



**CENTER FOR CONTINUING STUDIES**  
**Division of Lifelong Learning**  
1200 Old Trenton Road, West Windsor, New Jersey 08550  
Phone: (609) 570-3122

**ADVANCED IMAGING PROGRAM**  
**Computed Tomography (CT)**  
**Magnetic Resonance Imaging (MR)**

**INTERN HANDBOOK**  
**2024 - 2025**

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Revised: July 2023

## WELCOME

Mercer County Community College's Center for Continuing Studies in collaboration with the Health Profession Division, Radiography is pleased to welcome you to their Advanced Imaging Program.

## MISSION STATEMENT

In addition to supporting the mission and goals of Mercer County Community College, the mission of the Advanced Imaging Program of the Center for Continuing Studies in collaboration with the Health Profession Division, Radiography is to provide comprehensive, competency-based curriculum to prepare qualified individuals with skills needed for employment as entry-level competent MR/or CT technologists.

## PROGRAM GOALS

- Interns will demonstrate competency in the performance of MR or CT procedures required to prepare for the ARRT credentialing exam.
- Interns will demonstrate effective communication with patients.
- Interns will apply critical thinking skills and problem-solving skills to the practice of MR or CT scanning.
- Interns will exercise professional values and attitudes consistent with professional practice.

## PROGRAM CONTACT INFORMATION

### **Program Coordinator**

Professor Sandra Kerr, M.A.,  
R.T.,(R)(M)Mercer County  
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Division of Health Professions,  
Radiography  
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### **Clinical Coordinator**

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### **Program Coordinator, Center for Continuing Studies (Admissions)**

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### **MR Instructor**

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(R)(MR)  
[Email: giordan@mccc.edu](mailto:giordan@mccc.edu)

### **CT Instructor**

Gary S. Collins R.T. (R)(CT)  
Email: [collinsg@mccc.edu](mailto:collinsg@mccc.edu)

# **Advanced Imaging Programs**

## **Computed Tomography (CT)**

## **Magnetic Resonance Imaging (MR)**

### **INTERN HANDBOOK**

Interns enrolled in the Advanced Imaging Program are responsible for reading and understanding the information contained in the handbook. This handbook will guide you through the application process and provide an explanation for each application document that must be submitted.

The final page of your application form acknowledges that you have read, understood, and agreed with the procedures and processes outlined in this Handbook.

Please sign the acknowledgement page at the end of this handbook and return it to Andrea Bash at [basha@mccc.edu](mailto:basha@mccc.edu)

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

### **General Information**

1. Enrollment in this program is limited to 15 interns per class.
2. Mercer County Community College Continuing Studies Department will offer ASRT approved didactic course hours and allotted clinical experience to prepare for the ARRT credentialing exam.
3. Approved Category A CE credits that will be issued for CT and MR Scan are Pending.
4. Classes will be conducted in accordance with a published schedule.
5. Attendance is mandatory during all scheduled classes and clinical hours.
6. Interns are responsible for purchasing the required textbooks, course materials, uniforms, insurance, and other relevant costs.
7. Interns are asked to keep the program informed of their current address, email and phone numbers so that they may be contacted in case of college closings.

### **Application Requirements**

- a) Prospective applicants must submit a completed application to Andrea Bash, Program Coordinator at [basha@mccc.edu](mailto:basha@mccc.edu) for approval by the application deadline.
- b) Prospective interns for the CT program **must hold current ARRT certification** in Radiography, Nuclear Medicine or Radiation Therapy and current NJ State Diagnostic Radiography license
- c) Prospective interns for the MR Program **must hold current ARRT certification** in Radiography, Nuclear Medicine, Radiation Therapy, or Sonography.

# PROGRAM OVERVIEW

## ARRT Structured Education Requirements for MR and CT

Candidates for MR and CT programs must document at least **16 hours** of structured education. The activities must be earned within the 24-month period immediately prior to submission of an application for certification and registration. The MCCC programs offered exceed the minimum ARRT requirement, please see attendance requirements below to meet the requirements to earn ASRT CE credits and to be eligible for the ARRT credentialing exam in the respective modality. Course offerings include didactic or didactic/clinical course options.

### Didactic Instruction

This course consists of classroom instruction in accordance with the course schedule posted on the Center Continuing Studies at Mercer. Interns enrolled in both the didactic and clinical components will be scheduled for two mandatory orientation sessions on two (2) Saturday's preceding their programs start date. ***Please bring your own food/refreshments/snacks as college cafeteria may be closed on evenings and/or Saturdays.***

Interns will have online access to the Blackboard Learning Management System for course materials. Attendance is mandatory for ALL scheduled didactic hours. No refunds will be offered.

### Clinical Education

Interns will be required to attend clinical education for a minimum of 16 hours per week. MCCC will allow the intern 5 months (CT) and 6 months (MR) to complete their clinical education. The clinical application schedule will be interspersed with the didactic instruction. The clinical coordinator will supervise all intern clinical experience as defined in the curriculum. The clinical coordinator serves as a liaison with Mercer County Community College and functions as the point of contact for your intern schedule, evaluation of your progress, and records maintenance. Meetings will be conducted two (2) weeks prior to the end of each semester in order to evaluate intern progress. Additional meetings may be required to track progress. Please be advised that most clinical affiliate sites do not allow interns to attend in the evening. It is at the discretion of the facility to schedule interns in cooperation with the clinical coordinator. The college reserves the right to assign the student to clinical sites. The clinical coordinator will try to accommodate site assignment requests, when possible. Interns are advised to participate in at least eight (8) hour weekdays to ensure completion of required ARRT clinical objectives. Interns who do not complete the required clinical objectives will be required to register for an additional clinical education course. The course fee is \$300.00 for a 30 day period; clinical entry requirements must be maintained current.

#### Clinical Sites:

Robert Wood Johnson University Hospital, One Hamilton Health Place, Hamilton, NJ 08690

Hunterdon Medical Center, Route 31, Flemington, NJ 08822 (CT Only)

Centra State Medical Center, Route 537, Freehold, NJ 07728 (CT Only)

Capital Health Medical Center - Hopewell, One Capital Way, Pennington, NJ 08534

Capital Health Regional Medical Center, 750 Brunswick Avenue, Trenton, NJ 08638

Penn Medicine Princeton Medical Center, One Plainsboro Road, Plainsboro, NJ 08536

Please be advised that clinical sites are subject to change.

## **MR**

Interns must log into their ARRT account to establish the online clinical experience tool by October 1<sup>st</sup> of the current year and submit a screen shot of their enrollment to their didactic instructor. Candidates for MR must document a minimum of 130 repetitions of magnetic resonance imaging procedures via the ARRT online tool. The maximum number of clinical experience entries permitted each day is seven (7). Completion of the procedures will be verified by the didactic instructor periodically during the intern's clinical rotation. Interns will be required to submit a log of procedures to the didactic instructor and have ALL experiences uploaded to the ARRT website within 1 week of completing their clinical education. Candidates must also demonstrate completion of training and education in MR safety and quality control experiences. Interns must complete and document a minimum of 3 and a maximum of 6 repetitions of each chosen procedure; less than 3 will not be counted towards the total.

Please refer to the following link for further information regarding procedures and documentation requirements:  
<https://www.arrt.org/arrt-reference-documents/by-document-type/clinical-experience-requirements>

## **CT**

Interns must log into their ARRT account to establish the online clinical experience tool by October 1<sup>st</sup> of the current year and submit a screen shot of their enrollment to the didactic instructor. Candidates for CT must document a minimum of 130 repetitions of computed tomography procedures via the ARRT online tool. The maximum number of clinical experience entries permitted each day is nine (9). Completion of procedures will be verified by the didactic instructor periodically during the intern's clinical rotation. Interns will be required to submit a log of procedures to the didactic instructor and have ALL experiences uploaded to the ARRT website within 1 week of completing their clinical education. Interns must complete and document a minimum of 3 and a maximum of 5 repetitions of each chosen procedure; less than 3 will not be counted towards the total.

Please refer to the following link for further information regarding procedures and documentation requirements:  
<https://www.arrt.org/arrt-reference-documents/by-document-type/clinical-experience-requirements>

# PROGRAM INTERNS: Requirements and Information

Interns accepted in the program will be notified via email

## Specific Requirements:

Following this notification of acceptance in the program, interns must complete the following immediately

- a) Register and pay course fees in full at the earliest to ensure their seat in class. Please note: Approval of application does not automatically guarantee your seat in the program. Registration is accepted on a first come, first served basis upon payment of fees.
- b) Upon approval of the application, interns may register and pay course fees online at [https://us-  
elevate.elluciancloud.com/app/mercero/f?p=WEB\\_CATALOGUE:HOME::::RP,1:P1\\_SEARCH\\_VALUE:  
NCIMA](https://us-elevate.elluciancloud.com/app/mercero/f?p=WEB_CATALOGUE:HOME::::RP,1:P1_SEARCH_VALUE:NCIMA) Tuition and fees must be paid in full upon registration. VISA, MasterCard, American Express, and Discover are accepted for payment by phone or online.
- c) Complete and submit all necessary paperwork at least 1 week before the first day of class or as indicated in the handbook. The college reserves the right to cancel an applicant's enrollment if necessary requirements are not fulfilled in a timely manner.
- d) Mercer County Community College reserves the right to change the course schedule information, including instructor names, at any time as may be necessary due to economic considerations, insufficient enrollments, and/or circumstances requiring such administrative action.

## Student ID

Interns are required to get their MCCC student ID card before the first day of class. Upon payment of fees, interns must schedule an appointment at the link below to obtain the ID card. The Office of College Safety and Security is located in the Welcome Center on the West Windsor campus. The hours of operation are Monday – Friday 9:00AM – 7:00PM and Saturday 9:00AM – 4:00PM.

[https://mccc.edu/student\\_services\\_id-card.shtml](https://mccc.edu/student_services_id-card.shtml)

Please note:

- You will need to provide your proof of registration and payment to get your student ID from the Office of College Safety and Security.
- The ID card must be carried at all times while on campus and assigned clinical sites.

To replace a lost ID card, you must pay the replacement fee of \$10 at the Bursar's office and take your receipt of payment to the College Information Center at WWC or Trenton Campus Security/Information desk.

## Personal Health Insurance

- a) Proof of Health Insurance must be submitted at least 1 week prior to the first day of class.
- b) All interns must carry personal health insurance for the duration of the course including the clinical education phase.
- c) All interns are financially responsible for medical treatment if illness or injury occurs while enrolled in this program

*If you anticipate a delay in providing your proof of health insurance, please inform Prof. Deborah Greer, M.EDR.T., (R) (M), Clinical Coordinator [greerd@mccc.edu](mailto:greerd@mccc.edu) at the earliest.*



## Liability Insurance

All interns are required to purchase student individual liability coverage and submit proof to the Center for Continuing Studies at least 1 week prior to the first day of class. Coverage must be for a CT (Radiologic Technologist) or MR (MRI Technician) student to ensure a nominal charge.

Please contact your own insurance agent 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](mailto:service@hpso.com)

Online: <http://www.hpso.com> *Please retain a copy of each (health records, health insurance and liability insurance).*

*You may be required to present these documents to the assigned clinical site before you begin.*

## Criminal Background Check

- a) A completed criminal background check report must be submitted to the Center for Continuing Studies at least 1 week prior to the first day of class.
- b) American Databank must conduct the background check.
- c) To initiate your background check, go to the website **[www.mercercollegecx.com](http://www.mercercollegecx.com)** and follow the process. You will create an online account where your background check report will be available within 24 to 48 hours.
- d) The basic cost is \$19.00 additional fees may be applied for each maiden name or alias. The intern is responsible for the cost. If you do not have a credit card, call American Databank 1-800-200-0853 for alternative payment methods if available ; please note this may delay your application.

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

- Criminal History Record Search (7 years)
- Maiden/Alias Names

If an intern 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 intern to another clinical affiliation.

**The criminal background check policy is currently under review and subject to change.**

## BLS Requirements (American Heart Association)

Documentation for current healthcare provider BLS certification must be submitted to the Center for Continuing Studies at least 1 week prior to the first day of class. Online CPR courses are not accepted.

Students must maintain a current healthcare provider BLS certification throughout the entire time of the enrollment in the didactic/clinical course through to completion of clinical education component of the course.

## Medical Clearance

**Interns are required to complete a medical clearance process at least 1 week prior to the first day of class.**

Penn Medicine Princeton Medical Center Occupational Health can provide complete medical clearance services for MR and CT interns. You will receive an invoice for services performed, health insurance is not accepted.

Upon completion of the medical screening process, Penn Medicine PMC Occupational Health will provide each intern with a medical clearance document . This document must be submitted on Blackboard. at least 1 week before the first day of clinical education.

### **Penn Medicine Princeton Medical Center Occupational Health**

, Medical Arts Pavilion, 5 Plainsboro Road, 5th Floor, Suite  
570, Plainsboro, N.J. 08536. For GPS: use 1 Plainsboro Road, Plainsboro, N.J. 08536

**All appointments for physicals and urine drug screen 15-panel must be made by calling 609-853-7474**

**Please refer to page 20-21 for Penn Medicine PMC Occupational Health instructions, pricing, and and additional details.**

### **Interns are required to complete the following:**

1. Physical exam
2. Documentation of tuberculin testing via TB blood test (QuantiFERON-TB®) . Interns who test positive via QuantiFERON-TB® may be required to obtain additional testing, such as a chest x-ray at an additional cost.
3. Blood titers demonstrating immunity to Rubella, Rubeola, Mumps, Varicella, and Hepatitis B. Interns with negative or equivocal results may be required to obtain additional vaccinations at an additional cost.
4. 15 panel urine drug screen must be completed at PMC Occupational Health.
5. Provide proof of tetanus, diphtheria, and pertussis immunization within last ten years.
6. Proof of COVID-19 vaccination and single dose booster or COVID-19 bivalent vaccine. Additional booster doses may be required.

**Interns will be notified of any additional requirements that may be required by clinical affiliations prior to commencing clinical education.**

### **Review of Records**

If an intern has medical clearance from a source other than PMC Occupational Health , the intern may email his or her records to PMC Occupational Health for review. A fee for record review will apply. After review of the medical records, PMC Occupational Health will provide each intern with a clearance document if appropriate. Note that an appointment is not needed for record review, however, an appointment is required for the 15-panel urine drug screen.

This document must be submitted on Blackboard **at least 1 week before the first day of clinical education.**

### **Influenza Vaccination**

- a) All interns are required to be vaccinated against the influenza virus in the fall of each year.
- b) Vaccinations must be received between October 1 and October 31 for maximum effect during the influenza peak season. Vaccination received earlier than October 1st will not be accepted.
- c) Interns must submit proof of current influenza vaccination on Blackboard. The flu vaccine card must identify the LOT # to be accepted.

The Advanced Imaging Program will include clinical work performed in health care facilities and will include direct care or exposure to patients with a variety of illnesses and diseases and will include the handling of and/or contact with human body fluids. Therefore, interns should understand that they may or will be exposed to disease-carrying bacteria and microorganisms and may or will encounter patient situations that could be hazardous to individuals who are pregnant.

*Any intern that 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 for Continuing Studies upon confirmation of diagnosis.*

Any intern 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 intern's current good health. The presentation of the note does not assure access to the clinical area.

Following any hospitalization or surgery, interns 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 an intern at any time.

### **CLINICAL AFFILIATIONS ADDITIONAL REQUIREMENTS**

COVID vaccination requirements, testing, and any additional clinical requirements will be necessary as per each individual clinical site and posted on Bb.

Note: All health records submitted to the Radiography Program remain confidential. No other person or organization has access to a student's health record unless the student gives signed permission to release such information.

# CLINICAL EDUCATION AND INFORMATION

## Attendance for Didactic/Clinical Education Course

Attendance is mandatory for ALL scheduled didactic hours. An intern must be present for a minimum of 80% of their scheduled didactic hours in order to qualify for ASRT CE credits. In the event that an intern is absent for more than 8.4 hours of didactic class time this constitutes more than 80%; ASRT CE credit will not be awarded. Interns enrolled in the didactic/clinical course will be withdrawn immediately if missing more than 80% of didactic class time. No refunds will be offered. Faculty will record attendance for all lecture sessions.

Attendance is mandatory during ALL scheduled clinical hours. If you cannot report for clinical or if you are going to be late you must contact your clinical site, clinical supervisor and your clinical coordinator (greerd@mccc.edu) 30 minutes prior to your scheduled arrival. Interns are required to complete 16 clinical hours per week. All interns are allotted 16 hours for emergencies, doctor's appointments, or other legitimate reasons during their clinical experience. The intern is subject to all of the rules and regulations of the clinical affiliation attended. The clinical affiliation has the right to dismiss from that affiliation any student who demonstrates any breach of rules or displays unethical behavior, illegal behavior, or does not fulfill clinical objective obligations. Any intern dismissed from an affiliation is subject to disciplinary action. If an intern is dismissed by a clinical affiliate, the intern will not be assigned to another clinical affiliate and will be withdrawn from the course. Interns must successfully complete all assigned clinical objectives/experiences by the end of their clinical experience. If clinical objectives/experiences are not met, the program coordinator in consultation with the clinical coordinator and senior clinical instructor will review each situation on a case by case basis. Interns must log in and out of Trajecsyst for their scheduled clinical time.

## Clinical Documentation

The following are the steps to your final verification process:

1. Document all experiences weekly on the totals hardcopy paperwork supplied to you at pre-clinical orientation as well as on Trajecsyst with all necessary information regarding the experience; patient's name, date, time, last four of accession number, procedure, and accompanying technologists name. Please get all technologists signatures on Trajecsyst in order for your final verifier to complete the process with the ARRT.
2. Clinical experiences not recorded on the hardcopy paperwork and Trajecsyst by the end of the first clinical rotation will not be accepted resulting in not meeting clinical objectives to obtain a certificate of completion required for the ARRT examination.
3. All clinical experiences must be documented on the hardcopy paperwork and Trajecsyst within one week of course completion.
2. No later than October 1<sup>st</sup> please establish yourself with the ARRT as a CT/MR intern making your didactic instructor your final verifier and your final supervisor. Also, begin documenting all experiences on the ARRT website as well. Also, please send a screen shot of your ARRT registration to your didactic instructor at this time.
3. Two weeks prior to completion of your clinical education please notify your final verifier, your didactic instructor, of your experience totals that count (must have at least 3 of each procedure to count) toward your 130 necessary for program completion.
4. Upon receipt of all 130 experiences and at the end of your clinical rotations please forward your totals hardcopy paperwork verifying how many of each procedure performed to your final verifier and upload ALL experiences to your ARRT website no later than 3 days following your completion of clinical education.
5. Once your final verifier has verified all your experiences with the ARRT comparing them with the experiences logged into Trajecsyst with signature your didactic instructor (supervisor) will perform your final verification within 10 days following the completion of your clinical education. The office of Life Long

Learning will then forward you your certificate that you may upload to ARRT website for documentation of your didactic training.

## **Clinical Behaviors**

**It is important to remember that interns are representing the college and professionalism is required. The use of facilities is a privilege granted by the clinical affiliates as opposed to a right of the college.** An MCCC student ID badge with picture should be carried at all times during clinical education. On occasion, you may be asked to identify yourself as an intern and the MCCC picture ID will serve that purpose.

- a) Interns 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.
- b) Chewing gum is not permitted.
- c) Please check with individual institution policies regarding areas where smoking is permitted. All agencies in this area are “smoke-free.”
- d) 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.
- e) Interns may not act as a witness for any consent form.
- f) Interns may not transact any business for clients.
- g) Interns are never permitted to take or receive medications from the clinical unit.
- h) Interns are not to make engagements with or to take gifts from neither clients, nor are interns to give patients gifts. This is both unprofessional and unethical.
- i) All breakage of equipment should be reported to your instructor and to the Center for Continuing Studies Coordinator and CT/MR Clinical Coordinator.
- j) In the event of accident or injury during a clinical assignment, the intern must report it immediately to the Center for Continuing Studies Program Coordinator and the Clinical Coordinator and complete any documentation required by the facility. Any charge is the responsibility of the intern.

## **Uniforms and Dress Code**

- a) Maintain personal hygiene by bathing (showering) and using deodorants
- b) 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 professionalism
- c) Beards, mustaches, and sideburns must be kept trim
- d) Fingernails should not extend beyond the fingertips. Artificial nails, acrylic, shellac and gel nail polishes are prohibited
- e) Perfume, cologne, and/or heavily scented body products are prohibited Students are permitted to wear wedding or class rings and wristwatches. Small earrings are permitted
- f) White shoes or sneakers are required. Shoes should be cleaned and polished. No noticeable odor of tobacco smoke on person or clothes
- g) Uniform must be purchased at the specified company designated by the Radiography Program coordinator. Any deviations from stated dress code policy is unacceptable
- h) Specific clinical sites may require covering of all visible tattoos
- i) One stud piercing per ear is permitted. No other visible face or body piercings are permitted.

Clear placeholder studs may be permitted

- j) Excessive and objectionable tattoos as well as tattoos displaying intolerant imagery are prohibited. Tattoos must be covered and not visible during clinical education.

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

## **Cell Phones**

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. Cell phones are not permitted in MR designated zones per facility.

## **Transportation**

Each intern is expected to be able to provide his/her own transportation to the clinical site. Please be aware that the site you are assigned to may not perform all the required procedures and you may need to attend an alternate site in order to complete the 130 mandatory repetitions.

## **Personal Radiation Monitoring Device**

- a) CT interns will be provided a personal radiation monitoring device through MCCC before you begin your clinical rotation. Exchange of the device will be completed by the Division of Life Long Learning each wear period.
- b) To avoid incurring a fee all interns MUST return the personal radiation monitoring device to the college.
- c) Arrangements must be made as soon as possible with the program manager or clinical coordinator to replace missing or lost devices before the intern will be allowed back into clinical education. Interns will be responsible for completing required clinical objectives without the benefit of make-up time.

# **POLICIES**

## **Radiation and Overexposure Policy**

Should an enrolled CT intern receive a radiation dose that exceeds the annual limits referenced in New Jersey Administrative Code, Title 7, Chapter 28-6:1(a), or the periodic limits prescribed in New Jersey Administrative Code, Title 7:28- 19.13(f)13, that intern will be advised in writing of the overexposure. The intern will be required to submit a report outlining the circumstance(s) that could have contributed to the overexposure so that preventive actions and/or policies can be developed and implemented by CT/MR program officials. The intern will also be required to consult with an affiliation radiologist or radiation physicist to discuss potential health issues arising from the overexposure.

Action is taken if any of the following periodic limits are reached or exceeded as indicated on dosimetry reports:

- An exposure of 50 Mrem (0.5 mSv) or greater on any monthly report, or
- 100 Mrem (1.0 mSv) or greater on any bi-monthly report, or
- 150 Mrem (1.5 mSv) or greater on any quarterly report, or
- Any exposure that exceeds the limits of N.J.A.C. 7.28-6.1

## **Patient Confidentiality**

Interns are required to keep all information concerning patients strictly confidential following HIPPA guidelines. Courtesy and cheerfulness are important and make for a pleasant relationship with fellow interns, employees, patients and the public.

Patients' charts are confidential, and the information contained must not be discussed even with the patient, family, visitors, or anyone who is not directly involved with the care and treatment of the patient.

As a member of the Mercer County Community College Advanced Imaging Program, you represent not only the college, but also the clinical facility you are assigned to for your clinical education. The impression you leave with each person is very important to the hospital and the health care team as well as fellow interns. The clinical facility reserves the right to refuse admission into clinical education any intern whose conduct is not professional or conducive to proper patient care.

## **Infection Control**

Interns who train in a health care environment should recognize the potential that exists to become inoculated with infectious organisms. Conversely, care must always be taken to prevent personnel-to-patient transmission of infection. Personnel-transmitted infection is the leading cause of secondary illness among patients in hospital settings (called nosocomial infections). The following rules should be followed to break chain of transmission

- a) Always wash hands between patient contacts. This can be accomplished by the use of soap and warm water. Rub the palms, backs of the hands and interdigital spaces for at least ten seconds and rinse thoroughly. Dry hands with paper towels. If using a faucet that must be manually shut off, use paper towels. An alternative to the soap and water method is to use an antimicrobial hand lotion. These are available in some radiology departments or can be purchased at a local pharmacy for personal use.
- b) All interns who perform or assist in invasive procedures must use extraordinary care to prevent injuries to hands caused by needles, scalpels, and other sharp instruments or devices. After use, disposable needles, syringes, scalpel blades and other items must be placed in puncture-resistant containers for disposal as infectious waste. To prevent needle stick injuries, **NEEDLES SHOULD NEVER BE RECAPPED**,

PURPOSELY BENT OR BROKEN, REMOVED FROM DISPOSABLE SYRINGES, and OR OTHERWISE MANIPULATED BY HAND.

- c) If a glove becomes torn, the gloves must be replaced as promptly as patient safety permits. If a puncture to the skin occurs, report it immediately to the clinical instructor in charge so that appropriate measures can be taken. The incident must be documented, and the CT/MR Program Coordinator notified.
- d) No intern who has exudative (oozing) lesions or weeping dermatitis shall perform or assist in invasive procedures or direct patient care activities or handle equipment used for patient care.
- e) Any intern with evidence of any illness that may compromise their ability to adequately or safely perform or assist in invasive procedures must be evaluated medically to determine whether they are competent to perform invasive procedures.

## **MR General Safety Policy**

When interns are at a facility where magnetic resonance imaging (MR) is used, they must observe the protection standards that are in place. For the safety of the public and the staff at the facility, warning signs will be posted.

Those areas are demarcated as follows:

- MR Zone I: This area is farthest from MR equipment and may be occupied by the *general public*.
- MR Zone II: This area is used to screen patients and personnel prior to entry into the control area and scan room. The area may include dressing areas, lockers and a place for patient screening to occur. Loose metallic objects, including cell phones, watches, wallets, body piercing and other jewelry must be removed and kept in the designated locker.
- MR Zone III: This is a restricted area and access is allowed by authorized MR staff. The area involved is usually the control area that includes the MR controls, computerized equipment and monitoring devices.
- MR Zone IV: The scan room is where the magnet is located and is the most restricted of areas. Access can only occur through Zone III. Patients can only enter this area with direct supervision of MR staff. Direct supervision is maintained until the patient leaves the area.

## **Pregnancy Policy**

### **RIGHTS AND RESPONSIBILITIES OF THE PREGNANT STUDENT WHO IS TAKING CT/MR COURSES**

The policy for the Mercer County Community College CT/MR Program is based on the US Nuclear Regulatory Commission Regulatory Guide Number 8.13, "Instruction Concerning Prenatal Radiation Exposure," National Council on Radiation Protection and Measurement (NCRP) Report Number 116, "Protection of the Embryo-Fetus," and the New Jersey Radiologic Technologist Board of Examiners. The Radiography Program Advisory Commission and clinical instructors assisted in the preparation of the original policy (revised 2/00).

Of significant concern is the possibility of radiation exposure during the early weeks of pregnancy even before a woman is aware that she is pregnant. During this period, embryonic tissues and organs are more sensitive to radiation than at any other time. Therefore, a woman of childbearing age shall be considered potentially pregnant with regard to radiation exposure. Each clinical affiliate employs safe practices and utilizes devices and accessories sufficient to protect all students from ionizing radiation.

**A radiation dosimeter will be issued to any student who voluntarily discloses her pregnancy status in order to monitor the total dose equivalent to the embryo-fetus during clinical education activities.** This is in addition to the dosimeter given to all students who are in clinical attendance for purposes of monitoring student radiation dose. The New Jersey Radiologic Technology Board of Examiners recommends a total dose equivalent



not to exceed 5 mSv (0.5 rem) to the embryo-fetus during the entire period of gestation.

Additionally, dose to the embryo-fetus shall not exceed 0.5 mSv (0.05 rem) in any month. The Radiography Program coordinator and the Radiography Program's medical advisor shall review the radiation dosimetry reports to ensure that the recommended limits are not exceeded. Experience has shown that most radiography students, pregnant or not, receive radiation doses well below the recommended limits when standard radiation protection practices are observed.

**Disclosure of pregnancy status is optional. Should the intern wish to disclose her pregnancy she can do so by obtaining written medical verification and submitting it to the Center for Continuing Studies Coordinator as soon as possible.**

**Note: Students also have the option to withdraw their declaration of pregnancy so long as it is declared in writing and directed to the Center for Continuing Studies.**

## **Student Conduct Code**

### **Reason for Policy**

To maintain a campus environment that is conducive to learning, protects the College's educational purposes, maintains reasonable order on campus, and protects the rights of all members of the college community.

### **Policy Statement**

Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and suitable to members of the academic community. This obligation extends to conduct on either college campus or at any other location as part of any college sponsored activity.

### **Prohibited Conduct**

An individual, a group of individuals, or an intern organization may be charged with any of the violations under this Code. In cases where a violation is committed by an individual member of an intern group or organization, the entire group or organization may be held responsible, in addition to the individual member, when those members not directly involved participated in the activity by encouraging, witnessing or condoning the act in any manner. The following conduct shall be subject to disciplinary action:

### **Alcohol Violations**

Possession, consumption, dispensing, selling, or supplying of alcoholic beverages on property that is owned, operated, or maintained by the College, or at any other location as part of any college-sponsored activity.

### **Computer Misuse**

Unauthorized access, entry or use of a computer, computer system, network, software, password, account or data. Use of computing facilities or equipment to send sexually explicit, harassing or abusive messages. Any other act in violation of law and/or college policies and guidelines regulating computer-related use.

### **Discrimination by Intern Organizations**

Selecting its membership upon the basis of restrictive clauses involving race, religion, color, national origin, gender, age, sexual orientation or disability unless said selection is specifically allowed by law.

**Disruptive Conduct**

Actions that impair, interfere with, or obstruct the normal operations of the College and or interfere with the rights of other members of the college community or visitors. Actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his or her class. Actions that may cause disruption in the classroom include, but are not limited to, making or receiving phone calls and the use of text messaging while class is in progress; playing loud audio devices; persistent unapproved lateness; and any other action prohibited under this Code. Participating in, leading or inciting others to disrupt authorized scheduled campus activities, events and programs. Intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions. Solicitation on campus without prior approval from appropriate college officials.

**Drugs**

Any legally prohibited possession, use, distribution, delivery, or sale of narcotics, prescription drugs or other controlled substances. Any legally prohibited possession or use of drug paraphernalia.

**Failure to Comply**

Failure to comply with a lawful order of a college official, including a campus security officer, in the performance of his or her duty. Failure to comply with the sanctions rendered during the intern judicial process.

**Falsification/Fraud/False Testimony**

Furnishing false information to the College, including false reporting of emergencies, knowingly making false accusations or giving false testimony during the disciplinary process. Misuse, reproduction, alteration or forgery of any college related documents, records, identification, keys, access codes or property.

**Fire and Safety**

Damage to, removal of or tampering with any fire safety systems, firefighting equipment or other emergency warning equipment. Intentional or reckless burning or setting fire to any building or piece of property owned or controlled by the College.

**Gambling**

Gambling or participation in games of chance on campus for money or other things of value, except as provided by law.

**Hazing**

Any act that does not contribute to the positive development of a person, which inflicts or intends to cause physical or mental harm or anxieties, and or which demeans, degrades, or disgraces any person regardless of location, intent or consent of participants that is an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization.

**Physical Abuse and Endangerment**

Physical violence or attempted physical violence toward another person or group. Threat of physical violence against another person or group. Any action that endangers the health, safety or welfare of a person or group. Attempt to harm, or actual harm to, oneself.

**Property/Facilities/Services**

Theft of college property or property of a member of, or visitor to, the College. Damage, destruction, or defacement of college property or property of a member of the College or visitor. Wrongful appropriation of college property or property of a member of the College or visitor. Unauthorized possession and or use of college property or property of a member of the College or visitor, including knowingly being in possession of stolen

goods. Unauthorized entry into college facilities, including but not limited to buildings, classrooms, hallways, entryways, conference rooms, and campus grounds. Use of operation of rollerblades, skates, skateboards, bicycles, and similar items inside college facilities or other prohibited areas.

### **Sexual Misconduct/Sexual Harassment**

Any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment. Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or the display of sexual behavior that would reasonably be offensive to others.

### **Other Harassment/Stalking**

Nonsexual conduct that creates an intimidating, hostile, or offensive campus, educational or work environment for another person or group. Nonsexual conduct that threatens, intimidates, humiliates, or otherwise harms another person or group. Stalking, defined as purposely and repeatedly following another person, and engaging in a course of conduct or making a credible threat with the intent of annoying or placing that person in reasonable fear of death or bodily injury.

### **Weapons/Firearms/Explosives**

Possession, storage or use on campus of firearms, pellet guns, paintball guns, gunpowder, ammunition, explosives, firecrackers, incendiary device or other articles or substances which could endanger health or safety.



# *Mercer County Community College Division Health Professions*

## **Background Check Procedure**

**Purpose:** To define a fair, consistent process in criminal background check procedures across the health professions division.

**Procedure:**

1. All students who are accepted into the professional phase of the health profession program with a clinical component are required to undergo a criminal background check which may include a check of sex offender registries and Medicare exclusion program. This may also apply to non-application based health profession programs with a field component.
2. Students will not be asked to submit to the background check until after they have been accepted to the program and/or registered for class.
3. The health profession program will designate a time frame and process for completion of the background check.
4. The student is responsible for any fees associated with conducting the background check.
5. Background checks may be required annually, as part of the student's continued participation in a health profession program.
6. The Vice President for Student Services will review all background checks, based on a list provided by the health profession program coordinators.
7. Any misdemeanor or felony offenses within the past seven years will make the student ineligible to participate in the health professions program. Misdemeanor traffic offences are excluded, with the exception of driving under the influence.
8. Felony charges older than seven years may make the student ineligible to participate in the health professions program. Cases will be evaluated on an individual basis by the Vice President for Student Services and the Dean of Health Professions. Students may be asked to submit additional documentation for evaluation. The outcome of all individual reviews will be made known to the health professions program coordinator.
9. Pending charges on a background check may make the student ineligible to participate in the health professions program. It is preferred that students defer their admission to an application based program until the charges are resolved. Cases will be evaluated on an individual basis by the Vice President for Student Services and the Dean of Health Professions. Students may be asked to submit additional documentation for evaluation. The outcome of all individual reviews will be made known to the health profession program coordinator.
10. If a student has been identified as ineligible to participate in the health professions program, The Vice President for Student Services will contact and inform the student that he or she is ineligible to participate in the health professions program at this time.
11. The Vice President for Student Services will notify the health profession program coordinator in writing, with the names of the student's ineligible to participate in the health professions program, without revealing the nature of the infraction.

12. In the event that a repeat background check has new information, it will be evaluated on a case by case basis by the Vice President for Student Services and the Dean of Health Professions. Depending on the nature of the offense, the student may not be able to continue in the health profession program. The outcome of all individual reviews will be made known to the health profession program coordinator.

Effective Date: August 15, 2019 Approved by:



Kevin Duffy, ABD, MS, ATC, CSCS, CES, PES  
Dean, School of Health Professions

# *Mercer County Community College Division Health Professions*

## **Student Impairment and Medical Emergency Procedure**

### **Background**

Students in the health professions are considered to be working in a safety sensitive occupation when dealing with patients, clients, or other students in the clinical, field, or lab environment. Each individual is responsible for assessing their own fitness for duty. In the event that a student presents for a clinical, field, or lab experience and is identified as impaired by the clinical instructor or field supervisor, the following actions are to be taken. A student medical emergency should be treated in the same fashion. Examples of student medical emergencies include but are not limited to: syncope (passing out), vomiting, or seizures.

1. Impairment is defined behaviorally, as different from the normal behavior of the student. Examples of behavior that indicate impairment include but are not limited to:
2. Decreased level of alertness, drowsiness
3. Disorientation to person, place, time, or events
4. Auditory or visual hallucinations, as evidenced by student report or observed behaviors
5. Slurred speech or inability to talk
6. Impairment in motor skills, e.g. unable to stand, walk, or balance
7. Any other behaviors that can be seen or heard to be disruptive to the learning and/or healing environment, unresponsive to redirection

### **Procedure**

If a student is deemed impaired or has experienced a medical emergency, the instructor should take the following actions:

1. Offer to assist student in obtaining emergency medical assistance, e.g. activate emergency medical services (call 911 and/or campus security) or escort student to an on-site emergency department, where available.
2. If student declines emergency medical assistance, dismiss the student to home using the steps below.
3. Student may not drive themselves. Students must contact a legal adult to provide them with a ride home. The instructor must visualize the student and adult driver.
4. If the student does not have a legal adult available to drive them home, the instructor may arrange for a taxi ride home. The cost of the taxi ride will be charged to the student account.
5. Clinical instructors/employees/MCCC staff may not drive students' home or to medical services.
6. Clinical instructors/field supervisors must notify the program/clinical coordinator as soon as possible after occurrence, no later than 48 hours. A written notification must follow to include a detailed description of the incident and actions taken.
7. The program/clinical coordinator will follow-up with the student to determine if additional support services are needed for student success.

Effective Date: August 15, 2019 Approved by:

A handwritten signature in blue ink, appearing to be 'Kevin Duffy', with a long, sweeping stroke extending upwards and to the right.

Kevin Duffy, ABD, MS, ATC, CSCS, CES, PES  
Dean, School of Health Professions





## **Division of Health Professions Student Standards of Conduct**

### **Purpose**

To support an atmosphere of growth and facilitate meaningful learning activities while maintaining unwavering ethical standards, honesty, integrity and professional competence.

All Mercer students must adhere to the MCCC Student Code of Conduct. However, this document details additional Standards of Conduct that apply to students in professional programs in which highest standards of honesty, integrity and competence are demanded. This Code does not replace professional judgement and is not all inclusive. It is a framework for understanding and guiding acceptable behaviors. It is expected that every student adheres to these guidelines and maintains professional conduct in all academic and clinical settings or affiliations as a student representing MCCC.

### **Procedure**

1. All actions by students must represent the Division in a positive manner and indicate that the student was acting in an honest and professional manner. Any actions that potentially indicate a lack of integrity in professional matters is considered a violation of professional ethics.
2. Any MCCC student, faculty, or staff observing a violation of this code by a health professions student should report the incident to the program coordinator or Division Dean as soon as possible.
3. The program coordinator and/or Division Dean will review each incident. If substantiated, the incident will result in a written student action plan. This action plan may include additional coursework, written assignments, or other consequences appropriate to the violation.
4. A report of student misconduct about these standards may also initiate a process that could lead to student dismissal from the health professions program. Violations of federal, state and local laws may be applicable and would be reported to law enforcement as appropriate.
5. Respectful and professional language is to be used when interacting with faculty, staff, peers, patients, and others.
6. Civil, polite, reasonable, and respectful behaviors are to be exercised in all professional, academic, and therapeutic relationships. Disagreements are to be handled directly with the other party and reported to an appropriate third party if mediation is necessary.
7. The following list includes student prohibited behaviors towards any MCCC faculty, MCCC staff, clinical facility staff, or other MCCC students:
8. Creating or contributing to an unsafe and/or unhealthy learning environment; demonstrating behaviors that interfere with the learning of other students and the conduct of class.
9. Malicious, aggravated, injurious, intimidating, or threatening or bullying behaviors.
10. Demonstrating an injurious, offensive, demeaning, intimidating, threatening, belittling, coercing, disrupting, and/or abusive disposition.
11. Harassment or any behavior that creates a hostile or intimidating environment in which verbal or physical contact, because of its severity or persistence, is likely to significantly interfere with an individual's work

or education. This includes sexual harassment through physical contact, verbalizations, gestures, electronic or non-electronic media, and illustrations/graphics.

12. The use of physical force or violence to restrict the freedom of action or movement of another person.
13. Physical behavior or verbal expressions that involve an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college sponsored activities.
14. Inflammatory speech intended as a personal insult to someone and/or abusive language, inherently likely to provoke a violent reaction in the one the comments were directed toward or others who could hear it.
15. Personal information shared by classmates or faculty during instructional session to enhance the learning experience should be treated as confidential information and not discussed outside of the class.
16. Cell phone and electronic device use during lecture and lab is at the discretion of the instructor.
17. Students are expected to be on time and attend all classes, labs, and clinical experiences. Habitual tardiness demonstrates a lack of commitment to the educational process and may be grounds for disciplinary procedures.
18. All students, staff, and faculty will use their assigned Mercer County Community College e-mail account for all electronic communication. Email notifications may also be sent directly from BlackBoard to a student's email account. Students are expected to check their email on a daily basis. Time sensitive information may be sent via email.
19. Recording of theory class or other learning activities are at the discretion of the instructor. Students may only use recordings for personal study and may not post recordings to the internet in any form.
20. Students are expected to adhere to the academic integrity policy. All work is expected to be original or properly attributed.
21. Cheating or disclosing the contents of an examination or practical exam before, during or after administration is a violation of academic integrity and will be reported to the academic integrity committee.
22. Students are expected to adhere to the exam procedures, set out by their respective program and/or instructor.
23. Students are expected to be respectful of all school facilities and property. It is the responsibility of everyone to ensure that facilities are well maintained, and that property is not abused or stolen.
24. No equipment or supplies may be removed from the college, clinical or affiliation settings by students without the explicit permission of faculty. Diverting of supplies, equipment, for personal or unauthorized use is prohibited.

### **Clinical, Off-Site, and/or Field Experiences Associated with Health Professions Programs**

1. Student prohibited behaviors towards any patient or client include but are not limited to:
2. Abusing, neglecting, or abandoning a patient in need of care.
3. Discriminating based on diagnosis, race, religious creed, color, national origin, age, disability, gender and/or sexual identity in the rendering of healthcare services within one's scope of practice.
4. Engaging in activity that could constitute fraud or forgery, such as falsification of documentation or students misrepresenting themselves to clients or staff.
5. Acting in a manner that could or do compromise patient/client safety; including those that are malicious, careless, or risky.

6. Engaging in romantic, sexual, or other non-professional relationships with patients/clients under any circumstances.
7. The giving and receiving of gifts between students and patients/clients is prohibited. Gifts of food may be accepted, provided it is shared among the entire student and/or clinical team.
8. Students are strongly encouraged to consider how their internet presence on social networks, professional networks, public comment sections on web pages, etc. can reflect on their professional careers.
9. Patient privacy rights are protected by federal law.
10. Materials containing patient identifiers must not be removed from any clinical setting.
11. Any computer-generated materials or protected health information must be placed in a secure disposal or shredder box prior to the student leaving the clinical unit.
12. Information about patients and/or their circumstances should not appear on public forums, such as social media sites.
13. Students may not engage in non-approved use of cell phones or other electronic devices in clinical areas.
14. Students may not take still pictures, videos, or audio recordings of patients or clients. Any pictures taken of students, faculty, and/or clinical staff may not include information identifying the clinical facility, staff, and/or patients, e.g. name badges, facility signs, logos, etc.
15. While the college respects the free speech rights of students, patient/client privacy must be the highest priority. Even de-identified information posted in a social media forum may be recognized by patients/clients, their families, or college clinical partners.
16. Students are not allowed to attend or visit a clinical site for school related purposes outside of scheduled clinical days.
17. Students may use only their own access codes, passwords, login codes, keys, and facility access cards. These are to be considered confidential, not shared with anyone and used only for the intended purpose related to clinical learning.
18. Any pictures taken of students, faculty, may not include information identifying the facility, staff, e.g. name badges, facility signs, logos, etc.
19. It is expected that all students will maintain a neat and professional appearance during all clinical experiences, consistent with their program uniform or dress code. Meticulous personal hygiene is essential.
20. Students may not act as a witness for any consent form.
21. Students may not transact any business for patients.
22. Personal or unauthorized use or diverting of supplies, equipment, or drugs is strictly prohibited.
23. Any student who realizes that s/he has made a clinical error is obligated to report the situation to their instructor immediately.
24. Students may not perform acts beyond the scope of practice of a student. This includes practicing or demonstrating skills not yet taught by the instructor in the clinical, lab, or classroom setting.
25. Students may not assume duties and responsibilities within the practice that the student has not been prepared or trained for.
26. Students may not access clinical documentation systems of clinical facilities outside the scope of their student responsibilities.
27. Students may not make visits of a personal nature while in Mercer County Community College clinical or affiliation attire.
28. Use of chewing gum and tobacco is prohibited at all clinical sites. This includes chewable tobacco products,

snuff, and smoking by inhaling, exhaling, burning or carrying any lighted cigarettes, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes.

## TRAJECSYS

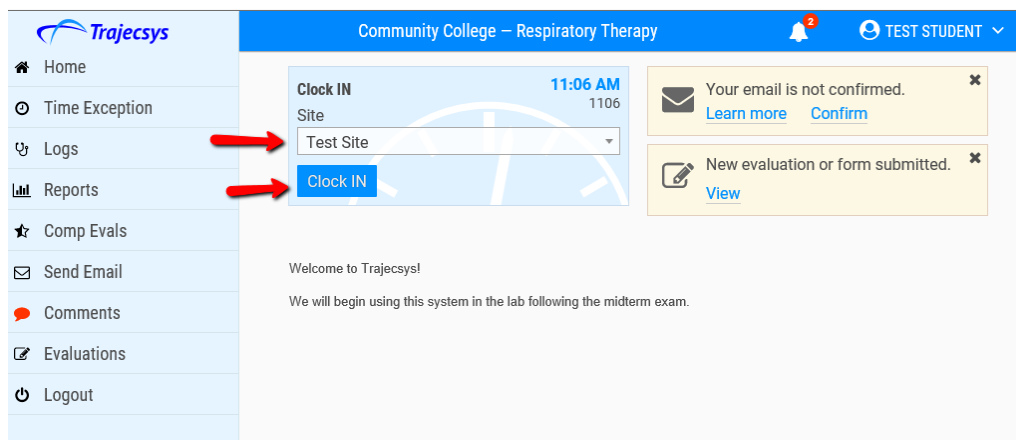
### Recording Time Records in Trajecsyst

#### Logging into Trajecsyst

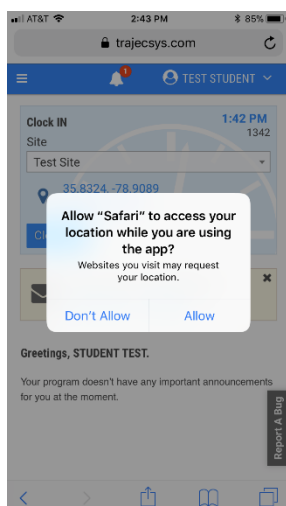
Log into Trajecsyst on a computer or on a smart phone (if your program allows smart phone clock records) at this link: <https://www.trajecsyst.com/programs/login.aspx>. Students can choose to bookmark the Trajecsyst Login page.

#### Clocking In and Out

Each day when students arrive at and depart from a clinical site, they will log in on a computer (or smart phone) and **select the clinical site** from a dropdown on the home page. Then the student will click the clock in / out button. This is the screen on a computer:



You will be automatically logged off from the system after clocking in/out on a computer; this is to protect your records in case you were to forget to log out. When you change sites, remember to select the new site on this page; otherwise, your times will be recorded for the wrong site.



After logging in on a **smart phone**, you should see a message asking to share your location with Trajecsyst. **You must click “Allow.” It's important that this is selected correctly the first time because some phones do not present the option again without resetting location services in the phone Settings.** If "Don't Allow" is selected and no option is given the next time, the student should access the [GPS page](#) in the User Guide for information about resetting location services. Students should always check with the program administrator to determine program policies related to use of GPS / smart phone clock records. We recommend that students also read the pages related to [resetting location warnings](#) and [how to improve accuracy](#).

Students should see “Good Accuracy” on the phone screen before they click the clock in/out button. If the phone message states “Insufficient Accuracy,” students should wait until their phone has captured a good geolocation; this may require students (rarely) moving to another part of the building.

## Time Exceptions

If you don't file a clock in or out record, you must file a "time exception" instead. Using the clock in/out page is always preferred over filing time exceptions. A time exception is required for every missing clock record. If a student forgets to clock in AND forgets to clock out, this requires two separate time exceptions to correct the two missing clock records. One time exception is not sufficient to replace two missing clock records. Again, time exceptions should be used rarely; students should use the clock in / out button on the home page to record time records.

**Trajecsys** Community College – Respiratory Therapy TEST STUDENT

**Time Exception**

Site \*  
Test Site

Date \*  
04/13/2018

Time \*  
Use 24-hour time format

Reason \*

- Finished Early
- No Computer
- No Internet
- Forgot
- Absent

Or explanation

Submit

## Student Menu and Instructions

The Trajecsyst Student Menu was designed to be as user friendly as possible. This “cheat sheet” highlights the primary functions that most students will utilize on a daily basis.

### Student Home Page

The screenshot shows the Trajecsyst Student Home Page. The top navigation bar is blue and contains the Trajecsyst logo, the text "Community College – Respiratory Therapy", a notification bell with a red "2", and a user profile icon labeled "TEST STUDENT". The left sidebar menu includes: Home, Time Exception, Logs, Reports, Comp Evals, Send Email, Comments, Evaluations, and Logout. The main content area features a "Clock IN" widget showing the time "11:12 AM" and "1112", a "Site" dropdown menu set to "Test Site", and a "Clock IN" button. Below this is a welcome message: "Welcome to Trajecsyst! We will begin using this system in the lab following the midterm exam." A "New evaluation or form submitted" notification is visible with a "View" link. Two notification banners are present: "Your email is not confirmed." and "New evaluation or form submitted." Annotations include red arrows pointing to "Logs", "Comp Evals", and "Evaluations" in the sidebar, and blue boxes with text explaining their functions: "Record exams or activities under Logs.", "View what will be on comp exams here", and "If your school has evaluations or forms for you to fill out, you will find them under Evaluations." A blue box also explains the notification: "Evaluations are available for review. Does not include comp exams."

**Clock In/Out** - Students will clock in each day at their clinical site and clock out at the end of their shift. NOTE: This also may be done on the student’s smartphone; use phone browser to go to Trajecsyst.com, log in, agree to share location (on phone); select site and click Clock In/Out button.

**Reports** - Students may access these items on the Reports menu page:

- Time summary
- Skill summary (compilation of log sheet entries and linked comp exam results; click comp date hyperlink to view item-by-item results)
- Evaluation results other than comps (use either the Evaluation Summaries or Completed Evals/Forms for evaluation results – same info in different formats)

**Time Exception** - Students will file a time exception if they did not clock in or out for some reason; typically, students should use the clock in/out feature on the home page. However, if they forget, they must file a time exception for each missing clock record. If a student forgot to clock in AND out on the same day, the student must file two time exceptions - one for each missing clock record. If filing a time exception on a day that the student was absent, only one-time exception is needed if “Absent” is selected as the reason.

The screenshot shows the 'Time Exception' form in the Trajecsys system. The form is titled 'Time Exception' and is located under the 'Community College – Respiratory Therapy' header. The left sidebar contains navigation options: Home, Time Exception, Logs, Reports, Comp Evals, Send Email, Comments, Evaluations, Logout, and Use Legacy App. The form fields are as follows:

- Site \***: A dropdown menu with 'Test Site' selected.
- Date \***: A date picker showing '04/13/2018'.
- Time \***: A text input field with 'hhmm' entered. A red arrow points to this field, and a blue box contains the instruction: 'Use 24-hour format (also called military time). If 2:30 p.m., enter 1430. If 8:45 p.m., enter 2045.'
- Reason \***: A dropdown menu with a red arrow pointing to it. A blue box contains the instruction: 'Select reason for this time exception. EVERY missing clock record requires a time exception. If you forgot to clock in AND to clock out, that requires two separate time exceptions.'
- Reason options**: A list of checkboxes: 'Finished Early', 'No Computer', 'No Internet', 'Forgot', and 'Absent'. A red arrow points to the 'Absent' option, and a blue box contains the instruction: 'Absence is for full day absence from clinic. System records two clock records for the day so that they may be approved.'
- Or explanation**: A text input field.
- Submit**: A blue button at the bottom of the form.

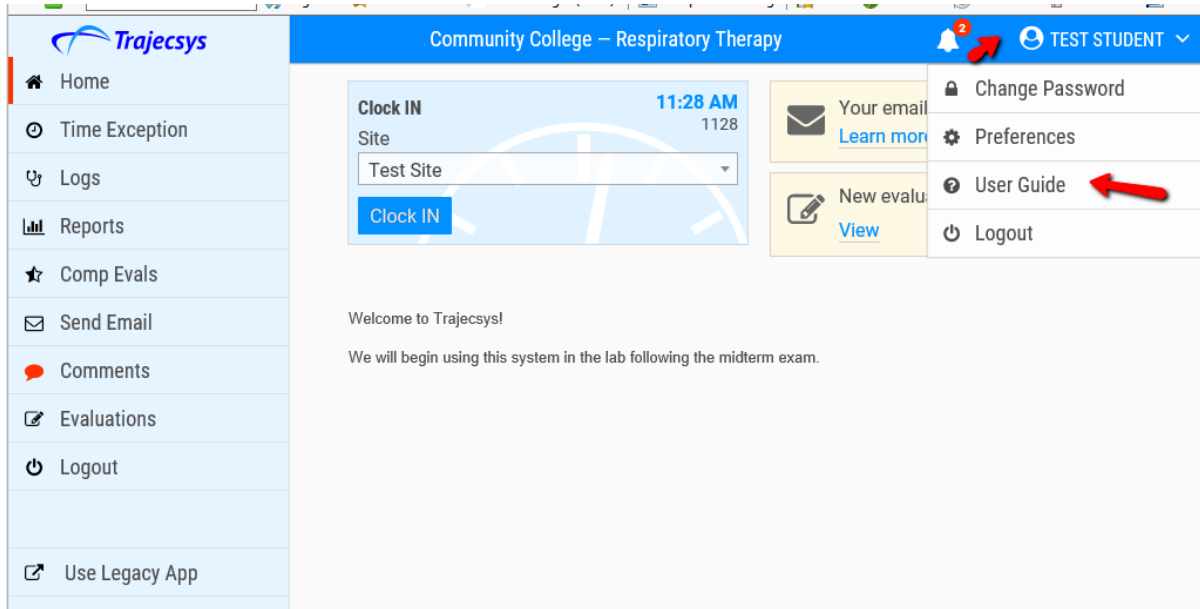
**Daily Log Sheets** - Students will complete the items on the Logs menu page. Each school may designate different items that are presented on this page. Your selections may differ from these:

- Date of exam or activity practiced
- Clinical site
- Key - ask program leader what to use for the key field
- Name of supervising employee (if not in list, click New and add full first and last names, then click Add)
- Click Add Logsheet; then select:
- Major study
- Procedure
- Time
- Comments
- Any other requested items

**Evaluations** - This menu item is used for evaluations or other forms that students will complete. (Note: not all

programs will have this menu item.)

**Troubleshooting** - The User Guide can be accessed by clicking your name which will be located in the upper right hand corner.



**Payments** - Please access the link at <https://www.trajecsyst.com/Payments.aspx> to make a direct payment of \$100 per 12 months.





**Center for Continuing Studies  
Division of Lifelong Learning  
1200 Old Trenton Road, West Windsor, New Jersey 08550**

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**ADVANCED IMAGING PROGRAM**

Please sign this acknowledgement page and return it to the [basha@mccc.edu](mailto:basha@mccc.edu)

I have read the Advanced Imaging Intern 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 the Advanced Imaging intern standards I am expected to uphold.

PLEASE PRINT

INTERN NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_