

*ROWAN COLLEGE OF SOUTH JERSEY -
CUMBERLAND CAMPUS*

Career and Technical Education
3322 College Drive
Vineland, NJ 08360

**Advanced Imaging Program
Computed Tomography (CT)
Magnetic Resonance Imaging (MR)**

**Student Handbook
2025**

The RCSJ-Cumberland Advanced Imaging Program has dual education responsibilities and requirements for successful completion of these programs. This is a supplemental student handbook for policies and procedures that are specific to the CT/MRI Programs.

STATEMENT OF NON-DISCRIMINATORY POLICY

RCSJ endorses the concepts of nondiscrimination and equal opportunity for all, regardless of color, race, religion, sex, national origin, handicap, age, place of birth, marital status, or liability for military service. The college follows the guidelines of Section 504 of the 1973 Federal Rehabilitation Act, which mandates equal access to education for disabled students. Campus Coordinator for Title IX and 504 activities is the Executive Director of Human Resources, Administration Building, (856)691-8600, extension 1235. This individual is designated to coordinate the college's efforts to comply with and carry out its responsibilities under Title IX, Section 504/the ADA, and the Age Discrimination Act, which prohibit discrimination on the basis of sex, disability and age, respectively.

RCSJ-Cumberland Advanced Imaging Program reserves the right to change the curriculum and educational policies as considered necessary for the progressive development of the program.

The Advanced Program Handbook was revised December 2023

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WELCOME TO THE PROGRAM

RCSJ-Cumberland Advanced Imaging Program welcomes you as a student in the program. We hope that you will find this to be a warm, friendly environment in which to learn.

As an RT, you already know a good deal about the healthcare field and are accustomed to the rigors of this type of educational program. We are confident that your previous experience will provide the framework to be successful in this program.

This handbook will help you become acquainted with the program's policies, procedures and expectations of students. In addition, it is your responsibility to be familiar with and abide by all hospital/imaging center and departmental rules.

We hope you will find your association with the faculty, radiologists, technologists, and fellow students to be intellectually and professionally rewarding. We expect you will dedicate yourself to the RCSJ tradition of offering the **"Best of Patient Care"**.

Admission to the program is contingent upon successful completion of the background check and physical exam, including drug screening. Students may be subjected to random drug testing, as deemed necessary by the clinical site, at any time while enrolled in the program.

General Qualifications

Eligibility for the CT program requires a current ARRT certification in Radiography, Nuclear Medicine, or Radiation Therapy and a current NJ State Diagnostic Radiography license.

Eligibility for the MRI program requires a current ARRT certification in Radiography, Nuclear Medicine, Radiation Therapy or Sonography.

Upon completion of all the academic and/or clinical requirements, RCSJ-Cumberland will award a certificate of completion and students will earn ASRT approved Category A CE credits; 54.5 for CT and 69 for MRI.

The Mission of the CT/MRI Program

In addition to the mission and goals of RCSJ, the mission of the Advanced Imaging program is to provide Cumberland and surrounding counties with competent technologists through a high quality, career-oriented education in CT/MRI.

Goals of the CT/MRI Program

1. Students will be competent when performing CT or MRI procedures.
2. Students will demonstrate effective communication.
3. Students will demonstrate problem solving / critical thinking skills.
4. Students will display professional development and growth.
5. Graduates will be employable and meet the needs of the healthcare community.

Program Contact Information

Assistant Dean of Career and Technical Education- Michael Goonan Phone: (856) 776-2373
Email: mgoonan@rcsj.edu

CT/MRI Program Coordinator- Joanne Salvatore Email: jsalvat6@rcsj.edu

Student Attendance

Each lecture is approximately three hours in length. There is a preset deadline (24 weeks) that the student must meet for completion of all course work and clinical competencies. Students unable to complete the program requirements by the deadline will not be awarded a certificate of completion. To attain certification at a later date, the student would need to re-register at full cost.

Clinical Attendance

Students are required to attend clinical education for a minimum of 16 hours a week. There are no “allowed clinical absences” in this program. Time missed from clinical assignments may prevent a student from completing the required competencies by the completion deadline. In the event the student must miss a clinical assignment, the student should notify the clinical site, clinical site supervisor and program coordinator prior to the scheduled start time. Missed time must be made up. Make-up time should be arranged with the site and the program coordinator. A student may request additional clinical hours, by contacting the CT/MRI Program Coordinator. Any student who does not complete the required clinical objectives due to attendance issues will be required to register for an additional clinical time. The fee for this will be \$350.00.

Clinical Assignments

The clinical portion of the program is designed to supplement the didactic course. Assignments to a clinical education site will be on a “first come, first serve” basis. Options for selection of clinical sites

and shifts will be provided to each student as soon as they complete the application and pay the tuition in full or arrange a payment plan.

Dress Code

It is important to remember that as a student you are representing RCSJ and professionalism is required. Students will report to clinical in scrub uniforms (any color) with their college and/or hospital ID clearly visible. No sweatshirts are allowed. Jewelry must not be worn into the MRI department.

Student Grievance Procedure

Students are to comply with the following procedures included in the College Student Handbook and RCSJ Catalog, both of which can be found online.

- Student Conduct Code
- Academic Honesty
- Prohibited Conduct
- Disciplinary Sanctions
- Student Grievance Procedure
- Student Judiciary Committee
- Student Due Process

The following is the procedure that a student may follow if he/she believes that there is information pertaining to or contained in his or her education record that is inaccurate, misleading, or violates the privacy or other rights of the student:

1. If the questionable information pertains to a clinical issue the student should speak with the Program Coordinator to rectify the discrepancy as soon as possible. The coordinator will respond within one week.
2. If the information pertains to an academic/course content issue the student should speak with their instructor.

Retention/Program Withdraw Policy

1. Students must receive a minimum grade of 80% didactically for the program. Failure to do so will result in the student forfeiting the certificate of completion.
2. A student who wishes to withdraw from program must do so in writing to the Assistant Dean of CTE.
3. No refund will be issued for students who voluntarily withdraw, are dismissed from the program due to unprofessional behavior and/or who don't meet the minimum attendance and grade for completion.

Program Completion

All students will adhere to the following schedule:

- Minimum of 16 clinical hours weekly.
- Weekly class attendance.
- Completion of all 125 required clinical procedures by the end of the program.

When all didactic coursework is completed and required clinical procedures achieved RCSJ will provide the student with a Certificate of Completion. The student will then be eligible to sit for the National Certification Exam in CT or MRI. In the event all required clinical procedures are not complete within the six-month period of the program, RCSJ will not provide the student with a Certificate of Completion and additional clinical rotations will require an additional fee of \$350. At this point a clinical schedule will be determined with the coordinator in conjunction with the clinical site contingent on the schedule of any incoming student. After completion of any additional clinical time and all required clinical studies, will the student be provided with the Certificate of Completion and be eligible to sit for the CT or MRI exam.

MRI Clinical Experience Requirements

- 1- The clinical experience requirements for MRI consist of 47 procedures in six different categories. The six categories include:
 - A. Head and Neck
 - B. Spine
 - C. Thorax
 - D. Abdomen and Pelvis
 - E. Musculoskeletal
 - F. Additional Imaging Procedures

Candidates must document the performance of complete, diagnostic quality procedures according to the following rules:

- Choose a minimum of 21 different procedures out of the 47 procedures.
- Complete and document a minimum of three and a maximum of six repetitions of each chosen procedure; less than three will not be counted.
- Complete a total of 125 repetitions across all procedures.
- No more than one procedure may be documented on one patient. For example, if an order requests an MRA of the head and neck for one patient, only one of these, including the post-processing procedures, can be documented for clinical experience documentation.
- MRI procedures performed in conjunction with a PET scan or Radiation Therapy planning or LINAC procedure are not eligible for MRI Clinical Experience documentation.

Example:

A student chooses 21 different procedures out of the 47 procedures. If each of the procedure is performed an average of 6 times each, they will have performed 126 procedures.

OR

A student chooses a total of 42 procedures from all 6 categories. Some procedures are only completed 3 times while others are done 4 or 5 times until the student reaches 125 procedures.

****All procedures must be completed within a 24-month period immediately preceding the date of the student's signature on the application for certification.**

CT Clinical Experience Requirements

62 procedures in 6 different categories. The categories include:

- 1- Head, Spine and Musculoskeletal
- 2- Neck and Chest
- 3- Abdomen and Pelvis
- 4- Additional Procedures
- 5- Image Display and Post Processing
- 6- Quality Assurance

Candidates must have documentation of completed diagnostic quality procedures according to the rules as follows:

- Choose a minimum of 25 different procedures out of the 62.
- Complete and document a minimum of 3 and a maximum of 5 repetitions of each procedure chosen.
- A minimum of 30 repetitions must be done with Iodinated IV contrast
- A maximum of 9 repetitions may be logged from each day.
- No more than one procedure may be documented on one patient (no matter how many procedures are being performed on the patient).
- Procedures done for PET,SPECT attenuation correction or Radiation Therapy cannot be used.
- Any non-cone beam CT scanner may be used to fulfill ARRT's clinical requirements (e.g. hybrid scanner, therapy planning scanner)
- Complete a minimum total of 125 repetitions across all procedures.

Example:

A student chooses 25 procedures from 4 (out of the 7) categories. For them to achieve 125 repetitions, each of the procedures should performed an average of 5 times each.

OR

A student performs a total of 42 procedures from all 7 categories. Some of the procedures were only completed 3 times while others were done 4 or 5 times until the student reached all 125 procedures. This satisfied all 4 rules.

****All procedures must be completed within a 24 month period immediately preceding the date of the student's signature on the application for certification.**

****Only 9 procedures max are allowed per day**

CT procedures done in conjunction with a PET or SPECT attenuation scan or Radiation Therapy planning procedure are not eligible to be used to log for an 'experience' or 'comp'

Professional Behavior and Conduct for Students

As a student, you are in the clinical education center to gain clinical experience. The use of facilities is a privilege granted by the clinical affiliates as opposed to a right of the college. It is expected that you adhere to the ASRT Code of Ethics and codes of behavior specific to the college.

1. Students are required to follow the directions of the technologist to whom they are assigned. The technologist is ultimately responsible for the patient and the exam. If there are any technical or personal problems between the student and the technologist, both should speak in confidence to resolve the issue. If the problem cannot be resolved, or further assistance is needed, please seek help from the Program Coordinator.
1. Students will be courteous, considerate, and tactful in dealing with instructors, patients, physicians, fellow students, and other departmental personnel. The use of unprofessional language or conduct with patients, visitors, or staff will subject the student to disciplinary action. Students participating in verbal or physical altercations will be sent home immediately. Any student removed from the clinical site must meet with Program officials to discuss suspension or dismissal from the program.
3. Gratuities shall not be accepted from anyone.
4. Patients are to be addressed with title and last names, (i.e., Mr. Jones, Miss Smith, Mrs. Doe, etc.). All physicians are to be addressed as "Dr."
5. Eating, drinking, or chewing gum in the clinical areas is not permitted.
6. The use of cellular phones is prohibited in the Clinical Education Settings. Most hospitals forbid the use of these electronic devices due to their electronic interference with patient essential medical devices.
7. Students are forbidden to have visitors during clinical hours.
8. Students are forbidden to perform any study on a patient or staff member without a legal script from a physician.

9. **Confidentiality is an utmost priority in all aspects of the medical environment. HIPPA regulations and their relevance to the CT or MRI department will be discussed during orientation. It is expected that all students adhere to HIPPA regulations. Computer access to patient information makes patient information more accessible and confidentiality is even more of an issue of importance. Computer access to unauthorized patient information is strictly forbidden.**
- Information pertaining to the diagnosis, exam findings, treatment, condition, or personal problems of any patient is confidential and may not be discussed with other students or personnel in the Department or outside the hospital. If, for educational purposes, it is necessary to discuss a patient's test findings or condition with a technologist or other member of the hospital team, make certain it is not discussed in the presence of, or within hearing distance of patients or visitors.

The professional skills of each student will be evaluated by the supervising technologists. The first concern as a health care professional is the patient. Students unable to demonstrate professionalism and provide quality patient care may not be permitted to progress in the program.

Immediate dismissal will follow if the student is found to:

- Possess or be under the influence of drugs or liquor or engage in their use while on clinical assignment or on hospital property.
- Failure to take or failure to pass any scheduled or unscheduled drug-screening tests.
- Engage in behavior that creates a hostile environment.
- Be sleeping during clinical assignment.
- Engage in theft of any articles from the clinical education center.
- Engage in any immoral conduct while on clinical assignment.
- Endanger the welfare of a patient or provide inadequate patient care.
- Fail to abide by program and clinical education center policies.
- Is found to receive payment for services rendered while producing MRI images.
- Violate patient confidentiality or computer access rules.

If a student is released from a clinical assignment for any of the above reasons, the student must meet with the Program officials to consider consequences and the ability to return to the clinical education center. A student released from a clinical assignment at the request of the CT or MRI administrator may be unable to continue the program if an alternate clinical education center is unavailable.

Personal Radiation Monitoring Device

CT students will be provided a personal radiation dosimeter badge through RCSJ Career and Technical Education Department. To avoid incurring a \$25.00 fee, all CT students MUST return the radiation dosimeter badge to the Career and Technical Education Department immediately upon completion of the program. In the case of a lost badge please contact the program coordinator as soon as possible.

Program Pregnancy Policy

Pregnant students are permitted to work in and around the CT or MR environment throughout all stages of their pregnancy. Acceptable activities include but are not limited to; positioning patients, scanning, archiving, injecting contrast.

MR students may enter the MR scan room in response to an emergency. Although permitted to work in and around the MR environment, pregnant students are requested not to remain within the MR scanner bore or Zone IV during actual data acquisition or scanning. MRI students must notify the management staff if they are pregnant prior to entering the MRI exam room.

Should a student become pregnant, she has the option to:

- Maintain the privacy of her pregnancy and not declare or inform anyone of the pregnancy.
- Declare and inform the Program Coordinator of her pregnancy in writing.

With the declaration, submit a letter from your physician indicating that you are pregnant, the expected delivery date, and identify any physical limitations. A separate written declaration should be submitted for each pregnancy. Upon declaration of pregnancy a fetal radiation dosimeter will be ordered for the pregnant student (in the CT program) in addition to the dosimeter given to each student in the CT program

During her pregnancy, the student may choose to:

Option 1 Continue the academic and clinical component of her education.

Option 2 Continue the academic portion of the program and request a leave of absence from clinical education. The clinical assignments will then be completed after the birth of the child, at the discretion of the Program Officials. It is essential that the academic and clinical learning experience be correlated.

The pregnant student will be required to complete all program requirements (clinical and academic) prior to being recommended to sit for the ARRT CAT Scan or Magnetic Resonance Imaging certification examination.

Although it is both the procedure and practice of this program to offer the utmost in protection to the student, the school or its Clinical Education Settings will not assume liability of the mother or child in case of pregnancy.

Health Policy

Students accepted to the Advanced Imaging Program must be in good health as evidenced by laboratory test results supplied as required on the application. Students will not be admitted to the program until all documentation is submitted.

Students are required to maintain health insurance and are responsible for their own healthcare expenses.

The following health policies are in effect for students while attending Clinical Practicum.

- **Communicable Disease Policy:**

As healthcare professionals, one of our primary concerns is to prevent the spread of disease among patients, staff, and students; therefore, the following policy will be implemented:

Any student of the Advanced Imaging Program who comes in contact with a person who has a communicable disease or who has the communicable disease themselves is to immediately report the situation to the Program Coordinator. Depending on the nature of the communicable disease, a physician's note may be required prior to the student's return to the patient contact area.

Listed below are some of the most common diseases or conditions which hospital workers might be exposed to or contract:

Covid	mumps
chicken pox	rubella
hepatitis A	measles
hepatitis B	pneumonia
staph infections	scabies
salmonella	conjunctivitis (infectious)
draining lesions	AIDS
diarrhea (of more than 24 hours duration)	tuberculosis

Injuries During Clinical Education Assignment

In order to ensure prompt medical care and required documentation of health care injuries the following procedure is to be followed:

1. Students are to report the incident to the supervising technologist.
2. Students injured at the clinical education center and requiring medical care should be seen in the Emergency Room prior to their leaving the building. Fees incurred are to be billed to the student's medical insurance.
3. Students will provide the Advance Imaging Program with documentation of any injuries, incident reports, or treatments rendered.

Inclement Weather Policy:

If the College is officially closed due to inclement weather, the student is not required to be in attendance at the clinical education center. In the event of early closure or delayed opening the clinical schedule follows the college schedule.

Students may attend their clinical education center if traveling to that site does not present a hazardous situation. Please take into consideration your individual driving ability and the ability of your vehicle to get to the clinical education center or college. At no time should the student jeopardize their safety due to inclement weather conditions.

Tentative Clinical Education Facilities

The imaging centers used as Clinical Education Sites are:

Inspira Vineland
1505 W. Sherman Ave
Vineland, NJ 08360

Jefferson Health- Out Patient Center
900 Medical Center Dr-Suite 101
Sewell, NJ 08080

Inspira Elmer
W. Front Street
Elmer, NJ 08318

Jefferson Health Cherry Hill
2201 Chapel Ave West
Cherry Hill, NJ 08002

Inspira Mullica Hill
700 Mullica Hill Rd
Mullica Hill, NJ 08062

Jefferson Health Stratford
18 E Laurel Rd
Stratford, NJ 08084

Cooper University Hospital
1 Cooper Plaza
Camden, NJ 08103

Jefferson Health-Washington Twp
435 Hurffville-Cross Keys Rd
Sewell, NJ 08080

*Additional clinical educational sites may be added to enhance the clinical experiences

*Please be advised that clinical facilities are subject to change.

ACKNOWLEDGMENT OF CLINICAL EDUCATION ASSIGNMENTS

I understand that the following Clinical Education Settings are approved for the clinical rotations of students:

- Inspira Mullica Hill
- Inspira Vineland
- Inspira Elmer
- Jefferson Health- Washington Twp
- Jefferson Health- Out Patient Center
- Jefferson Health- Cherry Hill
- Jefferson Health- Stratford
- Cooper University Hospital

Additional educational centers may be added to enhance the clinical experiences.

Under normal circumstances, students will be assigned one clinical education center of their choosing for the full six month period. To provide the student a greater variety of required experiences, it may be necessary for a student to rotate to a new clinical education center for an unspecified period of time. Clinical assignments may be subject to change, at the Program Coordinator's discretion, in the event of changes in approved Clinical Education Settings, continual personality conflicts within the department, or at the request of a CT/MRI department administrator.

I understand that I will be assigned to the Clinical Education Settings I chose and that I am responsible for travel means and expenses to and from the clinical education center (or possible relocation) during my clinical assignments. **I agree to comply with this policy.** .

NAME (print): _____ **Signature:** _____

DATE: _____

ACKNOWLEDGMENT OF STUDENT HANDBOOK

I have received and thoroughly read the Advance Imaging Program Student Handbook. I understand the policies and regulations contained therein including the pregnancy policy, and the responsibilities to be undertaken.

I understand that failure to comply with the established policies may result in dismissal from the program.

I agree to comply with these policies.

Name (print) _____

Signature _____

Date: _____