

UNIVERSITY OF HARTFORD

Radiologic Technology Policy & Procedure Manual

2019 - 2020

**University of Hartford
200 Bloomfield Avenue
West Hartford, CT 06117**

The policies and procedures described herein pertain to students beginning matriculation in the professional component of the RAD curriculum during the Fall 2019 semester.

TABLE OF CONTENTS

Introduction	4
What is Radiologic Technology?	5
Radiologic Technology Program Mission Statement & Goals	6
Student Learning Outcomes	7
Assessment of Programmatic Effectiveness	7
University Administrative Structure	8
Program Administrative Structure	9
American Registry of Radiologic Technologists (ARRT) Code of Ethics	10
Technical Requirements	11
Admission Procedure	12
Progression Requirements	13
Programmatic Warning	13
Requirements for the A.S. & B.S. Degrees in Health Science	14
Dismissal Policy	14
Leave of Absence	14
Reinstatement Policy & Application Process	15
Additional Program Costs	15
Student Success Initiative	16
Health Forms	16
Professional Liability Insurance	17
Professional Curriculum in Radiography	17
Advanced Practice Curricula in CT, MRI, & US	18
Certificate and Degree Requirements	20
Professional Membership	21
Program Accreditation	21
Advisory Board	22
Grading Policies	23
Quizzes, Exams, and Make-up Exams	23
Academic Grievance Policy	23

Clinical Grievance Policy	24
Clinical Competency Evaluations	25
Attendance Requirements	26
Total Weekly Hours	26
Tardiness, Academic and Clinical	26
Professional Behavior	27
Harassment	27
Substance Abuse	27
Background Checks & Drug Screening	27
Inclement Weather Policy	28
Occupational Radiation Monitoring	28
Declared Pregnancy Policy	29
Undeclared Pregnancy Policy	30
MRI Safety and Screening	30
Student Health Insurance Verification	30
HIPAA	30
RAD Certificate Ceremony & Academic Awards	31
Commencement	32
Professional Certification & Licensure	32
Eligibility for ARRT Certification	33

INTRODUCTION

Welcome to the Radiologic Technology (RAD) Program at the University of Hartford! It is our honor and pleasure to assist you in the pursuit of an education and professional career in medical imaging. Your chosen profession is a special one that offers a rewarding career with substantial potential for personal growth and satisfaction. The nature of this vocation calls for highly motivated individuals who are committed to service and to the care of the injured or ill. The RAD program strives to prepare fully competent students to become valued members of the healthcare team.

Towards this endeavor, the Radiologic Technology Program is deeply committed to:

- ❖ Excellence in education for all students.
- ❖ Excellence in health care delivery to all patients.
- ❖ Excellence in service to all individuals.

Our fully accredited program in Radiography integrates state-of-the-art didactic instruction in the principles of medical imaging with competency-based clinical instruction at our affiliate institutions. Our professional curriculum is routinely monitored and updated to ensure that our students receive the most current information required for clinical practice in the modern imaging department. By synthesizing these didactic and clinical experiences, our students are afforded the opportunity to develop critical thinking and problem-solving skills that elevate their professional practice beyond the level of basic procedural competency. Our program graduates enter a dynamic healthcare profession with the tools required to constantly adapt and thrive in their compassionate care for others.

This manual has been prepared for our Radiologic Technology students and should be used as a reference for the regulations and policies of the RAD Program at the University of Hartford. This manual is designed to serve as an adjunct to the University student handbook (*The Source*), which includes additional rules, regulations, and requirements of all students of the University of Hartford. Each student enrolled in the RAD program is responsible for reading, understanding, and adhering to the policies, rules, and procedures presented herein. These important provisions serve as a guide for our students as they work to develop the highest level of clinical professional performance in medical imaging. All students will be strictly held to the standards described in this manual. However, the manual is **not** a contract between the Program and our students. We reserve the right to amend or modify these policies, rules, and procedures at any time deemed necessary.

It is our sincere hope that you will fully realize the opportunities that our Program and a professional career in medical imaging afford. Best wishes for success!

- *The Faculty of the Radiologic Technology Program, University of Hartford*

WHAT IS RADIOLOGIC TECHNOLOGY?

The discovery of x-rays occurred on November 8, 1895 by the German scientist Wilhelm Conrad Roentgen. Beginning almost immediately after his discovery, ionizing radiation has been effectively utilized to diagnose and treat disease within the medical profession of Radiology. Today, Radiology has become highly specialized and is comprised of multiple divisions including Diagnostic Radiography, Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Nuclear Medicine, Positron Emission Tomography (PET), Ultrasonography, and Radiation Therapy. Your chosen discipline of diagnostic radiography combines the advanced technology of complex imaging equipment, ionizing radiation, and direct patient care in the production of detailed images of the body. The Radiologic Technologist, or Radiographer, is responsible for a host of challenging and richly rewarding tasks while functioning as technical assistants to Radiologists. A Radiologist is a medical doctor who specializes in the use of ionizing and non-ionizing imaging modalities to diagnose and treat patients with a broad spectrum of medical conditions. The radiographer works with, and under the direction of the radiologist in coordination with other members of the healthcare team. This group of dedicated professionals works together towards a singular goal – to provide the best possible care to patients.

Over the past 120 years, the field of medical imaging has undergone vast changes in imaging equipment and technology. Highly specialized modalities such as breast imaging, dual energy x-ray absorptiometry (DEXA), cardiovascular interventional technology, computed tomography (CT), and magnetic resonance imaging (MRI) are but a few of the advanced imaging techniques utilized by the Radiology team. Students who successfully complete their education in our accredited program in Radiography and become certified by the American Registry of Radiologic Technologists (ARRT) may choose to seek additional education in these ancillary-imaging modalities. Medical imaging services are available in a variety of settings such as hospitals, private imaging facilities, physicians' offices, mobile imaging companies, industrial plants, and research centers.

Job opportunities for radiographers include positions as staff technologists, supervisors, and administrators in the various career settings previously mentioned. Employment opportunities are also available in the areas of medical sales and marketing as related to the field of diagnostic imaging equipment. In the area of education, teaching positions are offered in hospital based educational programs, with an increased emphasis on clinical and academic positions available in community college or university settings. As demonstrated by the variety of career opportunities and the opportunity for advancement, it is evident that the future outlook for the professional Radiologic Technologist is excellent.

UNIVERSITY OF HARTFORD

MISSION

The College of Education, Nursing, and Health Professions provides a reflective, collaborative and scholarly environment where we prepare professionals to teach, promote well-being, and become leaders in local, national and global communities.

RADIOLOGIC TECHNOLOGY PROGRAM¹

MISSION

The Radiologic Technology Program of the University of Hartford fosters an environment of didactic and clinical excellence in the preparation of competent, entry-level radiographers.

PROGRAM GOALS

Graduates of the University of Hartford's Radiologic Technology Program are expected to meet the following goals for graduation:

GOAL 1: Students will demonstrate the clinical competence of entry-level radiologic technologists.

GOAL 2: Students will employ effective communication skills.

GOAL 3: Students will develop and employ critical thinking skills.

GOAL 4: Students will demonstrate a commitment to professional growth and development.

¹ Reviewed 2019

STUDENT LEARNING OUTCOMES²

In Support of Goal 1:

- 1.1 Students will demonstrate competence in routine radiographic procedures.
- 1.2 Students will practice radiation protection.

In Support of Goal 2:

- 2.1 Students will employ effective oral communication skills.
- 2.2 Students will employ effective written communication skills.

In Support of Goal 3:

- 3.1 Students will sufficiently adapt technical factors based on the clinical situation.
- 3.2 Students will demonstrate the ability to respond to a critical situation.

In Support of Goal 4:

- 4.1 Students will demonstrate professionalism during their clinical experience.
- 4.2 Students will integrate a commitment to life-long learning into their professional practice of radiologic technology.

ASSESSMENT OF PROGRAMMATIC EFFECTIVENESS³

<u>Outcome</u>	<u>Benchmark</u>
1. Students will pass the ARRT examination on the first attempt.	75%
2. Students will be gainfully employed as radiologic technologists within the first 6 months following graduation.	75%
3. Students will successfully complete the program.	75%
4. Students will be satisfied with their education.	Alumni survey item #8 – 3.5/4.0
5. Employers will be satisfied with the performance of our graduates.	Employer survey item #5 – 3.5/4.0

² Revised 8/2010, Reviewed 2019

³ Revised 8/2012, Reviewed 2019

UNIVERSITY ADMINISTRATIVE STRUCTURE⁴

President

Gregory Woodward
860.768.4417

Provost

H. Frederick Sweitzer
860.768.4505

Associate Provost and Dean of Graduate Studies

T. Clark Saunders
860.768.4504

Assistant Provost for Academic Finance, Administration and Planning

Robert McAlpin
860.768.5425

Dean of Undergraduate Learning

James Shattuck
860.768.4407

Associate Vice President for Institutional Effectiveness and Continuing Education

R.J. McGivney
860.768.4401

Dean of Students

Aaron Isaacs
860.768.4285

Vice President, General Counsel and Secretary

Maria A. Feeley
860.768.4275

Dean of Admission

Richard A. Zeiser
860.768.4181

⁴ Revised 8/2019

PROGRAM ADMINISTRATIVE STRUCTURE⁵

Cesarina Thompson
Dean, College of Education, Nursing, and Health Professions (ENHP)
Hillyer Hall, Rm. 200
(860)768-4648
CTHOMPSON@hartford.edu

Karen Duhamel
Co-Chair, Department of Health Sciences
Auerbach Hall, Rm.
(860)768-

Douglas Dix
Co-Chair, Department of Health Sciences
Dana Hall, Rm.

Daniel N. DeMaio
Director, Radiologic Technology Program
Dana Hall, Rm. 433
(860)768-5752
ddemaio@hartford.edu

Lucy M. Richard
Director of Clinical Education, Radiologic Technology Program
Dana Hall, Rm. 429D
(860)768-5374
Richard@hartford.edu

Kori Stewart
Clinical Director – CT/MRI/SONO
Dana Hall, Rm. 437
(860)768.4831
korstewar@hartford.edu

Barbara Asher
Clinical Coordinator – SONO
Dana Hall, Rm 429B
860-768-5207
asher@hartford.edu

⁵ Revised 8/2019

THE ARRT CODE OF ETHICS FOR THE RADIOLOGIC TECHNOLOGIST⁶

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

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

*Adapted from the ARRT, 2017



⁶ Reviewed 7/19

TECHNICAL REQUIREMENTS⁷

To competently perform the required skills of a Radiographer, students of the Program must possess the physical, cognitive, and socio-emotional skills listed below:

1. The student/radiographer must demonstrate sufficient strength, mobility, and manual dexterity to:
 - a. Move, transport, lift, or transfer patients from wheelchair or stretcher to table or bed, and vice-versa.
 - b. Manipulate, move, and adjust various equipment including:
 - The operation of small controls and complex technical devices.
 - The alignment of radiographic equipment with the patient/part.
 - Transporting large and potentially heavy imaging equipment over varying distances within the healthcare facility.
 - Reaching, kneeling, bending, stooping, and crouching to properly manipulate equipment and patient/part in the production of quality radiographic images.
 - c. Perform all physical requirements with speed and accuracy while upholding established standards of procedure quality and patient safety.
 - d. Stand upright without support and walk for long periods of time.

2. The student must be capable of:
 - a. Appropriately handling stressful situations related to technical and procedural standards, urgent patient care situations, multi-tasking, and inter-personal team dynamics.
 - b. Providing emotional and physical support to all patients with maximum respect, empathy, and dignity.
 - c. Effectively interacting in a socially acceptable manner with all patients, family members, physicians, supervisors, and co-workers.
 - d. Efficiently assessing the patient's condition including color, respiration, motion, emotional & cognitive status, verbal & non-verbal expression, etc.
 - e. Adequately responding to emergency situations by providing first-line care to patients prior to the arrival of other team members.
 - f. Hearing audible signals of patient distress, equipment operation/malfunction, overhead announcements, and safety warnings.
 - g. Visual acuity to:
 - Utilize computer terminals, other digital equipment, and various technological controls
 - Assess radiographic images
 - Read and interpret written documentation
 - Monitor patient and equipment during procedures
 - h. Effective verbal communication to provide optimal customer service, obtain clinical history information, and direct patients during radiographic procedures.
 - i. Handling confidential patient information with maximum discretion.

⁷ Effective 2010, Revised 8/2019

3. The student must have the cognitive capacity to:
 - a. Conceptualize human anatomy in three dimensions.
 - b. Utilize basic mathematical concepts and arithmetic formulae to perform exposure factor calculations and other technical problems related to radiographic image quality.
 - c. Understand and apply didactic theory of radiographic imaging principles to their respective clinical applications.

These standards reflect reasonable expectations of the Radiologic Technology student for the performance of common functions of the Radiologic Technologist. If a student is unable, or suspects s/he may be unable, to complete any of the essential functions outlined above, the student is strongly encouraged to consult with the Access-Ability Services Office at the University of Hartford. Access-Ability Services at the University of Hartford is committed to providing accommodations and services to students with disabilities in order to ensure an accessible university experience where individuals with disabilities have the same access to programs, opportunities and activities as all others. Access-Ability Services engages in an interactive process with each student and reviews requests for accommodations on a case-by-case basis. Students seeking accommodations or services from the University of Hartford are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities (ADA). Please refer to the Access-Ability Services website (www.hartford.edu/access-ability) for more information on specific criteria needed to be eligible for services/accommodations at the University of Hartford. Access-Ability Services is voluntary, and it is the student's responsibility to initiate and maintain contact. The student is responsible for submitting documentation to Access-Ability Services, separate from their admissions application. After you have submitted your documentation, Access-Ability Services will review and determine eligibility for services. If you are eligible for services, you will receive an email at your University of Hartford email account to schedule your Intake Interview appointment.

ADMISSION PROCEDURE⁸

Applicants are accepted into the Radiologic Technology Program as freshman. Information regarding specific admission criteria may be obtained by contacting the University of Hartford Admissions office at (860)768-4296.

A first-year (freshman) student must maintain an overall GPA of 2.5 for eligibility to progress into the professional portion of the curriculum in the Fall of sophomore year. Only students who successfully complete all required courses during the first (freshman) year, with a minimum 2.5 GPA are eligible to enter the professional portion of the Radiography curriculum. Students who fail to achieve the 2.5 minimum GPA and lose their professional RAD program eligibility are encouraged to re-apply for eligibility once the disqualifying item(s) have been rectified.

Opportunities for transfer students are limited and occur only on a space-available basis. A minimal number of slots may open for transfer (non-Freshman) applicants to the RAD program each year. Students wishing to transfer from other majors or Colleges of the University of Hartford must have

⁸ Effective 8/2010, Reviewed 2019

completed all prior coursework with a minimum GPA of 2.5. Transfer students must also have completed the following required courses:

- a. One college-level math course (3 credits) at the algebra level or higher.
- b. One college level course, with lab in each of the following sciences: general biology (4 credits), general chemistry (4 credits), and general physics (4 credits)

Once these criteria have been met, students who are interested in placing their name on a waiting list for consideration must do so by contacting the Radiologic Technology Program Director at ddemaio@hartford.edu or (860)768-5752. Decisions on waiting list applicants are made in the May prior to each Fall semester and are based solely on achieved GPA. ***The process for transfer application, wait-listing, and selection to the RAD program applies to transfer students from both within and outside the University of Hartford.***

All applicants to the Program are advised to review the rules and regulations of the American Registry of Radiologic Technologists (ARRT) at www.arrt.org and the American Society of Radiologic Technologists (ASRT) Code of Ethics at www.asrt.org.

Prior to application to the RAD program, students are encouraged to review the Ethics Requirements for ARRT Certification at www.arrt.org/Certification.

FIRST YEAR REQUIREMENTS

PROGRESSION REQUIREMENTS⁹

The radiologic technology (RAD) program curriculum consists of a designated sequence of courses, extending through nine consecutive semesters. The minimum grade requirement for each radiography (RAD) course is the equivalent of 77.5%. This equates to a letter grade of C+ or Pass (in a Pass/No Pass designated course). Students who fail to meet this minimum grade requirement in any RAD designated course will be removed from the normal sequencing of the curriculum until that course can be successfully retaken. ***Failure to achieve a C+ (or Pass) grade in a RAD course may extend the professional program of study a full academic year.*** Students are only allowed to repeat a RAD designated course once to achieve the required course minimum of a C+ (Pass). Students failing to achieve the minimum C+ (Pass) for a second time in a given course will be dismissed from the program. A maximum of two different radiography courses may be repeated due to below C+ (Pass) achievement. Students who receive a third grade below the minimum C+ (Pass) required in RAD courses may be subject to program dismissal.

PROGRAMMATIC WARNING¹⁰

In addition to the C+ (Pass) requirement for all RAD courses, students are also required to maintain a minimum overall GPA of 2.5 to remain in good academic standing. In the event their overall GPA drops below 2.5, a student will be placed on *programmatic warning*. This probationary period lasts for one semester, during which the student must demonstrate sufficient academic achievement to increase

⁹ Revised 8/2019

¹⁰ Revised 8/2019

their overall GPA above the minimum 2.5 required. Failure to reach an overall GPA of 2.5 may result in the student's removal from the normal sequence of RAD courses. ***If a student is removed from the normal RAD sequence due to a lower than 2.5 overall GPA, the professional program of study may be extended a full academic year.***

Requirements for the Associate of Science (A.S.) and Bachelor of Science (B.S.) Degrees in Health Science¹¹

The demands of the RAD curriculum and the field of medical imaging require that students possess a strong background in math and science. To qualify for the A.S. and/or B.S. degrees in Health Science, RAD students must successfully complete all math, biology, chemistry, physics, and health science courses. Please refer to the specific requirements for degrees in the Department of Health Sciences published in the University of Hartford Bulletin for the year the student was admitted.

DISMISSAL POLICY¹²

The Radiologic Technology program adheres to all of the student conduct regulations outlined in *The Source*. Please review this publication for information regarding sanctions and/or dismissal for academic dishonesty, sexual harassment and assault, and various acts of student misconduct.

In addition to these policies, a student may be subject to dismissal from the Radiologic Technology program for any of the following:

1. Failure to achieve a C+ grade in a repeated RAD course
2. Failure to achieve a C+ grade in more than two (2) RAD courses
3. Failure to comply with clinical policies as outlined in the program Clinical Handbook(s).
4. Violation of the ARRT Code of Ethics for the Radiologic Technologist (pg.10)

The Program Director will notify the student in the event of dismissal from the Program. Students dismissed from the Radiologic Technology Program may appeal the decision, in writing within three (3) days of dismissal. This appeal shall be made in writing to the Chair of the Department of Health Sciences. The Chair will consult with the parties involved and notify the student of the decision within ten (10) working days of the appeal.

If the student does not obtain satisfactory resolution, the student may then appeal the decision in writing within three (3) working days to the Dean of the College of Education, Nursing and Health Professions. The Dean will review the appeal and notify the student of the decision within ten (10) working days. For additional information on due process for academic or clinical grievances, please refer to the policies on pages 21-22 of this manual.

LEAVE OF ABSENCE¹³

Students must formally request a leave of absence from the RAD program, in writing, to the RAD program director. A leave of absence from the University must be requested through the Office of

¹¹ Effective 2011, Reviewed 2019

¹² Effective 2011, Reviewed 2019

¹³ Effective 2011, Reviewed 2019

Student Affairs (see *The Source*). Students returning from an approved leave of absence of one year or less, may be required to complete additional clinical time and/or repeat designated competency examinations to reinforce previously attained clinical skills. Students returning from an approved leave of absence of more than one year must adhere to the Reinstatement Policy and Application process (see next paragraph).

REINSTATEMENT POLICY & APPLICATION PROCESS¹⁴

Students who have been dismissed, or who have voluntarily withdrawn from the RAD program may reapply for admission into the program as a transfer student. Please refer to the transfer admission policy (pg. 12) for details regarding this process. Students seeking readmission are selected from the entire pool of transfer applicants who are placed on the RAD waiting list. Applicants on the RAD waiting list are evaluated and selected based upon academic achievement (GPA) within the limitations of available program space. Enrollment space for a student cannot be guaranteed for any subsequent semester.

Students must be successfully re-admitted into the RAD program for the immediately succeeding school year to avoid retaking the RAD courses they had previously completed. Students who delay readmission beyond the immediately succeeding year may be required to repeat all RAD courses they had previously taken.

ADDITIONAL COSTS FOR PROGRAM COMPLETION¹⁵

The total approximate costs for tuition, room, board, and all associated fees for students of the Program may be found in the *University of Hartford Bulletin For Undergraduate Programs*. In addition to these University costs, students of the Radiologic Technology Program can expect to incur the following additional expenses:

1. Uniforms: 2 sets slate gray hospital scrubs (Student to purchase at the campus bookstore; does not include required appropriate footwear)
2. Immunizations/physicals: required for clinical assignment (varying cost based on individual student health insurance)
3. Public or private transportation to and from all clinical experiences
4. Parking fees: possible depending upon clinical assignment

Laboratory fees are attached to several RAD courses and will cover the cost of several required items. Students are **not required** to make separate payment for the items listed below:

1. CPR training
2. Lead Radiographic markers
3. ID badges: dependent upon clinical assignment
5. Radiation personnel monitoring device (film badge)
6. Background check/Fingerprinting
7. Drug Screening
8. Online Immunization Tracking System

¹⁴ Effective 2011, Reviewed 2019

¹⁵ Revised 8/2019

STUDENT SUCCESS INITIATIVE¹⁶

The faculty and staff of the Radiologic Technology Program are committed to ensuring that our students receive the support they need to successfully complete our curriculum. During the following series of meetings, students are provided the important information they need regarding their medical imaging education at the University of Hartford. The primary purpose of this initiative is to provide new students the opportunity to discuss the program with faculty and upper-classmen, and have any questions or concerns addressed.

- Program Orientation
An orientation meeting for the RAD program is held for freshman students, early in the first Fall semester. Several important policies of the RAD program are reviewed with students during the meeting. Students may ask questions of program faculty and are assigned a student mentor, whom they can consult for assistance throughout their progression through the Program. Student mentors are upper-level (second-year RAD) students who volunteer for mentor positions and serve in this capacity for a period of up to two (2) years.
- Clinical Orientation
In the Spring semester of Freshman year, a clinical orientation meeting is held for students who will enter the professional portion of the RAD curriculum the following fall. Students are provided with a copy of the RAD Clinical Handbook and all clinical requirements are reviewed with students during the meeting. Students have the opportunity to ask questions about the professional component of the RAD curriculum, including their upcoming clinical rotations, the competency-based education system, etc.
- Welcome Breakfast
In the Fall of Sophomore year, first-year RAD students are invited to meet with Program Faculty and second-year students. A copy of the RAD *Policy and Procedure Manual* is distributed. Students and faculty engage in a detailed review of the RAD curriculum and program requirements.
- Advanced Imaging Conference
In the Spring semester of Junior year, second-year RAD students meet with designated Program faculty to discuss the fourth-year advanced practice curriculum. Students are provided an overview of the magnetic resonance imaging (MRI), computed tomography (CT), and ultrasound (SONO) certificate programs, as well as other options for study towards the completion of a Bachelor of Science degree. Students have the opportunity to ask questions regarding each option, as they prepare to select a specific plan of study for their final year at the University.

HEALTH FORMS¹⁷

All students must arrange to have a physical examination performed by their family physician. The physical must be completed before any clinical experience may begin. The forms are provided to the student as part of the student orientation procedure. PDF copies of the forms must be uploaded to the *myCB Medical Document Manager* component of the student's Castle Branch account. You should be aware that all health care providers involved in direct patient care activities, which includes radiographers, are at increased risk of contracting Hepatitis B. Hepatitis B infections are spread through direct contact with an infected person's blood, body fluids or saliva. While the likelihood of you actually contracting the disease is minimized by the use of proper medical techniques (Universal Precautions), you should consult your family physician regarding your individual need for the Hepatitis B vaccination.

¹⁶ Reviewed 2019

¹⁷ Revised 2017, Reviewed 2019

Varicella vaccines are mandatory. A blood titer may be performed to establish the student's immunity. A two-step tuberculosis (TB) test must be performed on an annual basis, and results presented to the Director of Clinical Education in September of each clinical year. The flu vaccine is mandatory for all students. Students have the option to decline the influenza vaccine due to health or other personal reasons. However, declination of the flu vaccine may limit the student's eligibility to rotate at certain clinical affiliates and may require that the student wear a surgical mask during their clinical experience. The *myCB Medical Document Manager* is a secure, web-based tracking system, used to upload and manage all immunization and health documentation.

PROFESSIONAL LIABILITY INSURANCE

All students are required to have professional liability insurance coverage prior to commencing their clinical experience. This liability coverage will be obtained and maintained by the University of Hartford.

PROFESSIONAL CURRICULUM IN RADIOGRAPHY¹⁸

The professional portion of the Radiologic Technology Program is forty-eight (48) credits and two (2) years in length. During this phase, courses in radiologic technology (RAD prefix) are taken concurrently with other required science, general education, University curriculum, and elective courses. Students typically begin the professional component during the second (sophomore) year of matriculation towards the Bachelor of Science Degree in Health Science. The first (freshman) year consists primarily of general education, basic science, and introductory health science courses.

Standard sequencing of the RAD professional curriculum courses:

Sophomore Year				
Fall 1	RAD 310	Patient Care I	3 cr.	Total 13 credits
	RAD 315	Radiographic Positioning I	4 cr.	
	RAD 320	Clinical Experience I	2 cr.	
	RAD 330	Image Production & Evaluation I	4 cr.	
Spring 1				
Spring 1	RAD 335	Radiographic Positioning II	4 cr.	Total 13 credits
	RAD 340	Patient Care II	3 cr.	
	RAD 345	Clinical Experience II	2 cr.	
	RAD 405	Image Production & Evaluation II	4 cr.	
Summer				
	RAD 365	Clinical Experience III	2 cr.	Session 1
	RAD 415	Clinical Experience IV	2 cr.	Session 2
Junior Year				

¹⁸ Reviewed 2018

Fall 2	RAD 226	Health Physics	3 cr.	Total 9 credits
	RAD 420	Radiologic Pathology	3 cr.	
	RAD 425	Clinical Experience V	3 cr.	
Spring 2	RAD 331	Radiobiology	3 cr.	Total 9 credits
	RAD 332	Diagnostic Imaging	3 cr.	
	RAD 435	Clinical Experience VI	3 cr.	
			Total	48 Credits

ADVANCED PRACTICE - SENIOR YEAR¹⁹

During the fourth (senior) year, students may choose an advanced practice option in fulfillment of the requirements for the BS degree. These options include concentrations in MRI, CT, SONO, science & a subject area concentration that may include advanced sciences, education, management & administration, computer science, communication, etc. Transfer students to the Radiologic Technology Program may matriculate in a manner whereby the professional portion of the curriculum is completed during the third and fourth year of study towards the BS degree. These students have the option of pursuing the advanced practice concentrations during a fifth year of study.

Students must be credentialed with the ARRT as a radiographer (R) for eligibility to enter the certificate programs in CT, MRI, or SONO. Therefore, only students who have passed the ARRT examination in Radiography during the summer immediately following the completion of the RAD certificate program are eligible to progress into the CT, MRI, or SONO curriculum. Students who elect not to sit for the radiography credentialing exam or fail to pass, must select an alternative plan of study for their fourth year of matriculation towards the B.S. degree. Students are required to provide documentation of ARRT(R) status during the summer prior to the start of the advanced practice fourth-year.

Curriculum - CT

Fall	RAD 470	CT Image Production	3 cr.	9 credits
	RAD 471	CT Clinical Experience I	3 cr.	
	RAD 452	Cross Sectional Anatomy	3 cr.	
Spring	RAD 476	CT Clinical Exp. II	3 cr.	6 credits
	RAD 480	CT Pathology and Pharm.	3 cr.	
			Total	15 credits

¹⁹ Revised 8/2019

Curriculum – MRI

Fall	RAD 450	MRI Instrumentation & Safety	3 cr.	12 credits
	RAD 451	MRI Clinical Experience I	3 cr.	
	RAD 452	Cross Sectional Anatomy	3 cr.	
	RAD 460	MRI Procedures I	3 cr.	
Spring				
	RAD 456	MRI Pathology	3 cr.	9 credits
	RAD 461	MRI Procedures II	3 cr.	
	RAD 454	MRI Clinical II	3 cr.	
			Total	21 credits

Curriculum – SONO

Sum I	SONO 400	Foundations of Ultrasound	3 cr.	5 credits
	SONO 460	Ultrasound Clinical 1	2 cr.	
Fall	SONO 410	Ultrasound Physics 1	3 cr.	9 credits
	SONO 420	Abdominal Ultrasound I	3 cr.	
	SONO 465	Ultrasound Clinical 2	3 cr.	
Spring				
	SONO 411	Ultrasound Physics 2	3 cr.	9 credits
	SONO 425	Abdominal Ultrasound II	3 cr.	
SONO 470	Ultrasound Clinical Ext.	3 cr.		
Sum II				
	SONO 480	Ultrasound Clinical Ext. II	3	3 credits
			Total	26 cr.

Students are advised that the clinical requirements of the CT, MRI, and SONO programs are different than those experienced in the Radiography curriculum. In CT or MRI, students are responsible for attaining and documenting the exam repetitions required by the ARRT for advanced-level exam eligibility in their respective modality. Appropriate clinical assignments will be made to provide a substantial breadth of experience to all students. However, the program does not guarantee that a student will be able to document all of the required exam repetitions within the two semesters of the CT and MRI certificate programs. The academic coursework in the CT and MRI programs satisfies the ARRT requirement for 16 hours of structured education in their respective modality. Students are strongly encouraged to review the specific academic and clinical requirements of the ARRT for post-primary certification in CT and MRI at <https://www.arrt.org/Certification>.

Ultrasound (SONO) students are strongly encouraged to carefully review the eligibility requirements for credentialing by the American Registry for Diagnostic Medical Sonography (ARDMS). To attain eligibility for credentialing in diagnostic medical sonography with the ARDMS, students must complete the

minimum number of classroom and clinical hours included in the SONO certificate program. Accurate documentation of clinical hours is the responsibility of the technologist (student). Total program hours related to SONO will be verified by UHART faculty and used to document eligibility requirements for the ARDMS credentialing exam in Abdomen (AB). Please refer to the ARDMS eligibility requirements for more information (www.ardms.org).

CERTIFICATE AND DEGREE REQUIREMENTS FOR THE RADIOLOGY MAJOR²⁰

Students who begin matriculation in the program as freshmen and follow a non-delayed progression will typically complete the academic and clinical requirements of the radiologic technology program at the end of the third year of study. They are granted a certificate of completion for the radiography program. At this point, students may also be eligible for an Associate of Science (A.S.) degree in Health Sciences. By earning the A.S. degree, students gain the opportunity to sit for the national certification exam in radiography as administered by the American Registry of Radiologic Technologists (ARRT) and thereby become Registered Radiologic Technologists, RT(R). Most students will elect to enter the advanced practice certificate programs in either computed tomography (CT), magnetic resonance imaging (MRI), or ultrasound (SONO) during their fourth year of study. Students may also follow an alternative, non-clinical plan of study in a selected area of interest to satisfy the requirements for a Bachelor of Science (B.S.) degree. Following the successful completion of the academic and clinical components of the CT, MRI or SONO program, students may be eligible to sit for the credentialing exams in those disciplines as provided by the American Registry of Radiologic Technologists (ARRT) or the American Registry for Diagnostic Medical Sonography (ARDMS). Please refer to the ARRT (www.arrt.org) or ARDMS (www.ardms.org) for more information about the eligibility requirements for advanced credentialing.

For the completion of the radiography certificate program, each student must satisfy the following:

1. Completion of all required radiography (RAD) courses with a minimum C+ (or Pass) grade.
2. Minimum achieved GPA of 2.5.
3. Completion of all required clinical competency examinations.
4. Completion of all required basic science courses:
 - CH 114 College Chemistry I (or equivalent)
 - BIO 122 Biological Science (or equivalent)
 - PHY 103 Physics for Rad. Tech. (or equivalent)
 - BIO 212 & BIO 213 Anatomy & Physiology I & II (or equivalent)
5. At a minimum, completion of the following general education & elective courses (or their equivalents):
 - HS 140 & 141 Intro to Health Professions I & II
 - M 110 Modeling with Elem. Func.
 - CMM 115 Improving Communication Skills
 - WRT 110 & WRT 111 English Composition I & II
 - One social science elective
 - 3 humanities and arts electives

²⁰ Revised 8/2019

For completion of the Associate of Science degree, each student must satisfy the following:

1. The required general education courses as published in the University of Hartford Bulletin for the year the student was admitted.
2. The required math and science courses as published in the University of Hartford Bulletin for the year the student was admitted.
3. Completion of all required radiography (RAD) courses with a minimum C+ grade.

For completion of the Bachelor of Science degree, each student must satisfy the following requirements:

1. The general education courses as published in the University of Hartford Bulletin for the year the student was admitted.
2. The math and science courses as published in the University of Hartford Bulletin for the year the student was admitted.
3. The requirements for the radiologic technology program curriculum (minimum course grade of C+, or Pass as appropriate).
4. The requirements for the MRI, CT, or SONO program (minimum course grade of C+), or another selected fourth-year plan of study.

PROFESSIONAL MEMBERSHIP

Several organizations offer membership to student radiographers. The organizations include the Connecticut Society of Radiologic Technologists (CSRT), the Association of Collegiate Educators in Radiologic Technology (ACERT), and the American Society of Radiologic Technologists (ASRT). Membership in these professional organizations is voluntary and the student is directly responsible for the payment of associated dues. Advantages of belonging to these organizations include professional newsletters and magazines, reduced rates at conferences, as well as available scholarship funds and essay and exhibit contests.

CSRT: <http://www.csrt.us>

ACERT: <http://acert.org/>

ASRT: <https://www.asrt.org:/Content/Students/StudentResources/welcome.aspx>

SDMS: <http://www.sdms.org>

ACCREDITATION

The University of Hartford's Radiologic Technology Program is accredited by the:

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

(312) 704-5300

E-mail: mail@jrcert.org

URL: <http://www.jrcert.org>

Our program is required to comply with the *JRCERT Standards for an Accredited Educational Program in Radiography*²¹:

Standard One: Integrity

The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources

The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices

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

Standard Four: Health and Safety

The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment

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

Standard Six: Institutional/Programmatic Data

The program complies with JRCERT policies, procedures, and **STANDARDS** to achieve and maintain specialized accreditation.

The RAD program consistently strives to exceed the minimum requirements for compliance with all *JRCERT Standards for an Accredited Educational Program in Radiography*. In the event that a student has cause for concern that the RAD program may not be in compliance with any standard(s), they are encouraged to report the allegation, in writing, to the RAD program director. The report must be submitted within 10 academic days of the event of alleged non-compliance. The RAD program director will work with the student and any other involved program member in an effort to clarify or resolve the issue of alleged non-compliance. In the event that a satisfactory resolution cannot be attained, the student is encouraged to report the alleged issue of non-compliance directly to the JRCERT, following the process outlined here:

<http://www.jrcert.org/allegations.html>

ADVISORY BOARD²²

The RAD Advisory Board is a group of imaging professionals invited from our local community of interest to assist in ongoing efforts towards programmatic improvement. The group meets at least twice annually – once each in the Fall and Spring semesters. Members are selected by the program faculty and serve voluntarily. Student members are selected by the Program Director from a pool of volunteers. Student members serve on the RAD Advisory Board for a period of two (2) years.

²¹ Revised 2014, Reviewed 2019

²² Effective 2011, Reviewed 2019

GRADING POLICIES²³

All instructors within the radiography curriculum courses, for both academic and clinical courses, will distribute a syllabus on the first day of each class. Each individual syllabus will contain the specific information regarding the required text(s) for the course, reading assignments, homework assignments and the testing procedures for that course. Each instructor will follow the same grading system, which is:

A =	94 - 100	C+ =	77 - 79
A- =	90 - 93	C =	73 - 76
B+ =	87 - 89	C- =	70 - 72
B =	83 - 86	D =	65 - 69
B- =	80 - 82	F =	below 65

Students must maintain a C+ (or Pass) average in each RAD designated course in order to continue within the Radiologic Technology professional component curriculum.

QUIZZES, EXAMS AND MAKE-UP EXAMS²⁴

Students are required to take quizzes and exams on the day and time they are scheduled. Under extenuating circumstances, they may be postponed but only if the instructor's permission is first obtained. Any make-up must be completed within one week from the date it was originally scheduled. Each RAD program course will include a syllabus describing any additional requirements, grading policies, and make-up procedures.

ACADEMIC GRIEVANCE POLICY²⁵

Appeals relating to a radiologic technology program faculty member's decision in the implementation of an academic policy can be made only on the grounds of discriminatory, unjust or capricious action.

In the event a student feels that an appeal is warranted, it is the student's responsibility to initiate the appeals procedure. The appeals procedure shall normally be as follows:

1. The student shall discuss the matter with the faculty member. This meeting must take place within 10 academic days of the occurrence.
2. If the situation cannot be resolved in such a conference, the student may request in writing a meeting with the Radiography Program Director. This meeting must take place before an additional 10 academic days have elapsed.
3. If the situation cannot be resolved in such a conference, the student may request in writing a meeting with the Chair of the Department of Health Sciences. This meeting must take place before an additional 10 academic days have elapsed.
4. If the situation is not resolved at this meeting, the student may appeal the decision in writing to the Dean of the College of Education, Nursing, and Health Professions (ENHP). The Dean shall screen the evidence presented by the student and determine whether the appeal warrants further investigation. If so, the appeal and the evidence shall go to the Chair of the academic standing committee of ENHP.

²³ Revised 8/2019

²⁴ Reviewed 2019

²⁵ Reviewed 2019

5. The Chair shall call a meeting of the academic standing committee, and the committee shall review the appeal by hearing all the evidence presented by student and faculty member. Both the student and the faculty member will be invited to meet with the Academic Standing Committee to respond to questions concerning written material that either party has presented. The academic standing committee meeting(s) shall be convened within 20 days of receiving the charge and evidence.
6. After investigating the appeal, the committee shall submit a detailed report and recommendation(s) to the Dean of the College of ENHP. The committee shall make the final determination of the case.
7. The Dean of the College of ENHP shall inform the concerned parties of the decision(s) of the committee. There shall be no further appeal.

CLINICAL GRIEVANCE POLICY²⁶

Appeals relating to a radiologic technology program's faculty members' decisions in the implementation of a clinical policy can be made only on the grounds of discriminatory, unjust or capricious action.

In the event that a student feels that an appeal is warranted, it is the student's responsibility to initiate the appeals procedure. The appeals procedure shall normally be as follows:

1. The student shall discuss the matter with the faculty member assigned to the clinical course. This meeting must take place within 10 academic days of the occurrence.
2. If the situation cannot be resolved in such a conference, the student may request in writing a meeting with the Radiography Program Director. This meeting must take place before an additional 10 academic days have elapsed.
3. If the situation cannot be resolved in such a conference, the student may request in writing a meeting with the Chair of the Department Health Sciences. This meeting must take place before an additional 10 academic days have elapsed.
4. If the situation is not resolved at this meeting, the student may take the appeal in writing to the Dean of the College of Education, Nursing, and Health Professions (ENHP). The Dean shall screen the evidence presented by the student and determine whether the appeal warrants further investigation. If so, the appeal and the evidence shall go to the Chair of the academic standing committee of ENHP.
5. The Chair shall call a meeting of the academic standing committee, and the committee shall review the appeal by hearing all the evidence presented by student and faculty member. Both the student and the faculty member will be invited to meet with the Academic Standing Committee to respond to questions concerning written material that either party has presented. The academic standing committee meeting(s) shall be convened within 20 days of receiving the charge and evidence.
6. After investigating the appeal, the committee shall submit a detailed report and recommendation(s) to the Dean of the College of ENHP. The committee shall make the final determination of the case.
7. The Dean of the College of ENHP shall inform the concerned parties of the decision(s) of the committee. There shall be no further appeal.

²⁶ Reviewed 2019

CLINICAL COMPETENCY EVALUATIONS²⁷

In order to demonstrate competency in performing radiographic procedures, each student will perform 59 different clinical competency evaluations during their clinical experience II - VI internships. These examinations are graded employing the clinical competency evaluation form. (See RAD Clinical Handbook for a sample form) The number of examinations required per semester is published in the syllabus for clinical experience for that semester.

During the first clinical semester (RAD 320 Clinical Experience I) students are required to complete four (4) pre-competency evaluations:

1. The four (4) pre-competency evaluations must be selected from the following anatomic regions: chest, abdomen, upper extremity, lower extremity, shoulder girdle and pelvis girdle.
2. Two (2) of the pre-competency evaluations must be completed by a University of Hartford clinical instructor.

The clinical competency process:

1. It is the responsibility of the student to locate a suitable case for a competency evaluation. This should occur only after the student has achieved an appropriate level of experience in a clinical procedure. The student must notify the Clinical Supervisor or staff Radiologic Technologist that they would like to perform a Clinical Competency Evaluation prior to the start of a particular exam. Once the competency procedure is initiated it must be carried out to completion.
2. The student completes the radiographic examination in its entirety – prepare the examination room, communicate with the patient, and complete all technical components of the examination. The student, under the direct supervision of the evaluating technologist or instructor, must perform all facets of the radiographic procedure.
3. Once the competency is started it must be completed. The exam may be stopped if the patient or student is in danger or if the student appears to be performing the wrong exam. If the student attempts to perform the wrong exam, he/she automatically fails the competency.
4. Upon completion of the exam, the student reviews the acquired images with the technologist or instructor, who immediately completes the competency evaluation form using Trajecsys.
5. Students are required to achieve a minimum score of 85% on all competency evaluations. Scores under 85% must be repeated. In the event that a competency procedure needs to be repeated, the final score earned by a student will equal the average of the initial and repeat competency grade(s).
6. On a monthly basis, University faculty members review a student's clinical competency case(s) during site visits. The University faculty member may also request to review other cases performed by the student.
7. The University faculty member assesses the clinical progress of the student using the Clinical Competency Recheck form on Trajecsys.

²⁷ Revised 8/2019

8. The Director of Clinical Education reviews the forms for completeness and correctness, and they are incorporated into the student's clinical grade for that semester. All evaluations are stored on Trajecsys for future review.

Please refer to the RAD Clinical Handbook for additional information on competency requirements, the clinical grading process, and to view sample competency evaluation forms.

ATTENDANCE REQUIREMENTS²⁸

ACADEMIC CLASSROOM ATTENDANCE

The student has the obligation to regularly attend all scheduled radiography (RAD) program classes. The radiography program curriculum classes and laboratory simulations are intensive in nature. Therefore, It is imperative that students maintain consistent attendance at all program-related activities. The faculty recognizes that instances will arise when absence from class cannot be avoided. In those instances, the student has the responsibility to notify the faculty member, via phone or email prior to the start of class. A syllabus is provided for each course at the beginning of the semester. A student's absence from class does not forgive them from assignments due on the next class meeting, including tests or homework assignments.

CLINICAL EXPERIENCE ATTENDANCE

The rotation of students through a clinical facility enables the student to obtain the practical experience necessary to learn the skills of an entry-level radiographer/radiologic technologist. The student has the obligation to their clinical affiliate to attend his/her regularly scheduled days of clinical experience. Each clinical syllabus (i.e. RAD 320 Clinical Experience I) will specify the required number of clinical hours, the number of clinical competency examinations and re-check evaluations to be completed in order for a grade to be assigned for that specific clinical course. If, due to extenuating circumstances, students lack the required hours for a specified clinical internship the student must arrange to complete these hours through the Radiologic Technology Director of Clinical Education and the Clinical Instructor/Supervisor of their assigned clinical affiliate. Students must complete the make-up time approval form prior to completing the missed time.

The RAD Program Director of Clinical Education, the assigned University clinical instructor and the clinical facility supervisor must be notified when illness or extenuating circumstances cause the student to be absent from their clinical internship. Notification to all parties must be made within thirty minutes of the scheduled starting time. Any single absence of three consecutively scheduled clinical days or longer requires a doctor's note before the student may return to the clinical area.

TOTAL WEEKLY HOURS

Students must not exceed forty (40) hours per week. A week extends from Sunday through Saturday. The forty hours are determined by adding the total hours of academic classroom time, both RAD designated courses and all other University courses, and the assigned clinical internship hours per week.

TARDINESS, ACADEMIC AND CLINICAL

Each student is required to be punctual for all classes, both academic and clinical. If for any reason: weather, transportation, illness, etc., a student is unable to be present at the scheduled starting time,

²⁸ Revised 8/2019

the appropriate faculty and or supervisor(s) should be notified as soon as possible. Permission of the affiliate's clinical instructor is required if the student requests to leave the clinical area early. The student's outside job responsibilities, doctor's appointments, etc., are not adequate reasons for obtaining permission to leave the clinical facility early. Tardiness, whether academic or clinical, is assessed as being fifteen minutes past the assigned start time.

Exceptions to the clinical attendance policy include required classes that conflict with clinical hours. In this instance, the student must receive a written letter from the Radiologic Technology Director of Clinical Education notifying the facility of the student's appropriate clinical schedule.

PROFESSIONAL BEHAVIOR²⁹

Students are expected to abide by the policies and procedures of their assigned clinical affiliate. Students may be dismissed from the professional component courses in radiologic technology for behaviors deemed unprofessional at the clinical affiliate. These behaviors are presented at each affiliate's clinical orientation session. Hospital computers may only be used for database entry. Personal use is prohibited, unless said device is used for clinical documentation in Trajecsys. Students may not bring personal computers of any type to clinical. Personal cell phones, tablets or electronic devices (i.e. Apple Watch) are not to be used in the patient care environment.

HARASSMENT

Students will be held to the University's policy on harassment and will be dealt with in compliance with that policy as detailed in *The Source*, the University's student handbook.

SUBSTANCE ABUSE³⁰

Students will be held accountable to the University's policy on drug abuse as detailed in The Source, the University's student handbook. The use of illicit drugs can be detrimental to the safety of you, the people that you are with, the health care site you are at and the patients that you are interacting with. Students are reminded that drug screening is required prior to the start of clinical experience in sophomore year. A second drug screen may be performed prior to clinical rotations in CT, MRI, or SONO during the fourth year of study.

BACKGROUND CHECKS & DRUG SCREENING³¹

All students of the RAD program are required to undergo a criminal background check (including fingerprinting) and drug screening prior to the start of clinical experience in the Fall of sophomore year. An additional screening prior to the start of senior year may be required of students seeking advanced study in our CT, MRI, or SONO certificate programs. The student is responsible for clearing any eligibility issues identified during the screening process. Students who are unable to resolve said items may be denied clinical placement and will not be able to complete the requirements of the RAD program. Students who have additional infractions during their follow-up screening prior to the start of senior year may be subject to program dismissal. The program utilizes a nationwide background check

²⁹ Revised 8/19

³⁰ Reviewed 2019

³¹ Reviewed 2019

(including fingerprinting) and drug testing service, *Castle Branch* to facilitate the screening process. The process for obtaining a documented background check, fingerprinting and drug screen through *Castle Branch* is described to students during an orientation meeting that occurs prior to the start of clinical experience. Costs associated with the background check and drug screening are paid by the University with funds collected from RAD course fees.

INCLEMENT WEATHER POLICY³²

Academic sessions and clinical experience rotations will be held in accordance with the University's announced closing or late opening. For example, if academic classes are delayed until 10:00 a.m. the 8:30 a.m. academic class for that day is cancelled. In the case of clinical experience rotations, the student is responsible for attending clinical but at the announced opening time of the University. Listen to Hartford area radio stations, watch Hartford area TV stations or log onto the University's homepage at www.hartford.edu for these announcements. In the event the University is closing, and the student is at the clinical site, the student should be dismissed from clinical at the closing time, i.e. at 2:00 pm. Clinical hours missed due to announced University late openings or closings are deducted from the clinical required hours for the semester. Therefore, students are not penalized for, nor do they need to make up time due to official closings for inclement weather. Students who are absent from clinical outside of these parameters must make-up the clinical time missed.

RADIATION PROTECTION STANDARDS

Occupational Radiation Monitoring³³

The Program will constantly monitor the levels of radiation exposure received by students in all related clinical and educational activities. Every effort will be made by the Program and must be made by the student to ensure that the level of radiation exposure is kept well below that which is considered safe for the occupationally exposed. The student must assume responsibility for:

1. Maintaining personal awareness and responsibility of the levels of exposure they receive.
2. Monitoring their monthly reports in terms of established safe limits.
3. Adopting responsible attitudes, behaviors, and practices regarding the clinical use of radiation to reduce their own exposure and that of their patients to the lowest achievable level (ALARA).
4. Submitting their radiation monitoring devices monthly to the Radiography Program Director or Director of Clinical Education. These devices are to be worn only during the student's clinical and on-campus energized laboratory experiences and not during personal non-occupational procedures.
5. Safeguarding their monitoring device. Lost or damaged devices are to be reported immediately to the Program Director or Director of Clinical Education and will be replaced at the student's expense.
6. Wearing a monitoring device in accordance with the policy of the clinical facility to which the student is assigned.

³² Reviewed 2019

³³ Reviewed 2019

7. Wearing a monitoring device during all laboratory exercises utilizing the energized x-ray facility in room 215A of Dana Hall.

8. For additional information regarding radiation safety practices in our energized lab, please refer to the Radiation Safety Manual, located in room 215A of Dana Hall.

Occupational radiation monitoring results are available through the Director of Clinical Education's office. It is the student's responsibility to check their results monthly. The student is required to initial the occupational dose report, thus indicating that they have reviewed their dosage record. Students receiving radiation exposure above 50 mR for a monthly report must provide a written explanation of the possible cause of exposure to the program director, within one week of reviewing the report.

Declared Pregnancy Policy³⁴

The decision to inform the program of a pregnancy is the individual student's decision. The decision of a pregnant student to remain in the program based on her pregnancy is also the individual student's decision. If the student decides to inform the program faculty of her pregnancy, notification must be in writing. Once the student has disclosed her pregnancy in writing to the Radiologic Technology Program Director, arrangements will be made with the Radiation Control/Safety Officer and/or the Radiation Physicist at her designated clinical affiliate and/or the Radiologic Technology Program Director. This meeting will allow the student and the radiation safety officer/Radiologic Technology Program Director to discuss any additional measures of radiation protection required at that facility during the course of the student's pregnancy. The Radiation Control Office or Radiation Physicist will also provide the student with a copy of the Nuclear Regulatory Commission's Guide 8.13 for the declared pregnant worker.

After receiving radiation safety counseling, the student must read and sign a form acknowledging that she received counseling and understands she must implement the appropriate measures to ensure the safety of the embryo/fetus.

Following the meeting between the student and radiation safety personnel, arrangements for the completion of the student's clinical experiences will be made through the radiography program director. With approval from the student, accommodations may be made at the clinical site in order for the student to complete her clinical rotations. At all times, the student retains the right to complete the RAD program in its entirety without modification. If appropriate modifications are agreed upon, the student may be required to complete make-up clinical hours to achieve required competence. The student should make every effort possible to continue with their normal classroom attendance. Completion of the program and eligibility to sit for the ARRT certification exam in Radiography is contingent upon the student's timely completion of all program requirements.

The decision to inform the program that she is no longer pregnant is the individual student's decision. A student may withdraw a declaration of pregnancy, in writing to the Program Director, at any time. Under this circumstance, the student retains the right to continue their progress in the RAD program without modification.

³⁴ Reviewed 2019

Undeclared Pregnancy Policy³⁵

If the student chooses not to declare her pregnancy and notify the program faculty, the program will be unable to provide the necessary accommodations for the student in order to ensure proper protection to the embryo/fetus. However, it is the student's right to complete the RAD program in its entirety without modification.

MRI SAFETY AND SCREENING³⁶

Radiography and Advanced Certificate Program students have potential access to the magnetic resonance imaging environment. To ensure the health and safety of all students, patients and general public, the University of Hartford requires all students to be properly screened for magnetic wave or radiofrequency hazards. In preparation for MRI safe practices in the clinical education setting, all students will be introduced to basic MRI Safety and must complete an individual MRI screening form at the start of their matriculation in the RAD program. Students are required to update program officials in the event that their MR safety status may have changed during their program matriculation.

<http://www.mrisafety.com/ScreeningForm.html>

STUDENT HEALTH INSURANCE VERIFICATION³⁷

All students enrolled in the professional component RAD courses must be covered by their own health insurance policy. Students must demonstrate proof of medical insurance coverage, a copy of their medical insurance card, prior to the commencement of their first clinical internship rotation. Students who do not comply with this policy will be prohibited from participating in clinical internship rotations.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Compliance for Student Radiographers in Clinical and Academic Situations

Students must have access to medical information regarding the patient's clinical history in order to effectively evaluate patients in their care and ensure that proper radiographic examinations have been ordered. According to HIPAA guidelines students are limited to information only necessary for the performance of their direct duties. Students must not discuss patient conditions by identifying their names in public areas of the medical facility, for example cafeterias or elevators, as this violates the patient's medical privacy.

Students must also be aware of HIPAA for compliance in addressing issues related to patient identification in oral and written reports presented as a component of an academic course. Students are advised that when they provide case reports they may not reveal any information about patients such as

³⁵ Reviewed 2019

³⁶ Revised 8/2019

³⁷ Reviewed 2019

the specific birth date, patient name, location of treatment or any information that could be used to identify a particular patient.

Failure of students to comply with these guidelines may result in their dismissal from the program.

RAD CERTIFICATE CEREMONY & ACADEMIC AWARDS³⁸

Each year on the Saturday of University graduation weekend, the Department of Health Science holds a certificate and awards ceremony. Students who have successfully completed all didactic and clinical requirements of the RAD, MRI, CT, and US programs will receive a certificate of completion during this event. Applicable students are also eligible to earn one of the following awards:

Academic Excellence – RAD: awarded to the RAD student with the greatest academic achievement (highest GPA) within the professional portion of the RAD curriculum.

Clinical Excellence – RAD: awarded to the student who has demonstrated the most highly rated clinical performance within the professional portion of the RAD curriculum. Feedback from clinical supervisors is elicited by the Director of Clinical education in consideration for this award.

JRCERT Excellence – RAD: awarded to the student who has demonstrated the greatest overall (academic & clinical) achievement during the 24-month RAD curriculum. This award recognizes the student who most consistently embodies the standards of an accredited program in Radiography – academic excellence, patient safety, and quality care.

Lambda Nu National Honor Society: recognizes students and imaging professionals who have achieved exemplary clinical and academic achievement, particularly in the areas of scholarship and professional development.

Outstanding Achievement in CT: awarded to the student with the greatest overall achievement (highest GPA combined with clinical performance) within the CT certificate program.

Outstanding Achievement in MRI: awarded to the student with the greatest overall achievement (highest GPA combined with clinical performance) within the MRI certificate program.

Outstanding Achievement in SONO: awarded to the student with the greatest overall achievement (highest GPA combined with clinical performance) within the SONO certificate program.

Decisions on awards are made jointly by the RAD program faculty and are based solely on the student's academic and clinical achievement, clinical evaluation forms, and communication between program officials and clinical site representatives.

³⁸ Reviewed 2019

COMMENCEMENT

REQUIREMENTS FOR DEGREES³⁹

Fulfillment of graduation requirements is the student's individual responsibility. The Radiography faculty will be the student's advisors during their enrollment in the professional component of the Radiography curriculum. No variation from the published University of Hartford Bulletin requirements for the student's admission year is official unless it is in writing and signed by the Dean of the College of Education, Nursing and Health Professions.

1. Application for Degree: No student is considered a degree candidate until he/she files an application with the Registrar. There are deadlines for submission of these materials, usually mid-January if you are participating in the May graduation exercises.
2. Satisfactory completion of your prescribed curriculum.
3. Payment of all outstanding fees.
4. Vote of faculty, trustees and Regents.
5. Attendance at Commencement, while not mandatory is expected.

Once successful completion of the program requirements is met, the student is awarded a certificate of completion for the Radiography component of our curriculum. Students may complete additional course requirements and be eligible for the A.S. and/or B.S Degrees in Health Science. Please refer to page 19 of this manual for additional information on the degree requirements. The granting of both the A.S. and B.S. Degrees is not contingent upon the student's passing any type of certification examination.

Professional Certification & Licensure⁴⁰

In most states (including Connecticut), a radiologic technologist must be credentialed in the discipline, and must hold a state license in order to practice medical radiography.

- The American Registry of Radiologic Technologists (ARRT) is the credentialing organization for radiographers in the United States. Health care organizations and other employers will typically require that practicing radiologic technologists have attained their ARRT certification. To achieve this nationally accepted credential, a qualified student must successfully complete (pass) the ARRT examination in Radiography. In order to qualify for the ARRT exam, a student must complete a recognized educational program in Radiography. Students who complete the academic and clinical requirements of the RAD program at the University of Hartford are therefore eligible to apply for ARRT certification. Once they have submitted an application, and a designated program official has verified their program completion status, the student is eligible to sit for the examination. Students who pass the examination are thereby registered in the discipline, earning the credential *RT(R)*. Please refer to the ARRT website for further details regarding the examination and certification process (www.ARRT.org).
- Most states also require that technologists hold a license to practice medical radiography. Although the requirements differ in each state, this often amounts to demonstrating proof of having achieved the ARRT credential in Radiography (R) and paying an annual licensure fee. *Students are encouraged to*

³⁹ Reviewed 2019

⁴⁰ Reviewed 2019

contact the Department of Health within their home state (or anticipated state of employment) to verify the licensure requirements to practice in the profession.

- Effective January of 2011, the ARRT requires technologists to demonstrate Continued Qualifications every 10 years to maintain their credential(s). Additional information on this process may be found at: <https://www.arrt.org/earn-arrt-credentials/maintaining-your-credentials>

Eligibility for ARRT Certification⁴¹

According to the American Registry of Radiologic Technologists (ARRT), every eligible candidate for professional credentialing must, “be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics,” and they must “agree to comply with the *ARRT Rules and Regulations* and the *ARRT Standards of Ethics*.” Information on the *ARRT Rules and Regulations* and the *ARRT Standard of Ethics* may be found at www.ARRT.org. Students with a history of certain convictions, criminal procedures, or military court martials may not be eligible for ARRT certification. Students with such a history are strongly encouraged to undergo the ARRT’s *Pre-Application Process* to determine their certification eligibility **BEFORE** entering the professional component of the RAD component in sophomore year. Additional information on this process may be found at www.ARRT.org/certification, or by contacting the ARRT directly at 1255 Northland Drive, St. Paul, MN 55120-1155, or by phone at (651) 687-0048.

Decisions on ARRT certification eligibility based on criminal background and/or other ethical violations are the sole responsibility of the ARRT. It is the individual student’s responsibility to verify their own eligibility for credentialing as radiologic technologists with the ARRT.

⁴¹ Reviewed 2019

This page intentionally left blank.