

## **ESSENTIAL QUALIFICATIONS FOR HEALTH CAREERS PROGRAMS RADIOLOGIC TECHNOLOGY – CT**

All individuals, including persons with disabilities, who apply for admission to the computed tomography (CT) program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the computed tomography program at HACC. **These essential qualifications are standards of admission.**

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

### **COMMUNICATION**

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer, other device used for communication

### **PHYSICAL SKILLS**

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

1. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or radiographic equipment)
2. Wear lead aprons (approx. 10 pounds) up to 8 or more hours
3. Move quickly, freely and safely around the assigned work area and patient care settings
4. Sustain professional activities for up to 8 or more hours
5. Remain standing up to 8 or more hours
6. Reach above shoulder level (to manipulate equipment)
7. Reach below waist level (to manipulate equipment)
8. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
9. Keep hand and arm steady while moving arm or while holding arm and hand in one position
10. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
11. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

### **OBSERVATION AND SENSORY SKILLS**

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
  - a) Function efficiently in various degrees of light, from dark to bright lighting
  - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
  - c) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (ie facial expressions, sweating, trembling, color change, bleeding, etc)

### **INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS**

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

### **BEHAVIORAL / SOCIAL SKILLS / ETHICS**

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)
3. Use team approach to carry out responsibilities
4. Respond to all persons sensitively and with respect for cultural diversity
5. Maintain general good health and self-care
6. Display flexibility and adapt to changing environments

7. Manage time effectively
8. Accept responsibility for own behavior and be forthright about errors or uncertainty
9. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

#### **ETHICAL BEHAVIOR ELIGIBILITY REQUIREMENT**

The American Registry of Radiologic Technologists (ARRT) ethical behavior eligibility requirements specify that every applicant for certification must "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards and the ARRT Standards of Ethics."

One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. \*Conviction as used in this provision includes a criminal proceeding where the individual enters a plea of guilty or nolo contendere. All potential violations must be investigated by the ARRT in order to determine eligibility. Further information may be found on the [ARRT web site](#) in the handbooks for radiography certification.

Applicants should be aware of this limitation on certification prior to entering the Radiologic Technology Program. Practice of Deceit in the application procedure is cause for dismissal from the Program.

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## Radiologic Technology- Computed Tomography

### Pregnancy Policy

#### **Student Pregnancy**

**Program Policy:** Students, who become pregnant while enrolled in the Radiologic Technology – Computed Tomography Program, have the option as to whether or not to inform the Program. Students electing to inform the Program must notify the director in writing. In the absence of any voluntary disclosure of pregnancy, students are not considered to be pregnant.

Upon confirmation of pregnancy from a healthcare provider, students have the following options.

1. Provided the students are in good academic standing, the students can be granted an immediate leave of absence for up to one year.
2. Or if the students wish to remain in the Program, a conference shall be held with the director along with the Radiation Safety Officer and Consultant Radiological Physicist from the assigned clinical site, to discuss possible health risks to children of women who are exposed to radiation during pregnancy and to review a schedule the students will follow during pregnancy.
3. Students have the option to continue the educational program without modification.

Upon completion of the initial visit with their healthcare provider, students must be cleared to return to their clinical/didactic duties.

The Program Director, Radiological Physicist Consultant and the Radiation Safety Officer will review the radiation dosimetry report monthly.

Students are expected to make up any course work or clinical education experiences missed due to pregnancy.

All clinical objectives, clinical competencies and didactic courses must be completed to be eligible for graduation.

Policy Revised May 2017  
RLS/TB/vg

## **ASRT/ARRT Code of Ethics**

### **PREAMBLE**

This code of ethics is to serve as a guide by whom radiologic technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the allied professions and health care consumers.

The code of ethics is not law, but is intended to assist radiologic technologists in maintaining a high level of ethical conduct.

Therefore, in the practice of the profession, we, the members of the American Society of Radiologic Technologists, accept the following principles:

1. The radiologic technologist conducts himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness and without discrimination, regardless of sex, race, creed, religion or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designated and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, protects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
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### **Health Career Code of Ethics**

*In order to promote excellence in patient care, the Health Career student shall:*

- Treat patients with respect for the dignity, rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment for all patients.
- Promote and strive to protect the health, safety and rights of each patient.
- Maintain confidentiality of patient information following privacy regulations required by law.
- Not reference any person, place or affiliated agency associated with the clinical experience in or on any form of social media including, but not limited to, blogs, networking (Facebook, MySpace, etc.), Twitter, or video sharing (YouTube, etc.). Information displayed on these formats is considered public and could be identified as a HIPAA violation.
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to the proper authority.
- Avoid any conduct that creates a conflict of interest.
- Demonstrate behavior that reflects integrity.
- Follow all principles of ethical and professional behavior, as identified in the code of ethics of his/her chosen health career.

Students shall be denied admission to a program for breaches in any of the above code of ethics. Students who are in a clinical program and breach the code of ethics will be dismissed from the program and denied access to any other health career program at HACC.

I have read and understand the Health Careers Code of Ethics and understand that any breach in ethics will result in inability to apply to a health career program (pre and non-clinical students) and/or if dismissal from a clinical program (clinical students only).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
HACCid

## Radiologic Technology Program: CT

As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director.** \_\_\_\_\_ (Initial)

**I have read and understand the program admission criteria** as posted on the HACC Health Careers website. \_\_\_\_\_ (Initial)

**I understand that all students accepted into the clinical component of the program must undergo a physical and a drug and alcohol screen annually at the student's expense** at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. \_\_\_\_\_ (Initial)

**I have read and understand the Health Careers Code of Ethics** as posted on the HACC Health Careers website. \_\_\_\_\_ (Initial)

**I have read and understand the Prohibitive Offense Procedure** as posted on the HACC Health Careers website. \_\_\_\_\_ (Initial)

**I have read and understand the program's pregnancy policy.** \_\_\_\_\_ (Initial)

**I have read and understand the ARRT Ethical Behavior Eligibility Requirement.** \_\_\_\_\_ (Initial)

**I understand that some clinical sites do not allow tobacco use** and may require testing at the student's expense. \_\_\_\_\_ (Initial)

**I understand that all students accepted into the clinical component of the program must undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student's expense.** No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance. \_\_\_\_\_ (Initial)

**I understand that students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne and airborne pathogens, ionizing radiation and potentially hazardous materials.** \_\_\_\_\_ (Initial)

**I understand that all students accepted into the clinical component of the program must have the following immunizations (at student's expense):** Hepatitis B, MMR, DPT, Varicella, Flu, and an annual TB screen. \_\_\_\_\_ (Initial)

**I understand that intentional deceit or falsification on any document will disqualify a student** from admission and/or continuation in any health career program at HACC. \_\_\_\_\_ (Initial)

Have you ever been admitted to another clinical health career program at HACC from which you did not graduate?  
\_\_\_\_ I have not \_\_\_\_\_ I have (**Good Standing Form to be completed**)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

5/10/17

*HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.*