Radiography Program

Admissions Information Packet

www.mccc.edu/radiography
Mercer County Community College
Radiography Program

Dear Prospective Student,

Thank you for your inquiry about the Mercer County Community College Radiography Program. The information contained in this packet provides a synopsis of the curriculum, criteria for admission, and requirements once you have been accepted into the professional phase of the Radiography program. I encourage you to delve further into our program and invite you to visit the Radiography program website www.mccc.edu/radiography

Upon completion of the Associate in Applied Science Degree in Radiography, graduates are eligible to take the American Registry of Radiologic Technologists Examination in Radiography (ARRT) to become nationally certified and licensed by the New Jersey Radiologic Technology Board of Examiners. The graduates of our program have consistently earned scores that have met or exceeded the national and NJ State averages.

The MCCC graduates are employed by hospitals, clinical, diagnostic imaging centers and the offices of private physicians locally and nationwide. I encourage you to explore the profession through the American Society of Radiologic Technologists found at https://www.asrt.org/main/careers/careers-in-radiologic-technology and the American Registry of Radiologic Technologists https://www.arrt.org/about-the-profession/learn-about-the-profession

Radiographers utilize medical x-ray equipment to produce images of the bones, organs, tissues and vessels in the body while ensuring high quality patient care. Radiographers may choose to specialize in other professional disciplines such as computed tomography (CT), magnetic resonance imaging (MR), mammography, diagnostic medical sonography, nuclear medicine technology, or radiation therapy by completing additional educational and certification requirements.

Radiography is a rewarding profession where opportunities abound. If you have questions after reading the information contained in this packet or on the aforementioned websites, please contact me by e-mail kerrs@mccc.edu or phone (609) 570-3337. I look forward to assisting you to attain your goal as a radiographer.

Best Regards,

Sandra L. Kerr
Sandra L. Kerr, M.A., R.T.(R)(M), Professor
Radiography Program Coordinator

Revised: July 2019
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The Associate in Applied Science Degree (A.A.S.) in Radiography combines courses in general education and Radiography with supervised clinical experience in area hospitals. Graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) Examination in Radiography to be nationally certified and licensed by the State of New Jersey.

Pre-Professional Phase:
The pre-professional phase includes general education course in science, mathematics, English, social science, and diversity. Students may enroll in general education courses on a full-time (12 credits or more) or part-time (11 credits or less) basis. Many general education courses are offered during the day, evening, weekend and through Mercer Online. General education classes are offered on the West Windsor Campus and the James Kerney Campus in Trenton. Students are accepted into the professional phase of the program based upon the published acceptance criteria described in this packet.

Professional Phase:
The Radiography (RAD) courses are offered on the West Windsor campus during weekday, daytime hours with an approximate 25 – 35 hour weekly time commitment. Students may be scheduled for evening laboratory and laboratory assessments throughout the program. Students participate in evening clinical education sessions in the final semester. The Radiography courses start each fall term and span a total of six academic semesters including two summer sessions. Courses are offered sequentially for a period of 22.5 months and may not be completed part-time.

Program Resources for Current and Future Students

Radiography Faculty Advisors:
Sandra L. Kerr, M.A. R.T.(R) Deborah Greer, M.Ed., R. T., (R) (M)
Program Coordinator Clinical Coordinator
Office: MS150 Office: MS148
E-mail: kerrs@mccc.edu E-mail: greerd@mccc.edu
Phone: 609-570-3337 Phone: 609-570-3341

Students should meet with their faculty advisor during the first semester at MCCC to establish an action plan toward acceptance into the RAD courses.
Health Professions Coordinator:  
Cindy Matyas, M.Ed  
Office: MS146  
E-mail: matyasc@mccc.edu  
Phone: 609-570-3596

Students may contact Ms. Matyas for initial program inquiries and information regarding the pre-professional phase of the program.

Health Professions Student Success Coach:  
Nicole Killian  
Office: MS117  
E-mail: killiann@mccc.edu  
Phone: 609-570-3393

Students are advised to contact Ms. Killian for assistance with test taking skills, time management, study skills, and more on an individual basis or in group workshops.

Radiography Program Accreditation

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3812 and the NJ Radiologic Technology Board of Examiners, 25 Arctic Parkway, PO Box 415, Trenton, NJ 08625. Accreditation information may be found at the respective websites www.jrcert.org and www.state.nj.us/dep/rpp/tec/board/standards.htm

The Radiography Program’s program effectiveness data is available on the radiography website www.mccc.edu/radiography and www.jrcert.org

Radiography Program Mission & Goals

Mission Statement:  
The Radiography Program sponsored by Mercer County Community College welcomes a diverse student population to a challenging and supportive educational environment. Faculty and clinical affiliate personnel work collaboratively to ensure student success, and offer the best college education and learning experience to qualified men and women. Also to prepare and graduate caring, professional, and knowledgeable radiographers for entry level positions while encouraging life-long learning.
Goals:

GOAL 1: Students will apply the essential skills to perform diagnostic radiographic procedures competently and professionally as entry level radiographers.

Student Learning Outcomes:
- Students will employ correct positioning skills
- Students will select technical factors to produce diagnostic quality images
- Students will correctly apply radiation safety principles
- Students will correctly apply patient care principles

GOAL 2: Students will communicate effectively in a health care facility.

Student Learning Outcomes:
- Students will employ appropriate communication skills with patients and staff
- Students will clearly convey concepts and ideas through oral and written communications

GOAL 3: Students will apply effective critical thinking skills.

Student Learning Outcomes:
- Students will modify imaging procedures to accommodate non-routine patients
- Students will analyze images and identify corrective measures to improve the quality

GOAL 4: Students will exercise values and attitudes consistent with professional practice.

Student Learning Outcomes:
- Students will demonstrate professionalism and integrate into clinical practice
- Students will exhibit professional ethics and values and integrate into clinical practice
College Admissions Overview
http://www.mccc.edu/admissions.shtml

- Complete an admissions application online
- Arrange for final high school transcripts or GED scores (showing proof of completion), immunization records (for full-time students) and college transcripts to be sent to the Student Records office.

Student Records Office
Mercer County Community College
P.O. Box 17202
Trenton, NJ 08690
The results of standardized tests -- the Scholastic Aptitude Test (SAT) or ACT Assessment -- are not required for admission, but SAT scores may be used for placement and should be sent.

- If you are required to take the placement test, contact the Testing Center at 609-570-3295 to schedule. Applicants who speak English as their second language may be asked to take an ESL placement test.
- When test scores are available, the student will meet with an Admissions advisor to schedule classes for the first semester.

Transfer Credit

Credits from Other Colleges:
To have credits from another college reviewed for transfer, the student must request that college to send an official transcript of his or her coursework to Mercer's Enrollment Services office. In general, you can expect to receive credit for general education college courses in which you earned a grade of “C” or higher if it is comparable to a course required in the program. The general education courses generally are not accepted if the credits are more than ten years old. A minimum grade of “C+” is required for science and mathematics courses and will only be accepted if the credits are not more than five years older than the semester commencing Radiography courses. Anatomy & Physiology I and II (BIO103, BIO104) may be transferred provided the 8 credits were taken at the same college. Visit http://www.mccc.edu/admissions_transfer for additional information.

International Students
If you have completed university-level courses in your home country and are interested in transferring credits to Mercer, you must submit an official evaluation report of your transcript. Visit http://www.mccc.edu/admissions_international_transfer-credits.shtml for additional information regarding the process for academic document review.
<table>
<thead>
<tr>
<th>Code Course (lecture/lab/clinical days)</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>BIO 103 Anatomy and Physiology I (3/3)</td>
<td>4</td>
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<tr>
<td>ENG 101 English Composition I (3/0)</td>
<td>3</td>
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<tr>
<td>MAT 125 Elementary Statistics I (3/0)</td>
<td>3</td>
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<tr>
<td>PSY 101 Introduction to Psychology (3/0)</td>
<td>3</td>
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<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
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<tr>
<td>BIO 104 Anatomy and Physiology II (3/3)</td>
<td>4</td>
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<tr>
<td>ENG 102 English Composition II (3/0)</td>
<td>3</td>
</tr>
<tr>
<td>PHY 109 Fundamentals of Physics (2/2)</td>
<td>3</td>
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<tr>
<td>— — General Education elective *</td>
<td>3</td>
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<tr>
<td><strong>PROFESSIONAL PHASE</strong></td>
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<td><strong>FIRST SEMESTER (Fall)</strong></td>
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<tr>
<td>RAD 102 Introduction to Radiography and Patient Care (1/2)</td>
<td>2</td>
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<tr>
<td>RAD 119 Principles of Imaging Science I (2/0)</td>
<td>2</td>
</tr>
<tr>
<td>RAD 127 Radiographic Procedures I (3/3/24 days)</td>
<td>6</td>
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<tr>
<td><strong>SECOND SEMESTER (Spring)</strong></td>
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<tr>
<td>RAD 120 Principles of Imaging Science II (2/2)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 128 Radiographic Procedures II (2/3/28 days)</td>
<td>6</td>
</tr>
<tr>
<td><strong>SUMMER SESSION</strong></td>
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<tr>
<td>RAD 117 Radiation Protection and Biology (2/0)</td>
<td>2</td>
</tr>
<tr>
<td>RAD 207 Clinical Experience Practicum (0/0/28 days)</td>
<td>2</td>
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<tr>
<td><strong>THIRD SEMESTER (Fall)</strong></td>
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<tr>
<td>RAD 217 Advanced Imaging Modalities (3/0)</td>
<td>3</td>
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<tr>
<td>RAD 228 Radiographic Procedures III (2/3/42 days)</td>
<td>7</td>
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<tr>
<td><strong>FOURTH SEMESTER (Spring)</strong></td>
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<tr>
<td>RAD 224 Introduction to Pathology (2/0)</td>
<td>2</td>
</tr>
<tr>
<td>RAD 232 Imaging Equipment and Radiography Seminar (3/2)</td>
<td>4</td>
</tr>
<tr>
<td>RAD 240 Advanced Clinical Experience I (0/0/42 days)</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUMMER SESSION</strong></td>
<td></td>
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<tr>
<td>RAD 242 Advanced Clinical Experience II (0/0/28 days)</td>
<td>2</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td>70</td>
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* Select PHI 204 or 205, or course from Diversity and Global Perspective general education category.

NOTE: Students must earn a minimum grade of C+ in BIO 103 and 104, PHY 109, MAT 125, and all RAD courses.
Acceptance Requirements for the Professional Phase of the Radiography Program

Admission to Mercer County Community College (MCCC) in Health Science Radiography does not automatically qualify a student for acceptance into the Radiography Program. Students should meet with their faculty advisor during the first semester at MCCC to establish an action plan toward acceptance into the RAD courses.

Each February candidates submit a form that serves as the formal application to be accepted into the Radiography courses being offered in September of the same year. Entitled The Petition to Commence the Professional Phase of the Radiography Program, students must complete the form and return it to the Health Professions Division Office (MS128) by first-class mail or hand delivery. Forms must be submitted from February 1 – February 28; petitions will not be accepted before or after these dates. Acceptance status letters are mailed in April to candidates according to the Petition criteria described below until all seats are filled. The entire process may extend into the early part of the summer term based on the current pool of candidates. Petitions are not held from year to year as there is no wait list.

Students who completed all required science, mathematics, and general education courses are ranked highest. Students who have pre-professional courses in progress in the spring semester the petition is submitted will be considered next. Students with the least number of general education courses completed are ranked lowest. To be eligible for the radiography program, all science and mathematics courses must be completed by the end of the spring semester the petition is submitted. Details regarding the petition ranking is available on the radiography website www.mccc.edu/radiography

Criteria for Acceptance
Following are the requirements for acceptance into the Radiography Program:

1. A minimum cumulative QPA 2.5 or higher is required to be accepted into the Radiography Program courses. The cumulative QPA is calculated based upon the pre-professional science, mathematics, and general education courses listed in the A.A.S. radiography curriculum.

2. Complete BIO103, BIO104, PHY109, and MAT 125 with a grade of “C+” or higher effective fall 2018. A grade of “C” is accepted if earned prior to fall 2018 and is within the five-year time limit. MAT135 Intermediate Algebra with Applications is accepted if completed prior to fall 2018 and is within the five-year time limit. One or more of the mathematics and/or science courses may be in progress in the semester of petition submission (spring). Science and mathematics courses are not accepted if the credits are more than five years older than the semester commencing Radiography courses (fall).
3. Complete radiography general education courses with a grade of “C” or higher. General education courses may not be accepted if the credits are more than ten years older than the semester commencing Radiography courses (fall). One or more of the general education courses may be in progress or incomplete in the semester you petition (spring).

4. Students are not eligible for Radiography courses if they attempt any A.A.S. Radiography pre-requisite science, mathematics or general education course three (3) times with a grade less than “C+” or “W” posted on their transcript for each attempt.

5. You must retain active status at MCCC. If you are not enrolled in a course the semester you petition, you must complete a Leave of Absence form, secure the necessary signatures, and submit the original form to Enrollment Services and a copy to the Radiography Program Coordinator.

Professional Phase of the Radiography Program

When you have been accepted into the professional phase of the Radiography program, you will receive a letter with specific information regarding the process to begin the Radiography courses. You will be required to attend an orientation session conducted by Radiography program faculty. During this mandatory orientation session, you will be given course registration material and additional entrance requirements.

Suspension/Expulsion Policy

Purpose: To ensure that opportunities within each health profession program are afforded to those students who have not violated college or health profession program policies

Audience: Nursing, Medical Laboratory Technology, Radiography, & Physical Therapist Assistant

1. Students who have been suspended or expelled from Mercer County Community College due to violations of either the Student Conduct Code OMB 501B or for Academic Integrity Violations, will no longer be eligible to participate in any of the Health Professions programs listed above, either as a re-admission or initial admission.

2. Students who have been dismissed from any of the Health Professions programs listed above will no longer be eligible to participate in any of the Health Professions programs listed above, either as a re-admission or initial admission.

Created 4/09, Revised 3/18
Criminal Background Check
Radiography clinical affiliations require students to complete a criminal background check annually. The criminal checks must be completed prior to commencing the first semester radiography courses and again prior to the start of the fourth semester. A positive criminal background check may preclude you from being accepted into the professional phase of the radiography curriculum, future certification by the A.R.R.T., and licensure by the NJ Radiologic Technology Board of Examiners.

ARRT Ethics Requirements
The ARRT Ethics Board will determine the applicant’s eligibility to take the national certification examination in Radiography. The ARRT requires the candidate to answer the following ethics-related questions on the application form when applying for initial certification:

- “Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?
- Has a regulatory authority or certification board—other than ARRT—ever:
  - Denied, revoked, or suspended your professional license, permit, registration, or certification; or
  - Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order; or
  - Allowed voluntary surrender of your professional license, permit, registration, or certification; or
  - Subjected you to any conditions or disciplinary actions by such an organization?
- While attending an educational program to meet ARRT certification and registration requirements, were you ever suspended, dismissed, or expelled from that program?”

Students are encouraged to consider completing the ethics review pre-application review of eligibility for ARRT national certification if you answer yes to any of the three questions above. Additional information may be obtained at https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-review-preapplication or by contacting the Radiography Program Coordinator or Radiography Clinical Coordinator.

Clinical Affiliations
Students are required to provide their own transportation to the clinical sites to which they are assigned. All affiliate hospitals are located in Mercer and surrounding counties and are less than 50 miles from the college. Students should not expect that the college will be able to accommodate their geographic preferences for clinical assignments.
The following health care organizations are affiliated with MCCC for the purpose of clinical education activities:

- Capital Health Regional Medical Center (Mercer County)
- Capital Health Medical System - Hopewell (Mercer County)
- Centra State Healthcare System (Monmouth County)
- Hunterdon Healthcare System (Hunterdon County)
- Princeton Radiology Associates, P.A. (Observation only) (Mercer, Middlesex Counties)
- Robert Wood Johnson University Hospital at Hamilton (Mercer County)
- Penn Medicine Princeton Medical Center at Plainsboro (Middlesex County)

**Tuition, Costs and Program Fees**

In addition to the tuition and fees established by the college, students in the professional phase of the radiography program can expect higher than average textbook costs (estimated at $1,000.00 first semester) and course fees for Radiography courses.

Information regarding current tuition and fees is available at [http://www.mccc.edu/admissions_tuition.shtml](http://www.mccc.edu/admissions_tuition.shtml). Students are required to purchase and wear a health profession uniform specified by the college during all clinical education activities (estimated at $125.00).

Additional costs:

- BLS Certification for the Healthcare Provider
- Physical exam/Immunizations
- Annual PPD testing
- Annual student liability insurance
- Annual criminal background check
- Annual urine drug screen
- Uniform for clinical education and college laboratory
- Transportation costs to and from assigned clinical site
- ARRT certification exam

**Health Requirements**

Students accepted into the professional phase of the Radiography Program are required to meet the health requirements. Students are required to complete a physical examination with required laboratory tests, immunizations, flu vaccine, and urine drug screen in accordance with policies in effect at the start of the professional phase of the radiography program. The physical exam, laboratory tests and/or immunizations must be dated within one year of commencing the first semester professional phase radiography courses. The flu vaccine and urine drug screen are completed annually in accordance with established timeframe policies.
Student Liability Insurance
All students are required to purchase liability insurance for radiologic technologist students. Students must renew the liability insurance annually and must be maintained current through completion of the Radiography Program. The approximate cost is $40.00 and must be renewed annually. Details will be provided during the accepted student orientation.

BLS Certification for the Health Care Provider
BLS (CPR and AED) Program offered through the American Heart Association or CPR for the Healthcare Professional offered through the American Red Cross is required to commence the professional phase of the Radiography Program. Certification must be maintained current through completion of the Radiography Program courses.

Rights and Responsibilities of the Pregnant Student in the Professional Phase
The program’s pregnancy policy is based on the United States Nuclear Regulatory Commission (NRC) recommendations. This policy has two primary goals: (1) To minimize the potential for exposure to ionizing radiation; and (2) to assure that the student is able to complete all program courses. The pregnancy policy will be provided to candidates during their first advisement session with program faculty. Applicants may obtain a copy of the policy in advance by submitting a request to the Radiography Department. A completed form is required prior to commencing Radiographic Procedures I. (RAD 127) and co-requisite Radiography courses.

Safety
The Radiography Program complies with all State of New Jersey regulations covering radiation safety as required under Administrative Code, Title 7, Chapter 28, as applicable. Students cover basic radiation safety as part of its pre-clinical orientation in the fall semester. At that time, students also receive a Clinical Education Student Handbook that includes sections on radiation protection and MRI Safety (Student Radiation Protection and Monitoring and Student Safety in Magnetic Resonance Imaging).
Students receive instruction on imaging equipment, accessories, optimal exposures factors and proper patient positioning beginning with the first semester professional phase courses and learn to apply them during clinical education under the supervision of licensed and registered radiographers. Additional course work reinforces concepts of radiation safety until program completion.

Essential Functions for Radiography Students
The essential functions outlined below are meant to inform prospective radiography students regarding the attributes and abilities that they should possess in order to be
successful. This document will not be used as the basis for determining eligibility to begin radiography studies at MCCC, nor will it be used during the professional phase selection process.

**PERSONAL ATTRIBUTES AND PHYSICAL REQUIREMENTS EXPECTED OF THE RADIOGRAPHER**

**INTELLECTUAL:**
Ability to synthesize classroom and clinical instruction to comprehensively apply knowledge of anatomy and physiology, radiographic positioning, image production and evaluation, radiation physics and protection, and patient care to each radiographic and fluoroscopic procedure performed.

**EMOTIONAL/MENTAL:**
Ability to provide empathetic care to all patients with whom the radiographer interacts without regard to the personal attributes of the patients. Possess the ability to work with others in the completion of tasks for the benefit of patients. Have the stability to handle stressful situations requiring clear thinking and presence of mind, especially in life-threatening situations. Be alert to patient’s need for safety and comfort.

**VISUAL:**
Ability to read and understand the words, numbers and measurements on a variety of devices and equipment used in a medical facility in normal reading light or where illumination is back-lit. Perform radiographically-related tasks in dimly lit procedure rooms during fluoroscopic procedures using scotopic (dark-adapted) vision.

**VERBAL/WRITTEN:**
Possess written and verbal skills sufficient to effectively communicate with patients and members of the health care team in the English language. Ability to clearly and audibly explain procedures, give instructions and direction, and ask appropriate screening questions to patients in the English language. Understand written and verbal instructions given by physicians in the English language.

**HEARING:**
Ability to hear and recognize alarms on a variety of equipment used while within the confines of, or near, the rooms in which procedures are being done. Ability to hear a patient who may call for immediate assistance while within the confines of, or near, the rooms in which imaging procedures are being done. Ability to hear and understand instructions given by physicians in the English language.

**OTHER PHYSICAL:**
Ability to manipulate locks, dials, switches, toggles and other devices on equipment in order to perform routine radiographically-related tasks* Ability to draw solutions and medications into syringes in the proper doses.* Ability to push, pull and lift as necessary to perform routine radiography-related tasks. Ability to exercise reasonable care in the control of wheelchairs and stretchers while transporting patients. Ability to spend long periods standing and walking with or without wearing coat-length lead protective garments.
*Graduates wishing to practice medical radiography in the State of New Jersey must be licensed by the Department of Environmental Protection. Only licensed radiographers can operate medical x-ray equipment on human beings. Some medical facilities may require the radiographer to perform venipuncture and/or administer iodinated contrast media intravenously.

<table>
<thead>
<tr>
<th>PROCICIENCY STANDARDS TO FULFILL THE DEGREE REQUIREMENTS OF THE MERCER COUNTY COMMUNITY COLLEGE RADIOGRAPHY PROGRAM AND EARN LICENSURE TO PRACTICE IN NEW JERSEY</th>
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<tr>
<td>1. Positions patients on the radiographic table or wall device to obtain optimal images of relevant radiographic anatomy of the head, neck, abdomen, pelvis, upper and lower extremities, covering the musculoskeletal, respiratory, cardiovascular, neurological gastrointestinal and genitourinary systems. Utilizes the necessary positioning and immobilization devices to ensure accuracy and patient comfort.</td>
</tr>
<tr>
<td>2. Communicates with patients to reduce anxiety and to instruct in the proper gowning and positioning for each radiographic study performed. Explains the dietary preparation to patients anticipating radiographic studies of the gastrointestinal and urinary tracts. Screens female patients of reproductive capacity prior to conducting radiographic studies of any kind. Effectively communicates with all members of the health care team.</td>
</tr>
<tr>
<td>3. Exercises care and judgment in protecting the patient from unnecessary radiation exposure by formulating optimal exposure factors, utilizing lead-protective shielding and beam-restricting devices as appropriate. Protects himself/herself from radiation exposure by utilizing distance and shielding as appropriate.</td>
</tr>
<tr>
<td>4. Moves the x-ray equipment into the proper distance and alignment with the patient and image receptor (film) to obtain the correct images of relevant anatomy. Operates mobile x-ray equipment in the operating room, emergency room, or patient’s bedside.</td>
</tr>
<tr>
<td>5. Measures patient thicknesses as appropriate to determine the optimal exposure factors to be used. Adjusts the dials, buttons and switches on the control panel which determine the proper amount and energy of the x-ray beam. Activates the x-ray exposure switch. Performs radiographic examinations as directed by a licensed physician.</td>
</tr>
<tr>
<td>6. Performs as the technical assistant to the radiologist or other medical specialist during fluoroscopic studies which include the tasks outlined in items 1 through 5 above. Additional duties are carried out as requested by the supervising physician.</td>
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<tr>
<td>7. Prepares medications and contrast media (which increase the visibility of certain internal organs) for patient administration utilizing syringes, needles, vials, ampules, water-soluble iodinated compounds and barium solutions.</td>
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MERCER COUNTY COMMUNITY COLLEGE
HEALTH PROFESSIONS DIVISION

RADIOGRAPHY PROGRAM
www.mccc.edu/radiography