Computerized Tomography Student Handbook
This is a supplemental student handbook for policies and procedures that are specific to the CT Program.

Due to the unique academic-clinical requirements of the Program, students are responsible for all Policies and procedures contained in the:

Rowan College of South Jersey Catalog
Rowan College of South Jersey Student Handbook
Rowan College of South Jersey CT Program Handbook
Policies and Procedures of the assigned Clinical Education Center

STATEMENT OF NON-DISCRIMINATORY POLICY

Rowan College of South Jersey 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.

The Rowan College of South Jersey CT Program reserves the right to change the curriculum and educational policies as considered necessary for the progressive development of the program.
The CT Program Handbook was revised May 2019

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WELCOME TO THE PROGRAM

The faculty of the Rowan College of South Jersey Radiography Program and Renee Lynn Graves, MSRS, RT (R) (CT) ARRT welcomes you as a student in our Computed Tomography (CT) program. We hope that you will find this to be a warm, friendly environment in which to learn.

In order to be eligible for this program you must have graduated from an accredited radiography, nuclear medicine or radiation therapy program and passed the ARRT Certification Examination. 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.

CT Imaging is a widely used modality, which generates cross-sectional images—or “slices”—of the body. Renee Lynn Graves is a well-known and respected expert in the education of CT technologists. He has developed a didactic course that provides you with all the fundamentals you need to prepare to enter into this career. Rowan College of South Jersey is providing you with the opportunity to complete the clinical requirements that are needed to be eligible to sit for the CT Certification Examination. In addition, upon completion of all the academic and clinical requirements, RCSJ will award a certificate of completion.

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, CT technologists, and fellow students to be intellectually and professionally rewarding. We expect you will dedicate yourself to the Rowan College of South Jersey tradition of offering the "Best of Patient Care".

The safety of patients and students is of primary importance. You must be physically and mentally able to complete the Essential Functions which are listed on the next page. Please review these criteria carefully. If you have a documented disability and wish to discuss the possibility for reasonable accommodations, please contact the Program Director prior to the start of the program.

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.
**Functions**

While in the clinical education center, the student must be able to:

1. Have sufficient strength, motor coordination, and manual dexterity to be able to:
   a. Transport, move, lift, or transfer patients from a wheelchair/stretcher to a CT table or to a patient bed.
   b. Physically place patients in the proper positions for the examination according to established procedures and standards of speed and accuracy.

2. Be capable of:
   a. Communicating verbally in an effective manner in order to explain and direct patients as it relates to their examination.
   b. Handling stressful situations related to technical and procedural standards and patient care situations.
   c. Providing physical and emotional support to the patient during CT procedures and be able to respond with speed to situations requiring basic first aid and emergency care.

3. Have the mental or intellectual capacity to:
   a. View and evaluate the recorded images for the purposes of identifying proper patient position, accurate procedural sequencing, and other pertinent technical qualities.
   c. Properly use computer systems and other technology within the imaging department.

4. Must possess the sensory factors necessary to provide optimal patient care. These senses include, but are not limited to, hearing (with or without aids), vision (with or without aids) including color and depth perception, clarity of speech, and tactile sensory perception.

If you feel you will be unable to achieve any of these goals, please notify the CT Coordinator prior to the first day of school. (856) 691-8600, extension 1418.
The Mission of the CT Program

To provide Gloucester and Cumberland Counties with competent technologists through a high quality, career-oriented education in CT.

Goals of the CT Program

1. Students will be competent when performing CT 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

MRI/CT Program Coordinator: Joanne Salvatore  Phone:  (856) 691-8600 ext 1418
   Email: jsalvatore@cccnj.edu

Course Instructor: Renee L. Graves: Email: rad8bonz@gmail.com

Radiography Program Director  Robert Champa  Phone: (856) 691-8600 ext 1264
   Email: rchampa@cccnj.edu
## Curriculum

### Principles of Computed Tomography Schedule

<table>
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<th>Dates</th>
<th>Topics</th>
<th>Readings (Computed Tomography for Technologists-Romans)</th>
<th>HW Assignments</th>
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<td>Module 1</td>
<td>System Operation &amp; Components</td>
<td>Chap 1,2 &amp; 5 Review Questions/Outline See instructions in Mod 1 HW</td>
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<td>Mod 1 Week 1-2</td>
<td>CT Image Formation</td>
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<td>Mod 2 Week 3-4</td>
<td>CT Image Quality</td>
<td>Chap 3 &amp; 8 Review Questions/Outline See instructions in Mod 2 HW</td>
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<td>Mod 3 Week 4-5</td>
<td>CT Artifacts &amp; Data Management</td>
<td>Chap 4 &amp; 6 Review Questions/Outline See instructions in Mod 3 HW</td>
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<td>Mod 4 Week 6-7</td>
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<td>Test #1 Week 8</td>
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<td>QUIZ</td>
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**Topics**
- System Operation & Components
- CT Image Formation
- CT Image Quality
- CT Artifacts & Data Management

**Readings**
- System Operations & Components pdf
- Chap 1 Basic Principles
- Chap 2 Data Acquisition
- Chap 3 Image Reconstruction
- Chap 4 Image Display
- Chap 5 Methods of Data Acquisition
- Chap 8 Post Processing
- Chap 9 Data Management
- Chap 7 Quality Assurance

**HW Assignments**
- Chap 1,2 & 5 Review Questions/Outline See instructions in Mod 1 HW
- Chap 3 & 8 Review Questions/Outline See instructions in Mod 2 HW
- Chap 4 & 6 Review Questions/Outline See instructions in Mod 3 HW
- Chap 7&9 Review Questions/Outline See instructions in Mod 4 HW

**Quizzes**
- QUIZ
- QUIZ
- QUIZ
- QUIZ

**Tests**
- TEST#1
## Principles of CT Schedule Cont’d

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<td><strong>Mod 5</strong></td>
<td>Patient Handling &amp; Safety</td>
<td>Patient Handling &amp; Safety pdf Chap 11 Patient Preparation Chap 14 Radiation Dose in CT</td>
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<td>CT Exam &amp; Anatomy Part 1 pdf Chap 15 Neuro Anatomy Chap 18 Musculoskeletal Anatomy Chap 19 Neuro Procedures Chap 22 musculoskeletal Procedures</td>
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<td><strong>QUIZ</strong></td>
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Quizzes

- QUIZ
- QUIZ
- QUIZ
- NONE

Tests

- TEST #2
# Principles of CT Schedule Cont’d

<table>
<thead>
<tr>
<th>Module Dates</th>
<th>Topics</th>
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<td>Interventional CT &amp; Fluoroscopy</td>
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<td>Mod 9 Week 18</td>
<td>Chap 16 Thoracic Anatomy &amp; Chap 20 Thoracic Procedures</td>
<td>Chap 23 Interventional CT &amp; Fluoroscopy</td>
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<td>Review Mod 8-10</td>
<td>Review all Semester Readings for Mod’s 1-10</td>
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<td>Mod 10 Week 20</td>
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| HW Assignments | HW Assignments | HW Assignments | HW Assignments | HW Assignments |
| Chap 16 & 20 AND Chap 17 & 21 Review Questions/ Outline See instructions in Mod 8 HW | Chap 23 Review Questions/ Outline See instructions in Mod 6 HW | Chap 24 Review Questions/ Outline See instructions in Mod 7 HW | NONE | NONE |

| Tests | Tests |
| TEST #3 | FINAL |
**Academic Integrity**

Academic fraud consists of any action that serves to undermine the integrity of the academic process including computer fraud, unauthorized inspection or duplication of test materials, cheating, attempting to cheat or assisting others to cheat on a take-at-home examination or final examination, plagiarism or comparable acts. Academic fraud will result in failure of the course.

We strongly feel that, as adults, our CT students will conduct themselves with the high moral standards we expect of them.

**Student Attendance**

The didactic portion of this program is provided on campus, one night a week for a total of 21 weeks. Each lecture is approximately three hours in length. There is a preset deadline that the CT 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 the CT certification at a later date, the student would need to re-register at full cost.

**Clinical Attendance**

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 that the student must miss a clinical assignment, the student should notify the clinical site prior to the scheduled start time. Make-up time at the site may be allowed if there are openings available. Contact the CT Program Coordinator to arrange additional clinical hours.

**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**

Students will report to clinical in clean, pressed scrub uniforms (any color or print) with their college ID clearly visible. A solid color cardigan sweater (button-down front) or lab coat can be worn when necessary. No sweatshirts are allowed. Hair is to be clean, groomed & tied back if long. Nails are to be kept short and unpolished. Refrain from wearing clogs, sandals, or open-toed shoes. (If uniform clogs are purchased, they must have a back strap for a secure fit.) Jewelry must be kept to a minimum. Any student found out of uniform or inappropriately dressed will be asked to leave the clinical assignment.

**Student Grievance Procedure**

Students are to comply with the following procedures included in the College Student Handbook and Rowan College of South Jersey Catalog.

- 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 in an attempt 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 Renee Graves.

**Retention/Program Withdraw Policy**

1. Students are required to complete each module examination with a minimum grade of 75%. All tests must be repeated until a passing grade is earned. Failure to complete each required module in the timeframe set forth will result in the student forfeiting the certificate of completion.

2. A student who wishes to withdraw from the CT program must do so in writing to the CT Coordinator. Tuition reimbursement is subject to the terms published on the program application.
**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.
- Session with a July start date will end in December.
- Session with a January start date will end in June.

When all didactic coursework is completed and required clinical procedures achieved, Rowan College of South Jersey will provide the student with a Certificate of Completion. The student will then be eligible to sit for the National Certification Exam in CT. In the event all required clinical procedures are not complete within the length of the program, Rowan College of South Jersey will not provide the student with a Certificate of Completion nor additional clinical rotations. It is then the responsibility of the student to procure the remaining procedures on their own within a six month period following program completion. Only then will the student be provided with the Certificate of Completion and be eligible to sit for the CT exam.

**General Qualifications**

To be eligible for ARRT CT certification exam candidates must already hold an ARRT registration in Radiography, or Radiation Therapy.

Candidates must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics. This includes, but is not limited to, compliance with State and Federal laws. A conviction of, or a plea of guilty to, or a plea of nolo contendre to a criminal procedure must be investigated by the ARRT in order to determine eligibility.

Candidates can avoid delay by requesting a pre-application review of the violation before or during training, rather than waiting until completing the program. The pre-application form is downloadable from the “Ethics” section of the ARRT website, or you may request a copy by phone.

**CT Clinical Experience Requirements**

Candidates for CT certification and registration must document performance of a minimum of 125 repetitions of computed tomography procedures according to the criteria noted below. Procedures are documented, verified, and submitted when complete via an online tool accessible through My ARRT Info account on arrt.org. ARRT encourages individuals to obtain education and experience beyond these minimum requirements.
**Specific Procedural Requirements**

The clinical experience requirements for CT consist of 59 procedures in six different categories:

A. Head, Spine, and Musculoskeletal
B. Neck and Chest
C. Abdomen and Pelvis
D. Additional Procedures
E. Image Display and Post Processing
F. Quality Assurance

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

1. Choose a **minimum** of 25 different procedures out of the 59.
2. Complete and document a **minimum** of 3 and a **maximum** of 5 repetitions of each procedure chosen.
3. No more than one procedure may be documented on one patient (no matter how many procedures are being performed on the patient).
4. Complete a **minimum total** of 125 repetitions across all procedures.

**Computed Tomography procedures performed in conjunction with a PET or SPECT attenuation correction scan or a Radiation Therapy planning procedure are not eligible for CT Clinical Experience documentation.**

Example:

A student chooses 25 procedures from 3 (out of the 6) categories. For them to achieve 125 repetitions, each of the procedures should be performed an average of 5 times each.

OR

A student chooses a total of 30 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. 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.**

**Professional Behavior and Conduct for Students**

As a student, you are in the clinical education center to gain clinical experience. 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.

2. 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. Students are to refrain from disturbing others with irrelevant noise, conversation, or gossip in the department, or while walking through the halls of the clinical education center.

6. Eating, drinking, or chewing gum in the clinical areas is not permitted.

7. 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.

8. Students are forbidden to have visitors during clinical hours.

9. Students are forbidden to perform any study on a patient or staff member without a legal script from a physician.

10. **Confidentiality is an utmost priority in all aspects of the medical environment. HIPAA regulations and their relevance to the CT Scan department will be discussed during orientation. It is expected that all students adhere to HIPAA 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.
CODE OF ETHICS

As students of Rowan College of South Jersey, you will be meeting and caring for members of the local community surrounding your assigned clinical education center. Each day you serve the public you represent not only yourself and your family, but also the profession and the college. The American Society of Radiologic Technologists has published a Code of Ethics for Professional Conduct that serves as a guide for the ethical conduct of Radiologic Technologists.

1. The radiologic technologist conducts herself or himself 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 principle 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 socioeconomic 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 health care 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.

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.
**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 CT images.
- Violate patient confidentiality or computer access rules.

In the event that 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 administrator may be unable to continue the program if an alternate clinical education center is unavailable.

**Program Pregnancy Policy**

Pregnant healthcare practitioners are permitted to work in and around the CT environment throughout all stages of their pregnancy. Acceptable activities include but are not limited to; positioning patients, scanning, archiving, injecting contrast, and entering the CT scan room in response to an emergency. Although permitted to work in and around the CT environment, pregnant healthcare practitioners are requested not to remain in the CT scan room during actual data acquisition or scanning.

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.

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 CT 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 CT 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.**

Students injured or developing medical problems during the school semester should advise the Program Coordinator if the condition will affect the student’s clinical performance. A physician’s note may be required before a student can return to clinical duties for conditions such as, but not limited to, contagious diseases, surgery, extremity or spinal injuries, or any absence of three or more consecutive days. Every effort will be made to accommodate the student’s needs.

Students returning from a leave of absence due to illness must submit the aforementioned current document before they will be permitted to reenter the CT Program. The physicians note must state that the student is permitted to resume clinical duties without restriction and include a date of return.

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 CT 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 Clinical 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:

- chicken pox
- hepatitis A
- hepatitis B
- staph infections
- salmonella
- draining lesions
- diarrhea (of more than 24 hours duration)
- mumps
- rubella
- measles
- pneumonia
- scabies
- conjunctivitis (infectious)
- AIDS
- 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 CT Program with documentation of any injuries, incident reports, or treatments rendered.

**Inclement Weather Policy:**

In the event of weather-related emergencies, announcements about the status of Rowan College of South Jersey will be aired on the following area radio/TV stations:

<table>
<thead>
<tr>
<th>Radio</th>
<th>TV</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMVB 1440 AM</td>
<td>QBS Channel 2</td>
</tr>
<tr>
<td>WSNJ 107.7 FM</td>
<td>KYW Channel 3 – CBS TV Philadelphia</td>
</tr>
<tr>
<td>WVLT 92 FM</td>
<td>WCAU Channel 10 – NBC TV Philadelphia</td>
</tr>
<tr>
<td>WZXL 100.7 FM</td>
<td>Cable Channel 13</td>
</tr>
</tbody>
</table>

Announced closings will also be incorporated into the college’s outgoing voice mail message and on the college website [www.cccnj.edu](http://www.cccnj.edu). Each student should be sure to update their personal contact info in the RCSJ Emergency Alert System.

*The radio, college website, or RCSJ voice mail messages are the only official college closing announcements.*

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. Those students in attendance on a declared snow day will be credited with extra clinical rotation hours. At no time should the student jeopardize their safety due to inclement weather conditions.
**Clinical Education Assignments**

The imaging centers used as Clinical Education Sites are:

<table>
<thead>
<tr>
<th>Clinical Education Sites</th>
<th>Imaging Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspira Vineland</td>
<td>Jefferson Health-Washington Twp</td>
</tr>
<tr>
<td>1505 W. Sherman Ave</td>
<td>435 Hurffville - Cross Keys Rd</td>
</tr>
<tr>
<td>Vineland, NJ 08360</td>
<td>Washington Twp, NJ 08080</td>
</tr>
<tr>
<td>Inspira Elmer</td>
<td>Jefferson Health- Cherry Hill</td>
</tr>
<tr>
<td>W. Front Street</td>
<td>2201 Chapel Ave West</td>
</tr>
<tr>
<td>Elmer, NJ 08318</td>
<td>Cherry Hill, NJ 08002</td>
</tr>
<tr>
<td>Inspira Mullica Hill</td>
<td>Jefferson Health- Stratford</td>
</tr>
<tr>
<td>700 Mullica Hill Rd</td>
<td>18 E Laurel Rd</td>
</tr>
<tr>
<td>Mullica Hill, NJ 08062</td>
<td>Stratford, NJ 08084</td>
</tr>
</tbody>
</table>

*Additional clinical educational sites may be added to enhance the clinical experiences*
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 Washington Twp Out Patient Center
- Jefferson Cherry Hill
- Jefferson Stratford

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

Under normal circumstances, students will be assigned one clinical education center for the full duration of the course. 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 department administrator.

I understand that I will be assigned to the above Clinical Education Settings 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 CT 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:______________________________________