Baker College

College of Health Science

Radiologic Technology

Program Handbook

2023-2024

College of HealthScience®

Contents

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PART I

INTRODUCTION

This handbook contains information regarding the academic policies and procedures that govern the Baker College Health Science programs. Students will read this handbook and keep it with their school records for easy reference. By signing the Acknowledgement located at the end of the handbook, students acknowledge that theyhave read this handbook and understand the material presented. Students are encouraged to review the Baker College Student Handbook for detailed information onall Baker College policies.

THE PHILOSOPHY OF BAKER COLLEGE OF HEALTH SCIENCE PROGRAMS

The College of Health Science is committed to excellence through quality academic programs. This is accomplished by providing real-world laboratory and clinical experiences, professionally relevant resources and highly qualified faculty. Our success is evident and transparent as our graduates routinely exceed the national average pass rate on standardized certification exams.

MISSION

The mission of the College of Health Science, through a career focus, is to support the individuals and initiatives of Baker College healthcare programs with the common goal to develop quality, professional and compassionate graduates.

VISION

The College of Health Science aspires to**:**

1. Strive for excellence in the scientific, professional and humanistic aspects of each chosen profession.
2. Practice in a manner consistent with accepted, evidence-based guidelines, centeredon quality, client and community relationships.
3. Modify practices and educational outcomes in response to changing trends in health professions.
4. Uphold high standards of academic performance.
5. Support the mission of Baker College through interaction with the greater community.
6. Adapt programs to meet professional and employer expectations.
7. Promote the value of lifelong learning for faculty, staff and graduates.
8. Foster open and collaborative relationships with other disciplines within and beyond health sciences.

ACADEMIC ADVISING

Health Science students may receive advising from **OneStop**. Once accepted, students may receive guidance from a program official. Any students with program specificquestions are encouraged to seek out a program official.

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CLASS SCHEDULES

The College reserves the right to change course schedules and/or cancel courses. Should it be necessary to change schedules, students will be notified via Baker email, mail or telephone. Students should check the Baker College Student Handbook on policies related to inclement weather. Additional information will be provided by the campus program official as necessary.

ATTENDANCE

Professional programs at Baker College are demanding and require students to be focused and committed. Important material is gleaned from each academic experience; therefore, regular attendance is crucial to student success. Students are expected to attend and be responsible for content presented in didactic, laboratory and work experiences. Many hours of self-directed study and preparation are required each week.Students are expected to be on time. Tardiness is considered unprofessional behavior.

Students are expected to make the appropriate and necessary arrangements in their work schedule and personal life as needed to meet the program requirements. If an unavoidable absence due to such events as illness or family emergency occurs, studentsmust submit appropriate documentation. Reference the Baker College Student HandbookAttendance Policy for more information.

Attendance at Work Experiences, Clinical Internships or Fieldwork Experiences Work experiences are based on site availability and determined by the College. If the student does not accept the work experience assigned to them and/or the site removesthe student from the clinical experience, the college is not obligated to seek an alternativesite. Work experiences may require attendance up to 40 hours per week. Inability toperform at a full-time status may prevent the student from obtaining work experienceplacement. In the event the student is offered employment while participating in the workexperience, a program official must be notified. Hours worked as a paid employee cannotbe applied to work experience hours.

Students will abide by the following guidelines:

- Students will attend all scheduled sessions during the semester and will report all absences or tardiness to the work experience site and program official prior to scheduled start time. Students will not leave the work experience setting during theirassigned hours unless they have followed appropriate work experience and programpolicy. Additional documentation may be required per program policy. Excessive absences, tardiness or unauthorized schedule changes may be grounds for withdrawal from the work experience.
- Students will not arrange clinical site placement unless instructed to do so byprogram officials.
- Students will accommodate didactic and work experience schedules which may follow a non-traditional format. This may include evenings, weekends and holidays.

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- Students will arrive at the work experience setting at least 15 minutes before their scheduled time.
- In the event Baker College closes (power outage, weather, etc.), students will reportto their work experience unless travel conditions are unsafe. If travel conditions are unsafe, the student must inform the program official and work experience supervisorof the circumstances that prevented attendance. Reference the Baker College Student Handbook Inclement Weather Procedures for more information.
- Any change in a student's schedule must be approved by a program official and work experience supervisor. The student is responsible to notify a program officialpromptly of any such change.
- Students are required to use Trajecsys for clinical time and attendance. Trajecsys for the Baker CP.docx
- The Clinical Experience is a program and student priority. Any clinical absence mustbe approved in advance by the Clinical Coordinator and the Director. Students with two or more absences will meet with the Dean and Program Director to discuss theircontinuance in the program.
- In the event of the student missing clinicals for a medical reason or admitted to the emergency department for treatment during the clinical experience. Documentationfrom a health provider is required detailing that the student is cleared and able to return to clinical with no restrictions.

LEAVE OF ABSENCE

All time missed shall be made up under guidelines set by both the program and clinical site.

Military Leave - Students will be allowed to make up any missed time due to military duties.

Bereavement - Students who are absent from a clinical internship as a result of the deathof a member of the immediate family will, upon notification and approval of the clinical instructor, will be entitled to release time not to exceed three (3) regularly scheduled daysof clinical. Hours and/or competencies missed will be completed at a later date. Immediatefamily is herein defined as follows:

- Spouse
- Child
- Parent
- Sibling
- Grandparent
- Grandchild

Upon authorization from program officials and/or clinical instructor, bereavement leavemay be granted for deceased persons not listed above.

OUTSIDE OBLIGATIONS

Completion of program requirements is demanding and it is recommended students limit outside employment and other obligations Conflicts with other obligations are not considered sufficient reasons for changes in course schedules, academic or clinical assignments.

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PREGNANCY
Should any student suspect pregnancy, they are encouraged to report it immediately to a program official. This is voluntary on the part of the student. However, failure on the partof the student to notify a program official, in writing, of an existing pregnancy, shall absolveboth the college and the clinical education center of any responsibility from an assignmentto a potentially hazardous environment.

PROFESSIONALISM
Students will abide by the ethics and standards within their chosen career field throughoutthe program. This includes personal conduct, professional attitude, appropriate dress andthe confidentiality of student, client and patient information. Any breach of these standards may result in dismissal from the program.

PROFESSIONAL CONDUCT
Students will adhere to the code of conduct/ethics outlined by the professional standardsfor each program. Students will address their instructors (didactic and clinical) using honorifics such as Dr., Mr., Mrs., Ms. or Miss at all times while in the program, unless otherwise instructed. See Baker College Students Handbook for additional professional conduct policies.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)
HIPAA training will be provided to all undergraduate students in HSC 1010. Individual clinical agencies may also require students to participate and complete HIPAA training asit relates to that facility. Violation of HIPAA policies may result in expulsion from Baker College and/or civil or legal actions against the student.

CONFIDENTIALITY
The principle of confidentiality is one of the central, ethical responsibilities of all health professionals and will apply in all circumstances. Confidentiality regarding HIV/HBV status of students, faculty and staff shall be strictly maintained pursuant to federal and state laws. Confidentiality regarding patient care and information must be strictly upheld.Individual clinical sites may require students and faculty to sign confidentiality statements.Breach of confidentiality policies may result in student failure of the clinical experience, failure of the course or expulsion from Baker College.

SOCIAL MEDIA
Students will abstain from using personal cell phones, electronic devices and computersto take photographs or access social media while in a clinical or laboratory setting. The use of cell phones in the work experience setting may be prohibited by program officialsand work experience site policies. Unauthorized use may result in dismissal from the workexperience. Students must adhere to the Baker College social networking policy as statedin the Baker College Student Handbook.

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ETHICAL CARE RESPONSIBILITIES

Students will provide quality and dignified health care to every patient regardless of theirsocial status, race, ethnic background or diagnosis. Students will apply legal and ethicalprinciples to the caring practice of their chosen field in a culturally diverse society. Clientconfidentiality is an essential element of ethical care.

APPEARANCE

Professional appearance may require a specified uniform. Student appearance should not be visually distracting or disruptive to the educational or clinical practice experience.

- Students will refrain from wearing low-cut tops and clothing that reveals trunk skin or under clothing when standing or sitting.
- Closed-toe shoes are required for laboratory and clinical settings.
- Hair, sideburns, facial hair and nails are to be neat, clean and trimmed to a lengththat will not interfere with safety and performance of skills.
- Attempts will be made to cover visible tattoos.
- Facial piercing jewelry may not be allowed in laboratory and clinical settings.
- Students will limit or avoid the use of perfumes, colognes, lotions or other products due to sensitivities and possible triggering of respiratory reactions. Students will notsmell of smoke.
- Students will practice proper personal hygiene.
- Students will wear a form of identification at all times within the clinical environment. If students do not meet the appearance expectations, they may be sent home at the discretion of the work experience supervisor or the program official. Students sent homedue to inappropriate appearance are responsible to make up the time missed. Seeprogram specific information for more detailed requirements.

SMOKING

Tobacco and smoking-related products are defined as any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substances. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis and hookahs.

- Students will abide by the Baker College Smoking Policy. Reference the Baker College Student Handbook Smoking Policy for more information.
- Work experience sites may have additional guidelines the student must adhere to during the work experience.
- If students smell like smoke, they may be dismissed from the work experience forthe day and will be required to make up the absence.

EMAIL COMMUNICATIONS

Faculty and staff at Baker College will only accept and respond to email communications generated from a Baker College email. Students will have a Baker College Email Accountand are responsible for checking on a daily basis for important communications, updatesand course changes.

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CRIMINAL HISTORY AND BACKGROUND REQUIREMENTS

A criminal background check may be required prior to entering the professional track and/or work experience portion of the program. A report from state, federal and sexual offender databases may be required by clinical sites. Students having certain felony convictions or misdemeanors are not allowed in the clinical settings by law; therefore, students will not be allowed to enter the clinical environment. Credentialing bodies may prohibit individuals with certain criminal histories from taking a licensure exam. Studentsare urged to research their ability to become licensed in their chosen profession prior to applying to the program.

IMMUNIZATION REQUIREMENTS

Students may be required to provide proof of immunizations, boosters and/or titers, current TB test results and other screenings pertinent to their chosen profession. Effective January 2022, students in limited enrollment programs and open enrollment health science programs with clinical/work experience components in healthcare settings are required to have the COVID vaccination. Immunization requirements mustalign with specific clinical/work experience site policies.

Students are financially responsible for all immunizations, tests and titers needed for program requirements.

- *Baker College Health Information Form* which includes emergency contactinformation and affirmation that the student's immunizations are complete.
- *Tuberculosis Testing*: T.B. skin test, serological test or chest x-ray results must be submitted on an annual basis. Students will not have active or communicable tuberculosis. (documented 2-step once and then standard TB test annually as applicable to the individual student)
- *Varicella-Zoster Testing*: Provide documentation to verify immune status viaserologic testing or documentation of immunization.
- *Measles, Mumps and Rubella Immunization*: Students born after December 3, 1956 will submit a valid immunization record documenting administration of this required immunization (MMR) and/or verification of immune status for measles and rubella via serologic testing. Boosters and/or titers may be required.
- *Tetanus/Diphtheria/Pertussis Immunization*: Students will submit a valid immunization record documenting a primary series and booster dose (Tdap) withinthe previous ten (10) years.
- *Hepatitis B Immunization Series:* Students will submit documentation of having received or in the process of receiving the Hepatitis B immunization series. A lack ofthe Hepatitis B series may prevent students from access to some clinical site placement.
- *Influenza Vaccine:* Most clinical locations require students to obtain an annual flu vaccine. This requirement will be enforced to enable students at Baker College to beplaced in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.
- Some clinical agencies may have additional health requirements for students otherthan those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines prior to the practicum start date.

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Immunization Exemption

If certain immunizations conflict with the religious beliefs of students or are medically contraindicated, students should submit a statement of the same to the campus Program Director. Students should also submit a valid immunization record of other administered immunizations.

Clinical affiliates may refuse students who do not have all current immunizations. This may affect clinical assignments and could result in the inability to complete the program.

HEALTH INSURANCE

Students enrolled in the College of Health Science must have health insurance during thetime in which they are in any clinical / work / fieldwork experiences. Students are responsible for all associated costs for health insurance. Please go to: the Healthcare.govwebsite for more information on securing health insurance.

BASIC LIFE SUPPORT (BLS) CERTIFICATION REQUIREMENTS

Students may be required to obtain and maintain Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association. Students may be required to provide their clinical facility with a current BLS certificate when requested. This must be completed through the American Heart Association.

PROFESSIONAL LIABILITY

Professional liability insurance covering students during the Baker College academic related clinical experiences will be provided by the College. This does not prevent students from obtaining their own professional liability insurance if they choose to do so.Students are responsible for all costs associated with background, drug screens, immunizations, health insurance, BLS certification and all other items or services requiredby the work experience site.

ESTIMATE OF FEES

Item or Service	Average Range of Fees
Background Check – Required. Based on the number of counties of residence.	$20 - $50
Drug Screening – If required by a clinical site.	$25 - $50
Fingerprinting – If required by a clinical site.	$68 - $100
Immunizations/Titers – Required. Varies by student's past immunization history.	Varies
Immunization Tracking – Required.	$15 - 25
COVID vaccination - Required (Effective January 2022)	Varies
Clinical Placement Service – If required by Program or Clinical Site.	$10 - $25
Standardized Assessment Exam – Required.	$85 - $125
Basic Life Support/CPR/First Aid training – Required from AHA Certification	$50 - $125
Other program associated costs – Varies by program.	Varies

Item or Service varies by program and/or clinical site

TRANSPORTATION

Work experiences occur at a variety of health care facilities that may be an extended distance from home or campus. Some clinical sites may be further than 100 miles away.Relocation may be necessary. Reliable transportation is necessary to assure prompt arrival and attendance. Students will have a backup solution planned in advance in the event their primary mode of transportation fails. If an overnight stay is required for a workexperience, the cost will be at the student's expense.

BLOODBORNE PATHOGENS (BBP)

BBP Training will be given to each student based on program requirements. Reinforcement of the BBP training will be incorporated into lab and other selected courses. All students, faculty and staff have the responsibility to maintain and share thecurrent knowledge regarding these guidelines. See program specific information for procedure to complete this requirement.

LATEX ALLERGIES

The goal of the College of Health Science is to provide a latex safe environment for workers and students. However, because latex can be found in a variety of products (erasers, wallpaper, paint, computer terminals, etc.), it is impossible to ensure a latex freeenvironment. Students with a history of latex allergies or students with a history of allergicreactions should notify their instructors in laboratory courses where latex exposure may occur. If students suspect that they are experiencing a latex allergy while attending BakerCollege, they should notify the instructor as well as their Program Director. Students withlatex allergies should consult with their personal health care provider regarding the impactof this allergy on health careers and treatment options.

Baker College will make all reasonable accommodations to provide latex free productsfor students who request them.

AFFECTIVE, COGNITIVE and PSYCHOMOTOR DOMAIN REQUIREMENTS

The curricula leading to a degree from the College of Health Science requires studentsto engage in diverse and complex experiences directed at the acquisition and practice of essential knowledge, skills and functions. Combinations of cognitive, affective, psychomotor, physical and social abilities are required to acquire the knowledge and skills needed to perform the varied roles in healthcare. In addition to being essential tothe successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following motor, sensory, communication and intellectual requirements comprise the attributes a student must possess to meet program outcomes. See program specific information for more detailed requirements.

Affective Domain

- The student must be capable of responsive and empathetic listening to establishrapport in a way that promotes openness on issues of concern and sensitivity topotential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment which may change rapidly without warning and/or in unpredictableways.

- Capacity to demonstrate ethical behavior, including adherence to the code of conduct of the student's profession, as well as applicable laws and regulationsgoverning the healthcare profession.

Cognitive Domain

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material in a timely manner.
- Ability to think critically, prioritize, organize, utilize time management anddemonstrate problem-solving skills.

Psychomotor Domain

- Ability to recognize one's own limits, both personally and professionally, as related toone's skill and knowledge.
- Capacity for the development of a mature, compassionate, respectful, sensitive and effective therapeutic relationship with patients and their families, including sufficient emotional and intellectual capacity to exercise good judgment and complete patientcare responsibilities promptly and professionally.

Communication

- Ability to effectively communicate in English through speech, hearing, reading, writing and computer literacy using accurate and appropriate terminology with classmates, faculty, patients, their families, members of the healthcare team andindividuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- Students with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aids may be appropriate if the intermediary functions only as an information conduit and does notserve integrative or interpretive functions.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a betterunderstanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The college complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Students seeking disability accommodations should contact the College Campus Department of Disability Services. The Department of Disability Services will determine astudent's eligibility for accommodations and will recommend appropriate accommodations and services.

LIMITED ENROLLMENT APPLICATION AND SELECTION PROCESS

Full acceptance into the professional track of some programs is limited due to clinical or work site availability. Students compete to earn acceptance into these programs. All students having successfully completed the conditional acceptance requirements are eligible to apply. Admittance criteria for all limited enrollment health science programs feature a common set of prerequisite courses prior to acceptance to their selected program. Students have the opportunity to apply to multiple limited enrollment programsdue to the common set of

required courses used for the selection process.

The first two semesters require the following courses:

FIRST SEMESTER		
Course Code	**Course Title**	**Credit Hours**
COM 1010	College Composition I	3
HSC 1010	Introduction to Health Professions	2
*BIO 1210	Human Anatomy & Physiology I	3
*BIO 1211	Human Anatomy & Physiology I Lab	1
ELECTIVE	General Education Elective	3
MTH 1010	Quantitative Reasoning I	3
Total Credits – First Semester		**15**

SECOND SEMESTER		
Course Code	**Course Title**	**Credit Hours**
COM 1020	Composition and Critical Thinking II	3
PSY 2050	Self and Society	3
*BIO 1220	Human Anatomy and Physiology II	3
*BIO 1221	Human Anatomy and Physiology II Lab	1
*BIO 2150	Pathophysiology	3
Total Credits – Second Semester		**13**
***Indicates courses used for selection with equal weighting**		
Total Credits Required for Application to Limited Enrollment Program		**28**

*The Veterinary Technology program will register for an alternate Anatomy and Physiology course sequence. Student selection is based on the following criteria.

Criterion I

Required, Non-Weighted Courses:

- Required prior to program application and acceptance
- Hold no weight in the GPA calculation for admittance
- Must be satisfactorily completed with a grade of a C (2.0) or better
- HSC 1010 must be completed with a grade of a B- (2.7) or better

Required, Weighted Courses:

- Required prior to program application and acceptance
- Provides significant prerequisite knowledge and skills and therefore holds weight in the GPA calculations for admittance
- Must be satisfactorily completed with a grade of a B- (2.7) or better
  - BIO 1210 Anatomy & Physiology I 3 credits
  - BIO 1211 Anatomy & Physiology I Lab 1 credit
  - BIO 1220 Anatomy & Physiology II 3 credits
  - BIO 1221 Anatomy & Physiology II Lab 1 credit
  - BIO 2150 Pathophysiology 3 credits

Criterion II
Entrance Exam Score: Limited Enrollment programs require applicants to take an assessment test chosen by the College. Students are allowed to test one time per application period. Admission points will be added based on the highest score attained. Exam results are valid for 1 year.

Should two or more students obtain the same points during the selection process and are competing for the last available open seat in the program, students will be selected basedon the highest overall GPA.

Reapplication after Non-Acceptance
Students reapplying to a program will complete the program application process including submitting a new application.

Reentry after Voluntary Withdrawal
Students previously awarded a seat in a Limited Enrollment program but voluntarily withdrew due to non-academic reasons, will provide verifiable documentation of mitigating circumstances to be eligible for reentry to the program. Voluntary withdrawal for non-academic reasons will only be approved one time. The Program Director and the Dean must approve program withdrawals to be eligible for reentry. Students re- entering the RAD program may be required to repeat all RAD courses in succession with the respective cohort and successfully complete all assignments, examinations andassessments, including previously passed/completed courses. The student is responsible for all associated fees.

ACADEMIC CORRECTIVE ACTION PROCESS
Students who demonstrate unsatisfactory achievement of didactic or clinical performancelevels and skills necessary to meet program outcomes will enter the academic correctiveaction process. This is a graduated process.

1. *Documented Verbal Warning*: A meeting with program officials. This meeting will detailthe academic issue and review expectations. If satisfactory progress is not attained after the specified timeframe, students enter Program Academic Probation status.
2. *Program Academic Probation/Written Warning*: A meeting with program officials and the Director of Student Affairs and/or the Dean. This meeting will detail the consequences of failure to make measurable progress or an occurrence of a new or additional concern. A Learning Contract will be created which details the expectations,the method used to evaluate the student's progress and the timeframe for reevaluation. In the event students have not made significant progress or if an additional academic or performance issue is identified, students will undergo aSanctions Review by an academic committee.
3. *Sanctions Review*: A formal meeting with program officials, the Director of Student Affairs and/or the Dean will be conducted. This meeting will detail the failure to progress and result in a decision by the Sanctions Review Committee. Where programdismissal is the resulting sanction, the decision is final and not eligible for appeal.

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PROFESSIONALISM

Students in the College of Health Science are subject to the Baker College Code of Conduct. Additionally, students will adhere to the code of ethics of their profession. In theevent students do not meet expectations, the College of Health Science provides the following policy:

When reports of violations are received, students will be notified and will be required to attend a meeting with the Program Director to discuss the violation. The Program Director,in consultation with other faculty or College administrators when appropriate, will determine specific sanctions to be imposed. In addition to the sanctions listed in the Codeof Conduct, program-specific sanctions may be imposed up to and including suspensionof clinical responsibility or expulsion from Baker College. In cases of recommended expulsion, the program official will consult with the Campus President and the Dean. Where expulsion is the resulting sanction the decision is final and not eligible for appeal.

REQUIREMENTS FOR GRADUATION

Students will pass all professional track courses with the minimum grade requirement to graduate with an undergraduate from Baker College. A minimum grade of B- (2.7) is required for prerequisite Health Science Courses (BIO, HSC). A minimum grade of C (2.0)is required for general education courses. Review program specific information for minimum grade requirements of individual programs.

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PART II

RADIOLOGIC TECHNOLOGY PROGRAM OVERVIEW

Radiologic imaging is often the first step in identifying, diagnosing and treating many diseases and is an increasingly common part of many medical procedures and regimens.Performing diagnostic imaging procedures requires training, skill and experience to fully understand the technical standards of the radiologic sciences and provide quality healthcare. Radiologic technologists perform most of their work independently but only do procedures that are prescribed by a physician or midlevel provider. Final images resulting from the procedures are not interpreted for medical diagnosis by the radiologic technologist, but rather a radiologist, emergency physician or orthopedic surgeon as indicated by each situation.

The radiography curriculum is based on two years of full-time study. Once admitted into the program the student will complete two semesters of full-time course work on campus. The student then completes two semesters of full-time (40-hours a week) clinicalrotation. All major core courses must be completed with a 2.7 GPA (B-) or better prior tothe start of the program courses and throughout the program and clinical semesters.

The clinical experience segment of the program is a time of application and skilldevelopment. It occurs during the last two semesters of study and is completed at a clinical affiliate hospital. The location of the clinical affiliate may require that a student relocate or perhaps have a longer commute to the assigned location.

Students have been given all necessary resources to begin a combination of self-directedand faculty directed review of theory provided during the first year of study. The focus ofthe clinical year of the program is the learning and expansion of applied knowledge. Thestudent will also discover during this time that a significant portion of practical knowledgecan only be gained within experiences of an assigned clinical environment. This time of application and professional growth is not a situation of employment with the clinical site.If the student receives an offer of employment during clinical training, it will be expected that the separation of roles as a student and employee are maintained as part of professional conduct

Students are required to purchase/obtain radiographic lead markers and scrubs.

Students are required to obtain/maintain American Heart Association Basic Life Support (BLS) CPR certification and provide proof of it to program officials.

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ACCREDITATION INFORMATION

The Baker College Radiologic Technology program is nationally accredited by:
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
email mail@jrcert.orgweb: jrcert.org

The Radiologic Technology Program is governed by national standards that can be found at the 2021 - JRCERT website - Radiography Standards.

STATE AND NATIONAL ORGANIZATIONS

JRCERT Curriculum, Continuing Education and Certification Information

https://www.jrcert.org/accreditation-for-students/allegations/

https://www.asrt.org/

https://www.arrt.org/

https://www.msrt.org/

State Representation to the ASRT, Continuing Education and Scholarships
Michigan Society of Radiologic Technologists (MSRT)

GOALS

- Students will perform Competently
- Students will critically think and solve problems effectively.
- Students will communicate effectively.
- Students will develop and grow professionally.
- Students will become successful graduates of the Program.

MISSION

The mission of the Baker College Radiologic Technology program is to enable qualified students to develop into competent and professional entry-level radiographers who are prepared to successfully sit for the ARRT examination and acquire gainful employment. We believe that this is done through exercises in critical thinking, varied clinical experience, the encouragement of universally responsible behavior and foundations in guiding radiologic principles.

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PROGRAM OUTCOMES

By the end of the Radiologic Technology Program, students will be able to:

Competence

- Produce diagnostically acceptable radiographs.
- Practice appropriate radiation safety measures.

Critical Thinking

- Adapt to challenging cases using accepted principles of radiologic science.
- Critique the diagnostic quality of digital images and correct non- quality images accordingly.

Communication

- Demonstrate oral communication skills that exhibit patience and empathy with patients regarding their health history and prescribed radiologic procedures.
- Use concise oral and written communication with physicians and members of the interdisciplinary team to provide optimal care to patients.

Professionalism

- Investigate the importance of professional growth, including continuing education, professional societies, career development and participating in activities that promotethe radiologic profession.
- Recognize the diverse needs of patients and co-workers.
- Demonstrate the knowledge and skills necessary to successfully take the American Registry of Radiologic Technologist's Examination for Radiographers.
- Demonstrate professional behaviors and skills consistent with a preferred entry-level radiologic technologist.

CODE OF ETHICS

The Baker College Radiography Program expects all participants to abide by the nationalcode of ethics for the practice of radiologic technology, which is regularly reviewed and revised as necessary by the American Society of Radiologic Technologists when advances to technology and patient care occur. Ethical standards are enforced by the American Registry of Radiologic Standards and Code of Ethics.

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PROFESSIONAL REQUIREMENTS AND TECHNICAL SKILLS

These technical standards reflect performance abilities and characteristics that arenecessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a betterunderstanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spiritof Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

- Access information from books, reference manuals, computers and paper andelectronic medical records to accurately perform functions and duties.
- Comprehend technical and professional materials (i.e. textbooks, journal articles and procedure manuals) to accurately perform clinical testing and/or use of equipment.
- Explain procedures and treatment appropriate to the patient's level of understanding including what will be required while respecting patient confidentiality and privacy.
- Recognize and respond appropriately to distress sounds from patient, audible/visual alarms/signals on patient-monitoring equipment for patient safety.
- Respond appropriately to changes in the patients' status before, during and after procedures.
- Monitor and respond to patient and accessory medical equipment directly and by intercommunication system during procedure to assess patient response and safety.
- Obtain optimum quality of radiographic images by clear discrimination of shades ofgray.
- Accurately interpret and validate text, numbers and graphs from print and videomonitors used for fluoroscopy and digital imaging.
- Evaluate, synthesize and communicate diagnostic information to the attendingradiologist.
- Recognize and correct performance deviations in imaging.
- Perform or assist with transferring, lifting, moving, positioning and manipulating thepatient.
- Transport heavy, wheeled equipment and patients in wheelchairs and/or stretchers.
- Accurately obtain precise measurements and determine appropriate immobilizationand positioning aids needed for performing procedures.
- Provide safe and effective care including but not limited to administration of oral orrectal contrast medium.
- Perform and document warm-up procedures and quality assurance checks onimaging and treatment equipment.
- Recognize potentially hazardous materials, equipment and situations and proceedsafely in order to minimize risk of injury to patients, self and nearby individuals by referencing, utilizing and adhering to OSHA requirements such as MSDS (MaterialSafety Data Sheets), universal precautions, radiation safety standards and policiesand procedures.
- Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. allergic reaction or cardiac arrest) and adistracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- Adhere to HIPAA, American Society of Radiologic Technologists (ASRT) professional standards, Baker College professional conduct guidelines, programrequirements and clinical site policies and procedures.

SUPERVISION REQUIREMENTS

All clinical practicum experiences will be under the supervision of a qualified ARRTregistered radiographer, Academic Clinical Coordinator and/or Clinical Instructor. Department assignments may direct the student to rotate in a particular setting or with a particular person, designed to assist the student through their training with guidance, support and leadership. In compliance with our Standards, supervision isdefined as follows:

Direct Supervision

- The qualified registered radiographer reviews the requisition for the examination and/or procedure in relation to the student's achievement and the curriculum levelcompleted.
- The qualified registered radiographer evaluates the condition of the patient inrelationship to the achievements and performance level of the student.
- The qualified registered radiographer observes the student perform the radiographic exam.
- The qualified registered radiographer reviews and critics the radiographs with thestudent and approves all finished radiographs.
- After demonstrating competency, interns may perform procedures with indirectsupervision.
- The student must continue to be directly supervised during all surgical and mobile procedures, including mobile fluoroscopy, regardless of the level of competency.

Indirect Supervision

Is supervision provided by a qualified registered radiographer who is immediately available (in an adjacent room and able to hear calls for help from the student) to assist the student regardless of the level of the student's achievements. The use of a phone orbeeper is not considered immediately available! The student will continue to be provided with "one-on-one" direct supervision during all surgical and mobile procedures, including mobile fluoroscopy, regardless of the level of competency.

REPEATING OF RADIOGRAPHS

In support of professional responsibilities for provision of quality patient care and radiation protection, unsatisfactory radiographs (repeats) shall be repeated only underthe direct supervision of a qualified radiographer, regardless of the intern's level of competency. This is a JRCERT standard for accredited educational programs of radiography. (Form is located in section XI).

The student shall be supervised at all times by program officials when ionizing radiationis on in the lab.

- The student shall be supervised by hospital personnel designated as a clinical instructor and shall follow the Direct / Indirect Supervision Guidelines while at the clinical site as set forth by JRCERT.
- Program officials will maintain contact with students via email, phone and regularsite visits.

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LICENSURE REQUIREMENTS

Michigan does not require licensure but many other states do require it. Nearly all hospitals in the United States require certification from the American Registry of Radiologic Technologists. Most states that require licensure base issuance mainly onARRT certification.

CURRICULUM DESIGN - SEQUENCING OF COURSES

Baker College Programs

COMPETENCIES

Refer to details about the performance, tally and scoring of competencies in the course syllabi.

Students must complete all lab-based competency requirements for each course as preparation for clinical training. Clinical competencies are periodically revised and outlined by ARRT. There are three categories of ARRT competencies; Patient CareMandatory Procedures and selections that must be made from the elective list of procedures.

CLINICAL HOURS

Clinical experiences occur as eight-hour shifts, five days per week. These participation hours usually occur during normal business hours, but all students are also expected toparticipate in alternate shifts that occur in the evening and on weekends. Clinical training does not occur during overnight shifts or on holidays when the college campuses are closed. The program has three sequential clinical courses with their participation hours listed as follows.

- RAD 2310: 560 hours of clinical participation is required along with weeklycontributions to online discussions and review activities.
- RAD 2320: 320 hours of clinical participation is required along with weekly contributions to online discussions and review activities. There will be professionalgrowth and development opportunities with advanced imaging technologies.
- RAD 2450A: 320 hours of clinical participation. The course also requiresadditional hours of didactic review.

RADIATION SAFETY

The following rules have been established for the student's protection against ionizingradiation during laboratory and clinical procedures. These rules are established for theradiologic technology student and must be strictly adhered to.

- No student is to be permitted into the radiology laboratory or clinical department for observation or clinical experience without radiation dosimeter badges. It is the student's responsibility to turn in the badge monthly for interpretation. Film badges must be worn at all times during hospital observation, lab and clinical. If protective aprons are used, the appropriate badge must be placed above the apron so that anyradiation reaching any part of the body will be recorded.

- If an emergency arises in which the student must hold and/or support a patient, protective apron and gloves must be worn. Students should not hold patients during any radiographic procedure when an immobilization method isthe appropriate standard of care.
- During the exposure or procedure, the student will not place themselves indirect line with the central ray, even though they are wearing a lead apron. The student shall stand in an area where the tube is pointing awayfrom the student's body.

- Under no circumstances will the student permit themselves or fellow students (or any other human being) to serve as patients for test procedures or experimentation.
- During fluoroscopic procedures the following procedures will prevail:
  - The student will wear a lead apron at all times or they will remain behind alead protective screen and not in visible line with either tube or patient.
  - The dosimeter badge will be worn as noted above.
  - Stand as far from the patient and tube as possible, consistent with theconduct of the examination.
- When observing and/or performing radiographic procedures in surgery, the followingwill prevail:
  - A lead apron will be worn.
  - Stand as far from the patient and tube as practicable.
  - Stand so that the central ray is pointing away from the student's body.
  - Observe all regulations which apply to work in surgery, such as preservingsterile fields, wearing surgical garments, etc.
- When observing and/or performing radiographic portable procedures in roomoccupied by patients, the following will prevail:
  - A lead apron will be worn.
  - A dosimeter badge will be worn.
  - Stand as far from the patient and tube as practicable.
  - Stand so that the central ray is pointing away from the student's body.
  - Observe all regulations which apply to work in surgery, such as preservingsterile fields, wearing surgical garments, etc.

In addition, during actual exposure, the student must step outside the room if thestudent cannot stand at least ten feet from the patient.

Radiation Monitoring

In order to ensure proper precautions against radiation accidents, all students shall be provided with dosimeter badges for radiation control and monitoring, in compliance withexisting rules and regulations of the Michigan State Board of Health.

All standard radiation safety practices with regard to protection to patients and personnel shall be strictly adhered to. Dose monitoring reports (dosimeter) must be turned in by the student to the college each month. Under law, this report must be available to the student. The student must blacken-out all serial numbers on the reportexcept his/her own before turning it into the College.

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Exposure Policy

The dose value is calculated as the average of deep, eye and shallow doses unless oneof these categories exceeds 40 mrem in a month. Where the recorded value in a single category exceeds 40 mrem in a month, that value will be the evaluated dose.

Dose Range and Affected Individual	Lab Instructor	Lab Student	Clinical Student
Less Than 4 mrem/month	A	A	A
5-20 mrem/month	C	D	B
21-40 mrem/month	D	D	C
Over 40 mrem/month	D	D	D

SITUATION A

This is considered an insignificant exposure and may be incidental to badge handling ortransit. No action is necessary.

SITUATION B

The individual has received a normal exposure for the functional environment. The value indicates good radiation safety practices. No action is necessary.

SITUATION C

The individual has received a higher than average exposure. This may be due to a special situation where good radiation safety practices were applied but similar incidentsof exposure should be kept to a minimum. The individual should take precautions to prevent this from being the consistently received exposure level. The radiation safety officer will investigate and suggest changes in routine if this level of exposure is recorded during the next two consecutive months. Disciplinary action shall be taken if suggestions are not followed. Discipline may include dismissal from the program upon approval of the campus president.

SITUATION D

The individual has received a higher than average exposure that is of special concern. There shall be no continued activities near energized X-ray generating equipment until the radiation safety officer has investigated the exposure and there is documentation of a reasonable and probable explanation. If it is concluded that exposure was caused by poor radiation safety practices by the individual of whom the badge monitors, then disciplinary action will be taken. Discipline may include dismissal from the program uponapproval of the campus president.

Radiation Safety Practices for Patients

Students are instructed in the methods and necessity of patient radiation safetythroughout the Radiography program. During the clinical internship, the studentradiographer will ensure the patient radiation safety practices are employed.

- The student will appropriately shield all patients for all exams whenever possible. Shielding should not interfere with the imaging procedure.
- The student will select proper image receptor size and technical factors for each patient.
- The student will use appropriate collimation.
- Students must not hold image receptors during any radiographic procedures.
- Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care. If an emergency arises in which the student must hold and/or support the patient, the student must wear a protective lead apron and lead gloves.
- The student will be either directly or indirectly supervised at all times during radiographic procedures.
- All repeated images will be done under the direct supervision of a registered radiographer. A Repeat Study Notification form will be filled out and submitted for eachrepeated study indicating the number of images repeated. This form will be forwardedto the Clinical Coordinator.

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BAKER COLLEGE MRI SAFETY POLICY

The area in and around the magnetic resonance imaging scanner has unique dangers. Death or serious injury can occur to anyone in the scanning room when common types of metal are brought into the MRI environment. Please note all of the following:

- In MRI, the magnetic field is always present. Ferromagnetic objects will either become projectiles due to the influence of extreme forces or conduct potentially dangerous amounts of heat due to the microwave energy emitted from the scanner.
- Allowing any ferromagnetic materials into the scanning area is strictly prohibited in all situations. This includes times when life saving measures are needed. Patients must always be removed from the scan room when the use of restricted equipmentis needed (AEDs).
- Patient care Items such as gurneys, oxygen tanks, IV poles, wheelchairs and immobilization devices must be designed for and approved for use by the MRI department before they can be brought in proximity to or inside of the scanningcontrol / technologist work area or the scanning room.
- Personal items such as stethoscopes, pens, scissors, phones and credit cards mustalso be kept away from the scanner and left in an area designated by the MRI staff before you get near to the scanning room.
- Other hazards include items in or on your body, including iron-containing tattoo dyes, metallic foreign bodies or surgically implanted devices in your body. All students must comply with policies and procedures established at the clinical settingpertaining to the prevention of metallic objects coming in proximity to the MRI suite and most importantly, the MRI scanning room.

In addition to following MRI safety protocols at the clinical setting, you must complete the College's MRI safety screening form and present it to both your clinical coordinator at the college and MRI technologist staff at the clinical facility. You must have approvals from both based on the information you provide on the form before seeking access to MRI zones III or IV.

You must inform your clinical instructor, clinical coordinator and program director in writing if there is a change in your status in regards to your responses on the MRI safetyscreening form.

Student Signature:_____Date: _____

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BAKER COLLEGE MRI SAFETY SCREENING FORM

Throughout the duration of the clinical experiences, students will have the opportunity to observe in modalities other than radiography. In MRI, the magnetic field is always present.All students must comply with policies and procedures established at the clinical setting pertaining to the prevention of metallic objects coming in proximity to the MRI suite and most importantly, the MRI scanning room. Allowing any ferromagnetic materials into the scanning area is strictly prohibited in all situations, including during life saving measures.Ferromagnetic objects can become projectiles or be influenced by extreme forces. Deathor serious injury can occur to anyone in the scanning room when these metals are broughtinto the environment. Be aware that items such as gurneys, oxygen tanks, IV poles, wheelchairs and immobilization devices must be designed for and approved for use by the MRI department before they can approach or enter the scanning control / technologistwork area or the scanning room.

There are also items that may pertain to you personally that could cause death or injury to you if you were to enter the scanning room. Please put a check mark by any of the following that you wear, have implanted or use:

- Pacemaker
- Implantable cardioverter defibrillator (ICD)
- Neurostimulator system
- Aneurysm clip
- Metallic implant
- Implanted drug infusion device
- Foreign metal objects (especially in or near the eye)
- Shrapnel or bullet retained in your body
- Dentures or teeth with magnetic keepers
- Other implants that involve magnets
- Medication patches that contain metal foil (i.e. transdermal patch)
- Other attached or implanted metal object; describe _____
- None of the above

You must inform your clinical instructor, clinical coordinator and program director in writing if there is a change in any of the above items as they pertain to you.

Please also be aware that items on your person such as pens, scissors, phones and credit cards must also be left in an area designated by the MRI staff before you getnear the scanning room.

Student Signature:_____Date:_____

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ADVISEMENT REGARDING PREGNANCY

The National Council on Radiation Protection and Measurements recommends that the dose limit equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 REM for the entire gestational period. Through proper instruction of all safety precautions, personnel monitoring and strict adherence to these precautions, it is possible to limit all occupational exposure to under 0.5 REM per year and prevent fetal dose limit levels from being surpassed.

A valuable part of learning is maintaining a rotation schedule through the various assignedareas without interruption. The student should carefully consider this if she is trying to become pregnant. In any event, the program will assist the student during pregnancy within the provisions of the pregnancy policy.

Should any student suspect pregnancy, they are encouraged to choose to report it immediately to the program director. This is voluntary on the part of the student.

However, failure on the part of a student to notify the Program Director (in writing) of an existing pregnancy shall absolve both the college and the clinical education center (hospital) of any responsibility from an assignment to a radiation area.

RADIATION SAFETY DURING STUDENT PREGNANCY

Student in Lab

- Offer student a declaration form (“Notice of Pregnancy”)
- Have student read NRC Regulatory Guide 8.13
- Student discusses concerns with the Program Director and decides whether to signthe declaration. Declaration of pregnancy is completely voluntary.
- Send a Radiation Safety Plan and Program Exposure Policy with the student to her physician. Initial additional restrictions of the program are listed as “none”.
- Physician and student discuss if or what restrictions to add to the safety plan.
- Student is double monitored and continues with normal lab activities unless otherwise indicated by a written recommendation submitted by the student and her physician.
- Students may declare the end of pregnancy status in writing at any time.

Student in Clinical Assignments

- Student is offered a declaration form (“Notice of Pregnancy”)
- Student reads NRC Regulatory Guide 8.13. Regulatory Guide 8.13 can be retrievedfrom the link or found at the back of this handbook.
- Student discusses concerns with the program director and decides whether to signthe declaration. Declaration of pregnancy is completely voluntary.
- The declared pregnant student will be given the opportunity to select from one of the following options for completing the program:
- Withdraw from the program during the period of the pregnancy and re-enter with the next available offering of the non-completed courses. Within two weeks after the endof pregnancy the student must provide the program director with written notice of intent to re-enter. This provision cannot be used repeatedly.
- Continue in the program but adhere to the following:
- She should limit herself to no more than half of her scheduled clinical studentshipday participating in portable or fluoroscopy assignments during first and second trimesters.
- She should exit the procedure room when a fluoroscopy procedure has exceeded 5 minutes of exposure time (finding a replacement technologist for the procedure if necessary).
- She should wear a lead apron that wraps around the entire abdomen when involvedin fluoroscopic procedures.
- Continue in the program without modification.
- Student and her physician discuss if or what recommendations to follow.
- Physicians may offer additional recommendations to the student.
- Student presents the program director and clinical coordinator with a list of the recommendations that she has agreed to accept and follow.
- Consistent with accepted medical practice and pharmaceutical labeling, the studentshall avoid all procedures involving the use of methotrexate and/or other chemotherapy agents of which contact is known to present extreme risk to a fetus.
- Student discusses the plan with her clinical instructor to assure that she may have assistance with following the accepted recommendations.
- Student is double monitored and continues with a normal clinical activity schedule until delivery. Reasonable accommodations are made to accomplish normal cohort graduation date. Students may declare the end of pregnancy status in writing at anytime.

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NOTICE OF PREGNANCY FORM

I,_____, hereby notify Baker College and theRadiation Safety Officer that I am pregnant with an expected delivery date of _____. I have read and understand the Appendix to Regulatory Guide 8.13, Possible Health Risks to Children of Women Who Are Exposed to Radiation During Pregnancy. The precautionary measures I may take toreduce radiation exposure:

_____

Signed_____Date_____

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PREGNANCY UN-DECLARATION
The student may at any time, after declaring pregnancy, submit a written notice to theProgram Director stating that she is longer pregnant. After submitting this written withdrawal of declaration, any restrictions in connection with the pregnancy are void.

COMPLAINTS OF PROGRAM VIOLATION OF ACCREDITATION STANDARDS
This following policy only applies to violations of JRCERT Standards. JRCERT will not attempt to resolve issues with individual students. For example, a student may be ableto resolve a grading issue by utilizing Baker College's "academic appeals process".

Step 1: The student must first discuss the concern in dispute with their instructor. The only concerns that are applicable are non-compliance issues regarding the JRCERT Standards.

Step 2: If the concern is not resolved in Step 1 and the student wishes to pursue the issue, the student must communicate it in writing to the Program Director. Step 2 must take place within 90 days of the incident/observation of non-compliance. The Program Director will give the student an "Allegation of Non-compliance" form which the student will complete and return to the Program Director within seven business days. Upon receipt of the form, the Program Director will immediately investigate theallegation.

Step 3: The Program Director will read the allegation form and investigate the issue of alleged non-compliance. The Program Director will complete a written response to the student's concern within 7 days of receipt of the notification in writing from the student.

Step 4: If the concern is still not resolved and the student wishes to pursue the allegations, the Program Director will provide copies of any and all documents to the student within 5 business days. The student then must contact the JRCERT directly to obtain the necessary forms and procedures:

Customer Satisfaction Policy:
Baker College is an institution focused on student satisfaction. To that end, any concerns or complaints regarding the radiologic technology program (including classroom cleanliness, facilities concerns and program policies) can be sent to the attention of the director of the program on the appropriate campus. The director will investigate the complaint, consult with all parties involved and provide a response as soon as all information has been evaluated. The program director will inform the dean of the College of Health Science of the complaint and an investigation will be conducted with appropriate actions to ensure a resolution.

If resolution cannot be reached at the level of the program director, the program will follow the chain of command, beginning with the dean of the College of Health Science, followed by the chief academic officer/vice president of academics of the campus, the president of the campus and finally the president of the Baker College system.

More information on Concerns and Complaints can be found at the Baker RAD Tech website or the Baker RAD Handbook. To file a complaint, please click on the Concerns and Complaints Link.

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ACKNOWLEDGEMENT

I have read and understand the contents within the Baker College Radiologic Technology 2023-2024 Program Handbook. I understand that I am responsible for theinformation it contains regarding the Radiologic Technology Program.

I further understand that it is my responsibility to contact an advisor or the Program Director if I have any questions regarding admission into, remaining in or re-entering myprogram.

I agree to abide by the policies and requirements as stated in this 2023-2024 handbook.

I understand that I must abide by the professional ethics and standards accepted by professionals in my career choice. Confidentiality of health care information is a must. Adherence to the dress code, personal conduct and professional attitude are professional requirements.

The policies and procedures within the Baker College Radiologic Technology Program Handbook are subject to change to better meet educational needs. Any changes will be communicated to the student. I understand that I am responsible to adapt to any changes that are made to the Program Handbook.

I understand that I may need to undergo a criminal background investigation in order toenter and complete the Radiologic Technology Program.

_____	_____
Print Name	Student Number
_____	_____
Student Signature	Date
_____	_____
College Representative	Date