

Student Policies and Procedures Manual 2023-2024

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Forward

We are happy to welcome you to NHTI – Concord’s Community College and our Radiologic Technology program. It is our most sincere desire that you will display your best efforts during your enrollment at NHTI.

The faculty of NHTI is here for assistance and guidance in your quest for knowledge and expertise in the profession of radiologic technology. Your presence indicates that you have accepted the challenge extended by your chosen profession; now, you must pursue it to the fullest extent of your energies.

This manual will assist you with the many questions that arise each year relative to the policies of the Radiologic Technology program and its clinical affiliations. You are expected to be cognizant of and adhere to these policies.

Note: New policies can be created and implemented at any stage of the program at which time we will provide a copy of the updated policy with a request for signature page stating that you have received a copy of the update. All new policies will take precedence over any old policies located in any policy books and/or syllabi.

We wish you success.

The Radiologic Technology Faculty

Mission Statement

In conjunction with NHTI's Mission Statement, the Radiologic Technology program provides the highest standards of theoretical and clinical experiences for its students, thereby empowering them to improve the public’s health by ensuring access to quality radiologic healthcare. Through a process of continuous improvement, we will exceed expectations in educating our students.

Program Goals

Students will be clinically competent.

Student learning outcomes:

- 1.1 Students will obtain diagnostic-quality images.
- 1.2 Students will practice effective patient care, including radiation safety.

Students will communicate effectively.

Student learning outcomes:

- 2.1 Students will practice effective oral communication skills.
- 2.2 Students will use clear and concise written communication.

Students will demonstrate critical thinking.

Student learning outcomes:

- 3.1 Students will make corrections for positioning and/or technique.
- 3.2 Students will adapt to new procedures and situations.

Students will demonstrate professionalism.

Student learning outcomes:

- 4.1 Students will be respectful and tactful in all interactions.
- 4.2 Students will display ethical behavior when interacting with patients and all members of the healthcare team.

Program Effectiveness Data

The program monitors ARRT exam pass rates, program completion rates, and employment rates each year as well as 3- and 5-year averages. This data can be found at www.jrcert.org under the Students tab/Program Effectiveness Data. This data is also available through the program director’s office in the Annual Assessment Report.

Radiologic Technology Curriculum

First Year

Summer Semester (11 weeks)		CL	LAB	CR
MATH120C	Quantitative Reasoning	4	0	4
RADT103C	Radiographic Positioning I	1	2	2
RADT109C	Introduction to Healthcare in Radiologic Technology	1	0	1
RADT180CC	Radiographic Physics	3	0	3
Semester Total		10		
Fall Semester (15 weeks)				
BIOL195C	Anatomy and Physiology I	3	2	4
RADT116C	Radiographic Imaging Technology I	2	2	3
RADT151MC	Patient Care for the Radiographer	2	0	2
RADT159C	Radiographic Positioning II and Clinical Procedures I	3	26	9
Semester Total		18		
Spring Semester (15 weeks)				
BIOL196C	Anatomy and Physiology II	3	2	4
RADT164C	Radiographic Positioning III and Clinical Procedures II	3	26	9
RADT220C	Digital Processing and Computerized Tomography	2	2	3
Semester Total		16		

Second Year

Summer Semester (12 weeks)		CL	LAB	CR
ENGL101MC	English Composition: Mindful	4	0	4
RADT165C	Radiographic Clinical Procedures III	0	23	5
RADT203C	Advanced Radiographic Procedures	3	0	3
Semester Total		12		
Fall Semester (15 weeks)				
ENGL120MC	Communication: Mindful	3	0	3
PSYC105MC	Introduction to Psychology: Mindful	3	0	3
RADT123C	Radiation Protection	3	0	3
RADT294C	Radiographic Clinical Procedures IV	0	16	4
Semester Total		13		
Spring Semester (15 weeks)				
PHIL242C	Contemporary Ethical Issues	3	0	3
RADT209C	Pathology and Cross-Sectional Anatomy	3	0	3
RADT295C	Radiographic Clinical Procedures V	0	16	4
Semester Total		10		

Clinical Policies

Professional Appearance

The student is required to be neat and clean at all times. The hospital and NHTI have the right to dismiss any student from a clinic session if that student is not personally hygienic, neat in appearance, or wearing any clothing that is not part of the required uniform. No clinic time will be credited.

The student's uniform shall include the following: NHTI-issued uniform (to include scrub pant, top, and shirt); markers, dosimeter, pocket guide, and technique books.

1. Pant legs are to be worn straight (no rolling or cuffing). Scrub top will be worn outside of pants. A black or pewter shirt can be worn under scrub top.
2. Clinical shoes should be cleaned and polished. Black shoes with solid black socks are permitted; black sneakers are also acceptable. No open-back clogs, neon colors, designs of any kind, or lights are allowed.
3. Surgical Caps must be clinical site disposable or NHTI uniform purchase caps.
4. Hair must be pulled back if longer than shoulder length into a neat bun, braid, or ponytail.
 - Students are allowed to wear black or steel gray hair accessories only.
 - Hair cannot be unnaturally colored (pinks, greens, blues, purples, etc.).
 - Neat and short facial hair is limited to mustache and goatee due to PPE usage.
5. Nails must be short, even with pad of finger, well-groomed, and absent of any covering or coating (polish, manicure, jewels). Artificial nails are not allowed.
6. No jewelry other than one ring, watch, or Medical Alert bracelet may be worn.
 - Apple watches and FitBit bands must be brown, pewter, or black. These smart watches must be set to schooltime or airplane mode with WiFi and Bluetooth disabled during clinical hours.
 - Students are permitted to wear one pair of small conservative earrings in the ear lobe. No gauge earrings permitted. Any cartilage ear piercing must be stud or rod style and clear acrylic. No other types of pierced jewelry are allowed.
7. Makeup must be light and provide a natural look.
8. Dosimeter must be worn at all times.
9. Lanyards are not allowed in clinic unless they have a breakaway mechanism for safety reasons.
10. Students will refrain from wearing scented colognes, perfumes, body lotions, and body washes and will remain cognizant of strongly perfumed shampoos and conditioners.
11. Tattoos must be covered at all times.

The uniforms are for use primarily in the clinic area and should not be worn in public areas other than special occasions required by the program. Clinic shoes should be worn only at the clinic and brought home only for cleaning or polishing.

Professional Conduct, Ethics, and Standards

Professional behavior in the clinical setting is of utmost importance. While at clinic, students will come in contact not only with individuals from various professions but most importantly with patients and their families. Students are responsible for reviewing the ARRT Ethics section at www.arrt.org to include standards of ethics, pre-app process, authorization, waiver and release, honor code, and ethics FAQ. In addition, please refer to NHTI Student Code of Conduct at <https://www.nhti.edu/current-students/student-life/student-code-of-conduct-judicial-process/>. Students are expected to review the principles on a regular basis and adhere to them at all times.

Students in the Radiologic Technology program are expected to conduct themselves in a professional manner in all contact with the hospital while performing their clinical rotation there. This includes not only the Radiology Department itself but any area of the hospital, as well as the hospital grounds. Students are accountable for their own behavior irrespective of how any other person in the hospital is conducting themselves.

In spite of these expectations, some students have not always acted in a professional manner while in the clinical setting. Serious breaches of professional or ethical behavior may result in disciplinary action or dismissal from the program. These include, but are not limited to:

The following actions will result in an AF or dismissal from the program in that clinic/class course:

- Any violent acts, or the threat of violence, to oneself or others. This includes bringing weapons.
- Taking images of any individuals or of themselves without a written doctor's order at NHTI or in clinic.
- Utilizing the hospital phone for personal calls or using cellphones during clinic or classroom time.
- Refusing to perform assignments for which competence has been achieved if requested by radiographers.
- Violating the ARRT Code of Ethics while in the NHTI Radiology program.
- Abusing any policy stated in this manual.
- Engaging in any behavior that results in the request by supervisors and/or hospital administration that the student be removed from the clinic site. This can be the result of a single action, or the cumulative result of behavior that has occurred over a period of time. Students will not be transferred to another clinical facility if this occurs and will receive an AF.
- Jeopardizing patient safety (including failure to comply with the direct and indirect supervision policy).
- Abusing or consuming alcohol/substance prior to or during clinic.
- Stealing of any items or receiving stolen items from the hospital, employees of the hospital, or fellow students while at the hospital.
- Using obscene language or defiant language, i.e. swearing.
- Arguing with anyone else at the clinic site. This includes raising their voice, refusing to do exams, or any behavior that obstructs the normal workflow of the department.
- Falsifying any record entry into TRAJECSYS.
- Displaying noncooperative or defiant behavior with hospital staff, including problems with uniforms.
- Having inappropriate discussions, including delivering a diagnosis to patients, with hospital staff, other students, staff members, outside parties.
- Neglecting to call in absent to clinical preceptor, clinical coordinator, and/or academic instructor.
- Displaying insubordination to hospital staff or faculty.
- Sleeping, for any reason, at any time while at clinic.
- Utilizing hospital computers for personal use.

The above listed behaviors and consequences apply to all areas within the hospital/clinic grounds including the parking lots. Student actions leading to suspension or dismissal from the program are not limited to the examples listed above. Each individual situation will be reviewed as they arise and will be responded to accordingly.

Student Limitations

In accordance with the standards of an accredited program, students will not be utilized by a clinical affiliate in lieu of paid staff. All students will be supervised 100% of the time by a certified radiographer (that person being the clinical preceptor or their designee, or a faculty member from NHTI's Radiography program) until competency is achieved. The student will then be placed on 50% supervision. This requirement will be strictly enforced.

Confidentiality and HIPAA

Patient privacy and security are top priorities during clinical training. Students are prohibited from discussing any patient issues with other individuals through verbal or written communication. This includes posting any information on social media. Any noncompliance or HIPAA breach will result in dismissal from the program. Students should always perform the following tasks while dealing with patient records:

- Guard all patient information in an area that can be viewed by the public or other patients.
- Minimize computer screens or log off when not in use.

- Protect patient privacy by adhering to hospital or clinic protocol when calling patients in waiting rooms.
- Refrain from acknowledging patients whom the student recognizes as an acquaintance unless this patient acknowledges the student first.
- Refrain from discussing a patient in a common public area.
- Any other act that would violate HIPAA/confidentiality.

Dismissal from Clinical Facility

Each affiliating facility and clinical coordinator has the right to dismiss any student they believe to be clinically unsafe or for conduct failing to meet minimum standards established by the facility or NHTI or as presented in this document. The following policy has been adopted by NHTI in the event such a situation should arise.

Any student dismissed from a clinical site for unacceptable conduct or for unsafe clinical practice during any clinical course will be issued a grade AF effective immediately upon notification from the college's clinical coordinator or program director. A student may appeal the AF grade in accordance with the grade appeal policy, which is published in this document and the NHTI catalog.

- A student who is dismissed from a clinical course will also be suspended from all corequisite didactic courses during the appeal process.
- Students are not to contact the clinical site for any reason after dismissal. The grievance policy found in this document should be followed for any questions or concerns.
- Students will be contacted by the Diagnostic Medical Imaging (DMI) department chair as to when the student's personal property can be picked up at NHTI's security office.

Grievance/Appeal Process (Clinic)

A student who has a grievance in the clinical setting with regards to a grade or incident should see the following individuals in the order given. These levels should not be circumvented unless the situation is a personal emergency.

The student must discuss their grievance with the individual beginning with Level 1. If the result of the discussion is not satisfactory, the student may proceed to the next level. The student has 1 week to bring their grievance to Level 1, and in turn Level 1, Level 2, and Level 3 have 1 week to respond.

- **Level 1:** Faculty member of course or class
- **Level 2:** Department chair of program
- **Level 3:** Vice president of Academic Affairs (VPAA)

As is the case in all other NHTI matters, NHTI's president may review the grievance process to ensure fair and equitable treatment of a student.

Grade and suspension/dismissal appeals fall under the purview of the VPAA. The grade appeal process is documented online at NHTI.edu; the process for suspensions/dismissal appeals will be described in a letter from Academic Affairs notifying the student of a suspension or dismissal and found at NHTI.edu.

Readmission Policy

Readmission to the Radiologic Technology program is not guaranteed. Students who have withdrawn from the program because of extenuating circumstances or have been suspended from the program because of a failure in a non-clinical course may be considered for readmission only once. Students who have been suspended because of failure in a clinical course or dismissal from clinic will not be considered. Students reapplying to the program will be required to submit a new application to Admissions and submit an action plan describing how they will be more successful if readmitted. All students reapplying will be part of the new pool of applicants to the program, and the following process will be used for reconsideration:

- Careful review of the student's academic record

- Careful review of the student's action plan for success
- Assessment of the student's potential for academic progress in the future

Students who are suspended for academic failure will be required to repeat RADT courses.

Health Requirements for Students in Allied Health Programs

All Allied Health programs include a clinical practicum. All clinical sites require the following information be on record at the school's Health Services. Failure to submit this information will prohibit the student from participating in the clinical area. A health form may be obtained from Health Services if one has not already been received by mail or by the following link: <https://www.nhti.edu/campus-life/wellness-resources/health-services/>

Please submit the following information to Health Services prior to starting clinic:

- **Health History Form:** Available on the above web page.
- **Health Insurance:** Proof of health insurance is required. Students must submit a copy of their insurance card. Active military can submit a copy of their military ID.
- **Physical exam:** Must be signed by a physician or nurse practitioner and have occurred within the past year. This is a one-time requirement.
- **2-Step Tuberculosis Skin Test (TST):** All Allied Health students must have an initial 2-step TST within the past year, then one annually thereafter. The initial test (step 1) should be planted and then read within 48-72 hours. A second test (step 2) should be done 1-3 weeks after the initial test. A 1-step TST is then required annually. If students get evidence of a positive test, they must submit the results and a copy of a clear x-ray (within 5 years), and a signed annual review of symptoms. Students may substitute the TST with a blood test. (If students do a blood test, their annual requirement must be either another blood test or a 2 – step TST).
- **Measles, Mumps, and Rubella (MMR):** Evidence of 2 MMR shots after 1980 or positive MMR titers (all 3) are required. If any of the titers are equivocal or negative, students must receive the vaccine.
- **Hepatitis B:** Evidence of immunity through a completed HVB immunization series (3 shots) with laboratory confirmation of positive antibody (serum titer). If students have not received the series of 3 immunizations or their titer is non-reactive or negative, they must begin the series of 3 shots. The series must be completed within a 6-month period. After 1 month from the third shot, students can draw a titer. If they remain negative after 2 series (6 shots), they will be considered non-reactive and must provide evidence of the shots and sign a documentation of non-converter status.
- **Varicella:** Evidence of 2 shots or a positive titer is required. If a titer is equivocal or negative, the student must receive the vaccine. Doctor confirmation of the disease is not acceptable; the student must have a titer.
- **Diphtheria/Tetanus:** Immunization within the past 10 years is required. Students must remain current throughout enrollment and have evidence of having had one Tdap.
- **CPR:** BLS, Heartcode, Healthcare Provider, or Professional Rescuer CPR certification from an accredited agency such as the American Red Cross or American Heart Association is required. CPR is renewed every 2 years and must remain current during enrollment. CPR that is not acceptable includes but is not limited to online only classes, Heartsaver, Friends and Family, Adult & Pediatric CPR. Call Health Services at 603-230-4043 prior to taking a class for questions. Classes on campus are held and taught by Health Services.
- **Flu:** Annual flu shots are mandatory at many clinical facilities. It is highly advised students get yearly flu shots during flu season (November-April). These are offered in the fall on campus and are free for students.
- **COVID-19** initial vaccine and boosters
- **Immunizations (except for Varicella), physicals, TSTs, and some blood work are available for a fee through NHTI's Health Services.** Physical exams are free but are not available during the summer.

It is highly recommended that students schedule physical exams with their healthcare providers early as these appointments are sometimes scheduled 3 to 6 months in advance. During the summer, immunizations may be scheduled with NHTI Health Services by calling 603-230-4043. We do not do insurance billing. Charges will be posted to the student's account at the Bursar's office.

Students are responsible for obtaining verification of the requirements listed above from NHTI Health Services prior to or by the time of registration for classes and clinics for each semester. Failure to provide this information will make students ineligible to register for classes and clinics.

Students must also be prepared to provide documentation of current CPR certification at the time of registration for each semester. It is the student's responsibility to provide this to the Radiation Therapy program director for insertion into the student's file. Failure to maintain current on-file documentation of these certifications will make students ineligible for clinic. Additional requirements will be necessary dependent upon hospital clinic sites.

COVID-19 Vaccination Policy

Students may be required to be fully vaccinated for COVID-19 prior to clinical placement. Requirements are at the liberty of the clinical site. There will be no exceptions to this policy. Clinical assignment is not changed because of vaccine requirement.

Essential Functions

Essential functions have been established as a guidance tool to realistically inform students of the minimum standards needed to satisfactorily function in the program and, ultimately, the profession. Applicants who feel they may not meet one or more of the essential functions listed below should contact program officials to discuss. If any of the below essential functions pose an issue, both a licensed physician directly caring for the student and NHTI Health Services clearance are necessary for participation in the clinic.

The student must have sufficient strength and motor coordination required to perform the following physical activities:

- Standing and walking constantly during the clinical day to accomplish tasks. Days can be up to 10 hours.
- Frequent reaching and manual dexterity in handling accessory equipment for diagnostic imaging purposes including typing on computer terminals
- Frequent bending and twisting
- Frequent overhead reaching, above shoulder level, to utilize radiologic equipment
- Ability to lift up to 50 pounds with frequent lifting/and or carrying objects up to 25 pounds
- Sufficient upper and lower body strength to assist patients; including transfer of patients from a wheelchair or stretcher to and from a chair or exam table. Patient transfer requires the ability to push/pull up to 200 (equipment and or patient).
- Manual dexterity to manipulate diagnostic imaging equipment, patient care equipment and computers frequently.

In addition, the student must have:

- No medical restrictions concerning the operation of diagnostic imaging equipment
- Sufficient hearing to distinguish different audio signals from equipment as well as assess patient needs
- Sufficient eyesight to observe patients, manipulate equipment and evaluate radiographic quality. Visual acuity sufficient to work with analyzing data and figures, small print, working with computer terminals, extensive reading, visual inspection involving small defects, small parts, and operation of machines. Vision must be maintained within dim lighting.
- Sufficient writing skills to communicate needs promptly and effectively. Ability to express or exchange ideas by means of the spoken word. Primary function includes activities in which the student must convey detailed or important spoken instructions to patients, physicians, families, and other employees, accurately, loudly or quickly.
- Ability to work with frequent interruptions and respond appropriately to unexpected situations
- Ability to work with wide variations in workload and stress levels
- Approval of the clinical facility if there is any question of meeting essential functions

Medical Insurance

All students in Allied Health programs are required to carry health insurance covering accidental injury and sickness.

Hospital Costs

Students will incur all fees associated with hospital background checks, drug screens, policies, and protocols.

Criminal Background Check Admission Policy

Purpose: To establish a policy and standardized procedure for obtaining criminal background checks on applicants to the Diagnostic Medical Imaging (DMI) Department, including Radiologic Technology, Radiation Therapy, Diagnostic Medical Sonography, and Orthopaedic Technology.

1. Rationale

- A. An increasing number of healthcare facilities and regulatory bodies are requiring that students participating in clinical experiences as part of their educational program satisfactorily complete a criminal background check before beginning their clinical rotations to help ensure patient safety.
- B. Clinical experiences are required for the student to meet NHTI DMI program objectives and to comply with national education guidelines.
- C. NHTI seeks to graduate students who are qualified and committed to obtaining a professional degree and registration/licensure. In many states, including N.H., a criminal background check is required for initial licensure.

2. Applicability

- A. This policy applies to all applicants seeking admission into any of NHTI's DMI programs: Radiologic Technology, Radiation Therapy, Diagnostic Medical Sonography, and Orthopaedic Technology. Failure to complete a criminal background check satisfactorily will result in the student being denied registration and excluded from the program. No student will be exempt from this policy.
- B. Completion of a criminal background check does not guarantee that every clinical agency will accept this background check and allow the student to participate in clinical experiences at that healthcare facility, or that every state will accept the individual as a candidate for licensure.
- C. A satisfactory background check is defined as a background check without criminal history.
- D. Every student will order a background check per the DMI department prior to registration in any DMI program and upon returning to classes following an extended absence from the program.
- E. Students who do not complete the background check by the required date will not be allowed to register for classes in the program and will be excluded from the program.

3. Requirements for the Criminal Background Check

- A. All students wishing to register in any of NHTI's DMI programs must complete a criminal background check within 30 days of first clinical rotation, even if one was previously completed for work or other purposes.
- B. A background check will be performed annually. The second-year background check is a re-check.
- C. Applicants who withhold information put their admission into the program in jeopardy.
- D. Students must report any arrests and/or pending criminal charges or convictions filed subsequent to completion of the background check to the DMI department chair within 3 calendar days. Failure to disclose will result in the rescinding of any offer of admission.
- E. Students have the responsibility to report any criminal charges or convictions while in the program. Students

may be suspended from the program indefinitely until the issue is resolved.

- F. Supplemental or additional background checks may be required during the course of the educational program to meet the requirements of clinical affiliation sites.

4. Mechanism for Conducting Criminal Background Checks

- A. Criminal background checks will be conducted by Castlebranch. Applicants will engage the vendor directly.
- B. Applicants are solely responsible for the costs associated with the required background check.
- C. Applicants are required to sign a waiver/release authorizing the college's vendor to conduct the background check and release copies of all reports to NHTI and clinical facilities.

5. Type and Scope of Information to be Obtained

The criminal background check will consist of a nationwide review of relevant records for every geographic area in which the applicant has resided for more than 3 months. This review will include:

- County criminal records
- Residence history
- Social security alert
- NW Healthcare Fraud and Abuse Scan
- NW Sexual Offender Registry
- U.S. Patriot Act
- Employment verification
- State Elder Abuse Registry

6. Access to Criminal Background Confidentiality

- A. The vendor will provide the applicant, DMI department chair, program director, and appropriate faculty and staff with copies of the criminal background check report.
- B. VPAA, DMI department chair, program director, clinical coordinator, appropriate administrative personnel, and clinical facilities.
- C. All criminal background reports will be retained until the student graduates from the DMI program, at which time the report will be destroyed.

7. Use of Criminal Background Check to Determine Enrollment

- A. Applicants with a satisfactory criminal background check will be considered eligible for registration in DMI programs.
- B. If a report indicates any positive criminal history, the DMI department chair, in consultation with the VPAA, will notify the applicant.
- C. If the student alleges that the information in the report is erroneous, the student may ask the vendor to further investigate to determine whether the information is accurate and resubmit the information to the DMI department chair. Any expense incurred with the vendor's investigation shall be paid by the applicant.
- D. Applicants with convictions based on pleas of guilty and/or pleas of *nolo contendere* during the past 7 years will not be allowed to register in the program. Applicants with pending criminal charges may be required to wait to enroll until those charges are resolved without conviction. Additional information can be found in the American Registry of Radiologic Technologists (ARRT) Code of Conduct at www.arrt.org for Radiology and Radiation Therapy and at the American Registry of Diagnostic Medical Sonographers (ARDMS) Legal and Disciplinary section at www.ardms.org. These guidelines apply to Orthopaedic Technology as well.

Drug Screen Policy

Title	Drug and Alcohol Testing	Approved
Subject	Drug and Alcohol Testing	Originated: 9-22-10
Origin	Diagnostic Medical Imaging Faculty	Revised: 5-24-16

I. Introduction

NHTI's DMI department adheres to the ARRT, ARDMS, and the National Board Certification of Orthopaedic Technologists (NBCOT) codes of conduct and their rules, regulations, and sanctions. Although not licensed, when DMI students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered professionals in their specific disciplines. (See: www.rrt.org; www.ardms.org; www.nbcot.net for full codes of conduct.)

- A. Students are required to abide by the provisions of NHTI's Student Code of Conduct, which prohibits the following:
 - Violation of federal, state, and local law on CCSNH premises or at CCSNH-sponsored or supervised activities
 - Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law
 - Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and CCSNH college regulations

(See <https://www.nhti.edu/current-students/student-life/student-code-of-conduct-judicial-process/#:~:text=The%20Student%20Code%20of%20Conduct%20prohibits%20activities%20that%20directly%20and,protecting%20the%20health%20and%20safety> for the full Student Code of Conduct.)

- B. Pursuant to its Student Code of Conduct, NHTI, and the DMI department have the right and responsibility to dismiss/suspend from the DMI program any student whose conduct compromises patient safety.

II. Purpose

The policies and procedures stated below are intended to:

- Reduce the risks to patients and students created by a student's use of illegal drugs and/or the misuse/abuse of prescription drugs and/or alcohol intoxication
- Ensure compliance with the national codes of conduct for DMI professionals
- Ensure compliance with the NHTI Student Code of Conduct

III. Policy and Procedures

A. Pre-Clinical Drug Testing

1. Policy

- A. Students may be required to undergo drug testing prior to clinical placement in certain facilities.
- B. There are no exceptions to this policy. Failure to appear for a scheduled drug test will be considered a positive test result. Rescheduling is allowed only for good cause.

2. Reporting of Screening Results

- A. The DMI department chair will receive all drug/alcohol screening reports. Individual detailed test results will remain with the testing agency.
- B. The DMI department chair will maintain a confidential database including all pre-clinical drug screening results in a secured area.
- C. Upon written request from an authorized representative of a clinical affiliate, verification of compliance with

their standards for a drug-free workplace will be sent to the designated representative of the clinical affiliate prior to the clinical rotation start date.

Note: Completion of a pre-clinical drug/alcohol screening does not guarantee every clinical agency will accept this screening and allow the student to participate in clinical experiences at the healthcare facility or that every state will accept the individual as a candidate for licensure.

3. Positive Pre-Clinical Screening Test Result

- A. The DMI department chair will notify any student of a positive test result and contact the student within 3 days to schedule a follow-up conference. Failure to attend this conference may result in immediate dismissal from the DMI program.
- B. An individual with a positive drug screen will be unable to participate in the clinical portion of the program unless and until it is determined that the student can safely return to clinical activities.

B. On-Site Drug/Alcohol Testing

1. Policy

- A. Students who appear to be under the influence of drugs/alcohol may be required to undergo immediate drug/alcohol testing and will be unable to return to the clinical site unless and until it is determined they may safely do so. If a faculty member observes or is informed that a student is or appears to be under the influence of intoxicants at the clinical site, the faculty member will meet immediately with the student.
- B. NHTI's clinical affiliates have the right to remove a student from the facility for suspicion of substance use or abuse (including alcohol). In such cases, the clinical affiliate will immediately notify the instructor/college to facilitate immediate removal of the student from patient care.
- C. The faculty member will inform the DMI department chair or designee as soon as is practical to do so that a student has been removed for suspicion of drug/alcohol use. The faculty member will provide written documentation, including the Suspected Impaired Student Checklist, supporting the decision to the DMI department chair as soon as is practical to do so.
- D. Drug/alcohol testing will occur at the clinical site following the decision to remove the student as soon as it is practical to do so. Failure to comply may result in immediate dismissal from the DMI program. The student is responsible for all costs associated with any incident-specific drug/alcohol screening tests.
- E. Within 3 days of receipt of the drug screen results, the student will attend a follow-up conference. Failure to attend this conference may result in immediate expulsion from the DMI program.

C. Re-Testing

The student may request a review of a reserved test sample by a second laboratory approved by the certified medical review officer. The student is responsible for all costs related to this review and any additional testing.

Sanctions

At the follow-up conference with the student, the program director, clinical coordinator, and department chair will discuss the clinical incident and any disciplinary action that may be necessary.

- A. If the student's drug/alcohol screening test done in conjunction with the incident returns a negative result, the conduct that was observed will be reviewed in terms of patient safety. If it is determined patient safety will not be compromised by doing so, the student's eligibility for clinical participation will be reinstated. (Note: Students are required to meet all published clinical competencies. Behaviors demonstrating a failure to meet these competencies may be cause for clinical warning or clinical failure regardless of cause.)
- B. A positive test result or other conclusive evidence of violation of this policy may result in the issuance of a grade AF for the clinical course or imposition of one of the following additional sanctions: program suspension for 1 full semester following the semester in which the incident occurred; program suspension for more than 1 full semester following the semester in which the incident occurred; program dismissal, or college dismissal.

D. Appeals

1. A student who receives a grade AF and is suspended for any period, dismissed from the program, or expelled from the college under this policy, has the right to appeal in accordance with the provisions of the Student Judicial Policy as published in the NHTI Student Handbook: (<https://www.nhti.edu/resources/current-students/student-handbook/student-code-of-conduct/>)
2. A student who is suspended for any period under this policy has the right to apply for readmission to the program in accordance with departmental guidelines. Readmission is not guaranteed. A student who is readmitted following a drug/alcohol impairment incident will be subject to the same screening and random testing required of all students.

Infection Control

Purpose: To ensure consistent means of prevention of disease for students in the clinical setting

Responsibility: All students are responsible for reporting and documenting exposure, defined as contact with a patient where either the patient or the student is not properly protected with PPE.

Guidelines: Universal precautions are applied when there is a risk of exposure.

Appropriate PPE must be worn at all times as directed by clinical site, preceptor, and/or common sense.

- A. PPE may include gloves, clothing protection (gown), mask (surgical or N95), head/hair covering, and eye/facial protection. Students are not to use PPE for which they are untrained (such as a PAPR). All contaminated needle sticks and blood exposures need to be reported. (See Policy for Exposure to Bloodborne Pathogens and Incident Report Form). Hand-washing and/or sterilization with hand sanitizer will be done before and after every patient contact and procedure.
- B. Eye protection is required in any situation in which infectious fluid or aerosolization may be encountered.
- C. The student must comply with any clinical site standards regarding appropriate respiratory protection. Students may be required to provide their own respiratory protection – surgical mask and/or N95.

Communicable Disease Policy

Any student or faculty member with a communicable disease will not be allowed to attend clinic. If at a clinic site the student or faculty member develops a communicable disease, they will be asked to leave. The student should first report to their instructor and then to NHTI Health Services as soon as possible after leaving the clinic site. Depending on the disease, the student may or may not return to the residence hall. Either a physician's note or approval by NHTI Health Services will be required prior to returning to the clinical site.

Pandemic Policy

Pandemics are unique public health emergencies because outbreaks are expected to occur simultaneously throughout the country, region, and state, preventing shifts in human and material resources that normally occur in other emergency incidents. In the event of pandemic, the department will follow NHTI's Emergency Management Plan for Pandemic Flu and Public Health Emergencies found at <https://www.nhti.edu/important-announcements/>.

During a pandemic, the program will make all possible attempts to continue with the classroom and clinical courses as identified in the curriculum. This may not be possible in some circumstances. Situations may change with little notice, including (but not limited to) online lectures and/or labs, schedule changes (both didactic and clinic), clinic site changes, cancellations, and preceptor reassignment. When there is restricted access to clinics, students must plan to have flexibility in their schedules to accommodate inconvenient (geographically or otherwise) clinical placements. Unexpected changes might occur with little notice, and clinical time may need to be rescheduled. Missed time will be rescheduled by the clinical coordinator.

If a student is unable to attend clinic during scheduled clinical times, all missed time must be made up. The student will

receive a grade I for the semester for any outstanding make-up time not completed by the end of the semester. All clinical time must be completed within college deadlines. If the student is not able to make up time in the prescribed time period, the student can withdraw from the program and reapply for the next cohort.

Policy for Exposures to Bloodborne Pathogens

Purpose: To ensure consistent means of treatment and follow-up for students exposed to bloodborne pathogens in a clinical setting

Responsibility: All students are responsible for reporting and documenting an exposure. Treatment and follow-up are the joint responsibilities of the exposed student, clinical faculty, NHTI Health Services, employee health/infection control department(s), and the (receiving) emergency department physician.

Guidelines:

- A. *Definition:* An exposure is defined as contact with the blood or body fluids of another person via a puncture wound, laceration with a needle or sharp instrument, or splash to mucous membranes or non-intact skin.
- B. *Prevention:* Students must observe universal precautions including wearing the appropriate personal protective equipment when coming in contact with body fluids.
- C. *First aid:* Upon recognition of an exposure, the student will immediately:
 - Wash exposed area with soap and water.
 - Allow wound to bleed while washing, if possible.
 - Apply antiseptic to wound site.
- C. *Reporting progress:* The exposed student will summon the clinical faculty immediately following first-aid. The student's preceptor will facilitate completion of the incident report required by the institution or service where the exposure took place. The employee health/infection control department(s) will be contacted as soon as possible. The clinical faculty will submit a detailed report to NHTI Health Services.
- D. *Treatment and follow-up:* The exposed student must be evaluated by a physician through the emergency/outpatient department as soon as possible. (Students are required to carry medical insurance for this purpose.) Treatment and follow-up will be determined using current CDC guidelines. Following counseling and informed consent, the student should have a baseline HIV test done.

The exposure will be evaluated for the degree of risk, and the source, if known, will be determined. Whenever possible, the source will be tested for Hepatitis B antigen and HIV if informed consent is obtained. The exposed student will be counseled by the employee health/infection control department(s) and will be given information on Zidovudine (AZT) prophylaxis when appropriate.

Medically-Resistant Staph A and Vancomycin-Resistant Enterococci

Universal precautions must be applied to any case involving MRSA and VRE. Additional information is available in the school files for review.

NHTI Latex Allergy Protocol

Purpose: To provide an acceptable system for identification and education of NHTI students in the Allied Health programs who are at risk of exposure. The purpose of the surveillance is early detection and identification of students with latex allergy and prevention of adverse reactions from latex protein exposure.

General Information: Healthcare workers who use latex gloves and other latex containing products on a frequent basis may have an increased risk of developing acute and long-term health problems due to latex allergies. The risks to individuals who use these products are a result of the level and duration of exposure to potentially allergic latex proteins. The hypersensitivity response may be either locally at the site of contact (contact dermatitis) or systemic reaction (asthma or anaphylaxis). Anaphylaxis may manifest as breathing difficulty (bronchospasm), urticaria/angioedema, anxiety, palpitation, chest tightness and pain, hypotension, and shock. This reaction can occur even with minimal exposure to

latex and may result in cardio respiratory arrest within minutes in those that are highly allergic.

Responsibilities

- Department chairs from the healthcare programs will assist in the early identification of students who may have known latex hypersensitivity. Information will be distributed to students and will include a statement pertaining to risks associated with a hypersensitive student pursuing a career in the health field.
- Health Services will enclose information about latex allergy with the student health form and distribute to all students in Allied Health programs. Information will describe what a latex allergy is, who is at risk, prevention, types of allergic reactions, and how to protect one's self. A latex allergy disclosure form will be included with the health form to identify students with latex allergies. This disclosure form will be signed by the student and returned with the health form to Health Services. This required information will be included in the student's health record and considered part of the students' clinical clearance.
- If a student has a confirmed latex allergy, the student must submit documentation to Health Services and the clinical instructor. This documentation needs to be provided from a qualified healthcare provider and include the type of allergy and preventative measures.
- If the student suspects they may have a latex allergy, they will be advised to seek medical evaluation immediately. The student will provide Health Services with results of the evaluation and recommendations for preventative measures. This information will also be provided to the clinical instructor.

TRAJECSYS

Students will be required to utilize TRAJECSYS for electronic reporting of all procedures and protocols associated with clinical. Students will be responsible for clocking in/out, logging procedures, viewing and replying to evaluations and comments within 48 hours, and any other protocols related to this system. Students must review all announcements placed on TRAJECSYS. Students may download their reports at any time. If a student is going through the appeal process after receiving an AF, it is highly recommended that they download all their records for their personal use. Once a student is dismissed, they will no longer have access to TRAJECSYS, as students are placed in an "inactive" status. It is highly suggested that, upon graduation, all students download their clinical records for personal use as they will be placed in "alumnus" status and will no longer have access to the site.

Clinic Attendance

All clinical experience and internships must be completed before an associate degree and ARRT certification are awarded. If for illness or other reasons of an emergency nature a student cannot attend a particular clinic session, the following procedure will be followed:

- Students will clock in at their site at 7:45 a.m. and clock out at 4 p.m. Students must be on the floor ready for the day's events promptly after clock in. If a student stays beyond 4:10 p.m., the student must enter a time exception and reason.
- If a student will be absent, they must contact the hospital clinical preceptor via phone within the Radiology Department, Kate Marcouillier (clinical coordinator), and assigned NHTI clinical adjunct by email prior to 8 a.m. Kate Marcouillier can be reached at 603-271-6484 ext.4110 and/or kmarcouillier@ccsnh.edu.
- Students are responsible for entering their absence in TRAJECSYS at home if absent from clinic.
- When the number of absences not approved by the clinical coordinator in a given clinic exceeds the number of times that clinic meets in 1 week, the student will be issued an AF. The exception to the number of times missed will be during the Senior Summer Internship, where the student attends clinic for 4 days per week; only 3 days maximum will be allowed during that semester.
- Students who need to miss clinic because of medical reason (such as surgery or childbirth) will receive the grade corresponding to the number of days missed unless students make up time prior to absence.
- If a student is tardy, it will be documented within TRAJECSYS. Any student who accumulates 2 tardies will be

issued 1 absence. A total of 3 tardies will result in an AF from clinic. If a student decides not to attend clinic due to tardiness, that student will be considered absent.

Clinic Hours

Course	Year	Hours Per Week
RADT159C	First year	24
RADT164C	First year	24
RADT165C	Second year	32
RADT294C	Second year	16
RADT295C	Second year	16

Accumulation of Additional Hours

Students who need an extended period of time off from clinic because of pregnancy, surgery, or military leave will meet with the clinical coordinator to discuss options to perform accumulated time prior to leave and make up time if needed upon return.

Approved Time Off/Make-Up Time

Students are allowed to make up time missed during make-up week or times approved by the clinical coordinator. All absences must be made up during the semester in which days are missed. Students who do not make up time will receive an I. This grade will be changed to a P once their time is made up within the timeframe set by NHTI.

Student requests for make-up time must be made through the form in TRAJECSYS. This request will be first approved by the clinical preceptor, then the clinical coordinator. It is the student's responsibility to confirm that all requested make-up time forms have been reviewed and approved by both individuals.

When a student is attending clinical for make-up time, the student must clock in with a time exception notating "make up time XX hours remaining." This allows for the student, clinical site, and NHTI faculty to monitor make-up time.

Time off cannot exceed the maximum number of clinical days per week per semester. Make-up time must be pre-arranged prior to approval of time off. Requests for vacations or singular days off must be submitted no later than 1 week prior to the requested absence. Requests should be made directly to the clinical coordinator. Time off cannot be within these defined blackout dates:

- Last day of freshmen-year clinic (April/May)
- Last day of senior-year clinic (April/May)
- First month of either freshmen or senior entrance to new site

Approval will be based on a student's good standing in the program. Only 1 week of clinical time, not to exceed the maximum number of clinical days per week, of "vacation" will be approved each year.

Death in Student's Family

A student may use up to 4 days' (maximum) leave of absence without prejudice or loss of clinic time for the death of a member of that student's immediate family. For the purposes of administering this policy, the immediate family shall be defined as: spouse, children, parents to include in-laws, grandparents, siblings, legal guardian, and grandchildren. The policy will cover the following number of clinic days for the listed clinic courses during which the absence occurs:

Course	Year	Hours Per Week
RADT159C	First year	24
RADT164C	First year	24
RADT165C	Second year	32
RADT294C	Second year	16
RADT295C	Second year	16

To use this allowance, the student must file a written and signed application with the Radiologic Technology program director. Students missing scheduled exams for any legitimate excused absence will be permitted to take a make-up exam; otherwise a grade of 0 will stand as record.

Clinical Assignment

Each student is assigned to two hospitals. Students will be assigned to one hospital for freshman Fall, Spring, and first half of senior Summer semester. The student will rotate to their second-year hospital for the second half of the senior Summer semester for the remainder of their education. Each student is required to provide their own transportation to and from the clinic. Students may be required to drive long distances to accommodate their clinic scheduling. Students will attend the clinic to which they are assigned by the clinical coordinator.

Orientation Days for Hospitals

Students must complete all orientation processes as assigned by their respective hospitals. Some orientations are conducted prior to the semester start date. Students are responsible for attending the orientations as part of their admittance to that hospital. Students will not receive time credit for attending those orientations prior to the start day of clinic.

Clinical Differences

While it is the intent and objective of the Radiologic Technology program to be as uniform as possible with all students, the student must realize that we cannot change or circumvent hospital policies. For this reason, there will be differences at each clinical facility, and the student shall be concerned with and adhere to the policies of the clinical facility to which they are assigned.

Competencies

Students are responsible for evaluating and testing the ARRT Clinical Competency requirements in a timely manner in accordance with the Clinical Master Assignment sheet. Students must observe, assist, and perform an exam to reach competency. Students must meet their competencies for the prior semester by mid-semester of the following semester.

- Freshman Summer: CPR/8 General Patient Care Procedures (RADT109)
- Freshman Fall: 9 mandatory/0 elective
- Freshman Spring: 9 mandatory/2 elective
- Senior Summer: 12 mandatory/5 elective
- Senior Fall: 4 mandatory/5 elective
- Senior Spring: 2 mandatory/3 elective/CT rotation/venipuncture

Clinical Objectives Evaluations

Students are responsible for testing and passing the ARRT Clinical Competency requirements. These competencies are

to be completed with a clinical preceptor; in the event that the student is returning to the program from suspension, a minimum number of competencies must be scheduled by the student with the program director and completed with the program director. Failure to follow this policy will result in dismissal from the program.

Off-Site Rotations

Students will rotate, on a consistent basis, to off-site clinical locations associated with the primary hospitals. Students will be responsible for bringing their clinical books to these locations, but must remove the hospital medical record (MR) sheet. The MR sheet must be kept in the Radiology department. A separate MR sheet must be kept at the off-site location.

Mammography Clinical Rotation Policy

This policy addresses the placement of students in clinical mammography rotations to observe and/or perform breast imaging. Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.

All students will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

This policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is available on the JRCERT Web site, www.jrcert.org, Programs and Faculty, Program Resources.

Hospital Property

Students are not allowed to remove hospital property, including scrub clothing.

Professional Liability Insurance

All students in Allied Health programs are required to carry malpractice insurance through the group policy at NHTI.

Medical Leave Policy

A matriculated student who, because of a serious medical condition that requires extended in-patient treatment in a medical facility and/or ongoing outpatient medical treatment, becomes unable to complete their academic requirements, the program's technical standards, and/or the requirements of the Student Code of Conduct may apply for a formal Medical Leave of Absence (MLA) for up to 2 consecutive semesters.

Students considering an MLA should be aware that granting of such leave does not relieve them from their financial responsibility to the college. A student seeking an MLA who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility. Students who have concerns about continuing health insurance coverage may want to consult <https://www.congress.gov/bill/110th-congress/house-bill/2851> for important information.

Students requesting an MLA must:

- Provide a letter to the VPAA identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission.

- Provide the VPAA documentation of the medical condition from a licensed healthcare professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to facilitate the decision-making process.

The VPAA (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for MLA was granted and what conditions for readmission may apply. Students whose MLA requests are granted will not be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed healthcare professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the VPAA and/or the student's program department chair; compliance with any new admission criteria implemented in the student's absence; a new curriculum plan that may have been implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence. Students wishing to return to a residence hall may be required to meet additional criteria; students should directly negotiate any return to residence life with the college's Office of Student Affairs.

Students who choose to seek an MLA under the provisions of this policy should be aware that information they voluntarily disclose during the application and readmission processes will be handled under the confidentiality guidelines of the Family Educational Rights and Privacy Act (FERPA) and disclosed only to those persons with a direct academic need to know.

Auditing Requirement for Radiologic Technology Program

Any student who leaves the program and returns, for any reason, will be required to formally register and audit all RADT courses in which they were previously enrolled and received credit. Any exemptions will be at the discretion of the department chair.

Emergency Preparedness

Students will attend hospital orientation at each site. Students will follow the specific site policies in case of emergency.

In general, a Code Silver is a message that will be announced over the hospital audio system, via computer or alarm. This signifies that a possible combative patient with a lethal weapon is on the loose, or a violent situation is unfolding and lock down is in place.

If a student is involved in a "code" situation at their clinic site, they are to follow hospital procedure for the safety of themselves and their patient. Once the student is sheltered, secured, and not in harm's way, they should, if possible, contact NHTI via email or by phone to confirm their safety.

Incident Reports

Whenever a student becomes injured while attending classes and clinics as part of the program, NHTI's Health Services office (603-230-4043) must be informed so that a physical exam can be conducted and an incident report can be filed. The student must also notify the clinical coordinator at 603-271-6484 x4110 or via email to kmarcouillier@ccsnh.edu.

If a student is injured while at a clinical affiliate as part of the Radiologic Technology program, they must file an incident report at both the clinical affiliate and with NHTI's Health Services.

While at the clinical affiliate as part of the Radiologic Technology Program, if a patient under a student's care becomes injured in any way as a result of the student's actions or the equipment, it must be reported to the clinical preceptor immediately and an incident report must be filed.

1. An emergency room physician must examine the patient immediately. The technologist and clinical preceptor must be notified.

2. An incident report must be completed and reported to the clinical preceptor.
3. See policy below for returning to clinic with an injury.

Any accidental radiation exposure of the student, staff, patient, or faculty during clinical time must be reported to the clinical coordinator and/or radiation safety officer within the next business day. An incident report will be completed to document the details and will be evaluated by the clinical coordinator, radiation safety officer, and department administration for appropriate action.

Attending Clinic with Injuries or Minor Medical Conditions

Any student injured in any way outside of school or clinic must obtain a note from their physician stating whether or not they may return to clinic. Students can return to clinic only if a physician or health nurse note states "full duty" in compliance with our technical standards. The clinical coordinator must also be notified.

The student must return to the classroom/clinic within 3 weeks of the injury. The student must be in good standing in both the clinic and classroom to miss the 3 weeks of clinic or classroom. Make-up time will be coordinated with the clinical coordinator.

Medical Needs in the Clinical Setting

If a medical situation requires a student to remove themselves from the clinical setting for a minimal amount of time, accommodations will be made. In cases of breastfeeding, arrangements will be made to accommodate the student with use of a private facility. The student, clinical coordinator, and clinical instructor will work with each student on an individual basis and will arrange make-up time accordingly.

Clinical Affiliations

NHTI maintains a list of hospitals that have, through formal affiliation agreements, agreed to act as the clinical agencies through which NHTI students in this department are able to complete the required clinical training.

These agencies must also be approved by JRCERT. It is for this reason that only these hospitals may be used in conjunction with NHTI's Radiologic Technology program. Below is a link to JRCERT with a list of affiliated clinical sites.

<https://portal.jrcertaccreditation.org/accredited-educational-programs/details/a5930f6c-47de-4805-8b34-395862685ce0>

Clinical Preceptor and Site Evaluations

Clinical preceptors will be evaluated twice per academic year if the site supports both freshmen and senior students. Freshmen and seniors will each complete one evaluation. Preceptor evaluations are reviewed by the clinical coordinator. Incorporated results are presented to the clinical preceptors and college faculty at the clinical preceptors meetings.

Indirect and Direct Supervision

Students must be under direct supervision while achieving competence. JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement
- Evaluates the condition of the patient in relation to the student's knowledge
- Is physically present during the conduct of the procedure
- Reviews and approves the procedure and/or image

Students must be directly supervised during surgical and all mobile procedures, including mobile fluoroscopy, regardless of their level of competency.

Once competency has been achieved, the student will be under indirect supervision. Indirect supervision is defined as

the radiographer reviewing, evaluating, and approving the procedure and is immediately available to assist the student regardless of the student's level of achievement. Immediately available is defined as being present in an adjacent room or location. Students are not allowed to be left in the department without registered radiographers at any time.

Students must have direct supervision at all times in the operating room and while performing portables, regardless of their competency.

Patient Transportation

The means by which a patient is transported is determined by a patient's physician. Students should maintain the indicated mode of transportation. An exception can be made if, for example, the patient arrives by wheelchair, the student may return the patient by stretcher. Students are not to reverse the procedure listed in the example: It is not acceptable to return the patient by wheelchair if they arrived by stretcher.

When transporting a patient on a stretcher, side rails and safety belts must be used. It is the student's responsibility to secure the patient on the stretcher before releasing the patient for transport.

When transporting a patient by wheelchair, leg rests and foot pedals must be lowered for patient comfort and safety.

The patient should be instructed to keep hands and fingers "in" to prevent injury while transporting.

Appropriate medical personnel must escort in-house patients.

Policy for Student/Patient Relationships

To maintain patient confidentiality and to avoid potential conflicts of interest of a personal or professional nature, the following policy has been adopted.

Students are required to notify their clinical supervisor if they are acquainted in any way with a patient or client in the clinical affiliation. The clinical supervisor will determine if it is appropriate for the student to provide care or to interview the patient/client.

Personal relationships that are initiated or that develop from professional contact with patients/clients who may be compromised by a physical or psychiatric disability are unprofessional and prohibited. Failure to maintain a professional attitude with respect to personal involvement with patients may result in suspension from the program.

Policy for Student/Staff Relationships

While it is beyond the authority of NHTI to regulate "off-duty" relationships between students and staff members, it is nevertheless the responsibility of students to use the greatest discretion when these relationships occur.

The "on-duty" relationship between students and staff members must be maintained as strictly professional in nature. Students who are involved in relationships with a staff member other than on a professional basis should be fully aware of the impact of these relations on self and others. Should any conflict of interest occur between the personal relationship of a student and staff member in that student performance and evaluation is jeopardized, the Radiation Therapy department should be notified to make any necessary changes in student assignments. Staff members are also responsible for respecting these same professional standards.

Policy for Student/Student Relationships

While it is beyond the authority of NHTI to regulate "off-duty" relationships between students in the same department, it is nevertheless the responsibility of students to use the greatest discretion when these relationships occur. Students are responsible for their behavior.

Marking of Radiographs

- Markers on CR/DR: Markers must be placed pre-exposure and must be in the light field and not coned off. The image can be manipulated to visualize the marker if the film is dark.
- Markers on film: Follow hospital protocol.

If a student forgets their markers, they can remain in clinic but are not allowed to evaluate.

If a student places an incorrect marker on an image under direct/indirect supervision and the image is exposed, they must notify the supervising technologist immediately. If hospital protocol allows, students should repeat the image for legal purposes. If they are unable to repeat, the supervising technologist must attend to the image and place the correct marker. Students cannot use this image for evaluation purposes.

Students are not allowed to crop or cover a mismarked image and must allow a department technologist to rectify the situation. The situation should be documented for further review with the student.

Radiation Monitoring Policy

In accordance with state of N.H. and federal regulations, all students in the Radiologic Technology program are required to wear personnel radiation dosimeters in all areas where ionizing radiation is generated. The student is responsible, as described below, for proper care of the device and having it attached to their clothing during all laboratory assignments.

1. Clinical Laboratory

The student will have the dosimeter present during all energized labs at NHTI and clinical contact hours as part of the program. Students will be sent home if their badge is not with them at all times. All lost clinic time will be made up prior to the completion of the course. Students electing to work as an independent agent contracting with a hospital or clinic outside the requirements of the program will not use the dosimeter issued by NHTI to measure exposure to ionizing radiation in that employment.

According to NCRP Report No. 116, the recommended dose limit for radiologic exposure is 50 mSv/yr (5000 mrem/yr). The occupational radiation exposure of radiologic technology/radiation therapy students "should not" exceed 1 mSv/yr (100 mrem/yr), with this dose being defined as the "action limit." Any student exceeding this action limit will be consulted immediately by faculty to determine the cause.

Students are responsible for maintaining the integrity of their assigned dosimeter. Per manufacturer specifications, dosimeters are to be stored indoor, in room temperature environments between 50-86°F.

Students are responsible for uploading their radiation badge dose reads monthly by the last day of the month. The fetal dose monitor must be uploaded and reviewed monthly by the student. Dose upload can be performed through the Instadose website or through NHTI Radiologic Technology faculty on campus. The schedule for dose read uploads will be established to coincide with school dates each calendar year. The student is given a 5-day grace period to upload the reading; once this window has closed, the student will not be permitted to attend clinic or generated labs until the dose is read and reviewed by both the student and NHTI faculty.

Termination reports are provided to the student by NHTI faculty upon completion of the student's education. All dosimeters are to be returned to NHTI faculty prior to completion of the student's education and generation of the termination report. All lost or non-returned dosimeters will be billed to the students NHTI account at a cost of \$25.

ALARA Program for All Student Exposure Limits

ALARA (As Low As Reasonably Achievable) Annual Radiation Exposure Limits

Whole body (annual) dose for occupational workers	5,000 mrem/year stochastic effects
Lens of the eye	15,000 mrem/year non-stochastic effects
Extremities and skin	50,000 mrem/year non-stochastic effects

Fetal entire gestation	500 mrem/year
Fetal monthly dose limit	50 mrem/year
General population	100 mrem/year

Dosimeter	ALARA Level I	ALARA Level II	ALARA Level III
Whole body (monthly)	50 mrem	150 mrem	500 mrem
Whole body (quarterly)	150 mrem	400 mrem	600 mrem
Extremity (monthly)	400 mrem	450 mrem	600 mrem
Extremity (quarterly)	1,000 mrem	1,125 mrem	1,500 mrem
Declared pregnant (monthly)	20 mrem	40 mrem	50 mrem

ALARA Level I	Radiation safety officer (RSO) notified. Report kept on file.
ALARA Level II	Student and RSO meet to discuss exposure and techniques to minimize future exposure. This is documented and placed within the student's records.
ALARA Level III	Student and RSO meet to discuss exposure and techniques to minimize future exposure, and RSO performs a review of conditions and procedures at clinical site. Review may include interview with student, clinical site, and all relevant individuals. This is documented and placed in the student's records.

The ALARA concept imposes lower operational dose limits that are more restrictive than the maximum legal dose limits shown above. This ensures enhanced safety factors are used to achieve safe annual doses for radiation workers. Should a student receive an ALARA Level II or III and corrective action by the student is not implemented and dose readings do not reduce, the student will be removed from the program.

Radiation Safety/Protection in the Clinical Setting

The student will use the cardinal principles of radiation safety/protection (time, distance, shielding) to keep occupational and nonoccupational doses ALARA. Lead apparel protects the student from secondary (scatter and leakage) radiation and must be worn during fluoroscopic and portable radiography. Students are not to be exposed to the primary beam.

Fluoroscopy and special radiographic procedures produce the highest occupational radiation exposure for diagnostic imaging personnel. When a protective lead apron is used during such procedures, the dosimeter should be worn outside the apron at collar level on the anterior surface of the body because of unprotected head, neck, and lenses of the eyes.

Any accidental radiation exposure to the student, staff, patient, or faculty during clinical time must be reported to the clinical coordinator and/or radiation safety officer within the next business day. An incident report will be completed to document the details and will be evaluated by the clinical coordinator, radiation safety officer, and department administration for appropriate action.

C-arm simulations with students are to be performed with registered staff radiographers employed by the clinic site.

Students who are pregnant can attend clinic and perform all procedures. Radiation protection measures must be used during all exams. Refer to the Pregnancy Policy.

Shielding of Patients

Specific area shielding will be required for all patients, according to the procedure being performed. Gonad shielding will be provided through the age of 60 years for females and all ages for males as per the ASRT.

Usage of patient shielding is per the clinical site. NHTI faculty will confirm knowledge of the appropriate use of patient

shielding during the competency process.

Pregnancy Policy

The Radiologic Technology program has adopted the conservative policy of restricting the dose of ionizing radiation to the fetus during the entire period of gestation to no more than 500 mrem (5.0 mSv) and a monthly EqD limit not exceeding 50 mrem (0.5 mSv). This dose has been set by the NCRP report No. 116. Bethesda, 1993.

It is strongly suggested that the student notify the program director immediately upon knowledge of pregnancy; however, this is voluntary. During the pregnancy it is the responsibility of the student, clinical supervisor, and program director to monitor the student's radiation dosage.

Upon notification to the program director (Declaration of Pregnancy), a review of this student's working conditions and work habits will be made. A review of previous radiation dosimetry reports will also be made. The student will be assigned a fetal monitor, which will be billed to the student's NHTI account. This monitor requires monthly reads through NHTI faculty and the website.

Student Responsibilities:

1. The student can notify the program director in writing of pregnancy (Declaration of Pregnancy).
2. The student can withdraw this declaration of pregnancy at any time.
3. Following counseling, the student must select their decision and sign the document; again, this document can be rescinded at any time.
4. The student must wear fetal monitor and review monthly results.
5. The student must complete all clinical and didactic requirements prior to graduation from the program.

Program Responsibilities:

Pregnant students shall be counseled discussing the following options:

- The pregnant student may withdraw from the program for the duration of the pregnancy, with the ability to reapply. The student must inform the clinical coordinator at time of withdrawal in writing that they will be reapplying for the program for a position to be held.
- The pregnant student may withdraw from the clinical portion of the program until past delivery, with the opportunity to continue with didactic course work and labs. The student must notify the program director to complete an individualized plan of action and must fulfill required clinical competencies and rotations prior to graduation of the program.
- The pregnant student may continue in the program with no modifications made.

Declaration of Pregnancy Form

This form is found within TRAJECSYS and is completed electronically.

In accordance with the NRC's regulations in 10CFR20.12.08, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in the month and year indicated below:

Month and Year of Conception

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) unless the dose has already been exceeded between the time of conception and submitting this letter. I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

Signature of Person Declaring Pregnancy

Name (Printed) of Person Declaring Pregnancy

Withdrawal of Declaration of Pregnancy Form

This form is found within TRAJECSYS and is completed electronically.

I would like to withdraw my declaration of pregnancy.

Date of Withdrawal

Signature of Person Withdrawing Declaration of Pregnancy

Name (Printed) of Person Withdrawing Declaration

Repeat Documentation Process

Whenever an image must be repeated, it is the responsibility of the student to seek assistance from the clinic preceptor or another registered radiographer prior to performing the repeat image to ensure the technical factors and/or positioning have been properly corrected before repeat exposure. Students are not allowed to delete or repeat unless approved by supervising registered radiographer.

MRI Safety and Screening

The purpose of this policy is to assure that students having potential access to the magnetic resonance environment are educated of and screened for magnetic wave and radiofrequency hazards.

Prior to starting the clinical experience, students are taught MRI safety practices in RADT109C. As part of this course, all students are required to complete a quiz with a score of 80% or higher. All students will review the NHTI Student Safety Screening Form for MRI Area-Specific Observation and will inform the instructor of any possible contraindications for their future possible observations in the MRI environment. This screening form must be completed and reviewed prior to the start of initial clinical rotation, which occurs in the first Fall semester, and again prior to the start of all new clinical rotations containing an MRI unit. The completed screening form will be reviewed and assessed by the appropriate MRI personnel at the clinical rotation site prior to student's arrival and again as student begins an MRI observation rotation. Any health changes, such as metal implants or that would change answers on the MRI screening form from a "no" to "yes," require the student to immediately contact the clinical coordinator.

If there are any questions or concerns regarding student safety because of potential dangers of implants or foreign bodies found during the review of the completed MRI screening form, clinical personnel will contact the clinical coordinator immediately.

To reinforce MRI safety, all clinical preceptors have access to the MRI Safety PowerPoint via TRAJECSYS documents.

Student Employment – Student Radiographer Position

Recommendation requests for the position of student radiographer at a healthcare facility will be accepted by the NHTI program director only upon completion of the senior Summer semester (fourth semester overall).

The student employee will obtain and use the employer's dosimeter and part identification markers. The student employee will not possess any items on their person related to NHTI. NHTI Radiology competencies cannot be performed while the student is acting as a student employee. The student employee cannot supervise NHTI students

and will not receive compensation toward NHTI student clinical hours.

Once the student becomes an employee of the healthcare facility, NHTI accepts no responsibility for the student's behavior or performance. If a student is working as an employee at a facility that also hosts their educational training, they are reminded to separate their roles respectively as an NHTI Radiology student and a hospital employee by maintaining professionalism at all times.

Upon completion of the program, students may request permission from NHTI faculty for future reference requests.

Strike and Work Stoppage Actions

Accredited programs and those in process in the event of any potential or actual action involving a sponsor, clinical education center, or minor affiliate shall provide direction to the students.

The program must remain in compliance with the JRCERT standards. Time lost must be rescheduled to comply with the JRCERT standards. A multi-clinical education center program may be allowed to transfer students from an involved to an uninvolved facility. The standards for and educational program can be found at www.jrcert.org.

NHTI Clinical Adjunct Faculty

Students will be visited by adjunct faculty on a regular basis. Students will be observed, critiqued, and guided by these faculty members. Any clinical concerns, such as questions on positioning, exposure, or clinical procedures, will be directed to the adjunct faculty.

Adjunct Manual

The students can utilize the adjunct manual in preparation for image critique. All hospital staff can use this manual to critique students on images.

Clinical Grading System

NHTI has implemented a letter grade system in which each grade reflects a level of achievement measured against specific course objectives.

Letter	Number	Points	Definition
P			Pass (in clinic courses)
PP			Provisional pass (in clinic courses)
NP			No pass; unsatisfactory (in clinic courses)
AF			Instructor- or administrator-initiated withdrawal at any time for reasons other than poor grade performance – failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Conduct Code, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as F.
W			Student-initiated withdrawal prior to the drop deadline; does not affect GPA.
WF			Student-initiated withdrawal after the drop deadline; student has failing grade at time of withdrawal; calculated in GPA as F.
WP			Student-initiated withdrawal after the drop deadline; student has passing grade at time of withdrawal; does not affect GPA.

Procedures for Each Grade

- W** Student brings form to instructor, who signs and keeps 1 copy. Student retains 1 copy and returns remaining copies to Registrar. Grade appears automatically on grade sheet at end of the semester.
- WF or WP** Student brings form to instructor, who signs off and indicates the appropriate grade. Instructor retains 1 copy, gives a copy to the student and returns remaining copies to Registrar. Grade automatically appears on instructor's grade sheet at end of semester.
- AF** Attendance policies and ethical/behavior standards must be in writing for the course. If the standards or policies are violated, an instructor has the option of issuing the grade. The instructor must indicate on the AF Form the reason(s) why the grade is being given. A separate explanatory page may be attached. Student is given a copy of the form; instructor returns remaining forms to Registrar. Grade automatically appears on grade sheet at the end of the semester. As with any suspension a student may appeal to the Academic Standards Committee.

There will be two behavioral evaluations performed on the student, one at mid-semester and one at the end of the semester. If a student receives a 70-79 they will be issued a PP. If a student receives a 69 or below they will be issued an NP. If a student receives 2 consecutive PP grades, they will be issued an AF. Students must complete cumulative mandatory and electives for each given semester or a PP will be issued.

If a student is dismissed from the clinical semester because of performance or behavioral issues, they will be issued an AF. Any student receiving a failing grade in a clinical course will be dismissed from the program and is not eligible to reapply. Clinical practice is the essence of the profession, and a failure in the clinical environment indicates that student is not competent to continue in the program.

Social Networking/Computer Use

- Students are not to be accessing, posting, or checking any social media sites while at the clinical facility.
- Students are not to engage in, or be friends with any college faculty, staff, or clinical staff on any social media platform.
- Students are not to comment or refer to any clinical sites, clinical staff, college faculty/staff, or other students on social media platforms.
- Students are not permitted to check their personal email or conduct personal business on hospital computers while they are attending clinic.
- Any of the above could result in the student's dismissal from the program.

Classroom and Laboratory Policies

Requirements

Many courses have prerequisites. Prerequisites in our program are courses that must be successfully completed prior to taking another course. Successfully completed means the student must achieve a passing grade in the course.

For example, RADT103C is a prerequisite for RADT159C. Since the minimum passing grade is 70 in all Radiologic Technology courses, the student must achieve a 70 or better in RADT103C before attending RADT159C. If the student achieves below a 70, they are required to retake RADT103C before taking RADT159C. Since most courses are only offered once per year, this means the student will have to apply to the program for the next year. The student would neither graduate with nor take the ARRT exam at the same time as the rest of their class.

Students are encouraged to review NHTI's catalog carefully to ensure they are aware of all prerequisites.

Advanced Placement

The program does not offer advanced placement per department policy. All students must start the program from the beginning and complete the admissions application process.

Class Attendance

Attendance regulations are covered in the NHTI Student Handbook (<https://www.nhti.edu/current-students/requirements-policies/>). It is the feeling of the Radiologic Technology faculty that class attendance is mandatory. Any student missing excessive classes in this department for any reason will be terminated from that course. Students must call in or e-mail each instructor when absent.

It is expected that those students with excused absences will obtain the notes from another student prior to meeting with the instructor. Students missing scheduled exams for any legitimate excused absence will be permitted to take a make-up exam; otherwise a grade of 0 will stand as record.

Students more than 10 minutes late for a class will be considered absent from that class without excuse. Should the class run for more than 1 consecutive period, the student will be considered absent on an individual period basis.

Students with an early departure of more than 10 minutes will be considered absent from that class without excuse. Should the class run for more than 1 consecutive period, the student will be considered absent on an individual period basis.

All unexcused absences, tardiness, and early departures will be documented on TRAJECSYS.

- Students are to remove their hats during class for professional reasons.
- Cell phones and pagers should be on non-noise mode during class.

Energized Laboratory Use of X-Ray Equipment

- Students are required to wear dosimeters during energized labs. Dosimeters are to be brought from the clinic sites every week. Failure to have the dosimeter at the beginning of the lab session will preclude the student's attendance. All lost time will be made up prior to completion of the course involved.
- Students will take radiographs under the direction of a faculty member and only on the phantoms provided by NHTI.
- Students are to warm up the x-ray equipment according to protocol.
- Students will make sure everyone is located behind the primary protective barrier before making an exposure.
- Students are to report any equipment malfunction to the faculty.

The radiation machines #5323 and #5324 are registered annually and comply with the N.H. Division of Public Health Services' Radiological Health Section and are authorized for use. State inspection was performed on June 30, 2021, and found the radiation machines to be compliant with applicable provisions of the N.H. Rules for the Control of Radiation and accepted radiation safety practices.

Plagiarism/Cheating Policy and Procedures

Academic honesty is expected of all students. Student are encouraged to refer to the NHTI Student Handbook for further discussion (<https://www.nhti.edu/student-life/student-handbook>). Violation will result in disciplinary action up to immediate dismissal from the program.

Grades

The minimum passing grade for core courses (RADT designation) is 70. However, students must achieve a minimum GPA of 2.0 or better to graduate. The following policy will remain with respect to grading within the DMI Department only.

NHTI has implemented a letter grade system in which each grade reflects a level of achievement measured against specific course objectives.

Letter	Number	Points	Definition
A	94-100	4.0	An honor grade representing achievement of a level of understanding and ability that is excellent and distinctive.
A-	90-93	3.7	
B+	87-89	3.3	Represents achievement of a level of understanding and ability of consistently high quality.
B	84-86	3.0	
B-	80-83	2.7	
C+	77-79	2.3	Represents achievement of a level of understanding and ability consistent with those levels required for successful entry into the student's chosen field.
C	74-76	2.0	The lowest acceptable passing grade in core courses.
C-	70-73	1.7	
D+	67-69	1.3	Represents some evidence of achievement, but substantially below the level required for successful entry into the student's chosen career field.
D	64-66	1.0	
D-	60-64	0.7	
F	0-60	0.0	Represents negligible academic achievement. A student who receives an F in a course that is a prerequisite to other courses must repeat the failed course with a passing grade before being eligible to continue with the course sequence.
P			Pass
PP			Provisional pass (in clinic courses)
NP			No pass; unsatisfactory (in clinic courses)
I			Designates that course work has not been completed by the end of the semester because of extenuating circumstances such as illness. The work must be completed by the student through arrangement with the instructor no later than the midpoint of the following semester. In the case of an I during Spring semester, the next succeeding semester shall be defined as the following Fall semester, unless the curriculum requires Summer semester enrollment, in which case Summer shall be considered the next succeeding semester. Should the student fail to complete the work within this period, the grade will become an F. An I will not be included in the computation of GPA.

AF			Instructor- or administrator-initiated withdrawal at any time for reasons other than poor grade performance – failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Conduct Code, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. Calculated in GPA as F.
N			Issued to reflect completion of a course, workshop, or seminar in which no letter grade is assigned and no credit granted.
W			Student-initiated withdrawal prior to the drop deadline; does not affect GPA.
WF			Student-initiated withdrawal after the drop deadline; student has failing grade at time of withdrawal; calculated in GPA as F.
WP			Student-initiated withdrawal after the drop deadline; student has passing grade at time of withdrawal; does not affect GPA.
AU			Audit (no credit, no grade); does not count toward the course load for any semester.
NI			Grade not issued by instructor (Registrar use only).

Procedures for Each Grade

- W** Student brings form to instructor, who signs and keeps 1 copy. Student retains 1 copy and returns remaining copies to Registrar. Grade appears automatically on grade sheet at end of the semester.
- WF or WP** Student brings form to instructor, who signs off and indicates the appropriate grade. Instructor retains 1 copy, gives a copy to the student and returns remaining copies to Registrar. Grade automatically appears on instructor's grade sheet at end of semester.
- AF** Attendance policies and ethical/behavior standards must be in writing for the course. If the standards or policies are violated, an instructor has the option of issuing the grade. The instructor must indicate on the AF Form the reason(s) why the grade is being given. A separate explanatory page may be attached. Student is given a copy of the form; instructor returns remaining forms to Registrar. Grade automatically appears on grade sheet at the end of the semester. As with any suspension a student may appeal to the Academic Standards Committee.

Student Advisement Policy

Students accepted into the program will receive a welcome letter including an invitation and agenda for orientation. At orientation students are introduced to faculty, Health Services (clinical clearance requirements), counseling services, campus safety, the Academic Center for Excellence, and senior class representatives. Students can purchase books and uniforms and complete course registration forms, the application for ASRT membership, and NHTI RT scholarship forms.

In the first semester course RADT109C, the program policy and procedure manual is reviewed in its entirety.

Students are assessed at the mid-semester each semester, and mid-semester warnings are entered through SIS if the grades are C- or less. The college notifies the student of this through the Registrar's Office.

During the first-year Spring semester (third semester overall), students meet with faculty and the clinical coordinator to review academic and clinical progress. Strengths and weaknesses are discussed, and individual performance improvement plans are outlined. Notes are taken and entered into the student's program files (located in the locked file cabinet in 112).

Students are encouraged to set up appointments with faculty as needed. Any student who fails an exam is encouraged to contact a faculty member for advisement.

The clinical preceptor completes both a mid- and end-of-semester evaluation recorded on TRAJECSYS for student reference and are reviewed in person with the student.

Grievance/Appeal Process (Classroom)

A student who has a grievance in the classroom with regards to a grade or incident should see the following individuals. These levels should not be circumvented unless the situation is a personal emergency. The student must discuss their grievance with the individual beginning with Level 1. If the result of the discussion is not satisfactory, the student may proceed to the next level. The student has 1 week to bring their grievance to Level 1, and Level 1, Level 2, and Level 3 have 1 week to respond.

- **Level 1:** Faculty member of course or class
- **Level 2:** Department chair
- **Level 3:** VPAA

As is the case in all other NHTI matters, NHTI's president may review the grievance process to ensure fair and equitable treatment of a student.

Grade appeal and suspension/dismissal appeals fall under the purviews of the VPAA. The grade appeal process is documented at NHTI.edu, and the process for suspensions/dismissal appeals will be described in a letter from Academic Affairs notifying the student of a suspension or dismissal, and also found at NHTI.edu.

General Policies and Procedures

Course Substitution/Credit Exams

Policies for course substitutions, course waivers, academic credit exams, and directed study are only considered if there is space available in the program. Each case is considered by contacting the department chair. Students are encouraged to refer to these NHTI Student Handbook policies for more information:

- Credit by exam: <https://www.nhti.edu/admissions/prior-learning-assessment/>
- Directed Study: <https://www.nhti.edu/current-students/requirements-policies/#:~:text=All%20students%20must%20complete%20a,or%20Associate%20in%20Arts%20degree.&text=A%20student%20may%20not%20take,will%20not%20transfer%20to%20NHTI>

Contingency Plan

Policy: Offers a guideline should didactic and clinical operations become disrupted because of factors creating a prolonged NHTI closure.

Procedure: The contingency plan shall consist of three levels:

- **Level 1:** Assessment of closure factor resulting in plan of action. This will involve an assessment of the prolonged disruption, identifying activities and procedures to carry out, suspending didactic and clinical operations and guidance and designation of activities to involved faculty and staff. This will be done under supervision of NHTI's administration.
- **Level 2:** Notification of faculty, staff, and students with a plan of action. This will be completed in accordance with NHTI's notification system.
- **Level 3:** Resolution and reactivation of normal activities.

Solicitation

Students are not allowed to solicit NHTI faculty, staff, or clinical staff for any business venture or charity donations (with the exception of NHTI events and activities such as the Central Ray Society).

The Academic Center for Excellence

The Academic Center for Excellence provides free academic assistance to all NHTI students who would like to improve their grades. The Academic Center for Excellence offers peer tutoring in all subjects; drop-in tutoring in writing, math, accounting, computers and A&P; disabilities services; and a computer lab. The Academic Center for Excellence is adjacent to the library; call 603-230-4027.

Disabilities Services (Clinic and Classroom)

The student is responsible for reviewing NHTI's website for disabilities services information. Any student who has a known learning disability should inform their instructors immediately. The faculty at NHTI will work with the student and their IAP to ensure student success. If a student suspects a possible learning disability, they should contact their instructors immediately for appropriate assistance.

NHTI Alerts System (School Cancellation)

NHTI's emergency notification system helps ensure rapid and reliable mass communication to students, faculty, and staff. The system is designed to communicate with cellphones (text and voice messages), landlines, and email systems, should

a crisis, emergency situation, or weather closure/delay occur on NHTI's campus.

NHTI students can sign up for NHTI alerts by visiting the Rave login page at www.getrave.com/login/nhti. The student's username is their NHTI email.

Students should have their student CCSNH email address and student ID number handy; they will need this information to register. If for some reason they do not have this information, they should contact the Registrar's office.

In addition to college alerts, NHTI's weather cancellation announcement is posted by 6:30 a.m. on www.nhti.edu. Students can also listen to one of the following radio/TV stations when there is a question of the college closing because of the weather.

- WEVO CONCORD 89FM
- WJYY CONCORD 105.5FM
- WKXL CONCORD 1450AM & 102.3 FM
- WNNH CONCORD 99.1FM
- WOKQ DOVER 97.5FM
- WTSN DOVER 1270AM
- WFTN FRANKLIN 1240AM & 94.1 FM
- WKNE KEENE 1290AM
- WLNH LACONIA 98.3FM
- WFEA MANCHESTER 1370AM
- WGIR MANCHESTER 610AM & 101.1 FM
- WZID MANCHESTER 95.7FM
- WPNH PLYMOUTH 1300AM & 100.1 FM
- WHEB PORTSMOUTH 750AM & 100.3FM
- WMUR MANCHESTER TV 9

Buckley Amendment

Family Educational Rights and Privacy Act Of 1974 (Buckley Amendment)

The Family Educational Rights and Privacy Act of 1974 was passed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The federal law includes provisions for disclosure of directory information by educational institutions.

NHTI considers the following to be directory information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, and most recent educational institution attended.

If a student does not wish disclosure of any or all of the categories of identifiable directory information, they must notify the VPAA in writing prior to the close of the last day to add classes. Please consider very carefully the consequences of any decision to withhold any category of general directory information.

Should the student decide to inform NHTI not to release general directory information, any future requests for such information from non-institutional persons or organizations will be refused, except as provided by law.

NHTI will honor a student's request to withhold general directory information but cannot assume responsibility to contact the student for subsequent permission to release it. Regardless of the effect, NHTI assumes no liability for honoring a student's instructions that such information be withheld.

Copies of the FERPA of 1974, Part 99 of Title 45, dealing with Privacy Rights of Parents and Students may be obtained from the offices of the VPSA or VPAA.

Graduation

Students are eligible for graduation upon receiving a passing grade in all courses in the Radiologic Technology program and a passing grade on all required clinical competencies.

NHTI's policy encourages all students completing a program to participate in the college's Commencement exercises. The graduation ceremony is held in May.

A student may be granted the privilege of graduation in absentia by submitting a request in writing to the Vice President of Student Affairs and Registrar 10 days prior to Commencement. Every student will pay the graduation fee.

Registry Information

The American Registry of Radiologic Technologists offers its exam on a continuous basis. It is administered through a computer testing center (Pearson VUE) in New Hampshire.

An application fee is required along with a 2"x2" photo. Guidelines are listed in the application booklet provided by the ARRT. The application form will be provided in the final semester and the procedure will be reviewed with the program director.

The exam consists of 200 multiple-choice questions designed to measure knowledge, understanding, and application of Radiologic Technology practices and principles.

Program Accreditation

The Radiologic Technology program is a nationally accredited program through the Joint Review Commission on Education in Radiologic Technology (JRCERT). Information on program accreditation, the standards for an accredited program, and contact information for the JRCERT can be found at www.jrcert.org.

Policy for Resolution of Complaints Regarding Allegations of Noncompliance with JRCERT Standards

If a student, staff, or faculty has reason to believe that the Radiologic Technology program is not in compliance with the JRCERT standards, the procedure below will be followed:

- Level 1: Present complaint in written form to Radiologic Technology program director with specified dates/times/occurrence of event and which standard is not in compliance as soon as possible after the occurrence of the event and within three days of the occurrence.
- Level 2: The Radiologic Technology program director will meet and discuss the information with the Advisory Board within one week of receiving the complaint to determine if noncompliance exists and to develop a plan for resolution.
- Level 3: The Radiologic Technology program director will provide the complainant with a written plan for resolution of the problem with 3 days of meeting with the Advisory Board.
- Level 4: If the complainant believes the alleged noncompliance has not been resolved or satisfactorily addressed by the program director and the Advisory Board, they are then encouraged to contact JRCERT within 1 week after receiving the written resolution from the Advisory Board.

Contact the JRCERT directly at 312-704-5300 or write to JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606. The standards for and educational program can be found at www.jrcert.org.

Letter of Recommendation Request

Recommendations will be provided by the faculty up to 3 months post-graduation only. Please allow the faculty member at least 1 week to write the letter of recommendation

Date: _____

Student name (requesting the recommendation): _____

Please provide the following information:

- Name and address of person/organization/educational institution
- Reason for the letter (recommendation for job, scholarship, admissions, etc.)
- Give us some talking points! The more information you give us, the better the letter we can write for you. If you let us know that you won an academic award, that information will likely end up in your letter. You may want to provide us with some or all of the following information (written in a well-organized and thoughtful manner and attached to this form):
 - Give us the necessary information. The who, what, where and when. (For example, if you are applying to a program other than the Radiation Therapy program here at NHTI, give us information about that program – name and address of school, person to whom the letter is addressed, etc.)
 - Honor societies to which you belong
 - Anything that makes you unique
 - Awards that you have won
 - Relevant work experience
 - Service activities such as volunteer work
 - Anything you want included in the letter (ex: I have never been absent or tardy from class or clinic)
- Any special requirements? For example, sometimes letters need to be confidential and need to be returned to you in a sealed envelope with signature across the back.
- Follow up. The absent-minded professor is more than a cliché. Don't hesitate to check to see if the faculty member needs any further information from you for the letter.
- Did you get it? Let the faculty member who wrote the letter know if you got the job, scholarship, acceptance letter, etc. We care and are always happy to share in your good news!!

Departmental Policies and Ethical Standards Signature Form

Policies and Procedures: Diagnostic Medical Imaging (DMI) Department Student

This form is found within TRAJECSYS and is signed yearly by all students in this program.

I, _____, have read and understand fully all of the policies relating to the Radiologic Technology program as printed in the Student Policies and Procedures Manual and the American Registry of Radiologic Technologists ethics at www.arrt.org.

I grant the Department of Diagnostic Medical Imaging and Health Services permission to give information regarding my clinical clearance to my affiliating hospital by phone, e-mail, or fax for clinical purposes.

Signature: _____

Date: _____