

Radiography

Program Handbook

2026-2027



**DIVISION OF
Nursing & Health
Professions**

ROWAN COLLEGE OF SOUTH JERSEY

Cumberland Campus

3322 College Drive, Vineland, NJ 08360

RCSJ.edu

Rowan College of South Jersey is an Equal Opportunity College (Ref: RCSJ.edu)

The Board of Trustees is committed to providing a workplace and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones-Gloucester Campus, Vice President, Chief Compliance Officer & Senior Title IX Officer at 856-415-2154 or; Nathaniel Alridge Jr, J.D,- Cumberland Campus, Executive Director, Threat Assessment Management, Title IX, Compliance, and Judicial Affairs at 856-498-9948 or . For disabilities, contact Carol Weinhardt-Gloucester Campus, Director Department of Special Services, ADAAA/504 Officer at 856-415-2247 or, Meredith Vicente-Cumberland Campus, Senior Director, Accessibility and Support Services 856-200-4688.

Retrieved from <https://www.rcsj.edu/policies/aa-eeo/aa-eeo-2/> (Accessed: 6/22/2026)

Disclaimer: The content of the handbook may be amended at any time at the discretion of the College Administration. Students currently enrolled in the Radiography Program will be informed of policy updates via any or all the following: course announcements, e-mails, text messages, or course syllabi.

The Radiography Program Handbook was revised in July 2026.

Welcome to the Radiography Profession

The staff of the RCSJ Radiography Program welcomes student radiographers to a warm, friendly environment to learn. The field of Radiography is a new world as it is the first encounter with the behind-the-scenes operation of various imaging healthcare sites.

The student will be part of a medical team working in a branch of medicine called Diagnostic Imaging or Radiology. Students will assist physicians known as Radiologists who specialize in the use of X-rays and other imaging methods to diagnose and treat various injuries and diseases. Students will play a vital role in a science dedicated to saving lives and alleviating human suffering.

The education of radiographers is different from the education provided in other academic settings. Part of the education will be in the classroom and the other will be a practical clinical experience. During the next two years, students will be closely observed in the classroom and in the clinical agency. Students will be working closely with staff radiographers, physicians, and healthcare staff. Upon the successful completion of the program, students will be qualified to work in a hospital, diagnostic imaging center, physician's office, and with mobile imaging companies.

This handbook will help students become acquainted with the RCSJ Radiography Program. As a student, there will be many expectations. Students will have new responsibilities and will be required to meet professional standards.

To offer efficient and professional service to patients, regulations within the clinical agencies are necessary. These will be reviewed for students in this handbook, the college handbook, and the college catalog. All student radiographers are subject to the basic rules and regulations of the hospital, imaging department, and the school program.

Sincerely,

Joy MacMahan, M.Ed., R.T.(R)
Program Director, Radiography

Program Staff

Program Director
Clinical Education Coordinator
Lab Assistant

Joy MacMahan, M.Ed., R.T (R)
Natasha Cordero, M.Ed., R.T (R)
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The Rowan College of South Jersey (RCSJ) Radiography Program has dual education responsibilities and requirements for successful completion. This is a supplemental student handbook for policies and procedures specific to the Radiography Program.

Refer to the program website <https://www.rcsj.edu/programs/radiography/> for additional information.

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

- RCSJ College Catalog
- RCSJ Student Handbook
- RCSJ Radiography Program Handbook
- Policies and Procedures of the assigned Clinical Agency

Campus Resources- Cumberland

Academic Advising/Student Services 856-200-4647

Student Development Advisement *<https://www.rcsj.edu/advisement/cumberland>*

Mrs. Jennifer Schwarz, BS – Assistant Director, Selective Entry Programs *jschwa11@rcsj.edu*
856-200-4669

Center for Academic & Student Success *<https://www.rcsj.edu/academicsupport/cumberland>*

Testing Center *<https://www.rcsj.edu/Testing/Cumberland>*

College Bookstore *<https://cccnj.bncollege.com/>*

Center for Counseling and Wellness Services 856-200-4690

Library 856-200-4623

Security 856-200-4777

eLearning/Blackboard 856-200-4528

Technical Support 856-200-4811

Department of Special Services

The Department of Special Services is committed to providing support services and ensuring equal access to eligible students with documented conditions/disabilities as outlined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act with Amendments Act (ADAAA).

Location: Center for Academic & Student Success (CASS)

Contact: Meredith Vicente, Senior Director, (email) mvicent1@rcsj.edu; or (phone) 856-200-4688.

Radiographic Professional Societies

Joint Review Committee on Education in Radiologic Technology (JRCERT)

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the Department of Environmental Protection Bureau of Radiation Protection for the State of New Jersey (NJDEP).

JRCERT Mission Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education through the application of professional standards that endorse academic integrity and quality, as well as exemplary healthcare, through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

RCSJ adheres to the Standards for an Accredited Educational Program in Radiography (<https://www.jrcert.org/wp-content/uploads/2025/03/2021-Radiography-Standards.pdf>). A student who wishes to file a complaint may do so through the JRCERT website and submit an Allegations Reporting Form with supporting material. Before submitting allegations, the student must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution.

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

P: [\(312\) 704-5300](tel:(312)704-5300)

E: mail@jrcert.org

New Jersey Department of Environmental Protection (NJDEP)

The NJDEP is responsible for administering New Jersey's educational and licensure program for radiologic technologists.

NJ State Licensure Requirements:

1. Be at least 18 years of age at the time of the application;
2. Complete at least a high school level education in the United States or its equivalent;
3. Complete the educational requirement in the modality you are applying for;
4. Be of good moral character as determined by the Board;
5. Pass a Board approved examination or an equivalent examination within the last five years* or hold a current ARRT certification; and
6. Submit to the Department a complete application.
7. To be eligible for an examination, you must successfully complete a Board approved educational program or its equivalent and document competent clinical experience within the last five years [examination application](#). (The Board requires a minimum passing score of 75% on the ARRT exam.)

NJDEP Mission Statement

The Bureau of X-Ray Compliance works to improve the quality of life by protecting the public and radiation workers from unnecessary exposure to radiation from x-ray machines and reducing medical misdiagnosis caused by faulty x-ray equipment and operator error.

(<https://dep.nj.gov/rpp/>, accessed 7/22/2026).

**NJ Department of Environmental Protection
Bureau of X-Ray Compliance
PO Box 420
Trenton, NJ 08625- 0420**

The American Registry of Radiologic Technologists (ARRT)

The ARRT was established in 1922 to promote high standards of patient care and professional practice in medical imaging. One of its primary responsibilities is administering the national board examination for graduates of accredited radiography programs.

To earn the credential **Registered Technologist in Radiography, R.T.(R)**, candidates must successfully meet the ARRT's requirements:

Equation for Excellence: Education + Ethics + Examination = ARRT Certification

- **Education** – Graduate from an approved educational program in radiography.
- **Ethics** – Demonstrate good moral character and comply with the ARRT Standards of Ethics.
- **Examination** – Successfully pass the ARRT national certification examination.

Achieving ARRT certification demonstrates that a radiologic technologist has met nationally recognized standards for knowledge, professionalism, and ethical conduct, and is prepared to provide safe, high-quality patient care.

ARRT Mission Statement

To promote safe, high-quality patient care through credentialing, collaboration, and advocacy.

**The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
www.arrt.org
(651) 687-0048**

The American Society of Radiologic Technologists (ASRT)

The American Society of Radiologic Technologists operates as the premier professional association for the medical imaging community.

Advocacy & Standards: Defining ASRT Practice Standards and monitoring state and federal legislation.

Education: Providing continuing education (CEU) resources and professional development.

ASRT Mission Statement

To advance and elevate the medical imaging and radiation therapy profession and enhance quality, safe patient care.

American Society of Radiologic Technologists
15000 Central Avenue, S.E.
Albuquerque, New México 87123
<http://www.asrt.org>
800-444-2778

Rowan College South Jersey

Mission of Rowan College South Jersey

Rowan College South Jersey (RCSJ) is a student success-oriented, accessible and affordable learning center dedicated to enhancing its community's economic development and quality of life by striving for academic excellence in offering innovative programs and services to a diverse community of learners in a safe and caring environment.

(Effective July 1, 2019)

Core Values of the College

Rowan College of South Jersey respects the diversity of its student body and recognizes the worth and potential of each student. Therefore, the College affirms the following values and beliefs:

- **Commitment to Students**

Belief in the priority of providing the highest levels of learning, resources and support services to enhance the intellectual and personal growth and development of RCSJ students.

- **Commitment to Excellence in Education**

Belief in providing educational programs and student support services that combine academic rigor, up-to-date information, incorporation of the most effective strategies and close assessment of learning outcomes to achieve excellence in learning.

- **Contribution to Community**

Recognition of the importance of enhancing the economic vitality and quality of life for all citizens of the community.

- **Commitment to Access and Diversity**

Belief that the College will actively seek to create the highest levels of access to programs and services for all students who may benefit, and that the College's employees and students represent the diversity of the community.

- **Commitment to Faculty and Staff**

Recognition of the importance and contribution of all individuals who collectively create a positive learning environment. All members of the College community should have the opportunity to enhance their potential for purposeful, gratifying, and productive lives.

- **Quality Campus Environment**

Recognition of the importance of providing a work and learning environment that is characterized by integrity, clear communications, open exchange of ideas, involvement in decision making, and respect for all individuals.

Rowan College of South Jersey Core Competencies

(Based on the NJCCC General Education Foundation — August 15, 2007; Revised 2011; Adopted 2014)

This comprehensive list reflects the **core** competencies that are essential for all RCSJ graduates; however, each program varies regarding competencies required for a specific degree. Critical thinking is embedded in all courses, while teamwork and personal skills are embedded in many courses.

	RCSJ Core Competencies
1	Written and Oral Communication Students will communicate effectively in both speech and writing.
2	Quantitative Knowledge and Skills Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.
3	Scientific Knowledge and Reasoning Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.
4	Technological Competency Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.
5	Society and Human Behavior Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
6	Humanistic Perspective Students will analyze works in the fields of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language
7	Historical Perspective Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
8	Global and Cultural Awareness Students will understand the importance of a global perspective and culturally diverse peoples.
9	Ethical Reasoning and Action Students will understand ethical issues and situations.
10	Information Literacy Students will address an information need by locating, evaluating, and effectively using information

RCSJ Radiography Program

Radiography Program Mission

The mission is to empower aspiring radiographers with comprehensive theoretical knowledge and hands-on skills, fostering a commitment to excellence in patient care, diagnostic imaging, and technological advancements, while instilling a strong sense of ethical responsibility and professional integrity.

Goals of the Radiography Program

1. Students will demonstrate professionalism and clinical competence, ensuring the comfort, dignity, and safety of patients while maintaining ethical standards and professional conduct in the clinical agencies.

Student Learning Outcomes:

- 1.1 Students will demonstrate effective patient care with professionalism.
- 1.2 Students will correctly position patients for a variety of exams.

2. Students will display effective communication skills with a diverse population, using clear, respectful, and professional language to engage with peers, and other healthcare professionals.

Student Learning Outcomes:

- 2.1 Students will communicate effectively in the didactic setting.
- 2.2 Students will communicate effectively in the clinical agency.

3. Students will implement safe practices using critical thinking as demonstrated by effective clinical reasoning.

Student Learning Outcomes:

- 3.1 Students will adapt standard procedures for non-routine patients.
- 3.2 Students will critique images for optimal diagnostic quality.

RCSJ Radiography Program Policies

Inclement Weather Policy

In the event of weather-related emergencies, announcements about the status of Rowan College South Jersey closings will be incorporated into the college's outgoing voicemail message and on the college website <http://www.rcsj.edu>. Each student should be sure to update their personal contact information in the RCSJ [Emergency Alert System](#).

The college website, voice mail message, or Emergency Notification Alerts are the only official college closing announcements.

Holidays and Breaks

Students will observe the RCSJ academic calendar for holidays and breaks. The academic calendar can be found on the RCSJ website. Clinical days/hours cannot be made up when the college is closed.

Energized Radiography Equipment Policy

The use of the energized equipment will be restricted to the following:

1. Students must be accompanied by a radiography program staff member when using the energized lab and/or energized C-arm equipment. No student is permitted to use the live lab independently.
2. All exposures must be taken under direct supervision of a registered technologist.
3. No student shall take an exposure on any other student or themselves.
4. Dosimeters must be worn by all students while engaging with energized equipment.
5. Students must adhere to all program rules and regulations while using energized equipment.
 - This includes proper equipment use and maintaining a clean and orderly work environment.

Enforcement: Failure to adhere to this policy may result in disciplinary action, up to and including removal from the radiography program. Any incidents or safety concerns must be reported immediately to a radiography program member.

Student Behavior and Academic Grievance Policy

Students have the right to appeal for the final grade of any course. The steps to the appeals process are found in the College Student Handbook: <https://www.rcsj.edu/wp-content/uploads/RCSJ-2025-26-Student-Handbook.pdf>.

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

Health Policy

Students accepted to the Radiography Program must be in good health as evidenced by the completed health packet. Students are required to have all documents from the health packet readily available and be prepared to submit them within two business days upon request by the Clinical Education Coordinator for clinical agency placement.

Students are required to maintain health insurance and are responsible for their own healthcare expenses. If there is a delay in obtaining the insurance card, verification that an application was submitted, including the student's name, address, application number, and effective date will serve as proof until the card is received. In the instance where the student is covered under a parental policy, the student will be required to sign an affidavit of coverage. To obtain insurance through New Jersey's Official Health Insurance Marketplace, access <https://nj.gov/getcoverednj/>.

Students injured or developing medical problems during the semester should advise the Clinical Education Coordinator if the condition will affect the student's clinical performance. Healthcare programs such as Radiography do not allow for "light duty". The student must be able to perform all tasks normally required for completion of patient exams. **No students are permitted in the clinical setting with splints, braces, or any other supportive devices.**

Students returning to the program after illness or injury (absence of 3 or more consecutive days) must submit a healthcare provider's note stating the student is cleared for clinical with no restrictions and a return date.

Communicable Disease Policy

Influenza vaccines are mandatory for clinical placement.

As healthcare professionals, one of the 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 radiography 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 Education Coordinator.

Radiation Monitoring Policy

Radiation monitoring is required. Students enrolled in the Radiography Program of RCSJ will adhere to the following procedures:

- Radiation monitors are worn at collar level and outside of a lead apron while assigned to a radiation area of the clinical agency.
- Radiation monitors are NOT to be worn outside of the hospital.
- **Students will not be permitted in imaging areas without a radiation monitoring device.** Requests for replacement monitors should be directed to the Clinical Education Coordinator. If a replacement monitor is needed, it is at the student's expense (\$54) and can take up to 5 days to receive a new dosimeter. Any missed clinical time must be made up.
- Students are required to review, initial, and date their dosimeter reports promptly each quarter.
 - Students must pick up their quarterly radiation monitoring badge from the Clinical Education Coordinator within a timely manner. Distribution may require travel to the college during summer hours or other scheduled break periods to ensure uninterrupted radiation exposure monitoring.

- Any readings over 30 mrem will be documented in a Radiation Report and placed in the student's file. The possible cause of the reading will be investigated and reviewed with the student. The student will be counseled regarding radiation safety procedures as indicated.
- Students must immediately report all unusual incidences concerning the radiation badge to the Clinical Education Coordinator.
- In accordance with the National Council on Radiation Protection Report #48, "No person shall be employed specifically to hold patients, nor shall members of the Radiology Department who are classified as radiation workers, be asked to do so". **Students are strictly forbidden to hold patients or digital detectors during any radiographic procedure.**
- The radiation-monitoring badge provided by the college should NOT be worn when a student has radiographic procedures performed on self for diagnostic or therapeutic purposes, nor when working as a paid employee of an imaging department.

Use of Electronic Devices and Social Media Policy

The use of **cell phones, smart watches, and personal digital devices are prohibited** in clinical areas.

- Digital devices may not be used for clocking in or out of Trajecsys, studying, messaging, or personal activities during clinical hours.
- Social media use must comply with HIPAA regulations at all times.
 - Posting, sharing, or discussing patient information, clinical experiences, or images is strictly prohibited, even if patient identifiers are not visible.

Violations of the Radiography Program's digital device or social media policies may result in the student being immediately dismissed from the clinical setting for the remainder of the scheduled clinical day. The student will be required to meet with program faculty and complete a written learning contract before being permitted to return to the clinical setting. Additional disciplinary action, up to and including dismissal from the Radiography Program, may occur depending on the severity or recurrence of the violation.

MRI Safety

During the first semester, the program will provide students with information on MRI safety protocols and safety zones as they pertain to working in the clinical environment. Students may be required to complete an MRI screening form in accordance with the policies of the assigned clinical agency and/or participating in an approved advanced modality rotation during the final semester of the Radiography Program. The completed screening form will be supplied to the clinical agency upon request and will be placed in the student's file in the program director's office.

Pregnancy Policy

The following policy procedure is in compliance with the U.S. Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13, rev. 3 [Instruction Concerning Prenatal Radiation Exposure](#). The scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. The NRC has concluded that the effective dose equivalent limit of 500 millirems to the unborn child if the pregnancy has been declared by the mother provides an adequate margin of protection for the embryo/fetus.

Should a student confirm pregnancy, they have the option to:

1. Maintain the privacy of pregnancy and not declare or inform anyone of the pregnancy.
 - a. Should the student decide not to declare the pregnancy, no additional counseling or monitoring will take place. Any student who chooses to either not declare or undeclare pregnancy agrees to assume total responsibility for any problems that arise.
2. Declare and inform the Program Director of pregnancy. Each semester, a healthcare provider's note stating "no clinical restrictions" will be required.
3. Students may withdraw a declaration of pregnancy at any time throughout their pregnancy by submitting a written request to the Program Director, ensuring a confidential and supportive process.

It is strongly suggested and strictly voluntary that the student declare the pregnancy to take advantage of the lower exposure limit, dose monitoring provisions, and counseling. The form, that must be signed, to declare pregnancy, is available through the Radiography Program.

Once a pregnancy is declared, the student will be provided and required to wear an additional dosimeter badge, worn at the waist level to enable calculation of the fetal radiation dose. A wrap-around lead apron should be worn when a protective apron is required.

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

Information regarding federal guidelines for prenatal radiation exposure may be found at www.nrc.gov.

NJDEP Student Pregnancy Policy

1. No pregnant student should receive a radiation dose of more than 500 millirem (5 mSv) for the entire gestation period, with a maximum of 50 mrem (0.5 mSv) per month.
2. ALL students must wear whole-body radiation dosimeters when in the vicinity of radiation-producing equipment. This practice must be particularly enforced with respect to pregnant students.
3. The relative risk to the embryo and/or fetus from X-rays should be thoroughly explained to all students prior to actual operation of X-ray machines. United States Nuclear Regulatory Commission (NRC) Regulatory Guide No. 8.13, "Instruction Concerning Prenatal Radiation Exposure," and NCRP Report No. 91, "Protection of Embryo-Fetus," are suggested as references for all students.
4. The Radiologic Technology Board of Examiners recommends that adequate controls and monitoring be instituted to limit the dose to all students to as low as is reasonably achievable.
5. The Clinical Education Coordinator will review student radiation exposure reports quarterly to assure compliance with the above dose limit.

Lactation Room Accommodations (Administrative Procedure, 7105, accessed 6/22/2026)

The Lactation Room is a private space available to those who need it during normal College operating hours. Expressed milk storage is the responsibility of the user.

Two rooms are available for use on the Cumberland campus:

- Catherine J. Arpino Education & Humanities Center, across from A26

- Arts & Innovation Center – Faculty Lounge

Students can gain access to the space by visiting one of the following campus departments to sign a waiver and obtain the key:

- Student Counseling & Wellness, Catherine J. Arpino Education & Humanities Center
 - Contact Ruby Aparicio-Pagan, 856-200-4759, raparici@rcsj.edu
- Diversity & Equity, Catherine J. Arpino Education & Humanities Center
 - Contact Nathaniel Aldridge, 856-200-4712, naldridge@rcsj.edu
- Human Resources, Administration Building
 - Contact Jennifer Polof, 856-415-2271, jpolof@rcsj.edu or Lauren Vilimas, 856-200-4564, lvilimas@rcsj.edu
- Security 856-200-4777 or on campus call 4777

Academic Integrity

Refer to the Rowan College of South Jersey Board of Trustees Policy Manual, [8001](#). RCSJ expects unwavering integrity from students in any academic work.

All forms of cheating, including plagiarism, will not be tolerated and a grade of zero (0) will be awarded.

Artificial Intelligence (AI)

The Radiography Program recognizes that artificial intelligence (AI) tools can support learning when used appropriately and ethically. Students are expected to use AI in a manner that promotes learning, academic integrity, and professional responsibility.

Each course syllabus will specify whether and how AI tools may be used for course assignments, discussions, projects, examinations, or other learning activities. Students are responsible for understanding and following the AI expectations outlined in each course syllabus.

Students must:

- Use AI in accordance with college policies on academic integrity and the instructor's course requirements.
- Demonstrate independent critical thinking and professional judgment when using AI-generated content.
- Verify the accuracy, reliability, and appropriateness of AI-generated information before incorporating it into coursework or clinical decision-making.
- Submit work that reflects their own knowledge, analysis, and understanding. AI-generated content may not be submitted as the student's original work unless expressly permitted by the course instructor.
- Protect patient privacy and confidentiality by never entering protected health information (PHI), confidential clinical information, or other sensitive data into AI platforms.

Failure to comply with course-specific AI guidelines, academic integrity policies, or confidentiality requirements may result in disciplinary action in accordance with College and Radiography Program policies.

Kettering National Seminar

Students enrolled in the Radiography Capstone course are required to participate in the Kettering National Seminar, a comprehensive two-day review held annually in March of the graduation semester. The cost of the seminar is included in the tuition and course fees for the Capstone course.

The seminar reviews the theoretical concepts presented throughout the Radiography Program and is designed to reinforce knowledge, clarify challenging topics, and prepare students for the American Registry of Radiologic Technologists (ARRT) board examination.

The seminar may be held at an off-campus location, as determined by the program director. Students are responsible for arranging transportation and any personal expenses associated with attending an off-campus seminar.

Radiography Program Student Expectations

Student Attendance

Attendance at all didactic courses is vital to student success in the Radiography Program.

The curriculum is planned to enable the student to integrate radiography concepts and principles with patient care in a progressive manner. Students learn more effectively in an environment of mutual acceptance, intellectual inquiry, and self-involvement in their education. It is the responsibility of the staff to provide opportunities for learning, and it is the responsibility of the student to actively participate in the learning process. Students are encouraged to be present and prompt for all scheduled classes.

If a student is unable to attend class, the student must notify the instructor by email prior to the start of the scheduled class session. Students are responsible for all course material, assignments, announcements, and other instructional materials missed due to an absence. It is the student's responsibility to independently review all missed lecture content, obtain any notes or materials provided during class, and complete any assigned coursework by the established deadlines unless otherwise directed by the instructor. After reviewing the missed lecture content, students are encouraged to contact the instructor during office hours with specific questions or requests for clarification. Instructors are not responsible for re-teaching course content missed due to a student's absence.

If a student is absent on the day of a scheduled examination, a make-up examination must be completed no later than the date of the next scheduled class meeting. The format and content of make-up examinations may be modified at the instructor's discretion. A 10% reduction in the exam grade will be applied to the first exam missed. Any additional missed exams will result in a grade of zero (0).

Progression and Non-Progression of Curriculum Courses:

Due to the unique requirements of the Radiography Program curriculum, the Academic Standards and Satisfactory Academic Progress policies of the program differ from those found in the College Catalog. Those policies that vary from the College Catalog are indicated below.

Grading

Each semester, courses are designed to build upon the knowledge gained the previous semester. The grading system for all radiography courses of the Radiography Program has been aligned with the JRCERT and ARRT Standards, such that a minimum passing grade is seventy-seven (77%). Grades in the Radiography Program are final and will not be rounded.

Students must accept responsibility for the grade they earn on all exams, assignments, and projects. Each course syllabus will provide the program's grading system.

A student may achieve a grade of "I" or incomplete grade in the event the course cannot be completed as noted in the course syllabus. In the event of an "I" grade, the student will work directly with the instructor to complete the course. The student will sign a contract noting that the coursework must be completed before the next scheduled course begins per the RCSJ Student Handbook.

Progression

To remain in good standing and progress through the Radiography Program, students must meet all of the following requirements:

1. Earn a minimum grade of "C+" (77%) in all Radiography (RADT) courses.
2. Earn a minimum grade of "C+" (77%) in all Anatomy & Physiology (A & P I & II) courses.
3. Maintain a minimum GPA of 2.50 throughout the entire program.
4. Meet all program requirements and comply with Radiography Program policies as outlined in the Radiography Program Handbook.

Non-Progression

A student will be unable to progress in the Radiography Program under the following circumstances:

1. Students who earn less than a **C+ (77%)** in any Radiography (RADT) course or **Anatomy and Physiology (A&P I or II)** course are not eligible to progress to the next semester. The course must be successfully repeated with a minimum grade of **C+ (77%)** before the student may continue in the program, subject to the Program's remediation process.
2. If a student obtains less than the required C+ (77%) in any Procedures course, the student must meet with an advisor to withdraw from the Clinical co-requisite course.
3. Students seeking readmission to the Radiography Program after failing or withdrawing from a Radiography (RADT) course must successfully complete the Program's designated Radiography Remediation Course, Radiography Reflections, before re-entering the program. The remediation course must be completed with a minimum grade of **C+ (77%)** and demonstrates that the student has regained the knowledge and clinical readiness necessary to resume the curriculum.
4. Students are permitted to repeat only one (1) Radiography (RADT) course during the entire Radiography Program.
5. Students will be dismissed from the Radiography Program, with no opportunity for readmission, if they:
 - o Earn a cumulative grade point average (GPA) below **2.50**, or

- Receive grades below **C+ (77%)** in **two (2)** Radiography (RADT) and/or Anatomy and Physiology (A&P I or II) courses.
- 6. All requirements for the Radiography Program must be completed within three (3) years of the student's initial enrollment in the first Radiography (RADT) course.

Program Readmission/Remediation

Students wishing to re-enter the Radiography Program must do so within one year to complete the program within the required three years. Students must take and successfully complete the remediation course RADT 100, *Radiography Reflections*, before re-entry into the program with a grade of C+ (77%) or above. During RADT 100, the student will be reassessed on all prior knowledge.

To be eligible for re-entry, the student must email the Program Director by the following deadlines to be considered for re-entry.

- Fall re-entry – emails due no later than May 30th
- Spring re-entry – emails due no later than September 30th
- Summer re-entry – emails due no later than January 30th

Reentrance to the program requires a repeat Criminal History Background Check/Urine Drug Screen.

Before Withdrawing from a Course

If a student is considering withdrawing from the radiography program courses, they should seek guidance from the Program Director or Clinical Education Coordinator. If the decision is made to withdraw from the course, the student will be referred to an advisor. If a student does not complete the proper form with an advisor, the student will receive an “F” grade for the course(s).

Dosimeter badges and clinical ID badges must be returned. If they are not returned within one week of withdraw, a hold will be placed on the student's account.

Rowan College of South Jersey
Associate in Applied Science (A.A.S.) in Radiography
Transfer Program Requirements
Suggested Sequence of Courses

First Semester – Fall		Credits
RADT 104	Radiographic Imaging I	2
RADT 109	Fundamentals of Radiographic Patient Care	1
RADT 113	Radiographic Procedures I	2
RADT 115	Clinical Education I	3
	MATH Elective	3-4
BIOL 105	Anatomy & Physiology I	4
		15-16
Second Semester – Spring		
RADT 106	Radiographic Imaging II	2
RADT 121	Radiation Biology & Protection	3
RADT 123	Radiographic Procedures II	2
RADT 125	Clinical Education II	4
BIOL 106	Anatomy & Physiology II	4
		15
Third Semester – Summer A		
RADT 135	Clinical Education III	3
Fourth Semester - Summer B		
RADT 215	Clinical Education IV	3
Fifth Semester – Fall		
RADT 220	Radiographic Imaging III	2
RADT 225	Clinical Education V	6
RADT 233	Radiographic Procedures III	2
ENGL 101	English Composition I or	
ENGL 101e	Enhanced English Composition I	3-4
PSYC 101	General Psychology	3
		16-17
Sixth Semester – Spring		
RADT 221	Digital Imaging	2
RADT 235	Clinical Education VI	7
RADT 240	Radiography Capstone	2
ENGL 102	English Composition II or	
COMM 103	Technical & Scientific Writing	3
		14
Total Minimum Credits		66

Clinical Education

Criminal History Background Check & Urine Drug Screen

Clinical agencies require criminal history background checks (CHBC) and urine drug screen (UDS) for all individuals engaged in patient care. All students must undergo a CHBC and UDS upon acceptance into the Radiography Program. CHBC and UDS results are sent to the clinical agencies, who have sole discretion to decide if the student may engage in patient care at the agency. If a student is denied the opportunity to participate in the clinical agency as a result of the findings of the CHBC, the student will be dismissed from the Radiography Program.

Clinical Essential Functions:

To successfully complete the Radiography Program and participate in clinical education, all students must be able to safely perform the Essential Functions and meet the health, safety, and technical requirements established by the Radiography Program and its affiliated clinical agencies. Reasonable accommodations cannot fundamentally alter program requirements, compromise patient safety, or conflict with the policies or operational requirements of the clinical agencies. Any student who believes they may be unable to perform one or more of the Essential Functions, with or without approved accommodations, must notify the Program Director as soon as possible.

1. Motor Skills

Students must possess sufficient strength, coordination, balance, and manual dexterity to:

- a. Transport, move, lift, and transfer patients safely between wheelchairs, stretchers, imaging tables, and hospital beds using proper body mechanics and available patient transfer equipment.
- b. Move, position, adjust, and operate radiographic equipment, including mobile radiographic units, to accurately align the x-ray tube, image receptor, and patient according to established procedures.
- c. Position patients accurately and efficiently while ensuring patient comfort, safety, and image quality.
- d. Perform repetitive movements, bend, stoop, reach, kneel, and stand or walk for extended periods during clinical assignments.

2. Communication and Behavioral Skills

Students must be capable of:

- a. Communicating effectively, respectfully, and professionally with patients, families, physicians, technologists, faculty, and other members of the healthcare team.
- b. Explaining imaging procedures, providing clear instructions, obtaining pertinent patient information, and responding appropriately to patient questions.
- c. Demonstrating emotional stability, professionalism, and sound judgment while managing stressful clinical situations.
- d. Providing compassionate physical and emotional support to patients and responding promptly to situations requiring basic life support or emergency intervention within the scope of student responsibilities.

3. Cognitive Skills

Students must possess the intellectual ability to:

- a. Calculate and apply appropriate technical exposure factors based on patient size, condition, and examination requirements.

- b. Analyze radiographic images to evaluate positioning, anatomical inclusion, image quality, exposure, collimation, and diagnostic acceptability.
- c. Exercise critical thinking and clinical judgment while adapting imaging procedures to meet individual patient needs.

4. Sensory Skills

Students must possess the sensory abilities necessary to provide safe patient care, including:

- a. Sufficient visual acuity, with or without corrective lenses, to evaluate patients, monitor equipment, assess image quality, and distinguish anatomical structures.
- b. Adequate hearing, with or without assistive devices, to communicate with patients and healthcare personnel and recognize equipment alarms and verbal instructions.
- c. Functional speech and communication skills sufficient to provide clear instructions and interact effectively with patients and healthcare professionals.
- d. Adequate tactile sensation necessary for patient positioning, equipment operation, and assessment of patient condition.

Clinical Accommodations and Essential Clinical Performance

The Radiography Program is committed to providing reasonable accommodations to qualified students with documented disabilities in accordance with applicable laws and College policies. Accommodations approved may be implemented in the clinical setting when they do not fundamentally alter the essential requirements of the clinical experience, compromise patient safety, or conflict with the policies of the assigned clinical agency.

Clinical agencies reserve the right to determine whether accommodations can be implemented within their facility while maintaining safe patient care. Students may be required to provide documentation from a qualified healthcare provider supporting the requested accommodation. The clinical agency may approve, modify, or deny a requested accommodation based on its ability to maintain patient safety and operational requirements. The College and Radiography Program cannot guarantee that every clinical agency will be able to implement every approved accommodation.

Philosophy of Clinical Education Experience

The Radiography Program is committed to providing students with a high-quality clinical education that combines classroom instruction, laboratory practice, simulation, and supervised patient care. Before providing direct patient care, students must demonstrate the knowledge, technical skills, and professional behaviors necessary to deliver safe, effective, and compassionate care. These expectations help protect patients, ensure quality healthcare, and promote student success.

Clinical education is designed to help students gradually build confidence and competence. As students' progress through the curriculum, they are expected to assume greater responsibility and perform radiographic procedures with increasing independence under the appropriate level of supervision. The goal is for each student to develop from an observer into a competent, entry-level radiographer who demonstrates sound clinical judgment, professionalism, and technical proficiency.

Students are prepared to perform a wide variety of diagnostic radiographic procedures while maintaining the highest standards of patient care, radiation protection, and professional conduct. Throughout all clinical experiences, students are expected to follow radiation safety principles and apply the ALARA (As Low As Reasonably Achievable) standard to minimize radiation exposure while producing quality diagnostic images.

Clinical Preceptors, licensed radiologic technologists, the Radiography Laboratory Assistant, the Clinical Education Coordinator, and the Program Director provide instruction, supervision, and support. However, students are responsible for their own learning and professional development. Students are expected to prepare for clinical assignments, seek learning opportunities, ask questions when needed, accept constructive feedback, and demonstrate initiative in developing their clinical skills.

Self-evaluation is an important part of becoming a healthcare professional. Students are expected to reflect on their performance, identify areas needing improvement, and use available resources to strengthen their knowledge, technical skills, and professional behaviors. Students should seek guidance from clinical staff or program faculty whenever additional assistance is needed.

Clinical performance is evaluated throughout each semester using direct observation, competency assessments, clinical evaluations, and faculty feedback. Students must successfully meet all clinical objectives, competency requirements, and performance standards before advancing to the next clinical course. When concerns about clinical performance, professionalism, or patient safety arise, the program may implement a learning contract that outlines identified deficiencies, required remediation, performance expectations, and timelines for improvement. A learning contract serves as formal notification that the student's performance is below program expectations and that failure to improve may result in failure of the clinical course.

Safe clinical practice is essential to quality patient care. Students are expected to consistently demonstrate behaviors that protect patients, healthcare personnel, visitors, peers, and themselves from harm. This includes following patient identification procedures, infection control practices, radiation safety principles, safe patient transfer techniques, proper equipment operation, patient confidentiality (HIPAA), ethical standards, and all College, program, and clinical agency policies.

Unsafe clinical practice includes any action or failure to act that places patients, staff, peers, or the student at risk, violates professional or ethical standards, or disregards radiation safety principles. Depending on the seriousness of the incident, unsafe behavior may result in immediate removal from the clinical setting, disciplinary action, failure of the clinical course, or dismissal from the Radiography Program. Students who do not consistently demonstrate safe, competent, and professional clinical practice may fail the clinical course at any time during the semester.

Professional Conduct Standards

As a student radiographer, entering a healthcare profession requires a high level of professionalism, accountability, and ethical behavior. Students are expected to conduct themselves in a manner consistent with the standards of the Radiography Program, the clinical agencies, Rowan College of South Jersey Student Code of Conduct, and the American Registry of Radiologic Technologists (ARRT) [Code of Ethics](#).

Respectful communication

- Use professional language and tone with patients, staff, peers, and instructors.
- Accept feedback without defensiveness, feedback is a student's opportunity for professional growth.
- Refrain from gossip, negative comments, or inappropriate discussions in clinical or academic settings.

Accountability and responsibility

- Follow instructions the first time they are given.
- Accept responsibility for errors, missed requirements, or performance concerns.
- Follow the clinical rotation schedule.
- Complete competencies and clinical documentation accurately and promptly.

Professional appearance and behavior

- Adhere to program and clinical dress code policies.
- Maintain personal hygiene appropriate for a healthcare environment.
- Display professional demeanor, including body language and attitude.
- No eating, drinking, or chewing gum in the clinical patient areas.
- Students are expected to use any downtime (*when no patients are available*) wisely. Practicing positioning skills with classmates, reviewing images, and reviewing the pocket guide are considered constructive use of downtime.

Punctuality and preparedness

- Arrive on time and be prepared for assigned clinical rotations.
- Always consult Merrill's Pocket Guide and be mentally ready to participate in all exams within rotation.
- Notify appropriate clinical personnel and the Clinical Education Coordinator promptly in the event of an absence.

Professional Boundaries and Patient Interaction

- Patients must be addressed respectfully and in accordance with clinical agency policy.
- Terms of endearment (e.g., "honey," "sweetie") are not appropriate.
- All physicians are to be addressed as "Doctor"
- Physical and emotional boundaries must be maintained at all times.
- Students must demonstrate empathy, cultural sensitivity, and respect for patient dignity, privacy, and autonomy.
- Students are forbidden to have visitors during clinical hours.

Patient Confidentiality is the utmost priority in the clinical agencies. *Computer access to unauthorized patient information is strictly forbidden.* Information pertaining to the diagnosis, x-ray 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 radiographer 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. Any images used for educational purposes must be depersonalized.

Coordination of Clinical Rotations

The Clinical Education Coordinator and the clinical agencies are responsible for developing, initiating, and maintaining uniformity of clinical experiences for all students.

All program policies and procedures can be found in the Radiography Program handbook which is posted on the RCSJ Radiography website. This enables the Clinical Preceptors at each site to be able to function in the same capacity, thereby offering all students equal clinical opportunities with as much objectivity as possible. Clinical Preceptor meetings are scheduled throughout the year to ensure a cooperative achievement of program goals and student success. Updates, revisions, and review of policies are completed at these meetings.

Each clinical agency will be visited on a regular basis for the purpose of:

- Observation of student performance
- Discussion with the Clinical Preceptors to remedy any clinical areas of concern
- Periodically meeting with the department manager for feedback and institutional updates
- Conducting positioning lab or image evaluations with the students

Clinical agencies are located within 60 minutes of the College. Students are responsible for travel means and other expenses as determined by the clinical agencies.

Affiliated Clinical Agencies

Clinical assignments are made to correlate didactic knowledge with actual patient care experience. To ensure a diverse clinical experience, students will be assigned to three different clinical locations throughout the program. In addition, students meeting the minimum requirements will be assigned rotations in private imaging centers during the second year of education. The Clinical Education Coordinator and Program Director will determine the clinical site assigned to the student. These clinical assignments are subject to change, at the Clinical Education Coordinator's discretion, in the event of changes in approved clinical agency continual personality conflicts within the department, or at the request of a radiology department administrator.

The Radiography Program affiliated clinical agencies are as follows:

AtlantiCare – City Campus 1925 Pacific Ave. Atlantic City, NJ 08401	AMI at Inspira 1550 E Chestnut Ave., Bldg. 4, Suite A Vineland, NJ 08360
AtlantiCare – Mainland Campus 65 W. Jimmie Leeds Road Pomona, NJ 08240	AMI at Inspira 352 S. Delsea Dr. Vineland, NJ 08360
Cooper University - Cape Regional 2 Stone Harbor Blvd. Cape May Court House, NJ 08210	Atlantic Medical Imaging 3100 Hingston Ave. – Suite 102 Egg Harbor Township, NJ 08234
Inspira Elmer 501 Front Street Elmer, NJ 08318	AMI at Inspira Deptford 1450 Almonesson Rd. Suite 175 Deptford, NJ 08096
Inspira Mullica Hill 155 Bridgeton Pike Mullica Hill, NJ 08062	Arthritis & Rheumatology Assoc. of SJ 2848 S. Delsea Drive Vineland, NJ 08360

Inspira Vineland 1505 W. Sherman Ave. Vineland, NJ 08360	Jefferson - Out Patient Center 900 Medical Center Drive, Suite 101 Sewell, NJ 08080
Inspira Medical Center – Mannington 310 Salem-Woodstown Road Salem, NJ 08079	Jefferson– Cherry Hill 2201 Chapel Ave. West Cherry Hill, NJ 08002
Virtua Voorhees 100 Bowman Dr. Voorhees, NJ 08043	Jefferson - Stratford 18 East Laurel Rd Stratford, NJ 08084
	Jefferson– Washington Township 435 Hurffville-Crosskeys Rd Turnersville, NJ 08012

Additional clinical sites may be added to enhance clinical experiences.

Clinical Student Documents in Trajecsyst

- Competency evaluations – Laboratory, Initial, Continual, Terminal
- Performance evaluations – mid semester and end of semester
- Room rotation template
- Attendance & Grades
- Record of supplemental clinical experiences
- Clinical Incident Form
- Image evaluations

Room rotations must be posted within the Radiology Department at each clinical agency.

****Subject to change to enhance student learning experiences and support clinical proficiency.***

Clinical Education Days

- First Year, Fall and Spring Semesters: Tuesday and Thursday
- Summer Semesters (2): 6 wk. semesters Monday through Wednesday
- **Subject to change due to academic calendar*
- Second Year, Fall and Spring Semesters: Monday, Wednesday, and Friday

Clinical education days correlate with the college academic calendar. Clinical education days are completed for the semester on the published day classes end. Students will be notified if there are adjustments to the schedule.

Clinical Education Hours

Total clinical and classroom hours will not exceed forty hours per week. Clinical assignments on any one day will not exceed seven (7) hours unless approved by the Clinical Preceptor & the Clinical Education Coordinator. Hours at the clinical agency are 8:00 a.m. - 4:00 p.m. Ten hours maximum per day is allowed for supplemental time, per JRCERT regulations.

Clinical hours cannot be accrued or banked. Students will not receive credit for any time beyond seven (7) hours in a clinical day unless prior approval has been granted for supplemental time. A

standard clinical day is considered seven (7) hours. Students are expected to demonstrate professionalism at all times including appropriate time management. It is essential to communicate with clinical staff and preceptors when leaving the department for any purpose and avoid leaving in the middle of a patient exam.

Students are not permitted to be at the clinical agency outside of assigned hours. Violation of this policy may be grounds for dismissal from the program.

Any requests for adjustments to the clinical hours must be approved by the Clinical Education Coordinator and the clinical agency. No clinical hours may start earlier than 7 am, nor extend beyond 5 pm.

Students will be assigned a lunch period each day. The lunch break will align with the practice of the department and area assignments. The lunch break may not be used to make up or accrue time. A minimum 60-minute break is provided during each 7-hour clinical shift; no additional breaks are guaranteed. **A lunch break (of at least 60 minutes) is required for all students.**

Clinical Education Room Assignments

First Year:

Semester I (Fall)

Prior to observing in the radiology department, the student will rotate through transport and registration / file room. These rotations are provided to give the student an understanding of the flow of people, paper, and digital information through the radiology department. The goal is to ensure the students are aware of how the department functions prior to being assigned to the radiology rooms.

After successful completion of observing in transport, registration/ file room, and the corresponding evaluation in Trajecsys is complete, the student will be scheduled for weekly rotations in general, portable, Fluoroscopy, and Emergency Room areas.

Semester II (Spring)

The student continues with weekly assignments as listed above and will begin to rotate through the Operating Room for observation purposes.

Semester III (Summer A)

Students will be scheduled for weekly rotations as listed above. Students can begin obtaining Operating Room competencies.

Second Year:

Semester III (Summer B)

Students will be scheduled for weekly rotations as listed above.

Semester IV (Fall)

The student will be scheduled for weekly rotations as listed above. Rotations in assigned Outpatient facilities will begin.

Semester V (Spring)

The student will continue with the same weekly rotations as listed above. Opportunities to observe advanced modalities are provided. Terminals begin in the last three months of the program.

***The Clinical Preceptor will ensure all assignments are equitable. In addition, room rotations will be reviewed by the Clinical Educator Coordinator to ensure uniformity among the clinical sites.**

Clinical Agency Chain of Command

Students must follow the appropriate chain of command when addressing concerns. Students will follow the directions of the technologist to whom they are assigned per the clinical rotation schedule. If there are technical or personal problems between the student and the technologist, both should speak confidently to resolve the issue as the issue arises. If the problem cannot easily be resolved, a Clinical Preceptor should be consulted. If the event continues, seek additional counseling or guidance from the Clinical Education Coordinator and finally the Program Director. *Failure to follow the chain of command may be considered unprofessional behavior.*

Clinical Education Grading

Clinical grades are derived from averaging the grades achieved each semester in image evaluations, performance evaluations, and number of competencies obtained at the clinical agency.

1. Number of initial competencies completed – the student must successfully obtain the minimum required initial competency evaluations for each semester. The cumulative number of competencies earned is equivalent to the number grades listed on the goal sheet worth **25%** of the overall clinical grade. (Appendix A)
2. Image evaluations – each semester students will receive image evaluations worth **25%** of the overall clinical grade.
3. Performance evaluations – each semester clinical preceptors will complete performance evaluations regarding the student's overall professionalism, attendance, appearance, technical skills, patient care skills, and behavioral aspects worth **50%** of the overall clinical grade. (Appendix E)

Clinical Attendance

If an absence for clinical hours is imminent, the student must notify the Clinical Education Coordinator and the clinical agency before the start of the clinical day. **Failure to notify the Clinical Education Coordinator and the clinical agency before the start of your clinical time results in an automatic written Learning Contract and a 5-point penalty of the overall grade. A second instance may be grounds for course failure.** Notification is required for every occurrence of absence.

Clinical attendance is documented in Trajecsyst. Makeup time required for clinical absences is determined by the Clinical Education Coordinator and the clinical agencies and cannot be made up when the college is closed. Any time missed due to absence, tardiness, or early dismissal must be made up. The time to be made up is equal to what was missed. If the clinical agency sends the student home, those clinical hours must be made up.

Due to the required clinical education hours and competency requirements of the Radiography Program, all absences, tardiness, and early departures are subject to the program's attendance policy. Submission of a healthcare provider's note does not exempt a student from receiving an occurrence or from making up missed clinical hours. Students who are absent for three (3) consecutive days must provide documentation from a healthcare provider before returning to campus or the clinical setting.

Excessive time off from clinical education is considered unprofessional and may result in the implementation of a Learning Contract. If required make-up time is not completed within an appropriate timeframe, the student may receive a failing grade ("F") for the course. Students are expected to schedule personal appointments outside of Radiography class or clinical hours. Professionalism and punctuality are critical expectations in all healthcare settings. Consistent attendance is vital to building clinical competency and maintaining professional standards.

Excessive absences, early departures, or frequent tardiness may result in a learning contract and a 5-point deduction from the final clinical grade and may hinder student progress in the program.

Examples of excessive time off include:

- **3 clinical absences** in a semester – on the 4th absence a learning contract will be put into place, and a 5-point penalty will incur.
- **Frequent early departures** from clinical rotations without prior approval
- **Repeated lateness** – more than 5 minutes (e.g., 3 instances per semester)

In the event the Program Staff approves an activity on a scheduled clinical day, the student must attend the activity or report to their clinical site. Failure to do so will be counted as a clinical absence.

Supplemental Clinical Educational Experience

Students may request supplemental clinical education experience hours to enhance their skills and fulfill the attendance requirements of clinical courses. The scheduling will be arranged with the Clinical Preceptor and approved by the Clinical Education Coordinator. The supplemental clinical education experience form will be completed (signed by both parties) and handed into the Clinical Education Coordinator prior to the requested date. The Clinical Preceptors will assign the student to a clinical area. Students can request up to two days of supplemental clinical educational experience. Please be aware that any additional time dedicated to clinical experience beyond attendance requirements is solely for obtaining signatures. No initial or continual competencies can be acquired during this extra time. No supplemental hours are allowed on weekends, nights, or days the college is closed.

Clinical Dress Code

Students are required to always present a professional appearance. It is the patient's right to be treated with dignity and care by clean individuals. It is, therefore, required that each student practice good personal hygiene.

All students will:

- Wear navy blue scrubs, pants and shirt with solid black or white shoes or sneakers
- The RCSJ patch is placed on the upper left sleeve of the scrub top or lab jacket. The patch must be visible at all times.
- The RCSJ student ID must be visible at all times.
- The radiation dosimeter badge must be visible at the collar level at all times.
- Undergarments must not be visible through the uniform.
- Refrain from wearing open-heeled clogs (including Crocs), sandals, or open-toed shoes.
- Nails must be kept clean, short and unpolished. Fake nails, gel polish, or overlays of any kind are NOT allowed.
- Tie back long hair.
- A navy lab jacket can be worn when necessary. No sweatshirts/fleece are allowed. No white lab coats are allowed.
- Follow all clinical agency dress code requirements.
- Facial hair must be kept neatly trimmed in order for N95 masks to fit appropriately. Students may be required to remove facial hair to comply with fit testing requirements.
- Makeup should be worn conservatively.
- There are to be no false eyelashes worn in the clinical setting.
- Jewelry must be simple and comply with the rules of the clinical education setting. If applicable, a medical alert bracelet is permitted. **No facial jewelry, tongue jewelry, or other visible body piercings are permitted.**
- Any large or potentially offensive tattoos must not be visible. May wear white or black sleeves or long-sleeved shirts under the clinical uniform.
- Refrain from wearing strong perfumes/body scents. These can often be problematic for ill patients or those with allergies.
- Surgical scrubs are to be worn *only* when a student is assigned to the OR and in accordance with the clinical agency policy.

Any student found to be out of uniform or inappropriately dressed will be instructed to leave the clinical site for the day. This will be documented, and a learning contract may be put in place and reflected in the performance evaluation. The missed clinical time will count as a loss of clinical hours and must be made up.

Student Supervision Defined

The Radiography Program follows the standards set by the JRCERT and the NJDEP concerning the supervision of students during all clinical rotations.

During clinical education, the student will progress through various stages of development and are as follows:

- Didactic Education – Procedures exam
- Laboratory Simulation
- Clinical Practice
- Signatures (2) - A Competency Tracking Form will be supplied to each student, and it is the student's responsibility to update it accordingly. All competencies must be entered into Trajecsys within two (2) business days.

- Initial Competency
- Continual Competency
- Terminal Competency

Direct Supervision

The following parameters constitute direct supervision:

The Licensed Diagnostic Radiologic Technologist shall:

- Review the healthcare provider's request for examination in relation to the student's knowledge.
- Evaluate the condition of the patient in relation to the student's knowledge.
- Be present during the entirety of the procedure.
- Evaluate and approve/send the images.

Indirect Supervision

The following parameters constitute indirect supervision:

The Licensed Diagnostic Radiologic Technologist shall:

- Be immediately available to provide assistance and guidance as needed.
- "Immediately available" is defined as the presence of a licensed radiologic technologist in an adjacent room or location where the student is performing a radiographic procedure.
- This availability applies to all areas where ionizing radiation equipment is in use.
- Based on these supervision requirements, students may not be assigned to surgical, mobile, or fluoroscopy radiography rotations alone.

Clinical Competency Progression Plan

The primary goal of the RCSJ Radiography Program's clinical education is to correlate clinical experience with the knowledge obtained through the academic portion of the program.

1. Students acquire the knowledge needed in the classroom through lectures, laboratory demonstrations, and practice. While in clinical situations, the student will acquire knowledge by observing and assisting qualified Radiographers in radiographic procedures.

2. **Lab simulation competency:** In the laboratory setting, students perform simulated procedures and are graded on their abilities using laboratory conditions. Example of a chest x-ray laboratory evaluation: a student, using another student as a patient, will bring the patient into the room, ask all pertinent questions of the patient, position the patient and equipment, set appropriate technical factors, apply radiation safety standards, and give the patient proper breathing instructions. A minimum score of 85% must be earned to pass a laboratory simulation.

3. After and not until a student successfully passes the required laboratory competency, may students begin performing radiographic procedures on patients under the **direct supervision** of a qualified radiographer.

4. **Signatures:** Before attempting an initial competency, students must complete the minimum number of supervised practice exams (Signatures) required by the program indicated on the Trajecsys Competency Tracking Form.

All signatures must be entered into Trajecsyst within two (2) business days of the completed procedure. Signatures not entered within the required timeframe may be considered invalid at the discretion of the Radiography Program and may not be counted toward clinical requirements.

The minimum requirement of practice exams does not guarantee that a student is ready for initial competency. Students are encouraged to perform additional supervised procedures as needed to develop confidence and proficiency. Each practice exam must be completed to the satisfaction of the supervising licensed radiographer.

5. Initial competency evaluation: a graded assessment of a student's ability to safely and competently perform a radiographic examination. Using the example of a chest x-ray: the student performs a chest x-ray under **direct supervision** of a Clinical Preceptor. Upon completion, the Clinical Preceptor reviews the exam images with the student, evaluating all aspects of the procedure - positioning skills, technical factors, patient care, effective communication, professionalism, radiation safety, and equipment manipulation. **Competency evaluations may only be completed by recognized Clinical Preceptors.**

A minimum score of **90%** is required to demonstrate initial clinical competence for any examination. If less than 90% is earned, the student must review relevant material and obtain two additional signatures before the competency evaluation can be attempted again. A maximum of three (3) attempts to gain initial competency on any procedure is allowed. Failure to successfully achieve initial competency in the same anatomical examination after three (3) attempts, including required remediation, will result in automatic failure of the clinical course.

6. When a minimum grade of 90% is achieved, the student can begin performing that examination under **indirect supervision** in the clinical setting.

Clinical competency must be consistently demonstrated. Any Clinical Preceptor may revoke a previously earned competency if a student is unable to contradict the examination safely, professionally, or in a manner that compromises patient care.

If a Clinical Preceptor determines that patient care is being compromised during a procedure, the student will be required to stop the examination, and the qualified radiographer will complete the procedure. **When a competency is revoked, the student will return to direct supervision.** The student must complete the required remediation, obtain two additional supervised signatures, and successfully repeat the initial competency evaluation with a minimum score of 90% before returning to indirect supervision.

7. Continual competency: Through clinical experience, students are expected to consistently demonstrate competence while performing radiographic procedures on patients. Continual competencies are evaluations that measure a student's continued growth and clinical proficiency. These evaluations require students to apply critical thinking, clinical judgement, and competent technical skills to successfully perform radiographic procedures under progressively difficult and varying patient conditions. Students are required to complete the minimum number of continual competency evaluations established by the program by the end of each semester (indicated on

Trajecsys). If a student does not obtain the required number of continual competencies, it will result in automatic failure for the clinical course.

8. Terminal competency: Three months prior to program completion, during Clinical Education VI, the student will be responsible for completing ten (10) terminal competency evaluations to successfully pass the final clinical course. Terminal competencies include a variety of radiographic and fluoroscopic exams of a higher level of difficulty. Students must obtain a minimum score of 90% to be considered competent. If the student does not obtain a minimum of 90% on a terminal competency, the student will be placed back to direct supervision, and the clinical remediation stages must begin again. If a student does not obtain the required number of terminal competencies, it will result in automatic failure of the clinical course.

The following patient types are examples of progressive levels of difficulty:

- Geriatrics
- Pediatrics (6 years and under)
- Very obese or extremely underweight
- Trauma
- Arthritis or other pathology that requires positioning adjustments
- Language barriers or other factors which make communication difficult
- Non-responsive patients

Note: Not *all* patients need to be extremely difficult to qualify as a terminal competency. A *variety* of patient types is required. If the chosen study requires a staff technologist to seek lifting or other assistance, the student should be awarded the same level of assistance to complete the exam. The Clinical Preceptor will make the final determination.

Terminal competencies may only be performed on studies the student has already achieved an initial competency in. Examination requirements for terminal competencies:

- Thorax
- Abdominal studies
- Upper Extremity
- Lower Extremity
- Spine
- Contrast Studies
- Mobile Study
- C-arm procedure
- Head work – if applicable

9. The number of required competency evaluations is subject to change to comply with ARRT requirements. The minimum number of completed patient competency evaluations required for graduation is 36 initial competency evaluations on mandatory procedures, 15 initial competency evaluations on elective procedures, 8 continual competency evaluations, plus 10 terminal competency evaluations, for a total of 69 competency evaluations. ([ARRT Didactic and Clinical Competency Requirements](#), accessed 6/23/2026).

Up to (8) eight of those mandatory procedures may be performed under simulated conditions, if necessary. The Clinical Education Coordinator will decide which studies the student may simulate.

Students must complete the minimum number of competency evaluations outlined in the clinical course syllabus and competency goal sheet (see Appendix A), as well as the required number of continual evaluations specified in the clinical course syllabus to continue to progress through each semester.

For any level of competency testing (initial, continual, terminal) the following policy will be in effect:

- There is no limit to the number of practice exams a student may achieve in a single day.
- There is no limit to the number of competency evaluations attempted in a single day.
- Once the required number of signatures are completed and documented in Trajecsyst, the student can request an initial competency evaluation.
- A student may request multiple competency evaluations on the same patient.
- Only one (1) student may perform exams on the same patient.
- A licensed radiographer must evaluate a patient's status/condition prior to imaging under indirect supervision.
- Inability to perform exams proficiently and professionally will result in loss of competency.
- Limited studies will not count as a competency excluding fluoroscopy.

Clinical Remediation Plan

For those instances when a student is unable to achieve a passing grade, the following protocol will be used:

Didactic (Procedures Courses) [passing grade 77%]

- The instructor will record the grade obtained.
- The student must retake a failed exam before simulating a laboratory competency. The original grade earned will be the one used to calculate the course grade.
- A simulated laboratory competency may not be completed until exam requirements are met.

Simulated laboratory competency evaluation (passing grade 85%)

- The instructor will record the grade achieved.
- The instructor will identify problem areas and demonstrate proper procedure, if needed.
- The student will review and practice the procedure with peers.
- The Clinical Education Coordinator will make a new appointment to complete a simulated laboratory evaluation.
- If a student fails a simulated laboratory competency on a specific body part three (3) times, they will be assigned a failing grade for the Procedures course.

Patient competency evaluations (initial, continual, terminal) [passing grade 90%]

- The clinical preceptor will record the grade achieved.
- The clinical preceptor will identify problem areas and demonstrate proper procedure if needed.
- The Clinical Education Coordinator will place a remediation form in Trajecsyst for student review.
- As per the flow chart, the student will lose their competency, return to direct supervision status, and be required to obtain two additional signatures.
- The student will apply reinforced knowledge in the clinical setting.

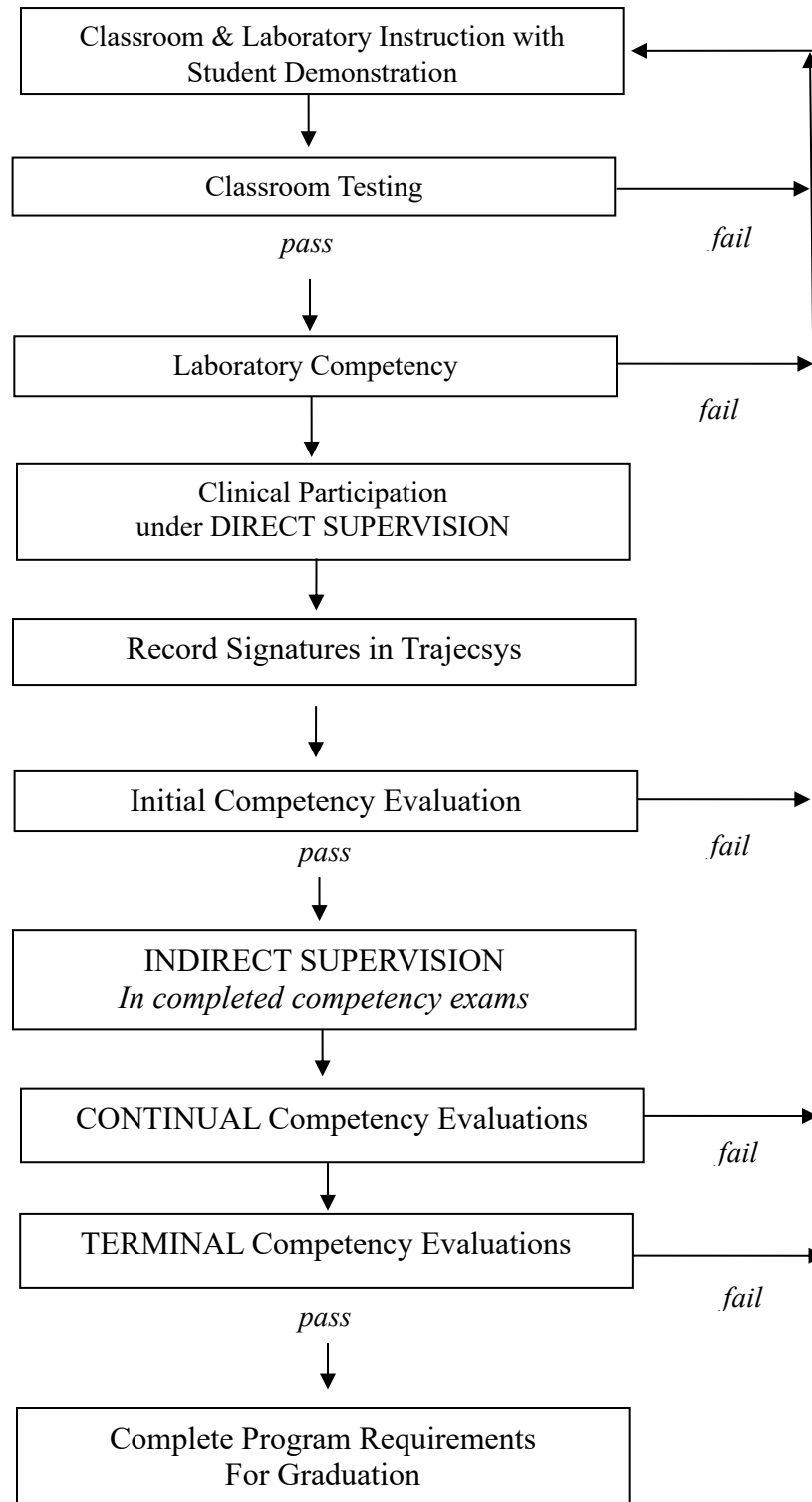
- The student will repeat the procedure for a competency evaluation.
- Indirect supervision status will be restored upon successful completion of the evaluation.
- A maximum of three (3) attempts to gain initial competency on any procedure is allowed. Failure to obtain initial competency after three attempts and remediation will result in automatic failure for the clinical course.

Non-Progression in Co-Requisite Radiography Courses

Radiography Procedures and Clinical Education courses are co-requisites and must be successfully completed together each semester. If a student earns a failing grade in either the Radiography Procedures course or the corresponding Clinical Education course, the student cannot successfully complete the associated co-requisite course.

The student is required to meet with an academic advisor to withdraw from the corresponding co-requisite course. Failure to officially withdraw from the co-requisite course will result in a final grade of **F** for that course. A final grade of **F** for the corresponding course will result in ineligibility for readmission to the Radiography Program in accordance with the program's non-progression and readmission policies.

Competency-Based Clinical Education Flowchart



Infrequent Studies Policy

Purpose: To allow the student to prove competency in studies rarely performed in the affiliated clinical agencies

In the event the student has the opportunity to perform any of the radiographic procedures deemed “infrequent” the following protocol is in effect:

1. The student may request a competency evaluation if a simulated laboratory competency has been successfully completed on that anatomical part.
2. The student does not need to have a logged experience on Trajecsyst prior to attempting the competency evaluation on an infrequent study.
3. If the student is unable to complete the study with 90% accuracy, they would remain at the direct supervision level and review relevant textbook information prior to attempting another competency on that study.
4. **The Clinical Preceptor makes the final determination if a study is infrequent at that clinical site.**

Repeat Procedure Policy (extremely important!)

All repeat examinations must be directly supervised by a Licensed Radiologic Technologist. The student will analyze the unsatisfactory image with the technologist and form a correction plan prior to making a second exposure. A student may repeat an exposure under direct supervision only once. If additional retakes are needed, they must be performed by a Licensed Radiologic Technologist. The Licensed Radiologic Technologist assigned to the area is ultimately responsible for the patient and the final images.

Radiography of Pediatric Patients

To ensure quality radiography for pediatric patients, students radiographing patients under the age of twelve (12) years must have direct supervision. There are no exceptions to this policy. **(As per ARRT policy, children must be aged 6 years or under for any pediatric competency evaluation).**

Contrast Media Studies

To ensure quality patient care, students must be directly supervised while preparing contrast media.

Staff Radiologic Technologists

- Are able to supervise students participating in radiologic exams.
- Should provide guidance and offer suggestions to improve student performance.
- Must approve all images before the patient is released, even when a student performs the study independently.
- Are ultimately responsible for the patient and images.
- May decline to allow the student to record the exam as a Signature if the student does not perform well and requires more practice.
- Are not allowed to complete any evaluations, such as the initial, continual, terminal competencies or Performance Evaluations, which involve computing a grade.

- Should report any student behavioral or performance problems to a Clinical Preceptor at the earliest convenience.

Clinical Incidents

The following incidents are of such a serious nature that one occurrence will result in the clinical preceptors entering a “Clinical Incident form” into Trajecsys, an automatic learning contract, and a reduction of one letter grade for that clinical course. (See Appendix F)

The second instance is grounds for course failure and dismissal from the Radiography Program. Clinical Preceptors and/or staff may intervene verbally and/or physically to prevent harm to a patient or others, e.g., clinical staff may physically move a student’s hand away if they determine another individual is put at risk related to the student’s action(s).

**Program staff reserves the right to suspend or dismiss a student for unprofessional or unethical behavior while on clinical assignment regardless of the theory grade.*

Examples of clinical incidents include, but are not limited to:

- Performing the wrong exam on a patient
- Performing an exam on the wrong patient
- Performing a repeat exam without a technologist present
- Performing a portable exam without a technologist present
- Performing an exam in the OR without a technologist present
- Sending completed images without a technologist's approval
- Causing injury to a patient due to gross negligence
- Unnecessarily exposing a patient, staff member, or peer to radiation due to unsafe practices
- HIPAA violation
- Unprofessionalism (e.g., behaviors or actions)

Unsafe Practices

Immediate dismissal will follow if the student is found to implement any of the following:

- Be suspected of being under the influence of drugs or alcohol and or engage in their use while at the clinical agency.
- Engage in behavior that creates a hostile environment.
- Inattentiveness/sleeping/resting with eyes closed at clinical.
- Engage in theft of any articles from the clinical agencies.
- Engage in any immoral conduct while at the clinical agency.
- Endanger the welfare of a patient or provide inadequate patient care.
- Fail to abide by program and clinical agency policies.
- Violate patient confidentiality (HIPAA) or computer access rules.

Clinical agencies reserve the right to dismiss students from their site if any behavioral or unethical conduct is observed. It is essential that students uphold the highest standards of professionalism and ethical behavior throughout their clinical education. To remain in good standing within the program, students must consistently demonstrate professional and ethical conduct.

Dismissal from a clinical site due to unprofessional conduct will result in automatic failure of the clinical course. Gratuities shall not be accepted by anyone.

Injuries Obtained During Clinical

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 Clinical Preceptor or supervisor.
2. An incident report must be completed, signed and filed in the student's file on campus.
3. Students injured at the clinical agency and requiring medical care should be seen in the Emergency Room prior to their leaving the building. A student may choose to receive care at another location. Fees incurred are to be billed to the student's medical insurance.
4. Students will provide the Radiography Program with documentation of any injuries, incident reports, or treatments rendered.

Graduation

Students must have a minimum of 66 credits with a cumulative GPA of 2.50 to be eligible to participate in the commencement activities in May of students' second year. All students in the radiography program are encouraged to participate in the commencement ceremony. Upon completion of all required courses, the graduates are eligible to apply to sit for the American Registry of Radiologic Technologists (ARRT) licensing examination and obtain a state license through the NJDEP as a Registered Radiologic Technologist.

To be eligible for Graduation the student must have satisfactorily completed:

- the attendance requirements for the program
- the academic course requirements of the program
- the clinical education requirements of the program

Pinning Ceremony

Students completing all requirements of the Radiography Program may participate in a pinning ceremony to be held on campus at the end of the spring semester. Family and friends are invited to attend. Students are responsible for costs associated with the pinning ceremony and may participate in the Radiography Club fundraisers to cover expenses.

Awards Presented (if applicable) at Pinning:

Highest Achievement Award

Academic Achievement Award

Clinical Excellence Award

Humanitarian Award

The award recipient is determined by the program staff after consultation with clinical preceptors.

Lambda Nu Society – New Jersey Gamma Chapter

National Honor Society for the radiologic and imaging sciences. Students must achieve a GPA of 3.5 in radiography courses and have completed 3 semesters in the program to be eligible to apply for membership. The Program Director will present the Lambda Nu opportunity for those eligible.

Appendices

Appendix A – Diagnostic Radiography Initial Competency Goals

Initial Competency requirements are cumulative throughout the program. The minimum requirement must be met to receive a passing grade for the clinical course.

Fall Semester

(September - December, First Year, T/Th)

A = 6 or more	6 = 96%	7 = 100%
B = 5	5 = 87%	
C = 4	4 = 78%	
F = 3 or less		

Spring Semester

(January – May, First Year, T/Th)

A = 18 to 21	18 = 92%	19 = 95%	20 = 98%	21 = 100%		
B = 13 to 17	13 = 80%	14 = 83%	15 = 86%	16 = 88%	17 = 89%	
C = 10 to 12	10 = 77%	11 = 78%	12 = 79%			
F = 9 or less						

First Summer Semester

(May - June, new site)

A = 25 to 28	25 = 92%	26 = 95%	27 = 98%	28 = 100%		
B = 20 to 24	20 = 80%	21 = 83%	22 = 86%	23 = 88%	24 = 89%	
C = 17 to 19	17 = 77%	18 = 78%	19 = 79%			
F = 16 or less						

Second Summer Semester

(July – August)

A = 30 to 33	30 = 92%	31 = 95%	32 = 98%	33 = 100%		
B = 25 to 29	25 = 80%	26 = 83%	27 = 86%	28 = 88%	29 = 89%	
C = 22 to 24	22 = 77%	23 = 78%	24 = 79%			
F = 21 or less						

Fall Semester

(September – December, M/W/F, new site)

A = 37 to 40	37 = 92%	38 = 95%	39 = 98%	40 = 100%		
B = 32 to 36	32 = 80%	33 = 83%	34 = 86%	35 = 88%	36 = 89%	
C = 29 to 31	29 = 77%	30 = 78%	31 = 79%			
F = 28 or less						

Spring Semester

(January – May, M/W/F)

Clinical grades will be based on performance evaluations and image critique.

Students must have completed all required competencies to be eligible for program completion.

This includes:

- 36 Initial Competencies
- 15 Elective Competencies
- 8 Continual Competencies
- 10 Terminal Competencies
- 69 TOTAL**

Appendix B – ARRT Mandatory/Elective Competencies

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

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

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

Appendix C – Competency Evaluation Criteria & Grading Guidelines

General Guidelines

- Students are to be evaluated based on the specific/definite observation of their performance. Ratings are to be based on the *specific* study being evaluated, not prior performance.
- A student is entitled to the same degree of assistance as a staff radiographer would need for that particular patient.
- Only a recognized Clinical Preceptor may evaluate a student for competency, and the Clinical Preceptor must be present in the imaging room at the time of the exam.
- Explanatory remarks that give the student specific examples of where they have done well & where they need improvement should be included. Positive suggestions for improvement should also be provided!
- Comments are required for any rating of one (1) or below.
- The evaluation must be electronically signed and dated by both the student and technologist after it is reviewed.

Competency Rating Scale

0= UNSATISFACTORY

A **“0”** in patient care, equipment, or positioning will result in an automatic failure of the evaluation. If this occurs, the preceptor will ask the student to observe while they complete the study. A **“0”** in other categories will not warrant an automatic failure, but the final grade must be 90% or above to pass.

The following list includes, but is not limited to, instances where a “0” is warranted:

- Failure to center lock the tube and align to the bucky.
- Utilizing incorrect technical factors or unsafe generator settings which would cause a repeatable image
- Improper centering and/or central ray angulation which would cause a repeatable image
- Incorrect patient position
- Failure to ask LMP and shield a female of childbearing age
- Utilizing a field size too small or too large for the part being imaged
- Failure to use lead markers or using a lead marker to identify the wrong anatomical side of patient
- Failure to properly identify patient or confirm exam order
- Failure to provide a safe environment for the patient

1= NEEDS IMPROVEMENT

The following list includes, but is not limited to, instances where a “1” is warranted:

- Fumbling with equipment, or inability to find locks, distance markers, detent locations, etc.
- SID at or greater than 2” off of correct distance.
- Incorrect workstation settings due to carelessness or forgetting to change settings for the next projection.
- Positioning errors.
- Lack of knowledge of departmental routine for the exam ordered.

- Incorrect image receptor placement and orientation that would lead to a repeat (e.g., LW on a pelvis).
- Failure to provide for patient modesty and comfort.
- Failure to use immobilization devices or communicate effectively with the patient.

2= SATISFACTORY

The following list includes, but is not limited to, instances where a “2” is warranted:

- Technical factors used are accurate or close to accurate but may need a small adjustment.
- SID properly adjusted to correct distance.
- Minor CR adjustment or change to patient position - image would have been acceptable without the adjustment.
- Appropriate shielding placement
- Lead marker properly used

Appendix D – Competency Evaluation

(Form is in Trajecsys)

	Unsatisfactory (0)	Needs Improvement (1)	Satisfactory (2)
<u>Evaluation of Patient History</u>			
a. Asked relevant history pertaining to exam			
b. Verified order			
c. Asks LMP			
<u>Readiness of Physical Facilities</u>			
a. Prepared room for procedure			
b. Proper exam setup and supplies			
c. Set preliminary exposure factors on control panel			
d. Performed post-exam room clean up			
<u>*Positioning</u>			
a. Positioned patient correctly			
b. Correct central ray			
c. Appropriate immobilization usage			
d. Followed facility protocol			
<u>*Equipment Manipulation</u>			
a. Manipulated tube and bucky correctly			
b. Set proper SID			
c. Correct tube angulation			
d. Appropriate handling of CR/DR receptor			
<u>Technique</u>			
a. Patient body habitus considered			
b. Selects appropriate exposure factors			
c. Evaluated image for correct exposure range			
<u>Efficiency</u>			
a. Demonstrated confidence			
b. Completed imaging in a timely and coordinated manner			
<u>*Patient Care & Rapport</u>			
a. Identified patient			
b. Introduced self to patient			
c. Radiopaque objects removed from area of interest			
d. Assisted patient in moving and proper care of (Foley, IV, O2, etc.)			
<u>Radiation Protection</u>			
a. Acceptable collimation			
b. Shielded patient and others if applicable			

c. Made exposure while observing the patient			
d. If repeats made grade accordingly			
Image ID – correct marker placement and correct marker used			
Image Critique			
a. Identified anatomy			
b. Able to determine motion or artifacts			
c. Able to determine if image is repeatable or not			

Appendix E – Performance Evaluation

Rowan College South Jersey Radiography Program Performance Evaluation

Student Name: _____ Date: _____
 Clinical Site: _____ Circle One: Mid-Term Final
 Key = (1) Unacceptable (2) Needs Improvement (3) Meets Requirements (4) Exceeds Requirements

(Form is in the Trajecsyst)

Criterion	Score
Section 1	
Identify patient and exam	
Verifies script matches requisition	
Introduce self	
Properly prepares patient for exam	
Obtains history and LMP	
Exercise caution with IV's and other patient apparatus	
Demonstrates good rapport and compassion	
Section 2 (score 1 or 3)	
Practices appropriate handwashing	
Applies Standard Precautions as needed	
Section 3	
Cleans and stocks room	
Assists technologists in assigned area	
Carries out instructions (i.e., transport, paperwork)	
Remains in assigned area and reports to tech/CP before leaving department	
Demonstrates punctuality	
Uses free time for educational purposes (studying, positioning, image eval, etc.)	
Section 4	
Knowledge of topographic anatomy, use of proper CR & receptor alignment	
Positioning skills consistent with level of education resulting in minimum repeats	
Juniors – Familiar with department protocol/can locate protocol book Seniors – Knows department protocols	
Uses accessories as needed (sponges, tape, etc.)	
Demonstrates organized workflow while performing exams	
Performs examinations accurately and within a reasonable time limit	
Follows through on all procedures, including computer entry, and releasing patients	
Properly uses lead markers	

Section 5	
Sets proper exposures as evidenced by EI #	
Juniors – recognizes the need for technique adjustments Seniors – Can compensate for abnormal variants	
Manipulates equipment properly and safely	
Processes radiographic images using CR/DR	
Performs post-processing and annotations	
Section 6 (score 1 or 3)	
Provides radiation protection for patient, self, and others	
Applies proper collimation	
Wears dosimetry badge in proper location	
Repeats images under direct supervision	
Section 7	
Does not wait to be asked to assist or do a case	
Eager to learn/tries hard	
Does more than is expected	
Tasks initiative to perform whatever task they are capable of performing	
Section 8	
Demonstrates a positive response to constructive criticism	
Strives for technical and patient care skills improvement	
Seeks advice as needed and makes appropriate decisions	
Is courteous and attentive at all times to doctors, staff, and peers	
Section 9 (score 1 or 3)	
Adheres to established program and department policies	
Maintains patient/technologist confidentiality (HIPAA)	
Section 10 (score 1 or 3)	
Maintains professional look, uniforms clean and pressed, hair tied back	
Nails clean, professional length and color. NO artificial nails, overlays, or gel polish	
Jewelry at a minimum/No facial piercings/Tattoos covered	
Hospital issued ID badge and RCSJ ID visible at all times	
No eating, drinking, gum chewing or CELL PHONE use in the clinical area	
Attendance	
Attendance 1 = 3 or more absences 3 = 1 or 2 absences 4 = No absences	

Appendix F – Clinical Incident Form

Clinical Incidents

Check below	Clinical Incidents:	Clinical Preceptor Signature
	Performing the wrong exam on a patient	
	Performing an exam on the wrong patient	
	Performing a repeat exam without a technologist present	
	Performing a portable exam without a technologist present	
	Performing an exam in the OR without a technologist	
	Sending completed images without an RT approval	
	Causing injury to a patient due to gross negligence	
	Unnecessarily exposing a patient, staff member, or peer to radiation due to unsafe practices	
	HIPAA violation	
	Unprofessionalism	
	Other	

Student Name: _____

Date of Incident: _____

Date of Review with Student: _____

Student Signature: _____

Appendix G – Waivers and Consents

Rowan College of South Jersey - Radiography Program

Clinical Rotation Waiver

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

- AtlantiCare: Atlantic City & Mainland
- Inspira: Elmer, Mullica Hill, Vineland, and Mannington
- Jefferson: Washington Twp, Stratford, Cherry Hill, and Sewell
- Cooper University - Cape Regional, Cape May Courthouse
- Virtua Voorhees: Voorhees
- Atlantic Medical Imaging, Egg Harbor Twp.
- AMI at Inspira – Delsea (Vineland), Chestnut (Vineland), Deptford
- Arthritis & Rheumatology Association of South Jersey, Vineland

Additional clinical agencies may be added to enhance clinical experiences.

Under normal circumstances, students will be assigned to a total of at least three clinical agencies. In addition, students meeting the minimum requirements will be assigned a rotation in an outpatient imaging center during the second year of education. This arrangement may be subject to change, at the Clinical Education Coordinator's discretion, in the event of changes in approved clinical agency, continual personality conflicts within the department, or at the request of an imaging department administrator.

I understand that I will be assigned to the above clinical agencies and that I am responsible for travel, means, and other expenses as determined by the site, to and from the clinical agency (or possible relocation) during my clinical assignments.

I agree to comply with this policy.

Date: _____

Printed Name of Student: _____

Signature of Student: _____

Appendix H – Acknowledgment of Radiography Handbook

Rowan College of South Jersey - Radiography Program

As a Rowan College of South Jersey student, I acknowledge the Radiography Program Handbook and the policies contained within are available to me through the RCSJ Radiography website.

I acknowledge receiving and/or being provided electronic access to the Radiography Program Handbook and college policies.

I have read these materials and understand all the rules, responsibilities, and expectations. I understand that the Radiography Program Handbook and program policies may be amended during the year and that such changes would be discussed within a new policy agreement.

I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with program rules, policies, and procedures.

Student Name (Printed): _____

Signature: _____

Date _____

Appendix I – Student Acknowledgement of JRCERT Standards and Allegations Process

Rowan College of South Jersey - Radiography Program

The Rowan College of South Jersey Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT establishes Standards for accredited educational programs to promote quality education and protect the rights of students.

As a student enrolled in the Radiography Program, I acknowledge the following:

1. I have been informed that the Radiography Program is accredited by the JRCERT and operates in accordance with the JRCERT Standards for an Accredited Educational Program in Radiography.
2. I understand that I have the right to review the current JRCERT Standards, which are available through the program and on the JRCERT website.
3. I understand that concerns related to grades, disciplinary actions, academic policies, clinical assignments, or other program matters should first be addressed through the Radiography Program's established grievance procedures.
4. I understand that if I believe the program is not maintaining compliance with one or more JRCERT Standards, and the concern has not been satisfactorily resolved through the institution's established procedures, I have the right to submit an allegation to the JRCERT.
5. I understand that the JRCERT allegations process is intended to address concerns regarding a program's compliance with accreditation Standards and is not intended to resolve individual student grievances or overturn academic or disciplinary decisions.
6. I understand that information regarding the JRCERT Standards and the allegations process is available on the JRCERT website.

By signing below, I acknowledge that I have received information regarding the JRCERT Standards and the JRCERT allegations process. I understand my rights and responsibilities as they relate to accreditation and agree to follow the Radiography Program's established policies and procedures for addressing concerns.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Appendix J – Reporting Allegations of Sexual Assault Resource Referrals

Reporting Allegations of Sexual Misconduct Resource Referrals Cumberland Campus (02/2026)

There are multiple safe places for students to report allegations of sexual misconduct (“DVSAS”), both on and off campus.

Reports of sexual misconduct (“DVSAS”) can be made to any of the following offices listed below.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Law Enforcement	Vineland Police Dept.	856-691-4111
	Millville Police Department	856-825-7010
	Cumberland Co. Sheriff’s Office	856-451-4449
	Cumberland County Emergency Services	9-1-1
	Cumberland Campus Security 856-200-4706 (Direct)	Andres Lopez, Director Safety and Security 856-200-4706
Non-Confidential On-Campus Reporting Support Services	Almarie J. Jones Vice President, Chief Compliance Officer and Senior Title IX Officer	856-415-2154 Gloucester Campus College Center, Room116 ajones@rcsj.edu
	Nathaniel Alridge, Jr., JD, Executive Director, Threat Assessment Management, Title IX, Compliance, and Judicial Affairs	856-498-9948 Catherine J. Arpino Education and Humanities Center, nalridge@rcsj.edu
	Kellie W. Slade, Ed.D. Executive Director Student Services	856-200-4615 Student & Enrollment Services Center kslade@rcsj.edu
	Meredith Vicente Senior Director, Student Accessibility and Support Services	856-200-4688 Department of Special Services mvicent1@rcsj.edu
	Ramon Casanova Executive Director, ACT	856-200-4783 Student Services rcasanov@rcsj.edu
	All students are encouraged to report alleged crimes on campus. Employees <u>must</u> report crimes that pose an immediate threat to the campus Security Office, the local Police Department or the Sheriff’s Office.	

Confidential On-Campus Counseling and Support Services	Center for Wellness & Support Devin Olivia Barton-Torres, LCSW Director	University Center 856-200-4759 <i>dbartontorres@rcsj.edu</i>
Confidential Off-Campus Full-Service Support	Center for Family Services – Services Empowering Rights of Victims (SERV)	24/7 Hotlines Cumberland Co. – 1-800-225-0196 <i>www.centerffs.org/serv</i>
Hospital Sexual Assault Nurse Examiner on Site	Inspira Medical Center Vineland	1505 W. Sherman Ave., Vineland, NJ 856-641-8000

Name: Harassment and Discrimination

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HARRASSMENT AND DISCRIMINATION

All forms of employment and educational harassment and discrimination based on protected categories (see policy 7011 Harassment and Discrimination) are prohibited. Sexual harassment is a form of unlawful gender discrimination and sexual assault, dating violence, domestic violence, and stalking constitute a violation of federal law.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made a condition of employment or participating fully in the educational experience;
- Submission or rejection of such conduct is used as a basis for employment or educational decisions affecting the individual; or
- Such conduct has the purpose or effect of substantially interfering with the work performance of an employee or the educational performance of a student, or creating or maintaining an intimidating, hostile, or offensive environment.

Sexual harassment may include a wide range of obvious and/or subtle comments and conduct.

Depending on the circumstances, it may include, but not limited to, repeated offensive or unwelcome sexual advances; subtle or overt pressure for sexual favors; sexual jokes; verbal comments or innuendo of a sexual nature; propositions or advances; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, pinching, or other physical touching; suggestive, insulting, or obscene comments or gestures; and/or display of sexually suggestive objects or pictures. Sexual harassment may include harassment between individuals of the same gender.

Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Sexual misconduct (including domestic violence, dating violence, sexual assault, and stalking) destroys mutual respect and a trusting environment and can bring substantial personal harm to

individuals and violates individual rights. Such behaviors will not be tolerated at the College and are against Board policy and constitute a violation of state and federal law. (See policy 7013 Sexual Misconduct and the Rights of Victims.)

Consensual Relationships

Whenever an employee uses a position of authority to induce another person to enter into a non-consensual relationship, the harm both to that person and to the institution is clear and a violation of law. Even where the relationship is consensual, there is significant potential for harm when there is an institutional power difference between the parties involved, as is the case for example between supervisor and employee, faculty and student, coach and athlete, or academic advisor and advisee. Such relationships may cast doubt on the objectivity of any supervision and/or evaluation provided. Therefore, consensual romantic and sexual relationships are discouraged. These relationships may be subject to concerns about the validity of consent, conflicts of interest, and unfair treatment of other students or employees. Such relationships can undermine the atmosphere of trust essential to the employment relationship and the educational process. A person involved in a consensual relationship should not have a direct responsibility for evaluating employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment;
- Has the purpose or effect of unreasonably interfering with an individual's work or educational performance; and/or
- Otherwise adversely affects an individual's employment or educational experience.

Harassing conduct includes, but not limited to: epithets, slurs, or negative stereotyping, threatening, bullying, intimidating, stalking or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated on the College campus or workplace, including email or the College's computer system.

Bullying and Cyber Harassment

The College is committed to providing a campus free from threats, bullying, intimidation, stalking, and other harassing behaviors. These behaviors may include, but not limited to the following:

- Repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, online posts, blogging, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts;
- Verbal or written abuse, threats, harassment, coercion, or any other conduct that places another individual in reasonable fear of his/her safety through words or actions directed at

that person, or substantially interferes with the working, educational, or personal environment of the individual; and/or

- Threatening or persistent offensive communication through the Internet, via email chat rooms or other electronic devices.

Complaint Resolution Procedure: Investigation and Non-Retaliation

The College encourages employees and individuals to utilize the following complaint resolution procedure:

- Any individual or applicant for employment who has reason to believe that he or she is the victim of discrimination or harassment in any of its many forms, or any individual who has witnessed such conduct, should report such a complaint to the Vice President, Chief Compliance Officer and Senior Title IX Officer, located in the College Center, telephone number (856) 415-2154 (Gloucester Campus), or to the Executive Director Threat Assessment Management, Title IX, Compliance, and Judicial Affairs located in the Catherine J. Arpino Education and Humanities Center, telephone number (856) 498-9948 (Cumberland Campus).
- All information regarding harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances.
- All reports of harassment in violation of this policy will be investigated promptly and thoroughly. An investigation will include meeting with the alleged perpetrator as well as all relevant persons, including the complainant, and other potential witnesses, as appropriate under the circumstances. The results of the investigation will be communicated in writing to the complainant and the alleged perpetrator simultaneously.
- Supervisory personnel must be alert to evidence of possible ongoing harassing conduct and report such incidents to the, Vice President, Chief Compliance Officer and Senior Title IX Officer, located in the College Center, telephone number (856) 415-2154 (Gloucester Campus), or to the Executive Director Threat Assessment Management, Title IX, Compliance, and Judicial Affairs located in the Catherine J. Arpino Education and Humanities Center, telephone number (856) 498-9948 (Cumberland Campus). An individual need not personally have been the target of an instance of offensive or harassing conduct in order to report a complaint based on that conduct.
- Any individual who is found after appropriate investigation to have engaged in conduct prohibited by this policy will be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program. No individual will be subject to retaliation, intimidation, or discipline as a result of making a good faith complaint of harassment or providing information in connection with another's complaint. The College considers retaliation to be a violation of this policy and urges all individuals to report any incidents of retaliation immediately, in the same manner as any act of harassment. The College will investigate and resolve reports of retaliation in the same manner as any act of harassment (See policy 7017 Conscientious Employee Protection).
- If, after investigation of a complaint of harassment, it is determined that either the complainant, or any other person providing information during the investigation, intentionally and knowingly provided false information regarding the complaint, such

individual will also be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program (See policy 7009 Employee Conduct and Work Rules).

- If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with the policy.
- After the close of the investigation and after any remedial actions have been taken, the Vice President, Chief Compliance Officer and Senior Title IX Officer, located in the College Center, telephone number (856) 415-2154 (Gloucester Campus), or to the Executive Director Threat Assessment Management, Title IX, Compliance, and Judicial Affairs located in the Catherine J. Arpino Education and Humanities Center, telephone number (856) 498-9948 (Cumberland Campus) may follow up at least twice with the complainant to ensure that no harassment or retaliation is occurring or to prevent the recurrence of harassment.
- Any criminal assault or battery, sexual or otherwise, will be reported to the appropriate authorities.

The Complaint Form may be found on the College website, on the Gloucester Campus in the Office of College and Governmental Compliance located in the College Center, or on the Cumberland Campus in the Administrative Offices located in the Catherine J. Arpino Education and Humanities Center.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, 7009 Employee Conduct and Work Rules; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; and 7017 Conscientious Employee Protection (Whistleblower)