



The Valley Hospital School of Radiography

Student Handbook 2025-2027

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https://vhsintranet.valleyhealth.com/Dept/01.6155/Public/Documents/Handbook_January_2019.pdf

Please visit The Valley Health Employee handbook for more information.

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All hospital policies are listed on the intranet and are accessible to students for review.



Welcome to Valley Health System, where our mission is to serve the communities of Northern New Jersey and southern New York with exceptional, world-class healthcare in a regional healthcare setting.

We're committed to keeping communities healthy through our comprehensive inpatient and outpatient programs; highly skilled home care services; community-based medical practices and wellness programs; and collaborations with some of the world's leading healthcare organizations.

We're also dedicated to providing inclusive, respectful care for everyone in our community. Initiatives such as our Social Equality Council, our LGBTQ+-inclusive care, and our Spiritual Care services guide our efforts to meet patients' diverse needs.

Our Mission, Vision and Values

Valley Health System and its three entities – The Valley Hospital, Valley Home Care and Valley Medical Group – abide by the following Mission, Vision and Values:

Mission

Enhancing lives by healing, caring and inspiring wellness.

Vision

By investing in our people, programs, facilities and technology, delivering exceptional medical education, and offering the highest quality clinical services and patient- and family-centered care, Valley Health System will be the system of choice for our community.

Values

We are here to SERVE & CARE.

We are committed to Zero Harm, 100% Reliability, and the Safety of all.

Diagnostic Imaging Department

Statement of Purpose is to:

- Deliver the highest quality of diagnostic and therapeutic services in a timely manner
- Advance the quality of care with changing technology as appropriate for the needs of the community
- Continually develop the skills of our staff to meet the need of providing a high level of care
- Work together as a team and take pride in how we perform our daily tasks
- Respect the dignity of our patients, their families and one another

At The Valley Hospital, we are committed to the safety of our patients, and we pledge to:

- Significantly reduce the amount of radiation used
- Scan only when necessary
- Scan only the part of the body necessary to the test
- Scan once instead of using tests with and without contrast material (multi-phase scanning is rarely helpful in children, studies have found)

PROGRAM MISSION STATEMENT

The radiography program sponsored by The Valley Hospital is dedicated to providing a unique education in diagnostic imaging so our graduates can better serve the healthcare needs of our patients. We strive to develop the potential of each student by providing a learning environment where our students are afforded an opportunity to advance their educational and professional skills.

Goals & Student Learning Outcomes

- **Goal 1: Demonstrate clinical competency**
 - Students/ Graduates will apply accurate positioning skills
 - Students/ Graduates will select appropriate technical factors
 - Students/ Graduates will practice ALARA radiation protection principles
- **Goal 2: Use critical thinking and problem-solving skills**
 - Students / Graduates will be able to adapt routine positioning for trauma patients
 - Students/ Graduates will adapt technical factors based on the patient's condition
 - Students / Graduates will assess the needs of the geriatric patient & respond appropriately
- **Goal 3: Communicate and interact effectively with patients and staff**
 - Students/ Graduates will demonstrate appropriate oral communication skills
 - Students/ Graduates will demonstrate effective communication skills within the healthcare environment
 - Students / Graduates will demonstrate written communication skills
- **Goal 4: Demonstrate professionalism**
 - Students / Graduates will demonstrate professional interactions with patients/staff & others
 - Students / Graduates will become members of New Jersey Society of Radiologic Technologists in order to participate in professional activities offered by the Society.
 - Students / Graduates are required to join ASRT to promote life-long learning and to encourage networking with imaging professionals

TERMINAL AWARD

The program offers prospective students the following terminal award:

- **Certificate** – Students are required to enter the program with an associate degree or higher.

TERMINAL OBJECTIVES

Upon completion of the program, the student radiographer will:

- Position the patient for all diagnostic radiographic examinations in a competent and timely manner using the established standards
- Determine the exposure factors to produce a diagnostic quality radiographic image and manipulate and compensate accordingly.
- Practice standardized radiation protection methods to reduce exposure to the patient and self.
- Manipulate the imaging equipment in a safe and competent manner.
- Exercise sound professional judgment, critical thinking, problem solving, and discretion required of a competent health care professional.

- Collaborate effectively with patients, health care professionals and other members of the community of interest.
- Utilize appropriate verbal, non-verbal, and written forms of communication.
- Provide quality patient care in a competent and ethical manner.

REQUIREMENTS FOR PROGRAM COMPLETION

1. Candidates for graduation must pass the following with a C+ (77-79%) or higher:
 - all didactic and clinical radiography courses
 - all required clinical competency evaluations and related objectives
 - the Exit Examination
2. Upon completion of the certificate program, the graduate will be eligible to:
 - receive a certificate from The Valley Hospital School of Radiography
 - apply for admission to the ARRT certification examination
 - upon receipt of the ARRT certification card, graduates may apply for a NJ State license

COMPREHENSIVE AND EXIT EXAMINATION POLICY

- The radiography program administers two (2) extensive assessment examinations over the duration of 24 months. Both instruments are excellent sources that are used by the program to assess student learning, content mastery and application. Specific details pertaining to each examination are published in its respective syllabus.
- The Comprehensive Examination is given to freshmen-level radiography students at the end of the first summer clinical semester. Students are expected to achieve a C+ (77-79%) score or higher. Students may repeat the examination after an action plan is formulated and followed.
- The Exit Examination is given to senior-level radiography students at the end of the second summer clinical semester. Students are required to achieve a C+ (77-79%) score or higher. Students may repeat the examination after an action plan is formulated and followed. Students **MUST** pass the Exit Examination in order to be eligible to:
 - (a) Graduate from the program.
 - (b) Apply for the certification examination sponsored by the ARRT

PROFESSIONAL and ETHICAL BEHAVIOR

- Students must conduct themselves in a professional manner while in the classroom and clinical facility. Such conduct is conducive to the student's development as a health care professional. Appropriate behaviors are published in the handbook established by The Valley Hospital, as well as in the ARRT Code of Ethics.

TUITION and REFUND POLICY

- The total tuition for the radiography program is \$8,750 per year. A deposit of \$1,000.00, applicable towards tuition, is due upon confirmation of acceptance. The balance of \$7,750 is due 60 days prior to the start of the program. If necessary, arrangements can be made to make payments before the tuition deadline. The \$1,000.00 deposit is nonrefundable.
- **Withdrawal:**

If a student withdraws after the tuition is paid in full, the refund policy is as follows:

 - \$7,750 refunded one month prior to the first day of class*
 - \$6,750 refunded during the first week of class*
 - \$5,750 refunded during the second week of class*
 - \$4,750 refunded during the third week of class*

The Valley Hospital
School of Radiography
2025
FACT SHEET

The following table approximates the expenditures and fees that students can anticipate related to the radiography program.

Tuition	(covers the 24 month program)	\$17,500
Textbooks		\$1,500.00
Uniforms		\$300.00
Lead Markers		n/c
CPR		\$50.00
Physical Examination / Drug Screen @ TVH		n/c
Criminal Background Check		n/c
ASRT – 2 year subscription		\$70.00
NJSRT – 2 year membership		\$10.00
Clover Learning – computer software – 26 months		\$275.00
Kettering Seminar		\$200.00
Review Material		\$150.00
Trajecsys Reporting System Trajecsys.com		\$150.00
ARRT certification exam		\$225.00
N.J. State license application		\$60.00
Laptops are mandatory		

Revised 11/5/2024

(subject to change)

STUDENT TRANSFER POLICY

Due to the varying sequences of courses in OTHER radiography programs, The Valley Hospital School of Radiography does not accept radiography transfer credits.

CRIMINAL BACKGROUND CHECK

Students entering the program are required to have a criminal background check, provided by the Human Resources department of The Valley Hospital at no cost to the student.

CPR CERTIFICATION POLICY

Students must be certified in “CPR-BLS: for Health Care Providers”, provided thru the American Heart Association by TVH for a nominal fee. Documentation of compliance is required, and a copy will be retained in the student’s permanent clinical file.

PRE-PLACEMENT PHYSICAL EXAMINATION- provided by TVH – Employee Health & Wellness Services - free of charge
This process consists of:

1. The completion of a medical history, including documentation of all immunizations
2. Physical examination by an occupational health professional
3. Laboratory testing of blood and urine
4. Tuberculosis skin testing
5. Drug screen

- **MEDICAL SURVEILLANCE-** Students are required to complete their annual TB surveillance and demonstrate an annual N95 Respirator Fit Test. Students are required to receive an annual flu shot to be completed by the date specified by The Valley Hospital and documentation will be kept by the school to ensure they are up to date.

No student is permitted to participate in any clinical activity until medical clearance is received.

NOTIFICATION OF LEARNING DISABILITIES

Students who know or suspect that they have a learning disability should alert the Program Director so that the school can be responsive to their needs and that eligibility to take certification examinations after graduation will not be in jeopardy. While the A.R.R.T. recognizes the need for certification examination testing variations in the case of a learning-disabled student; there must be documentation of a diagnosed disability and substantiation by the University and Radiography Program. However, each case is evaluated on an individual basis and the American Registry of Radiologic Technologists determines the final decision regarding accommodations.

GROUNDINGS FOR PROGRAM DISMISSAL

- (1) Failure to meet clinical objectives. Inability to progress clinically, achieve clinical competence and/ or maintain skills.
- (2) Action(s) which would be considered insubordinate.
- (3) Action(s) which places the patient's safety in jeopardy.
- (4) Failure to comply with program policies

DISCIPLINARY PROCEDURE

The Radiography Program Director will manage disciplinary actions based on the severity of the infraction. The protocol indicated below will be initiated when there is non-compliance with program, department or institution-related policies:

- 1st offense – documented verbal warning
- 2nd offense – written warning
- 3rd offense – placed on clinical probation
- 4th offense – dismissal from the Radiography Program

CLINICAL PROBATION

Clinical probation requires the student to be placed under “**DIRECT SUPERVISION**”, regardless of the student's level of competency. Direct Supervision constitutes that a licensed radiographer **must**:

- a. Evaluate the request for examination in relation to the student's knowledge and competency.
- b. Evaluate the condition of the patient in relation to the student's knowledge and competency.
- c. Be present in the room with the student to observe and supervise the examination.
- d. Evaluate and approve all resultant images and/or data.

Any student who is placed on probation for a second semester may be dismissed from the program.

REPEAT RADIOGRAPH POLICY

The repeating of radiographic images by a student is **PROHIBITED**. Students must be under direct supervision of a licensed radiographer, whenever repeat radiographs are necessary. This policy is to ensure optimal radiographic quality, while minimizing radiation exposure to the patient. Failure to adhere to this policy may result in clinical dismissal. All students are required to submit documentation of adherence to this policy at the end of each semester. **(REPEAT SHEETS)**

EMPLOYMENT POLICY

Employment hours **MUST NOT** conflict with the Radiography Program hours. Students may not work as an employee during their clinical or didactic educational training hours. Students may not be taken out of their clinical rotation to work as an employee. Students are not permitted to function in place of staff radiographers.

Students are not permitted to work as radiographers, anywhere, at any time, until all requirements for graduation have been satisfied and they have been issued a license by the State of New Jersey.

COMMUNICABLE DISEASE POLICY

The purpose of this policy is to prevent and manage communicable diseases and or infections to prevent its spread to others. A medical examination and immunizations must be met. The program must be informed immediately whenever a student suspects a communicable disease condition. If this occurs at the hospital the student will be dismissed from clinical participation and directed to Employee Health & Wellness Services of the Valley Hospital.

Students are responsible for seeking medical attention as advised by Employee Health. Students may return to the clinical / academic setting upon receiving medical clearance from Employee Health & Wellness Services department.

Additional guidance can be found on The Valley Hospital intranet page.

DUE PROCESS POLICY

It is recommended that any concern or issue be addressed as soon as possible. Students having a professional academic or clinical grievance must follow the protocol as indicated below.

1. The student should make an appointment to meet with the appropriate faculty member. This meeting will be scheduled within seven (7) working days. The faculty member's response can be expected in writing within five (5) working days.
2. If the student is dissatisfied with the resolution, he/she may request a conference with the Program Director and Faculty member involved. The request and reasons for the conference must be submitted to the Program Director, in writing, within five (5) working days after the initial meeting. A conference will be scheduled within seven (7) working days of the receipt of the written request. The Program Director's response can be expected in writing within five (5) working days after the conference. Any unresolved grievance concerning the Program Director will be referred to the Manager of the Diagnostic Imaging Department.
3. Students may request a meeting with the Radiography Committee when the grievance remains unresolved. The Radiography Committee consists of the Program Director, Manager of Diagnostic Imaging, an Adjunct Faculty member, and a student representative. A written request for this meeting must be submitted. The meeting will be scheduled within seven (7) working days of the receipt of the request and a written response can be expected within five (5) working days of the meeting.
4. If the issue remains unresolved, the student may elect to seek final resolution with a source external to the Radiography Program. The Human Resources department will provide appropriate mediation. A written request must be made. A meeting will be scheduled within seven (7) working days of the receipt of the request and a written response can be expected within ten (10) working days.
5. After the above protocol has been followed, the student has the right to contact:

State of New Jersey Department of Environmental Protection,

Bureau of X-Ray Compliance

Cassidy Patterson/ Austin Quinn

25 Arctic Parkway

P.O. Box 420 (Mail Code 25-01)

Trenton, NJ 08625-0420

Phone (609) 984-5634

Fax (609) 984-5811

Cassidy.Patterson@dep.nj.gov

Austin.Quinn@dep.nj.gov

The Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, Illinois 60606-2901 (Phone) 1-312-704-5300

Email: mail@jrcert.org (Fax) 1-312-704-5304

PROGRAM COMPLAINT RESOLUTION POLICY

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Students can be assured that the program is run within the guidelines for, and in compliance with, the Joint Review Committee on Education in Radiologic Technology Standards. If any student feels that the program is not in compliance with the standards, documentation of the events, which led to the complaint, along with a written statement, will be presented to the Program Director within **five working days** of the event. The Program Director will respond to the complaint within **five working days**. If the student feels that the Program Director's findings/resolutions have not been satisfactory, the student may contact the Manager of Diagnostic Imaging. The Manager of Diagnostic Imaging has **five working days** to review the complaint and take appropriate action. If the student remains dissatisfied with the resolution, then the student has the right to contact the Joint Review Committee on Education in Radiologic Technology.

Good faith efforts by all parties must be made to resolve the conflict before the Joint Review Committee on Education in Radiologic Technology is contacted. This is simply good policy and the Joint Review Committee on Education in Radiologic Technology will expect that this has been done before they are contacted.

If the Joint Review Committee on Education in Radiologic Technology finds the program to be in non-compliance with their Standards, the program will make every effort to immediately resolve the situation.

A copy of the Joint Review Committee on Education in Radiologic Technology Standards for an Accredited Educational Program in Radiologic Sciences can be located in the Program Director's office, posted in the Diagnostic Imaging department and on the JRCERT's web site (www.jrcert.org).

The Joint Review Committee on Education in Radiologic Technology can be contacted at:
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-2901
(312) 704-5300, electronic mail address is: mail@jrcert.org

ATTENDANCE POLICY

The program's designated clinical hours may be from 6:30 am – 7:00 pm (clinical hours vary by semester). Students are required to notify a program official of an absence or tardy event prior to the start of clinical @201-447-8221. Students are required to report to their assigned work area immediately after being signed in through our Trajecsys system on the computers within the department. Two (2) excused absences &/or three (3) excused late events / early dismissal are permitted each semester. Each subsequent occurrence will result in a 3-point deduction (absences) or 1 point deduction (tardy / early dismissal) from the final clinical grade. Extenuating circumstances will be reviewed on an individual basis.

Students who are absent 10 or more days in the span of 1 year may be grounds for dismissal.

Excessive absences and tardiness will negatively impact the student's ability to successfully meet clinical/academic course objectives for the semester and may result in dismissal from the program.

Students do not participate in clinical during off-hours.

BEREAVEMENT POLICY

Students are eligible for three (3) days off following the death of a close relative. A close relative includes parent, child, brother or sister, spouse, same sex domestic partner or partner in a civil union (including in-laws and step relationships of spouse, same sex domestic partner or partner in a civil union), or the student's grandchildren and grandparents (but not grandparent in-laws).

ALCOHOL AND DRUG POLICY

Students may not attend clinical under the influence of alcohol and / or drugs. The provision of client care in a safe and appropriate manner cannot be compromised at any time. The health and safety of students and others in the clinical setting cannot be jeopardized. A violation of the hospital's substance abuse policy will generally result in disciplinary action up to and including immediate discharge.

PERSON APPEARANCE GUIDELINES

Students are expected to always dress appropriately considering their work environment.

- **Uniforms:** All students are expected to purchase approved scrubs for their clinical rotations. Students will wear navy blue scrub pants with a white scrub top. Patches are provided by the school and should be ironed on the sleeve of the top. Approved scrub jackets or lab coats can be worn if the student prefers. NO hoodies or outside/unapproved jackets can be worn during clinical.
- **Overall clothing:** Clean, neat, unwrinkled, in good repair and appropriate size
- **I.D. Badges:** worn in an easily visible spot (e.g., shoulder, chest) on an outer layer of clothing with the picture facing outward. Decorative stickers, buttons or pins are not permitted on the ID badge. If a student loses an ID badge, they must purchase a new one with their own funds.
- **Hair:** Neat and maintained. No extreme hair styles or colors. Wearing of head scarves or hats a fashion accessory is prohibited. Religious headwear is permitted. Students in direct patient care areas with hair longer than shoulder length should have it tied back. Beards, sideburns, and mustaches will be neatly trimmed, and may not be permitted in some patient care areas.
- **Fingernails:** Nails will be clean, trimmed and at length that does not interfere with work performance. In patient care areas, length may not exceed 5 mm in length beyond the fingertip. Artificial nails, wraps, adornments, or nail jewelry are not permitted
- **Fragrances, odors, and make-up:** Perfume or aftershave, if used, must be lightly applied. Students are expected not to have the odor of smoke on their clothing. A moderate amount of make-up may be worn as long as it complements the overall professional appearance.
- **Personal Hygiene:** Good personal hygiene is extremely important to patient care, as well as the comfort of co-workers and the image of the organization. Therefore, students must keep their bodies and clothing clean, odor free and well-groomed at all times
- **Adornments:** Jewelry is acceptable as long as it is not excessive in size and amount to be unsafe or hazardous. No more than 3 earrings per ear. Rings should be plain and kept as a minimum so as not to interfere with wearing gloves and performing effective hand washing. Face, tongue, or visible body piercings are not permitted, Neck and facial tattoos are also not permitted. Small and medium sized, inconspicuous tattoos are permitted (no larger than 3 inches). Large tattoos and tattoo sleeves are permitted but must be covered when dealing with the public or patients. Offensive or inappropriate tattoos (i.e., tattoos with images and words that convey violence, discrimination, profanity, or sexually explicit content regardless of the size) are not permitted and must always be covered by clothing. Bandages or make-up are only an option if the tattoo cannot be covered by clothing (i.e., a long-sleeved shirt, jacket, or sweater).
- **Footwear/hosiery:** Patient care areas- footwear should be clean, safe, functional, and appropriate for work responsibilities. Open toed shoes are NOT permitted in any patient care areas or area where safety or infection control may be an issue. Students should wear appropriate white comfortable tennis shoes (preferably leather) while in clinical.

ACCIDENTS and INCIDENTS POLICY

Students must report any accident, incident or unusual occurrence involving a patient and/or student to the Clinical Instructor or Program Director. Students should document the incident in his or her words, making sure to include the following:

- Patient's name
- Date, time and place of the incident
- Names of others involved
- Names of witnesses to the incident
- Name(s) of the Radiology Department personnel notified of the incident

LIABILITY INSURANCE

All Students are required to purchase low-cost liability insurance. The insurance program's limits of liability are \$1,000,000 each incident/\$3,000,000 aggregate. The insurance can be purchased online at www.proliability.com and students must provide proof of purchase to the Hospital prior to the start date of the program.

HEALTH INSURANCE

Health insurance is **NOT** provided to the student by the Hospital. It is therefore strongly recommended that students obtain their own medical coverage. In the absence of such coverage, the student is fully responsible for his or her own medical bills, even if provided by The Valley Hospital staff.

DISASTER PLAN

The Valley Hospital has a disaster plan, which requires the involvement and cooperation of every employee and student. The Emergency Operations Plan is on the intranet under the Frequently used tab

INTRAVENOUS ADMINISTRATION POLICY

Students are not permitted to administer intravenous contrast agents to patients. Venipuncture theory will be taught and a simulated competency will be completed in a laboratory setting.

PATIENT CARE AND COMMUNICATION

Patient care encompasses a patient's physical, emotional and psychological needs. The radiography student must be aware of the patient's rights.

The patient has a right:

1. To care that is respectful and considerate.
2. To privacy regarding his care and condition.
3. To refuse treatment.
4. To be informed of the nature, probable length of recovery time and the risks involved prior to the start of any procedure.
5. To receive, in understandable terms, current information regarding diagnosis, treatment and prognosis from a physician.
6. To confidentiality with respect to all records and communication related to his care.

This statement is from the (1975) Bill of Rights, The American Hospital Association.

CONFIDENTIALITY

Due to the nature of our work, as a healthcare facility, we often deal with patient information. It is important to be aware that this information is kept strictly confidential and must not be disclosed in or out of the Hospital, except as necessary in the performance of your job or as required by law. Some ways to protect a patient's confidentiality are:

- Do not use electronic devices in public areas, hallways, or anywhere else open to the public.
- Do not have hallway or elevator conversations regarding patient information.
- Speak in low voices in private/appropriate areas.
- Safeguard written materials/hard copy documents.
- Do not share computer access codes with anyone, even coworkers.
- Only access information to perform your job responsibilities.
- Patient records are not released without proper authorization.

Any breach of patient confidentiality of any kind will result in constructive counseling, up to and including dismissal from the program.

ELECTRONIC OFFICE COMMUNICATION (EOC)- E-MAIL, VOICEMAIL, INTERNET

Valley Health System students have access to email and Internet services to help with educational and clinical related responsibilities. These services exist to support Valley's mission and business activities and are to be used in an efficient, ethical and legal manner. Any use that detracts from this purpose or endangers that capability is prohibited. For purposes of this policy, "Electronic Office Communication" or EOC shall include, but not be limited to: Valley provided e-mails accounts, voice mail, Internet-based services, text messages, electronic archives, smartphones, tablets, or other similar devices, facsimile messages (fax), cellular and land-based telephones, computers and all related hardware and software, wireless email devices and pagers, whether transmitted, stored or held on Organization owned, leased, or provided equipment or personal equipment used to conduct Organization business. E-

mail messages and their content and attachments are Valley Health System's property and may be audited without permission or notification. When you send an e-mail from a Valley account, you represent our organization and should take every precaution to be professional; although it may appear casual, it is the equivalent of sending a letter on Valley stationery. In addition, students must be sure to evaluate carefully the intended recipients to ensure the message is of broad interest to the targeted audience.

Students should not click on any links from outside the organization. Students are to follow the security protocols listed on the Valley's intranet site and in the employee handbook.

AIDET POLICY

As a student of The Valley Hospital, radiography students will acknowledge and utilize the hospital's AIDET protocol. This is described by the following acronym: **A**/acknowledge, **I**/introduction, **D**/duration, **E**/explanation, **T**/thank you

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974- BUCKLEY AMENDMENT The Radiography Program informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the college complies fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, to submit an explanatory statement for enclosure in the record if the outcome of the hearing is unsatisfactory, to prevent disclosure, and to secure a copy of the College policy which includes the location of all education records. Students also have the right to file complaints with the Family Educational Rights and Privacy Office (FERPA), Department of Education, Room 4511, Switzer Building, Washington, D.C. 20202, telephone (202) 655-4000, concerning alleged failures by the College to comply with the Act.

NEW JERSEY RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS: PREGNANCY POLICY

The radiography program sponsored by The Valley Hospital complies with the policy of the New Jersey Radiologic Technology Board of Examiners. Below is the policy regarding pregnant students in an accredited Radiologic Technology training programs in New Jersey.

1. No pregnant female student should receive a radiation dose of more than 5 mSv (500 mRem) during the nine-month gestation.
2. All students shall wear whole body radiation dosimeters (e.g., film badges or thermoluminescence dosimeters) when in the vicinity of radiation producing machines. This practice must be particularly enforced with respect to pregnant students.
3. The relative risk to the embryo and/ or fetus from x-rays should be thoroughly explained to the students prior to the actual operation of x-ray machines. The Valley Hospital will adhere to the policies outlined by the New Jersey Department of Environmental Protection in the New Jersey Administrative Code (N.J.A.C), Title 7 Chapter 28. Refer to appendices #1 & #2
4. The Radiologic Technology Board of Examiners recommends that adequate controls and monitoring be instituted to limit the dose to all students to as low as reasonably achievable. The Radiologic Technology Board of Examiners recommends a total equivalent limit (excluding medical exposure) of 5 mSv (500 mRem) for the embryo-fetus. Once a pregnancy becomes known, exposure of the embryo-fetus shall be no greater than .5 mSv (50 mRem) in any month (excluding medical exposure).
5. The Program Director and the appropriate institutional Radiation Safety Officer should periodically review the student radiation exposure reports to assure compliance with the above dose limits.
6. Provision shall be made for re-entry into the program when the student takes a leave of absence.
7. All didactic and clinical education hours as mandated by the program must be completed prior to graduation.

PROGRAM PREGNANCY POLICY

If you should become pregnant or suspect that you might be pregnant, it is at your discretion to inform the Program Director and the Radiation Safety Officer. **This declaration is voluntary.** The program offers the pregnant student several options. Once informed of the possible hazards of radiation exposure by the Radiation Safety Officer, the student should submit a written statement that clearly indicates the option of choice. In addition, the student should submit any recommendations made by her personal physician regarding any physical restrictions imposed by her pregnancy. A pregnancy declaration form is provided. (See Appendix #2) revised 9/16

The following are the options available to the student:

- Continuance in the program without modification
- Clinical reassignments
- Leave of absence from the program
- There is an option for voluntary written withdrawal of declaration. (See Appendix #2)

The radiography program sponsored by The Valley Hospital complies with the policy of the New Jersey Radiologic Technology Board of Examiners regarding pregnant students in an accredited Radiologic Technology training program in New Jersey. The Valley Hospital will adhere to the policies outlined by the New Jersey Department of Environmental Protection in the New Jersey Administrative Code (N.J.A.C), Title 7 Chapter 28, pursuant to NRC Regulations. Website: <http://nj.gov/dep/rpp/njrules.htm>.

Students must meet with the Program Director for advisement following any leave of absence, prior to reinstatement.

RADIATION PROTECTION POLICY

Dr. Craig M. Marsden, PhD. DABR, functions in the capacity of the Radiation Safety Officer of the hospital, his responsibilities include but are not limited to:

- Review of dosimetry reports
- Investigation / documentation of exposures exceeding the acceptable level
- Counseling of staff / students with elevated readings
- Report findings to the Radiation Safety Committee

Any incidence of excessive exposure as indicated by the student's personal monitoring device report is

- Investigated in consultation with the Radiation Safety Officer of The Valley Hospital
- Discussed with the student
- Reported to the Radiation Safety Committee and Program Director
- Corrective action is documented and kept with the student's personal monitoring device records
- Students may consult privately with the Radiation Safety Officer about the results of the investigation
- Report submitted to NJDEP

NJ DEP – N.J.A.C.7:28-19.13(f) requires a threshold level for quarterly monitoring of 1.5 mSv. In the event that a student receives an exposure of 50 mrem (0.5 mSv) or greater on any monthly radiation dosimetry report, or 100 mrem (1.0 mSv) or greater on any bimonthly radiation dosimetry report, or 150 mrem (1.5 mSv) or greater on any quarterly report, or an exposure that exceeds any of the occupational limits in N.J.A.C. 7:28-6.1, the school shall begin an investigation to find the cause and prevent recurrence of the exposure. The investigation report shall be completed within 30 calendar days of the school's receipt of notification of the exposure. This investigation report shall include any action to be taken to reduce unnecessary radiation exposure. **The investigation report shall be given to the student and shall be maintained in the student's file. If any of the occupational limits in N.J.A.C. 7:28- 6.1 is exceeded, a copy of the investigation report must be submitted to the Department.**

N.J.A.C 7:28 Subchapter 15.3 I#6.

NO PERSON SHALL OPERATE OR PERMIT THE OPERATION OF CERTIFIED OR UNCERTIFIED MOBILE OR PORTABLE EQUIPMENT UNLESS THE PERSON OPERATING THE EQUIPMENT IS PROTECTED WITH A LEAD APRON OF AT LEAST 0.50 mm LEAD EQUIVALENT.

This policy is mandated by the State of New Jersey and must be adhered to at all times.

The Radiation Safety Committee consists of representatives from administration, laboratory, radiation therapy, diagnostic imaging and the nuclear medicine departments. **In order to minimize potential overexposure to the patient and self all students are expected to adhere to all ALARA principles, such as:**

- ✓ Use proper radiation beam restriction
- ✓ Utilize gonadal shielding
- ✓ Use exposure factors that comply with ALARA
- ✓ Adhere to proper DIRECT / INDIRECT supervision requirements
- ✓ Minimize repeat radiographs
- ✓ Adhere to the repeat policy
- ✓ Wear a dosimeter appropriately
- ✓ Review and initial the dosimeter report quarterly
- ✓ Exchange dosimeter quarterly
- ✓ Leave dosimeters on-site to be maintained in an area that is radiation free
- ✓ Wear lead aprons / lead gloves when appropriate
- ✓ Lead glasses / thyroid shields are available for use when appropriate
- ✓ Students / employees of the DI department are NOT permitted to hold patients for exposures

ENERGIZED LAB

- Students are always under Direct Supervision of a lab / clinical instructor.
- Students must wear dosimeters while participating in lab sessions.
- Students will document all lab simulations on their performance record.
- Students will record the average measurement and technical factors required.
- Computers are utilized for identifying anatomy and for reviewing evaluation criteria.
- No cell phones are permitted
- Students are not permitted in the lab/clinical setting during off-hours.

SINGLE BADGE HOLDERS:

An individual who is assigned a single Radiation Badge should wear the badge at “collar level outside of any protective devices”.

DUAL BADGE HOLDERS:

For those assigned two Radiation Badges, Landauer recommends the “Whole Body” badge be worn **under the lead apron** and the 2nd badge be worn at the **collar level** outside of all protective devices.

For individuals wearing two badges, Landauer then calculates what is called a “Webster Calculation” which takes 30% of the collar badge reading and 1 ½ times the whole body badge reading and calculates an estimated Radiation dose to the individual for the period of time the badges have been worn.

Scope of Practice: N.J.A.C. 7:28-19.4 Students shall:

1. Exercise proper principles of radiation protection with regard to radiological examinations.
2. Operate ionizing radiation-producing equipment for radiographic procedures;
3. Measure patients for radiographic procedures;
4. Position patients for radiographic procedures;
5. Set technique factors for radiographic procedures;
6. Set the source-to-image receptor distance for radiographic procedures;
7. Assist in fluoroscopic procedures using ionizing radiation-producing equipment provided that a licensed physician is physically in the room and directing the procedure.

MAGNETIC RESONANCE IMAGING SAFETY POLICY

Students must adhere to the Diagnostic Imaging Department's guidelines for MR safety and screening.

The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all individuals are required to fill out the MR environment screening form BEFORE entering the MR environment or MR system room. Be advised, the MR magnet is ALWAYS on. This form will be used to screen you for entrance into Zone 3 and Zone 4 of the MRI suite. It will be reviewed by the supervisor and /or the MRI Safety Officer. By signing the form you are indicating your consent for the form to be viewed in that manner.

Warning: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR system room. Do not enter the MR environment or MR system room if you have any questions or concern regarding an implant, device, or object.

Refer to MRI Suite: ACR Safety Zones – appendix IV

MAMMOGRAPHY CLINICAL ROTATION POLICY

The Radiography program sponsored by The Valley Hospital offers the placement of all students, male and female, in clinical mammography rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

All students will be offered the opportunity to participate in clinical mammography rotations, if requested. Male and female students are advised that observation of mammography procedures is dependent on the permission of the patient.

Student clinical rotations in mammography are based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as an addendum to the student handbook and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

Radiography Educational Curriculum

Fall Quarter	1st Year		
RADT 1101	Introduction to Radiography and Protection	44 lecture hrs.	2 hrs. / wk / 22 weeks
RADT 1105	Radiographic Procedures I	44 lecture hrs. / 44 lab hours	2 hrs. / wk / 22 weeks
RADT 1131	Principles of Radiographic Exposure I	44 lecture hours	2 hrs. / wk / 22 weeks
RADT 1110	Clinical Practicum I	352 clinical hours/22-week quarter	16 hrs / wk / 22 weeks
RADT 1150	Fundamentals of Patient Care	44 lecture hrs.	2 hrs. / wk / 22 weeks
Spring Quarter			
RADT 1145	Radiographic Ethics and Legal	33 lecture hrs.	1.5 hrs. / wk / 22 weeks
RADT 1111	Medical Terminology	33 lecture hrs.	1.5 hrs/ wk / 22 weeks
RADT 1135	Radiographic Procedures II	44 lecture hrs. /44 lab hrs.	2 hrs./wk / 22 weeks
RADT 2251	Advanced Principles of Radiographic Exposure	44 lecture hrs.	2 hrs. /wk / 22 weeks
RADT 1120	Clinical Practicum II	384 clinical hours/24-week quarter	16 hrs./ wk / 24 weeks
Fall Quarter	2ND YEAR		
RADT 2270	Advanced Digital Imaging and AI	33 lecture hrs.	1.5 hrs. / wk / 22 weeks
RADT 2222	Physics for Radiography	44 lecture hrs.	2 hrs. / wk / 22 weeks
RADT 2255	Radiographic Procedures III	44 lecture hrs. /44 lab hrs.	2 hrs. / wk / 22 weeks
RADT 2252	Radiation Biology and Advanced Safety Practices	33 lecture hrs.	1.5 hrs. / wk / 22 weeks
RADT 2250	Clinical Practicum III	528 clinical hrs./22-week quarter	24 hrs./ wk / 22 weeks
Spring Quarter			
RADT 2271	Radiographic Pathology	33 hrs.	1.5 hrs. / wk / 22 weeks
RADT 2275	Radiographic Procedures IV	44 lecture hours / 44 lab hrs.	2 hrs. / wk / 22 weeks
RADT 2254	Radiographic Imaging Equipment and Quality Management	33 lecture hrs.	1.5 hrs. / wk / 22 weeks
RADT 2280	Clinical Practicum IV	576 clinical hours/24-week quarter	24 hrs / wk / 24 weeks
	Based on 22/ 24 week quarters	Hours	
	Lecture:	594 hrs.	
	Lab:	176 hrs.	
	Clinical:	1840 hrs.	

Physical and Technical Requirements of a Radiographer for Competent Clinical Performance

These essential functions would be required of a diagnostic radiographer in the work force. Corrective devices are permitted to meet the minimum requirements or standards

1. Demonstrate effective oral and written communication skills in English.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient to assess the patient's condition and/or needs from a distance of, at least, 20 feet.
4. Render services and/or assistance to a diverse patient population without reservation.
5. Able to push, pull, and lift 40 pounds without injury to self, patient, or others.
6. Able to stand, without difficulty, for a period up to 4 hours, and to walk a distance of 2 miles during a normal workday.
7. Possess basic computer skills.

Revised 3/2016

Radiologic Technology Board of Examiners

INTRODUCTION

In accordance with the Radiologic Technologists Act ([N.J.S.A. 26:2D-24](#)) the Radiologic Technology Board of Examiners (Board) consists of 15 members and has the following responsibilities:

1. To advise the Commission on Radiation Protection on issues involving radiologic technology.
2. To establish and review educational standards and policies for radiologic technology educational programs.
3. To develop and review licensure standards and to license applicants who meet these standards.
4. To review and award accreditation to those radiologic technology programs that meet or exceed the educational standards and policies.
5. To investigate allegations of unethical conduct and to report potential sanctions to the Commission for their action.

Care of Patients During Contagious Medical Events by Students Enrolled in Radiologic Technology Programs

The Board recommends to all educational programs under its jurisdiction that they not permit students to be involved in the care of patients with suspected or confirmed highly contagious life-threatening diseases and/or viruses, such as Ebola and COVID-19. The Board makes this recommendation because students have not completed their educational programs in radiologic technology.

CLINICAL EDUCATION REGULATIONS, POLICIES AND PROCEDURES

1. The clinical training portion of the Radiography Program is governed by national and state regulations. To conform to the recommended guidelines, radiography students in the State of New Jersey are required

to follow the Competency Based Clinical Education System which was developed by the New Jersey Radiologic Technology Board of Examiners.

2. Students participate in clinical education courses during the fall, winter, spring and summer semesters.
3. All clinical courses **MUST** be taken in sequence. Additionally, the appropriate didactic portion of the curriculum **MUST** be taken with that semester's clinical. The student **MUST** earn a passing grade of C+ (77-79%) or better in both the didactic and clinical courses in each semester to progress to the next level of professional studies. Students auditing clinical courses must meet all requirements stated in the syllabus. Poor attendance in didactic classes can affect clinical participation.
4. The student's clinical performance will be graded and discussed with him/her periodically. Final clinical course grades are based on demonstrated clinical competency, affective domain skills, image evaluation, initiative, attitude, dependability, ethical practice, attendance, professional dress, grooming and maintenance of clinical records.
5. The Program Director, Clinical Preceptor, and/or Clinical Staff will suspend clinical involvement when a student's behavior in the clinical area is deemed to be **UNETHICAL and/or UNSAFE (SEE DISCIPLINARY PROCEDURE)**
6. Grading policies, point values and specific criteria are outlined in the clinical course syllabus each semester.
7. The clinical experience is graded by use of a C+ (77-79%) or better, for all evaluations. The grading system for the clinical portion, in the Radiography Program at The Valley Hospital is:

Numerical Grade	Weighted Letters	Grade Points
93+	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
74-76	C	2.00
70-73	C-	1.67
65-69	D	1.00
Below 65	F	0.00

Final grades are rounded to the next higher whole number if they are at or above the 0.5 cutoff. The student is apprised that a grade of 76% or lower is unacceptable performance.

8. **REPEATING COURSES** – A radiography course may be repeated once. A student may be re-instated upon successful completion of the repeated course based upon space availability. Students must counsel with the Program Director for advisement, prior to re-instatement. **Upon failure of a second radiography course, the student will be dismissed from the program.**
9. All students must meet the hospital's medical clearance requirements before entering the clinical setting. Students must have a physical examination and immunizations, as required. There are no exceptions to this policy. Medical records will be maintained in The Valley Hospital Employee Health & Wellness department. It is the student's responsibility to keep their medical records up to-date for all semesters. Students are not permitted to participate in clinical activities when found to be in non-compliance with this requirement.
10. Students are responsible for changing their OSL personnel monitoring devices on a quarterly basis as required by The Valley Hospital radiation safety program. Faculty will exchange badges. Radiation safety reports will

be posted and are to be reviewed and initialed by each student. The OSL Radiation Safety badge may not be removed from the hospital's premises at any time, for any reason. Students must wear dosimeters while participating in lab.

11. Senior students are strongly encouraged to attend the Kettering National Seminar – (ARRT Registry Review Seminar) during RADT 2280 Clinical Practicum VIII. **Please refer to your clinical syllabus for detailed information.**
12. Students are required to become members of New Jersey Society of Radiologic Technologists (NJSRT) and the American Society of Radiologic Technologists (ASRT).
13. All students have an equal opportunity to request a rotation in mammography/specialty rotations. Their participation is dependent upon the patient's acceptance of a student radiographer being present in the diagnostic room.

STUDENT CLINICAL RULES OF CONDUCT

To provide quality patient care and other necessary services, Valley expects students to demonstrate high standards of conduct. Professionalism, courtesy and consideration for others will provide a sufficient guide for most situations. See below for further conduct guidance:

1. Students are responsible for accurately recording and maintaining all clinical forms.
2. Students are responsible to be punctual in reporting to their assigned clinical rotation.
3. As representatives of the Radiography Program, students are expected to always conduct themselves in a professional manner.
4. Students will adhere to all Hospital policies and are subject to the rules of conduct expected of The Valley Hospital employees, as outlined in the employee handbook. **All hospital policies and procedures are listed on the Valley Intranet and students are urged to review these often.**
5. Students will be designated lockers for temporary storage of personal belongings. Valley does not accept liability for damage or theft of personal items stored in lockers. In certain situations, Valley does reserve the right to search a student's locker.
6. Eating, drinking and gum chewing are prohibited within patient areas.
7. Students should not leave patients unattended.
8. Students must notify the Clinical Preceptor before leaving the department and when returning from lunch and/or breaks.
9. Except for emergencies, personal telephone calls will not be permitted in the Radiology Department. **Use of cell phones is not permitted within the hospital except in designated employee cell phone areas.**
10. Students will use hospital internet and computers for learning purposes only. If the student is seen using the internet for other purposes, corrective action may be taken.
11. Any change of address or telephone number is to be reported to the Program Director and Clinical Preceptor(s).
12. In the event a student will be absent for an extended period, it is the student's responsibility to notify the Program Director and Clinical Preceptor(s) as soon as possible. Written documentation must be provided regarding the reason(s) and the time involved. Extended absences due to extenuating circumstances will be reviewed on an individual basis.

13. When a student is absent due to medical reasons, a written release must be provided to the Program Director / Clinical Preceptor prior to the student returning to the clinical site. This document will be placed in the student's file.
14. To receive a passing clinical grade, the student must fulfill all requirements in the course syllabus.
15. Students must provide their own Medical Insurance. Should a student become injured or ill while at the clinical site, any charge incurred, will be the responsibility of the student.
16. All Clinical Educators are to be addressed in a professional manner.
17. Students are assigned to a specific diagnostic room each week according to the posted room schedule. The student is not permitted to be removed from this assignment without permission from the Clinical Educator.
18. Students should not schedule work hours before four-thirty (4:30) PM.
19. Students are not permitted in the clinical setting during off-hours.
20. Students are expected to be present each clinical day. Excessive absenteeism / tardy events may impede a student's progress.
21. In the event of inclement weather, clinical faculty will notify students, via emergency telephone list, regarding delayed openings or cancellation of clinical hours.
22. A communicable disease policy is part of the Infection Control Manual. It is available for review on the Intranet Policy and Procedure page and in the Employee Health & Wellness Services department.
23. Students must adhere to the parking policy of The Valley Hospital.
24. Students are responsible for their transportation to the clinical site.
25. Students must adhere to the SMOKE-FREE ENVIRONMENT policy of the Valley Hospital. (see policy #12.01)
26. The program does not condone and, in fact, strongly discourages social networking between a Faculty, or a Professional Staff member and any student.
27. Lab Responsibilities: Students are under Direct Supervision by a Lab/Clinical Preceptor designated by the program, always. Dosimeters are required during lab sessions.

Reviewed / revised 3.18.2021/7.2021, revised 10.2021/12.2021 / 7.14.22/ 11/2024

Policies Subject to Change

SOR handbook 2025 - 2027

Revised 7/2021, revised 10/2021/12.2021/7/2022/ 11/2024

Diagnostic Imaging Administration

Kristien Zingone, MHA, CNMT, RT (N)
Director of Diagnostic Imaging

Program Faculty

The Radiography Program sponsored by The Valley Hospital is privileged to have the following educators serve in the capacity as program officials, clinical educators, laboratory instructors and didactic educators:

Robin Schild, M.H.A, R.T.(R)(CT)(MR)(SCCT)
Program Director

Renata Zajac, MAS, R.T.(R)(CT)(MR)
Clinical Coordinator/Didactic Education

Maria Cerbone, MAS, R.T.(R)(M) (CT)
Didactic and Laboratory Education

Kelly Prause, A.A., R.T. (R)
Clinical Education

SOR handbook 2025 - 2027

Revised 7/2021, revised 10/2021/12.2021/7/2022/ 11/2024

RADIOGRAPHY PROGRAM

STUDENT'S COPY

It is extremely important that you take time to read and assimilate the information contained in the STUDENT HANDBOOK. Please sign and submit the file copy to your Clinical Preceptor.

Students are expected to always behave in a professional manner. Your signature indicates that you completely understand all the material contained therein and that you will abide by all the rules, regulations and policies set forth.

Infractions of any rules, regulations, and/or policies stated in the handbook, manual, syllabi and Hospital's employee handbook may result in your removal from the clinical externship.

STUDENT NAME _____
Please Print

STUDENT SIGNATURE _____

Date: _____

Semester: _____

ALL POLICIES AND COURSE REQUIREMENTS ARE SUBJECT TO REVISION ON A SEMESTER-BY-SEMESTER BASIS. STUDENTS WILL BE NOTIFIED OF ANY REVISION (S) AT THE BEGINNING OF THE SEMESTER IN WHICH THE POLICY OR REQUIREMENTS IS/ARE TO BE IMPLEMENTED, DURING THE FIRST MEETING OF THE APPROPRIATE RADIOGRAPHY CLASS.

SOR handbook 2021 - 2023

Revised 7/2021, revised 10/2021/12.2021/7/2022/ 11/2024

RADIOGRAPHY PROGRAM

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STUDENT NAME _____
Please Print

STUDENT SIGNATURE _____

Date: _____

Semester: _____

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SOR handbook 2021 - 2023

Revised 7/2021, revised 10/2021/12.2021/7/2022/ 11/2024

The Valley Hospital
School of Radiography

Declared Pregnancy of a Radiation Worker/Badged Student (Appendix #2) revised 9/16

The radiography program sponsored by The Valley Hospital complies with the policy of the New Jersey Radiologic Technology Board of Examiners regarding pregnant students in an accredited Radiologic Technology training program in New Jersey. The Valley Hospital will adhere to the policies outlined by the New Jersey Department of Environmental Protection in the New Jersey Administrative Code (N.J.A.C), Title 7 Chapter 28, pursuant to NRC Regulations. Website: <http://nj.gov/dep/rpp/njrules.htm>.

In accordance with NRC regulations, the maximum permissible whole body occupational radiation exposure (deep dose) to a pregnant individual must be less than .5 mSv (50 mRem) per month and less than a total of 5 mSv (500 mRem) throughout the gestation period. The radiation monitor must be placed at the abdomen to best measure the dose.

Print Name: _____ Department: _____

Date of Birth: _____ Extension: _____

SSN: _____ Participant # _____

For the purpose of closer monitoring occupational radiation exposure throughout my pregnancy,
I am at this time voluntarily formally declaring that I am pregnant.

Approximate date of conception – Month:____ Day:____ Year:_____

I understand universal radiation safety procedures regarding my job duties and specifically the additional recommendations (if any) during my declared pregnancy as they were reviewed with me by the Radiation Safety Officer (RSO).

RSO recommendation(s) during pregnancy, if any:

--

Select option:

_____ **Continuance in the program without modification**

_____ Clinical reassignments

_____ Leave of absence from the program

_____ **Option for voluntary written withdrawal of declaration** Date _____

Student Signature _____ Date _____

Program Director's Signature _____ Date _____

RSO's Signature _____ Date _____