

Department of Radiologic Technology

Student Handbook 2023 - 2024



UNIVERSITY of
SAINT FRANCIS

The information in this Department of Radiologic Technology Student Handbook is subject to change without notice in order that it might reflect the decisions made by the Federal and State Governments and by the Board of Trustees, Administration, and Faculty of the University of Saint Francis.

Welcome to the Radiologic Technology Program at the University of Saint Francis. The next two years promise to be both a challenging and rewarding curriculum. We hope that through the theory, laboratory, and clinical course experiences you will begin to enjoy and value the radiologic technology profession as much as we do.

The information that follows is vital to your success as a student in the Radiologic Technology Program. You will need to become familiar with all the academic and clinical expectations explained in this handbook.

We wish you every success in the Radiologic Technology Program!

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Curriculum/Academic Calendar 2023-2024

Semester I - 2023

Clinical Requirements due for assignment	August 1
Registration Deadline	August 24
Matriculation Banquet	August 25
Welcome Weekend	August 26
Classes begin (Monday)	August 28
Labor Day (Monday) – No Classes	September 4
Fall Break	October 19 & 20
Faculty Development Day	October 19
Mid-Semester (Friday)	October 20
RT Week	November 6-12
Thanksgiving Vacation Begins (Wednesday-Sunday)	November 22- 26
Finals	December 11-15
Fall Semester Ends	December 15
Clinical Make-up Days (tentative)	December 14 & 15
Clinical Requirements due for Spring Semester	December 15

Semester II - 2024

Classes begin	January 15
Mid-Semester (Friday)	March 8
Spring Break (Monday-Friday)	March 11-15
Easter Vacation (Thursday 5PM-Monday)	March 28 (5pm) – April 1
Final Exams	April 29- May 3
Spring Semester Ends	May 3
Clinical Requirements due for Summer	May 3
Baccalaureate Mass and Commencement (Saturday)	May 4
Clinical Make-up Days (tentative)	May 2 &3

Radiologic Technology Summer Session – 2024

Classes begin anytime this week	May 6
Memorial Day (No Classes)	May 27
Grades Due – 1st 8-week session	July 2
Independence Day (No Classes) [OBJ]	July 4
Program Completion/Session Ends	July 5th – 3PM

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American Registry of Radiologic Technologists (ARRT)

Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered 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 Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects 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 Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

<https://www.arrt.org/pages/resources/ethics-information>

Certification and Registration

Certification and registration for the radiologic technology profession is through the American Registry of Radiologic Technologists (ARRT). The ARRT is the only national certifying agency recognized by the American Society of Radiologic Technologists (ASRT), the American College of Radiology (ACR) and the American Medical Association (AMA). Graduates of the program are eligible to take the national examination offered by the ARRT.

Applicants for the ARRT certification exam are required to meet didactic, clinical competency and ethical standards. Eligibility for examination to become certified in radiography requires that the candidate be of good moral character. Conviction of a misdemeanor or felony may indicate lack of good moral character for the American Registry of Radiologic Technologists' (ARRT) purposes and for acceptance into a clinical assignment.

You must notify Program officials immediately of any ethics violations and must be reported to the ARRT within 30 calendar days of their occurrence. In addition, the ARRT must be told of any ethics violations that took place before you applied with ARRT.

Certain convictions will prevent enrollment in clinical courses which in turn would not allow a student to complete the educational program. In addition, there are pre-application review procedures in place to allow individuals who are not yet enrolled in an educational program to determine if a conviction would interfere with exam eligibility. Pre-application Review Forms may be requested from the Department of Regulatory Services at the ARRT office. Further information can be found at www.arrt.org.

During the program any instances that might affect the meeting of ethical requirements for the examination or the meeting of clinical requirements should be reported to the Program Director immediately. Answering "yes" to the following most likely will require further investigation:

- Charges or convictions, including those that that were stayed, withheld/deferred, set aside, or suspended
- Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
- Court supervision, probation, or pre-trial diversion
- Traffic violations charged as a misdemeanor or felony.
- Traffic violations that involved drugs or alcohol

Actions taken by any other regulatory agency or certification board and/or suspension, dismissal or expulsion from another educational program may affect being given approval to sit for the certification exam by the ARRT. During RAD 278, spring semester of the second year, the student will be provided with application materials for the ARRT examination in radiography. The application must be submitted no earlier than 90 days prior to program completion. There will be an application fee to take the exam. During RAD 279, the last clinical course, the student will review all competencies of the program and have practice in taking several simulated certification examinations. A final online exam is constructed similar to the certification examination.

Once you apply for certification and registration with ARRT, you must comply with everything in the ARRT Standards of Ethics, including the Rules of Ethics. Providing the student meets all graduation requirements, they will be eligible to sit for the registry examination following completion of the program. The test is a 200-question multiple choice test. Each student will have approximately three and ½ hours to complete the exam.

American Society of Radiologic Technologists (ASRT)

(Effective June 26, 2022)

Medical Imaging and Radiation Therapy Scope of Practice

Scopes of practice delineate the parameters of practice and identify the boundaries for practice. A comprehensive procedure list for the medical imaging and radiation therapy professional is impractical because

clinical activities vary by the practice needs and expertise of the individual. As medical imaging and radiation therapy professionals gain more experience, knowledge and clinical competence, the clinical activities may evolve.

The scope of practice of the medical imaging and radiation therapy professional includes:

- Administering medications enterally, parenterally, through new or existing vascular or through other routes as prescribed by a licensed practitioner. *†
- Administering medications with an infusion pump or power injector as prescribed by a licensed practitioner. *†
- Applying principles of ALARA to minimize exposure to patient, self and others.
- Applying principles of patient safety during all aspects of patient care.
- Assisting in maintaining medical records while respecting confidentiality and established policy.
- Corroborating a patient's clinical history with the procedure and ensuring information is documented and available for use by a licensed practitioner.
- Educating and monitoring students and other health care providers. *
- Evaluating images for proper positioning and determining if additional images will improve the procedure or treatment outcome.
- Evaluating images for technical quality and ensuring proper identification is recorded.
- Identifying and responding to emergency situations.
- Identifying, calculating, compounding, preparing and/or administering medications as prescribed by a licensed practitioner. *†
- Performing ongoing quality assurance activities.
- Performing venipuncture as prescribed by a licensed practitioner. *†
- Postprocessing data.
- Preparing patients for procedures.
- Providing education.
- Providing input for equipment and software purchase and supply decisions when appropriate or requested.
- Providing optimal patient care.
- Receiving, relaying and documenting verbal, written and electronic orders in the patient's medical record.
- Selecting the appropriate protocol and optimizing technical factors while maximizing patient safety.
- Starting, maintaining and/or removing intravenous access as prescribed by a licensed practitioner. *†
- Verifying archival storage of data.
- Verifying informed consent for applicable procedures. *

*Excludes limited x-ray machine operator

†Excludes medical dosimetry

University Mission Statement

Rooted in the Catholic and Franciscan traditions of Faith and Reason, the University of Saint Francis engages a diverse community in learning, leadership, and service.

Franciscan Values

We are a community sustained by the values of St. Francis, values that remind us to:

- Reverence the unique dignity of each person.
- Encourage a trustful, prayerful community of learners.
- Serve one another, society, and the Church.
- Foster peace and justice
- Respect creation

Sacred Time

The University of Saint Francis "encourage[s] a trustful, prayerful community of learners"[1] who "[integrate] faith with life." [2] As a Catholic, Franciscan university, this necessitates providing "opportunities to practice the faith through participation in Mass, the sacraments, [and] religious devotions." [3] In recognizing "the Eucharist as the most perfect act of community worship," [4] the university provides Sacred Time to ensure that both student and employee participation is practically feasible, given scheduling limitations and available resources. [5]

Sacred Time is observed between 11:00 am and 11:30 am on weekdays and between 7:30 pm and 8:30 pm on Sundays, when Mass is celebrated in the St. Francis Chapel at the Main Campus. During Sacred Time, on-campus university-sponsored activities – such as classes, labs, meetings with academic advisors or other personnel, co-curricular activities (including athletic practices), and student leadership responsibilities -- are not scheduled for or by students or employees so that all have the opportunity to participate in Sacred Time. Exceptions for certain classes may be approved by the VPAA. Although University offices do not close during Sacred Time, departments should not schedule meetings and events during this period of time. Students and employees who choose not to participate in Mass are encouraged to use Sacred Time for individual or communal spiritual, restorative practices. All employees communicate with their supervisors about Sacred Time participation.

Title IX

The University of Saint Francis is committed to fostering a safe and supportive environment conducive to academic achievements and healthy interpersonal interaction. Discrimination, harassment, and sexual misconduct on the part of a member of the USF community is clearly inconsistent with these purposes and can be a violation of state and federal law. If you believe you have been subjected to discrimination, harassment, or sexual misconduct, you may file a complaint with the University. Pregnancy-related accommodations are also available under Title IX. Any inquiries, concerns or complaints may be submitted to the university's Title IX Coordinator and Vice President for Catholic Culture and Student Life, Sr. Maria Gemma Salyer: msalyer@sf.edu, Trinity Hall Room 105, 260-399-7700, ext. 6743. Additional information and resources related to Title IX are available in the University of Saint Francis Student Handbook.

College of Health Sciences (COHS) Mission Statement

Grounded in Franciscan Values, the College of Health Sciences cultivates a diverse community of lifelong learners to achieve academic and professional excellence, healthcare leadership and service.

Vision Statement

The College of Health Sciences is the premier center for excellence and innovation in healthcare education. Inspired by Catholic and Franciscan identities, the College creates a collaborative, nurturing, student-centered environment for personal and professional growth with an emphasis on experiential learning.

Radiologic Technology Program Mission Statement

The Department of Radiologic Technology at the University of Saint Francis engages diverse, life-long learners in an atmosphere of academic and clinical excellence permeated by Franciscan Values. The department exists to support and serve the profession of radiologic technology in its growth and development within the healthcare community.

Program Goals

Consistent with the mission statement the specific goals of the program are to:

- Prepare individuals for entry level radiologic technology practice as radiographers with knowledge and experience in the specialized areas of radiology.
- Deliver a competency-based curriculum and instructional delivery system, which stresses the application of theory to the realities of the clinical setting.
- Develop habits of critical thinking and scholarship that leads to effective practice.
- Provide the foundational knowledge and experience in various healthcare settings for the development of effective communication skills.
- Assist students in internalizing the values, attitudes, and professional behaviors necessary to promote the standards of the profession.

Student Learning Goals and Outcomes

Students/Graduates of the Associate of Applied Science in Radiologic Technology will:

- 1) **Demonstrate clinical competency in the performance of entry-level medical radiography procedures.**
 - **Outcome #1** – Utilize knowledge and skills gained to appropriately position procedures identified in the clinical competency program.
 - **Outcome #2** – Practice radiation protection principles.
 - **Outcome #3** – Provide patient care in an age appropriate, culturally diverse and compassionate manner.
- 2) **Improve practice through a process of discovery, analysis and application.**
 - **Outcome #1** – Demonstrate critical thinking and problem-solving skills in the evaluation of image variables.
 - **Outcome #2** – Develop habits of critical thinking and scholarship that leads to effective practice.
- 3) **Communicate effectively in the healthcare setting.**
 - **Outcome #1** – Demonstrate effective verbal communication skills.
 - **Outcome #2** – Demonstrate appropriate written communication skills.
- 4) **Display behaviors, including the practice of life-long learning, for potential growth and advancement in the profession.**
 - **Outcome #1** – Develop the foundational skills and channels for practicing effective life-long learning.
 - **Outcome #2** – Exhibit professional behaviors that are in accordance with the profession’s Code of Ethics and Scope of Practice.
 - **Outcome #3** – Create a job search portfolio.

Program Effectiveness Measures

- Prepared for their first position in the field.
- **Outcome #1** – Pass on the first attempt the ARRT certification exam in radiography.

- **Outcome #2** – Employed within the first year after graduation.
- **Outcome #3** – Satisfied with their education.
- **Outcome #4** – Prepared for an entry level position in radiography to the satisfaction of area employers.
- **Outcome #5** – Successfully completing the program within 150% of the identified length.

Radiologic Technology Program Vision Statement

The Radiologic Technology Program is committed to providing students with the highest quality of education. Utilizing a rigorous competency-based curriculum focuses students on developing critical thinking and problem-solving skills while promoting the Franciscan values of the institution as the foundation for an ethically sound professional radiographer. The highly competent faculty combines meaningful classroom experiences with challenging lab exercises and comprehensive clinical rotations in varied regional healthcare settings that enable students to grow and develop into a high-quality radiographer. As a result, graduates continue to distinguish themselves by exceeding national norms on certification examinations and are the first choice of employers.

General Program Information

Communicating with Faculty and Students

Communication between the student and faculty is a vital part of the educational experience. In order to enhance the communication experience, guidelines must be established and followed.

Guidelines are as follows:

- The CANVAS system and email will be used to communicate program and campus announcements, job, and advancement opportunities, etc.
- Faculty members all have e-mail addresses, and these are made available to students on the course syllabi. It is an extremely convenient and effective means of communication; therefore, it is highly recommended for student use.
- In addition, all faculty members have voicemail accounts. The faculty phone number will be provided at the beginning of each course on the syllabus. Instructions for when the students need to communicate are also given in this document.
- Due to the fact that the office suite accommodates two departments, noise must be kept to a minimum. The following are guidelines to practice when entering the suite.
 - Due to the workload constraints, it is important to establish an appointment with the faculty member. In order to make an appointment, the student must email the faculty member. This must be done in advance. Students may also consult with the faculty member during the office hours posted in the course syllabus. Students are expected to check in with the administrative assistant before approaching faculty offices.

Misdemeanor and Felony Convictions (Policy 3.10)

Eligibility for examination to become certified as an entry level radiographer requires that a candidate be of good moral character. Conviction of a misdemeanor or felony may indicate lack of good moral character for the American Registry of Radiologic Technologists' (ARRT) purposes.

Any student, who has been convicted of a misdemeanor or a felony, either before enrolling or during the program, should contact the Program Director immediately. The student will be advised on steps in completing the pre-application process with the ARRT.

Any clinical site choosing to withhold clinical experiences due to the student's conviction of a felony/misdemeanor will result in the student being dismissed from the program.

Advising Information

Prior to the registration process, students who have specific requests for class assignments should meet with their assigned advisor. Transfer credit and general education requirements should be updated at this time for use in class scheduling.

The Radiologic Technology faculty will make class and lab assignments based upon the information provided by the student. Once class and labs have been assigned, the student will complete their registration form and have it signed by their advisor. Students will then complete the registration process as outlined in the schedule of classes.

The faculty member is responsible for updating the curriculum plan in the student's file and for indicating general education requirements taken by semester for each student on the transfer credit form. An advising record will include a planning sheet and documentation of student interactions.

Change of Name and Address

Students should report any change of name or address to the Registrar via Form Central on MCC **and** to the Program Director.

Evaluation of Courses and Clinical Education (Policy 2.12)

Students are given the opportunity to evaluate the course and faculty at the end of each course for which they are registered. Didactic courses are selected to be evaluated as required in University policy in the Faculty Handbook. Clinical courses are evaluated according to Program determined criteria. Faculty do not view the completed evaluation forms until final grades have been submitted to the Registrar.

Course and faculty evaluations are reviewed by the Program Director. Copies of course / faculty evaluations are retained in the program office along with a Summary Report for the Department.

After Hours Admittance to Radiographic Area (Policy 11.1)

Any student needing to be in the building to work on homework / projects in the evenings or on weekends (when building is locked) will be required to have an "After Hours Permit" signed from their professors or the secretary of the department. The only way students will be allowed entry is upon presentation of the pass.

Students must contact a faculty member / or secretary to obtain an authorized "After Hours Permit". The person issuing the pass will keep a copy to be retained in a log.

Admittance to energized labs is **not** allowed when ISDH licensed faculty are not present.

Class Cancellation / Emergency Weather Information (Policy 1.15)

If severe weather conditions necessitate cancellation of classes at the Fort Wayne or Crown Point locations, notification will be made via USF Connect-ed through either e-mail or phone messages and will be posted on the University website @ <http://www.sf.edu>

During periods of inclement weather, travel to the campus or to clinical sites is at the discretion of the individual student and/or faculty, based on their assessment for personal safety.

- If the University closes while students are on campus, students will be dismissed. If the University closes during a clinical assignment, the student should contact the instructor via the emergency number provided in the course syllabus for direction.
- Absences due to inclement weather will be excused. Absences over the allotted number will be made up; students will not be penalized in their attendance / participation grade.
- If clinical sites close and USF does not, students will be given instruction on where to report by the Clinical Coordinator.
- If USF cancels class in the morning, and classes are to resume at 12:00 Noon, students will be notified through CANVAS with instructions regarding that day's assignments.

Transition to Online Class Delivery Policy

The University-supported Learning Management System, Canvas, houses the course materials for each Radiologic Technology class. Lecture, laboratory, and additional resources are uploaded to Canvas to help foster student learning for traditional educational delivery. At any given time, there is a chance that a non-online course may transition to entirely online for a period and will be delivered through Canvas. Such need to transition to fully online may be the result of a situation such as a public health event, such as a viral pandemic / epidemic, a facility or utility incapacitation, possibly due to weather, or other unforeseen reasons that may inhibit face-to-face instruction. The Radiologic Technology Department will defer to University policies when transitioning to online delivery only. Before the transition to online delivery only, the Program Director will notify the Joint Review Committee on Education in Radiologic Technology of the University's decision and the reason for the transition.

Social Media Policy (Policy 11.2)

Many students may already be a part of one of the many social networking sites available such as Facebook, Twitter, or any of the various types of social networking. Social networking sites provide many positive opportunities for communication, connectivity, and the maintenance of healthy relationships. In keeping with the Health Information Portability and Privacy Act (HIPPA), students in the radiography program must at all times adhere to privacy regulations and therefore should not discuss any activities that they were involved in or occurred at any of the clinical sites while on any social networking site. In addition, students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, staff, or faculty or any other behavior that would violate the Professional Code of Conduct. Students found to be posting such comments are subject to immediate dismissal from the program and could possibly face civil and criminal penalties. Students

should remember that at this time any posting cannot be erased, and inappropriate use of social networking sites can diminish your personal and professional reputation as well as the reputation of the School and Program.

Energized Lab Policy (Policy 9.1)

STUDENT INFORMATION

The laboratories at both Crown Point and Fort Wayne will be open only when it can be supervised by licensed technologists of the faculty of the Department of Radiologic Technology. The lab will operate according to the state regulations for safe operation of radiation generating equipment.

The following guidelines are specific to activities in the University of Saint Francis's energized laboratory and must be followed at all times:

- Eating and drinking at any time are prohibited in the lab.
- All radiographic exposures must be part of a specific laboratory exercise and under the supervision of a faculty member.
- A radiation monitoring device must be worn at all times while performing a specific laboratory exercise that requires radiographic exposures to be made.
- Holding of radiographic phantoms during exposures is not permitted and no one should be in the imaging lab while exposures are being made.
- Both doors to the lab must be shut during radiographic exposures.
- Exposures are not to be made that exceed the maximum allowable energy indicated by the x-ray tube manufacturer. Students should refer to the tube rating chart as necessary.
- All accidents occurring in the laboratory must be reported to the supervising faculty member immediately and use of the equipment discontinued until the problem is corrected.

These guidelines have been posted in the energized laboratory so that all students are aware of these expectations.

FACULTY INFORMATION

The program maintains a functional radiology laboratory. To maintain a safe laboratory, the radiographic room according to Indiana State law, will be inspected by a recognized Indiana x-ray machine inspector or physicist on an annual basis. All required / suggested repairs will be completed after the inspection.

The Inspection Certificate will be displayed in the Energized Lab along with individual program faculty current licenses.

All program faculty are responsible for reporting any equipment failure or malfunctions immediately to the Laboratory Coordinator. All service completed on the room as well as the automatic processor will be maintained.

FACULTY PROCEDURE

- 1) Laboratory Coordinator will verify that the equipment has undergone annual state inspection by recognized x-ray machine inspector.
- 2) The current inspection certificate will be displayed in the laboratory.
- 3) Laboratory Coordinator will verify that the equipment has undergone any preventative maintenance required after the inspection.

- 4) Faculty will inform the Laboratory Coordinator of the failure or malfunction so that she can contact the appropriate equipment repair company.
- 5) All faculty will post their current ISDH license in the laboratory.
- 6) Students will be allowed in the energized lab only when there are ISDH licensed individuals on the premises and immediately available.
- 7) The laboratory will function within the state guidelines of the ISDH.

Workplace Hazards (Policy 8.10)

Federal law requires that all individuals must be notified about hazardous chemicals present in the workplace. This law specifically deals with the chemicals used in film processing. Chemical suppliers are required to prepare Material Safety Data Sheets (MSDS) for all chemicals used in radiology. These sheets are posted in the darkroom of the on-campus laboratory along with general safety rules for working with chemicals.

Students should be aware that the chemicals used in processing film need to be used with more than routine precaution. These chemicals can cause skin irritations and / or allergic reaction with contact. The use of gloves is recommended to prevent or minimize skin contact hazards.

Procedures exist for the university on: reporting an emergency, fire, medical emergencies, safety policies, utility emergencies, phone threats, crime prevention, tornadoes, and severe weather shelter areas. These procedures are posted in radiologic technology classrooms and labs as well as general hallways and areas of the university. All faculty, staff and students are enrolled in the University Emergency Notification System.

MRI Safety (Policy 8.4)

Purpose: To provide Radiologic Technology students with information regarding MRI safety. To ensure students of the program are implementing good MRI safety technique.

Procedure:

- 1) Initial training and screening for all Radiologic Technology students regarding MRI safety in regards to ferromagnetic objects and other MRI-specific safety issues is provided as part of the new student orientation process. The training consists of viewing a safety video with a post viewing test. Completion of the screening form is repeated annually. Documentation of this training and the screening form is kept in the student file. Students are mandated to notify the program should their status change.
- 2) Students are prohibited, until physician clearance is obtained, from entering the MR examination (scanner) room if they respond “yes” to any question on the screening form.
- 3) If permission is not given to the student for entrance into the MRI scanner room, alternative requirements for this clinical experience will be assigned.
- 4) If the form is received with a “yes” marked, the Clinical Coordinator will meet with the student to direct them to their personal physician for clearance and signed documentation will record that this meeting occurred. It is the student’s responsibility to follow through for clearance.

- 5) The program's webpage will disclose this policy and pertinent information as a means to inform prospective students of MR safety.

Curriculum Information

Philosophy (Policy 1.2)

The Radiologic Technology faculty's mission is dedicated to the principle that through education, students find realization of their potential as professional radiographers and as individuals. It is the belief of the program's faculty that learning is the process through which students strive to achieve this potential.

The successful learner is someone who possesses a positive attitude and is an active participant in the educational process. Cooperation between instructor and student must exist in order to develop an atmosphere of open communication and trust. The educator is a facilitator of knowledge, functioning as a role model to the student. It is the student who must be responsible for assimilating the knowledge imparted by the faculty and applying it in a competent manner. Success in the program is dependent upon the student's degree of commitment, self-motivation and dedication to this learning process.

Because we are committed to ensuring the health, safety and well-being of the patient entrusted to our care, the students of this program are expected to consider their relationships with the patient to be an essential element of the diagnostic and therapeutic process. Radiographic services will be provided with consideration of human dignity unrestricted by sex, race, creed, social and economic status, personal attributes or nature of health problems. In delivering these services, all radiation protection principles will be implemented in order to protect all individuals from unnecessary radiation.

Throughout the program, students are encouraged to recognize their limitations and to view these limitations as being only temporary. Knowledge is gained by the student through a correlation of technical, general education and clinical conduct, as well as academic performance. It is our belief that to be a viable member of the health care team, the student must develop radiographic expertise, a process of critical thinking, a compassionate and caring nature and a desire to serve others.

Clinical education is an integral part of the Associate of Applied Science degree program in Radiologic Technology at the University of Saint Francis. It helps to integrate the cognitive skills with the psychomotor and effective skills required. The faculty has acknowledged the fact that each student possesses different learning characteristics with the design and implementation of a program of competency-based clinical education. It is a goal of clinical education that graduates will have learned to function in less than optimum conditions, having encountered all types of patients. Therefore, students will be placed on various clinical assignments during the two-year program.

The faculty of the Department of Radiologic Technology provides the foundation upon which students will build their careers and strive to fulfill their professional goals and objectives. Growth and expertise following graduation is dependent upon the graduate's desire to seek education on a continuous basis. Thus, it is our endeavor to graduate students who value the importance of professional growth through further education and development.

Standards of Professional Conduct (Policy 1.7)

The Radiologic Technology faculty expects students to maintain a high level of professionalism at all times. Standards of professional conduct, based upon the Code of Ethics and Standards of Practice of the field of Radiologic Technology, have been developed. These standards will be used throughout the program to evaluate the student's level of professionalism in both class and clinical experiences throughout the program.

Radiologic Technology students will reflect professionalism by displaying the following behaviors:

- Conduct themselves in a manner compatible with the dignity of the Radiologic Technology profession, providing services to a diverse population.
- Implement any and all radiation protection principles to protect each patient, self and others from unnecessary radiation.
- Exercise and accept responsibility for discretion and judgment in the performance of their professional services.
- Possess the characteristics of maturity, integrity, adaptability and dedication necessary for personal growth through education.
- Promote a professional image through personal appearance and working environment.
- Project a positive outlook toward education, self and others.
- Value life-long learning.
- Exercise punctuality in attendance and assignments.
- Provide service to their community.
- Promote the Radiologic Technology profession.

Technical Standards (COHS Policy 5.0)

The University of Saint Francis has identified technical standards that must be met by students in order to successfully progress in and graduate from its health science programs. These standards establish performance standards that will enable students to become competent practitioners who are able to provide safe care for their patients (persons, families and / or communities) with critical judgment, broadly based knowledge, and well-honed technical skills.

Technical standards (see below) outline skills, abilities and behavioral characteristics required to successfully complete healthcare programs at the university. Key areas include having abilities and skills in the areas of: (1) acquiring fundamental knowledge; (2) developing communication skills; (3) interpreting data; (4) integrating knowledge to establish clinical judgment; and, (5) incorporating professional attitudes and behaviors into practice.

The university provides reasonable accommodations to all students on a nondiscriminatory basis and consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to

an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

Disability Statement: Any student who may require class or test accommodations based on the impact of a documented disability should contact Geneva Burgess, Coordinator of Student Disability Services in 210 Pope John Paul II Center (260) 399-7700 ext. 6075 or gburgess@sf.edu Ms. Burgess coordinates reasonable accommodations for students with documented disabilities. The student is responsible for communicating accommodations with the instructor in order to utilize those accommodations. More information regarding registering for services and documentation can be found at www.disabilityservices.sf.edu

Acquiring fundamental knowledge: Students must be able to learn in classroom and other educational settings via lectures, demonstrations, review of research and patient care situations. Students must have the ability to find sources of knowledge, acquire the knowledge, be a life-long learner and demonstrate adaptive thinking.

Developing Communication Skills: Students must have the ability to effectively communicate verbally, nonverbally, in writing, with groups and using information technology. Students must be able to interact appropriately with patients (persons, families and / or communities), peers, and with all members of the health care team. Students must be able to interpret and convey information gathered from communications. They must be able to speak, read and write in English.

Interpreting Data: Students must have the ability to measure, calculate, reason, analyze and synthesize data in a timely manner. They must successfully fulfill examination requirements of the program, including written and practical examinations. Students must have the ability to (1) observe patient conditions and responses to health and illness, (2) assess and monitor health needs, (3) translate data into abstract concepts, and (4) understand evidence-based reasoning.

Integrating Knowledge to Establish Clinical Judgment: Students must demonstrate critical thinking, problem-solving and decision-making ability needed to care for individuals, families and/or communities across the health continuum. They must demonstrate clinical competency and the ability to participate in clinical experiences. Students must possess sensory capacity and motor function to gather patient data, perform patient assessment and implement therapeutic interventions.

Incorporating Professional Attitudes and Behaviors into Practice: Students must demonstrate cross cultural competency, integrity, moral reasoning, ethical behaviors and concern for others. They must have the ability to acquire interpersonal skills for professional interactions with diverse individuals, families and/or communities. They must be able to work cooperatively with intra and inter professional teams, adapt to changing environments inherent in clinical practice, and function effectively under stress.

Curriculum Plan

This is the suggested course sequence for completing the degree requirements within two years. Students needing full-time financial aid status should be aware that having completed general education courses outside of this plan will affect the meeting of 12 credit hours per semester. It is recommended that the student plan carefully with the financial aid department on how to best schedule the courses for the meeting of these

requirements. The academic advisor will assist the student on what courses are needed to complete the program and receive the A.A.S. degree.

General Ed. Distribution	Course#	Course Title and Applicable Notes	CR	FALL	SPR.	SUMMER
	ENGL 100	By Placement	0-2	X	X	
	MATH 130	By Placement	0-3	X	X	
	READ	By Placement: 130	0-5	X	X	
	SEMESTER I					
	RAD 164	Fundamentals of Clinical Practice	1	X		
	RAD 166	Radiographic Procedures I	3	X		
	RAD 167	Principles of Radiography I	3	X		
	RAD 168	Clinical Education I	4	X		
	BIOL 221	Anatomy & Physiology I	3	X	X	X
	SEMESTER II					
	RAD 169	Radiographic Procedures II	3		X	
	RAD 170	Principles of Radiography II	3		X	
	RAD 171	Clinical Education II	4		X	
Natural Science	BIOL 222	Anatomy and Physiology II	3	X	X	X
Written Communication	ENGL 101	Rhetoric and Composition	3	X	X	
	SUMMER SESSION (8 weeks)					
	RAD 172	Clinical Education III	3			X
	RAD 173	Image Analysis	1			X
Behavioral/Social Sciences	PSYC 121	General Psychology	3	X	X	X
	SEMESTER III					
	RAD 265	Advanced & Therapeutic Modalities	3	X		
	RAD 274	Principles of Radiography III	3	X		
	RAD 275	Clinical Education IV	5	X		
Mathematics	MATH 133	Algebra & Trigonometry	3	X	X	
From Disciplines		General Elective (non Phys. Ed. Course)	3	X	X	X
	SEMESTER IV					
	RAD 276	Pathology	2		X	
	RAD 266	Radiation Science and Protection	2		X	
	RAD 278	Clinical Education V	5		X	
	RAD 267	Image Acquisition, Display & Quality Assurance	2		X	
Franciscan Values		Franciscan Values Distribution Elective	3	X	X	

	SUMMER SESSION (8 weeks)					
	RAD 279	Comprehensive Experience	4			X
	Student Total Hours = 72 Hrs. required					

Course Descriptions

The following are courses required of the Associate of Applied Science in Radiologic Technology Degree program.

Pre-requisite: A prerequisite indicates a course which must be successfully completed before enrolling in other courses as indicated.

Co-requisite: This indicates a course which must be taken no later than the same semester as the course described.

RAD 164 **FUNDAMENTALS OF CLINICAL PRACTICE** - 1 cr. hr.
Co-requisites: RAD 166, RAD 167, RAD 168
(Online Theory 1 hour)

This course introduces the student to the fundamentals of clinical practice that includes the professional role, behavior and communication. Other topics discussed are: medical terminology, aseptic techniques, affiliate site orientation and student support services.

RAD 166 **RADIOGRAPHIC PROCEDURES I** – 3 cr. hrs.
Co-requisites – RAD 167, RAD 168, BIOL 221
Online Theory 2 hrs. Lab 4 hrs.

This is a lecture/laboratory study of the positioning of routine radiographic examinations. Emphasis is placed on the appendicular skeleton, chest, abdomen and spine.

RAD 167 **PRINCIPLES OF RADIOGRAPHY I** – 3 cr. hrs.
Co-requisite – RAD 166, RAD 168
Hybrid Theory 3 hrs.

This course is an introduction to the theory and practice of radiographic principles. Major emphasis is placed on basic fundamentals, production of x-rays, recording the image and equipment and accessories utilized in obtaining quality images.

RAD 168 **CLINICAL EDUCATION I** – 4 cr. hrs.
Clinical hrs. 16 hrs. /wk.
Co-requisites – RAD 166, RAD 167

Clinical application of radiographic positioning, exposure techniques and departmental procedures are covered under the direct supervision of a registered technologist. The course includes an introduction to the program, the radiology profession and terminology pertinent to the medical profession.

RAD 169 **RADIOGRAPHIC PROCEDURES II** – 3 cr. hrs.
Prerequisite – RAD 166

Co-requisite – RAD 171
Online Theory 2 hrs. Lab 4 hrs.

This course includes the continued lecture and laboratory study of routine radiographic positions. Emphasis is placed on the bony thorax, genitourinary system, gastrointestinal system, basic and specialty contrast examinations.

RAD 170 **PRINCIPLES OF RADIOGRAPHY II** – 3 cr. hrs.
Prerequisite – RAD 167
Co-requisite – RAD 171
Online Theory 2.5 hrs. Lab 2 hrs.

This is a continuation of RAD 167 with major emphasis on the properties that affect the quality of the radiographic image. Practice in image critique and laboratory application of theories is emphasized.

RAD 171 **CLINICAL EDUCATION II** - 4 cr. hrs.
Prerequisite – RAD 168
Co-requisite – RAD 169, RAD 170
Clinical hrs. 16 hrs. /wk.

This is a continuation of RAD 168. Students are under the indirect supervision of a registered technologist following the successful completion of specific category evaluations. Students will broaden their clinical skills, while beginning to internalize professional behaviors.

RAD 172 **CLINICAL EDUCATION III** – 3 cr. hrs.
Prerequisite – RAD 171
Lab 4 hrs. /wk. Clinical hrs. 8 hrs. /wk.

Clinic III is the clinical application of positioning and exposure techniques. Students continue to prove competency in procedural categories. Included will be image evaluations, clinical preparatory lab sessions and patient care skills.

RAD 173 **IMAGE ANALYSIS** – 1 cr. hr.
Prerequisites - RAD 169; RAD 170
Co-requisite - RAD 172
Online Theory .5, Lab 1 hr.

The focus of this course is on the analysis of image quality that include specifics of positioning, principles of technique and radiation protection practices. Students will complete analysis exercises as a requirement of this course

RAD 265 **ADVANCED AND THERAPEUTIC MODALITIES** – 3 cr. hrs.
Prerequisite – RAD 169
Co-requisite – RAD 274, RAD 275
Theory 2 hrs. Online Lab 2 hrs.

This course is designed to enhance the students' professional development by providing them with the ability to acquire knowledge and skills necessary for advanced practice. A discussion of the basic principles, terminology and equipment used in the modalities will be included. Topics covered in this course will also include pharmacology and sectional anatomy.

RAD 274 **PRINCIPLES OF RADIOGRAPHY III** – 3 cr. hrs.
Prerequisite – RAD 170
Co-requisite – RAD 273, RAD 275
Hybrid Theory 2 hrs. Lab – 2 hrs.

This course is designed to instruct the fundamentals of radiation physics, X-ray generation and the operation of imaging equipment and recording devices. Technique applications will be emphasized.

RAD 275 **CLINICAL EDUCATION IV** – 5 cr. hrs.
Prerequisite – RAD 172
Co-requisites – RAD 274
Clinical hrs. 20 hrs. /wk.

This is the clinical application of advanced positioning, exposure techniques and radiographic imaging. Adaptability and critical thinking skills are emphasized. A conference component will discuss legal/ethical issues relative to medical imaging.

RAD 276 **PATHOLOGY** – 2 cr. hrs.
Prerequisite – BIOL 222, RAD 273
Co-requisites – RAD 266, RAD 278
Hybrid Theory 2 hrs.

A survey of the changes that occur as a result of disease or injury with a focus on holistic health and wellness. Includes: causes, clinical symptoms, diagnosis and treatment. Emphasis is on diseases with direct application to radiography.

RAD 266 **RADIATION SCIENCE AND PROTECTION** – 2 cr. hrs.
Prerequisite – RAD 274
Co-requisites – RAD 278
Hybrid Theory 2 hrs.

This is a study of the biological effects of ionizing radiation, standards and methods of protection. One component of the course requires the student to develop a plan designed to educate the general public regarding ionizing radiation.

RAD 267 **IMAGE ACQUISITION, DISPLAY AND QUALITY ASSURANCE** – 2 cr. hrs.
Prerequisite – 274
Co-requisites – RAD 278
Hybrid Theory 1 hr., Lab 2 hrs.

Content includes data acquisition, processing, storage, display and transmission in medical imaging. Guidelines for selecting exposure factors and evaluation of images are

discussed. Issues and regulations for equipment monitoring and standardization will be presented.

RAD 278

CLINICAL EDUCATION V – 5 hrs.
Prerequisite – RAD 275
Co-requisites – RAD 276, RAD 266
Clinical hrs. 20 hrs. /wk.

This clinical course is designed to enable the student to continue progression through the competency-based program. Focus is on professional responsibilities and the development of career skills. Students will be required to take an assessment test as a component of this course.

RAD 279

COMPREHENSIVE EXPERIENCE – 4 hrs.
Prerequisite – RAD 278
Clinical hrs. 12 hrs. /wk. Lab 4 hrs.

In this capstone course, the student will demonstrate mastery of all competencies outlined in the program plan. Continued emphasis is on professional empowerment and characteristics. A final examination must be successfully passed for approval to graduate.

Academic Expectations

Grading Scale (Policy 3.7)

Radiography course grades will be recorded at the end of each semester according to the following grading scale:

A	100-96	C+	79-77
A-	95-92	C	76-75
B+	91-89	C-	74-72
B	88-85	D	71-70
B-	84-80	F	69 and below

In the radiography courses, demonstration of competency is accomplished when the student performs at a level of 80% or higher on examinations and laboratory assignments. This is a professional standard and for that reason will be different from the grading scales employed in the general education courses.

Academic Standards (Policy 3.1)

Student grades are reviewed at the close of each semester and first summer session by the Academic Advisory Committee of the Faculty / Advisory Council. The Committee will receive reports generated by the Registrar's office on all PRAD and Radiologic Technology students enrolled at the university. The academic reports will include GPAs, any D or F grades, and Radiologic Technology courses where students receive below the required B-, and withdrawals.

For a student to be in good academic standing in the Radiologic Technology program, the following criteria must be attained:

- Cumulative grade point average of 2.7 or higher on a 4.0 scale in all courses.
- A grade of “C” or higher in all general education courses for advancement.
- A grade of 80% (B-), or higher in all professional radiologic technology courses.
- A minimum of 80% in the clinical education portion of all clinical education courses.
- Achievement at a satisfactory level of all stated clinical objectives and competencies.

MID – TERM COUNSELING - Academic

- Students will receive a mid-term progress report in all courses where they have a grade average below 80% (B-).
- The students will be counseled to identify problem areas and to direct them to the appropriate resources for help.
- The Program Director should be notified.

MID – TERM COUNSELING - Clinical

- Students will be counseled as to areas when they are not meeting clinical objectives.
- Areas for improvements and a plan for remediation will be generated.
- A Clinical Warning form may be issued at this time.
- The Program Director should be notified.

PROBATION

A probation may be granted to any student not achieving the academic standards when the review occurs. A minimum of one academic semester or summer session will be granted to achieve the criteria outlined by the committee.

The following are specifics that apply to the probation standing in the program:

- If a grade of “C” or higher is not achieved the general education course must be repeated. This may not impede the student from continuing the program’s sequence of courses.
- Students not receiving the B- or 80% in a radiography may be given the opportunity to recycle, remaining in general education courses, and then repeating the course the next time it is offered. This is based upon the committee’s decision after review of the complete academic file.
- In areas where clinical objectives/competencies and behaviors are involved the clinical warning / probation steps will be documented and followed.

CLINICAL WARNING / PROBATION / DISMISSAL

A clinical warning identifies specific clinical objectives and critical behaviors that are not being met at the expected level of performance. The warning is notification to the student that improvement in his / her performance in the clinical area must occur prior to advancing in the program. The improvements to be achieved includes but is not limited to the areas of professional behaviors, clinical skill and competency, and / or compliance to policies and procedures. The clinical warning, when issued, identifies the areas of concern, states recommendations for improvement, and cites a plan of remediation that includes an established timeline for achievement.

A clinical warning could be issued in any of following situations:

- “Rarely” or “occasionally” are noted on the Observation of Clinical Behavior and Performance Form.
- Critical incident has been observed, such as: repeating an image without supervision.
- Requirements of the Clinical Competency System are not met.
- Failure to display appropriate professional/clinical behaviors.

- Consistent disregard of radiation protection principles in clinical practice.

At any time that the level of performance is detrimental to safety of the patient and the student file documents unsafe clinical practice, the student will be dismissed.

DISMISSALS

- Students achieving below a 2.0 GPA will not be considered for probation.
- Only one probationary period will be granted during the clinical sequence.
- Students receiving a grade in radiography courses below 80% (B-) yet above 70%, will be allowed to submit a request to the Faculty / Advisory Council to recycle.
- Once in the clinical sequence, failure (a letter grade of "F") in any course will result in automatic dismissal from the program.

Option to Recycle (Policy 3.14)

A student who is placed on probation after the second semester and unable to progress, may be offered the opportunity to recycle. A student desiring to recycle can petition the Academic Advisory Committee for the option to recycle. The committee will review the student's academic and clinical files prior to a decision being made. The availability of this option is always dependent upon current clinical enrollments, and only one recycle will be granted. Program accreditation states that a student must graduate with 150% of the length of the program. In order to recycle into the clinical sequence, a student must:

1. Meet all technical standards and clinical requirements.
2. Pass a clinical competency check at 85% or higher.

Guidance and Counseling (Policy 3.8)

The guidance and counseling program is designed to detect and attempt to correct any problems that arise in the student's academic progress or in a student's attitude and motivation. Academic counseling sessions will be scheduled as deemed necessary relative to the Academic Standards Policy. The faculty will meet with radiography students who receive below a "B-" level in any course at mid-semester to discuss options for improvement. Students may be referred to Student Academic Support Services for assistance in raising their level of achievement.

Clinical counseling sessions will be scheduled at mid-term, end of the semester and as necessary to discuss the student's progress and achievements. The clinical course instructor is responsible for screening clinical evaluation forms and calling a clinical counseling session when indicated.

All counseling sessions will be documented in writing. Follow-up sessions to review progress will be scheduled when appropriate. Copies of this documentation will be forwarded to the Radiologic Technology Program Director. Students must keep the scheduled time for the counseling sessions. If a time is missed without prior notification being given, a warning will be issued, and the course grade may be reduced by the Clinical Coordinator.

Academic Honesty (Policy 2.1)

All students are assumed to be honest. Cheating or lack of academic honesty indicates that the student likely does not have the potential to be a trustworthy practitioner in the healthcare field and thus the student may be

dismissed from the program. Each student in the Radiologic Technology program will sign an Honor Code upon entrance. The following statements have been adopted by the University regarding this issue:

Academic Integrity

As an institution guided by Christian principles, the University of Saint Francis places the highest importance upon honesty in all academic work. As such, academic integrity is a fundamental principle of collegial life at the University of Saint Francis and is essential to the credibility of the University's educational programs. Moreover, because assessment may be competitive, students who misrepresent their academic work violate the rights of their fellow students. The University of Saint Francis, therefore, views any act of academic dishonesty as a serious offense requiring disciplinary measures, including failing the assignment, failing the course, and even expulsion from the University. In addition, an act of academic dishonesty may have unforeseen effects far beyond any officially imposed penalties. Violations of academic integrity include, cheating or assisting others to cheat. Examples of academic dishonesty include plagiarism, misrepresenting data, falsification of academic records or documents and unauthorized access to computerized academic or administrative systems.

Plagiarism

Plagiarism is the presenting of others' ideas as if they were your own. When you write an essay, create a project, or create anything original, it is assumed that all the work, except for that which is attributed to another author or creator is your own work. Be aware that word-for-word copying is not the only form of plagiarism.

Plagiarism is considered a serious academic offense and may take the following forms:

- Copying word-for-word from another source and not giving that source credit.
- Cutting and pasting from internet or database sources without giving that source credit
- Paraphrasing the work of another and not giving that source credit.
- Adopting a particularly apt phrase as your own.
- Reproducing any published or copyrighted artwork, both fine and commercial.
- Digitally duplicating or downloading any copyrighted software, programs, or files.
- Paraphrasing another's line of thinking in the development of a topic as your own.
- Receiving excessive help from a friend or elsewhere or using another project as your own.

[Adapted from the Modern Language Association's *MLA Handbook for Writers of Research Papers*.
New York: MLA, 1995:26.]

Requirements for Graduation (Policy 10.3)

The Associate of Applied Science in Radiologic Technology degree is awarded after the student completes the following requirements:

- Completion of the credit hours stated in the Program Plan with at least 55 percent of the credits earned at University of Saint Francis.
- Achievement of a 2.7 G.P.A. on a 4.0 scale in all classes within the curriculum.
- Successful completion of the program's clinical competency program.
- Demonstration of desirable professional behaviors.
- Fulfillment of all financial obligations to the program and University.
- Meet all graduation requirements of the University of Saint Francis.

Attendance – Class and Clinical (Policy 5.1)

If the student is to meet the educational challenges and accomplish the objectives of the program, regular and prompt attendance is necessary. Faculty are encouraged to provide careful and clear warning with documentation to students whose academic progress is endangered through poor attendance habits. Students, who have stopped attending class, without officially withdrawing, will receive an “F” for the course. Attendance policies for both classroom and clinical education are as follows:

CLASSROOM

Regular classroom attendance is required in all radiologic technology specific courses. Classroom attendance policies will be determined by the individual instructor. Attendance requirements for each course will be provided in the course syllabus.

CLINICAL EDUCATION

Two absences during a semester or summer session will be considered excused absences, provided the student has followed the required call-in procedure. The call-in procedure to report clinical absences is as follows:

- Students must notify the clinical course instructor prior to the start of the assignment if they will be absent.
- A voice mail message should be left at the radiologic technology faculty office, **(260) 399-7700, Ext. 8535 for Fort Wayne students and (219) 488-8887, Ext. 5459 for Crown Point students no later than 30 minutes before the student is expected at the site.**
- Student name, date of absence, and clinical site should be clearly communicated.
- The clinical course instructor will notify the appropriate individuals of any absences as soon as possible.
- The voicemail system records the date and time of the student call. Voicemail messages may be left 24 hours a day.

Once the two excused absences have been taken by the student, the Clinical Coordinator will issue a notification to the student.

If a third absence occurs, the student must contact the Clinical Coordinator within 24 hours to schedule an appointment for counseling and receive documentation concerning a required make up assignment.

Circumstances outside of the above stated parameters will be brought to Faculty Council for consideration. A grade reduction will occur without Faculty Council approval.

Upon the fourth clinical absence, without accepted documentation being approved by the Faculty Council, the student will be withdrawn from the clinical course.

Illness of three days requires written clearance from the student’s physician to return to the clinical area.

Students may be offered the option, once they have been withdrawn from a clinical course, to continue with the academic course sequence for that semester.

Students may request a leave of absence according to program policy if circumstances prevent clinical attendance for reasons such as: injury, illness, and pregnancy.

The clinical course instructor reserves the right to remove a student from class or clinical, should it be judged that their health and/or behavior and conduct is detrimental to self and others.

TARDINESS, EARLY DEPARTURE AND LUNCHES

The radiography student is expected to report to scheduled classes and clinical assignments at the designated times. Students displaying frequent problems in being at their assigned area on time will be subject to disciplinary action. Disciplinary action will be based upon the chronic nature and frequency of the incidents and will be communicated in the course syllabus.

Students will have one-half hour allotted for lunch. Lunches must occur at the clinical site. Students cannot elect to omit the lunch time in order to leave early.

CLINICAL - TARDINESS

Students who are unable to make it to a clinical assignment at the appropriate time should notify the clinical instructor via their pager as noted in the syllabus or leave a voicemail message on the clinical call-in line as soon as possible. Tardiness of more than one hour past the scheduled start time will be recorded as a clinical absence. Students tardy less than an hour may be asked to make the time up at the end of the clinical day. Once the student arrives at clinic, he/she needs to report immediately to his/her instructor. A pattern of tardiness can result in a reduction of the clinical grade – see course syllabi for specific deductions.

CLINICAL – EARLY DEPARTURE

Early departure from a clinical assignment result in disruption of a learning experience. The student should schedule appointments or other obligations, so they do not infringe upon scheduled class and clinical time. If the student must leave during the scheduled assignment, it will result in an absence being recorded for that day. This includes being sent home for illness or injury. For the health and safety of the patients, technologists, and fellow students, the clinical instructor/preceptor has the right to send a student home if they present to clinic unwell.

CLINICAL MAKE-UP ASSIGNMENTS

The Clinical Coordinator will: determine assignments to be completed, arrange the appropriate experience, communicate all requirements of the experience and evaluate the final performance.

In assigning the make-up experience, the clinical coordinator will select equivalent assignments to those that were missed.

STUDENT ATHLETE ATTENDANCE

No athlete misses class for practice in any sport. If any athlete misses a class due to a game, it is to be understood that he/she is responsible to contact the professor of that class. It is the student's responsibility to make up work prior to the absence occurring. The student is responsible for all policies and procedures as stated in the course syllabus.

Students must provide the Clinical Course Instructor with a schedule documenting all anticipated clinical absences prior to the semester's start. The Faculty/Advisory Council will meet to approve adjustments in the clinical schedules.

CLINICAL INSTRUCTOR PROCEDURES - Clinical Attendance

The clinical instructor will:

- The clinical instructor at Lutheran Hospital and the designated faculty at Crown Point will access the designated clinical call-in line for messages at the beginning of each clinical day.
- The Clinical Instructor/faculty records the name of the student, time of call-in, and location of clinical assignment and contacts the clinical assignment to inform the preceptor of the student's absence.
- A clinical absence form is completed and sent to the department to be placed in the student's clinical file and recorded on the spreadsheet located in the file.
- The Clinical Coordinator will issue a written notice when the two excused absences have been used.
- The Clinical Coordinator will issue a written warning upon the occurrence of the third absence in one semester or summer session. At this point, attendance will be considered in the calculation of the final grade and the student is counseled, a grade reduction occurs, and a clinical makeup assignment is assigned.
- Contact the Program Director to remove the student from the clinical course on the fourth absence, if the Department/Instructor is not notified immediately and good cause is not documented. Notification to the Registrar from the Program Director to remove the student will be given.
- Allow a student, with an extended illness of beyond three days, to resume clinical duties with acceptable documentation from the student's physician and a plan arranged for make-up of any missed assignments.

The Clinical Coordinator will schedule make up time as follows:

- Plan, assign and communicate a clinical experience which is equivalent in nature.
- Evaluate the performance at the end of the assignment.
- If the clinical make up is assigned for insufficient number of skills/proficiencies being performed, and exam may be simulated if possible.

Leave of Absence (Policy 3.9)

Due to the sequential nature of the coursework involved in the Radiography program and restrictions placed upon class capacities, it is not always possible to approve a request for a leave of absence.

Emergency requests for a leave of absence must be submitted in writing to the Faculty / Advisory Council with documentation justifying such a leave. The student must identify the length of the leave anticipated in the request. Each request will be considered on an individual basis. Absence of more than one year would require the student to reapply to the program. Consideration will be given to previous course work which was successfully completed for placement in the curriculum.

PROCEDURE

1. The student must submit a request to the Program Director for a leave of absence. The justification should include all terms and dates of the absence.
2. The faculty council will meet at the earliest possible date to discuss the request for the LOA.
3. The student will be notified in writing of the faculty council decisions.

Program Withdrawal (Policy 3.11)

A student wishing to withdraw from the University and program must follow all University withdrawal policies and procedures. Program faculty must acquire the Program Director's approval prior to signing course

withdrawal forms. The student is advised to meet with Financial Aid and / or Business Office prior to submitting withdrawal forms to Registrar's Office.

The student may be asked to complete an exit interview prior to departure. Faculty will notify Radiation Safety Officer to terminate radiation monitoring of student. Program Director will notify ISDH to terminate student's permit. All property of the University and / or the program must be returned, and all financial obligations met.

Dismissal from the Radiologic Technology Program (Policy 3.5)

Students in the Radiologic Technology program will be dismissed for any of the following reasons:

- Failure to meet the academic standards of the program.
- Conduct and behavior which is detrimental to self and others. This includes excessive absenteeism and tardiness.
- Failure to demonstrate progress in the attainment of clinical competencies.
- Inability to meet the required technical standards.
- Cheating or any type of dishonesty.
- Unsafe clinical practice.
- Denial of a clinical site to offer experiences due to conviction of a felony or misdemeanor found in the criminal background check.
- Insubordination to faculty or staff of our clinical affiliates.

Non-Academic Disciplinary Process and Dismissal (Policy 3.15)

Each student of the Radiologic Technology Program is required to abide by the policies and procedures outlined in the *University of Saint Francis Undergraduate Catalog* and *Student Handbook* and the *Department of Radiologic Technology Student Handbook*, as well as those of the affiliate clinical settings.

Depending on the severity of the incident or situation, the following actions may be utilized as deemed necessary.

Disciplinary action will be taken against a student for failure to comply with these policies and procedures or for failure to abide by the Standards of Conduct of the program and / or profession.

Oral Warning – For a minor infraction of the program's non-academic policies and procedures, the program faculty member will talk to the student, remind him / her of the correct behavior and answer questions which the student may have about the incident. A warning of future grade reduction for repeated incidences will be given. This counseling will be documented in the student's file and recorded as required by the program.

Written Warning – For a second minor infraction or a serious infraction of non-academic policies and procedures, documentation of the event will be made and the student will officially be notified of corrective measures needed. This step can, if deemed necessary include an automatic grade reduction. Written warnings can occur in didactic, as well as, clinical courses.

Removal from Clinical Education – Under certain circumstances, if deemed necessary by the program faculty, a student may be removed from the clinical experience for a first-time serious infraction of the program's non-academic policies and procedures. In addition, repetition of an infraction of a policy for

which a student has received a written warning also warrants a withdrawal from the clinical experience. A written report outlining the reason for removal will be completed by the faculty member. A meeting will be held with the student; prior to the Faculty Council taking disciplinary action. Disciplinary action can result in the student receiving an “F” for the course.

Dismissal – Repeated failure to abide by the policies and procedures will result in dismissal from the program. For very serious incidents which demonstrate unethical / unprofessional behavior as outlined by the university, program and profession including but not limited to: gross insubordination, causing threat to self or others, repeating a radiographic exposure without a technologist present, disclosure of confidential information, falsifying student or hospital records, academic dishonesty, theft of property, intoxication or being under the influence of drugs or alcohol during clinical or class hours, or possession of a dangerous weapon...a student may be **immediately** dismissed.

The faculty also reserves the right to request the withdrawal from the program of any students whose integrity, health or conduct conflicts with the ethical standards of the profession of Radiologic Technology.

A full report will be completed and signed by the student, faculty member and chair of the department and maintained in the student’s permanent record. A grade of “F” will be reported for the clinical experience course in which the termination occurred.

Students have the right to due process as outlined in the Appeals Procedures of the University of Saint Francis. For information on academic dismissal, please refer to the policy pertaining to academic progression and dismissal.

Readmission (Policy 3.13)

Any student who was dismissed from the program due to serious infractions of the Behavior and Conduct Policy will not be considered for readmission into the Radiologic Technology Program.

Students who voluntarily leave the program or who are dismissed for academic reasons are eligible to reapply following a two-year period of general enrollment.

Readmission is not automatic and is always subject to the restrictions placed upon clinical enrollments. The decision on readmission will be based on clinical aptitude and a thorough analysis of the applicant’s record. The faculty would expect the academic record to demonstrate items such as: improvements made in study skills, academic competence in rigorous coursework, continuous enrollment, and more than the minimal GPA for acceptance and progression attained.

A returning student may be asked to demonstrate competencies prior to placement in the radiography courses. Radiologic Technology classes successfully completed during the past year will be accepted toward completion of degree requirements.

Records (Policy 1.9)

The Radiologic Technology faculty will maintain student program-specific files. These files include advising materials, grade reports, directory information, health files, attendance records, clinical competency related forms, verification forms of clinical requirements, dosimetry reports and anecdotal records.

Student records are confidential and available only to the student. Access is governed by the student giving 48-hour notice and the availability of a program official to be present to provide interpretation of the record.

Directory information is most often released to potential employers and is limited to: date of graduation, current address and telephone number. Students may stop the release of this information by providing a written request to the Program Director.

Information will be released to: (1) personnel within the institution with a legitimate reason; (2) accreditation agencies; (3) clinical affiliates in order to transfer health records for approval of clinical assignments; (4) other officials as approved by the University of Saint Francis.

The student may also release their record to be viewed by others by signing a written release available in the Program Director's office.

Records not specific to the Radiologic Technology Program are maintained by the University of Saint Francis as outlined in FERPA policy. Official transcripts will be released through the Registrar's office after the student has completed a transcript release form.

MAINTENANCE - Student records are maintained in a confidential and secure manner. Student clinical verification records are maintained in separate files from the student academic records. Student educationally related records the program maintains are as follows:

Academic File:

- Form 1.9.1 File Checklist, listing all documentation required.

Clinical Student Verification File:

- Form 1.9.2 File Checklist, listing all documentation required.

Clinical Competency Checks:

- Form 1.9.3 File Checklist, listing all documentation required.

Dosimetry Reports:

- Kept in a locked file cabinet in the Office of the Radiation Safety Officer for the institution.
- Received and reviewed bimonthly; initialed and dated within 30 days of receipt by student.
- All identifying information is removed from record, i.e. birth date and social security number.

ACCESS - All student records are confidential and available only to the student. Student access is governed by the following:

- 48-hour notice given to the Program Director or immediate program faculty.
- Availability of a program official to be present to give explanation and interpretation of the record.
- Records excluded from access are as follows:

1. Documents containing information on other students.
2. Written student waiver(s).
3. References, recommendations, and similar documents that may carry a voluntary waiver relinquishing the student's right to review this specific material.
4. Records excluded by FERPA policy which would be part of the non-educational record.

RELEASE – The University and Program may disclose information about a student without prior consent of the student. “Directory Information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed; includes the student’s name, addresses, email address, telephone number, date and place of birth, photograph, major field of study, dates of attendance, grade level, enrollment status (i.e. undergraduate, graduate, full or part time), degrees and awards received, participation in officially recognized activities and sports, and the most recent educational institution attended. A student has the right to withhold release of this information and may do so in writing to the Chair / Program Director. This request must be filed annually.

Information will be released to:

1. Personnel within the institution who have legitimate educational reason to the record, (i.e. faculty member(s), financial aid office, etc.)
2. Accreditation agency.
3. Clinical affiliates in order to transfer health records approval for clinical assignments.
4. Other officials as approved by the University of Saint Francis

The student, who is over age 18, may also release their program records to be viewed by others, by signing a written release available in the office of the Chair / Program Director. Records not specific to the Radiologic Technology are maintained by the University as outlined in the FERPA policy. For official university records to be released, the student must fill out and sign an Authorization for Release of Information form. These forms are available in the Registrar’s Office. Official transcripts will be released through the Registrar’s Office after the student has completed a transcript request form.

RETENTION –

1. All course documents are kept one year and then shredded.
2. All health records are kept for five years and then shredded.
3. All clinical files are kept for five years and then shredded.
4. All dismissals, withdrawals and denied admissions are kept, in alphabetical order by year, and kept for two years and then shredded.

Academic Responsibilities and Rights (Policy 2.2)

Students have the following responsibilities:

- To plan an academic program that meets current requirements.
- To meet all financial obligations
- To attend classes and complete course requirements
- To maintain established academic standards
- To fulfill graduation requirements
- To familiarize themselves with information in the *Undergraduate Catalog*, *USF’s Student Handbook* and the *Radiologic Technology Program’s Program Bulletin*.

The Department of Radiologic Technology endorses the following as supportive of academic fairness and responsibilities of its faculty:

- The faculty should fully inform students about course requirements and evaluation criteria and procedures to be used in each course. Each faculty member must provide this information in writing at the beginning of the session. Any changes in course requirements, evaluation criteria or procedures must be made in writing to the students in sufficient advance of actual evaluation.
- The faculty will evaluate student performance solely on the basis of academic and professional conduct and standards.

- Faculty will make available to students their examinations and other written graded materials with an explanation of the grading criteria. Faculty should retain all material not returned to the students for at least one full semester after the course was completed. Faculty members are not required to return such material to the students, but they must provide reasonable access to the material during the semester.
- In the classroom and in conference a faculty member should encourage full discussion, inquiry and expression. Students should be free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion.
- The faculty will strive to design a program that complies with all STANDARDS as outlined by the accrediting body the Joint Review Committee on Education in Radiologic Technology. Information describing the accreditation process and the availability of the STANDARDS will be provided in the *Department's Student Handbook* and will be discussed with students at the initial orientation to the A.S. Degree Program.

The following section reflects students' rights in academic policy matters and in JRCERT STANDARDS compliance issues.

GRADE APPEAL POLICY AND ALLEGATIONS OF NON-COMPLIANCE WITH JRCERT STANDARDS

Students may not use the academic grade appeal procedure to challenge academic policies. See the guidelines for Request for Review of Academic Policy in *USF's Student Handbook*.

A student may appeal the final grade for a course or any issue where the Department of Radiologic Technology is thought to be in non-compliance with a JRCERT STANDARD of accreditation.

GRADE APPEAL - INFORMAL PROCEDURE

A student's appeal of an academic grade shall be resolved solely and exclusively in accordance with the following procedures:

1. The student shall, in good faith, attempt to settle the disagreement in an "informal: manner at the lowest level possible.
2. This process begins with a meeting and discussion between the student and the faculty member who issued the grade. The "informal" attempt at resolution shall be accomplished within 10 working days after the student has received notification of the final grade.
3. If the student is not satisfied with the result of the meeting with the faculty member, the student shall meet with the Academic Program Director within 10 working days. The Program Director shall attempt to settle the disagreement. Within 10 working days after the meeting, the Program Director shall respond, in writing, to the student.

All "formal" grievances will continue under the policy and procedures for resolving academic grievances as they appear in the *Student Handbook* and / or *Faculty Handbook* of the University of Saint Francis.

APPEAL OF A NON-COMPLIANCE ISSUE WITH A JRCERT STANDARD

A student's appeal of a non-compliance issue with a JRCERT STANDARD will proceed as follows:

1. The student shall, in good faith attempt to settle the issue in an “informal” manner at the lowest level possible.
2. This process begins with a meeting and discussion between the student and faculty member who the issue occurred with. The “informal” attempt at resolution shall be accomplished within 10 working days after the event of non-compliance occurred.
3. At the time of the initial meeting with a faculty member a JRCERT STANDARD Non-Compliance Grievance Form will be filled out and signed by the faculty member and the student. This form will then be kept on file for future review by the Program Director and the Faculty / Advisory Council.
4. If the student is not satisfied with the result of the meeting with the faculty member, the student shall meet with the Program Director within 10 working days. The Program Director shall attempt to settle the issue. Within 10 working days after the meeting, the Program Director shall respond, in writing, to the student.
5. In the event of non-resolution of the non-compliance grievance after the meeting with the Program Director the student must take the appropriate steps to contact the following in respective order:
 - Dean, College of Health Science
 - Vice President for Academic Affairs

Each meeting should be set up within 10 days of the previous meeting and a response in writing will occur within 10 days of the meeting.

Students may contact the JRCERT via email at: mail@JRCERT.org
Additional contact information is as follows:

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300 Fax: (312) 704-5304

Student Representatives (Policy 1.11)

The student representative is a member of his / her respective class who is selected to act as spokesperson for that class. The student representative is responsible for maintaining communication between the program’s administration, faculty, and students.

Selection for the academic year will occur by faculty nomination with an affirmation majority vote of the class by mid-semester.

Duties and Responsibilities

The student representative will:

1. Act as a liaison between program administration/faculty and members of his / her class.
2. Act as a representative of the class presenting problems and concerns.
3. Organize class projects and / or appoint class members for participation in activities.
4. Be involved in appropriate decisions of the faculty.
5. Attend faculty meetings by invitation or request.

Qualifications

The student representative should possess the following traits or characteristics:

1. It is of utmost importance that this person be objective. The student representative must view situations from differing standpoints, helping to identify an optimal solution.
2. In addition, the representative should be tactful, diplomatic, concerned for others, sincere, dependable, responsible, honest, and display strong leadership qualities.

Certification Exam Eligibility (Policy 10.1)

Graduates of the program are eligible to take the national examination offered by the American Registry of Radiologic Technologists (ARRT).

Applications will be completed by the student online through the ARRT website during RAD 278 – Clinical Education V in the spring prior to the program completion date. Applications will be acknowledged by the program director on the ARRT program director’s portal providing the student:

- Has met all requirements of the program to date and is on track for graduation.
- Has signed an acknowledgement indicating that all information provided on the application form is accurate and correct.

With the ARRT application process being online, copies of the signed application forms will no longer be maintained in the permanent student file starting with the graduating class of 2021.

Final completion dates will be submitted on all graduates at the end of the summer session. Those students not completing the program will not have their scores released from the American Registry of Radiologic Technologists (ARRT).

Graduating Student Exit Process (Policy 10.2)

Students finishing their program by the end of summer will be considered May graduates. These students can participate in the Graduation Ceremony and will receive their diploma when they have finished their coursework. Students who will not finish until December cannot participate in the Graduation Ceremony.

Student files will be audited at mid-term conferences of the fall semester of the second year. This process is in place to ensure that the student is meeting requirements and is aware of all requirements to graduate.

The faculty advisor will verify and complete the program sheet and the A.A.S. degree requirements form. Students will also complete a diploma card at this time. Any general education requirements needed for graduation must be completed prior to July. All materials (copy of program sheet, A.A.S. requirements form and diploma card) will be forwarded to the Registrar’s office prior to January 15.

The Program Director will perform a final grade audit (July of each year) and an exit interview with each graduating student prior to approving the student for graduation.

Distance Education Policies (Policy 2.22)

1. The University of Saint Francis Radiologic Technology department is committed to providing a quality educational experience for all students regardless of geographic location or mode of delivery. Students enrolled in the Fort Wayne and Crown Point tracks within the A.A.S. in Radiologic Technology program participate in course instruction and clinical education at their designated campus site. Regardless of location, the students participate in the same program curriculum and have access to equitable program and University resources.
2. No additional course fees are applied for hybrid and online courses. Students at the Fort Wayne and Crown Point locations will be enrolled in shared course sections.
3. Distance education courses (online and hybrid) are approved and evaluated through the same curriculum approval and assessment procedures and non-distance education courses. All radiologic technology policies, standards, procedures and expectations for on-campus courses apply to courses offered through distance education.
4. All distance education courses with the program are considered comparable to traditional courses and adhere to the same course standards, prerequisites, and requirements as traditional sections of identical courses.
5. All distance education courses must adhere to USF Credit Hour Equivalency Policy.
6. Attendance - USF Radiologic Technology faculty expect regular class attendance from all students. For students enrolled in online or hybrid courses, class attendance is determined by indicators of active participation. Participation may include activities such as submission of assignments, completion of exams, participating in online chats, or posting comments or questions on discussion boards. *Simply logging in to the course is not considered participation nor an indicator of class attendance.*

The standards of performance to be met by each student, including specific attendance expectations for each course, are established for the program. Class attendance policies and other course requirements are provided in the course syllabus.

7. Identification Verification - Students awarded academic credit for online coursework completed must be verified as the same individual who completed the coursework. The University of Saint Francis verifies student identity through the use of a secure login and password to gain access to all course materials contained within the Learning Management System, Canvas. Each USF student is issued a unique user ID and required to identify a secure password used to provide authenticated access to My Cougar Connection and Canvas. All course quizzes and tests are proctored during on campus class times. Any assessments that take place online are monitored using Honorlock testing proctoring software. Allowing other individuals to complete assigned work on a student's behalf is considered an Honor Code violation and may result in probation, suspension, dismissal or other disciplinary actions deemed appropriate.
8. Faculty Qualifications - Instructors in distance education courses will meet the faculty qualification requirements laid out in the Higher Learning Commission guidelines. USF provides an ongoing program of orientation, training, and support for faculty. Instructors take part in professional development that addresses the following components of distance education: • Course Overview and Introduction • Learning Objectives Assessment and Measurement • Resources and Materials Learner Engagement • Course Technology • Learner Support • Accessibility • Professional Communication Online

Student Health and General Requirements for Clinical Courses

Verification of Requirements for Clinical Activity (Policy 6.8)

Clinical Requirements for Program Enrollment

Clinical Requirements for Program Enrollment

Students who are eligible to enroll in RAD 168 in the fall semester, must have documented the meeting of the following requirements by August 1st. Any student who does not have these requirements documented by the due date will be withdrawn from the program courses.

Documentation of the following due by August 1 on CastleBranch.

- Completed physical examination dated within one year of entry into the clinical sequence course.
- Submission of an immunization record that includes: a tetanus/diphtheria inoculation within the last ten years, a completed polio series, rubella vaccine/immunity, and documentation of two live measles vaccines.
- Receipt of a TB test completed within the last year. This will be repeated annually.
- Completion of a series of Hepatitis B vaccinations is required. The series must at least be started prior to the first clinical course.
- Certified in a **Basic Life Support (BLS) CPR** certification for the **Healthcare Provider** (adult, infant, child, and AED) **prior** to the first clinical experience. Online CPR certification from an AHA approved provider, which includes an in-person skills test, will be accepted. Certification must be maintained throughout the program.
- Completion of a drug test. This will be repeated annually.
- Completion of an OSHA questionnaire form (FW Only) and respirator FIT testing (CP Only).
- Background checks completed annually as follows:
 - Criminal Background
 - Driving History
 - OIG
- Submission of annual Influenza vaccine (submitted by October 31st)
- Submission of Completed COVID-19 Vaccine immunization record or an approved COVID-19 exemption. (Unvaccinated students must follow each of the clinical affiliates Covid protocols. Failure to comply to the clinical sites' Covid policies may result in the student's inability to complete the program's learning outcomes and may result in dismissal.)

Documentation of the following due the first three weeks of the fall semester

- Orientations required for any assigned clinical site.
- Standard Precautions documented (RAD 168 and RAD 275)

It should be understood by the enrolling student that the affiliating agencies may withhold clinical experiences for students with the following records:

- Positive drug screen.
- Crimes against the person such as battery or assault.
- Crimes based on dishonesty or untruthfulness such as theft or embezzlement.
- Drug and other substance abuse-related crimes.
- History of recent DUI or other driving violations or penalties.

Without clinical experiences, the student cannot complete all aspects of the program, and will be dismissed from the program.

- An email will be sent to RAD 168 students to remind them of health requirements in June of each year.
- In July, the secretary will send reminders to students who still have requirements to be met. Students will not be able to begin clinical courses unless these are received by August 1st. **NO LATER.**
- The clinical coordinator will begin a *Clinical Verification File Checklist* for each clinical student enrolled in RAD 168 – 01 and 02. The clinical verification file checklist will be created utilizing the documents uploaded to CastleBranch.

Procedure for Maintenance (RAD 171-279)

- The clinical coordinator will provide the students at mid-term of each semester or summer session a list of requirements that are requiring renewal.
- Students will be counseled at mid- term and the requirement is due on the last day of the current semester.

Physical Exam

The Radiologic Technology program requires a physical examination be completed prior to enrollment in the clinical sequence. The student is responsible to present the required health form at the time of their physical examination. The student is responsible for scheduling and paying for the physical. All required information and the completed form must be to the program’s clinical coordinator by August 1st. Students will be notified of any missing information. If all required information is not in the week prior to clinical assignments, the student may not begin the clinical rotation and unexcused absences will be recorded. Students should communicate any health conditions that may affect the safety of self or others to a faculty member, in order that the program may help the student maximize their learning experiences. All information will be kept in the strictest confidence. Students must submit an up-to-date verification of their immunization profile. This information is to be included on the USF Health History Form.

Standard Precautions

It is mandatory that each student in the Radiologic Technology Program participate in a program of instruction on Standard Precautions each year. These techniques are fundamental in protecting the student and the patient from exposure to potentially harmful body substances. This instruction will be conducted by the radiologic technology faculty and is fundamental to professional practice. This instruction will be covered in the orientation segments of RAD 168 – Clinical Education I and in RAD 275 – Clinical Education IV.

Annual TB Testing

Students are required to provide proof of tuberculosis screening at the beginning of each fall semester. The TB test documentation must be valid through the entire academic semester. The testing is available at a minimal cost at the American Lung Association, or the student may make arrangements with their personal physician. For students who test positive for TB a chest x-ray will be required and the student must be seen by their physician for clearance to participate in the clinical experience.

CPR Certification

The Radiologic Technology Program requires that all current clinical students in the program hold certification in CPR. Verification of current certification must be documented with the Department’s Clinical Coordinator prior to the start of each clinical course. Documentation must be submitted to CastleBranch by August 1st for the fall semester, and the last day of class for the spring and summer sessions.

Communicable Diseases (Policy 8.1)

Students and faculty must comply with the Center for Disease Control's recommendation of "Universal Precautions/Body Substance Isolation." Students will be instructed on "Universal Precautions / Body Substance Isolation" prior to patient contact in the clinical setting. Students may be assigned to care for patients with communicable diseases, including HIV-positive patients, during clinical experiences. Refusal to care for patients with communicable diseases, including HIV-positive patients, is contrary to the ethics of professional health care providers. Students who refuse to care for patients with HIV or other communicable diseases will be counseled. Such a refusal will be reflected in the student's clinical evaluation and may result in dismissal from the program.

Faculty are expected to serve as role models for students by maintaining current knowledge about communicable diseases and demonstrating compassionate care for all patients.

The health status of students who are themselves immunosuppressed, whose skin is not intact, who are pregnant, or who have transmissible infection will be considered prior to clinical assignments. It is the student's responsibility to inform the clinical instructor when above conditions are present. Such circumstances will be handled on an individual basis in determining if the student is capable of fulfilling the student role.

The University of Saint Francis will not discriminate against any student based on the perception that he or she is infected or at risk for infection with HIV. Students who are infected with HIV will be counseled to insure adequate knowledge of disease transmission and of their own risks due to immunosuppression. Confidentiality, according to Indiana law, will be maintained in connection with all reporting, counseling, testing and record keeping regarding any individual's exposure and / or infection with communicable diseases.

Students experiencing exposure to potentially infectious blood or body fluids must contact their respective faculty member immediately and comply with the student injury procedure.

In the event exposure occurs during a clinical experience at an outside agency, the student must follow that agency's protocol in addition to reporting to their faculty member.

Student Pregnancy (Policy 8.7)

Information defining and explaining the "Declared Pregnant Worker" has been established by the Nuclear Regulatory Commission (NRC) in 10 CFR Part 20.1003. This information is on the program's website and reviewed during advising and included in the clinical orientation component of the program. Information explaining protection measures to employ if pregnant are provided during the program's orientation.

The decision as to whether a female student declares pregnancy is considered to be voluntary. Should a student declare pregnancy, the declaration must be in writing and document the estimated date of conception. (Form 8.7.1) Upon receipt of this statement, the student will be required to purchase a second personnel radiation monitoring device to be positioned under the protective apron at waist level. The badge will be labeled fetal dose. The fetal dose will be monitored and shall not exceed .5 rem (5 mSv) during the entire gestation as stated in the NCR guidelines. Students who do not disclose a pregnancy are assuming all risks associated with continuing in the Program and progress through the Program will not be modified.

The Program faculty, upon notification of student pregnancy, will provide further information (outlined on Form 8.7.2) and counseling to the student. (Form 8.7.3) The counseling reviews with the pregnant student acceptable practices of radiation protection, specifically: 1) ALARA and principles of radiation protection; 2) minimize exposure time; 3) maximize distance; 4) utilize available shielding; 5) do not turn back to x-ray while wearing apron or wear a wraparound apron. Counseling also involves a review of the pregnant student's clinical rotation schedule reassignment options may be agreed upon in order to reduce any potential exposure.

If at any point the declared pregnant student decides to undeclare pregnancy (which is possible under 10 CFR Part 20) that decision must also be in writing to the Program Director / Chair which sets forth the effective date of the change in declaration so that fetal monitoring may be discontinued. (Form 8.7.4).

Students who declare pregnancy may elect one of the following Program modifications:

- The student may elect to complete the program without any interruptions for both clinical and didactic requirements.
- The Student may take a leave of absence for one year. A clinical spot will be reserved for the student for the following year.
- The student may take a leave of absence more than one year. However, the student will be required to reapply to the program. All pre-requisites and co-requisite requirements of the program curriculum must be met. Consideration will be given to previous coursework successfully completed.
- The student may request from the Program Director an individualized program to complete the Program's clinical and didactic requirements during the pregnancy.

Student Injury (Policy 8.6)

At University of Saint Francis

If a student is injured on university property, the student must report immediately to their respective faculty member or Program Director. Safety and Security Department should be notified of incident. A University of Saint Francis Incident Report (IOSHA form) will be completed by the involved persons. The report must be completed immediately following the incident and forwarded to the Security Director and the Chair of Radiologic Technology. The program will retain a copy of the Incident Report.

If treatment is required, the student will be directed to an appropriate outpatient clinic. If student injury requires emergency care, call 911. The student is responsible for any costs incurred due to the injury.

Outside of the University during a Clinical Experience or Other Required Program Activity

If the student is injured outside of the university during a clinical experience or other off campus educational experience, the student must notify their respective faculty member immediately. Assessment and treatment should occur according to the policies and procedures of the specific clinical agency in which the injury occurred. If emergency service is required, utilize the emergency room of the agency, if available, or call 911. The student is responsible for any costs incurred as a result of the injury.

The faculty member should follow the agency protocol for completing appropriate reports relating to injury. The faculty member is also required to complete the *Report of Student Injury* form immediately and forward a copy to the Program Director / Program Director. A copy of the *Report of Student Injury* form shall be retained.

Injury from Needle sticks and/or Exposure to Blood and Body Fluids

The following protocol should be followed:

If exposed to blood or body fluid, immediately wash the area of injury with soap and water, flush splashes to nose, mouth or skin with water or irrigate eyes with clean water, saline, or sterile irrigate. (Center for Disease Control and Prevention)

Report for treatment within one hour (minimally within 24 hours) of exposure and notify faculty or program director within 24 hours.

Student should go to the nearest emergency department or urgent care clinic for treatment. Student should receive counseling about transmission of HBV, HCV, and HIV and post-exposure prophylaxis (PEP).

The student is responsible for obtaining initial screening and any follow-up screening appointments. All costs associated with the screening and treatment are the responsibility of the student.

Faculty member and student complete the appropriate report for the agency and the *Report of Student Injury*. A copy of the form will be retained. (Form 8.6.1)

Non-contaminated needle sticks are treated at the agency as needed.

Student Health Insurance (Policy 8.5)

Students are required to have health insurance. The University does not provide health insurance for individual students. Information on obtaining health insurance can be obtained through the Office of Student Affairs.

Confidentiality of Patient Information (Policy 2.3)

Confidentiality of all patient information must be maintained at all times. Access to patient information is available to students only for research of patient assignments and provision of care. Information accessed via the computer should be carefully protected. Patient charts must not be removed from the units and no part of the chart may be electronically reproduced or photocopied. Records of dismissed patients are usually available through the hospital or agency records department. The hospital or agency protocol must be observed to access those records. Students researching patient assignments are to access only patient records of patients assigned to them. Each student is responsible to maintain confidentiality of all patient information obtained in all health care agencies with which the University of Saint Francis maintains a clinical education relationship and within the university.

Students will receive information regarding the Health Information Portability and Accountability Act (HIPAA) regulations and the confidentiality of protected patient health information prior to clinical experiences. Patient initials only should be used to identify patients in written assignments. No personal identifiers should be used to identify patients in written assignments. Personal identifiers specified by HIPAA include; address, account number, any vehicle or device serial number, certificate/license number, date of birth, E-mail address, Fax number, finger or voice prints, health plan, Internet Protocol address number, name, name of employers, name of relatives, photographic image, postal address, social security number, telephone number, web universal locator (URL).

Each student will sign a *Student Confidentiality Statement* at the time of enrollment in an allied health program.

Clinical Expectations

Clinical Attendance

Please see Attendance in the Academic Expectations section of this Handbook.

Student Dress (Policy 5.2)

CLASSROOM DRESS

- Students may dress in street clothes while attending classes unless directed otherwise by the instructor. Dress must be appropriate to a classroom situation and in keeping with respect for all individuals.
- Students must wear their student uniform when in the laboratory setting. No other clothing for labs will be acceptable.
- Smart Watches may not be worn during classes, labs, or clinical.

CLINICAL DRESS

The student is to present a professional, conservative appearance at all times while in the clinical setting.

Clothing

- The uniform designated by the program must be worn while in the clinical setting. Students must purchase one warm up jacket with the University seal, selected by the program to wear over the scrub top. This designated jacket, purchased at the USF Book Store, is the only one allowed to be worn over the uniform in the clinical setting.
- A short or long-sleeved, all black shirt may be worn under the scrub top. Graphics should not be visible on the sleeves or neck area of the T-shirt.
- Uniform clothing must fit appropriately, uniform clothing that is either too tight fitting or excessively large is unacceptable. Uniforms should be kept clean and wrinkle-free.
- Uniform pants should be worn high enough on the hips so that undergarments are not visible when the student bends over or so that excessive fabric does not fall below the heel of the shoe.
- Appropriate undergarments and white socks that rise above the ankles must be worn at all times.
- Only all black, closed toe and heel shoes will be permitted to be worn. Student is advised to check with the program before wearing shoes that may be questionable. Shoes must be kept clean.
- Uniforms will not be worn in places of outside employment.

Surgery Attire

- Operating room scrubs that are the property of the clinical affiliate site are to be worn only while the student is assigned to the surgery / portable, afternoon and special procedures rotations.
- Surgery attire is not to be removed from the clinical site without permission of the clinical course instructor.

Jewelry

- No costume jewelry will be worn with the uniform.
- Conservative wristwatches with seconds hand, rings, professional pins and small post, non-dangle earrings (one per ear) in gold or silver shall be the *only* jewelry acceptable with the uniform.

Personal Hygiene

- Personal hygiene must be immaculate.
- Cosmetics are to be moderately applied and appropriate for daytime wear.
- Hands must be kept clean with fingernails kept at a moderate length.
- No acrylic nails will be permitted.
- Clear polish only will be acceptable.
- Hair must be kept off the shoulders and/or securely pinned back.
- Headbands may be worn but should be conservative – narrow width and black or white in color. Scarves, ribbons, handkerchiefs, wide, floral patterned, bright colors, sparkles, etc. are not permitted.
- Mustaches and beards must be neatly trimmed.
- Gum chewing during clinical experience will not be permitted.
- Perfume, cologne or highly perfumed body lotions are not to be worn as these can be offensive or irritating allergens.

- Un-natural hair colors (pink, purple, blue, lavender, etc.) are not permitted.

Body Art / Piercing

- Tattoos that are visible must be covered at all times while at the clinical site. Students with visible tattoos are to consult with the Clinical Instructor for direction prior to attending clinical education.
- In order to cover arm tattoos:
 - The Program designated warm up jacket is to be worn over the scrub top at all times.
 - A hospital surgical warm up jacket is to be worn over hospital scrubs at all times when assigned to the Mobile / Surgery, Afternoon or Special Procedures rotations.
- Facial piercing of the tongue, nose, cheek, eyebrow, lip, chin or multiple ear piercings are not permitted.

Identification / USF Clinical Name Badge

- The USF name badge will be provided at the time of your first enrollment in a clinical course. The name badge must be purchased at the time of class registration and must be worn while the student is on clinical assignment.
- Replacements of this badge can be made at the student's expense.
- The clinical affiliate may require an additional identification badge. This badge will be obtained with the direction of your clinical course instructor.

Radiation Monitoring Devices / Anatomical Part Markers

- Monitoring devices must be worn while in the clinical setting and in the energized laboratory setting.
- Anatomical part markers must be in the student's possession at all times when in the clinical setting and available for laboratory checkoffs.

Each person perceives their appearance differently; however, the ultimate decision as to the appropriateness of the student's professional image will be determined by the faculty.

Clinical Assignments (Policy 6.1)

Clinical Schedules and Hours

Students shall be assigned a schedule, which is not to exceed 40 hours a week including class and clinical education time. Clinical schedules are distributed prior to the start of a new semester or summer session. The schedules shall be arranged by the Clinical Coordinator and clinical instructors of the program and may be subject to change. Hours and work area shall be selected so that the student receives the best possible variety of educational opportunity. Equitable assignments will be made. The Clinical Coordinator maintains a current summary of student's rotational assignments to ensure this equitability. A complete summary will be completed for each graduating class. Differences in time assigned to areas may occur, if more time is needed for a student to complete a required category evaluation in our competency system.

Assignments will include a majority of day and some evening shifts during the week, on a rotational basis. Objectives are developed and an evaluation process will be established for the required rotations.

Changes in the rotational schedules will be made only by the approval of the Clinical Coordinator or clinical instructors. Throughout the semester, students are responsible for adhering to the clinical time designated on their schedule. Questions or problems with clinical schedules should be brought to the immediate attention of the program's faculty.

Evening Clinical Rotations

Throughout the program students are assigned to some evening clinical shifts. The learning opportunity is provided to the student in order for he / she to experience the clinical setting during non-traditional times. Expectations have been developed for these assignments. All clinical policies including but not limited to supervision, dress, conduct, completion of clinical competencies and radiation protection are in effect for this assignment. A JRCERT recognized preceptor will provide feedback to the program on the student's performance and behavior during this assignment. A Clinical course Instructor is available by phone during the students' evening assignment.

Clinical Progress and Evaluation (Policy 3.4)

The clinical course instructor according to stated program objectives and competencies evaluates clinical performance and progress of students in the Associate of Applied Science Degree Program in Radiologic Technology. The process of clinical evaluation involves use of the following:

1. OBSERVATIONS OF CLINICAL BEHAVIORS AND PERFORMANCE

The Observations of Clinical Behaviors and Performance (OCBP) forms are completed on every student for each rotational assignment in the clinical area. Clinical faculty, clinical preceptors, and clinical staff are responsible for completing these forms. The form utilized outlines the department's expectations in terms of clinical behavior and performance. The OCBP form will be sent to the clinical faculty or preceptor via an email through eValue by MedHub. Students are observed for meeting these expectations/competencies at the following levels of performance:

Consistently – Student performs objectives of the clinical assignment at a consistent level. A consistent level is 95% or more of the time. Since these are basic behavioral and performance objectives, this level is what is expected of all students.

Frequently – Student performs objectives of the clinical assignment frequently. Frequently is defined as 75% to 95% of the time.

Occasionally – Student performs objectives of the clinical assignment only occasionally. Occasionally is defined as 50% to 75% of the time.

Rarely – Student is observed as only rarely performing the objectives of the assignment or the behavior may not have been observed at all. This category of performance is defined as 0% to 50% of the time.

The Clinical Coordinator is responsible for ensuring that these forms have been completed within a reasonable period of time. Any forms with occasionally or rarely categories marked will be investigated by the CC at the earliest possible time. If appropriate, the student will be contacted, and a clinical warning issued as outlined.

Grading Criteria for the Observation Form

Each observation form is tallied by the CCI with the following checks being given points as follows:

Consistently – 2 pts.

The student is meeting the expectations of the program.

Frequently – 1.5 pts.

The student is appropriately meeting the objective at 75% to 95% of the time; however, the student has room for improvement. General feedback for continued improvement and growth will be provided at mid-term and end of the semester counseling by the CCI.

Occasionally – 0.5 pts.

Rarely – 0 pts.

The student is not meeting the expectations of the program. A clinical warning will be issued, if determined appropriate by the CCI, when any area of the observation form indicates the student is only occasionally or rarely meeting an objective/competency, or severity of the incident warrants this.

2. Anecdotal Records

All students are expected to adhere to the policies and procedures of the Department of Radiologic Technology. The anecdotal record is a note, made by the Clinical Course Instructor. The note is a record which documents a clinical occurrence/situation, the student's performance, behavior, adherence to program policies, achievement of rotational objectives, verbal comments, etc. The record should include the student's name, date of the observation, description of the setting, and documentation of the behavior/performance that was observed/reported.

When the incident is recognized as a problem/concern, the CCI will include what action, if any, will be taken by the department. The student will be called in and counseled regarding the incident, the student will sign the record and the record will be placed in the clinical file. Anecdotal records requiring attention will be moved to the most recent clinical course file and will be reviewed by the clinical instructor at mid-term and end of the semester, in order that repetition of problems can be followed and acted upon. Actions taken for any occurrence can result in a reduction to the student's clinical grade. The point reduction may vary depending upon the severity and frequency of the incident.

3. CLINICAL COMPETENCY – Competency Reports/Checks

A specific number of each of these reports will be due from the student each semester and summer session. The reports are meant to: measure the student's ability to perform various radiographic procedures and to provide students with immediate feedback on these procedures. The program designates a minimum required number of competencies each semester. Students must have passed corresponding didactic and laboratory competencies prior to completing competency checks in the clinical area. Students who complete the required number of competency reports for a specific semester or summer session may continue to work on requirements of the next semester, providing the theory and lab have been successfully passed. Specifics of how these are conducted and calculated into the course grade will be detailed in the course syllabus.

4. CLINICAL CONFERENCE COMPONENT OF A CLINICAL COURSE

Clinical courses may have a conference component that contributes to the overall grade for the experience. The conferences are designed to provide the student with supporting knowledge and/or practice in developing skill prior to the assignment to the clinical area. The conference will be graded and factored into the total grade for the course. Specifics of how each clinical course is evaluated will appear in the course syllabus.

5. EVALUATION CONFERENCES

Evaluation conferences with the student's clinical course instructor are conducted at the middle and end of each semester/summer session. Others may be scheduled as appropriate. These are required to be completed. Failing to meet at assigned time without prior notification will result in a reduction to the final grade.

The Evaluation of Clinical Behavior and Performance form is completed by the CCI at mid-term and finalized at the end of the semester. In completing the form, the CCI utilizes observations and anecdotal feedback from faculty, clinical preceptors, and staff. The feedback will be shared with the student at these scheduled conferences.

The student grade is assigned by the CCI according to the statement of evaluation that appears in the course syllabus.

6. CLINICAL WARNING

A clinical warning is notification to a student that improvement in his/her performance in the clinical area must occur prior to advancing in the program. The improvement to be achieved includes but is not limited to the areas of professional behaviors, clinical skill and competency, and/or compliance to policies and procedures. When a situation occurs or a problem/concern becomes apparent, a clinical warning will be issued immediately by the Clinical Course Instructor and Clinical Coordinator.

PROCEDURE FOR THE CLINICAL INSTRUCTOR

A clinical warning could be issued in any of the following situations:

Observation of Clinical Behavior and Performance Form –

CCI in reviewing a student's Observation of Clinical Behavior and Performance form notes that the preceptor has indicated "occasionally" or "rarely" for specific behaviors/objectives, the following will occur:

1. The CCI contacts the preceptor to discuss the reason for the "occasionally" or "rarely" selection.
2. As soon as possible, the CCI arranges a meeting with the student to discuss the behavior/objective not successfully met during the clinical session.
3. Student is asked to document his/her view of the situation.
4. CCI determines if a clinical warning is warranted; if so, a clinical warning is issued and the student is given a time frame in which to be successful in meeting the behavior/objective, such as: immediately, during the next rotation, by the end of the semester, etc.
5. When the designated time frame has been reached, the clinical instructor and student meet to discuss his/her success in meeting the desired behavior.
Student does not advance if the desired behavior is not met within the time frame designated in the warning.

Critical Incident – (ex. Student repeating a radiograph without a technologist in the room)

The CCI observes or is notified of a critical clinical incident concerning a student, the following will occur:

1. The CCI investigates the situation to get all applicable facts and feedback from anyone involved.
2. The CCI meets with the student to receive his/her input on the incident and/or performance and have the student document their involvement.
3. The CCI, if applicable, removes the student from the clinical setting and arranges a meeting with the student for the next clinical/class day.
4. The CCI reviews anecdotes to see if this incident has occurred before.
5. If warranted from the investigation, a clinical warning is issued. The warning will include the behavior witnessed, the desired behavior and a time period for improvement.
6. If improvement is not noted, the student will not advance.

Requirements of the Clinical Competency System are not Met

Each semester a minimum number of competency reports are required to meet the requirements of a clinical course. These reports must be completed at a competency level of 85% or higher. When the required number of reports or level of accomplishment is not achieved:

Required Competency checks not attained:

1. The CCI will meet with the student to discuss this situation.
2. The CCI can lower the course grade up to one-half letter grade for failure to meet competency requirements.
3. The CCI will issue a clinical warning to the student designating what has

occurred, what the desired requirement was, the requirement that now needs to be met, and the time frame the student has in order to be in compliance to progress.

4. At the end of the time frame designated, the CCI will meet with the student.
5. Providing all requirements of competency have been met, the student will be allowed to advance in the program.
6. If the student does not meet competency requirements, they will not receive a passing grade in the course and will not be eligible to progress.
7. Decisions for recycling will be handled by the Academic Advisory Committee upon review of the student's file at the close of the semester.

If any of these problems are noted at the end of a semester, a probationary contract for the following semester/summer session will be created and signed by all parties involved.

The contract will include a description of the problem, the expected desired behaviors, and the time frame established for improvement.

COMPETENCY COMPLETION PROCEDURE

STUDENT PERFORMING COMPETENCY IN ROTATIONAL AREA HE/SHE IS NOT ASSIGNED:

The steps outlined below must be followed for the competency to be valid:

1. Student assigned to that area does not want to perform the exam. He/she always has first choice.
2. Permission is granted by Clinical Instructor.
3. Technologist has agreed to observe the student during the exam.
4. Technologist in assigned area has been notified.

PERFORMING COMPETENCIES ON STUDENT'S OWN TIME

1. The student must have the permission of the Clinical Instructor.
2. The student is in the clinical area to perform a specific competency. Therefore, the student is not to become involved in other procedures (i.e., present to perform Mobile I.I skill should not be performing portable radiographs).
3. Prior to student attendance in the clinical site, the student must have made an arrangement for a Technologist or Clinical Instructor to perform the check-off.

Supervision of Students in Clinical Education (Policy 6.6)

Once a student has achieved competency on examinations in a laboratory setting, they are permitted to perform those exams on a patient in the clinical setting under direct supervision. All first-year students will remain under direct supervision, regardless of competency requirements met.

All clinical assignments shall be carried out under the direct supervision of qualified radiographers until specific requirements are met.

The parameters of **direct** supervision are:

- 1) A qualified radiographer reviews the request for examination in relation to the student's achievement;
- 2) A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge;
- 3) A qualified radiographer is present during the conduct of the examination; and
- 4) A qualified radiographer reviews and approves the radiographs.

Students must be directly supervised during surgical and all mobile procedures, including mobile fluoroscopy, regardless of the level of competency.

Second-year students, after demonstrating the required number of competencies for an exam, or two competencies for the same exam if no amount is indicated on the tabulation form, students may perform procedures under indirect supervision. Indirect supervision is defined as supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. The student will provide an updated list of their completed competencies to the supervising radiographer upon request.

“Immediately available” is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

The parameters of **indirect** supervision are:

1. A qualified radiographer reviews the request for examination in relation to the student’s achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student’s knowledge;
3. A qualified radiographer is immediately available during the performance of the examination; and
4. A qualified radiographer reviews and approves the radiographs.

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student’s level of competency.

In addition the following responsibilities are expected of technologists in the supervision of students:

- A. Openly communicate to the program faculty any student problems, potential problems, achievements, etc.
- B. Provide feedback to students and program according to competency level by completing the appropriate forms (e.g., skills, proficiency, objective check-off, and clinical observation forms) in a timely manner.
- C. Answer student questions concerning radiographic procedures and department protocols.
- D. Competently demonstrate the performance of radiographic examinations and be present in the radiographic room for all repeats.

FACULTY PROCEDURE FOR MONITORING

The procedure for enforcing the policy on Supervision of Students in clinical education will consist of the following:

1. Notification of policy – The Clinical Coordinator, or Designate, will be responsible for reiterating this policy annually to all clinical sites. The policy will be circulated, and each technologist will initial that they have reviewed it. The policy is included in the Student Handbook given to each student at orientation. The student signs an acknowledgment that they have read and understand the policy.
2. Mid-semester and end-of-semester conferences – At each conference session students will be given the opportunity to discuss aspects of their clinical education experience. Comments concerning problems

existing at the clinical site which may have an adverse effect on the students' clinical education will be investigated.

3. End-of-semester Student Evaluation of Clinical Education – At the end of each semester students are asked to evaluate the clinical experience. These forms are tabulated and summarized. Conclusions drawn are then utilized in the total program evaluation. The summaries are provided, as appropriate, to the clinical sites for their review and use in total quality improvement.
4. Monitoring of Assignments – The technologist is the person with sole responsibility of the examination. Clinical course instructors are responsible for monitoring the supervision practices in the clinical setting. Monitoring of appropriate student supervision occurs at the beginning of each clinical day. Incidents where technologists are not following the policy on supervision of students in clinical education will be reported to the department manager for action.

Procedure:

- Clinical Instructor contacts each clinical site at the start of the day.
- Clinical Instructor speaks directly to clinical preceptor or staff technologist.
- Verifies student attendance, appropriate staff to student ratio exists, and solicits student performance feedback.
- Communication to outside clinical sites is documented on the *Clinical Education Outside Clinical Site Log*

Repeat Exposures (Policy 6.2)

Students are never to perform repeat radiographs without the direct supervision of a technologist in the room. Students who repeat films without the presence of a technologist in the room are subject to disciplinary action and / or immediate dismissal from the program. The student is informed of this policy in the Student Handbook during the initial orientation to the program and the policy is reiterated in each clinical course syllabi.

FACULTY PROCEDURE FOR MONITORING

The Repeat policy is monitored as follows:

1. Preceptor reporting on a behavior form.
2. Reporting of instances by the Clinical Course Instructor who supervises the clinical experience.
3. Information received from the student at mid-semester / end of semester conferences.
4. Information provided by student on the Clinical Evaluation form. This information is requested for program improvement and will not result in grade reduction or disciplinary action to the student.
5. Student Representatives could request to bring specific instances where students have been asked to disregard this policy to the Faculty / Advisory Council for action.

Radiation Monitoring (Policy 8.3)

Each student will be required to purchase a collar radiation monitoring badge upon enrollment in the clinical component of the Radiologic Technology program. When working around ionizing sources of radiation, this badge will be worn at the collar outside of the protective apron for the purpose of monitoring accumulated radiation exposure.

Students are responsible for the care, protection, and timely exchange of their personal badge. If the badge is lost or accidentally exposed to radiation, sunlight, excessive heat or moisture the Department Office should be notified and the student should complete all required documentation. The badge should still be returned for a reading. Badges are changed bimonthly and a reading from the past two months is reported. All radiation readings are

monitored by the Program Director and Radiation Safety Officer. The bimonthly radiation reports are maintained in the Department Office. The annual report will be placed in the student's Academic File and moved to the Permanent file upon graduation. A termination summary report for each student is part of their permanent file with the University.

Upon notification of a student's pregnancy, a second badge will be ordered. This badge is issued to monitor estimated fetal dose. The badge is worn at the abdominal level and under a protective apron or shield if the gravid student must be in the room during a radiographic exposure. The fetal badge will be read on a monthly basis.

The Radiologic Technology program's radiation monitoring procedure is conducted in accordance with the guidelines set forth by the National Council on Radiation Protection and the American Society of Radiologic Technologists.

PROCEDURE

RADIATION MONITORING AND REPORTS

Purpose: To provide radiation workers with information regarding their radiation hygiene and radiation protection habits. To ensure individuals involved with the radiologic technology program are implementing good radiation safety techniques.

1. Radiation monitoring badges will be worn by all individuals affiliated with University of Saint Francis' Radiologic Technology program when working around ionizing sources of radiation. This includes while on a clinical rotation and in the energized laboratory at the University.
2. Badges are to be worn by the named individual only, no sharing.
3. The badge shall be worn on the anterior aspect of the individual at the level of the collar.
4. Should a lead apron be worn, the badge shall be worn at the level of the collar outside of the apron.
5. In the case of pregnancy, a second badge will be provided. It must be worn at waist level beneath the apron.
6. The Program Director, Radiation Safety Officer, and a radiologist from Summit Radiology will review the badge reports bimonthly.
7. Within 30 school days of receiving the radiation reports, the Clinical Course Instructor will review the report with each student using reports that have all personal identification numbers removed from them. During this review all students shall initial and date each report next to their name, indicating they reviewed their exposure for the two-month period.
8. Bimonthly film badge readings exceeding 280 mrem in one bimonthly period or exceeding a cumulative annual reading of 420 mrem will be investigated. In accordance with NCRP Report No. 122, for individuals wearing lead aprons and one film badge worn at the neck outside the apron, the effective dose limit can be estimated by dividing the film badge's Deep Dose Equivalent value by 5.6. The NCRP acknowledges that estimating the dose by dividing the DDE by 5.6 is a conservative estimate and the dose will actually be much less.
9. Remediation regarding ALARA and radiation hygiene shall be done with all individuals exceeding the one-time 50 mrem and or cumulative 75 mrem readings. These are well below the NCRP annual effective dose limit recommendation of 100mrem (1mSv) for educational exposure limits.
10. All badge reports will be kept as part of the Radiologic Technology program's records.
11. A cumulative exposure will be calculated and placed in the individual's permanent record upon termination with the program and the graduate will be mailed a copy of the final cumulative report.
12. Badges will be changed within plus or minus 5 academic days of the 10th of every other month. Students at all clinical sites are responsible to come to the Department Office and exchange their radiation monitoring device within this time frame. Failure to do so will result in a reduction in the student's clinical grade.

SUMMARY OF NCRP NO. 116 RECOMMENDATIONS

- A. Occupational Exposures

1. Effective Dose Limits
 - a) Annual 50 mSv (5 rem)
 - b) Cumulative 10 mSv X age
(1 rem X age)
2. Equivalent Dose

Annual Limits for Tissues and Organs

 - a) Lens of Eye 150 mSv (15 rem)
 - b) Skin, Hands & Feet 500 mSv (50 rem)

B. Annual Educational and Training Exposures

1. Effective Dose Limit 1 mSv (100 mrem)
2. Equivalent Dose Limit
 - a) Lens of Eye 15 mSv (1.5 rem)
 - b) Skin, Hands & Feet 50 mSv (5 rem)

C. Embryo / Fetus Exposures

1. Equivalent Dose Limit 0.5 mSv (50 mrem) per month

D. Negligible Individual Dose 0.01 mSv (1 mrem)

Guidelines for Radiation Monitoring (Policy 8.2)

To minimize unnecessary radiation exposure to the public, to students, to occupationally exposed personnel and to patients in keeping with the National Council on Radiation Protection philosophy of ALARA (as low as reasonably achievable) (NCRP No. 116, 1993). The procedure is also designed to help minimize the possibility of radiation accidents and to comply with the Indiana State Department of Health Radiation Protection Rules (410 IAC 5, 1993) and Nuclear Regulatory Commission's Code of Federal Regulations regarding Radiation Protection (10 CFR Part 20, 1991).

The goals of the radiation protection policy are these: (1) to prevent the occurrence of deterministic effects (i.e.: cataracts, fertility impairment, etc.) and (2) to minimize or limit the risk of stochastic effects (i.e.: cancer or genetic mutations) to a reasonable level. In accordance with the National Council on Radiation Protection (NCRP) and the International Congress on Radiation Protection (ICRP), the Radiologic Technology Program believes the risk of stochastic effects is directly proportional to dose without a threshold. Given the above assumption, the program will adhere to the following:

1. All activities involving radiation exposure are justified.
2. All justified activities maintain ALARA to ensure minimal risk of detrimental effects.
3. All individual's exposures do not exceed individual dose limits to ensure acceptable risk level.

PROCEDURE

Use of Radiographic Sources of Radiation (Radiographic and Therapeutic Equipment) and Radioactive Materials (RAM)

Only certified radiologic technologists, registry-eligible technologists and individuals whose credentials have been approved by the Indiana State Department of Health may operate radiographic equipment or handle sources of radioactive materials.

Radiologic Technology students must demonstrate competency in performing a diagnostic imaging procedure prior to exposing a patient, other occupationally exposed staff or the general public while working under the supervision (direct or indirect) of an aforementioned qualified individual. Radiologic Technology students are in

an observational capacity during their Nuclear Medicine and Radiation Therapy rotations. They are not to handle nor administer any radioactive or radiation sources while in these rotational areas.

Regulatory Compliance for Use of Radiographic Equipment

1. Only licensed healthcare professionals may order radiographic exams. (Ref. ISDH Radiation Protection Rule 410 IAC 5-6.1) i.e., M.D., D.O., D.D.S., Podiatrists, etc.
2. Radiographic equipment may be used only by individuals adequately trained in equipment operating procedures. (Ref. ISDH Radiation Protection Rule 410 IAC 5-6.1).
3. Restrictions of the operating techniques for radiographic equipment are posted on respective units, or available in the equipment room. (Ref. ISDH Radiation Protection Rule 410 IAC 5-6.1).
4. ISDH Radiation Protection rules are maintained in the radiologic technology department's office and available for review.
5. All occupationally exposed individuals affiliated with the Radiologic Technology program will be aware of the occupational radiation exposure limits. Personnel monitoring devices are to be purchased by all radiation workers affiliated with the Radiologic Technology program. (Ref. ISDH Radiation Protection Rule 410 IAC 5-6.1).
6. Whole body radiation monitoring devices will be worn at collar level when a radiologic technology student is assigned to a diagnostic imaging or radiation therapy assignment or when in the Program's energized lab. When a protective garment is worn, the badge will be positioned outside of the protective garment at the collar level.
7. Upon declaration of pregnancy to a program official a Fetal badge will be worn at the waist level. When a protective garment is worn, the badge will be positioned underneath the protective garment at waist level.
8. Any noted unusual exposure or possible damage to an individual badge must be reported as soon as possible to the Program Director or appropriate faculty member for review and guidance.
9. No individual under the age of 18 will be allowed to receive occupational radiation exposure (Ref. ISDH Radiation Protection Rule 410 IAC 5-6.1).
10. All restricted areas within the radiology department and radiation oncology area are adequately posted (Ref. ISDH Radiation Protection Rule 410 IAC 5-6.1).
11. Radiologic Technology students are not to hold imaging receptors during any radiographic procedures or hold patients for a procedure when an immobilization method is the appropriate standard of care. When an immobilization method is not the standard of care, and it is necessary for someone to hold the patient, non-occupationally exposed, non-gravid individuals over 18 years of age will be utilized first. When it is absolutely necessary for a radiologic technology program student to hold a patient, appropriate protective apparel (apron, gloves, thyroid shield, etc.) will be worn (Ref. ISDH Radiation Protection Rule 410 IAC 5-6.1).
12. When operating radiographic equipment, the operator must stand behind a protective barrier while the exposure is made and radiologic technology students are NEVER to stand in the primary beam (Ref. ISDH Radiation Protection Rule 410 IAC 5-6.1).

13. When making radiographic exposures, the radiation beam shall be restricted to the area of clinical interest for each exposure. This shall be accomplished by using automatic collimating devices (if available), by manual reduction of collimators or other appropriate beam restrictive devices. Students shall be trained in the use of these devices (Ref. ISDH Radiation Protection Rule IAC 5-6.1).
14. When making radiographic exposures, the radiologic technology student will optimize his / her technique (high kVp and low mA) to minimize patient and occupational workers exposure.
15. The Program Director and designated faculty must be notified as early as possible of any pregnant student radiation workers so appropriate radiation safety training and fetal badge monitoring can be accomplished.

Fluoroscopy and Angiography / Interventional Radiography

1. All radiologic technology program personnel and students shall wear lead (Pb) aprons and thyroid collars when assisting in fluoroscopy procedures. Lead gloves shall be worn by the technologist if his / her hands are in the area of the primary beam. Lead glasses shall be worn when participating in procedures in the angiography and interventional radiography areas.
2. All radiologic technology program personnel and students will position themselves to minimize their exposure during fluoroscopic exams. Minimally they should position themselves one meter from the primary beam. Utilize the lead fluoroscopy drape when examinations permit.

Portable Radiography

1. All radiologic technology program personnel and students shall wear lead (Pb) aprons when assisting / performing portable radiographic procedures. Lead gloves shall be worn by the technologist if his / her hands are in the area of the primary beam.
2. All radiologic technology program personnel and students will position themselves to minimize their exposure during portable exams. Minimally they should position themselves two meters from the primary beam.

Handling Post Diagnostic Nuclear Medicine Procedure Patient

1. Disposable gloves shall be worn when handling any urine or feces-contaminated equipment or articles.
2. All radiologic technology program personnel and students will position themselves to minimize their exposure during nuclear medicine procedures. Minimally they should position themselves two meters from the radioactive source.

Patient Radiation Safety

1. Use gonadal shielding on patients if reproductive organs lie within 5 cm of the primary beam and its use does not interfere with the radiographic examination being performed.
2. Collimate so there is a minimum of 1/8 inch border on all finished radiographs.
3. Use the maximum source to image distance (SID) that is feasible and practical for the examination.
4. Practice good radiographic positioning skills so repeat radiographic exposures can be minimized.
5. Use the highest speed imaging systems that are appropriate for the radiographic examination being performed.
6. Optimal techniques utilizing the highest kVp and the lowest mAs feasible to obtain a diagnostic radiograph shall be used.
7. Maintain a minimum of 12 inches SSD on mobile equipment and a minimum of 15 inches SSD on stationary equipment.

Site Indicator / Part Markers (Policy 6.3)

When performing radiographs in the laboratory or clinical setting, the student will be required to properly mark all images with a side indicator part marker prior to exposure.

At the start of the program, students are provided with one right and one left marker **from the Department** with the "ST" (student) initials and are expected to have it all times during the educational program. If the student should happen to lose one or both markers, the student should contact the clinical instructor immediately to purchase a replacement set. Failure to have the part markers at any time in lab and/or clinic can result in the student's grade being affected. **NO markers purchased from outside of the department will be permitted.**

Use of Communication Devices on the Clinical Unit (Policy 6.9)

With the complexity and size of some clinical units, it is difficult to locate individuals to receive phone calls. Emergency phone calls only will be accepted for students at the clinical sites. If the student needs to make a phone call, do so when on break or lunch only.

Cell phones are to be turned off and placed in student lockers during clinical assignments.

All electronic communication devices are not to be used during clinical assignments. This includes accessing the internet or email from clinical sites' computers.

Student Transportation to and From Clinical Site (Policy 6.5)

Students are responsible to provide their own transportation to all clinical experiences. The university does not assume liability for accidents / injuries incurred during transport to and from the student's assigned clinical site.

Student Orientation to Clinical Sites (Policy 6.4)

Students of the Radiologic Technology Program are held responsible for following all policies and procedures of the affiliating clinical site. Students will receive information concerning communicable diseases and safety each year. The clinical site is responsible for providing any orientation that they deem necessary. It will be the policy of the Radiologic Technology

Program that neither first nor second year students will be responsible for charting incidents on the patient's chart or for scheduling radiographic examinations.

Unsafe Clinical Practice (Policy 6.7)

Unsafe clinical practice is defined as any behavior which jeopardizes the health and / or well-being of a patient. Included in the definition of unsafe clinical practice would be the student's disregard of policy and procedures, as well as failing to adhere to the supervision and / or repeat policies of the Department.

The clinical course instructor evaluates and documents the student's performance relative to the stated clinical objectives. If at any time information and / or observances indicate unacceptable risk or actual occurrence of harm to self and others, the instructor may withhold the clinical experience from the student. This may be a single occurrence or a pattern of behavior. The student will be notified as to why the clinical experience is being withheld. The instructor will consult with the Faculty / Advisory Council and Dean, COHS to obtain validation that the clinical practice in question was unsafe. Upon the determination of unsafe clinical practice, the Program Director will

dismiss the student and notify them in writing. Any student dismissed for unsafe clinical practice will receive an "F" for the course.

Use of Students as Test Subjects in Diagnostic Imaging (Policy 8.9)

The policy of the Radiologic Technology Program prohibits the use of students as medical test subjects. This pertains to all modalities of diagnostic imaging.

Clinical and Observation Sites

Clinical Sites

During the clinical component of the Radiologic Technology program, students will have the opportunity to practice at a variety of clinical sites. Each clinical facility has a unique learning experience and supports a specific aspect of the curriculum. Students are expected to adhere to the policies and procedures of each clinical site. Each student is responsible for transportation to clinical facilities. Any problems experienced during the clinical education experience should be brought to the immediate attention of the Clinical Coordinator.

Fort Wayne Clinical Affiliates:

Lutheran Medical Park

7950 W Jefferson Blvd

Fort Wayne, IN 46804

Contact: Amanda Hildebrand (Manager)

In addition to the Radiology Department on the 1st floor, you will also spend time in CT, Interventional Radiology, including Cardiac Cath Lab and Vascular, and MRI located in Medical Office Building I (MOB). A variety of radiologic procedures are performed at these sites, ranging from routine radiography to specialized imaging exams.

Students are requested to park in the far sections of the employee lot on the north side of the hospital and enter the building through the employee entrance.

A faculty member from the university will supervise the practice at these sites. Students will be working with individual employees at each clinical site and will have contact people at these sites assigned to help if needed.

Parkview Occupational Health – New Vision

3978 New Vision Dr.

Fort Wayne, IN 46845

Contact: Chelsie Hardman (Manager)

Parkview Occupational Health – New Vision is utilized by the program. This clinical rotation is in the curriculum plan for practicing patient assessment skills.

Northern Indiana Health Care System (VA)

2121 Lake Avenue

Fort Wayne, IN 46805
Contact: Ginny Glow (Manager)

During the clinical experience, students may be assigned to the VA for a clinical rotation. Students will complete an orientation packet and be fingerprinted prior to their first experience. Students will be supervised by clinic staff, but the clinical course instructor will visit the site periodically during assigned clinical hours.

Ortho Northeast, P.C. (ONE)

Location: Varies
Contact: Nikki Vanderwall (Manager)

Students may rotate through the offices of Ortho Northeast, better known as ONE. The sites are located at 5050 North Clinton Street, Fort Wayne, 11119 Parkview Plaza, Fort Wayne, and 7920 W. Jefferson Blvd., Fort Wayne.

Adams Memorial Hospital

1100 Mercer Avenue
Decatur, IN 46733
Contact: Craig Sorg (Manager)

Bluffton Regional Medical Center

303 South Main Street
Bluffton, IN 46714
Contact: Jean Steffen (Interim Manager)

Dupont Hospital

2520 E Dupont Road
Fort Wayne IN 46825
Contact: Jessica Wilder (Manager)

Dupont Outpatient Services

510 Smaltz Way
Auburn, IN 46706
Contact: Jessica Wilder (Manager)

The Imaging Center

7631 W Jefferson Blvd
Fort Wayne, IN 46804
Contact: Allison Lehman (Manager)

Parkview Health Systems

Through the university's close association with the Parkview Health Systems, the Radiologic Technology Program has been able to offer students with rotational opportunities at the following sites:

Parkview Whitley

1260 E. State Road 205
Columbia City, IN 46725
Contact: Kristin Pressler (Supervisor)

Parkview Huntington

2001 Stults Road
Huntington, IN 46750
Contact: Morgan Williams (Manager)

Parkview DeKalb Hospital

1316 East Seventh Street
Auburn, IN 46706
Contact: Paula Amstutz (Director)

The Orthopedic Hospital – Surgery Center

7601 W Jefferson Blvd
Fort Wayne, IN 46804
Contact: Shannon McBarnes (Manager)

Crown Point Clinical Affiliates:

Franciscan Health

Through the university's close association with the Franciscan Health, the Radiologic Technology Program has been able to offer students with rotational opportunities at the following sites:

Franciscan Health Crown Point

1201 S Main Street
Crown Point, IN 46307
Contact: Michelle Kleszynski (Director)

Franciscan Health Dyer

24 Joliet Street
Dyer, IN 46311
Contact: Traci O'Donnell

Franciscan Health Franciscan Point

12800 Mississippi Pkway
Crown Point, IN 46307
Contact: Michelle Kleszynski (Director)

Franciscan Health Munster

701 Superior Avenue
Munster, IN 46321
Contact: Giovanna Lucido

Franciscan Health Michigan City

3500 Franciscan Way
Michigan City, IN 46360
Contact: Craig Menninga (Director)

Franciscan Health Valparaiso Center for Diagnostic Imaging

2411 Laporte Ave

Valparaiso, IN 46383
Contact: Cindy Waltz (Manager)

Franciscan Working Well-Willowcreek
3283 Willow Creek Road
Portage IN 46368
Contact: Sharon Pakornery

Northwest Health

Through the university's close association with the Northwest Health, the Radiologic Technology Program has been able to offer students with rotational opportunities at the following sites:

Northwest Health Starke Hospital
102 E. Culver Rd
Knox, IN 46534
Contact: Matthew Shebel (Director)

Northwest Health Lifeworks Imaging Center
3777 Frontage Rd
Michigan City, IN 46360
Contact: Matthew Shebel (Director)

Franciscan-Beacon Health Hospital
1010 SR 2
LaPorte, IN 46350
Contact: Paula Capozziello (Manager)

Southlake MRI & Diagnostic Center
108 E. 90th Drive
Merrillville, IN 46410
Contact: Marci Mann

Professional Certification and Association Information

Certification and Registration

Certification and registration for the radiologic technology profession is through the American Registry of Radiologic Technologists (ARRT). The ARRT is the only national certifying agency recognized by the American Society of Radiologic Technologists (ASRT), the American College of Radiology (ACR) and the American Medical Association (AMA). Graduates of the program are eligible to take the national examination offered by the ARRT.

During RAD 278, spring semester of the second year, the student will be provided with instructs to fill out their online application for the ARRT examination in radiography. The application must be completed no earlier than 90 days prior to program completion. There will be an application fee to take the exam. During RAD 279, the last

clinical course, the student will review all competencies of the program and have practice in taking several simulated certification examinations. A final written test is constructed similar to the certification examination.

Providing the student meets all graduation requirements, they will be eligible to sit for the registry examination following completion of the program. The test is a 200-question multiple choice test. Each student will have approximately three and ½ hours to complete the exam. During RAD 279, the last clinical course, the student will review all competencies of the program and have practice in taking several simulated certification examinations. A final written competency examination must be passed for approval to graduate. This test is constructed to be similar to the certification examination.

State Licensure (Policy 8.8)

In the state of Indiana, legislation prohibits the operation of X-ray equipment by unqualified personnel. Certification through the Indiana State Department of Health is required for technologists who seek employment in this state. In addition, students enrolled in radiography programs within the state must have a permit to enroll in clinical courses. Entering students will file applications for permits during their orientation to the program.

Students will be required to submit their permits to the Clinical Coordinator, who will copy and record the permit numbers on the clinical verification form.

When students are dismissed from the educational program a letter must be forwarded to the ISDH that identifies the dismissal along with: permit number, social security number and home address.

Notification to the ISDH must be made for any students who have been approved for recycling and an extension of the license will be requested.

Graduates who pass the ARRT examination automatically qualifies for state certification upon submission of an application and payment of the licensing fee. Those entering the job search and looking for employment outside of Indiana will need to research the requirements for holding a license in that particular state. The program can provide the student with assistance in investigating this information during the last summer session.

Student Radiographer Employment (Policy 10.4)

The faculty of the Radiologic Technology Program supports the Indiana State law requiring certification / licensure of persons operating radiological equipment and will report substantiated incidents of noncertified individuals operating radiologic equipment. This law, as enacted, dictates that students of radiography programs are not to be employed in positions performing radiographic examinations during their educational programs.

Professional Associations

American Society of Radiologic Technologists (ASRT)

The ASRT is the only nationally recognized professional society representing all radiologic technologists in the United States today. The purposes of this Society are to advance the professions of radiation and imaging specialties; maintain high standards of education; to enhance the quality of patient care and to further the welfare and socioeconomics of radiologic technologists.

Students are eligible to become members of the ASRT. An application form is provided in the addendum to this handbook. Each student is encouraged to join and become part of this association as it is the major body which supports each of us and the future of our future profession.

Indiana Society of Radiologic Technologists (ISRT)

The ASRT maintains its involvement locally through state societies. Each state society is considered an affiliate of the ASRT and conducts its business according to ASRT standards. Most states conduct an annual educational conference, with many sponsoring more than one such session each year.

An application to the ISRT is provided in the addendum to this handbook
Alumni / Student Organizations

Lambda Nu

Lambda Nu is a national honor society for the radiologic and imaging sciences with 132 chapters in 42 states. Its objectives are to:

- foster academic scholarship at the highest academic levels.
- promote research and investigation in the radiologic and imaging sciences.
- recognize exemplary scholarship.

ACKNOWLEDGEMENT - First Year Clinical Student

First year radiography students are provided with the following during the first three-week orientation to program:

- RAD 164 – Fundamentals of Clinical Practice – Course Syllabus
- RAD 166- Radiographic Procedures I – Course Syllabus
- RAD 167 – Principles of Radiography I – Course Syllabus
- RAD 168 – Clinical Education I – Course Syllabus
- The *Department of Radiologic Technology Student Handbook*, including material on the JRCERT “STANDARDS”.
- *USF’s Undergraduate Catalog – available through University’s website*
- *USF’s Student Handbook – available through University’s website*

In reading this material, please note the emphasis placed upon attendance. Attendance at all classes and clinical assignments is considered mandatory and essential for successful attainment of program goals and objectives. Attendance will be factored into the student’s final grade in all program courses.

In order to complete the clinical portion of the program, I understand that I must be current in all my clinical requirements. I understand that my clinical instructors and/or clinical sites may ask me to undergo a random substance screen and my continuation in the program may be jeopardized by a positive test result. I release the Program and the Facility and any associated persons and /or entities from any and all claims, causes of action, damages, or liabilities whatsoever arising out of or related to these requirements.

The provisions of the above-mentioned materials are not to be regarded as an irrevocable contract. The Department of Radiologic Technology and the University of Saint Francis reserves the right to modify, revoke, or add to any and all regulations at any time. Among other things, this includes the right to change credit for courses, fees charged, graduation requirements, and any regulations affecting students whether they are

academic, clinical or pertaining to student life. Prior written notice will be given to students if program policies and procedures are to change.

I have received the above-mentioned materials provided by the Department of Radiologic Technology and understand that I am responsible to adhere to the policies and procedures set forth therein. I agree to support my Radiologic Technology program and understand that by doing so I promote my future profession.

Student's Name (PRINT) _____

Signature: _____

Date: _____

ACKNOWLEDGEMENT - Second Year Clinical Student

As a second-year radiography student I affirm that I have been provided with the following:

- RAD 265 – Advanced and Therapeutic Modalities – Course Syllabus
- RAD 274 – Principles of Radiography III – Course Syllabus
- RAD 275 – Clinical Education IV – Course Syllabus
- The *Department of Radiologic Technology Student Handbook*, including material on the JRCERT “STANDARDS”.
- *USF's Undergraduate Catalog* – available through University's website
- *USF's Student Handbook* – available through University's website and All RT Canvas Courses

In order to complete the clinical portion of the program, I understand that I must be current in all my clinical requirements. I release the Program and the Facility and any associated persons and /or entities from any and all claims, causes of action, damages, or liabilities whatsoever arising out of or related to these requirements.

I understand that my clinical instructors and/or clinical sites may ask me to undergo a random substance screen and my continuation in the program may be jeopardized by a positive test result.

I have received the above-mentioned materials provided by the Department of Radiologic Technology and understand that I am responsible to adhere to the policies and procedures set forth therein. I agree to support my Radiologic Technology program and understand that by doing so I promote my future profession.

I understand that the profession of Radiologic Technology has adopted a Code of Ethics that is intended to assist technologists in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients. This high level of integrity required of my future profession will be critical to my success in this academic program. I affirm that I will adhere to the highest standards of personal and professional ethics and will maintain the basic principles of academic honesty throughout my tenure as a Radiologic Technology student. As such, I will refrain from plagiarism, cheating, the fabrication of physical evaluation findings, and the unauthorized possession of or distribution of exams, quizzes or homework assignments to classmates or future Radiologic Technology students.

The provisions of the above-mentioned materials are not to be regarded as an irrevocable contract. The Department of Radiologic Technology and the University of Saint Francis reserves the right to modify, revoke, or add to any and all regulations at any time. Among other things, this includes the right to change credit for courses, fees charged, graduation requirements, and any regulations affecting students whether they are academic, clinical or pertaining to student life. Prior written notice will be given to students if program policies and procedures are to change.

Student's Name (PRINT) _____

Signature: _____ Date: _____

Have you pleaded guilty, "no contest" or been convicted of a crime or violated parole since the date background reports were first submitted at the beginning of your clinicals?

YES _____ NO _____

If YES, name the crime or parole violation, the name of the court and any sentence or punishment. (A YES answer is not an automatic bar to continued clinicals but must be reviewed.)
