Mercer County Community College’s
Center for Continuing Studies

COMPUTED TOMOGRAPHY
(CT SCAN)

STUDENT HANDBOOK

2015 – 2016
Welcome to our Computed Tomography (CT Scan) Program. This handbook outlines important information regarding the upcoming semester and includes detailed explanation for each step of the application process.

All students are responsible for reading and understanding the information contained in the handbook; please take some time to become familiar with its contents. It will guide you through the application process and provide explanation for each application document that must be submitted. The final page of the handbook acknowledges that you have read, understand, and agree with the procedures and processes outlined in this Handbook. *Please fill out and sign this acknowledgement page and return it to the Center for Continuing Studies with your application packet.*

We look forward to supporting you as you work toward your educational goal.

Sincerely,

Steve Bassett

Steve Bassett
Director
Center for Continuing Studies
ACADEMIC INFORMATION

Program Structure

1. **Online instruction**: This course consists of 13 modules of online instruction facilitated by an MCCC instructor in conjunction with Mercer Online. It will include a live orientation at the start of the program to provide instruction on how to access the course while introducing you to your instructor. In order to access the online program, students must have access to a computer, Microsoft Word-compatible software, a web browser such as Internet Explorer or Mozilla Foxfire, and reliable access to the Internet.

2. **Clinical application**: The clinical experience consists of 96 hours of application and is assigned to any of a number of affiliates within the Mercer County area. The clinical application schedule will be interspersed with your online instruction. Your clinical coordinator will supervise your clinical experience as defined in the curriculum. This clinical coordinator serves as a liaison with Mercer County Community College and functions as the point of contact for your student schedule, evaluation of your progress, and records maintenance.

ACADEMIC INTEGRITY

Mercer County Community College is committed to Academic Integrity: the honest, fair and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty.

The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:

A. **Uses or obtains unauthorized assistance in any academic work by**
   - copying from another student's exam
   - using notes, books, electronic devices or other aids of any kind during an exam when prohibited
   - stealing an exam or possessing a stolen copy of an exam

B. **Gives fraudulent assistance to another student by**
   - completing a graded academic activity or taking an exam for someone else
   - giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity
   - conveying answers during an exam by using a system of signals

C. **Knowingly represents the work of others as his or her own, or represents previously completed academic work as current, by**
   - submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source
   - using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately
• presenting another individual's work as one's own
• submitting the same paper or academic assignment to another class without the permission of the instructor

D. Fabricates data in support of an academic assignment by
• falsifying bibliographic entries
• submitting any academic assignment which contains falsified or fabricated data or results

E. Inappropriately or unethically uses technological means to gain academic advantage by
• Inappropriately or unethically acquiring material via the Internet or by any other means such as using any electronic or hidden devices for communication during an exam

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.

CONSEQUENCES FOR VIOLATIONS OF ACADEMIC INTEGRITY

For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or another penalty appropriate to the violation.

When two (or more) violations of academic integrity are reported involving the same student, the Director of Center for Continuing Studies may impose disciplinary penalties beyond those imposed by the course instructors.

Appeals

The student has the right to appeal the decision of the instructor or the Director of the Center for Continuing Studies to the Dean of Organization Development and Community Programs. The decision of the Dean is final.
APPLICATION REQUIREMENTS

Health Records
All students entering the CT Scan program must submit a completed Physician's Examination (PE) Form to the Center of Continuing Studies as part of the application package. The physical examination requirements will affirm that each student is able to meet the demands of the program without compromising the patient or themselves and that each student meets the contractual requirements of the clinical sites. Evidence of having the required immunizations along with an authorized signature attesting to the student’s physical ability to perform in the program is required on the Physician’s Examination Form. This examination may be performed by the physician, physician’s assistant or nurse practitioner of the student's choice.

The name of the medical office or practitioner must be stamped or legibly filled in on the form.

Required:

1. Tetanus/Diphtheria booster (must be within 10 years)
2. Hepatitis B Immunizations
3. CBC, Urinalysis, Drug Screening
4. Mantoux test (PPD) (tuberculosis):
   This must be repeated annually: proof of testing, including the date of the retest and the results must be submitted to the Program Coordinator by the anniversary date. If testing for the first time, a 2-stage PPD test is required. Only the Mantoux test is accepted. If the anniversary date occurs during the semester, the student must have the test done prior to the start of that semester. Those individuals who have a positive Mantoux test must submit a statement from the health care provider indicating that the student has been examined via chest X-ray and "there is no evidence of pulmonary disease."

The Computed Tomography (CT Scan) program will include clinical work performed in health care facilities and will include direct care or exposure to patients with a variety of illness and diseases and will include the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease-carrying bacteria and microorganisms and may or will come in contact with patient situations that could be hazardous to individuals who are pregnant. Any student who becomes pregnant or develops health problems must obtain authorization from the attending physician or nurse practitioner to participate in the clinical experience. This authorization must be presented to the Center of Continuing Studies upon confirmation of pregnancy or diagnosis.

Any student who has any type of injury necessitating the use of ace bandages, slings, splints, casts, canes, crutches, etc., must present a physician or nurse practitioner note describing the reason for such appliance and certifying the student's current good health. The presentation of the note does not assure access to the clinical area.

Following any hospitalization, surgery or childbirth, students must submit medical clearance to the clinical coordinator and the Center for Continuing Studies. A Mercer County Community College and Center for Continuing Studies authorized representative may request medical clearance from a student at any time.

In order to participate in the clinical experience, health records must be complete.
**Personal Health Insurance**

All students must carry personal health insurance for the duration of the class.

**Proof of Health Insurance must be submitted with your application.**

All students are financially responsible for medical treatment if illness or injury occurs while enrolled in this program.

**Liability Insurance**

All students are required to purchase student individual liability coverage prior to enrolling in the program. Coverage must be for a Radiologic Technician/student to ensure a nominal charge. Please contact your own insurance agent if you have one or contact the following carrier:

HPSO,
159 E. County Line Road,
Hatboro, PA 19040,
Phone: 1-800-982-9491
Fax for Applications: 1-800-739-8818
Fax for Correspondence: 1-800-758-3635
Email: service@hpso.com
Online: [http://www.hpso.com/professional-liability-insurance/student-coverage-description.jsp](http://www.hpso.com/professional-liability-insurance/student-coverage-description.jsp)

*You must provide proof of liability insurance as part of your CT Scan application packet to the Center for Continuing Studies.*

**Criminal Background Checks**

A background investigation must be completed prior to your acceptance to the Center for Continuing Studies Computed Tomography (CT Scan) Program. Students are responsible for payment of their background investigation, and **American Databank must conduct the investigation**. The basic cost is $15 and an additional $15 for each maiden name or alias. To initiate your background clearance, go to the website [www.mercercollegecx.com](http://www.mercercollegecx.com) and follow the step by step process. **You will create an online account online where your background check information will be available within 24 to 48 hours. Please check the box that says Computed Tomography (CT Scan).** Once your background check is complete you should print out a copy to submit with your application. Their phone number is 1-800-200-0853 if you have any difficulty when filing.

The following search is required for students attending facilities for clinical instruction through Mercer County Community College:

- [ ] Criminal History Record Search (7 years)
- [ ] Maiden/Alias Names
If you do not have a credit card you may contact American Databank to arrange to pay via check or money order. Please note that this may delay your application several weeks. A misdemeanor or felony conviction may prevent a student from being assigned to clinical education. When required, students may authorize the college to enlist the services of a qualified consumer reporting agency. The cost of obtaining a background report is the sole responsibility of the student. If a student is deemed ineligible to attend a clinical affiliation because of an unfavorable background report, the Center for Continuing Studies at Mercer County Community College will not be able to re-assign that student to another clinical affiliation.

You must provide a copy of your cleared background check as part of your application packet to the Center for Continuing Studies.

GENERAL POLICIES REGARDING CLINICAL LABORATORY

Transportation

Each student is expected to be able to provide his/her own transportation to the clinical agencies even though he/she may car pool at times.

Attendance

Clinical attendance is mandatory. If you cannot report for clinical or if you are going to be late you are to follow directions given by your clinical coordinator.

Conduct in Clinical Lab

Laboratory activities begin promptly at the specified time.

An MCCC ID badge with the picture must be carried at all times. On occasion, you may be asked to identify yourself as a student and the MCCC picture ID will serve that purpose.

Certain clinical agencies require that badges be worn. Failure to return them at the end of the rotation may result in an incomplete grade for the course.

You are not permitted to visit any patient in the health care facility while in uniform nor should you go to any area of the facility, other than your assigned unit, unless you have special permission from your clinical coordinator.
Telephones in the health care facility are not for personal use. **Students must not make or receive telephone calls while in the facility.** Any emergency call will be addressed by the clinical coordinator. Please provide the number the clinical coordinator authorizes you to use to your family, day care, sitter, etc., for use in an emergency. Callers should state:

1. The name of the person to be contacted (you).
2. A brief statement regarding the nature of the emergency.
3. A phone number for you to call.

Cell phones are to be used only in designated areas.

Chewing gum is not permitted. Please check with individual institution policies regarding areas where smoking is permitted. All agencies in this area are “smoke-free.”

Remember to keep your voices low when going to the health care facility and in all areas of the facility. Do not discuss patients or patient care in elevators, corridors or other public areas of the facility as this is a violation of patient rights.

Students are not allowed to photocopy or otherwise duplicate patient information as this is a violation of patient confidentiality.

Students may not act as a witness for any consent form.

Students may not transact any business for clients.

Students are never permitted to take or receive medications from the clinical unit.

Students are not to make engagements with or to take gifts from clients, nor are students to give patients gifts. This is both unprofessional and unethical.

All breakage of equipment should be reported to your instructor and clinical coordinator.

**In the event of accident or injury during a clinical lab, the student must report it immediately to the clinical coordinator.** The coordinator and student must report to the appropriate office at the agency and complete an Incident Report. Any charge is the responsibility of the student.

Clinical evaluations are performed at the end of the clinical experience. A clinical failure occurs when any one objective is graded as unsatisfactory. However, the coordinator reserves the right to immediately dismiss a student from the clinical experience if his/her behavior is deemed unsafe. This dismissal may result in a clinical failure if the coordinator believes it is warranted.

**It is important to remember that you are representing the college and professionalism is required. Being assigned to a clinical affiliate is a privilege.**
Uniforms/Dress Code

All students are required to wear their college ID badge while on campus and at the clinical site.

The personal appearance and demeanor of students at Mercer County Community College reflect both the college and program standards and are indicative of the student’s interest and pride in his or her profession. All students are expected to present a professional appearance at all times.

The following rules apply to all CT Scan students in clinical attendance:

• Maintain personal hygiene by bathing (showering) and using deodorants.
• Hair must be neat at all times. Long hair will be tied back and kept off the face.
• All students will maintain a neat hairstyle consistent with good taste.
• Beards, mustaches, and sideburns must be kept trim.
• Fingernails must be kept short, neat and clean. Only soft pastel shades of nail polish are permitted.
• Perfume and aftershave lotions should be used in moderation. Strong scents, which tend to be offensive to patients, should be avoided.
• Students are permitted to wear wedding or class rings and wristwatches. Small earrings are permitted.
• White shoes or sneakers are required. Shoes should be cleaned and polished.
• Undergarments must be of light shades which are not visible through white pants.
• Uniform must be purchased from the company designated by the Radiography Program coordinator.
• Any deviations from the stated dress code policy is unacceptable.

Uniform apparel includes (as obtained from the authorized vendor) includes:
Scrub top (color to be determined)
White lab coat will be given by the clinical affiliate
Identification tag (MCCC Student I.D.)

When students are assigned to the operating room, scrub suits may be worn. Upon returning to the radiology department for any period during clinical education, the lab coat with MCCC patch and identification tag must be worn over the scrub suit. The student must wear the college uniform to the clinical facility and change into the required attire. The college uniform must be worn upon leaving the clinical facility.

Students are also expected to have in their possession during clinical education hours the following accessories:
Personal radiation monitoring device
Right and left radiographic makers approved by the Radiography Program
Radiographic Procedures Pocket Guide
Students who are not properly attired, who are not in possession of their Clinical Education Student Handbook, markers and dosimeters, or who lack proper hygiene or professional appearance and specified in this Handbook, shall be dismissed from clinical education until the identified deficiencies are remedied. Arrangements must be made to replace missing or lost dosimeters, identification tags, patches and handbooks before the student will be allowed back into clinical education. Students will be responsible for completing required clinical objectives without the benefit of make-up time. The absence(s) resulting from not being properly attired will be treated as unexcused absences.

*Please note that the failure to wear the MCCC Student ID badge and appropriate attire can result in dismissal.*

**Attendance Policy**

Attendance at all clinical sessions and completion of all work assigned/posted in class or online modules is mandatory and necessary for passing the course.

**Cell Phones and Pagers**

All cell phones are to be **turned off** while in lecture, lab or clinical. Cell phone sounds and ringing is disruptive and inconsiderate. The instructor or clinical coordinator has the option to request that you leave the area if you are not compliant with the above policy.
Mercer County Community College’s
Center for Continuing Studies

COMPUTED TOMOGRAPHY (CT SCAN) PROGRAM

I have read the Student Handbook and understand the requirements necessary to apply to this program.

By signing below I acknowledge that I have read, understand and agree with the information presented and student standards I am expected to uphold.

PLEASE PRINT

STUDENT NAME: _________________________________________________________________

SIGNATURE: _________________________________________________________________

DATE:________________________________________________________________________

Please include this page with your application submission.

Submit your application to:

Center for Continuing Studies
Mercer County Community College
1200 Old Trenton Road, West Windsor, NJ 08550
Attention: CT Scan Program Application