring advisement period, students are selected for the fall semester, based on the following:

- Enrollment in the Rad Tech major as indicated in CUNYfirst.
- Completion of all prerequisites.
- Enrollment at City Tech for at least one semester, if transferred from another academic institution.
- Demonstrated strong academic performance (overall GPA and prerequisite GPA).

If the number of students meeting the stated criteria exceeds the available places, seats will be allocated on the basis of academic record and GPA. An index of 2.7 does not guarantee admission into the clinical phase of the program. As the GPA of potential applicants increases, a higher GPA will be needed to qualify.

PERFORMANCE STANDARDS

Once a student is admitted to the clinical phase of the program, he or she must:

- Attend classes in the fall, spring and summer sessions as a full-time student from Monday to Friday, 8:30 am to 4:30 pm.
- Submit documented evidence of a complete physical examination demonstrating good health. Students are responsible for satisfying NYS immunization and hospital affiliates immunization requirements. Evidence of a negative tuberculin skin test (ppd) and a seasonal flu and COVID vaccines are required. Strict deadlines must be adhered to and failure to do so may prevent the start and/or location of your clinical rotation.
- Maintain a minimum grade of "C" in each course designated with the prefix RAD and BIO. Any student earning a grade lower than "C" in a RAD course may not progress in the program without repeating the course and earning a minimum grade of "B-". No course in the program may be repeated more than once.
- Successfully complete all semester requirements
- Comply with all program and hospital affiliate policies and procedures
- Complete the clinical phase of the program within three years.
- Maintain the college academic requirement (2.0 GPA) for graduation

Please note that the number of seats in any course designated RAD is strictly limited. If the number of students seeking to enroll in a course designated RAD exceeds the number of seats, first priority for available seats will be given to eligible students who have not previously enrolled in that course. After all such students have had a reasonable opportunity to enroll, students seeking to repeat the course may be given access to the remaining seats, if any. All students seeking to repeat a given course will be ranked by their numeric final grades in that course, and none will be permitted to enroll until those higher on the list have been given an opportunity. Students who received a grade lower than "C" in two or more RAD courses will be dismissed from the program, as will students whose cumulative averages are below 2.0.

TRANSFER PROCEDURES

Students who wish to transfer into the Radiologic Technology and Medical Imaging program from another college and/or from other college curricula must adhere to all the general admission requirements of the College and department. To be eligible for admission to the clinical phase of the program, transfer students from other colleges must be in good academic standing, not on probation, and not academically dismissed from continuing in the radiologic technology program at previous college(s). **Transfer students from other colleges must be registered at New York City College of Technology for at least one semester prior to being considered for admission** to the clinical phase of the program. Transfer students may not be considered for the clinical phase of the program until they have satisfied all the pre-clinical criteria including a minimum college index of 2.7 and space availability. Because of capacity limitations, students who have completed the prerequisite courses with the minimum 2.7 index or higher will be numerically ranked and seats will be allocated on the basis of the highest cumulative average in the introductory sequence. Due to the high number of applicants to the clinical phase of the program in recent years, the average GPA for acceptance has been approximately 3.2 or higher.

CLINICAL INTERNSHIP

Students must successfully complete all clinical objectives and course requirements to receive a passing grade. A student can be removed from the internship for any unprofessional behavior, a serious infraction of hospital rules and regulations, or endangering the patient's safety. This may be determined by the hospital and/or faculty and could result in a failing grade and dismissal from the program. Any absence beyond the department and college policy could result in a failing grade in the class.

MAMMOGRAPHY CLINICAL ROTATION POLICY

The Radiologic Technology & Medical Imaging program sponsored by New York City College of Technology has revised its policy, effective June 2016, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging.

Under the revised policy, students may be assigned or request the opportunity to participate in clinical mammography rotations where the clinical affiliate can accommodate this rotation. The program will make every effort to place students 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 students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound 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 and October 2021 meetings. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

RE-ADMISSION TO RADIOLOGIC TECHNOLOGY & MEDICAL IMAGING

Students who have not registered for the Radiologic Technology & Medical Imaging program for two consecutive semesters will be admitted on a space-available basis with a minimum GPA of 2.7.

PROGRAM OUTCOMES

Graduates of the associate in applied science program will:

- Demonstrate effective oral and written communication skills;
- Demonstrate strong cognitive skills in radiologic technology;
- Effectively plan, prepare for, and carry out procedure requirements according to patient's needs;
- Position patients for radiographic examinations;
- Illustrate appropriate patient care while working with patients;
- Illustrate radiation protection while working with patients;
- Formulate correct exposure factors for radiographic exams.
- Evaluate radiographic images and determine proper course of action;
- Demonstrate proper ethics and professionalism while working with patients;
- Demonstrate understanding of career path in one of the advanced modalities (CT, MRI, Special or Interventional Procedures; and
- Satisfy employers with their work ethics and professionalism.

APPROXIMATE ADDITIONAL COSTS

Students in the Radiologic Technology and Medical Imaging program will be required to purchase textbooks and incur the following expenses:

- Radiation badge monitoring service ..... $20 per year
  paid at the beginning of the first and third semesters;
- Trajecsys $150
  paid at the end of the first fall semester
- Estimated textbook costs $1,000
- Lab coat for radiographic procedures $28
- Uniforms, shoes and additional lab coat for the clinical education courses $100
  or more at the beginning of the second semester.
  (Uniforms and lab coats must have the department emblem on the left sleeve)
- Pinning Fee $125
- CPR Certification $100
- The American Registry of Radiologic Technologists (ARRT) application fee $225
- New York State Department of Health (NYSDOH) NYS license application fee. $120

Please note that the above fees are subject to change without notice.

ASSOCIATE DEGREE REQUIREMENTS

The college will grant an associate in applied science degree (A.A.S.) with a major in radiologic technology and medical imaging upon satisfactory completion of the required courses listed below with a minimum of 66 credits.

REQUIRED COURSES IN THE MAJOR		CREDITS
RAD 1124	Introduction to Radiologic Technology	1
RAD 1125	Radiographic Procedures I	2
RAD 1126	Image Production and Evaluation I	2
RAD 1127	Patient Care and Management	2
RAD 1129	Radiation Protection and Applied Radiobiology	2
RAD 1225	Radiographic Procedures II	2
RAD 1226	Image Production and Evaluation II	2
RAD 1227	Radiographic Pathology	3
RAD 1228	Clinical Education I	2
RAD 1229	Clinical Education II	3
RAD 2325	Radiographic Procedures III	2
RAD 2326	Radiographic Physics	2
RAD 2327	Cross-Sectional Anatomy	2
RAD 2328	Clinical Education III	3
RAD 2425	Advanced Radiographic Studies	2
RAD 2426	Imaging Modalities	2
RAD 2427	Seminar: Film Critique	2
RAD 2428	Clinical Education IV	3
RAD 2429	Clinical Education V	2
	Subtotal	41

GENERAL EDUCATION REQUIRED AND FLEXIBLE COMMON CORE (25 CREDITS)

ENG 1101	English Composition I	(required core)	3
MAT 1275	College Algebra and Trigonometry Or higher	(required core)	4
BIO 1101	Biology	(required core)	4
BIO 2311	Human Anatomy and Physiology I	(required core)	4
BIO 2312	Human Anatomy and Physiology II	(flexible core)	4
PHIL 2203	Health Care Ethics	(flexible core)	3
PSY 1101	Introduction to Psychology	(flexible core)	3
		Subtotal	25
TOTAL CREDITS REQUIRED FOR THE DEGREE			**66**

Note:

1. *Students who place out of BIO 1101 (those with a college-level general biology course with lab or a score of 85 or above on the New York State Regent's exam) may take BIO 2311 to satisfy the Life and Physical Science requirement, and then choose any Scientific World course.*
2. *At least 1 course designated WI is required from the Gen Ed Flexible Common Core. A semester-specific list of writing intensive courses is available online at the City Tech Pathways website.*

1.0 CLINICAL EDUCATION COURSES

A student must successfully complete all clinical objectives and course requirements to receive a passing grade. A student can be removed from the clinical site for any unprofessional behavior such as a serious infraction of hospital rules and regulations or endangering a patient's safety or life. This will be determined by the hospital and/or faculty and could result in a failing grade. Active participation is an integral part of the clinical internship courses. The student's presence is therefore required in order to achieve successful grades.

1.1 Course Sequence

Course Code	Semester	Title	Hrs/Week	Credits
RAD 1228	Spring	Clinical Education I	13	2
RAD 1229	Summer	Clinical Education II	32.5 (7 weeks)	3
RAD 2328	Fall	Clinical Education III	19.5	3
RAD 2428	Spring	Clinical Education IV	19.5	3
RAD 2429	Summer	Clinical Education V	32.5 (5 weeks)	2

1.2 Clinical Rotation Schedule

Students rotate through two clinical affiliations during a course of two years. They do not enter the clinical component until they have successfully completed the first semester of the program. The first semester which includes didactic classes and energized laboratory activities prepare students for their clinical experience. The first clinical rotation extends from the beginning of the second semester to the end of the first summer. The second clinical rotation extends from the beginning of the third semester to the end of the summer of the following year. **Be advised that for scheduling purposes the department cannot move your clinical section at will.**

2.0 CLINICAL EDUCATION ELIGIBILITY

2.1 In order to be assigned to clinical education courses and to continue the assignment, the student must meet the following requirements:

2.1.2 Be a matriculated student in the radiologic technology and medical imaging program.

2.1.3 Maintain a grade of "C" or better in all radiologic technology courses and a cumulative GPA of 2.7 or better.

3.0 CLINICAL EDUCATION HOURS

3.0 Clinical education hours are 8:30 a.m. to 3:30 p.m. on assigned days.

4.0 ACTIVE PARTICIPATION IN CLINICAL INTERNSHIPS

4.1 Each student is required to demonstrate active participation while completing the number of clinical hours needed to achieve and demonstrate **continuous** competence in the required standard clinical procedures. This requirement is mandated by the New York State Department of Health and the American Registry of Radiologic Technologists. Completion of clinical education is one requirement for eligibility to take the credentialing exam for state licensure and American Registry of Radiologic Technologists (ARRT) certification.

4.2 Hours of attendance are 8:30 a.m. to 3:30 p.m. These hours cannot and will not be adjusted for the student's work schedule. All students must sign in at the clinical site upon arrival and at 3:30 when they leave. Any unauthorized sign-in before reaching the clinical site or departure before time will be documented as **academic dishonesty** and reported to the **Academic Integrity Committee** and the **ARRT**, as required. No clinical credit will be given for participation if student fails to properly document clinical presence.

4.3 Students are responsible to report their absence or lateness from clinical via Trajecsys. All clock-in and clock-out for clinical days must be accompanied by **GPS coordinates.** Failure to do so will result in a **4-hour deduction on each occurrence** and will be reflected as a grade reduction as calculated in each student's participation spreadsheet. If the GPS indicates that the student is far away from the clinical site additional penalties including potential dismissal from the program is possible. *Excessive absences and/or lateness in any internship course will negatively affect student's Active Participation and clinical competence.* **Extended absences due to extenuating circumstances will be handled on an individual basis. Any absence from clinic must be recorded with a time exemption.** The department will not accept the "word" of an instructor in lieu of properly tracking in Trajecsys.

4.4 Students may attend clinic only on their scheduled assigned days. Students cannot be present at their assigned clinical site on any day between the hours of 3:30 p.m. and 8:30 a.m., weekends, evenings, nights, or hospital holidays without permission from both the clinical coordinator and a hospital liaison. First-Year Students may attend only on scheduled assigned days. Second-Year Students may request permission from the Clinical Coordinator to attend during off-school hours in the last six months of the clinical phase. Such requests will only be considered if there are specific cases that can

only be scheduled during off-school hours, and must be approved by the department and hospital affiliate. Attendance on these days will serve only to continue the student's progress toward competent performance. It will not compensate for absences on the regular school calendar days.

NOTICE TO STUDENTS:
Qualified students with disabilities, under applicable federal, state, and city laws, seeking reasonable accommodations or academic adjustments must contact **The Center for Student Accessibility** for information on City Tech's policy and procedures to obtain such services. Students with questions on eligibility or the need for temporary disability services should also contact the center at: The Center for Student Accessibility, 300 Jay street, room L-237 718- 260-5143. http://www.citytech.cuny.edu/accessibility/

5.0 HOSPITAL RULES AND REGULATIONS

5.1 Radiography students are subject to all rules and regulations of the hospital affiliate. The hospital affiliate has the right to deny or dismiss a student for failing to abide by its rules and regulations. Once clinical training is denied or dismissed, students will not be able to complete their coursework and continue in the program.

5.2 In addition to the Department's Mandatory Clinical Orientation meeting, students are required to attend a mandatory clinical orientation at the hospital before commencing or at the start of the clinical internship.

5.3 The student is not allowed to engage in any type of altercation with clinical staff, hospital personnel or another student on hospital premises. The clinical affiliate has the right to dismiss any student who demonstrates a breach of rules or displays unethical behavior.

If a student is dismissed from a clinical affiliate for disciplinary reasons, or the results of a background check, the student may appeal the decision through the department chair. The department chair will investigate on the student's behalf and attempt to resolve the matter. However, the affiliate shall have priority in determining if a student is permitted to return to the clinical part of the program at that affiliate.

(See Grounds for Dismissal and Clinical Dismissal Policy, Appendices Q and R)

6.0 STUDENT'S RIGHT TO APPEAL

6.1 As members of the college community all students have certain responsibilities, rights, and standards of conduct that must be met while on campus and at the clinical affiliate.

(See Due Process Procedures, Appendix S.)

7.0 PROFESSIONAL LIABILITY INSURANCE

All program students are covered for professional liability insurance under CUNY. *More information can be found at https://www.cuny.edu/about/administration/offices/health-human-services*

8.0 STUDENT HEALTH REQUIREMENTS

8.1 All students are required to submit documented evidence of a recently completed physical examination demonstrating good health depending on hospital requirements. Health examination forms (Appendix Z) will be provided by the Radiologic Technology & Medical Imaging Department. Evidence of required immunization must be provided and a documented negative tuberculin skin test (PPD) or negative QuantiFERON Gold test must be submitted annually. The department does not require Hepatitis B and Flu vaccines. However, the clinical affiliate requires all students to present proof of immunity to both.

8.2 Students who test positive for TB must submit evidence of a normal chest radiograph.

8.3 The affiliated hospitals require testing for substance abuse or other illness prior to or during the student's clinical assignment. Students must be medically cleared in order to commence or participate in the clinical internship program.

8.4 In addition to the Program's mandatory clinical orientation on campus, students must abide by all hospital policies, including mandatory orientation/s and the communicable disease policy of the hospital. Students are expected to act responsibly to prevent the possible spread of disease that pose a reasonable risk or harm to the patients, staff and fellow students.

8.5 A student infected with a communicable disease can continue as long as the student can perform regular responsibilities satisfactorily and so long as the best available medical evidence indicates that his/her continued status does not present a health or safety threat to self or others.

An infected student returning to school after a leave of absence for reasons related to a communicable disease must submit a statement from his/her treating physician indicating current status to the Department Chairperson.

8.6 Any student who suspects he/she has been exposed to or contracted a communicable disease must notify the chairperson immediately. The student will be referred to the College Student Health Services Center.

8.7 All information on the above examinations is kept in confidence by the hospital and the college. The college adheres to the Department of Health and Mental Health Guidelines.

8.8 Failure to comply with any of the above may lead to discontinuation in the program and/or disciplinary action.

8.9 Students testing positive for COVID-19 or other communicable disease are required to follow the latest CDC guidelines.

9.0 HOSPITAL STRIKE/JOB ACTION

9.1 No student is permitted to participate in any strike or job action while on clinical duty.

9.2 Any time there is a strike or job action, the student should contact the program office for directions.

9.3 At no time should a student attempt to cross a picket line to enter the hospital.

10.0 DRESS CODE POLICY

10.1 Students are expected to present a professional appearance at all times in classrooms, labs and clinical. Although the clinical and lab uniforms are not required in the classroom, students must dress in a dignified and caring manner that is consistent with the School of Professional Studies that we are a part of. It is also expected that all students practice good personal hygiene habits.

10.2 **Laboratory Uniform**

During lab, all students are expected to dress in a professional manner with full-length pants and tops, and no mini-skirts or short shorts. A white lab coat with long sleeves, and the official departmental emblem attached to the left upper sleeve, and a radiation monitoring device is required. Additional emblems, logos and names of other institutions are not permitted. Any student found in violation of these dress code requirements, as written or as clarified by Department faculty will be required promptly to comply with these regulations.

10.3 **Clinical Uniform**

10.3.1 The clinical uniform is a white blazer length consultation jacket with long sleeves and a Rad Tech emblem on the upper left sleeve, royal blue scrub top and pants or skirt.

10.3.2 White uniform shoes or all white sneakers are required. No high heeled shoes or clogs are permitted. Shoes and sneakers must be polished regularly.

10.3.3 The hairstyle for both males and females must be neat in appearance and must be tied back off the face or shoulders. Moustache, beards, and sideburns must be trimmed and neat in appearance.

Note: Headscarves are only allowed as part of students' religious observations.

10.3.4 No excessive jewelry or makeup is permitted. Nail length should be short and pose no threat to cross contamination and if polished, must be of natural color. Strong fragrances such are cologne, perfumes etc. are not permitted.

10.3.5 Students must wear the form of identification which is that by the affiliated hospital. In addition, each student is required to wear a name tag and a radiation monitoring device which includes the words "student radiographer."

11.0 RADIATION SAFETY POLICY AND PROCEDURE

The purpose of this policy is to ensure the safety of students and program personnel from unnecessary exposure to ionizing radiation in the educational environment including the radiographic procedures laboratory and the clinical setting. The Radiation Safety Committee reserves the right to make changes to this policy that better protect the students, faculty and staff.

11.0 Students and personnel are expected to exercise sound radiation protection practices at all times. At no time should a student participate in a procedure that exhibits unsafe protection practices, ie: hold image receptors during a radiographic exam, hold a patient to immobilize them for the exam, and perform a mobile exam without direct supervision from a credentialed radiographer.

11.1 As part of radiation safety procedure, all lab activities or experiments by students must be carried in the presence of a credentialed course instructor or college lab technician.

11.2 Students and personnel have full responsibility for wearing the radiation monitoring device in the hospital and on campus for all radiographic laboratory classes. No one will be allowed in the clinical area or in laboratory classes without a radiation monitoring device.

11.3 Any accidents with the radiation monitoring device or loss of the radiation monitoring device must be immediately reported to the department. A dosimeter that has been reported lost will be replace with a test monitoring device for the remainder of the period.

11.4 Students and personnel are responsible for returning their radiation monitoring device at the specified change period indicated on the dosimeter.

11.5 All students and personnel must read and initial the monthly radiation exposure report within three (3) weeks of its receipt by the department.

11.5 Department radiation monitoring is conducted by Landauer. If a dosimetry report indicates that a student, or staff has exceeded the annual dose limit of 1 mSv (100 mrem), the following steps are required:

Step 1. The student will meet with the chairperson to review and discuss the Landauer dosimetry report and to determine the possible source of the excess radiation exposure.

Step 2. The chairperson will contact the clinical associate and the physicist at the clinical affiliate to discuss the Landauer dosimetry report.

Step 3. The physicist will meet with the student or staff and investigate the source of the excessive radiation exposure.

Step 4. Following the physicist's investigation, a report will be submitted to the clinical associate and the chairperson of the program. The chairperson, physicist and clinical associate will discuss the outcome and what course of action should be taken.

Step 5. The student or staff will be counseled by the physicist, clinical associate and the chairperson.

This policy follows the guidelines of the following agencies:

- Dose Limits Recommended by the National Council on Radiation Protection Measurements, *Bushong, Stewart C. Radiologic Science for Technologists; Physics, Biology, and Protection, 12th Edition. Elsevier, 2021.*
- New York State Department of Health, Bureau of Environmental Radiation Protection, Ionizing Radiation
- U.S. Nuclear Regulatory Commission, Regulation Guide 8.13.

12.0 MAGNETIC RESONANCE (MR) SAFETY SCREENING PROTOCOL

The Radiologic Technology & Medical Imaging program has a safety screening protocol for the Magnetic Resonance Imaging environment. Students are required to complete MR orientation and screening that reflect current American College of Radiology (ACR) MR safety guidelines prior to the clinical internship experience. The purpose of the safety screening protocol is to ensure that students are appropriately screened annually for magnetic field and/or radiofrequency hazards. Students are mandated to notify the program should their status change during the course of their tenure.

The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, students are taught safety practices prior to the clinical experience. They are required to view an MR safety video followed by discussions; and complete an *MR Safety Screening Form* in its entirety. The document is reviewed by program officials and if any personal risk is revealed or raise concern regarding safety due to potential dangers of foreign bodies or implants etc., the student's physician or surgeon will make the determination of his or her ability to participate safely in the MR environment.

13.0 PREGNANCY POLICY

13.1 A student who becomes pregnant may voluntarily disclose her pregnancy in writing to the chairperson of the department. Confirmation by a physician is not required. If such disclosure is made, the Nuclear Regulatory Commission requires that action be taken to limit the total radiation exposure of the embryo/fetus to 0.5 mSv/mo and 5.0 mSv for the pregnancy period (12e Bushong Chapter 40, p. 551).

This is one-tenth of the dose limit that an adult worker/student may receive in a year. The purpose of the lower limit is to protect the unborn child. Information about Prenatal Radiation Exposure to the possible developmental effects of low-level radiation is available from the chairperson. Should further information be requested, the student will be referred to: *Radiologic Science for Technologists, Physics, Biology, and Protection, 12th edition; Stewart C. Bushong Chapter 34; Stochastic Effects of Radiation, pages 472-477 and the U.S.N.R.C. Regulatory Guide 8.13 pages 1-8.*

Following a conference with the department and program's senior CLT, the "declared pregnant student" is expected to select one of the following options:

13.1.1 The student may continue in both the clinical and didactic portions of the program with no adjustment in clinical assignment with approval of the clinical affiliation. She will be expected to adhere strictly to all radiation safety requirements, including the wearing of personnel monitoring devices; one for herself and one for the fetus.

13.1.2 The student may withdraw from clinical internship courses, while continuing her didactic education. In that case, she will be required to fulfill the clinical requirements after delivery. This procedure will extend the duration of the program for the student, and may necessitate repeating a clinical education course. A pregnant student registered for departmental courses which have energized labs will be monitored for fetal dose exposure.

13.1.3 The student may request a leave of absence from all courses with the expectation that she will resume her education after delivery. Readmission to the program will be on a space-available basis and requires that the student withdrew in good standing.

13.1.4 Once the pregnancy has been declared, the student has the option of withdrawing her declaration at any time. If she chooses to withdraw her declaration, she must inform the department chairperson in writing of her decision. She will be encouraged to meet with the department chairperson regarding her decision. Any discussion between the chairperson and the student would be instructional, informational and confidential.

Note the following:

- **If the student chooses not to declare her pregnancy, or if a declared pregnancy is withdrawn, none of the above options will be in effect.**
- **The lower dose limit applies to declared pregnancies only.**

14.0 CLINICAL EVALUATION PROCEDURES

Evaluation of the student's clinical performance is necessary in order to assure meaningful participation, to assess the acquisition of skills and knowledge, and to identify areas for further growth (see Appendices A and B). A specified level of competence is required for progression within the program and for graduation. The clinical performance of students in the program is evaluated in the following ways:

14.1 Clinical Competency Requirements (effective January 2022)

The student is required to complete the following clinical competency evaluations as indicated by the ARRT:

10	Mandatory General Patient Care Activities
36	Mandatory Imaging Procedures
15	Elective Imaging Procedures from a List of 34
1	Elective Imaging Procedure from the Head Section
2	Elective Imaging Procedures from the Fluoroscopy Studies Section; (one of these must be either an Upper GI or a Barium Enema)

Radiographic Examination Categories on Adults and Pediatrics:

1. Chest and Thorax
2. Abdomen
3. Upper & Lower extremities
4. Spine and pelvis
5. Fluoroscopy Studies
6. Head & neck
7. Special Studies (Myelo, Cysto, Arthro)
8. Mobile C-Arm Studies
9. Mobile Radiographic Studies
10. Spine and Pelvis
11. Pediatric Patient (Age 6 or Younger)

12. Geriatric Patient (At least 65 Years Old and Physically or Cognitively Impaired)

Special Area Rotations:

1. CT
2. MRI
3. OR
4. Special Procedures
5. Portables

General Patient Care Procedures (Mandatory Simulations):

1. CPR Certified
2. Vital Signs - Blood Pressure
3. Vital Signs - Temperature
4. Vital Signs - Pulse
5. Vital Signs - Respiration
6. Vital Signs - Pulse Oximetry
7. Sterile and Medical Aseptic Technique
8. Venipuncture
9. Transfer of Patient
10. Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)

NOTE: Trauma and pediatric categories may be completed concurrently with an examination category, if the opportunity arises. Mammography competency for both male and female students will be evaluated in simulation, using the dedicated mammography equipment in the college laboratory.

There will be circumstances where the professional expertise of the faculty must prevail in order to ensure the safety of the patient or student. Under these circumstances, the student will be interrupted or removed from a procedure. Examples of such behavior include selection of the wrong patient or wrong examination, and situations which threaten the health or safety of the patient and/or student.

If a student does not receive a grade of 70% or better on a competency evaluation, he or she must repeat the category on another occasion. A student who has made two unsuccessful attempts to demonstrate competency in a category will be required to perform the following remediation activities. The program director may then give permission for the student to attempt the category competency for a third time. A student who has failed a category for the third time will be considered for dismissal from the program.

Remediation activities: A student who has failed a clinical competency evaluation for the second time must do the following (all activities must be documented):

1. Return to the lab for remediation. This activity must be documented by the CLT and reported to the clinical instructor.

2. Perform other remediation/review activities related to the specific area of incompetence, as required or recommended by the clinical instructor.

14.2 Student Professional Growth and Development (SPGD) Report

A global evaluation by college faculty and the clinical associate at the hospital, indicating their perceptions of student professionalism and interpersonal skills. This evaluation is discussed with the student at the mid-semester conference in order to assist the student to improve in those areas. At the end of each clinical course, a graded SPGD constitutes a percentage of the clinical course grade (See Appendices F and G).

15.0 CLINICAL COMPETENCY EVALUATION CRITERIA

Clinical evaluation is based on the following criteria:
15.1 Performance Evaluation
15.2 Image Evaluation

(See Clinical Competency Evaluation Form Appendix B)

16.0 ROOM ASSIGNMENTS

Assignment to the various radiographic areas at the hospital will be based on the student's didactic education and level of experience. The following assignments will be included in the clinical courses:

RAD 1228	General Radiography, ER, BE/GI, IVP, Portable
RAD 1229	Any of the above plus ER/Trauma
RAD 2328	Any of the above plus OR and CT.
RAD 2428	Any of the above plus special procedures
	RAD 2429 Any of the above plus rotations to MRI for students who have completed all requirements.

17.0 OTHER CLINICAL ACTIVITIES

The fall and spring clinical courses include a requirement for oral presentations on a subject of clinical interest in radiography. The experience of preparing these presentations is expected to improve the student's familiarity with the literature, and to help develop writing skills, and communicating clinical information.

17.1 Clinical Case Study Report and Presentation

RAD 1228, RAD 2328, RAD 2428: The case presentation includes a written report and an oral presentation to classmates and the instructor at the clinical sites. The student is expected to follow the guidelines furnished by the department.

17.2 Image Evaluation Report RAD 1229: The report consists of a submission of a radiographic evaluation of an image selected by the student. The student is expected to follow the guidelines furnished by the department.

18.0 DETERMINATION OF CLINICAL COURSE GRADE

Grades in clinical courses are determined according to the following formula:

RAD 1228:

Mandatory Competency Evaluations (6 or more)	40%
Professional Growth and Development Report	30%
Active Participation	20%
Clinical Case Report & Presentation	10%

RAD 1229:

Mandatory Competency Evaluations (6 or more)	40%
Professional Growth and Development Report	30%
Active Participation	20%
Image Evaluation Report	10%

RAD 2328:

Mandatory Competency Evaluations (7 or more)	40%
Professional Growth and Development Report	30%
Active Participation	20%
Clinical Case Report & Presentation	10%

RAD 2428:

Mandatory Competency Evaluations (7 or more)	40%
Professional Growth and Development Report	30%
Active Participation	20%
Clinical Case Report & Presentation	10%

RAD 2429:

Mandatory & Terminal Competency Evaluations	40%
Professional Growth and Development Report	20%
Cover Letter, Resume and Follow-up Letter	15%
Active Participation	25%

19.0 STUDENT CLINICAL SUPERVISION AND RADIOGRAPHIC REPEAT POLICY

As mandated by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New York State Department of Health, students in clinical practice shall be supervised according to the following guidelines:

19.1 Direct Supervision:

Until students achieve the program's required competency in a given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. Following are the parameters of direct supervision (See Appendix H):

19.1.1 A qualified radiographer reviews the procedure in relation to the student's achievement.

19.1.2 A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.

19.1.3 A qualified radiographer is present during the conduct of every part of the examination.
19.1.4 A qualified radiographer reviews and approves the procedure.
19.1.5 A qualified radiographer is present during student performance of any repeat of any unsatisfactory radiograph
19.1.6 A qualified radiographer must be present during all mobile procedures regardless of competency level achieved.
19.1.7 A qualified radiographer must be present during all surgical procedures regardless of competency level achieved.

19.2 Indirect Supervision:

After demonstrating competency, students may be permitted to perform procedures with indirect supervision. Indirect supervision is the supervision provided by a qualified radiographer who is immediately available to assist students regardless of their level of competency or achievement. I mmediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. Should the student require assistance or intervention, she/he can simply call out to the radiographer who will provide immediate help. This availability applies to all areas where ionizing radiation equipment is in use (See Appendix I).

19.3 Radiographic Repeat Policy:

Unsatisfactory radiographs that are performed by students must be repeated under the direct supervision of a credentialed radiologic technologist, regardless of the student's competency level. Students who do not adhere to this policy will be subject to disciplinary action (See Appendix I).

20.0 CLINICAL INCIDENT POLICY

Students who are involved in an injury or safety violation during their clinical assignments must complete the official report required by the clinical affiliates. The student and clinical instructor or clinical supervisor must sign the report. A copy of the incident report should be forwarded to the Department Chairperson and Clinical Coordinator. The report will be filed in the student's record.

21.0 REGULATORY AGENCIES

ACCREDITATION:

The Associate Program is JRCERT accredited. Accreditation length is 8 years: 2016-2024.

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive – Suite 2850
Chicago, IL 60606-3182
(312) 704 5300
www.jrcert.org
https://www.jrcert.org/programs/new-york-city-college-of-technology

CURRICULUM:

The Radiologic Technology & Medical Imaging Program follows the approved curriculum developed by the American Society of Radiologic Technologists.

American Society of Radiologic Technologists (ASRT)

1500 Central Avenue, SE
Albuquerque, NM 87123-3917
(505) 298-4500
communications@asrt.org
www.asrt.org

CERTIFICATION:
The National Certification and Licensure Exam is administered by the American Registry of Radiologic Technologists (ARRT) and New York State Department of Health (NYSDOH). Students who successfully complete all RT program requirements are eligible to sit for this exam (see additional eligibility requirements in Appendix V). Graduates of the program usually sit for the exam in July.

American Registry of Radiologic Technologists (ARRT)
1255 Northland Drive
St. Paul, Minnesota 55120-1155 USA
Phone (651) 687 0048
www.arrt.org

LICENSURE:
Any student entering the Radiologic Technology & Medical Imaging program who has a felony record should notify the New York State Department of Health (see contact information below) and the American Registry of Radiologic Technologists (see information on previous page) for clarification of his or her eligibility for licensing/certification.

New York State Department of Health (NYSDOH)
Bureau of Radiation Protection
ESP, Corning Tower, 12th Floor
Albany, NY 12180-2216
Phone (518) 402 7570
www.health.state.ny.us

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Appendices

[A]

Skill Sheet

4.2.2 Imaging Procedures (continued)

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Chest and Thorax					
Chest Routine	✓				
Chest AP (Wheelchair or Stretcher)	✓				
Ribs	✓		✓		
Chest Lateral Decubitus		✓	✓		
Sternum		✓	✓		
Upper Airway (Soft-Tissue Neck)		✓	✓		
Sternoclavicular Joints		✓	✓		
Upper Extremity					
Thumb or Finger	✓		✓		
Hand	✓				
Wrist	✓				
Forearm	✓				
Elbow	✓				
Humerus	✓		✓		
Shoulder	✓				
Clavicle	✓		✓		
Scapula		✓	✓		
AC Joints		✓	✓		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	✓				
Trauma: Upper Extremity (Non-Shoulder)*	✓				
Lower Extremity					
Toes		✓	✓		
Foot	✓				
Ankle	✓				
Knee	✓				
Tibia-Fibula	✓		✓		
Femur	✓		✓		
Patella		✓	✓		
Calcaneus		✓	✓		
Trauma: Lower Extremity*	✓				

* Trauma requires modifications in positioning due to injury with monitoring of the patient's condition.

4.2.2 Imaging Procedures (continued)

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Head – Candidates must select at least one elective procedure from this section.					
Skull		✓	✓		
Facial Bones		✓	✓		
Mandible		✓	✓		
Temporomandibular Joints		✓	✓		
Nasal Bones		✓	✓		
Orbits		✓	✓		
Paranasal Sinuses		✓	✓		
Spine and Pelvis					
Cervical Spine	✓				
Thoracic Spine	✓		✓		
Lumbar Spine	✓				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	✓		✓		
Pelvis	✓				
Hip	✓				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓		✓		
Sacrum and/or Coccyx		✓	✓		
Scoliosis Series		✓	✓		
Sacroiliac Joints		✓	✓		
Abdomen					
Abdomen Supine	✓				
Abdomen Upright	✓		✓		
Abdomen Decubitus		✓	✓		
Intravenous Urography		✓			

4.2.2 Imaging Procedures (continued)

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.					
Upper GI Series, Single or Double Contrast		✓			
Contrast Enema, Single or Double Contrast		✓			
Small Bowel Series		✓			
Esophagus (*NOT* Swallowing Dysfunction Study)		✓			
Cystography/Cystourethrography		✓			
ERCP		✓			
Myelography		✓			
Arthrography		✓			
Hysterosalpingography		✓			
Mobile C-Arm Studies					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓		✓		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓		✓		
Mobile Radiographic Studies					
Chest	✓				
Abdomen	✓				
Upper or Lower Extremity	✓				
Pediatric Patient (Age 6 or Younger)					
Chest Routine	✓		✓		
Upper or Lower Extremity		✓	✓		
Abdomen		✓	✓		
Mobile Study		✓	✓		
Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	✓				
Upper or Lower Extremity	✓				
Hip or Spine		✓			
Subtotal					
Total Mandatory exams required	36				
Total Elective exams required		15			
Total number of simulations allowed			10		

<u>See Section 13.1</u> above for detail on how many mandatory vs. elective competencies must be completed.

[B]

New York City College of Technology
Department of Radiologic Technology & Medical Imaging
CLINICAL COMPETENCY EVALUATION

Student:	**Date:**
Evaluator:	**Exam:**
Patient: Yes: No:	**Simulation: Yes: No:**
Numeric Grade:	**Grade of Pass: Fail:**

Projections/Positions - please enter in text field at right those views being evaluated on this competency exam:	○ Enter projections at right; then click here.
Please enter in the text field at right of any item below specific concerns about the student's ability pertaining to the question or a specific projection.	◉ Enter
Evaluation of Requisition: Interpreted request and procedure to be performed.	○ 0 pts. ○ 1 pt. ◉ 2 pts.
Identified the patient's name, age and pathological condition.	○ 0 pts. ○ 1 pt. ◉ 2 pts.
Physical Facilities Readiness Used aseptic or sterile technique as required or necessary.	○ 0 pts. ○ 1 pt. ○ 2 pts. ◉ 3 pts.
Prepared all related materials / supplies.	○ 0 pts. ○ 1 pt. ○ 2 pts. ◉ 3 pts.
Patient Care Introduced her/himself to the patient.	○ 0 pts. ○ 1 pt. ○ 2 pts. ◉ 3 pts.
Communicated with patient in a concerned, professional manner.	○ 0 pts. ○ 1 pt. ○ 2 pts. ◉ 3 pts.
Acquired / documented appropriate clinical patient history.	○ 0 pts. ○ 1 pt. ○ 2 pts. ◉ 3 pts.
Provided brief description of procedure.	○ 0 pts. ○ 1 pt. ○ 2 pts. ◉ 3 pts.
Verified if patient was properly prepared for the examination.	○ 0 pts. ○ 1 pt. ○ 2 pts. ◉ 3 pts.
Made sure patient is comfortable	○ 0 pts. ○ 1 pt. ○ 2 pts. ◉ 3 pts.
Equipment Operation: On the console, selected specified exposure parameters for the exam.	○ 0 pts. ○ 1 pt. ◉ 2 pts.
Identified and used appropriate equipment locks and controls.	○ 0 pts. ○ 1 pt. ◉ 2 pts.
Selected appropriate SID (FFD).	○ 0 pts. ○ 1 pt. ◉ 2 pts.
Placed appropriate anatomical marker(s).	○ 0 pts. ○ 1 pt. ◉ 2 pts.
Positioning Skills: Performed exam in an organized manner and logical sequence.	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ◉ 4 pts.

Positioned the patient's body comfortably.	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ◉ 4 pts.
Identify and positioned the part appropriately.	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ◉ 4 pts.
Aligned center of part to the center of the image receptor.	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ◉ 4 pts.
Aligned x-ray tube to the center of anatomy.	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ◉ 4 pts.
Aligned x-ray tube to image receptor.	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ◉ 4 pts.
Set the correct tube angle.	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ◉ 4 pts.
Gave appropriate instruction to patient before the exposure.	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ◉ 4 pts.
Radiation Protection: Collimated to area of interest.	○ 0 pts. ○ 1 pt. ○ 2 pts. ◉ 3 pts.
Used gonadal shielding when appropriate.	○ 0 pts. ○ 1 pt. ○ 2 pts. ◉ 3 pts.
Image Evaluation Proper Positioning or Errors	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ○ 4 pts. ◉ 5 pts.
Anatomical Part(s) Identification	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ○ 4 pts. ◉ 5 pts.
Part, IR and Tube Alignment	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ○ 4 pts. ◉ 5 pts.
Technique Factors	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ○ 4 pts. ◉ 5 pts.
Identify Radiation Protection (Collimation/Shield)	○ 0 pts. ○ 1 pt. ○ 2 pts. ○ 3 pts. ◉ 4 pts.
Patient Info./Marking of Anatomy	○ 0 pts. ○ 1 pt. ◉ 2 pts.
Repeat = -20 points (only 1 repeat allowed per exam with 2 or more views as protocol) (two repeats = automatic failure)	○ 2 or more repeats (automatic failure) ○ 1 repeat ◉ No repeats
Comments: (enter at right)	◉ Enter
Student Signature: Student may add signature by attaching a post-submission comment. To do so, student logs in using his/her user name and password. Then, go to Reports/Skill Summary. Click on date of Comp which brings up results. Scroll to bottom and click plus sign (+) next to Add Comment. Select the Student signature item at the bottom of the dropdown and type signature in text box. Click Add to complete.	◉ Enter

[C]

Clinical Case Study Report & Presentation

Clinical Case Presentation

Subject:

Site:

Clinical Case Report and Oral Presentation

Written Report 60 points (10 points each)

Knowledge and impact (content informative and accurately presented)	0 1 2 3 4 5 6 7 8 9 10
Organization (content is logically sequenced/has an easy flow)	0 1 2 3 4 5 6 7 8 9 10
Writing Style (ideas are scholarly and fully developed)	0 1 2 3 4 5 6 7 8 9 10
Mechanics (grammar and punctuation)	0 1 2 3 4 5 6 7 8 9 10
APA Format (Length minimum 3 typed pages, double spaced)	0 1 2 3 4 5 6 7 8 9 10
References (correctly listed and cited)	0 1 2 3 4 5 6 7 8 9 10

Oral Presentation 40 points (8 points each)

Presentation (delivery, attitude, volume, clarity and pace of speech/effective time management)	0 1 2 3 4 5 6 7 8
Knowledge of content	0 1 2 3 4 5 6 7 8
Professional traits (appearance, demeanor and rapport with audience)	0 1 2 3 4 5 6 7 8
Language (proper use of terminology and grammar)	0 1 2 3 4 5 6 7 8
Completeness (patient history, identify anatomy, purpose, diagnosis, technique, positioning, contrast media, equipment, prognosis)	0 1 2 3 4 5 6 7 8
Please note if the presentation was late; 10 points are deducted for each week that the presentation was late.	Four or more weeks late; Three weeks late; Two weeks late; One week late; Presentation on time; not late
Comments:	
Student Signature: Student may add signature and/or comments by attaching a post-submission comment.	Enter

NEW YORK CITY COLLEGE OF TECHNOLOGY
Department of Radiologic Technology & Medical Imaging

SIMULATION LIST *(Discontinued as of Fall 2023)*

Semester	Exam	Views
Junior Year		
Spring		
RAD 1228	Clavicle	AP and AP Axial
	Scapula	AP and Y View
Summer		
RAD 1229	Patella	PA (AP), Sunrise, and Lateral
	Calcaneus	Axial and Lateral
Senior Year		
Fall		
RAD 2328	Sternum	RAO and Lateral
	Sacrum/Coccyx	AP and Lateral
Spring		
RAD 2428	Skull	AP, Caldwell, Townes and Lateral
	Facial Bones	Caldwell, Waters, and Lateral
	C-Arm	Exam of Choice
Summer		
RAD 2429	Upper Extremity	AP/Lat
	Pediatrics	(age 6 and younger)
	Ribs	AP (Superior and Inferior) and Oblique
	Paranasal Sinuses	Caldwell, Waters and Lateral
	Mandible	AP(PA) and Axiolateral / Axiolateral Oblique

Revised: January 2022

NEW YORK CITY COLLEGE OF TECHNOLOGY (Trajecsys view is slightly different)
Department of Radiologic Technology & Medical Imaging

EQUIPMENT OPERATION CHECKLIST

DATE: _____

STUDENT _____ STUDENT SIGNATURE _____
INSTRUCTOR _____ INSTRUCTOR SIGNATURE _____

	YES	NO	N/A	COMMENTS
A. TUBE STAND				
1. Vertical				
2. Longitudinal				
3. Transverse				
4. Center Index				
5. Rotation				
B. COLLIMATOR				
1. Light				
2. Field Size (Manual)				
3. Field Size (Automatic)				
4. Centering to Image Receptor				
C. TABLE				
1. Longitudinal				
2. Transverse				
3. Auto Center				
4. Bucky Lock				
5. Tray Lock				
D. VERTICAL CASSETTE HOLDER	YES	NO	N/A	COMMENTS
1. Vertical				
2. Tray Lock				
E. CONTROL CONSOLE				
1. Wall Main Switch				
2. On/Off Switch				
3. mA				
4. KV				
5. Manual Timer				
6. AEC				
a. Mode Select				
b. Field Select				
c. Density Control				
7. Ready/Rotate				
8. Expose				

COMMENTS:

[F]

Mid-Semester Professional Growth and Development Progress Report

Subject:

Site:

Professional Traits

INSTRUCTOR: Assign a rating to each statement based on your observation of the student's performance no later than week 8 during the semester. Assign a grade of Pass or Fail below. Discuss this evaluation with the student and obtain any feedback.

Professional appearance	Unsatisfactory	Needs Improvement	Satisfactory
Demeanor and cooperative attitude in working with students, staff, supervisors and patients	Unsatisfactory	Needs Improvement	Satisfactory
Arrives on time each clinical day	Unsatisfactory	Needs Improvement	Satisfactory
Actively participates in clinical activities each clinical day	Unsatisfactory	Needs Improvement	Satisfactory
Shows initiative in seeking educational opportunities	Unsatisfactory	Needs Improvement	Satisfactory

Responsibility

Follows instructions accurately and is organized, efficient and performs at the appropriate clinical level	Unsatisfactory	Needs Improvement	Satisfactory
Asks for advice and assistance when needed and when performing repeat radiographs	Unsatisfactory	Needs Improvement	Satisfactory
Demonstrates mature ability to accept responsibility for actions; accepts and acts on constructive criticism	Unsatisfactory	Needs Improvement	Satisfactory
Communicates clearly and understandably with patients, staff and supervisors	Unsatisfactory	Needs Improvement	Satisfactory

Performance

Performs with organization, efficiency and knowledge appropriate to level of clinical experience	Unsatisfactory	Needs Improvement	Satisfactory
Shows flexibility in performance; adapts procedures to accommodate atypical patients and clinical situations	Unsatisfactory	Needs Improvement	Satisfactory
Able to demonstrate proper radiation safety skills in terms of effective collimation on all images	Unsatisfactory	Needs Improvement	Satisfactory
Shields all patients when appropriate	Unsatisfactory	Needs Improvement	Satisfactory
Is able to effectively evaluate radiographic images and determine a proper course of action if needed	Unsatisfactory	Needs Improvement	Satisfactory
Pass or Fail?	Fail	Pass	

Comments:

[G]

End-Semester Professional Growth and Development Progress Report

Subject:

Site:

Professional Traits 35 points

INSTRUCTOR: Assign a rating to each statement based on your observation of the student's performance no later than week 8 during the semester. Assign a grade of Pass or Fail below. Discuss this evaluation with the student and obtain any feedback.

Professional appearance	0 1 2 3 4 5
Demeanor and cooperative attitude in working with students, staff, supervisors and patients	0 1 2 3 4 5 6
Arrives on time each clinical day	0 1 2 3 4 5 6 7 8
Actively participates in clinical activities each clinical day	0 1 2 3 4 5 6 7 8 9 10
Shows initiative in seeking educational opportunities	0 1 2 3 4 5 6

Responsibility 25 points

Follows instructions accurately and is organized, efficient and performs at the appropriate clinical level	0 1 2 3 4 5
Asks for advice and assistance when needed and when performing repeat radiographs	0 1 2 3 4
Demonstrates mature ability to accept responsibility for actions; accepts and acts on constructive criticism	0 1 2 3 4 5 6 7 8
Communicates clearly and understandably with patients, staff and supervisors	0 1 2 3 4 5 6 7 8

Performance 40 points

Performs with organization, efficiency and knowledge appropriate to level of clinical experience	0 1 2 3 4 5 6 7 8
Shows flexibility in performance; adapts procedures to accommodate atypical patients and clinical situations	0 1 2 3 4 5 6 7 8
Able to demonstrate proper radiation safety skills in terms of effective collimation on all images	0 1 2 3 4 5 6 7 8
Shields all patients when appropriate	0 1 2 3 4 5 6 7 8
Is able to effectively evaluate radiographic images and determine a proper course of action if needed	0 1 2 3 4 5 6 7 8
Pass or Fail?	Fail Pass
Comments:	

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

DEPARTMENT OF
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www.citytech.cuny.edu/radiologic

DIRECT SUPERVISION POLICY

Direct supervision is the constant supervision of a student, provided by a credentialed radiographer during every aspect of a medical imaging procedure. This is required for students who have not achieved competency in performing any radiographic examination on patients, as well as all mobile and C-Arm procedures regardless of students' competency level. The Direct Supervision policy shall be clearly displayed and visible in areas of the clinical working environment of all personnel and students. This policy must be strictly observed at all times at the clinical site for the protection of patients, students and personnel. Any violation of this policy is a serious infraction that may result in expulsion from the program.

Student clinical performance of medical imaging procedures must take place under the direct supervision of a **qualified radiographer*** until the student demonstrates competence by the college competency evaluation process.

Direct Supervision guidelines include:

- A qualified radiographer reviews the procedure in relation to the student's achievement;
- A qualified radiographer evaluates the condition of the patient in relation to the student knowledge and readiness;
- A qualified radiographer is present during the conduct of every part of the procedure;
- A qualified radiographer reviews and approves the examination procedure;
- A qualified radiographer is present during student performance of any repeat of any unsatisfactory radiograph regardless of their competency level achieved.
- A qualified radiographer must be present during all mobile procedures regardless of competency level achieved;
- A qualified radiographer must be present during all surgical procedures regardless of competency level achieved.

*A radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline.

Revised January 31, 2024 by Prof. E. Lespinasse,
Faculty and Radiation Safety Committee Member

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

Department of Radiologic Technology & Medical Imaging
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Website: http://www.citytech.cuny.edu/radiologic
Email: radiologictech@citytech.cuny.edu

INDIRECT SUPERVISION & RADIOGRAPHIC REPEAT POLICY

Indirect supervision is the supervision provided by a qualified radiographer who is immediately available to assist students regardless of their level of competency or achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

After a student has been found competent in performing a specific category radiographic examination, this specific medical imaging procedures may be performed under the **indirect supervision** of a qualified radiographer. Indirect Supervision guidelines must be posted and observed strictly at all times at the clinical site for the protection of patients, students and personnel. A violation of this policy is a serious infraction that may result in expulsion from the program.
A student who demonstrates competence in specific medical imaging procedures by the department's competency evaluation process, may perform radiographic exams under indirect supervision of a qualified radiographer.

Indirect Supervision guidelines include:

- A qualified radiographer verifies the student's proficiency record (Clinical Data Sheet) and approves the procedure to be performed.
- A qualified radiographer is immediately available to assist the student should the need arise.
- A qualified radiographer reviews and approves the examination procedure.
- A qualified radiographer provides direct supervision of students during their performance of any repeat of any unsatisfactory radiograph.

RADIOGRAPHIC REPEAT POLICY

Radiographs that are substandard or non-diagnostic are rejected for poor quality and must be repeated. Imaging repeat is associated with unnecessary radiation exposure to the patient and staff, as well as an increase in the wear and tear of the equipment. Therefore, the program requires that any radiographic image that has to be repeated by a junior or a senior student must be performed in the presence of a credentialed radiologic technologist. A violation of this policy places the patient and staff at increased risk of receiving a higher radiation dose and is therefore a serious infraction that may result in expulsion from the program.

Guidelines for Radiographic Repeats:

- Unsatisfactory radiographs that are performed by students must be repeated under the direct supervision of a credentialed radiologic technologist, regardless of the student's competency level.
- The credentialed radiologic technologist will evaluate the unsatisfactory radiograph with the students to determine the cause for the repeat and will ensure that the students understand what they did wrong and will not make the same error in future exams.

Revised Oct. 2023 by Prof. E. Lespinasse,
Faculty and Radiation Safety Committee Member

NEW YORK CITY COLLEGE OF TECHNOLOGY

Department of Radiologic Technology & Medical Imaging

CLINICAL MEMORANDUM

Date: _____ **Clinical Site:** _____

Course: _____ **Clinical Faculty:** _____

Student: _____

It is the policy of the Radiologic Technology & Medical Imaging Department of identify and counsel students that have performed in the hospital an act which may be negligent or harmful to a patient. Students are required to adhere to hospital and school policies at all times. Action taken by the program may result in probation, suspension or dismissal from the program.

Medicolegal			**Clinical**	
Patient's safety was compromised			No signature on sign-in sheet	
Wrong exam performed			Signing in for days not attended	
Anatomical side not identified			Excessive lateness	
Wrong side marked			Student not in assigned area	
Patient ID missing			Student not in proper uniform	
Patient ID illegible			Inappropriate conduct in a professional setting	
Incorrect radiation exposure				
No gonadal shielding				
Other:			Other:	

Faculty Comments:

_____

_____

_____

_____

Faculty Signature/Date _____

Student Comments:

_____

_____

_____

_____

Faculty Signature/Date _____

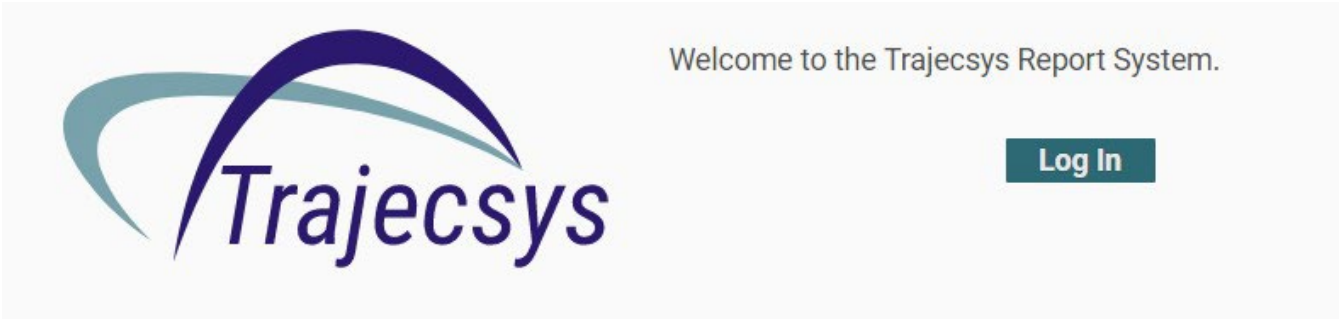
Clinical Coordinator Signature/Date _____

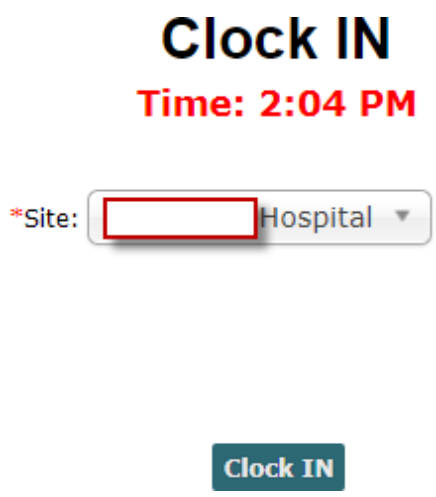
NEW YORK CITY COLLEGE OF TECHNOLOGY
Department of Radiologic Technology & Medical Imaging

DAILY CLINICAL ATTENDANCE – Maintained by Trajecsys System

Hospital: _____ **Semester :** _____

Instructors Signature: _____ **Course/Section:** _____





NEW YORK CITY COLLEGE OF TECHNOLOGY
Department of Radiologic Technology & Medical Imaging

STUDENT BACKGROUND CHECKS AND DRUG TESTS POLICY & PROCEDURE

Clinical Testing:

Students assigned to clinical education sites may be subjected to background checks and drug testing by the clinical affiliates. Each clinical affiliate will set the criteria for background checks and drug screening.

If a student is found in violations of the clinical affiliate's policy, the student will be removed from the clinical education site. This may result in the student being unable to continue in the program because of space availability at other clinical education sites.

The Department of Radiologic Technology & Medical Imaging is bound by contract to adhere to any regulations and decisions made by the clinical affiliate.

Clinical rotation is required for completion of the program. If the student does not meet the required standards of either or both of the above testing, the student will not be able to complete the program.

The student has a right to exercise the department's due process policy and procedure (see Appendix S) and in the college catalogue.

NEW YORK CITY COLLEGE OF TECHNOLOGY
Department of Radiologic Technology & Medical Imaging

CUNY POLICY ON ACADEMIC INTEGRITY

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

1. Definitions and Examples of Academic Dishonesty

1.1. **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Examples of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/ dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

1.2. **Plagiarism** is the act of presenting another person's ideas, research or writings as your own. Examples of plagiarism include:

- Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

1.3. **Obtaining Unfair Advantage** is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or inaction taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

1.4. **Falsification of Records and Official Documents**

Examples of falsification include:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

2. Methods for Promoting Academic Integrity

2.1. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college's procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed to all current faculty and, on an annual basis to all new faculty (full and part-time) These packets also shall be posted on each college's website. Orientation sessions for all new faculty (full and part-time) and students shall incorporate a discussion of academic integrity.

2.2. All college catalogs, student handbooks, faculty handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

2.3. Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall encourage faculty members to use such services and to inform students of their use of such services.

3. Reporting

3.1. Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leader. The Academic Integrity Officer shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty. The Academic Integrity Officer may be the college's Student Conduct Officer, another student affairs official, an academic affairs official, or a tenured faculty member. Additional duties of the Academic Integrity Officer are described in Sections 4.1, 4.2.1, 4.2.2, 4.3 and 4.4.

3.2. A faculty member who suspects that a student has committed a violation

of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer. . Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number and section number, the date of the incident, a description of the incident and the instructor's contact information.

3.3 The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.

4. Procedures for Imposition of Sanctions

4.1. Determination on academic vs. disciplinary sanction

The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. Prior violations include both violations at the student's current college and violations that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY colleges and, if so, shall request and be given access to the academic integrity files, if any, at such other CUNY colleges.

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; or (ii) the student has previously violated the Policy; or (iii) academic sanctions are unable to be imposed because the student has timely withdrawn from the applicable course.

Examples of substantial violations include but are not limited to forging a grade form or a transcript; stealing an examination from a professor or a university office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for the student or writing a paper for another student; sabotaging another student's work through actions that prevent or impede the other student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

4.2. Procedures in Cases Involving Only Academic Sanctions

4.2.1. Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation.

The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

4.2.2. Student Admits to the Academic Dishonesty but Contests the Academic Sanction

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

4.2.3. Student Denies the Academic Dishonesty

In a case where a student denies the academic dishonesty, a fact-finding determination shall be made, at each college's option, by an Academic Integrity Committee established by the college's governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each college's Academic Integrity Committee shall adopt procedures for hearing cases. (If a college opts to use its Student-Faculty Disciplinary Committee for this purpose, that Committee shall use Article XV procedures.) Those procedures, at a minimum, shall provide a student with (i) written notice of the charges against him or her; (ii) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses.

Those procedures also shall provide the faculty member with the right to make an appearance before the Committee. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and by the administrator presenting the case. Academic Integrity Committees and Student-Faculty Disciplinary Committees, as applicable, shall issue written decisions and send copies of their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

4.3. Procedures in Cases Involving Disciplinary Sanctions

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty-Student Disciplinary Committee.

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

4.4. Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

5. Implementation

Each college, in accordance with its governance plan, shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy.

Faculty Report Form

It is necessary to complete this form to report an incident of suspected and/or resolved academic dishonesty. Make a copy for your records and forward the original, along with copies of all available supporting documentation, to the**:**
Office of the Academic Integrity Officer

[Fill in name of college]

Instructor Name:

Dept:_____ Tel.No:_____email:_____

Course: _____Section:_____Semester: _____

Student Name: _____ Student ID#:_____

Date of Incident: _____

Type of Incident: _____Cheating _____Plagiarism _____Other_____

Description of Incident: _____

_____

_____

_____

_____

Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty? Yes_____No_____ Student could not be contacted _____

Explanation_____

_____

Explanation of recommended sanction _____

_____

Signature of Faculty Member_____ Date_____

Resolution of the Case after Adjudication

Academic sanction _____

Disciplinary sanction _____

Signature of Academic Integrity Officer _____ Date_____

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

Department of Radiologic Technology & Medical Imaging
Tel (718) 260.5360 – Fax (718) 260.5540
Website http://www.citytech.cuny.edu/radiologic
Email: radiologictech@citytech.cuny.edu

RADIOLOGIC LABORATORY SAFETY POLICY & PROCEDURE

Given the nature of ionizing radiation and its adverse effects on living biologic tissue, this policy and procedure outline safety guidelines to be observed at all times in the Radiologic Technology Lab. The Radiation Safety Committee may establish additional requirements for greater level of safety for students, faculty and staff.

1. Radiation Safety

- Students are required to wear their radiation dosimeters appropriately at collar level at all times during lab classes, lab research experiments and "open lab" sessions.
- Students are not allowed in the lab without appropriate supervision. Students must be supervised during all lab classes and "open lab" sessions by a professionally credentialed practitioner (faculty member or CLT).
- Under no circumstances should students or others be exposed to ionizing radiation in the lab.
- All students shall require direct supervision of a faculty member or CLT in order to energize the x-ray units (See Direct Supervision Policy in the Clinical Education Handbook).

2. Personal and Environmental Safety

- Wash hands before and after using the equipment and/or its accessories.
- Eating and drinking in the lab are strictly prohibited.
- Lab coats are required for all lab activities, including lab experiments, research, and "open lab". Students must adhere to the dress code policy in the lab.
- All sharp items capable of puncturing the skin must be discarded in the Sharps Container.
- Cell phone use is not permitted in the procedure lab.
- After use, all equipment must be cleaned with the approved antibacterial wipes.

3. Equipment Operation and Maintenance Safety

- Report all equipment problems immediately to the College Laboratory Technician (CLT) or faculty member.
- All phantoms, positioning sponges, cassettes and other equipment must be placed in their respective places after use.
- Image Receptors must not be left on top of the processor, in the rooms or on the floor.
- All instruments should be treated with respect and replaced after use.
- All radiographic rooms must be left organized and uncluttered.
- Radiographic tubes and tables must be in the proper positions after use.
- Radiographic equipment must be properly shut down after use.

Revised Oct. 2023 by Prof. E. Lespinasse, Faculty and Radiation Safety Committee Member

[P]

NEW YORK CITY COLLEGE OF TECHNOLOGY
Department of Radiologic Technology & Medical Imaging

SEXUAL HARASSMENT POLICY AND PROCEDURES

Clinical Affiliate

1. Students claiming harassment on the basis of sex shall report such harassment, as promptly as possible, to the clinical instructor, chairperson of the Department of Radiologic Technology & Medical Imaging, and clinical affiliate administrator who will conduct an investigation and make an effort to resolve the allegation as confidential as possible based upon the clinical affiliate's policy and procedures.

2. The chairperson will also file the report with the coordinator of the College's Sexual Harassment Awareness and Intake Committee, the Office of the Vice President of Enrollment and Student Affairs, and the Dean of the School of Professional Studies within five (5) business days. Following the investigation, which should be concluded within thirty (30) days of the filing of the complaint, the clinical affiliate administrator should submit a report of findings to the student clinical instructor and chairperson.

    a. If the case is resolved, the clinical affiliate administrator shall notify the student, chairperson, and clinical instructor of the Department of Radiologic Technology & Medical Imaging.

    b. If the case is not resolved, the student has a right to file a formal grievance within five (5) days of the report of findings with the Coordinator of the College's Sexual Harassment Awareness and Intake Committee and the chairperson.

College Procedure

The student claiming sexual harassment shall promptly report such harassment to the chairperson and the Coordinator of the College's Sexual Harassment Awareness and Intake Committee who will investigate the incident. The student should follow the guidelines against sexual harassment in the College catalogue.

If a student is found to have violated the sexual harassment policy, the College may implement a student disciplinary procedure, which may include expulsion from the University.

Sexual harassment is illegal under Federal, State and City laws, and will not be tolerated within the University.

NEW YORK CITY COLLEGE OF TECHNOLOGY
Department of Radiologic Technology & Medical Imaging

GROUNDS FOR DISMISSAL FROM THE PROGRAM

The grounds for dismissal are listed below. It should be pointed out that a student may be suspended from the program at any time during their training for violation of any one or more of the grounds listed.

1. Failing grades (D and/or F) in Radiologic Technology & Medical Imaging and/or other required courses.

2. Insubordination.

3. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.

4. Display unprofessional or unethical conduct or demonstrate a breach of rules on campus and/or hospital affiliate.

5. Academic dishonesty in professional or related courses.

6. Sexual harassment in the didactic or clinical settings.

7. Any situation which is deemed to be unacceptable by the clinical affiliate and/or the clinical instructor.

8. Refusal of the clinical affiliate to allow a student on hospital property for violations such as, but not limited to, theft, misconduct or positive for drug, the student will not be allowed to continue in the program.

The student has a right to appeal a dismissal through the academic appeal process outlined in the college catalogue and student handbook.

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NEW YORK CITY COLLEGE OF TECHNOLOGY
Department of Radiologic Technology & Medical Imaging

CLINICAL DISMISSAL POLICY AND PROCEDURES

IMMEDIATE CLINICAL DISMISSAL POLICY

The Clinical Affiliate reserves the right to dismiss a student from the clinical education center immediately, when the health and safety of a patient is affected by the negligent, incompetent, unethical or illegal practice of the student.

The student involved will be notified verbally and in writing by the Clinical Instructor as the reason(s) for the dismissal. The Clinical Instructor will notify the chairperson and the clinical coordinator of the immediate dismissal. The student may not return to clinical rotation until the incident has been reviewed by the chairperson and a determination is made as to whether the incident warrants Program Dismissal. The student may continue to attend all course lectures until disposition of the incident has been rendered.

APPEAL OF IMMEDIATE CLINICAL DISMISSAL

A student who has been dismissed from the clinical education center has the right to appeal the immediate dismissal decision.

Step 1 It is the student's responsibility to immediately contact the Clinical Instructor for the purpose of discussing the circumstances of the dismissal. The Clinical Instructor will report findings to the Chairperson and Clinical Coordinator.

Step 2 The Chairperson and Clinical Coordinator has the discretion to decide whether the dismissal should be upheld, in which case Step 3 would be activated. The Chairperson may also decide the re-instate the student once all the circumstances have been heard and evaluated.

Step 3 Should the dismissal be upheld, the student will be given the opportunity to address the Chairperson, Clinical Instructor, Department Disciplinary Committee within five (5) class days, for the purpose of presenting the circumstances surrounding the clinical dismissal. The student has the right to have someone of his/her choice accompany them to this review. In addition to the Radiology Department's faculty, a college counselor will serve as consultants at the review, to determine the disposition of the student. Students who are dismissed clinically are not permitted to continue in the Program.

Step 4 The Chairperson will notify the student in writing as to the decision of the Department Disciplinary Committee.

Step 5 The student has the right to appeal this decision through the academic appeal process outlined in the college catalogue and student handbook.

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NEW YORK CITY COLLEGE OF TECHNOLOGY
Department of Radiologic Technology & Medical Imaging

DUE PROCESS POLICY AND PROCEDURES

The purpose of the Due Process Procedure is to adhere to the issues of a grade appeal complaint or grievance and to provide students with a procedure for addressing complaints.

The following applies to all Radiologic Technology & Medical Imaging students.

Appealing a Final Grade

A student who wishes to appeal a final grade in a RAD course should initiate the process by referring to the College Catalog for complete instructions regarding the process of appealing a final grade.

Complaint/Grievance

Radiography students have a right to file a complaint/grievance concerning any incident that they feel undermines their educational pursuit at New York City College of Technology.

To file a complaint or grievance other than an academic grade appeal, the student should:

Step 1. If the complaint is against a faculty member or clinical member, the student is encouraged to promptly make an appointment with the faculty member to resolve the complaint or grievance.

Step 2. If the issue is not resolved, the student may file a written complaint with the department chairperson or clinical coordinator or make an appointment with the department chairperson or clinical coordinator within one week to discuss the issue.

Step 3. The department chairperson will consult with the faculty to discuss the complaint or grievance and try to resolve the issue within two weeks.

Step 4. If the issue cannot be resolved the student has the right to file a complaint with the Office of the Vice President for Enrollment and Student Affairs.

(Refer to Policy on Student Complaints, in the College Catalogue. The complaint must be filed on the Titled Complaint/Incident Form within 30 calendar days.

Clinical Affiliate

1. A student who has a grievance may take action in the following sequence:

    1.1 Discuss the issue with the clinical instructor and individual involved and seek a resolution of the problem.

    1.2 If a mutually satisfactory understanding has not been reached, the student may request a meeting with the appropriate clinical affiliate supervisor within five (5) days of the initial meeting. This meeting should involve the supervisor, the clinical faculty member and the student.

    1.3 The clinical instructor will submit a report to the clinical coordinator or the chairperson within five (5) days of the conclusion of the meeting.

    1.4 The chairperson and clinical coordinator will meet the student to deliver if further investigation is needed. The matter should be concluded within three (3) weeks.

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STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENCES

Adapted by
The Joint Review Committee on Education in Radiologic Technology,
January 1996; revised April 2020, effective January 1, 2021.

Standard One: Accountability, Fair Practices, and Public Information
The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

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

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

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

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

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement
The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Additional information about JRCERT Accreditation Standards is available from the Department of Radiologic Technology & Medical Imaging.

Students who wish to contact the JRCERT regarding issues of non-compliance may contact:

Joint Review Committee on
Education in Radiologic Technology
20 North Wacker Drive - Suite 2850
Chicago, IL 60606-3182

Tel. (312) 704 5300
Web Site: http://www.jrcert.org

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NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

DEPARTMENT OF
RADIOLOGIC TECHNOLOGY &
MEDICAL IMAGING
Academic Complex A-414 • 285 Jay Street
Brooklyn, NY 11201
radiologictech@citytech.cuny.edu
www.citytech.cuny.edu/radiologic

POLICY ON NON-COMPLIANCE OF JRCERT STANDARDS

Radiography students, faculty, graduates, or other individuals have the right to file a complaint with the Joint Review Committee on Education in Radiologic Technology (JRCERT) concerning any failure by the Department to comply with the STANDARDS of the JRCERT and undermines their educational pursuit at New York City College of Technology.

The policy's purpose is to address non-compliance with the JRCERT STANDARDS.

This policy particularly applies in cases where an individual has a complaint about the Department non-compliance. Please be advised that students, faculty, graduates, or other individuals are not required to inform the Department, or New York City College of Technology, of the decision to report allegations to the JRCERT. Also, JRCERT will not reveal the student, faculty, graduates, or other individuals' information or identity unless it is required to do so through the legal process.

To file a complaint, use the contact information listed below:

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)
20 N. Wacker Drive – Suite 2850
Chicago, IL 60606-3182
(312) 704 5300
www.jrcert.org
mail@jrcert.org

Revised 1-31-2024

ELIGIBILITY FOR NYSDOH LICENSE AND ARRT CERTIFICATION

The New York State Department of Health requires disclosure of conviction for legal offenses, as described in the following statements.

Disqualification from examination, Section 89.16

(a) An applicant shall be disqualified from admission to examination under subdivision 1(b) of section 3505 of the Public Health Law if the department shall determine that the applicant has violated applicable provisions of subdivision 1 of section 3510 of the Public Health Law, or the applicant has been convicted of one or more criminal offenses bearing a direct relationship to the practice of radiologic technology. An offense hearing a direct relationship to the practice of radiologic technology shall be deemed to include, but shall not be limited to: an offense involving a threat or use of physical violence, sexual behavior, or illegal possession or use of drugs, which such offense was committed by an applicant while engaged in the practice of radiologic technology. An offense may he deemed to bear a direct relationship to the practice of radiologic technology irrespective of whether or not the offense was committed while the applicant was engaged in the practice of radiologic technology, provided that, in the reasonable judgment of the department, the act or acts for which the applicant was convicted could have involved an unreasonable risk to the safety or welfare of patients if committed by the applicant while engaged in the practice of radiologic technology. In making a determination of the relevance of previous criminal convictions, the department shall also consider, but not be limited to, the following factors:

(1) the number and seriousness of the underlying offenses of such convictions;
(2) the time which has elapsed since such convictions;
(3) the age of the applicant at the time of occurrence of the underlying offenses; and
(4) evidence of rehabilitation and good conduct since such convictions, including the issuance to the applicant of a certificate of relief from disabilities or a certificate of good conduct.

This is an overview of Section 89.16 of the Public Health Law. Additional guidelines are available in the Office of the Chairperson.

The American Registry of Radiologic Technologists provides the following statement about determination of eligibility for certification.

Convictions or charges resulting in any of the following must be reported:

- plea of guilty
- plea of nolo contendere
- withheld adjudication
- suspended sentence
- military court-martial

Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use.

A pre-application for determination of eligibility should be made by any student to the American Registry of Radiologic Technologists who has such a record. If you have a conviction record which may have to be disclosed under these policies, you must make an appointment with me this semester for a confidential discussion of the circumstances.

Eligibility For NYSDOH License And ARRT Certification (continued)

Candidates must comply with the "Rules of Ethics" contained in the *ARRT Standards of Ethics.* The Rules of Ethics are standards of minimally acceptable professional conduct for all presently Registered Technologists and applicants. The Rules of Ethics are intended to promote the protection, safety and comfort of patients. Registered Technologists and applicants engaging in any of the conduct of activities noted in the Rules of Ethics, or who permit the occurrence of said conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described. One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Convictions which have been expunged must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Those who do not comply with the Rules of Ethics must supply a written explanation, including court documentation of the charges, with the applications for examination. Additional information may be found at https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements the *ARRT Standards of Ethics*, Rules of Ethics.

Individuals who have violated the Rules of Ethics may file a pre-application with the ARRT in order to obtain a ruling of the impact on their eligibility for examination. The individual may submit the pre-application at any time either before or after entry into an accredited educational program. This process may enable the individual to avoid the delays in processing the application for examination which is made at the time of graduation. The pre-application is not contained in this Handbook and must be requested directly from the ARRT. Submission of a pre-application does not waive the application for examination, the examination fee, the application deadline or any of the other application procedures.

This is an overview of the ARRT Standards of Ethics. A full listing of Guidelines may be found in the Office of the Chairperson.

Please sign the statement below to show that you have read this memo.

I understand that a conviction as described above could affect my eligibility for licensing or certification as a radiologic technologist.

_____ _____

print name signature date

ZV:RT

[W]

SAMPLE COURSE OF STUDY FOR ADVISEMENT

Rev. Spring 2023

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

DEPARTMENT OF RADIOLOGIC TECHNOLOGY & MEDICAL IMAGING

Name: _____
PRINT STUDENT'S NAME
EMPL ID# _____

AAS PROGRAM

PRECLINICAL 1 *(8 credits)*	CR	Remarks	
2 WI courses (one in Gen Ed and one in the major) are required			
BIO 1101 Biology (minimum grade "C")	4		
ENG 1101 English Composition I	3		
RAD 1124 Introduction to Radiologic Technology & Medical Imaging	1		
PRECLINICAL 2 *(8 credits)*			
BIO 2311 Human Anatomy and Physiology I (minimum grade "C")	4		
MAT 1275 College Algebra and Trigonometry or higher	4	16 credits	

SEMESTER 1 *(12 credits)*			
BIO 2312 Human Anatomy and Physiology II (minimum grade "C", and must be within the last 5 years)	4		
RAD 1125 Radiographic Procedures I	2		
RAD 1126 Image Production and Evaluation I	2		
RAD 1127 Patient Care and Management	2		
RAD 1129 Radiation Protection and Applied Radiobiology	2	12 credits	
SEMESTER 2 *(12 credits)*			
PHIL 2203 Health Care Ethics	3		
RAD 1225 Radiographic Procedures II	2		
RAD 1226 Image Production and Evaluation II	2		
RAD 1227 Radiographic Pathology	3		
RAD 1228 Clinical Education I	2	12 credits	
SUMMER 1 *(3 credits)*			
RAD 1229 Clinical Education II	3	3 Credits	
SEMESTER 3 *(12 credits)*			
PSY 1101 Introduction to Psychology	3		
RAD 2325 Radiographic Procedures III	2		
RAD 2326 Radiographic Physics	2		
RAD 2327 Cross Sectional Anatomy	2		
RAD 2328 Clinical Education III	3	12 credits	
SEMESTER 4 *(9 credits)*			
RAD 2425 Advanced Radiographic Studies	2		
RAD 2426 Imaging Modalities (WI)	2		
RAD 2427 Seminar: Film Critique	2		
RAD 2428 Clinical Education IV	3	9 credits	
SUMMER 2 *(2 credits)*			
RAD 2429 Clinical Education V	2	2 credits	

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH
DEPARTMENT OF RADIOLOGIC TECHNOLOGY & MEDICAL IMAGING

BS PROGRAM

SAMPLE COURSE OF STUDY FOR ADVISEMENT
Rev. Spring 2023

Name: _____
PRINT STUDENT'S NAME
EMPL ID# _____

SEMESTER 5 *(15 credits)*	CR	Remarks	
COM 1330 Public Speaking	3		
PHYS 2603 Physical Principles of Medical Imaging	3		
WCGI World Cultures and Global Issues	3		
PSY 2XXX	3		
CHOOSE 1 ADDITIONAL COURSE FROM THE OPTIONS BELOW:			
GEN *RAD 3629 Advanced Anatomy with Pathophysiology	3	15 credits	
CT ** RAD 3525 CT Anatomy, Pathophysiology & Instrumentation	3	15 credits	
MR *** RAD 3737 MR Anatomy, Pathophysiology & Instrumentation	3	15 credits	
SEMESTER 6 *(13 to 14 credits)*			
ENG 1121 English Composition II	3		
MAT 1375 Pre-Calculus	4		
USED US Experience in Its Diversity	3		
CHOOSE ADDITIONAL COURSE/S FROM THE OPTIONS BELOW:			
GEN *RAD 3726 Advanced Imaging I	3	13 credits	
CT** RAD 3728 CT Clinical Education I + RAD 4828 Medical Informatics/QM/HIS	1+3	14 credits	
MR *** RAD 3739 MR Clinical Education I + RAD 4828 Medical Informatics/QM/HIS	1+3	14 credits	
SEMESTER 7 *(13 to 15 credits)*			
RAD 3527 Advanced Patient Assessment – Pharmacology	3		
ID Interdisciplinary	3		
CE Creative Expression	3		
LIB 1201 Research and Documentation for the Information Age (WI)	3		
CHOOSE 1 ADDITIONAL COURSE FROM THE OPTIONS BELOW:			
GEN *RAD 4826 Advanced Imaging II or RAD 3200 Principles of Mammography	3	15 credits	
CT ** RAD 4628 CT Clinical Education II	1	13 credits	
MR *** RAD 4629 MR Clinical Education II	1	13 credits	
SEMESTER 8 *(12 to 13 credits)*			
Lib Art	3		
Lib Art	3		
RAD 4830 Capstone Leadership Roles in Medical Imaging (WI)	3		
CHOOSE ADDITIONAL COURSE/S FROM THE OPTIONS BELOW:			
GEN *RAD 4828 Medical Informatics/QM/HIS	3	12 credits	
CT ** RAD 4728 CT Clinical Education III + RAD 4827 Advanced CT Theory and Applications	1+3	13 credits	
MR *** RAD 4729 MR Clinical Education III + RAD 4829 Advanced MR Theory and Applications	1+3	13 credits	

* General Concentration
** Computed Tomography Concentration
*** Magnetic Resonance Concentration

Writing Intensive (WI) Requirement
Students at New York City College of Technology must complete two courses designated WI for the associate level, one from Gen Ed and one from the major; and two additional courses designated WI for the baccalaureate level, one from Gen Ed and one from the major.

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

Department of Radiologic Technology & Medical Imaging

COURSE REPEAT POLICY

Students must achieve a minimum grade of "C" in each course designated with the prefix RAD and BIO. Any student earning a grade "D" in a RAD course will not be allowed to progress in the program without repeating the course and earning a minimum grade of "B-". No course in the program may be repeated more than once.

DRESS CODE POLICY FOR LABORATORY EXPERIMENTS: RAD 1125, RAD 1126, RAD 1127, RAD 1225, RAD 1226, RAD 2325, RAD 2427

During lab, all students are expected to dress in a professional manner full-length pants and tops, and no mini-skirts. A white lab coat with the official departmental logo attached to the left upper sleeve and a radiation monitoring device is required. Additional emblems, logos and names of other institutions are not permitted. Any student found in violation of these dress code requirements, as written or as clarified by Department faculty, will be required promptly to comply with these regulations.

ACTIVE PARTICIPATION POLICY FOR CLASS AND LAB

Students are required to fully and actively participate in all classroom & laboratory activities/experiments. As a professional program, participation is essential in order to develop and maintain cognitive and psychomotor skills to practice safely.

Students will be considered late if they are not present when participation/attendance is taken or by the established time set by the instructor. Students who arrive late will be recorded as limited participation based on how long the student was not present in class or lab. This will in turn impact performance and ultimately course grade.

All laboratory activities and/or experiments must be carried in the presence of a certified and licensed course instructor or college lab technician (CLT).

Note:
It is the **student's** responsibility to obtain all class work covered during this absence.

[Appendix Y]

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH
THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF RADIOLOGIC TECHNOLOGY & MEDICAL IMAGING

Magnetic Resonance (MR) Safety Screening Protocol

Revised: March 24, 2022

The Radiologic Technology & Medical Imaging program has a safety screening protocol for the Magnetic Resonance Imaging environment. Students are required to complete MR orientation and screening that reflect current American College of Radiology (ACR) MR safety guidelines prior to the clinical internship experience. The purpose of the safety screening protocol is to ensure that students are appropriately screened annually for magnetic field and/or radiofrequency hazards. Students are mandated to notify the program should their status change during the course of their tenure.

The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, students are taught safety practices prior to the clinical experience. They are required to view an MR safety video followed by discussions; and complete an *MR Safety Screening Form* in its entirety. The document is reviewed by program officials and if any personal risk is revealed or raise concern regarding safety due to potential dangers of foreign bodies or implants etc., the student's physician or surgeon will make the determination of his or her ability to participate safely in the MR environment.

Magnetic Resonance (MR) Environment Screening Form

Important Instructions: Remove all metallic objects before entering the MR environment or MR room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toed boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment. Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

WARNING: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR room. Do not enter the MR environment if you have any question or concern regarding an implant, device, or object.

Last Name	*First Name*	*Semester/Year*	*EMPLID #:*
Address	*City*	*State*	*Zip Code*

Please answer the questions below to the best of your knowledge.

Have you ever had an operation or surgical procedure of any kind?	☐ **Yes**	☐ **No**
Have you ever had an injury to the eye involving a metallic object?	☐ **Yes**	☐ **No**
Have you ever been a machinist, welder or metal worker?	☐ **Yes**	☐ **No**
Have you ever been injured by a metallic object or foreign body? ***(e.g., BB, bullet, shrapnel etc.)***	☐ **Yes**	☐ **No**

Please list all surgical procedures including dates:

_____ _____

_____ _____

_____ _____

Please indicate if you have any of the following Items:

Please indicate if you have any of the following Items:

1. **PACEMAKER** wires or defibrillator ☐ **Yes** ☐ **No**
2. Aneurysm clip/s ☐ **Yes** ☐ **No**
3. Ear **IMPLANT** or **HEARING AID** (must be removed) ☐ **Yes** ☐ **No**
4. Infusion pump, or medication pump of any kind ☐ **Yes** ☐ **No**
5. Eye Implant ☐ **Yes** ☐ **No**
6. Electrical stimulator for nerves or bone ☐ **Yes** ☐ **No**
7. Bullets, BBs or pellets ☐ **Yes** ☐ **No**
8. Metal shrapnel or fragments ☐ **Yes** ☐ **No**
9. Magnetic implant (anywhere in the body) ☐ **Yes** ☐ **No**
10. Coil, filter, or wire in a blood vessel ☐ **Yes** ☐ **No**
11. Artificial limb or joint ☐ **Yes** ☐ **No**
12. Eyelid tattoo ☐ **Yes** ☐ **No**
13. Implanted catheter or tube ☐ **Yes** ☐ **No**
14. Artificial heart valve ☐ **Yes** ☐ **No**
15. Any type of prosthesis or implants ☐ **Yes** ☐ **No**
16. Shunt ☐ **Yes** ☐ **No**

Please Indicate If You Have Any Of The Following Items cont.:

17. False teeth, retainers, or magnetic braces ☐ **Yes** ☐ **No**
18. Surgical clips, staples, wires, mesh, or sutures ☐ **Yes** ☐ **No**
19. Orthopedic hardware (plates, screws, pins, rods, wires) ☐ **Yes** ☐ **No**
20. Tissue expander for future implants ☐ **Yes** ☐ **No**
21. Other implant ☐ **Yes** ☐ **No**

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. I further understand that should there be a change in my health status that would pose a hazard to me, I'm obligated to report it to the radiologic technology program.

Person Completing Form: _____ **Date:** ____/____/_____
Signature

Form Reviewed by: _____ **Date:** ____/____/_____
Date:
_____
/_____
/_____
Signature

Reviewer Name: _____

❒ Program Director
❒ Clinical Coordinator
❒ Faculty
❒ CLT

Revised: March 24, 2022
By Prof. E. Lespinasse, Faculty

[Z]

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

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Email: radiologictech@citytech.cuny.edu

HEALTH EXAMINATION FORM

Student _____ **EMPLID** _____
(last name, first name)

Address _____ **SS No.** _____/_____/_____

City _____ **State** _____ **Zip** _____

Telephone _____ **Date of Birth** _____

Evaluation: To be completed by a physician.

PLEASE NOTE: **ALL ITEMS MUST BE ANSWERED OR FORM WILL BE RETURNED**

1. Medical History and Physical Examination (within 12 months of start date):
Findings:
❒ Normal ❒ Abnormal

Comments: _____

2. Rubella *Titer:
❒ Immune
❒ Non Immune

MMR Vaccination Date:
#1 _____

3. Measles (Rubeola) *Titer:
❒ Immune
❒ Non Immune

MMR Vaccination Dates:
#1 _____
#2 _____

4. Mumps *Titer:
❒ Immune
❒ Non Immune

MMR Vaccination Dates:
#1 _____
#2 _____

5. Varicella *Titer:
❒ Immune
❒ Non Immune

Vaccination Dates:
#1 _____
#2 _____

6. HBV Surface Antibody *Titer:

❒ Immune
❒ Non Immune

Hepatitis B Vaccination Dates:
#1 _____
#2 _____
#3 _____

7. Adult Diphtheria/Tetanus: _____ **Date Given:** _____

8. Seasonal Flu Vaccine: _____ **Date Given:** _____

9. Allergy to Latex: ❒ yes or ❒ no

***Attach copy of Titer results to this form.**

10. PPD Test (QFT Gold or two-step testing)

QFT Gold Given: _____ **Results:** Negative ❒ Positive ❒

First Test Given: _____ Read: _____ **Results:** Negative ❒ Positive ❒

Second Test Given: _____ Read: _____ **Results:** Negative ❒ Positive ❒

****Note:** A second PPD test is not needed if the student has had a documented, negative test during the previous 12 months or if an IGRA (QFT - GIT) was given.

Chest X-Ray on: _____ **Results:** Normal ❒ Abnormal ❒

CBC: _____ **Results:** _____ **Date**: _____

Urinalysis: _____ **Results:** _____ **Date**: _____

CLINICAL EDUCATION SITE REQUIREMENTS:

Students assigned to clinical education sites **may be** subjected to background checks and drug screening by the clinical affiliates. Each clinical affiliate will set the criteria for background checks and drug screening.

1. Drug Screening: Date: _____ **(Attach on lab letterhead)**

2. Background Check: Date: _____

3. Respirator Fit Testing: _____ Mask: _____ Size: _____

Pursuant to Section 405.3(b) for the New York State Hospital Codes, the following information of Physical Examination is required:

I have examined _____ **on (date)**_____

Is there an emotional, mental or physical condition for which this student is under medical examination and/or taking medication?

❒ **YES** ❒ **NO**

If yes, please specify _____

Based on my physical examination and the patient's medical history, I believe that the above referenced is free from a health impairment which is a potential risk to patients or which interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior.

Date: _____ **Printed Name:** _____**Tel #:** _____

License #: _____**Signature of Physician:** _____

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