UNIVERSITY OF SAINT FRANCIS INDIANA

Radiologic Technology Program Student Handbook

2025 – 2026

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 of the academic and clinical expectations explained in this handbook.

We wish you every success in the Radiologic Technology Program!

The information in the Radiologic Technology Student Handbook is subject to change without notice in order to 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.

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Radiologic Technology Academic Calendar

Semester I – Fall 2025

Fall Clinical Requirements Due	August 1
Registration Deadline	August 18
Welcome Weekend	August 22 – 24
Classes Begin (Monday)	August 25
Labor Day (Monday) – No Classes	September 1
Fall Break	October 16 – 19
Faculty Development Day	October 16
Mid-Semester (Friday)	October 17
National RT Week	November 2 – 8
Thanksgiving Break (Wednesday – Sunday)	November 26 – November 30
Finals Week	December 8 – 12
Fall Semester Ends	December 12
Clinical Makeup Days (tentative)	December 11 – 12
Spring Clinical Requirements Due	December 12

Semester II – Spring 2026

Classes Begin (Monday)	January 12
Mid-Semester (Friday)	March 6
Spring Break Week	March 9 – 13
Final Exams	April 30 – May 3
Spring Semester Ends	May 3
Summer Clinical Requirements Due	May 3
Baccalaureate Mass and Commencement (Saturday)	May 4
Clinical Makeup Days (tentative)	May 2 – 3

Summer Session 2026

Classes Begin (Monday)	May 11
Memorial Day (Monday) – No Classes	May 25
Summer Session Ends	June 19
Program Completion	June 26 – 3 PM
Grades Due – 1st 6-Week Session	June 30

Table of Contents

The 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 humankind.
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) 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.

Updated September 2023: 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 a lack of

good moral character for the American Registry of Radiologic Technologists (ARRT) purposes and 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 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,
- and 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 approved to sit for the certification exam by the ARRT.

During RAD 278, the 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 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 test. Each student will have approximately three and a half hours to complete the exam.

The American Society of Radiologic Technologists (ASRT)

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 point of care testing as prescribed by a licensed practictioner.†
- 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

Effective June 25, 2023: https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online

University Information

University Mission Statement

"The University of Saint Francis offers formation of the whole person by providing an encounter with the heart and mind of Jesus Christ so that God, who is Love, may be loved. Through our Catholic identity, Franciscan charism, and liberal arts tradition, we prepare students for personal and professional lives of virtue, service, and joy."

Franciscan Values

We are a community sustained by the values of Saint 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 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 seeks to provide an environment that is free of bias, discrimination, and harassment. If you believe you have been subjected to discrimination, harassment, or sexual misconduct/violence on or off campus, 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, Sr. Maria Gemma Salyer (by email at MSalyer@sf.edu, by phone at 260-399-7700, ext. 6743, or in person at Trinity Hall in Room 100) Additional information on Title IX is available in the University of Saint Francis Student Code of Conduct.

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.

College of Health Sciences (COHS) 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.

General Program Information

Radiologic Technology Program Mission Statement

The Radiologic Technology Program at the University of Saint Francis forms compassionate and competent radiologic technologists by engaging diverse, life-long learners in a Christ-centered environment of academic and clinical excellence. Rooted in our Catholic identity, core values, and liberal arts tradition, the program supports the growth of the radiologic technology profession and prepares students for lives of virtue, service, and joy in the healthcare community. he Radiologic

Radiologic Technology Program Vision Statement

The Radiologic Technology Program at the University of Saint Francis envisions the formation of radiographers who exemplify clinical excellence, ethical integrity, and compassionate service. Through a rigorous, competency-based curriculum and Christ-centered learning environment, students are empowered to develop critical thinking and problem-solving skills grounded in the values of respect, service, and integrity. Led by dedicated faculty, students engage in meaningful classroom learning, hands-on lab instruction, and diverse clinical experiences across regional healthcare settings. This holistic approach prepares graduates who not only meet but exceed national certification standards and are consistently sought after by employers for their professionalism, skill, and commitment to serving others with joy and excellence.

Program Statement

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

- Prepare individuals for entry-level radiologic technology practice as radiographers, equipped with the knowledge, skills, and values needed to serve in a variety of specialized areas within the healthcare community.
- Deliver a competency-based curriculum that integrates academic theory with real-world clinical experience, promoting excellence in both learning and patient care.
- Cultivate habits of critical thinking, reflection, and scholarship that support sound clinical judgment and professional growth.
- Provide opportunities for students to develop strong communication skills through meaningful engagement across diverse healthcare settings.
- Guide students in embracing the values, attitudes, and professional behaviors essential to upholding the standards of the radiologic technology profession and living lives of service, integrity, and compassion.

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 lead 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 lifelong learning, for potential growth and advancement in the profession.**
    - Outcome #1 – Develop the foundational skills and channels for practicing effective lifelong 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

Graduates of the Associate of Applied Science in Radiologic Technology will be prepared for their first position in the field by:

- Outcome #1 – Passing the ARRT Certification exam in radiography on the first attempt.
- Outcome #2 – Becoming employed within the first year after graduation.
- Outcome #3 – Being satisfied with their education.
- Outcome #4 – Being prepared for an entry-level position in radiography to the satisfaction of area employers.

Program Policies

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.

The guidelines are as follows:

- The learning management system (LMS) and email will be used to communicate program and campus announcements, job, and advancement opportunities, etc.
- Faculty members all have email addresses, and these are made available to students on the course syllabi, LMS home page, and Student Handbook.
- In addition, all faculty members have voicemail accounts. The faculty phone number will be provided at the beginning of each course on the syllabus, on the LMS home page, and Student Handbook.
- Due to the office suite accommodating two programs, noise must be kept to a minimum. The following are guidelines to practice when entering the office 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/Felony Conviction (Policy 3.10)

Eligibility for the 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 a 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 the 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 may result in the student being dismissed from the program.

Updated April 2024

Advising Information

Before 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 on the information provided by the student. Once class and labs have been assigned, the student will complete their

online registration and receive registration clearance from their advisor. Students will then complete the registration process as outlined in the schedule of classes.

The faculty advisor is responsible for meeting with the student to outline the curriculum plan. The progress record and notes of student interactions are monitored via the University's online registration platform.

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. A name change will require two forms of identification and must be completed in person with the Registrar.

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.
Updated February 2024

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 email 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 Clinical Coordinator 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 instructed where to report by the Clinical Coordinator.
- If USF cancels class in the morning, and classes are to resume at noon, students will be notified through the LMS with instructions regarding that day's assignments.

Updated February 2023

Transition to Online Class Delivery

The University-supported LMS houses the course materials for each radiologic technology course. Lecture, laboratory, and additional resources are uploaded to the LMS 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 the LMS. 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 Program 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 (JRCERT) of the University's decision and the reason for the transition.

Social Media (Policy 11.2)

Many students may already be a part of one of the many social networking sites available such as Facebook, Twitter, blogs, 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 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 university and program.

Updated February 2024

Energized Lab (Policy 9.1)

Student Information

The laboratories at both Crown Point and Fort Wayne will be accessible only when they can be supervised by a faculty member who is a licensed technologist. The labs will operate according to the state regulations for the safe operation of radiation-generating equipment.

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

- Eating and drinking at any time are prohibited in the labs.
- 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 each energized laboratory so that all students are aware of these expectations.

Faculty Information

The program maintains functional radiology laboratories. To maintain safe laboratories, the radiographic rooms according to Indiana State Law, will be inspected by a recognized Indiana x-ray machine inspector of physicist on an annual basis. All required/suggested repairs will be completed after the inspection.
The Inspection Certificate will be displayed in each energized lab, along with the individual program faculty's current state license.

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

Faculty Procedure

1) Laboratory Coordinators at both locations will verify that the equipment has undergone annual state inspections by a recognized x-ray machine inspector or physicist.
2) The current inspection certificate will be displayed in the laboratory.
3) Laboratory Coordinators will verify that the equipment has undergone any preventative maintenance required after the inspection.
4) Faculty will inform the Laboratory Coordinators of the failure or malfunction so that the appropriate equipment repair company can be contacted.
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.

Updated February 2024

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 Safety Data Sheets (SDS) 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 precautions. These chemicals can cause skin irritations and/or allergic reactions with contact. The use of gloves is recommended to prevent or minimize skin contact hazards. Safety rules for the darkroom will be reviewed before an assignment and required adherences will be in the course syllabus.

In addition to the University Hazard Communication Plan, the Radiologic Technology Program has detailed procedures for 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 Rooms 047, 048, 050, and 061 as well as general hallways and areas of the university. All faculty, staff, and students are enrolled in the University Emergency Notification System.

Procedure:

1) We will receive notification from Risk Management in the spring (April) to perform a chemical inventory of our department.
2) During May-June, an updated inventory list of materials stored in the department will be generated.
3) Safety Data Sheets will be obtained from the manufacturer or downloaded.
4) The completed inventory will be sent to Risk Management.
5) Safety Data Sheets on processing chemicals, along with the darkroom safety rules will be posted in the darkroom.

Updated April 2024

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 techniques.

Procedure:

1) Initial training and screening for all Radiologic Technology students regarding MRI safety in regard 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 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.

Updated April 2024

Curriculum Information

Program Philosophy (Policy 1.2)

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

A 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. We believe that to be a viable member of the healthcare 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 Radiologic Technology Program provides the foundation upon which students will build their careers and strive to fulfill their professional goals and objectives. Growth and expertise following graduation are dependent upon the graduate's desire to seek education continuously. Thus, we endeavor to graduate students who value the importance of professional growth through further education and development.

Updated April 2024

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 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.

Updated April 2024

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 and administrators 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 health science 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.

Acquiring fundamental knowledge: Students must be able to learn in the 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 lifelong 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.

Updated July 2022

Curriculum Plan (Policy 2.5.2)

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 to meet 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.

Associate of Applied Science in Radiologic Technology

	General Education Distribution	Course #	Course Title	CR	Fall	Spring	Summer
	Placement Courses						
		ENGL 100	By Placement	0-2	X	X	
		MATH 130	By Placement	0-3	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		
		COHS 221	Human A&P for Healthcare Professions	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	COHS 222	Human A&P II for Healthcare Professions	3	X	X	X
	Written Communication	ENGL 101	Rhetoric and Composition	3	X	X	
	Summer Session I – 6 Weeks						
		RAD 172	Clinical Education III	3			X
		RAD 173	Image Analysis	1			X
	Behavioral/Social Science	PSYC 121	General Psychology	3	X	X	X
Semester III		RAD 265	Advanced and Therapeutic Modalities	3	X		
		RAD 274	Principles of Radiography III	3	X		
		RAD 275	Clinical Education IV	5	X		
	Mathematics	MATH 133	Algebra and Trigonometry	3	X	X	
			General Elective (non-PE course)	3	X	X	X
Semester IV		RAD 276	Pathology	2		X	
		RAD 266	Radiation Science and Protection	2		X	
		RAD 267	Image Acquisition, Display, and QA	2		X	
		RAD 278	Clinical Education V	5		X	
	Franciscan Values	THEO 105	The Franciscan Tradition	3	X	X	
	Summer Session II – 6 Weeks						
		RAD 279	Comprehensive Experience	4			X
							Student Total Hours = 72

Updated April 2024

Course Descriptions (Policy 2.15)

The hours identified with each course description represent the amount of time spent in the classroom, laboratory, and clinical area per week during a semester.

Prerequisite: A prerequisite indicates a course that must be successfully completed before enrolling in other courses as indicated.

Corequisite: This indicates a course that must be taken no later than the same semester as the course described.

Recommended Background: Indicates the level of course background or other criteria a student needs to be successful in a course.

RAD 164 (Online)

FUNDAMENTALS OF CLINICAL PRACTICE

Fall – 1 credit hour

This course introduces the student to the fundamentals of clinical practice including the professional role, behavior, and communication. Other topics discussed are medical terminology, aseptic techniques, affiliate site orientation, and student support services. (Theory 1 hour)

Corequisites: RAD 166, RAD 167, RAD 168

RAD 166 (Hybrid; Online Lectures, Traditional Labs)

RADIOGRAPHIC PROCEDURES I

Fall – 3 credit hours

This is a lecture and laboratory study of the positioning of routine radiographic examinations. Emphasis is placed on the appendicular skeleton, chest, abdomen, and spine. (Theory 2 hours, Lab 4 hours)

Corequisites: BIOL 221; RAD 167; RAD 168

RAD 167 (Hybrid; Online Lectures, Traditional Labs)

PRINCIPLES OF RADIOGRAPHY I

Fall – 3 credit hours

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, equipment, and accessories utilized in obtaining quality images. (Theory 3 hours)

Corequisites: RAD 166; RAD 168

RAD 168 (Traditional Clinical Hours and Online Conference Course)

CLINICAL EDUCATION I

Fall – 4 credit hours

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. (Clinical 16 hours/week)

Corequisites: RAD 166; RAD 167

RAD 169 (Hybrid; Online Lectures, Traditional Labs)

RADIOGRAPHIC PROCEDURES II

Spring – 3 credit hours

This course includes the continued lecture and laboratory study of routine radiographic positions. Emphasis is placed on the bony thorax, genitourinary system, gastrointestinal system, and basic and specialty contrast examinations. (Theory 2 hours, Lab 4 hours)

Prerequisite: RAD 166; Corequisites: RAD 171

RAD 170 (Hybrid; Online Lectures, Traditional Labs)

PRINCIPLES OF RADIOGRAPHY II

Spring – 3 credit hours

This is a continuation of RAD 167 with a major emphasis on the properties that affect the quality of the radiographic image. Practice in image critique and laboratory application of theories is emphasized. (Theory 2.5 hours, Lab 2 hours)

Prerequisite: RAD 167; Corequisites: RAD 171

RAD 171 (Traditional Clinical Hours)

CLINICAL EDUCATION II

Spring – 4 credit hours

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. (Clinical 16 hours/week)

Prerequisite: RAD 168; Corequisites: RAD 169; RAD 170

RAD 172 (Hybrid; Online Lectures, Traditional Labs)

CLINICAL EDUCATION III

Summer I – 3 credit hours

Clinic III is the clinical application of positioning and exposure techniques. Students continue to prove competency in procedural categories. Included will be film evaluations, clinical preparatory lab sessions, and patient care skills. (Lab 4 hours, Clinical 16 hours/week)

Prerequisite: RAD 171

RAD 173 (Hybrid; Online Lectures, Traditional Labs)

IMAGE ANALYSIS

Summer I – 1 credit hour

The focus of this course is on the analysis of image quality includes specifics of positioning, principles of technique, and radiation protection practices. Students will complete analysis exercises as a requirement of this course. (Theory ½ hour, Lab 2 hours)

Prerequisite: RAD 169; RAD 170; Corequisite: RAD 172

RAD 265 (Hybrid Course Delivery)

ADVANCED & THERAPEUTIC MODALITIES

Fall – 3 credit hours

This course is designed to enhance the student's 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. (Theory 2 hours, Lab 2 hours)

Prerequisites: RAD173; Corequisites: RAD 275

RAD 266 (Hybrid Course Delivery)

RADIATION SCIENCE AND PROTECTION

Spring – 2 credit hours

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. (Theory 2 hours)

Prerequisites: RAD 274; Corequisites: RAD 278

RAD 267 (Hybrid Course Delivery)

IMAGE ACQUISITION, DISPLAY & QUALITY ASSURANCE

Spring – 2 credit hours

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.

Prerequisites: RAD274; Corequisites: RAD 278

RAD 274 (Hybrid; Online Lectures, Traditional Labs)

PRINCIPLES OF RADIOGRAPHY III

Fall – 3 credit hours

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. (Theory 2 hours, Lab 2 hours)

Prerequisite: RAD 173; Corequisites: RAD 275

RAD 275 (Traditional Clinical Hours and Hybrid Delivery for Conference)

CLINICAL EDUCATION IV

Fall – 5 credit hours

This is the clinical application of advanced positioning, exposure techniques, and radiographic imaging. An overview of the specialty areas is presented. Adaptability and critical thinking skills are emphasized. (Lab 4 hours, Clinical 16 hours/week)

Prerequisite: RAD 172; Corequisites: RAD 274

RAD 276 (Hybrid Delivery Method)

PATHOLOGY

Spring – 2 credit hours

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. (Theory 2 hours)

Prerequisites: RAD 265; RAD 273; Corequisites: RAD 278

RAD 278 (Traditional Clinical Hours and Traditional Delivery for Conference)

CLINICAL EDUCATION V

Spring – 5 credit hours

This clinical course is designed to enable the student to continue progression through the competency-based program. The 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. (Conference 2 hours, Clinical 24 hours/week)

Prerequisite: RAD 275; Corequisites: RAD 266; RAD 276

RAD 279 (Traditional Clinical Hours and Hybrid Delivery for Conference)

COMPREHENSIVE EXPERIENCE

Summer II – 4 credit hours

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. (Lab 12 hours, Clinical 16 hours/week)

Prerequisite: RAD 278

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+	81-77
A-	95-92	C	76-75
B+	91-89	C-	74-72
B	88-85	D	71-70
B-	84-82	F	69 and below

In the radiography courses, demonstration of competency is accomplished when the student performs at a level of 82% 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.

Updated July 2025

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 B- required 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 82% (B-), or higher in all professional radiologic technology courses.
- A minimum of 82% in the clinical education portion of all clinical education courses.
- Achievement at a satisfactory level of all stated clinical objectives and competencies.

Academic Mid-Term Counseling

- Students will receive a mid-term progress report in all courses where they have a grade average below 82% (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.

Clinical Mid-Term Counseling

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

Probation

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 on the program's sequence of courses.
- Students not receiving the B- or 82% in a radiography course may be given the opportunity to recycle, remain in general education courses, and then repeat 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 a 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 include but are not limited to the areas of professional behaviors, clinical competencies, and/or compliance with 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 the following situations:

- Needs Improvement" or "Clinically Substandard" are noted on the Observation of Clinical Behavior and Performance Form.
- A Critical incident has been observed, such as: repeating an image without supervision.
- The 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 the safety of the patient and the student's 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 course of the clinical sequence.
- Students receiving a grade in radiography course(s) below 82% (B-) will be dismissed. (Those classes failed after the first semester, but those above 75% will be allowed to submit a request to the Faculty/Advisory Council to recycle. A student cannot submit a form to recycle if they fail more than one Radiologic Technology course).
- Once in the clinical sequence, failure (a letter grade of "F") in any course will result in automatic dismissal from the program.

Rad 279 Final Exam

In the Rad 279 Comprehensive Experience, students must pass the final exam with an 85%. Failure to pass on the first attempt will result in repetitive attempts until 85% is achieved. The first exam score will be the final grade for the grade book; however, students must demonstrate the ability to pass the mock registry certification exam. If an 85% is not achieved before final grades are due for the course, the faculty will incomplete the student's grade until the 85% competency is achieved.
Updated July 2025

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, which must occur in the following academic year.

In order to be cycled back 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.

Updated August 2021

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 the Academic and Career Development Center 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 Coordinator 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 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.

Updated March 2024

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, 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, do 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.]

Consequences

Each incident will be reviewed in its entirety before any disciplinary action occurs. The first documented occurrence, in any course at USF, will result in an "F" for the assignment. This occurrence will be reported to the Academic and Career Development Center.

According to University policy, a second offense will result in the student receiving an "F" in the course which will supersede any withdrawal action by the student. Failure in a program course will result in dismissal according to the Academic Standards policy. Please refer to the University's Student Handbook for more information.

Updated February 2024

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 the University of Saint Francis.
- Achievement of a 2.7 GPA 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.

Updated February 2024

Classroom and Clinical Attendance (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 warnings 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 Attendance

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 Attendance

Two (2) absences during a semester and one (1) absence during a 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:

- The student must notify the program faculty and a representative from the scheduled clinical site of their absence before the start of clinic.
    - A voicemail 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.
    - The student's name, date of absence, clinical site, and to whom the absence was reported should be clearly communicated.
    - The student must also notify the clinical site of their absence by the start of their scheduled "shift."
        - Phone numbers and extensions for each clinical site will be available via Canvas and in the *Student Clinical Binder.* The student must call the clinical site and notify a person directly of their absence for the day. The date, time, and the representative's name should be documented on the 'Clinical Attendance Form'

located in the *Student Clinical Binder*.

- The voicemail system records the date and time of the student call. Voicemail messages may be left 24 hours a day.
- Regardless of any prior notification, the student must follow the call-in procedure.
- It is considered an unexcused absence in the event that the call-in procedure is not followed. An unexcused absence is subject to disciplinary action and/or course grad deduction and will automatically be made up during the designated clinical makeup days.

Once the excused absences have been taken by the student, the Clinical Coordinator will issue a notification to the student via email, requiring acknowledgment from the student.

If an additional absence occurs that exceeds the excused absence(s), the student must contact the Clinical Coordinator within 24 hours to schedule an appointment for counseling and receive documentation for a required makeup 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 a second additional clinical absence that exceeds the excused absence(s), without accepted documentation being approved by the Faculty Council, the student will be withdrawn from the clinical course.

An 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, following a student request to the Faculty Council.

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 Coordinator and/or the clinical preceptor 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 Breaks

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 on the chronic nature and frequency of the incidents and will be communicated in the course syllabus.

Clinical - Tardiness

Students who are unable to make it to a clinical assignment at the appropriate time should notify the Clinical Coordinator via the emergency number as noted in the syllabus or leave a voicemail message on the clinical call-in line as soon as possible. Failure to notify may result in disciplinary action. Tardiness of more than one hour past the scheduled start time will be recorded as a clinical absence. A student 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 a preceptor. A pattern of tardiness can result in a reduction of the clinical grade.

Clinical – Early Departure

Early departure from a clinical assignment results in disruption of a learning experience. The student should schedule appointments or other obligations, so they do not infringe upon

scheduled clinical time. If the student must leave during the scheduled assignment for any reason, 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 Coordinator/preceptor has the right to send a student home if they present to clinic unwell. Incidents of vomiting, fever, or other contagious symptoms during clinic will result in the student being sent home and utilizing an absence, regardless of the student's current attendance status.

Clinical - Breaks

Students will have 30 minutes allotted for lunch and one 15-minute break. Students are not to leave the building during their scheduled shift; lunches and breaks must occur at the clinical site. Students cannot elect to omit lunchtime or break to leave early. Students cannot combine break and lunchtime to have a longer lunchtime.

Clinical Makeup Assignments

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

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

The program plans makeup dates for the end of the semester, which are included in the program's academic calendar and clinical syllabus each semester and summer session. The student should expect to utilize these dates if a makeup assignment is required. Students cannot call off or reschedule a clinical makeup assignment; disciplinary action and/or further course grade reduction may occur if a clinical makeup assignment is missed.

Student Athlete Absence

No athlete misses class or clinic for practice in any sport. If an athlete misses a class due to a game, it is to be understood that he/she is responsible for contacting the professor of that class to determine a course of action for the content being missed. It is the student's responsibility to make up work before the absence occurs. The student is responsible for all policies and procedures as stated in the course syllabus.

Students must provide the Clinical Coordinator with a schedule documenting all anticipated clinical absences before the start of the semester. The Faculty Council will meet to approve adjustments in the clinical schedules.

Program Faculty – Clinical Attendance Procedure

The program faculty will:

- Access the clinical call-in line for messages at the beginning of each clinical day.
- Record the name of the student, the time of call-in, and the location of the clinical assignment on the 'Clinical Attendance Form.'
- Provide the 'Clinical Attendance Form' to the Clinical Coordinator to be placed in the student's clinical file and recorded on the attendance spreadsheet.
- Review Time Tracking in eValue for each scheduled clinical student for that day.
    - Complete a 'Clinical Attendance Form' if a student has a late clock-in.
    - Make the proper calls if a scheduled student is not clocked in and did not report an absence for the day.
- The Clinical Coordinator will issue an email notice when the excused absences have been used. Notifications will also be sent for each additional absence that exceeds the excused amount.

- At this point, attendance will be considered in the calculation of the final grade; the student is counseled, and a clinical makeup assignment is assigned.
- Students whose absences exceed the excused absences by two (2) days will be considered for program removal, following a review by the Program Director and Faculty Council. Upon approval, notification will be sent to the registrar to remove the student from the program.

Updated February 2024

Leave of Absence (Policy 3.9)

Due to the sequential nature of the coursework involved in the Radiologic Technology Program and the 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 coursework 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 a leave of absence.
3) The student will be notified in writing of the faculty council's decisions.

Updated March 2024

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 the Business Office prior to submitting withdrawal forms to the Registrar's Office.

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

Updated March 2024

Program Dismissal (Policy 3.5)

Students in the Radiologic Technology Program may be dismissed for any of the following reasons:

- Failure to meet the academic standards of the program.
- Conduct and behavior that 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 failure to meet clinical requirements.

- Insubordination to faculty or staff of our clinical affiliates.

Updated April 2024

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 *Radiologic Technology Program Student Handbook*, as well as those of the affiliate clinical settings.

Depending on the severity of the incident or situation, the following action 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 that the student may have about the incident. A warning of future grade reductions for repeated incidences will be given. This counseling will be documented in the student 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; before the Faculty Council takes 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 that 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 of being under the influence of drugs or alcohol during clinical or class hours, or possession of a dangerous weapon may result in the student being immediately dismissed.

The faculty also reserves the right to request the withdrawal from the program of any student 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 Program Director 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 about academic progression and dismissal.

Updated March 2024

Readmission (Policy 3.13)

Any student who was dismissed from the program due to serious infractions of the Standards of Professional 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 two years 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 before placement in the radiography courses. Radiologic Technology courses successfully completed during the past year will be accepted toward completion of degree requirements.

Updated April 2024

Records (Policy 1.9)

The Radiologic Technology faculty will maintain student program-specific files. These files will 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.

Information will be released to 1) personnel within the institution with a legitimate reason; 2) accreditation agencies; 3) clinical affiliates to transfer health records for approval of clinical assignments; and 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 the FERPA policy. Official transcripts will be released through the Registrar's Office after the student has completed a transcript release form.

Updated April 2024

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 Student Handbook.*

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

- The faculty should fully inform students about course requirements, 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 the actual evaluation.
- The faculty will evaluate student performance solely based on 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 is completed.
- Faculty members are not required to return such material to the students, but they must provide reasonable access to the material.
- In the classroom and 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 *Radiologic Technology Student Handbook* and will be discussed with students at the initial orientation to the A.A.S. degree program.

The following section reflects students' rights in academic policy matters and 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 Radiologic Technology program 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 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 whom 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 Sciences
    - Vice President of 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

Updated February 2024

Student Representatives (Policy 1.11)

The student representatives are members of his/her respective class who are selected to act as spokespersons for that class. The student representatives are 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(s) 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(s) 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.

Updated March 2024

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 acknowledgment 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 second summer session. Those students not completing the program will not have their scores released from the American Registry of Radiologic Technologists (ARRT).
Updated February 2024

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; however, they will not receive their diplomas until 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 the A.A.S. degree requirements have been met via the University's online registration platform. Students will also complete a graduation application at this time. Any general education requirements needed for graduation must be completed before July.

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

PROCEDURE

1) Faculty complete an audit at mid-term second fall semester, before spring advising and registration.
2) The Program Director generates a list of all students completing the program in the summer and attending commencement in May. This list is due to the Registrar's Office upon request, following the student submission of the graduation application.
3) The Program Director or designate will audit the progress report via the University's online registration platform. This review is performed before the request for diplomas.
4) The Program Director will complete exit interviews for program evaluation with each graduating student. At this time the following will be discussed or accomplished:

- Complete the written program evaluation form
- Conduct an interview of specific questions for feedback
- Obtain directory information
- Complete employer information
- Discuss the importance of graduate follow-up in program accreditation

Updated April 2024

Distance Education (Policy 2.22)

1) The University of Saint Francis Radiologic Technology Program is committed to providing a quality educational experience for all students regardless of geographic location or mode of delivery. Students enrolled in either the Fort Wayne or Crown Point campus 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 as 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 the USF Credit Hour Equivalency Policy.
6) Attendance - USF Radiologic Technology faculty expects 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.*
7) 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.
8) 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 MyCougarConnection 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.
9) 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

Updated March 2024

Student Health and General Requirements for Clinical Courses

Verification of Requirements for Clinical Activity (Policy 6.8)

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 may be withdrawn from the program courses.

Documentation and Procedure for the following is due by August 1 via Castlebranch.

- A verification/health record will be established for each student entering the first clinical course (RAD 168) and maintained through RAD 279 within Castlebranch. This is separate from the student's permanent file.
- The following requirements will be submitted and verified through Castlebranch:
    - A completed physical examination dated within one year of entry into the clinical sequence course.
    - An immunization record that includes: a tetanus/diphtheria inoculation within the last ten years, rubella vaccine/immunity, varicella 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 before the first clinical course.
    - Certified in a **Basic Life Support (BLS) CPR** certification for the **Healthcare Provider** (adult, infant, child, and AED) **before** 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 negative drug test via LabCorp.
    - Completion of an OSHA questionnaire form reviewed and signed by a medical provider, and a respirator FIT test. Fort Wayne students are required to submit the OSHA Questionnaire only; Crown Point students must complete the OSHA Questionnaire and submit it with their FIT test. (Crown Point students only are required to complete a FIT test per clinical affiliates guidelines).
    - A Background check through Castlebranch (completed annually), to include the following:
        - Criminal Background
        - Driving History
        - OIG
    - Submission of an annual Influenza vaccine or exemption form (submitted by October 31st)
    - Submission of a 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 with 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 is due within the first three weeks of the fall semester:

- All orientation material required for any assigned clinical site(s)
- Infection Control Acknowledgement documented within eValue (RAD 168 and RAD 275)
- All USF Consent forms within Castlebranch
- Verification of Health Insurance form

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 certain clinical experiences, the student cannot complete all aspects of the program and therefore may be dismissed from the program.

Clinical requirements will be reviewed and maintained by the Clinical Education Liaison. Beginning in June and through August 1st, emails will be sent to RAD 168 students to remind them of health requirements. Students will not be able to begin clinical courses unless these are received by August 15th. **NO LATER.**

- The Clinical Education Liaison will begin a *Clinical Requirements Tracker* spreadsheet with each clinical student enrolled in RAD 168. The clinical verification spreadsheet will be created utilizing the information from the documents uploaded to Castlebranch.

Procedure for Maintenance (RAD 171-279)

- The Clinical Education Liaison will maintain and communicate clinical requirement needs with the students, as needed throughout the program.
- The Clinical Coordinator will support the Clinical Education Liaison by including any requirements needed per the *Clinical Requirements Tracker* spreadsheet at the mid- and end-of-semester meetings of each semester or summer session.
- Students will be counseled at mid-term and the requirement is due on the last day of the current semester.

Updated February 2024

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 is reviewed during advising and is included in the clinical orientation component of the program. Information explaining protection measures to employ if pregnant is 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 an 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 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 of more than one year. However, the student will be required to reapply to the program. All prerequisites 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.
    - The student will need to set up accommodations with the Student Accessibility Services in the Academic and Career Development Center to create and develop an individualized plan.

Updated March 2024

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. The Safety and Security Department should be notified of the 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 Program Director. 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 a student injury requires emergency care, call 911. The student is responsible for any costs incurred as a result of 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. 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 (Centers for Disease Control and Prevention).

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

The student should go to the nearest emergency department or urgent care clinic for treatment.

The 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 members and the 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).

A non-contaminated needle stick is treated at the agency as needed.

Updated April 2024

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.

Updated March 2024

Confidentiality of Patient Information (Policy 2.3)

The 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 for maintaining the confidentiality of all patient information obtained in all healthcare 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 before beginning 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.

Updated February 2024

Clinical Expectations

Clinical Attendance

Please see the Classroom and Clinical Attendance (Policy 5.1) in the Academic Expectations section of this handbook.

Student Dress Code (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 respect for all individuals.
- Students must wear their clinical uniform when in the laboratory setting. No other clothing for labs will be acceptable.
- Smartwatches may not be worn during classes, labs, or clinical.

Clinical Dress

The student is to present a professional and 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 may purchase one warm-up jacket with the University seal, selected by the program, to wear over the scrub top. This designated jacket, purchased through the USF Book Store, is the only one allowed to be worn over the uniform in the clinical setting.
- A crew neck shirt may be worn under the scrub top, but must fit the following requirements:
    - All-black, short or long-sleeve, crew neck.
    - All-white, short sleeve, crew neck.
    - Graphics should not be visible on the sleeves or neck area of the 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.
- Only all black, closed toe and heel shoes will be permitted to be worn. No mesh shoes are allowed. The 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, evening, and interventional radiology rotations.
- Surgery attire is not to be removed from the clinical site.

Jewelry

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

Personal Hygiene

It is required that students present themselves in a professional manner, with respect to clothing, personal hygiene, and appearance. The following hygiene requirements are applicable to all students:

- Maintain personal cleanliness by bathing regularly.
- Oral hygiene (brushing of teeth) required.
- Use of deodorant/antiperspirant to minimize body odors.
- No heavily scented perfumes, colognes, or lotions. These can cause allergic reactions, migraines, and respiratory difficulty for others.
- Clean and trimmed fingernails (1/4 inch long or less).
    - No acrylic nails will be permitted.
    - No polish, nude or clear, will be acceptable.
- Cosmetics are to be moderately applied and appropriate for daytime wear.
- Hair must be kept clean and kept off the shoulders and/or securely pinned back.
    - Headbands may be worn but should be kept conservative – narrow width and black or white in color. Scarves, ribbons, handkerchiefs, wide, floral-patterned, bright colors, sparkles, etc. are not permitted.
    - Un-natural hair colors (pink, purple, blue, lavender, etc.) are not permitted.
- Mustaches and beards must be neatly trimmed.
- Gum chewing during clinical will not be 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 Coordinator for direction before attending clinical education.
- In order to cover arm tattoos:
    - The program-designated warm-up jacket may 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, evening, or interventional

radiology rotations.

- A black, long-sleeve shirt, as noted in Clothing, may be worn.

- Facial piercings of any kind, including the tongue, nose, cheek, eyebrow, lip, or chin 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 Coordinator.

Radiation Monitoring Devices/Anatomical Part Markers

- Monitoring devices must be worn while in the clinical setting, as well as during classes in the energized laboratory setting.
- Program-provided student 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 of the Radiologic Technology Program. Disciplinary action may be initiated, without warning, by the faculty for non-conformity with the stated dress code.

Updated February 2024

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 before the start of a new semester or summer session. The schedules shall be arranged by the Clinical Coordinator and clinical preceptors of the program and may be subject to change. Hours and work areas shall be selected so that the student receives the best possible variety of educational opportunities. 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 days 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 with the approval of the Clinical Coordinator. 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

During the course of the program, students are assigned to some evening clinical shifts. The learning opportunity is provided to the student in order for him/her 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. The Clinical Coordinator is available by emergency cell phone number during the students' evening assignment.

Updated January 2024

Clinical Progress and Evaluation (Policy 3.4)

The Clinical Coordinator, according to the stated program objectives and competencies, evaluates the clinical performance and progress of students in the Associate of Applied Science degree program in Radiologic Technology. The process of clinical evaluation involves the use of the following:

1) **Observations of Clinical Behaviors and Performance Evaluation**

   The Observations of Clinical Behaviors and Performance (OCBP) Evaluation is completed on every student for each rotation assignment in the clinical area. Clinical preceptors and staff technologists are responsible for completing these forms. The form utilized outlines the program's expectations in terms of clinical behavior and performance. The OCBP Evaluation form will be sent to the preceptor or technologist via email through eValue by MedHub.

   Students are observed to meet these expectations/competencies at the following levels of performance and are tallied as follows:

   Excellent (3 pts.) – The performance exceeds expectations and demonstrates exceptional clinical judgment, skill, and proficiency. The clinician consistently goes above and beyond in their role, exhibiting a deep understanding of the subject matter, excellent patient care, and strong problem-solving abilities. Their work is thorough, precise, and of the highest quality, requiring little to no supervision or correction.

   This rating does not increase the student's overall score but provides recognition and feedback on a job well done.

   Competent/Acceptable (3 pts.) – The performance meets the required standards and expectations for clinical practice. The clinician demonstrates a solid understanding of the necessary skills and knowledge, effectively applying them in their work. Their patient care and clinical decisions are appropriate and reliable. While there may be occasional minor errors or areas for improvement, overall, their work is satisfactory and aligns with the expected level of competency.

   The student is meeting the expectations of the program.

   Needs Improvement (2 pts.) – The performance is below the expected level of competency, indicating gaps in knowledge, skills, or clinical judgment. The clinician may struggle with certain tasks, require frequent guidance or correction, and make errors that require attention. While they demonstrate potential, their performance requires targeted efforts and additional training to reach an acceptable standard.

   The student has room for improvement. General feedback for continued improvement and growth will be provided at mid and end-of-semester counseling.

   Critically Substandard (0 pts.) – The performance is significantly below the required standards and poses a risk to patient safety or clinical outcomes. The clinician demonstrates a severe lack of understanding, skill, or judgment, leading to frequent and serious errors. Immediate intervention is necessary, and the clinician may require substantial retraining or reconsideration of their role. Their current performance is unacceptable and cannot continue without significant improvement.

   The student is not meeting the expectations of the program. A clinical warning will be issued if determined appropriate by the Clinical Coordinator when any area of

the observation form indicates a rating of "Critically Substandard" or the severity of the incident warrants this.

In conjunction with the students, the Clinical Coordinator is responsible for ensuring that these forms have been completed within a reasonable timeframe. Any forms with critically substandard categories marked will be investigated by the Clinical Coordinator at the earliest possible time. If appropriate, the student will be contacted, and a clinical warning issued as outlined.

Effective August 2024, all current clinical warnings or probations that were issued under the previous rating scale, where ratings of "Occasionally" or "Rarely" were applied, will be updated to reflect the new rating scale.

2) Anecdotal Records

All students are expected to adhere to the policies and procedures of the Radiologic Technology Program. The anecdotal record is a note, made by the Clinical Coordinator. The note is a record that documents a clinical occurrence or 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 or concern, the Clinical Coordinator will include what action, if any, will be taken by the program. 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 placed in the clinical file and will be reviewed at mid and end of the semester, and followed through the program, as needed. Actions taken for any occurrence can result in a reduction in 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 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 before completing the competency checks in the clinical setting. Students who complete the required number of competency reports for a specific semester or summer session may continue to work on the requirements of the next semester, provided 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 skills before the assignment in the clinical setting. 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 Clinical Coordinator are conducted at the middle and end of each semester and summer session; other meetings may be scheduled as appropriate. These are required to be completed. Failing to meet at the assigned time without prior notification will result in a reduction in the final grade.

The OCBP Evaluation forms will be reviewed with the student during mid and end-of-semester counseling sessions and anecdotal notes will be shared with the student. The student grade is assigned by the Clinical Coordinator according to the statement of evaluation that appears in the course syllabus.

6) Clinical Warning

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

Procedure for the Clinical Coordinator

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

a) Observation of Clinical Behavior and Performance Evaluation

In reviewing a student's OCBP evaluation form it is noted that the preceptor or technologist has indicated "Critically Substandard" for specific behaviors/objectives, the following will occur:

- The Clinical Coordinator will contact the preceptor or technologist who completed the evaluation to discuss the reason for the "Critically Substandard" selection(s).
- As soon as possible, the Clinical Coordinator will arrange a meeting with the student to discuss the behavior/objective not successfully met during the clinical session.
- The student is asked to document his/her view of the situation.
- The Clinical Coordinator will determine 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.
- When the designated time frame has been reached, the Clinical Coordinator and student will meet to discuss his/her success in meeting the desired behavior.
- The student does not advance if the desired behavior is not met within the designated time frame.

b) Critical Incident

(Example: Student repeated a radiograph without a technologist in the room)

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

- The Clinical Coordinator investigates the situation to get all applicable facts and feedback from anyone involved.
- The Clinical Coordinator meets with the student to receive his/her input on the incident and/or performance and have the student document their involvement.
- The Clinical Coordinator, if applicable, removes the student from the clinical setting and arranges a meeting with the student for the next clinical/class day.
- The Clinical Coordinator reviews anecdotes to see if this incident has occurred before.
- 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.
- The student does not advance if the desired behavior is not met within the designated time frame.

c) Clinical Competency Requirements Not Met

Each semester a minimum number of competency exams are required to meet the

requirements of a clinical course. These exams must be completed at a competency level of 95% or higher. When the required number of reports or level of accomplishment is not achieved:

- The Clinical Coordinator will meet with the student to discuss the situation.
- The Clinical Coordinator can lower the course grade for failure to meet competency requirements.
- The Clinical Coordinator will issue a clinical warning to the student designating what has occurred, what the requirement was, the requirement that now needs to be met, and the time frame the student has to be in compliance in order to progress.
- 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 behaviors, and the time frame established for improvement.

Competency Completion Procedure

Student Performing a Competency in Rotation/Area Not Assigned

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

1) The student assigned to that area does not want/need to perform the exam. He/she always has first choice.
2) A technologist has agreed to observe the student during the exam.
3) The technologist in the assigned area has been notified.

Updated August 2024

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 whether competency requirements are 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.
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, may perform that exam under indirect supervision. Indirect supervision is defined as supervision provided by a

qualified radiographer immediately available to assist the student regardless of the level of student achievement. The student will provide a current list of his/her completed competencies to the supervising radiographer upon request.

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.
4) A qualified radiographer reviews and approves the radiographs.

'Immediately available' is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed and can assist the student immediately upon request.

****In support of professional responsibility for the 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:

1) Openly communicate to the program faculty any student problems, potential problems, achievements, etc.
2) Provide feedback to students and program faculty according to competency level by completing the appropriate forms (e.g., competencies, rotation/objective checkoff, and clinical observation forms) in a timely manner.
3) Answer student questions concerning radiographic procedures and departmental protocols.
4) 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 the 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 also included in the Clinical Preceptor Handbook. Additionally, the policy is included in the Student Handbook and 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 student's 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 the sole responsibility for

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 in which a technologist is not following the policy on the supervision of students in clinical education will be reported to the program director for action.

Procedure:

a) A program faculty member will review individual student clock-ins via eValue at the beginning of each clinic day.

b) Verification of clock-ins is documented in the *Clinical Check In Log within SharePoint.*

Updated February 2024

Repeat Radiographs (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 radiograph policy is monitored as follows:

1) Preceptor reporting on a behavior form.
2) Information received from the student at mid-semester/end-of-semester conferences.
3) 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.
4) Student Representatives could request to bring specific instances where students have been asked to disregard this policy to the Faculty Advisory Council for action.

Updated February 2024

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 Clinical Coordinator 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 (RSO). The bimonthly radiation reports are maintained and filed by the RSO. Annual and termination reports for each student is part of their permanent file with the University.

Upon notification of a student's pregnancy, a second (fetal) 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 monthly.

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

Procedure for Radiation Monitoring

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 the 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; sharing is prohibited.
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 and Radiation Safety Officer will review the badge reports bimonthly.
7) Within 30 school days of receiving the radiation reports, the Clinical Coordinator 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. Per 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 from the program and the student will be mailed a copy of the final cumulative report.
12) Badges will be changed within plus or minus 5 academic days of the 10^{th} of every other month. Students at all clinical sites are responsible for coming to the program office suite and exchanging their radiation monitoring devices 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		
Occupational Exposures		
Effective Dose Limits:	*Annual*	50 mSv (5 rem)
	Cumulative	10 mSv (1 rem) x age
Equivalent Dose:		
Annual Limits for Tissues and Organs	*Lens of Eye*	150 mSv (15 rem)
	Skin, Hands, and Feet	500 mSv (50 rem)
Annual Educational and Training Exposures		
Effective Dose Limit:		1 mSv (100 mrem)
Equivalent Dose Limit:	*Lens of Eye*	15 mSv (1.5 rem)
	Skin, Hands, and Feet	50 mSv (5 rem)
Embryo/Fetus Exposures		
Equivalent Dose Limit:		0.5 mSv (50 mrem) per month
Negligible Individual Dose		
		0.01 mSv (1 mrem)

Updated March 2024

Guidelines for Radiation Monitoring (Policy 8.2)

The following guidelines are in place 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: 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 before 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 if rotating through a Nuclear Medicine or Radiation Therapy rotation. They are not to handle nor administer any radioactive or radiation sources while in these 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 on 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 Clinical Coordinator 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 Clinical Coordinator 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. At a minimum, they should position themselves one meter from the primary beam and 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. At a minimum, 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. At a minimum, they should position themselves two meters from the radioactive source.

Patient Radiation Safety

1) Use gonadal shielding on patients except during abdomen and pelvis radiographs.

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.

Updated April 2024

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 before exposure.

At the start of the program, students are provided with one right and one left marker **from the program** with student (ST) initials and are expected to have them at all times during the educational program. If

the student should happen to lose one or both markers, the student should contact a faculty member 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 program will be permitted.**

Updated February 2024

Use of Communication Devices in 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, they are to 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 (including smartwatches) are not to be used during clinical assignments. This includes accessing the internet or email from clinical sites' computers.
Updated February 2024

Student Transportation to and from Clinical Sites (Policy 6.5)

Students are responsible for providing 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.
Updated January 2024

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 on the student's first day of the clinical rotation. In addition, students will be responsible for completing the routine diagnostic and portable check-off form in eValue with their clinical preceptor/technologist on their first day of a new clinical site.

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.
Updated January 2024

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 policies and procedures, as well as failure to adhere to the supervision and/or repeat policies of the program.

The Clinical Coordinator 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 Clinical Coordinator 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 COHS Dean 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.
Updated February 2024

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.
Updated March 2024

Clinical and Observation 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. Students will be working with individual employees at each clinical site and will have contact people at these sites to help if needed.

Any problems experienced during the clinical education experience should be brought to the immediate attention of the Clinical Coordinator.

Fort Wayne Clinical Affiliates

Adams Memorial Hospital
1100 Mercer Ave.
Decatur, IN 46733
Contact: Trisha Tester (Manager)

Bluffton Regional Medical Center
303 S. Main St.
Bluffton, IN 46714
Contact: Jean Steffen (Manager)

Dupont Hospital
2520 E. Dupont Rd.
Fort Wayne, IN 46825
Contact: Jessica Wilder (Manager)

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

Lutheran Hospital of Indiana
7950 W. Jefferson Blvd.
Fort Wayne, IN 46804
Contact: Amanda Hildenbrand (Assistant Director)

Northern Indiana Health Care System (VA)
2121 Lake Ave.
Fort Wayne, IN 46805
Contact: Virginia Glow (Manager)

Ortho Northeast (ONE)
Clinton Location:
5050 N. Clinton St.
Fort Wayne, IN 46825

North Location:
11136 Parkview Plaza Dr.
Fort Wayne, IN 46845

Southwest Location:
8202 Glencarin Blvd.
Ste. 300 (3rd Floor)
Fort Wayne, IN 46804
Contact: Nikki Vanderwall (Manager – All Locations)

Parkview Dekalb Hospital
1316 E. Seventh St.
Auburn, IN 46706
Contact: Paula Amstutz (Director)

Parkview Huntington Hospital

2001 Stults Rd.

Huntington, IN 46750

Contact: Morgan Williams (Manager)

Parkview Whitley Hospital

1260 E. SR 205

Columbia City, IN 46725

Contact: Kristin Pressler (Manager)

Parkview LaGrange Hospital

207 N. Townline Rd.

LaGrange, IN 46761

Contact: Sally Hall (Manager)

Parkview Occupational Health Clinic – New Vision

3978 New Vision Dr.

Fort Wayne, IN 46845

Contact: Marissa Trentman (Manager)

The Imaging Center (TIC)

7631 W. Jefferson Blvd.

Fort Wayne, IN 46804

Contact: Allison Lehmann (Manager)

Physical Medicine Consultants

7201 Engle Rd.

Fort Wayne, IN 46804

Contact: Beth Wall (Manager)

Crown Point Clinical Affiliates

Franciscan Michigan City at LaPorte (Beacon)

1010 SR 2

LaPorte, IN 46350

Contact: Paula Capozziello (Manager)

Franciscan Health Crown Point

1201 S. Main St.

Crown Point, IN 46307

Contact: Michelle Kleszynski (Director)

Franciscan Health Dyer

24 Joliet St.

Dyer, IN 46311

Contact: Giovanna Lucido

Franciscan Health Franciscan Point Outpatient Center

12800 Mississippi Pkwy.

Crown Point, IN 46307

Contact: Michelle Kleszynski (Director)

Franciscan Health Michigan City

3500 Franciscan Way

Michigan City, IN 46360

Contact: Craig Menninga (Director)

Franciscan Health Munster

701 Superior Ave.

Munster, IN 46321

Contact: Giovanna Lucido

Franciscan Working Well – Willowcreek

3283 Willow Creek Rd.

Portage, IN 46368

Contact: Sharon Pakornery

Northwest Health Lifeworks Imaging Center

3777 Frontage Rd.

Michigan City, 46360

Contact: Matthew Shebel (Director)

Franciscan Health Franciscan Point Urgent Care

12800 Mississippi Pkwy.

Crown Point, IN 46307

Contact: Heidi Blackwell

Northwest Health Starke Hospital

102 E. Culver Rd. Knox, IN 46534

Contact: Matthew Shebel (Director)

Southlake MRI and Diagnostic Center

108 E. 90th Dr.

Merrillville, IN 46410

Contact: Marci Mann (Manager)

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 instructions to fill out their online application for the ARRT examination in radiography. The application must be completed no earlier than 90 days before 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 practice in taking several simulated certification examinations. A final 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.

Student 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 (ISDH) 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.

Student permits will be kept on file in the student's permanent graduate file within Sharepoint.
When students are dismissed from the educational program a letter must be forwarded to the ISDH that identifies the dismissal.

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 qualify 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.
Updated April 2024

Student Radiographer Employment (Policy 10.4)

The faculty of the Radiologic Technology Program supports the Indiana State law requiring certification/licensure of persons operating radiographic equipment and will report substantiated incidents of noncertified individuals operating radiographic 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.

Any student employed with a clinical affiliate and holds access to their hospital's electronic medical record system (EMR), may NOT use or access the EMR during clinical hours. The use of an EMR should only be used during the student's working hours and never during a clinical rotation.
Updated January 2024

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 available at https://www.asrt.org/membership/membership-categories/student-member. 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 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. The purpose of the ISRT is to advance the profession of medical imaging and radiation therapy, to maintain high standards of education in order to enhance the quality of patient care, and to advocate for the medical imaging and radiation therapy professions.

Students are eligible to become members of the ISRT. An application form is available at https://www.isort.org/Membership.html. 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 profession.

Lambda Nu National Honor Society for Radiologic and Imaging Sciences

Lambda Nu is a national honor society for the radiologic and imaging sciences with over 252 chapters across 46 states.

Lambda Nu is committed to: fostering academic scholarship at the highest academic levels; promoting research and investigation in the radiologic and imaging sciences; and recognizing exemplary scholarship.

Students are eligible to be inducted into Lambda Nu by meeting specific GPA requirements by the Spring semester of the second year.