Shawnee State University

Radiologic Technology Program Handbook

Class of 2027

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Table of Contents

Topic:	Page:
Introduction	5
Program Faculty & Staff	6
Clinical Education Centers	7
Mission and Goals	8
Safety Procedure for bloodborne diseases	9
Confidentiality Policy	11
Relationship with Patients and Clinical Preceptors/Technologists	12
Certification and Licensure	13
ARRT Code of Ethics	14
Post-Processing Policy	16
Accreditation	17
JRCERT Non-Compliance Procedure	18
Drug Testing Policy	19
Drug-Free Campus	20
Non-Discrimination/Sexual Harassment Policy	21
Social Networking Policy	22
Grievance Procedure	23
Radiologic Technology Program Curriculum	24
Course Descriptions	26
Advising Policy	28
Academic Requirements	29
Continuation Policy	30
Academic Misconduct	31
Guidelines for Appealing a Dismissal	32
Procedure for Readmission	33
Student Support Services	34
Library Services	35
Behavior Expectations	36
Background Check Policy	37
Attendance Policy	37
Clinical Attendance Policy	38
Trajecsys/Clinical Attendance Records	41
Clinical Records	41
Breaks	42
Operating Rules for Radiographic Laboratory	43
Laboratory Dress Code	44
Dress Code for Clinical Education	45
Dress Code Approval Policy	47
Policy for Student Employment	48
Student Medical Liability Insurance	49
Student Health Insurance	49
Communicable Diseases	49
Technical Standards	50
Academic Field Trip Policy	51

Acknowledgment and Signature Policy	51
Forms of Communication Policy	51
Clinical Site Orientation Policy	52
Evaluations Policy	51
Use of Electronic Devices Policy	53
Physical and Vaccine Requirements	54
Radiation Protection Policy	55
Pregnancy Policy	57
Clinical Rotation Policy	59
Clinical Supervision Policy	60
Competency-Based Clinical Education	61
Attainment of Clinical Competency	61
Clinical Grading	61
Daily Log Requirements	63
Repeat Examination Log Requirements	63
Semester Requirements for Clinical Education	64
Clinical Education Grading	66
Competency Examination Completion Policy	67
Clinical Evaluations	68
Additional Requirements	69
Clinical Experience Advising	70
Clinical Competency Unit 1	71
Clinical Competency Unit 2	72
Clinical Objectives for Evening Rotations	73
Student Orientation Policy	74
Specialty Area Clinical Rotation Policy	74
Competency Evaluation Monitoring Policy	75
Magnetic Imaging Resonance Imaging Safety Policy	76
Incident Reporting	77
Financial Responsibilities	79
Community Service	80
Transfer Policy	81
COVID-19 Disclosure Policy	82
Program Portfolio	83
Signature Requirement	83
Contingency Plan	83
Position of Gonadal Shielding	84
Leave of Absence Policy	85
Consent for Physical Contact During University-Related Activities	86
Appendices	
A- Acknowledgement of Review of Student Program Handbook	87
B- Student Hepatitis B Vaccine Declination	88
C- Petition of Readmission	89
D- Physical Form	90
E- Community Service Form	92
F- Academic Field Trips Release	93

G- Student Orientation Checklist	94
H- Competency Unit I	95
I- Modality Rotation Checklists	99
J- MRI Screening Form	104
K- Dress Code Approval	105
L- Clinical Experience Advising Report	106
M- Incident Report	107
N- Critical Incident Report	108
O- Action Plan	109
P- Student Evaluation of Clinical Instruction	110
Q- Mandatory Competency Evaluation	111
R- Standard Competency Evaluation	114
S- University Faculty Procedural Evaluation	116
T- Competency Evaluation Checklist	118
U- Clinical Performance Evaluation- First Year (RDLT 1290, 1390)	122
V -Clinical Performance Evaluation- Second Year Summer Semester (RDLT 2190)	123
W- Clinical Performance Evaluation- Second Year (RDLT 2290 & 2390)	124
X- Faculty Clinical Performance Evaluation	125
Y- Leave of Absence Form	126
Z- Return of Leave of Absence Form	127
AA- Bloodborne disease incident report	128
BB- Declaration of Pregnancy Form	129
CC- Consent for Physical Contact During University-Related Activities-Sign-off	130
DD- Consent to Photograph or Video Record	131

Student Handbook Introduction

This handbook outlines students' policies and procedures in the Radiologic Technology Program at Shawnee State University. Each student should become aware of the policies and procedures contained herein for the satisfactory completion of the requirements of the Radiologic Technology Program.

The academic policies adopted by the Radiologic Technology Program are contained in this handbook. All students enrolled in the Radiologic Technology Program must observe these minimum standards. Additionally, the program follows the policies and procedures governed by the university. Please see University Policies for additional information, which is located at http://shawnee.edu/leadership/policies/. Students must adhere to the university and program policies and procedures.

In this handbook, the student will find the requirements for the satisfactory completion of each academic semester. Students are required to sign the acknowledgment form located in Appendix A. The students are responsible for familiarizing themselves with this program handbook's academic policies and procedures.

The clinical sessions are where students can apply what they have learned in the classroom and practice in the laboratory. As the student progresses throughout the program, they will perform more examinations independently. As the student approaches the end of the program, they will have gained the knowledge and ability to perform all radiographic procedures in a general or acute care hospital or office practice.

The following points are essential to remember:

- Students will be working with a variety of people. Students may not share the same values or beliefs, but they should always respect each person's individuality.
- To succeed in clinical work, students must exhibit a professional, caring, and dedicated attitude toward the care they provide to patients, families, and interactions with other healthcare personnel.
- Students are **guests** at the clinical affiliate. The clinical affiliates have the right to accept or reject a student, which could result in the student being delayed in a program or unable to complete the requirements for graduation.

The Radiologic Technology Program at Shawnee State University documents students' clinical time, evaluations, and competencies utilizing the *Trajecsys.com* website. Occasional use of forms in a paper format may be required for clinical sites that do not have access to the website or rotations in advanced modalities. The clinical forms in the back of this handbook are examples of the forms on Shawnee State University's *Trajecsys.com web pages*; some changes may be made to adapt the forms to the web pages.

The student should also be aware that policies were submitted when this handbook was written and are subject to change. Policies can be amended, removed, or suspended at the program faculty's discretion. Additionally, not every circumstance can be accounted for and will be handled on a case-by-case basis.

Faculty and Staff (Addendum, Sept 2025)

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Clinical Education Centers (Addendum, Sept 2025)

Clinical Site	Phone Number	Address	Clinical Preceptor(s)
Adams County Regional Medical Center	937-386-3461 or 386-3462 x-ray 3460	230 Medical Center Dr. Seaman, OH 45679	Jessica Wamsley, RT Tara Rowe, RT
Adena Family Medicine- Greenfield	937-981-9400	550 Mirabeau St. Greenfield, OH 45123	Michelle Davis, RT
Adena Fayette Medical Center	740-335-1210	1430 Columbus Ave Washington Courthouse, Oh 43160	Amy Newton, RT
Adena Health Center-Jackson	740-395-8050	1000 Veterans Dr. Jackson, OH 45640	Rachel Bledsoe, RT Kelli Fillinger, RT
Adena Health Center- Waverly	740-941-5150	12340 OH 104 Waverly, OH 45690	Ashley Wagner, RT
Adena Regional Medical Center	740-779-7666	272 Hospital Road Chillicothe, OH 45601	Katherine Hammond, RT
Adena Urgent Care- Circleville	740-420-3000	166 Summitt Circleville, OH 43113	Hannah Hemming, RT
*Adena Urgent Care- Western	740-779-4000	55 Centennial Blv Chillicothe, OH 45601	TBD
Adena Pike Medical Center	740-947-6530	100 Dawn Lane Waverly, OH 45690	Rachel Mootz, RT
Cabell	304-526-2000	1340 Hal Greer Blvd. Huntington, WV	Melanie Dailey, RT
Highland District Hospital	937-393-6126	1275 North High St. Hillsboro, OH 45113	Mandy Holland, RT Ashley Cline, RT
Holzer Health Systems-Athens	740-589-3100	2131 East State St. Athens, OH 45701	Brooke Keener, RT
Holzer Health System-Gallipolis	740-446-5000	100 Jackson Pike, Gallipolis, Oh 45631	Matt Addis, RT Brittany Harrison, RT
Holzer Jackson	740-395-8801	280 Pattonsville Road, Jackson, Oh 45640	Ladina Metzler, RT
Holzer Medical Center-Jackson	740-395-8356	500 Burlington Road, Jackson, Oh 45640	Jeffrey Alley, RT Tierany Harper, RT
Kings Daughters- Ashland	606-408-4000	2201 Lexington Ave. Ashland, KY 41101	Leslie Stamper, RT
Kings Daughters Medical Center-OH	740-991-4000	1902 Argone Rd Portsmouth, OH 45662	Amy Payne, RT
Kings Daughters-Burlington	740-894-2080	384 County Road 120 S Burlington, Oh 45680	Sue Adkins, RT
Kings Daughters-Health Park	606-408-4000	1000 Ashland Dr, Suite 302 Russell, KY, 41101	Lona Hager-McGraw, RT
Kings Daughters- Kinney's Lane	740-351-0980	1729 Kinneys Lane St 102 Portsmouth, OH 45662	Sarah Fraley, RT
Mercy Health Eastgate	513-752-8000	601 Ivy Gateway St 2100, Cincinnati, OH 45245	Lisa Gallant, RT Glenda Reynolds, RT
Mercy Health-Mt. Orab	397-444-4000	154 Health Partners Circle, Mt. Orab, OH 45154	Caitlyn Arledge, RT Josh Kirschner, RT
Mt. Carmel-Grove City	614-663-5000	5300 N Meadows Dr. Grove City, Oh 43123	Barbara Manu, RT Steven Parks, RT
Orthopedic One	614-827-8700	4605 Sawmill Rd, Columbus, Oh 43220	Michelle Oliver, RT Scott Boslet, RT
*SOMC Urgent Care- Wheelersburg	740-574-9090	8770 River Road Wheelersburg, OH 45694	Kayla Donini, RT
Southern Ohio Medical Center	740-356-8117	1805 27th Street Portsmouth, OH 45662	Bill Leslie, RT Matt Malone, RT
*SOMC Waverly	740-947-7662	835 W. Emmitt Ave Waverly, OH 45690	Ashley Schilling, RT
SOMC West Union	937-544-8989	90 CIC Blvd West Union, OH 45693	Steven Harness, RT
VA Medical Center – Chillicothe	740-773-1141 Ext. 7739	17273 State Route 104 Chillicothe, OH 45601	TBD

* Denotes a rotation of the main campus clinical site.

Radiologic Technology Program Mission

Purpose and Mission Allied Health Department

The purpose of this group, composed of the chairperson and faculty, is to carry out the Department of Allied Health Sciences mission, which is consistent with the mission of Shawnee State University. This group will provide a forum to promote the programs and students of said department and allow for productive discussion within the group.

The group will educate competent health professionals, provide leadership in the respective allied health science professions, add to the knowledge bank of the allied health science groups, and promote life-long learning.

Mission of the Radiologic Technology Program

The Radiologic Technology Program prepares students to be professional radiologic technologists who are life-long learners and responsible to the future of the radiology profession and technological advances.

Program Goals

1. Students will be clinically competent in the Radiologic Technology field.
2. Students will demonstrate effective communication skills.
3. Students will demonstrate critical thinking skills in Radiologic Technology situations.
4. Students will demonstrate professionalism in the Radiologic Technology field.

Student Learning Outcomes

- Students will demonstrate proper positioning skills in the laboratory setting.
- Students will demonstrate proper positioning skills in clinical situations.
- Students will demonstrate proper selection of technical factors.
- Students will utilize radiation protection.
- Students will demonstrate written communication skills.
- Students will demonstrate oral communication skills.
- Students will perform non-routine procedures effectively.
- Students will identify errors and seek corrections in radiographic images.
- Students will demonstrate the value of life-long learning by actively seeking additional certification or education and continuing to be active members in the field.
- Students will understand the importance of professional and ethical conduct in the clinical setting.
- Students will demonstrate professional and ethical conduct in the clinical setting.

The Program faculty is committed to the education and success of the students enrolled in this program. However, the faculty also recognizes that no faculty commitment will compensate for the lack of commitment by the students. A combined commitment by the faculty and the students will develop graduates with the requisite skills, knowledge, and attitudes to be a valuable asset to the profession and the patients under their care.

Safety Procedures Relating to A.I.D.S and Hepatitis B

This procedure has been considered and adopted per the current consensus of the medical and scientific community that bloodborne diseases cannot be transmitted by casual body contact typical of the workplace. Should it ever appear that the implementation of this procedure presents a danger to our employees or students, the College reserves the right, at the sole discretion of the College, to make appropriate revisions. The risk of contracting Hepatitis B is greater than the risk of contracting AIDS. Therefore, recommendations for the control of hepatitis B infection will effectively prevent the spread of AIDS. All such recommendations are therefore incorporated herein.

1. The College of Health and Human Services strongly recommends that students enrolled in Health Science Programs obtain adequate medical insurance coverage.

2. It is recommended that Radiologic Technology students be vaccinated for hepatitis B prior to contact with blood or other potentially infectious substances. If, after consultation, a student refuses to obtain Hepatitis B vaccination, a form entitled "Hepatitis B Vaccination Declination" must be signed. (See Appendix B)

3. Sharp items (needles, scalpels, blades, and other sharp instruments) should be considered potentially infectious and handled with extraordinary care to prevent accidental injuries.

4. Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers as close as practical to the area where they are used. To prevent needlestick injuries, needles should NOT be recapped, purposely broken, removed from disposable syringes, or otherwise manipulated by hand unless a one-handed technique is employed.

5. When the possibility of exposure to blood or other body fluids exists, Universal Precautions must be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or gowns, masks, and eye covering when performing procedures or post-mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood. Any occupational exposure must be reported to an appropriate university representative, and an incident report must be filed as soon as reasonably possible.

6. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where resuscitation is predictable.

7. Pregnant employees or students engaged in health care are not known to be at greater risk than employees or students who are not pregnant. However, suppose an employee or student develops an infection with the AIDS virus during pregnancy. In that case, an infant has an increased risk of infection by prenatal or perinatal transmission. Because of this risk, pregnant employees or students should be especially familiar with precautions for preventing the transmission or acquisition of the AIDS virus.

8. Employees or students engaged in health care who have been diagnosed as having AIDS (T4 count < 200 cells) who are not involved in invasive procedures (those in which the body is

entered, e.g., by use of a tube, needle, device, etc.) need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

9. For students engaged in health care who have AIDS, there is an increased danger of infection due to diseases they may come in contact with in class or at the workplace. Students with AIDS who have defective immunity are at risk of acquiring or experiencing severe complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with infectious diseases that are easily transmitted if appropriate precautions are not taken (e.g., tuberculosis or chicken pox). Students with AIDS will be counseled about potential risks associated with exposure to or taking care of patients with transmissible infections. They should continue to follow infection control procedures to minimize their risk of exposure to other infectious agents.

10. The student's physician, in conjunction with the appropriate college officials, will determine on an individual basis whether the student with AIDS can adequately and safely perform patient care duties.

11. Infected neurologically handicapped employees or students who cannot control bodily secretions and students who have uncovered oozing lesions will not be permitted to participate in health care services. The determination of whether an infected employee or student should be excluded from providing health care shall be made on a case-by-case basis by the employee's or student's physician and the appropriate college official.

Confidentiality Policy

As a Radiologic Technology student, you will possess confidential demographic and medical information concerning patients and the services rendered to them at several medical centers. This information is provided to you only to facilitate your education. **You will not**, at any time during or after your education at Shawnee State, disclose any confidential information to any other person whatsoever or permit any unauthorized person to examine or make copies of any medical reports or related documents with which you come in contact with while in the Radiologic Technology Program. This includes but is not limited to, social media and discussions with other students in the clinical and classroom setting.

All records and personal information about patients are **absolutely confidential**. Students mustn't divulge information about patients to anyone, including the patient. Suppose a patient questions a student about their examination and/or results. In that case, the patient should be referred back to their physician.

As a result of the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*, federal law mandates the confidentiality of health information. This act contains penalties for wrongful disclosure of individually identifiable health information. It is vital that every health care provider, including radiologic technology students, understand the rules for releasing patient health information and follow the policies established by their assigned clinical site for access and release of individually identifiable health information.

As a Radiologic Technology student, you will also see and/or hear about other healthcare professionals (Doctors, Nurses, Radiologic Technologists, etc.) and other hospitals. Information you see and/or hear regarding these professionals or hospitals should also be kept confidential.

Upon investigation by the Radiologic Technology faculty, anyone found not to comply with this policy will be **DISMISSED** immediately from the program. The individual will **NEVER** be eligible for readmission to the Radiologic Technology Program in the future.

Relationships with Patients

Students enrolled in this program are expected to consider their relationships with patients essential to the diagnosis and therapeutic process. Students should learn to consistently employ communication skills such as open-ended questions, clarification of meanings, and appropriate use of silence, empathy, summaries, and confrontations to enhance their effectiveness in discovering difficulties and helping patients cope with problems.

All patients have a right to expect courtesy, respect, and concern from students. Students should remember that illness can cause some individuals to make unreasonable demands or cause other difficulties. Self-acknowledgment of the student's negative feelings about certain patients is appropriate and desired. Still, students are responsible as professionals to remain in control of their feelings while in the presence or earshot of patients. Students, by their manner, should try to instill confidence in themselves and other healthcare team members, but never by attempting to bluff in areas beyond their confidence.

Failure to employ appropriate communication skills and patient relationships may result in disciplinary actions that may include but are not limited to, incident reporting or dismissal from the radiology program.

(Taken From: **Evaluating Clinical Competence in the Health Professions**, by Morgan and Irby, p. 75)

Relationships with Technologists and Clinical Preceptors

Understanding that students will work closely with your clinical preceptor(s) and other technologists at the clinical sites is essential. Students must also maintain a professional relationship with the technologists and clinical preceptors. The program faculty discourages social media connections between the student and the technologists and socializing outside clinical time. Please remember to maintain a professional relationship at all times.

Certification and Licensure

Students who complete the Associate of Applied Science in Radiologic Technology and all clinical requirements at Shawnee State University will be eligible for certification by the American Registry of Radiologic Technologists (ARRT). The examination registers the individual as a radiographer in the United States.

The ARRT's mission:
To promote high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy.
In support of this mission, we:

- Adopt and uphold standards for educational preparation for entry into the profession
- Adopt and uphold standards of professional behavior consistent with the level of responsibility required by professional practice.
- Develop and administer examinations that assess the knowledge and skills underlying the intelligent performance of the tasks typically required by professional practice in the discipline.

In addition to offering initial recognition, ARRT provides a way to recognize individuals who continue to demonstrate their qualifications by adhering to the standards of professional behavior and by complying with continuing education requirements.

American Registry of Radiologic Technologists. (n.d.). About us. Retrieved April 23, 2024 from https://www.arrt.org/pages/about/about-us

Licensing for radiographers after completion of the program and ARRT examination is the graduate student's responsibility. Licensing is observed by the state in which the radiographer chooses to work.

According to the Ohio Revised Code, the State of Ohio requires that any individual who performs radiologic procedures on humans must hold a valid Ohio radiologic license. Radiologic licenses are issued for the following categories: Radiographer, Nuclear Medicine Technologist, Radiation Therapist, and General X-ray Machine Operator (GXMO).

The Radiologic Licensure program ensures standards of knowledge and skill for operators who apply radiation to humans for diagnostic or therapeutic purposes. Through continuous enforcement, initiative, and action, the program ensures medical patients receive quality diagnostic imaging and services.

For more information, please visit the webpage at www.odh.ohio.gov

ODH. (2018). Radiologic Licensure. Retrieved from: https://www.odh.ohio.gov/odhprograms/rp/xray/lic/rlic1.aspx

ARRT Code of Ethics

The ARRT has strict standards of ethics for any individual who plans to apply for the registering examination. The Standard of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other healthcare team members. The Code of Ethics is intended to assist certificate holders and candidates in maintaining high ethical conduct and providing patient protection, safety, and comfort. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by 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 radiologic 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 radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, 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 radiologic 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.

ARRT Code of Ethics (Continued)

11. The radiologic 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.

Any student enrolled in the Radiologic Technology Program must receive a background check before clinical assignments begin.

Any student who has or accumulates during the program any of the following must submit a pre-application for review to the ARRT:

(i) conviction of a crime, including, but not limited to, a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug-related violations must be reported and/or

(ii) criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters an Alford plea, a plea of guilty or nolo contendere (no contest); or where the individual enters into a pre-trial diversion activity; or

(iii) military courts-martial related to any offense identified in these Rules of Ethics.

If a student is concerned about ARRT eligibility, it is the student's responsibility to contact ARRT for further information before completing the program.

ARRT. (2023). Standards of Ethics. Retrieved from: https://www.arrt.org/docs/default-source/governing-documents/arrt-standards-of-ethics.pdf?sfvrsn=c79e02fc_16

More information about the credentialing process, processing of applying for the ARRT examination, and the pre-application process for ethics review can be found on the ARRTs webpage: www.arrt.org

Post-Processing Policy

The Radiologic Technology Program agrees with the American Society of Radiologic Technologists about using post-processing shuttering, cropping, and electronic masking in radiographic procedures.
The ASRT's opinion is as follows:

1. It is within the scope of practice of a radiologic technologist to determine and apply appropriate pre-exposure collimation to individual projections of exams to comply with the principle of as low as reasonably achievable (ALARA). Post-exposure shuttering, cropping, electronic collimation, or electronic masking to eliminate the visibility of large regions of brightness are acceptable, where automatic processing fails to do so.
2. It is outside of the scope of practice of a radiologic technologist to use post-exposure shuttering, cropping, electronic collimation, or electronic masking to eliminate any anatomical information. This information is a part of the patient's permanent medical record, and should therefore be presented to the licensed practitioner to determine whether the exposed anatomy obtained on any image is significant or of diagnostic value.
3. It is outside the scope of practice of a radiologic technologist to use post-exposure shuttering, cropping, electronic collimation or electronic masking to duplicate and use any acquired image for more than one prescribed view or projection on any exam. Facilities acquiring digital images are legally required to retain information in the Digital Imaging and Communications in Medicine (DICOM) information of each image that identifies the selected view or projection at the time of image acquisition. Using the same acquired image to represent two different prescribed views or projections is a falsification of the information in the patient medical record and imaging study made available to the licensed practitioner.

Definitions:
Cropping: the process of selecting and removing a portion of the image.
Electronic masking: electronic collimation or cropping of the digital radiographic image that occurs during post processing of the acquired image and does not alter the size of the irradiated field.
Processing: manipulation of the raw data just after acquisition.
Shuttering: a post processing technique that may be used to eliminate ambient light around an image for the sole purpose of improving the quality of the displayed image. It should not be used as a substitute for insufficient collimation of the irradiated field.

Students using cropping, electronic masking and shuttering in the clinical setting will be given a critical incident report and can lead to automatic dismissal from the program.

ASRT. (2018). The Practice Standards for Medical Imaging and Radiation Therapy. Retrieved from: https://www.asrt.org/docs/default-source/practice-standards-published/ps_aos_postexposureshutteringinradiography.pdf?sfvrsn=9

Accreditation

Shawnee State University's Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Radiologic Technology Program has adopted and upholds the STANDARDS by the JRCERT that direct assessment and student outcomes. The STANDARDS require a program to articulate its purposes, to demonstrate that is has adequate human, financial, and physical resources effectively organized to accomplish its purposes, to document its effectiveness in accomplishing its purposes, and to provide assurance that it can continue to meet accreditation standards. Students can view all the STANDARDS posted in the Radiologic Technology Laboratory.

The six standards:
Standard One: Accountability, Fair Practices, and Public Information
Standard Two: Institutional Commitment and Resources
Standard Three: Faculty and Staff
Standard Four: Curriculum and Academic Practices
Standard Five: Health and Safety
Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

For more information about accreditation and the JRCERT, please visit the website at https://www.jrcert.org/

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300.
mail@jrcert.org

JRCERT Non-Compliance Procedure

The student can assume that the program complies with the **STANDARDS**. If the student feels that the program is not in compliance, they should seek to resolve the concern by speaking to the clinical preceptor, clinical coordinator, or program director. If the student is unable to resolve the problem. In that case, a written statement outlining the concerns should be presented to the allied department chair. The allied health department chair will respond to the student within five working days. If the student feels that the resolution has not been accomplished. In that case, the matter will be turned over to the Dean of the College of Health and Human Services. The Formal Procedures for Filing a Complaint will be followed as described in the current Shawnee State University Student Handbook. If the student still does not feel the matter has been resolved, they can contact the JRCERT. All parties should make good-faith efforts to solve the conflict before the JRCERT is contacted. The process is simply good policy, and the JRCERT expects this to be completed before it is contacted.

If the program has allegations of non-compliance with the JRCERT **STANDARDS,** the program director will maintain records of such complaints and their resolution.

Drug Testing

The Radiologic Technology Program at Shawnee State University requires all students to have annual drug testing. The test consists of a **ten-panel (minimum)** drug test, and students are responsible for the cost of the test. In addition, random drug testing may be required of any student whom program faculty or clinical staff have suspicion or reason to believe may be utilizing recreational or illicit drugs. If a drug test is required for any suspected student, it must be obtained, and results must be reported to program faculty within three (3) days. Testing will be at the student's expense. Failure of the drug test or failure to comply with or obtain the test may result in dismissal from the program. The Radiologic Technology Program will follow the University's Drug-Free Campus and Workplace Policy. Please see https://www.shawnee.edu/sites/default/files/documents/policy-5-06-2022.pdf for further information.

Drug test results must be provided to program faculty within the appropriate timeframe provided by the clinical coordinator or program director.

If a student feels they may have issues with substance abuse or fail a drug test, they will be referred to the University Campus Counseling Office. Counseling is a free service to students who require counseling assistance. The Campus Counseling Office may be reached at 740-355-7102.

If a student does not comply with the drug test or if the drug test is positive, the student will not be allowed to attend clinic and, therefore, cannot complete the program in a timely manner. The student can reapply to the program the following year with proof of a negative drug test.

Drug-Free Campus

Shawnee State University is committed to maintaining a workplace and educational environment free of illegal drugs. Recognizing that illegal drug use poses health and safety hazards to employees, students, and the community at large, the university prohibits the possession or use of illegal drugs on all university property and at other locations where the public, students, or employees of the university are conducting university business or participating in any sponsored activities.

Each campus visitor, faculty member, staff member, and student is responsible for adhering to this policy. If this policy is violated, support programs will be made available where appropriate. Disciplinary action may be taken, up to and including termination or dismissal from the University, in accordance with the applicable university policy, collective bargaining agreement, or student conduct code, and possible criminal prosecution.

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act, the university will promote substance abuse awareness that may include the following:

- Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse and information regarding the availability of and/or referral to community-based, approved substance abuse counseling and rehabilitation services are available through the Department of Counseling and Health Services for students
- Education concerning substance abuse, especially of alcohol and drugs, will be provided periodically on campus. The university community is encouraged to take advantage of these opportunities to become more aware of the effects of substance abuse.

Shawnee State University. (2018). Drug-Free Campus and Workplace. Retrieved from: http://shawnee.edu/leadership/policies/media/policy-506r.pdf

Non-Discrimination/Sexual Harassment Policy

Shawnee State University is committed to having an educational and working environment for students and employees that is without unlawful or prohibited discrimination and harassment.

This policy serves to ensure that there are University structures and processes in place that prohibit discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, pregnancy, sexual orientation, gender identity, veteran status or military status.

The University will have processes and resources in place to protect students, employees, and visitors from prohibited discrimination and harassment and to ensure the following:

- Compliance with applicable state and federal laws that address discrimination and harassment;
- Complaints of discrimination and harassment are adequately reviewed and resolved; and
- Training and education designed to prevent discrimination and harassment is conducted throughout the University.

For full policy details, please visit: http://shawnee.edu/leadership/policies/media/policy-501rev.pdf

Social Networking

The United States Constitution gives everyone freedom of speech. However, you will be bound by federal regulations in the clinical environment regarding discussing private communications between patients, hospitals, and hospital personnel (HIPPA). The ARRT Code of Ethics outlines professional ethics.

Students should avoid discussing problems, issues, or negative experiences encountered on the SSU campus and in the clinical setting on any social network. During the program, students will be given multiple opportunities to express their feelings regarding their classroom, laboratory, and clinical experiences. Students who feel they have been treated unfairly may use various resources to address their displeasure outlined in this handbook. Social networks are not the best way to handle any displeasure.

Students are expected to be respectful when posting comments on the internet. The student must understand that if a post is deemed inappropriate by a clinical affiliate or program faculty, the student may be required to leave the rotation early and will only be placed in another rotation if available. The student will be dismissed from the program if no other rotation is available. An incident (critical) report may be filed at the clinical preceptor's or the faculty's discretion. Any inappropriate behavior online or in a social networking area will be unacceptable and may lead to an incident report or immediate dismissal.

It is discouraged that students are "friends" or "follow" technologists or present/past clinical preceptors while the student is enrolled in the Radiologic Technology Program on any social media platform. The policy also applies to program faculty or adjunct faculty.

Grievance or Complaint Procedure

A student may encounter a problem or concern with a course, instructor, or situation. The following procedure will be used in those cases where no University policy addresses the situation.

The grievance/complaint process:

1. Discuss your situation/concern with your classroom or clinical preceptor to try to resolve the issue.
2. If your situation/concern is not resolved, you should within five days submit your concern in writing to the clinical coordinator if the situation is related to clinical or the Program Director if the situation is related to the classroom. The clinical coordinator or Program Director will have five days to notify you of the results.
3. If you are unsatisfied with the clinical coordinator's decision, you have 5 days to appeal to the Program Director in writing. The Program Director will have five days to notify you of the results.
4. If you are unsatisfied with the Program Director's decision, you have five days to appeal in writing to the Chair of the College of Health and Human Services (or designee). The Chair will notify you of the results.
5. If you are unsatisfied with the Chair's decision, you have five days to appeal in writing to the Dean of the College of Health and Human Services. The Dean will notify you of the results.
6. If unsatisfied with the Dean's decision, you have five days to appeal to the Provost (or designee) in writing. The provost will notify you of the results.

Curriculum

The radiologic technology curriculum prepares the graduate as a radiographer. The radiographer works under the supervision of a medical radiologist or physician in hospital radiology departments, clinics, commercial x-ray laboratories, or doctors' offices. The radiographer's responsibility is to produce a radiographic (x-ray) image of the highest diagnostic quality of any designated area of the human body. It is from this image that the radiologist makes their interpretations.

The curriculum for this program covers six semesters. The first three academic semesters are designed to provide the students with mathematics, basic science, general education courses, supporting technical courses, clinical education, and specialized courses in radiography. The second and third semesters of the first year will incorporate a clinical component with the academic requirements. The program's second year includes additional clinical education scheduled in affiliated hospitals and advanced radiologic technology courses.

Experience in the radiology departments of the affiliated hospitals provides an opportunity for the practical application of knowledge learned in the classroom. The experience in the hospital is a vital part of the program since it enables the student to assist in handling sick and injured patients as they undergo a wide variety of radiographic examinations.

Upon satisfactory completion of the course requirements, the graduate receives the Associate of Applied Science degree and is eligible to apply for examination by the American Registry of Radiologic Technologists.

Radiologic Technology
2-Year Curriculum

Student Name _____ Date _____

	Course #	First Semester - Summer	Lecture	Radiology Lab/Clinic (hours per week)	Credit
	RDLT 1101	Introduction to Radiography & Patient Care	3		3
	RDLT 1120	Radiographic Procedures I	3	2	4
		****Second Semester – Fall**			
	UNIV 1100	**First Year Experience**	**1**		**1**
	RDLT 1221	Radiographic Procedures II	3	2	4
	RDLT 1240	Imaging Science and Equipment	3		3
	RDLT 1290	Clinical Experience 1		14	2
	BIOL 1130	Principles of Anatomy and Physiology I	3		4
	MATH 1200/STAT 1150	College Algebra/Principles of Statistics	3		3
		Third Semester – Spring			
	RDLT 1322	Radiographic Procedures III	3		3
	RDLT 1341	Image Production and Processing	3	2	4
	RDLT 1390	Clinical Experience 2		14	2
	BIOL 1131	Principles of Anatomy and Physiology II	3		4
	ENGL 1101 or 1102	Discourse and Composition	3		3
		Fourth Semester – Summer			
	RDLT 2190	Clinical Experience 3		32	3
	RDLT 2142	Image Analysis	1		1
		Fifth Semester – Fall			
	RDLT 2251	Radiobiology & Radiation Protection	2		2
	RDLT 2260	Imaging Technology	3		3
	RDLT 2290	Clinical Experience 4		21	3
	ENGL 1105	Composition and Argumentation	3		3
	AHNR 1102/BUHE 3000	Medical Terminology/Medical Terminology for Health Managers	2/3		2/3
		Sixth Semester – Spring			
	RDLT 2361	Imaging Seminar	3		3
	RDLT 2390	Clinical Experience 5		21	3
	BIOL 3635	Sectional Anatomy	3		3
	PSYC 1101	Introduction to Psychology	3		3
	COMM 1103	Speech	3		3

Course Descriptions

RDLT 1101 Introduction to Radiography and Patient Care (3)
This course acquaints the student with the field of medical imaging and provides knowledge and basic skills necessary for care of the patient. Topics will include: historical development of radiography, orientation to the health care delivery system, medical terminology, culture diversity, medical ethics, medicolegal considerations, communication, patient/technologist interactions, patient transfer and safety issues, patient assessment and infection control procedures. *Summer pre-requisite: admission to the Radiologic Technology Program.*

RDLT 1120 Radiographic Procedures I (4)
This course introduces the student to basic x-ray production, image production, radiation protection and radiographic positioning terminology. The areas of the chest, abdomen and upper limb will be covered in terms of anatomy, positioning, pathology and image evaluation. *Summer pre-requisite: admission to the Radiologic Technology Program.*

RDLT 1221 Radiographic Procedures II (4)
This course will provide the student with the knowledge to perform radiographic procedures of the lower limb, spine, bony thorax, skull, facial bones and paranasal sinuses. The procedures will be covered in terms of anatomy, positioning, pathology and image evaluation. *Fall pre-requisite: RDLT-1101 & 1120*

RDLT 1240 Imaging Science and Equipment (3)
The course will provide the student with the knowledge of the physics and equipment necessary for x-ray production. Topics include atomic structure, characteristics of radiation, electrodynamics, magnetism, electromagnetism, x-ray tube, x-ray circuits, automatic exposure control, electronic imaging and x-ray interactions with matter. *Fall pre-requisite: RDLT-1101 & 1120*

RDLT 1290 Clinical Experience 1 (2)
The first clinical course will serve as an orientation to the clinical environment including rotations through the office, transportation of patients, use of the radiographic equipment and image processing. The student will apply radiologic technology principles with emphasis on the chest, abdomen and extremity examinations at the imaging departments of affiliate hospitals. *Fall pre-requisite: RDLT 1101 and 1120*

RDLT 1322 Radiographic Procedures III (3)
The final procedures course will cover pharmacology, contrast media, and the examinations needing oral or intravenous contrast media, venipuncture technique, radiographic practices for surgery, pediatric and geriatric radiography, mobile radiography, trauma radiography, mammography, neurological and cardiovascular procedures and other specialized areas of medical imaging. *Spring pre-requisite: RDLT-1221*

RDLT 1390 Clinical Experience 2 (2)
This is course is a continuation of RDLT 1190 with practical application of radiologic technology principles and techniques with emphasis on examinations of the lower extremity, spine, bony thorax, skull, facial bones and paranasal sinuses at the imaging departments of affiliate hospitals. *Spring pre-requisite: RDLT 1290, 1240 and 1221*

RDLT 1341 Image Production and Processing (4)
This course provides the student with the knowledge of factors that govern and influence the production and recording of radiographic images. Film and electronic image processing will be presented along with information on the proper utilization of accessory devices. Concentration is on overall image quality, as well as factors affecting patient exposure. Laboratory activities are used to demonstrate application of theory. *Spring pre-requisite: RDLT-1240*

RDLT 2142 Image Analysis (1)
This course provides students with a systemic method for analyzing radiographic images. *Summer pre-requisite: RDLT 1322, 1390 & 1341*

RDLT 2190 Clinical Experience 3 (3)
Continuation of RDLT 1290 with practical application of radiologic technology principles, positioning, and techniques with emphasis on oral and vascular administration of contrast procedures, mobile and surgical radiography, pediatric and geriatric radiography, trauma radiography, and mammography. Course includes on-line quizzes over previous course material. *Summer pre-requisite: RDLT 1390, 1341 and 1322*

RDLT 2251 Radiobiology and Radiation Protection (2)
This course provides the student with an overview of the interactions of radiation with the human body and principles of radiation protection. Areas to be explored include radiosensitivity, radiation dose response relationships, early and late radiation effects, and health physics. Radiation protection responsibilities of the radiographer for patients, personnel and the public are emphasized. *Fall pre-requisite: RDLT 2142 & 2190*

RDLT 2260 Imaging Technology (3)
This course will examine various imaging topics and specialized imaging modalities. Areas to be examined include; quality control, fluoroscopy, image intensifiers, conventional tomography, electronic imaging, computed tomography, magnetic resonance imaging, ultrasound, and other specialized areas of imaging. *Fall pre-requisite: RDLT 2142 & 2190*

RDLT 2290 Clinical Experience 4 (3)
Continuation of RDLT 2190 with emphasis on practical application of radiologic technology principles, positioning, and techniques of the gastrointestinal tract, portable radiography, neurologic and cardiovascular procedures and other specialized areas of medical imaging. *Fall pre-requisite: RDLT 2190 and 2142*

RDLT 2361 Imaging Seminar (3)
Designed as a self-assessment of the independent cognitive areas utilized in the clinical situation. *Spring; preq. RDLT 2251, 2260 and 2290*

RDLT 2390 Clinical Experience 5 (3)
Continuation of RDLT 2290 with emphasis on practical application of radiologic technology principles, positioning, and techniques involving headwork, surgery, advanced radiographic examinations, and specialized areas of medical imaging. Course includes on-line film critique sessions. *Spring pre-requisite: RDLT 2290, 2260 and 2251.*

Advising Policy

A representative of the Student Success Center will advise pre-Radiologic Technology students. This advising will include the following:

- Minimum criteria for admissions to the Radiologic Technology Program.
    - A brief overview of the program selection process.
    - Recommending courses that will:
        - Meet the minimum admission criteria.
        - Be required in the Radiologic Technology curriculum.
        - Increase the student's chances of being accepted into the Radiologic Technology Program.
        - Meet the requirements of other Allied Health programs.

The Program Director and/or Faculty of the Radiologic Technology Program advise students after they are accepted into the program. The Program Faculty meets with each accepted student during the summer semester to:

- Review the audit and any other courses the student may have transferred from other institutions.
    - Develop an academic plan.
    - Answer any questions about program requirements.

The Program Director and/or Faculty will meet each semester with students to review and approve their schedule. The Program Director and/or Faculty and student will review the degree audit to track the student's progress each semester. The Program Director and/or Faculty will note any concerns in the advising plan. Students will not be cleared for registration until an academic advising session has been complete. If a student fails to follow the plan agreed upon by the advisor, this might delay the progression toward graduation.

- The Program's Clinical Coordinator serves as the primary adviser to students regarding the clinical education portion of the program. The Coordinator meets with the students at least each semester to review and inform them of their progress in the competency-based clinical system.

- Ultimately, it is the student's responsibility to ensure they complete all program and graduation requirements. If a student has not met the requirements set by the program, it is the student's responsibility to inform the Program Director.

Academic Requirements

It is necessary for all students enrolled in the Radiologic Technology Program to meet specific minimum academic requirements to remain enrolled in the program. The minimum academic requirements are outlined below.

Courses with the "RDLT" prefix are arranged in a progressive sequence and will not be offered out of sequence without the Program Director's approval.

In addition to the academic requirements specified below, all students must meet eligibility requirements adopted by Shawnee State University for enrollment.

For a student to remain in good standing in the Radiologic Technology Program, the following three (3) conditions **must** be met.

1. The student must not receive a grade of "F" in any of the required courses listed in the six (6) semester sequence.

2. The student must not receive a grade below a "C" in courses with the RDLT prefix required to complete the program. (See the course curriculum.)

3. The student must maintain a 2.5 GPA.

If these three conditions are not met, the student will be academically dismissed from the Radiologic Technology Program.

Grading Scale

The scale is followed for courses in the curriculum unless stated in the syllabus.

Grading Evaluation

94% = A
90% = A-
87% = B+
83% = B
80% = B-
77% = C+
*75% = C
70% = C-
<70% = D
<60% = F

*Student must receive a 75% or better to continue in the Radiologic Technology Program.

Continuation Policy

Students must earn a minimum grade of a “C” in each course to continue the Radiology Program. If a student does not maintain a “C,” the student will be dismissed from the Radiologic Technology Program and have one year to re-enter the course(s). Please see the re-admission policy. All laboratory check-off requirements are a pass/fail completion. The student has two times to pass laboratory check-offs. If the student cannot successfully pass the laboratory check-off, the student will be dismissed from the program and will receive the highest grade of a “C-“ in the didactic course associated with the laboratory check-off.

Academic Misconduct

General Principles

Honesty and truth are recognized as fundamental principles for academic pursuits. Shawnee State University expects that both faculty and students will honor these principles and, in so doing, will protect the integrity of academic work and student grades. Academic dishonesty defrauds all those who depend upon the integrity of the University, its courses, and degrees. Matters involving academic misconduct are initially reviewed by the faculty member in whose course the alleged misconduct occurred. The Provost's Office is responsible for maintaining an academic misconduct log of students found responsible for academic misconduct. The Provost, academic deans, Dean of Students, Vice President for Student Affairs, and other individuals designated by the Provost have authorized access to the academic misconduct log.

Definition of Academic Misconduct

Academic misconduct refers to any conduct that evidences deceit, dishonesty, or fraud to obtain an unfair advantage over other students or violation of the academic standards and policies of the University. Academic misconduct includes but is not limited to:

1. Plagiarizing;

2. Violation of course rules as contained in the course syllabus or other information provided to the student;

3. Providing or receiving information through whatever source during exams and quizzes or providing or using unauthorized assistance in the laboratory, at the computer terminal, or on fieldwork;

4. Using any device, including electronic devices not permitted by the instructor, in aid of an the exam;

5. Serving as, or enlisting the assistance of, a substitute for a student in the writing of papers, assignments or taking of examinations;

6. Alteration of grades or marks by the student in an effort to change the earned grade or credit;

7. Turning in the same work to more than one instructor without informing the instructors involved; and

8. Violation of proprietary agreements.

Shawnee State University Code of Student Conduct is located online at: https://www.shawnee.edu/campus-life/dean-students/student-conduct-code

Guidelines for Appealing a Dismissal from an Allied Health Sciences Program*

Each of the Allied Health Sciences Department programs has minimum academic and clinical performance standards that permit a student to continue in the program. Failure to meet these standards may result in dismissal from the program. Information concerning the performance standards is available in this catalog, the student handbook for the individual program, and from the department's chairperson.

The following process may appeal dismissal from Allied Health Sciences programs.

- Within three working days following a dismissal notification, a written request to appeal the dismissal must be made to the department chairperson. The chairperson will notify the student of the result of this appeal within three working days following the meeting.
- The chairperson's decision may be appealed by submitting a written request to the chairperson to arrange for a review by the dean (or designee), the chairperson (or designee), and the provost (or designee). The student will be informed of the result of this review within two working days following that meeting.

Criteria to be used in ruling on a dismissal appeal include but are not limited to, past academic achievement, the student's rationale for current grade status, and the prediction of future performance in the program.

Dismissal from an Allied Health Sciences program is unlike dismissal from the University. University dismissal policies are outlined in this catalog under the section titled "Academic Policies."

Form available in Appendix C

Procedure for Re-Admission

Readmission is a privilege, not a guarantee. Applying does not constitute an automatic readmission. The Radiologic Technology Program Admission Committee will act on all requests. The procedure for readmission is as follows:

1. A student dismissed or who has withdrawn from the Radiologic Technology Program may petition the Radiologic Technology Program Admissions Committee for readmission through the Program Director.

2. Petitions must be submitted to the Program Director during the semester before the student desires readmission. Students have **one** year to apply following withdrawal or dismissal from the program.

3. **ALL READMISSIONS ARE ON A SPACE-AVAILABLE BASIS**. The program faculty will determine the available space. As determined by the committee, students who have withdrawn in good standing shall be given preference over those who have been dismissed students in the assigned available space.

4. Applicants will be notified in writing of the committee's decision. Contingencies of readmission, if any, will be determined by the committee. Contingencies may include, but are not limited to, the requirement for the dismissed/withdrawn student to display readiness to re-enter the program (i.e., re-admittance testing.)

5. All incident reports obtained by the student before readmission will stand. A student dismissed for multiple incident reports will not be permitted to re-apply.

6. Students must sign an agreement to abide by policy and procedure changes due to changes in graduation classes.

7. Transfer students cannot apply for readmission to the SSU Radiologic Technology program.

Student Support Services

The U.S. Department of Education funds Student Support Services. It provides support services to first-generation college students, low-income college students, and students with disabilities.

- Individual and group tutoring in Math and English.
- Assistance completing financial aid, scholarship, and loan applications.
- Career counseling and occupational information.
- Instructional materials and supplies available for loan.
- Graduate school counseling and campus visitations.
- Study groups and informal support networks.
- Workshops on personal and academic issues.
- Cultural activities.
- Campus safety
- Substance abuse counseling

For students who have a specific physical, psychiatric, or learning disability and require accommodations, please notify the Accessibility Services Coordinator for assistance. By law, you are responsible for providing documentation of your disability to the Office of Disability Services. https://www.shawnee.edu/ssu-student-support-services

Library Services

Clark Memorial Library on the campus of Shawnee State University provides an excellent source of information for writing assignments and research projects for students in the Radiologic Technology Program.

The library hours of operation can be accessed through the Clark Memorial Library home page on the Shawnee State web pages and posted at the library. The hours may vary from one semester to another, during breaks between semesters. Within a specific semester, the hours of operation may change (e.g., during finals week, the library is usually open later).

The library provides a variety of books on radiology to health science students. The library provides access to additional books and periodicals through its connection to OhioLINK. This service allows students and faculty from one university or college in Ohio to access books and periodicals at other educational facilities throughout Ohio and the State Library of Ohio. Students wishing to use this service should allow approximately one (1) week for these publications to arrive at Clark Memorial Library and be processed for use.

The library provides access to a variety of research databases. Students enrolled at Shawnee State University are given access codes that allow them access to the library and other University web services from home.

The Radiologic Technology Program Faculty assigns research projects throughout the six academic semesters of the program. The faculty encourages using the services provided by Clark Memorial Library for these assignments.

Behavior Expectations for Program Requirements

Professionalism is an expectation in the Radiologic Technology Program. Students in the classroom or clinical setting are expected to behave professionally. Students are expected to be present and punctual in class and the clinical experience. Additionally, students are expected to actively engage in the material presented and contribute to the learning environment. The program will uphold the university's Student Code of Conduct policies and procedures, which can be read in full at http://www.shawnee.edu/offices/dean-students/media/student-conduct-code.pdf. Any student violating the expected behavior will require initiating the disciplinary sanctions listed in the Student Code of Conduct and may end in dismissal from the Radiologic Technology Program.

Expected behaviors include:

- Professionalism
- Attendance
- Punctuality
- Active engagement
- Respectful communication
- Responsibility
- Stress management
- Critical thinking
- Effective communication skills
- Effective use of time in classroom and clinical setting
- Proper hygiene
- Appropriate attire/uniform
- Relationships with patients/patient care skills
- Confidentiality/respect for others

Background Checks

The Radiologic Technology Program at Shawnee State University requires students to obtain a federal and state background check annually. Each student is responsible for payment of background checks. It is recommended this be obtained through Shawnee State University's security office. The approximate cost is $65.00 (subject to change).

Attendance Policy

Students are expected to be in attendance and punctual for all didactic and clinical requirements. Excessive absences or frequent tardiness in the didactic or laboratory setting will affect the student's grade. After three (3) absences or tardies, 2% points will be deducted from the grade, and each additional absence will be an additional 2%.

Clinical Attendance Policy

The Radiologic Technology Program at Shawnee State University encompasses six (6) semesters at the University. The clinical education component of the program encompasses five (5) semesters.

Students are expected to attend all clinical assignments and should, arrive on time at the clinical site, and be prepared to start their clinical training on time. Students are expected to attend during regularly scheduled classes or clinical time. Students will follow the University calendar regarding vacations. The University typically schedules a fall break in October, a Thanksgiving Holiday, and a week in March for Spring Break. However, the breaks are subject to change. The student is not required to attend clinicals during University breaks. The University observes the following holidays during the semesters: Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, and Thanksgiving (subject to change).

The following procedures must be followed in the event of an unplanned absence or tardiness from your clinical assignment.

1. The Radiology Program Clinical Coordinator and Clinical Preceptors of the affiliate hospitals must be notified **prior** to any absence due to tardiness or illness. Notification consists of a telephone call to the affiliate radiology department before the student's scheduled arrival time and the clinical coordinator at the University by either a phone call or e-mail. The student must contact the Clinical Preceptor (or Chief Technologist and/or Staff Technologist if the Clinical Preceptor is unavailable) and state the reason for the absence or tardiness. Failure to call in will result in an unexcused absence. Absences not due to illness will also be considered an unexcused absence.

   Unexcused absences are not tolerated. Receiving one unexcused absence will lower the final clinical grade by five (5) percentage points. Two unexcused absences will lower the final clinical grade by ten (10) percentage points. Each day of unexcused absence will be considered one absence. Students who fail to inform the clinical preceptor and Clinical Coordinator about their absence will be considered an unexcused absence, and an incident report will be filed.

   Three (3) excused absences during the semester will lower the student's final clinical grade by five (5) percentage points. Example: If a student misses three (3) consecutive clinical days with the flu, the three (3) consecutive days will be considered one excused absence if the student has notified the clinical site. Each additional absence will lower the final clinical grade by five (5) percentage points. A student may not be absent from clinical more than three (3) consecutive clinical days without a physician's excuse.

2. Tardiness in arriving for clinical education, regardless of "calling in," will result in the lowering of the student's final clinical grade by five (5) percentage points for being tardy three (3) times during the semester. An additional two (2) points will be subtracted for each additional day tardy**.** Additionally, for every three (3) tardies, students must attend an additional clinical day.
   Note: Special consideration will be given in cases of inclement weather.

3. All missed time (excused or unexcused) must be made up before the end of the

semester. Students shall not exceed forty (40) hours a week in the clinical setting. Under no circumstances shall a student exceed more than forty (40) hours in the clinical setting in one week. Additionally, a student is not permitted to be in the clinical setting more than ten (10) hours a day and is not permitted to stay in clinical past 5:30 pm.

If the time is not made up prior to grade submission, the student will be awarded a grade of Incomplete (I) as their clinical grade until the time is completed. The student will be allowed to make up the clinical time during semester breaks or the following semester with the permission of the program faculty and prior approval of the clinical preceptor(s). Clinical make-up time must be performed at the facility where the absence occurred and in the rotation in which the absence occurred. Failure to make up the clinical time will result in the student receiving a failing grade and dismissal from the program.

4. Make-up time should be performed in a minimum of two (2) hour blocks unless this amount of time would exceed forty (40) hours a week, or ten (10) hours a day, in the clinical setting. Students are not permitted to stay past 5:30 pm. (If the student's clinical start time is after 7:00 am, not permitting the 2 hours allowed make-up time, a student may be able to begin clinic early with both faculty and clinical preceptor prior approval). Faculty will be available during make-up time.

   Absences from clinical should be made up in the initial two (2) weeks following the absence. Clinical time can be made up Monday through Saturday at the clinical facility where the absence occurred and only with the permission of the Clinical Preceptor and notification of the Clinical Coordinator. If scheduled make-up time is not completed on that date, it will result in an unexcused absence. Any clinical make-up time may be completed during weekdays (preferred), Saturdays, or evenings. *Sunday, midnight shifts, or holidays when the University is closed cannot be used for make-up time*

5. If a student has missed clinic due to a medical restriction, the student must have a doctor's note describing the student's abilities to complete the full technical standards required by the program. Modifications are not permitted.

6. Students involved in extracurricular activities must make arrangements with the clinical preceptor and the program faculty prior to missing the clinical time. The student must make up missed clinical time but will not be penalized for the absence.

7. Each student will be given one (1) personal day each semester of clinical. Students must request to use the personal day at least two (2) weeks in advance, or the request will be denied. A personal day cannot replace a sick or scheduled or planned make-up day. Near the end of the semester, the student may contact the clinical coordinator or program director regarding using a personal day in place of an absence due to illness. Only after careful consideration of the reason for the absence by the program faculty will the student be allowed to use the personal day for an absence due to illness.

   The personal day must be used for the current semester; it cannot be carried over to the next semester or banked for future use. However, if a student chooses not to use their allowed personal day, they will be given five (5) points on the lowest clinical evaluation from their clinical preceptor. This extra credit opportunity will only apply to the current semester

clinical grade, not a didactic grade. During the last semester of clinical education, students will **not** be permitted to take their personal day unless all competencies are complete. In addition, if a student has received demerits, lost clinical grade points, or received an incident report, they will not be awarded the bonus points from the unused personal day.

7. Emergencies serve as exceptions to the above policy and are at the discretion of the program faculty only. Students must notify the program faculty as soon as possible in the event of an emergency.

Trajecsys/Clinical Attendance Records

Shawnee State University Radiology Program utilizes the Trajecsys © reporting system for the online clinical record and evaluation system. Students are responsible for the cost of this program. It is a one-time fee of $150.00 made to Trajecsys (subject to change) and must be paid before the student's second semester begins.

Clinical attendance is monitored on the Trajecsys.com website, and the students must log in and out each day at the clinical site. The Trajecsys.com record documents the precise clock in and out time and identifies the student is at the appropriate clinical site. Each student must have their attendance approved by their Clinical Preceptor approximately once a week.

Students who do not have access to the internet at the clinical site must log their attendance on a clinical attendance record form and require a registered technologist to initial the login and out time. The clinical preceptor's signatures are required at the bottom of the clinical attendance record prior to turning them into the clinical coordinator. The signature of the clinical preceptor verifies that they have reviewed the clinical attendance record.

Students cannot clock in/out of clinical on their cell phones. Using a cell phone or any other personal electronic device will result in an incident report and the loss of 5% points from the student's clinical grade.

The program's clinical coordinator will provide an example of the Clinical Attendance Record.

Clinical Records

All clinical records are considered part of the student’s academic record and are used to calculate the student’s grade for clinical performance. All documentation of clinical performance (including competency evaluations, clinical preceptor’s evaluations, and clinical time sheets) is subject to the same regulations as grades awarded on campus for individual classes. A student’s alteration or falsification of any of the information on the *Trajecsys.com* website or paper clinical forms is considered by the program faculty to be academic misconduct. It will result in dismissal from the Radiologic Technology Program at Shawnee State University. It may also result in dismissal from the University.

Please review the “Academic Misconduct” policy in the Radiologic Technology Program Handbook or online in the Shawnee State University Student Handbook for information regarding the University’s regulations regarding Academic Misconduct.

Breaks

Students are given a 30-minute lunch break during each clinical experience day. The lunch break should be scheduled between 11 am and 1:30 pm and will be given when workflow permits. Dinner breaks should be given between 4:30 and 6:30 pm when workflow permits. Additional breaks are not guaranteed and are at the discretion of the program faculty or clinical preceptor at the facility.

The student is expected to return no later than 30 minutes (unless prior approval is given) and will be considered tardy if the student does not return on time. The student will be given a 1-point deduction for every minute late returning from lunch.

Students cannot take breaks during the clinical day to smoke/vape. Students must be able to attend clinical for the entire day without taking a break from smoking or vaping.

Radiographic Laboratory Operating Rules

All students and faculty shall comply with the following rules when using the energized laboratory.

1. The lab shall only be used when a Radiologic Technology faculty member is on campus.

2. Radiation monitoring devices shall be worn during laboratory time if radiographic exposures are to be made.

3. The equipment will be used **ONLY** for radiographing phantoms and to practice positioning. This equipment is not to be used to radiograph patients. A faculty member must be present in the laboratory if a radiograph is taken.

4. No one shall be in the X-ray room during any exposures, and the door to the X-ray room shall be closed during all exposures.

5. The techniques used for radiographing phantoms and other experiments will be provided as part of the laboratory experiment. If not provided, the lab instructor should approve the exposure technique.

6. The equipment shall be handled safely and easily. (EX: Do not force locks.)

7. Program Faculty should be informed immediately if emergencies or problems arise with the equipment. (Examples: Locks do not work, field light does not work, collimator does not work, etc.)

8. Students are expected to participate in laboratory activities. If participation is absent, the student will not be allowed to attend clinical rotation assignments, resulting in disciplinary action.

Student Dress Code for Laboratory

Students shall abide by the following dress code at all times while participating in the radiographic laboratory at Shawnee State University.

1. No food or drink is permitted in the energized laboratory.

2. No gum chewing or smoking in the energized laboratory.

3. Hair must be clean and neat. Students with long hair should tie their hair back and off the collar. Facial hair must be kept clean and neatly trimmed.

4. Laboratory uniforms are required at all times in the laboratory environment, include Program-approved polo shirt, khaki scrub pants, and tennis shoes (no open-toed shoes/flip-flops).
   - Shirts or pants should not be loose or tight (program faculty discretion).
   - Undergarments should not be seen.
   - Pants should not touch the ground.
   - If a student is not wearing a lab uniform, that student will not be allowed to attend lab assignments and will receive an absence for that lab day (absence will be recorded for the associated didactic course).

5. Students shall adhere to proper grooming and hygiene.

Student Dress Code for Clinical Education

Students shall abide by the following Dress Code at all times while participating in clinical education as part of enrollment in the Radiologic Technology Program at Shawnee State University. Students are expected always to maintain a neat, clean, and professional appearance. Appropriate dress will include the following:

1. **Hygiene**
   - Particular attention must be paid to personal hygiene and cleanliness to help prevent and control infection. Students should bathe or shower daily, using soap. Use deodorant as necessary. Students should avoid using cologne or aftershave, which may induce allergic responses in patients. Hands must be clean and well-manicured at all times. Proper dental hygiene should be practiced; particular attention should be given to prevent mouth odors.
     - Acrylic or gel nails are **prohibited** during a student's clinical education.
     - Nail polish is not permitted.
     - Eyelash extensions are also not permitted. Any application of makeup should be minimal.

2. **Hair**
   - Hair must be clean and well-groomed. Hair below the shoulders must be pulled up at all times and off the collar for all students. Facial hair must be clean and neatly trimmed.

3. **Jewelry**
   - Jewelry should be kept to a minimum. Pierced earrings must be limited to two (2) small non-dangling post types. Bracelets and rings may lead to ineffective hand washing and serve as a reservoir for bacteria and, therefore, should not be worn. Neck jewelry must not be worn. Jewelry inserted into other areas of the body that would be visible to the patient is prohibited.

4. **Clothing**
   - Uniforms must be clean and well-pressed. All students in the clinical setting will wear navy blue scrub pants and scrub tops (embroidered with SSU program requirements). Lab coats are recommended and should be white or navy to match the uniform. Undershirts may be navy, white, or black. Stripped or multi-colored shirts are not permitted.
   - White or black socks to match the shoes may be worn with the scrub pants. Undergarments must not be visible underneath a student's uniform. If undergarments are seen at the top or under the student's uniform, it violates the dress code.

5. **Shoes**
   - All white or black clinic shoes or leather athletic shoes with laces are required. The accent trim on the shoes must be approved. Shoes must be clean and polished. No open-toe shoes, shoes that contain holes, shoes without laces, and heel shoes are permitted.

6. **Identification**
    - Shawnee State University's identifying name tag must be worn. Students shall not wear their hospital identification badge during clinical education if employed by an affiliate hospital. A student must not access employee programs while attending the clinical student rotation. If the hospital provides a name badge for the student, the university identification must also be worn. After a student completes the clinical rotation, all hospital-issued badges must be returned to the clinical staff or clinical coordinator.

7. **OSL Badge**
    - An up-to-date personnel radiation monitoring device must be worn in the appropriate location (see radiation protection policy). Students cannot attend clinical experience without the radiation monitoring device.

8. **Gum chewing is not permitted.**

9. **Tattoos**
    - All visible tattoos must be covered.

10. **Smoking/Vaping**
    - Students will not be permitted to smoke during the clinical day. Additionally, students should not attend clinic, lab, or the classroom smelling of nicotine smoke.

Any apparel or accessory to be worn as part of the student's uniform in the clinical setting must be approved by the program faculty before starting the clinical education. After approval, nothing can be added or removed from the approved clinical uniform without first gaining approval from the clinical coordinator.

Students should consult the program faculty for questions about the dress code requirements. The decision on the appropriateness of apparel will be made by the program faculty and/or clinical preceptor. If any questions arise over the appropriateness of apparel, the final decision will rest with the program faculty. Any student determined not to comply with this dress code will receive an incident report and will be asked to leave the clinical site. The student will be given an unexcused absence and required to make up the clinical time missed. The Dress code approval form can be found in Appendix K.

See Incident Reporting Policy

Dress Code Approval Policy

Professionalism is a defined goal set by the Radiologic Technology Program at Shawnee State University. Professionalism begins on the first day of class and continues throughout the program, including the clinical setting. An important part of professionalism is an appropriate dress code set by the Program Faculty (see dress code policy). The student will be expected to follow the dress code set forth by the Program Faculty every day in the clinical and lab settings. The Program Faculty will approve attire worn in the clinical setting to ensure the student will be dressed appropriately and professionally. Upon approval, the student and Program Faculty will sign the statement that the attire was approved, and the student will abide by the dress code policy. If a student is not dressed in the approved attire, they will receive a demerit of 5 points from their clinical grade and must complete an **Action Plan** (see Action Plan policy). The Action Plan must be submitted by the student in seven (7) days for approval with signatures from both the student and Program Faculty. If the Action Plan is not submitted within seven days, the student will be placed on probation and possibly dismissed from the Radiologic Technology Program (Dress Code Approval is located in Appendix K).

Policy for Student Employment

Many students find it necessary to maintain a part-time job while enrolled in the program. Some students may be employed by various retail or service industries or by some of the clinical education centers. The jobs at the clinical education centers may be technical aids, clerical staff or as student radiographers. Students must realize that their first responsibility is to the satisfactory completion of their education.

The following are guidelines for any employment:

- The employment is a relationship between the student and the employer. It is the student's responsibility and **NOT** the employer or program faculty to coordinate work and school schedules. The program will **NOT** act as an intermediary between the student and the employer.

- Employment is to take place **ONLY** at times outside of scheduled university classes, and clinical education hours. Students will **NOT** be excused early or granted excused absences from class or clinical in order to work.

If employed at a Clinical Education Center the following apply:

- Scheduled **PAID** working hours cannot be substituted for required clinical education hours.

- Clinical competency evaluations **MAY NOT** be completed for credit during paid working hours.

Professional Liability Insurance

Liability insurance provided by the University will cover students during the clinical experience. However, students must recognize that the University policy does not cover outside employment or the student performing services outside program requirements and curriculum.

Student Health Insurance

The student is held financially responsible for their health insurance. Acceptance students must provide proof of health insurance before attending clinical requirements. Students are financially responsible for any medical treatment they receive during their clinical training. Failure to provide and maintain health insurance coverage will result in a delay in clinical education.

Students entering Health Science and Athletic Training programs are required, with the option to decline formally, to incur the expense of their hepatitis B vaccine as a condition of admission. The student must understand that if a formal declination is made, some clinical affiliations will not allow students to rotate within their facility without proof of vaccinations. Adjustments to clinical rotation may be made depending on the availability of clinical sites and requirements. However, another student will not be displaced to accommodate a student who declines to meet the requirements outlined by the hospital affiliate.

Neither the University nor the hospital affiliates assume any financial responsibility for the student's medical care in any way unless outlined in the clinical affiliation agreement.

Communicable Diseases and Student Radiographers

Any student who believes they may have contracted a communicable disease shall follow these procedures. *

1. Contact a physician immediately regarding your condition. Do not participate in clinical education until your physician states that it is safe to do so.

2. Upon diagnosis of a possible communicable disease, the student must present the program director a written statement from the physician that indicates the contraction of the disease.

3. The student will then be excused from clinical education until a second statement is received from the physician stating the safety of the student's return.

4. Students will be allowed to make up any missed clinical time due to a communicable disease.

*NOTE: This policy does not apply to exposure to bloodborne pathogens. To report that type of exposure, see Department of Allied Health Policy for Exposure to Bloodborne Pathogens.

Technical Standards

Students must meet the following criteria as a prerequisite for clinical education in the Radiologic Technology Program. If at any time during completion of the program that a student becomes unable to follow the following criteria, the student will not be able to continue on in the Radiologic Technology Program.

1. Observation: The student must possess sufficient eyesight either naturally or through correction to maintain a range of 20/20 to 20/60 and to effectively:
   a. Observe patients for any changes in their condition during an imaging procedure.
   b. Manipulate equipment, such as setting technical factors on the radiographic control panel.
   c. Evaluate radiographic quality for correct exposure factors and proper positioning.
   d. Read and interpret printed material such as a textbook or imaging procedure request.
   e. Able to distinguish color shade changes for safe patient assessment.

2. Communication: The student must possess good verbal and nonverbal skills such as:
   a. Sufficient hearing either naturally or through correction, to address a patient's verbal request.
   b. Possess hearing ability, with normal or with correction, to hear and respond to a patient from distance of 6 to 20 feet.
   c. Communicate verbally with patients and other health care providers.
   d. Sufficient verbal and written skills to communicate needs promptly and effectively in English.

3. Motor Skills: The student must possess gross and fine motor coordination to:
   1. Effectively grasp and hold securely using two functional upper limbs, with or without corrective assistance.
   2. Four working extremities, either naturally or with correction.
   3. Walk without assistive devices including, but not limited to, braces, canes, crutches, walkers, for extended periods of time.
   4. Respond promptly to patient and health care providers request for assistance in moving wheelchairs, carts, and other medical equipment.
   5. Lift a minimum of 30 pounds, and pull approximately 150 pounds of weight safely.
   6. Provide CPR or other emergency treatment to patients with no restrictions.
   7. Possess skills to carry out diagnostic procedures.
   8. Demonstrate the ability to operate and adjust radiographic equipment from a height that may exceed 80 inches from the floor.

4. Intellectual/Conceptual Integrative and Quantitative Abilities: The student must possess satisfactory intellectual and emotional function to:
   1. Exercise independent judgment in the safe practice of medical imaging procedures.
   2. Use discretion in performing radiographic imaging procedures and handling confidential patient information.
   3. Solve problems in obtaining radiographic information in difficult situations without causing harm to the patient.
   4. Perform in high-stress situations while maintaining professionalism.
   5. Practice calm and reserved judgment during didactic and clinical experiences and accept constructive criticism with integrity.

Academic Field Trip Policy

As part of the Radiologic Technology program curriculum, students will travel to hospitals for presentations and tours of facilities. Students must attend all required trips and sign an acknowledgment, identification, and release before the trip (See Appendix F). The form must be signed and sent to the program director before the academic field trip.

Acknowledgement and Signature Policy

The program handbook has policies and procedures written for each cohort and compiled before students begin their first day of program courses. Policies and procedures may need to be amended or eliminated at the discretion of program officials. If a policy or procedure is amended, each student will receive a copy of the amended item and must sign an acknowledgment page indicating that they will abide by the new policy or procedure. Failure to sign this acknowledgment page will not allow the student to continue with didactic or clinical courses and, therefore, will be dismissed from the radiologic technology program. See Appendix A.

Forms of Communication Policy

Open communication is required among students, program officials, and clinical preceptors. All parties must observe appropriate forms of communication to uphold a professional relationship. Students are encouraged to use email as an appropriate form of communication with clinical preceptors and program officials. Additionally, students are encouraged to download the "Remind" app, which is available on all smartphones and devices and will allow students to "text" program officials. Students must respect appropriate times and days, including 7 am-8 pm, Monday-Friday. It is unacceptable for students to communicate with clinical preceptors and program officials through any type of social media platform.

Clinical Site Orientation Policy

The student must attend all mandatory clinical site orientations and complete all paperwork or online training involved with the orientation procedure. If the student fails to attend orientation, that student cannot continue into the clinical experience rotation schedule and will be dismissed from the program.

Evaluations Policy

The Radiologic Technology Program performs a variety of evaluations to assess student performance. Students will be evaluated by the clinical preceptors as well as program officials. Students must review evaluations. After each evaluation from the clinical preceptor is performed for each semester, the student must review the evaluation and the comments made, hand-write them on paper, and present them to the program director.

Additionally, At the end of each semester, students will have the opportunity to evaluate their experiences in clinical education by completing the "Student Evaluation of Clinical Instruction" form provided by the program at the end of the term. The form will be available online at Trajecsys.com. Students are urged to be objective while completing the form, provide as many written comments where applicable, and be aware that their Clinical Preceptor will have access to the evaluation. Students should use the evaluations as an opportunity to provide constructive criticism about their experience at the clinical experience. Comments should be professional in nature. No personal comments about clinical staff or preceptors, including names, should be included.

The "Student Evaluation of Clinical Instruction" form provides the affiliate radiology department and the program faculty with constructive feedback from the students on areas where clinical education may be improved. Evaluations are required by students at the end of each semester. Evaluations must be completed before the final clinical grade will be released.

See Appendix P

Use of Electronic Devices in the Classroom, Laboratory, and Clinical Environment

Cell phones must be turned off while students are in the classroom and laboratory. They should be off the desk and out of sight during lecture and laboratory sessions.

Students should not use a cell phone or other device to make a copy of an exam or handout for use or reference later. In addition, such electronic devices should not be used to record lectures, exam reviews, or course content. Students caught using their cell phone or other device during an examination will be dismissed from the program (See academic misconduct policy.)

Cell phones, smartwatches, tablets, or laptops at clinical sites are prohibited unless on break or at lunch. Cell phones will not be welcome into clinical affiliates. Students are welcome to leave cell phones in their car or a locker. Students are assigned to the clinical sites for an educational experience. Interruption of this experience by cell phone calls or the distraction of students, patients, or staff by personal calls is unacceptable.

Any student concerned about receiving emergency calls is welcome to leave the telephone number of the clinical site with family members so that they may be contacted through the department receptionist in the event of an emergency only.

Any student found using their cell phone, smartwatch, laptop, or other electronic devices while in the clinical setting will be sent home, given an unexcused absence for the day (5% off the clinical grade), required to make up the time, and a written incident report will be filed (see incident reporting policy).

Physical and Vaccination Requirements

All students enrolled in the Radiologic Technology Program must have a physical performed before clinical education can begin (See Appendix D). Additionally, students are required to show proof of the following vaccines:

Varicella (2-step or proof of disease & 1-step)
D.P.T.
Polio
MMR
Tetanus
Hepatitis B (Strongly recommended)
COVID-19 (required for some clinical affiliates)

Students must also show proof of a two-step TB skin test before clinical experience can begin, and a one-step TB skin test is required one year later. Flu vaccines are required annually. Students must show proof of completed vaccinations before clinical experience can begin. Please note that some clinical sites may have additional requirements, and it is the responsibility of the student to complete these requirements.

Radiation Protection for Student Technologists

ALARA: **A**s **L**ow **A**s **R**easonably **A**chievable: All students and faculty members should keep their exposure and their patient's exposure as low as reasonably achievable. The three cardinal principles of radiation protection should be employed to protect yourself which are as follows: Time – reduce the time or length of exposure whenever possible; Distance – keep as far away from the source as possible when the x-ray tube is energized: and, shielding – when other means of protection are not available you should wear a protective lead apron to protect yourself from scattered radiation. (Be aware that distance protects the student and faculty members most). The students need to be aware that all three cardinal principles of radiation protection cannot be utilized effectively for patients: time, distance, and shielding. Fewer repeats affect the time a patient is exposed. Shielding body parts not included in the area of interest and collimating to only the area of interest employs the shielding principle of radiation protection (see shielding policy).

The effects of exposure to ionizing radiation (x-rays) can be classified as either somatic or genetic. Somatic effects would become evident in the exposed individual. This type of effect would not be expected in individuals who work in hospitals unless there was a gross radiation accident. Genetic effects would become evident in the descendants of the exposed individual. Thus, the effects would not be present in the exposed individual but may appear in subsequent generations. If the recommendations outlined below were followed, it would not be expected that any worker (student) would receive enough radiation to transmit appreciable genetic mutations. Thus, it should not be assumed that any genetic defect is directly due to a parent's exposure.

In summary, it can be said that the risk incurred as a radiographer (radiation worker) is slight and should be accepted the same way as risks to workers in other workers in other fields, such as electricians, chemists, coal miners, and truck drivers. Despite the slight risk, the radiographer (student) should not allow familiarity to result in false security. All students shall abide by the following guidelines to keep their exposure as low as possible:

1. Only patients requiring a radiographic examination should be in the x-ray room.

2. The student shall be behind a protective barrier when X-rays are generated.

3. Always wear protective apparel (lead aprons, gloves) when not behind a protective barrier. Protective aprons and gloves should not be folded sharply when not in use but hung on the appropriate hangers.

4. Radiographers should hold patients during an exposure only after other measures (tape, sandbags, compression bands, and commercial immobilizing devices) prove inadequate. **Students should not hold patients during any radiographic procedure. Students also must not hold image receptors during any radiographic procedures**. If holding is required for a patient, ask a family member of the patient or another health care provider within the facility.

5. The student operating or assisting in portable radiography (O.R.) shall **wear a protective apron and stand as far as possible from the patient (at minimum six feet away)**. The operators are responsible for ensuring the proper protection of other persons in the area.

Persons who do not need to be by the patient should be asked to leave the immediate area. Those persons near the patient should be provided with protective apparel.

6. For procedures such as fluoroscopy in which the student cannot leave the patient's vicinity, students must **wear a lead apron** and try to be **at least six feet away** from the patient during activation of the x-ray beam.

7. The student must always wear a radiation monitoring device in clinical or the energized lab. Students cannot participate in clinical experiences or laboratory exercises without the dosimeter. The badge should be positioned outside the lead apron on the collar. Monitors should not be shared. Every quarter, the monitor will be exchanged for a new one. The student is responsible for ensuring the monitoring device is changed on time. The old monitor will be returned to the company for processing. The results and cumulative totals are sent to the University. Students will receive quarterly exposure report updates. Students must review and initial the dosimeter report.

8. Use gonadal shields on all persons when such use does not interfere with the examination (refer to the clinical affiliate for specific policies regarding shielding).

9. Students must follow the appropriate policy of the clinical education center concerning examinations of the pelvis and lower abdomen of women of reproductive capacity.

Previous reports are kept in the Program Director's office. Store the radiation monitor in a safe place when not in use. Keep the monitor away from any heat or radiation sources. Remember to remove the badge each day and keep it in a safe place. If the monitor is lost or misplaced, report this to the Program Director immediately.

An investigation level of a dose equal to or greater than 100 mrem whole body dose (2 % of the annual allowable dose) in any semester on their radiation reports will result in an investigation by the Program Director. The investigation will be performed to address possibly poor radiation protection practices by the student. Documentation of the report will be inserted into the student's academic record. If practices do not improve, students may be required to forego their clinical education. A report will be filed with the Ohio Department of Health Director on incidents involving exposures stated in **General Radiation Protection Standards**.

SOURCES:

NCRP Report No. 105: Radiation Protection for Medical and Allied Health Personnel. October 30, 1989. Bethesda, Maryland. National Council on Radiation Protection and Measurements.

Arlene M. Adler and Richard R. Carlton (2018), 7th Edition, Introduction to Radiography and Patient Care, W. B. Saunders Company, Philadelphia, PA.

JRCERT. (2021). Standards for an Accredited Educational Program in Radiography.

The above references as well as others regarding radiation protection are available for your information from the Program Director.

Pregnant Radiologic Technology Students

Student technologists who become pregnant have several options available to them. These include:

1. A written notice of voluntary declaration.

2. An option for written withdrawal of declaration.

3. An option for student continuance in the program without modification.

4. An option to withdraw from the program and return the following year (if space is available).

5. An option to continue with the didactic courses and complete the clinical courses after the delivery (if space is available).

Pregnant student technologists may continue with their clinical education in the Radiologic Technology Program without modification. The pregnant student has the option of declaring their pregnancy. Completing the Declaration of Pregnancy form and giving it to the Program Director accomplishes formal declaration. This will enable additional protective measures to be offered to the pregnant student. It is recommended that pregnant students do this and do it as soon as they suspect they are pregnant. The first three months of gestation is the most critical period for fetal development.

Choosing options 2, 3, or 4 requires the student to inform the Program Director in writing of their decision.

The following guidelines shall be followed once a student has “declared” their pregnancy:

1. The pregnant student technologist shall be informed of the effects of radiation on the fetus and acceptable practices of radiation protection. The student shall sign consent acknowledging that she has received this information.

2. The pregnant student technologist will be issued a second radiation monitoring device that will be worn on the abdomen and under the protective apron. The original monitoring device will be worn in the expected location.

3. The student technologist shall always wear the monitoring device(s) while in a radiation environment. The monitoring device will be processed monthly.

4. During the entire gestation period, the dose equivalent limit to the embryo-fetus or the student technologist from occupational exposure will not exceed 0.5 rem (5 mSv) (NRC 10CFR20.1208)

5. The student technologist may have full access to her radiation monitoring device records at any time.

6. A pregnant student technologist **shall not** perform the specific duties associated with radiographing patients having intracavity or interstitial sources of gamma radiation (radium or cesium).

7. A pregnant student technologist **shall not** hold or assist in holding a patient during a radiographic or fluoroscopic exam, nor shall the student be involved in any procedure where she may be in the direct or useful beam.

8. The pregnant student should advise her physician of her plans to continue her clinical education and abide by their advice.

9. Students can make up any missed clinical time due to pregnancy or immediate post-natal care. The student may accumulate time before the expected delivery date. Arrangements must be made with the clinical coordinator and the appropriate hospital personnel.

10. At any time, a student may retract their declaration of pregnancy by providing written documentation to the Program Director.

If the student chooses to complete the program without withdrawing from didactic or clinical requirements, then that student technologist who is pregnant will continue all other phases of her training as expected of any other student.

Clinical Rotation Policy

Students will be expected to follow the clinical rotation policy guidelines. Students will not be asked to drive more than 70 miles from the University or 70 miles from the commuter's home. Each student will rotate to a new clinical site each semester but may return to that facility in a later semester. Students can request a specific facility, but the request is not guaranteed. Rotation plans are based on experiences the clinical affiliate provides and the student's proximity. Rotations are complete for the two years of clinical experience in the first summer semester before clinical rotations begin. Changes to the rotation plan are up to the discretion of the clinical coordinator.

Additionally, if a student is asked to leave a clinical facility and not return due to disciplinary reasons, that student will be placed at a different clinical rotation (if one is available), and if a spot is not open for the student to be placed, that student will be dismissed from the program. If multiple spots are open, it is up to the discretion of the faculty where the student will be placed, and it will depend on proximity and the variety/volume of examinations provided by that affiliate.

Clinical Supervision

Students in the clinical setting are observed by various healthcare professionals during their training, but they are specifically required to have two types of supervision by registered radiographers. The two types of supervision are as follows:

DIRECT SUPERVISION
Direct supervision ensures a registered radiographer is present in the room, observing the students while they perform the imaging examination. The 2021 Standards by the JRCERT indicate that supervision of a qualified radiographer is someone who:

- Review the procedure in relation to the student's achievement,
- Evaluates the condition of the patient in relation to the student's knowledge,
- Is physically present during the conduct of the procedure, and
- Reviews and approves the procedure and/or image.

This type of supervision is required on any imaging procedure in which the student **has not proven competence** in performing, **any repeat** of an unsatisfactory radiograph (regardless of the reason for the repeat), and during **surgical and all mobile, including mobile fluoroscopy, regardless of the level of competency** (JRCERT, 2021 Standards) (See below). A Radiologist is not considered an appropriate direct supervisor during fluoroscopy exams.

INDIRECT SUPERVISION
Indirect supervision requires a registered radiographer to be immediately available during the student's performance of the imaging examination. This type of supervision is required when a student has proven competency on an examination and the competency has been documented by either a mandatory or standard competency evaluation.

Note: Students should never be alone in the radiology department without supervision by a registered radiographer.

Supervision of Students During Fluoroscopic Examinations

During the program, students are required to perform competency examinations involving fluoroscopy. Some clinical facilities may require the student to operate fluoroscopic equipment as part of a fluoroscopic examination. Please be aware that the following policy applies to operating fluoroscopic equipment.

- Students should not operate fluoroscopic equipment when patients or any human subject is involved unless directly supervised by a registered radiographer.

- Students should never use fluoroscopy to aid in positioning a patient for any radiographic or fluoroscopic examination.

- Students should not perform mobile imaging without direct supervision.

Competency Based Clinical Education

The implementation of a competency-based evaluation system is conducted with a series of planned clinical rotations that provide a standardized format for the evaluation of the student in the clinical setting. In addition, the system is designed to allow each student to progress at an individual rate consistent with the student's abilities, knowledge, and motivation, provided that the student meets consistent minimum performance standards established to demonstrate satisfactory progress through clinical education.

The didactic (classroom) and laboratory aspects of the curriculum have been well integrated with clinical assignments to allow each student the opportunity to achieve program goals and objectives in an optimum manner. Concurrent conduction of didactic and clinical experiences allows students to apply classroom and laboratory principles to the clinical situation in a systematic and organized manner. To achieve meaningful and productive clinical participation, the student is provided with behavioral objectives that specify desired behaviors to be met in each area of instruction. s the student masters didactic and laboratory objectives, the student applies these principles in the clinical setting, guided by the objectives for clinical education.

Attainment of Clinical Competency

The student begins the clinical experience by observing and assisting the registered staff technologists in performing radiographic examinations. The clinical experience serves to familiarize the student with the care and radiography exams for patients for a given exam. Once the student masters the exam as taught in radiographic positioning classes, the student moves from a passive role to one of active participation, thus gaining "hands-on" experience under the **direct supervision*** of a registered Radiographer.

A student's performance on a radiographic examination cannot be assessed until the material concerning the examination is presented to the student in the classroom/laboratory setting. However, the student may assist the Radiographer with any examination in the clinical setting.

Clinical Grading

It is the student's responsibility to meet all of the criteria outlined in the handbook for the clinical education courses to receive passing grades in those courses.

One criterion is completing the required number of radiographic examinations per semester. The process consists of evaluations of the student's performance on Mandatory Competency Evaluations and Standard Evaluations. The forms will be supplied by the program and available on the *Trajecsys* website. The student must initiate evaluations and completed by the clinical preceptor. The student is responsible for maintaining a record of the number and type of evaluations received to satisfy the semester requirements. The overall average of the criteria on the Mandatory Competency Form must be eighty percent (80%) or better and have no zero ratings to be considered satisfactory. If an unsatisfactory evaluation is received, the student must be re-assessed.

After satisfactory completion of the Evaluation on a radiographic examination(s), the student may perform that examination(s) under **Indirect Supervision****. Until the Evaluation is completed, students must perform all radiographic examinations under **Direct Supervision***. A repeat of any image requires **Direct Supervision*.** All examinations requiring the student to operate fluoroscopic equipment require **Direct Supervision***.

A registered radiologic technologist must check and approve all radiographs taken by a student, regardless of whether the student performed the examinations under direct or indirect supervision.

Students must perform all repeat radiographic examinations under the direct supervision of a registered radiologic technologist. Students repeating a radiograph must identify the examination in their patient logbook as a repeat and have the registered radiographer who observed the repeat exam initial the log entry. The repeat exam must also be logged in to the trajecsys.com website (See Repeat Examination Log Policy and additional information under "Additional Requirements").

Students who consistently fail to maintain competence in performing a specific radiographic exam may lose that competency if the Clinical Preceptor feels they have failed to remain proficient. The Clinical Preceptor must fill out the Failure to Maintain Competency form, and the student must perform the exam under **Direct Supervision*** until they repeat the competency without error under observation by their clinical preceptor. Failure to meet the required number of competencies for the semester will result in a lower clinical grade. Failure to meet the required number of competencies for two consecutive semesters will result in probation for the student. Failure to complete all the requirements (including the two previous competencies requirements) and the current semester will result in dismissal from the Radiologic Technology Program.

In addition to the items mentioned above, the clinical preceptor and program faculty will evaluate the student at regular intervals during each clinical course. Students must earn satisfactory ratings on the "Clinical Performance Evaluations" to meet the minimal requirements for each clinical course.

All materials must be received by the clinical coordinator before the last day of the semester to be credited to the student's grade for that clinical course.

***DIRECT SUPERVISION** requires a registered radiographer to be present and observe the student performing the imaging examination. All fluoroscopy, portable, and repeat exams required direct supervision.

****INDIRECT SUPERVISION** requires a registered radiographer to be immediately available during the student's performance of the imaging examination. Indirect supervision is required during all exams not requiring direct supervision.

Daily Log

Students must keep a daily log of examinations performed in the clinical setting. The log shall include the examination date and the procedure performed (Trajecsys® Daily Log). The program faculty will check this weekly. Failure to maintain a Daily Log of examinations will lower the final clinical grade by two percentage points.

Repeat Examination Log

Any imaging examination requiring a repeat x-ray will require the student to identify the examination, and the registered radiographer who **directly supervised** the repeat must sign the log entry. **Additionally, repeat exams must also be logged in to the trajecsys.com website.** Failure to keep the log or to produce the log when asked to do so in the clinical setting by program faculty will result in a lowering of the final clinical grade by two percentage points and an incident report.

Semester Requirements for Clinical Education
First Year

FALL SEMESTER - RDLT-1290

1. Attendance at all clinical sessions.
2. Satisfactory completion of Competency Unit 1.
3. Satisfactory completion of six (6) mandatory competency evaluations.
4. Two (2) Clinical Performance Evaluation from the Clinical Preceptor.
5. One (1) Procedural Evaluations by Program Faculty in the clinical setting.

SPRING SEMESTER - RDLT -1390

1. Attendance at all clinical sessions.
2. Satisfactory completion of Eight (8) mandatory competency evaluations.
3. Satisfactory completion of Four (4) standard evaluations.
4. Two (2) Clinical Performance Evaluations from the Clinical Preceptor.
5. Two (2) Procedural Evaluations by Program Faculty in the clinical setting.
6. One (1) Clinical Performance Evaluation from the program faculty.
7. Two (2) Critical Experience Journal Entries

Second Year

SUMMER SEMESTER - RDLT 2190

1. Attendance at all Clinical sessions.
2. Satisfactory completion of Ten (10) mandatory competency evaluations.
3. Satisfactory completion of Five (5) standard evaluations.
4. Two (2) Clinical Performance Evaluations from the Clinical Preceptor.
5. Biweekly quizzes on Blackboard. **
6. Two (2) Procedural Evaluations by Program Faculty in the clinical setting.
7. Two (2) Critical Experience Journal Entries

Procedures from all Mandatory and Standard Competency Units may be completed with appropriate supervision.

FALL SEMESTER - RDLT 2290

1. Attendance at all clinical sessions.
2. Satisfactory completion of Eight (7) mandatory competency evaluations.
3. Satisfactory completion of Five (5) standard evaluations.
4. Two (2) Clinical Performance Evaluations from the Clinical Preceptor.
5. One (1) Clinical Performance Evaluation from the program faculty.
6. Two (2) Procedural Evaluations by Program Faculty in the clinical setting.
7. Two (2) Critical Experience Journal Entries
8. Students can begin rotations through the radiographic specialty areas. Students must spend a minimum of one clinical day in each of the following specialty areas prior to graduation. See Appendix I
    a. Computed Tomography
    b. Sonography
    c. Radiation Therapy
    d. Magnetic Resonance Imaging
    e. Nuclear Medicine

f. Mammography (optional, if applicable)

SPRING SEMESTER - RDLT 2390

1. Attendance at all clinical sessions.
2. Satisfactory completion of Five (5) mandatory competency evaluations.
3. Satisfactory completion of Four (4) standard evaluations.
4. Two (2) Clinical Performance Evaluations from the Clinical Preceptor.
1. One (1) Clinical Performance Evaluation from the program faculty.
2. Two (2) Procedural Evaluations by Program Faculty in the clinical setting.
3. Student must complete an evening rotation through the radiology department. This is to be a minimum of one clinical day during the hours of 1:30pm-9:00pm scheduled and approved by the clinical preceptor. This must be completed prior to graduation.
4. Students are recommended to perform rotations through the radiographic specialty areas. Students must spend a minimum of one clinical day in each of the following specialty areas prior to graduation.
    a. Computed Tomography
    b. Sonography
    c. Radiation Therapy
    d. Magnetic Resonance Imaging
    e. Nuclear Medicine

Students must demonstrate competencies based on the current requirements by the ARRT. All procedures must be performed under direct supervision and documented by the clinical preceptor. These must be completed by the end of the Spring semester of 2027.

Failure to complete the required number of mandatory competency procedures and standard procedures each semester will lower the competency unit evaluation component of the clinical grade by the percentage of units uncompleted.

Clinical quizzes biweekly on Blackboard during the summer semester RDLT-2190 should be used to review previous course materials. Failure to receive an average clinical grade of 80% or higher in your clinical performance scores will result in no credit issued in this course for the Blackboard quizzes.

Clinical experience journal entries will be completed to aid in and assess the student's ability to think critically in non-routine situations. Each journal entry is worth 15 points and will be calculated into the associated clinical course.

All surgery competencies must be completed by the end of the fall semester of the student's second year. This is due to the completion of modality rotations, evening shift rotations, and necessary clinical site placements required before the students' final clinical semester. Failure to complete the required mandatory surgical competencies will affect the student's grade, clinical placement, and graduation status.

Clinical Education Grading Policy

RDLT Clinical Courses: 1290, 1390, 2190, 2290, and 2390

Criteria		**Points**
• Mandatory Competency Evaluations		10
• Standard Evaluations (after first fall semester)*		5*
• Clinical Performance Evaluations:		
1. From the Clinical Preceptors		
1. Midterm Evaluation	20	
2. Final Evaluation		20
2. From the Program Faculty**		10**
o Not performed in RDLT 1290		
o Clinical Quizzes (RDLT-2190) replace		
• Two Journal Entries each semester (after first fall semester) *		10*
• Procedural Evaluations		30
o 2 performed each semester (1 for RDLT 1290)		
Total Points		65
		105*

Students must maintain a 75% average in both their clinical and didactic grades. Failure to maintain a 75% or greater average will result in dismissal from the program.

* No standard evaluations are required during RDLT-1290
* Journal entries are not required for RDLT-1290.

**Clinical quizzes biweekly on Blackboard during the summer semester RDLT-2190 should be used as a review of previous course materials. Failure to receive an average clinical grade of 80% or higher in your clinical performance scores will result in no credit issued in this course for the Blackboard quizzes.

Competency Examination Completion

Students are required to complete both Mandatory and Standard Competency evaluations in the clinical environment. Most of the procedures listed on the Mandatory and Standard checklist require the student to observe and then assist with the procedure before having the clinical preceptor complete the competency. All procedures require the student to date the assist, observation, and competency completion. When the competency is completed, the Clinical Preceptor should evaluate the procedure on the *Trajecsys.com* website or the appropriate form.

Mandatory Competency Evaluations:
The student must complete an assigned number of radiographic examinations for mandatory competency evaluation each semester **under the direct observation of the Clinical Preceptor/Registered Radiographer or the Program Faculty**. (Refer to the Semester Requirements for Clinical Education section for requirements.) Mandatory competency evaluations are graded on a pass/fail basis. If the student repeats any part of the imaging procedure due to the student's error, the competency evaluation should be considered a failure and documented as such on the mandatory competency form. The student must repeat the mandatory competency procedure without error at another time. Receiving two or more failures on Mandatory Competency Evaluations will lower the student's final clinical grade by five (5) percentage points. Each additional failure will lower the clinical grade by five (5) percentage points. See Appendix Q.

Standard Evaluations:
The student must also complete a required number of standard evaluations each semester (except during the clinical component of RDLT 1290). The standard evaluation examinations must be completed **under the direct observation of a clinical preceptor/registered radiographer** in the clinical setting. Standard evaluations are evaluated on a pass/fail basis. The evaluation will be considered a failure if the student must repeat any part of the examination due to student error. The student must repeat the examination at a later date. Receiving three (3) failures on standard evaluations during the quarter will lower the final clinical grade by five (5) percentage points. Each additional failure will lower the clinical grade by five (5) percentage points. See Appendix R. If the student completes more than the required number of exams during a semester, the extra exams will be credited toward the requirement for the following semester.

Simulated Examinations:
A student may perform a radiographic examination for competency evaluation under simulated conditions using a "mock" patient. Simulated examinations will be performed only for those exams that may not be available to the student in the clinical setting. A limit of two (2) simulations may be performed in the spring semester of 2027 before graduation. To arrange a simulated exam for competency evaluation, the student must contact the clinical coordinator. Simulated radiographic exams may be performed in the radiology department where the student is assigned or in the lab at the University. The program faculty or clinical preceptor must perform simulated radiographic exams. Students who have not completed all competency evaluations and must perform a simulation will not be permitted to use their personal day.

Clinical Performance Evaluation- First Year

The evaluation will be used to assess a student's overall performance in clinical education during the first clinical experience semester. A maximum grade of 60 points can be awarded during each evaluation, totaling 120 points for the semester. Students are expected to review evaluations from clinical preceptors for areas of improvement. Clinical preceptors at affiliated facilities conduct evaluations. See Appendix U

Clinical Performance Evaluation- Second Year (Summer)

The evaluation will be used to assess a student's overall performance in clinical education during the first clinical experience semester. A maximum grade of 70 points can be awarded during each evaluation, totaling 140 points for the semester. Students are expected to review evaluations from clinical preceptors for areas of improvement. Clinical preceptors at affiliated facilities conduct evaluations. See Appendix V

Clinical Performance Evaluation- Second Year (Fall and Spring)

The evaluation will be used to assess a student's overall performance in clinical education during the first clinical experience semester. A maximum grade of 70 points can be awarded during each evaluation, totaling 140 points for the semester. Students are expected to review evaluations from clinical preceptors for areas of improvement. Clinical preceptors at affiliated facilities conduct evaluations. See Appendix W

Program Faculty Performance Evaluations

The program faculty will complete one clinical performance evaluation at the end of all RDLT clinical courses. Each evaluation is worth a maximum of 45-50 points. Students are expected to review evaluations each semester and look for opportunities for improvement. See Appendix X

Procedural Evaluations

Each student will be evaluated by the **Program Faculty** while performing radiographic imaging procedures during all clinical courses. The faculty will choose examinations and will be on exams that the student has already completed for mandatory competency evaluation or standard competency evaluation. An eighty percent (80%) average on each procedural evaluation is necessary to pass the examination. Failure to pass the procedural examination requires the student to perform the same examination at another time. The average of the scores must be equal to or greater than 80%.

Procedural evaluations will be averaged together, accounting for thirty percent (30%) of the student’s clinical grade. See Appendix S

Additional Requirements

Students may receive a LOWER grade for a clinical course if they fail to meet these additional requirements.

1. OSL badges must be changed every quarter. Two (2) percentage points will be deducted from the student's final clinical grade for each month during the semester that the badge is not changed within three clinical days of the date on the badge insert. The only exception is when the date of change occurs during break periods. The OSL badge should be replaced within the first three (3) clinical days following the return to classes on campus.

   Part of the student's responsibility is maintaining their radiation monitor. Failure to maintain control of your radiation dosimeter or loss of your radiation dosimeter will result in 5 points from your final clinical grade each time for each loss or your personal radiation monitor. Additionally, you may be charged a replacement fee for the OSL badge if lost.

2. Students must adhere to the procedure outlined in the clinical Attendance Policy regarding absences from clinical education and all other policies and procedures as stated in this handbook.

3. Students must also participate in clinical activities, such as x-ray critiques, review sessions, case presentations, additional labs, etc., as assigned by the program faculty or clinical preceptors. Five (5) percentage points will be deducted from the student's final clinical grade for failing to participate in these activities.

4. Students are provided anatomic side markers with their initials on them. The student must keep track of these markers and have them in their possession at all times in their assigned clinical affiliate. Anatomic marker replacements are the student's financial responsibility. Students are not permitted to have personalized anatomic markers. Markers must be rectangular, the right anatomic marker is red, and the left anatomic marker is blue in color and both must contain student initials (three initials unless unavailable, then two is acceptable.)

Clinical Experience Advising

Clinical experience advising is separate from program advising. Clinical experience advising will be deemed necessary by program faculty if the student is not progressing adequately for program completion. The clinical experience advising report will be completed by program faculty that will provide goal(s) and objectives for the student to improve technical or behavioral skills to continue in the Radiologic Technology Program. The program faculty will also make recommendations based on the student's need for advice. Students must provide an action plan within seven (7) days of receiving the advising sheet outlining how the student will obtain the goal(s) set by the program faculty. If the action plan is not submitted on time, the student will be placed on probation and will still need to complete the action plan or face dismissal from the Radiologic Technology Program. The student and faculty member will sign the clinical experience advising report to complete the process, and the report will be placed in the student's file. See Appendix L

Clinical Competency Units

COMPETENCY UNIT I

During the first clinical rotation (the course RDLT-1290), students must complete Competency Unit I. After completing the unit, the student will be able to demonstrate competent performance in the following areas: digital/computed radiography, office, transportation, and radiographic room.

The main objective of Competency Unit 1 is to orient the student to the different areas of the radiology department.

The student will spend at least eight (8) hours of clinical education in each area. Upon completion of each rotation, the student will be evaluated on their knowledge of the following objectives using the appropriate found online in the Trajecsys.com website or on a paper form supplied by the program. The clinical preceptor should complete the forms. See Appendix H

All students must complete each competency in the clinical setting to continue in the clinical experience.

Competency Unit – 1 – Radiology Orientation

After completing this unit, the student will be able to demonstrate competent performance in the following areas: computed radiography/radiographic darkroom, office, transportation, and radiographic room.

The main objective of Competency Unit 1 is to orient the student to the different areas of the radiology department.

The student will spend at least eight (8) hours of clinical education in each area. Upon completion of each rotation, the student will be evaluated on their knowledge of the following objectives using the appropriate checklist on the *Trajecsys* website or a paper checklist supplied by the program.

1. Digital/Computed Radiography
2. Office
3. Transportation
4. Radiographic Equipment
    - The student will be able to identify and/or operate the radiographic correctly equipment to include:
        - Properly turning the x-ray machine on/off.
        - Setting exposure factors: mA, time, kV, AEC.
        - Operating all tabletop controls and tube locks.
        - Changing image receptors in the Bucky tray.
        - Collimation devices.

Competency Units 2-8

Students must demonstrate competence in all six patient care activities listed in the Competency Evaluation Checklist, in all 36 procedures identified as mandatory, and in 18 of the 36 standard procedures. Students must perform at least **one** of the 18 standard procedures from the head section. Students must also perform **two** standard fluoroscopy procedures – including an upper GI **or** barium enema, plus one other standard from the fluoroscopy section as a part of the 18 standards. All procedures must be performed under the direct supervision of a registered radiographer and documented by the clinical preceptor.

Mandatory and Standard Competency Evaluations may only be completed following coverage of the procedure/topic in class and after the lab practicum. All required evaluations must be completed before graduation. See Appendix Q and R.

Clinical Objectives for Evening Rotations

The intent of scheduling students for an evening rotation is to provide learning experiences and opportunities not readily available during regularly scheduled clinical hours. For example, students are more likely to play an involved role in the radiography of traumatized patients during an evening rotation. Such experience serves to increase the student's sense of responsibility and self-confidence.

Evening rotations can enhance and complement clinical instruction and serve as an important complement clinical instruction and serve as an important component of the curriculum. Therefore, the general objectives for evening rotations are as follows:

1. Acquaint the student with a more direct role in the care, handling, and radiography of traumatized or other non-routine patients.

2. Learn to work quickly and efficiently when dealing with emergency cases.

3. Utilize good judgment and adaptability in performing procedures on difficult patients.

4. Gain more experience in critiquing radiographs and determining whether they are diagnostically acceptable.

5. Learn to work well with different employees and supervisors.

6. Increase student confidence in their abilities to perform all radiographic procedures.

Guidelines for Evening Rotations

An evening rotation must be completed during the RDLT 2290 or RDLT 2390 clinical courses.

1. Hours for evening rotations are **1:30 p.m.-9:00 p.m.**

2. For facilities with multiples students, only one student can be scheduled for an evening shift at a time.

3. Evening rotations will be scheduled by the clinical preceptor of each affiliate after consultation with the clinical coordinator.

4. A minimum of one evening rotation must be completed prior to graduation.

Student Orientation Policy

At the beginning of each new clinical rotation, the student must be oriented to the Radiology Department of the affiliated hospital by the clinical preceptor (or designee), using the criteria on the "Student Orientation Checklist." After the orientation, the student can perform the tasks listed on the "Student Orientation Checklist," the checklist should be completed by the third week of the semester on the *Trajecsys* website. This is to ensure that every student is familiar with each department's different areas and emergency procedures/equipment. Please see Appendix G

Specialty Area Clinical Rotations

During the last two clinical rotations (RDLT-2290 & 2390), students can begin rotations through the specialty areas listed below. Students are provided the option to complete rotations through these areas prior to graduation. Rotations are eight hours and assigned by the clinical coordinator or clinical preceptor.

Computed Tomography
Diagnostic Medical Sonography
Radiation Therapy
Magnetic Resonance Imaging
Nuclear Medicine
*Mammography

Students must return the appropriate completed checklist from each area to the clinical coordinator upon completion of the rotation.

**Mammography is an additional clinical rotation not offered by all clinical affiliates and is not required as a modality rotation by the Radiologic Technology Program. If students would like to be provided a rotation in Mammography, the student should first ask their clinical site for permission. If permission is granted, the student can observe in Mammography. However, if permission is not granted, the student can see the Clinical Coordinator to try to find a clinical affiliate that allows observations in Mammography (if available). There is not a checklist to be completed for Mammography because it is not a required rotation for graduation.*

Please see JRCERT Position Statement on Mammography Clinical Rotations.

www.jrcert.org

Appendix I

Competency Evaluation Monitoring

The competency evaluation checklist is available to each student on the *Trajecsys* website. Program faculty and clinical preceptors(s) can access *Trajecsys* website to monitor progress and complete evaluations.

Most mandatory competency procedures require observation and then assistance with the examination before performing the competency procedure. Completing the competency should be performed under the clinical preceptor's or registered radiographer's direct supervision. Some of the procedures that are not performed often require the student to assist with the exam before performing a competency on the examination. The date the observation, assisting, and competency were performed should be entered on the checklists.

Standard competencies do not require the student to observe and assist before performing the competency.

Please see Appendix T

Magnetic Resonance Imaging Safety Protocol

Students enrolled in the Radiologic Technology Program can perform an eight-hour Magnetic Resonance Imaging (MRI) observation. The program has adopted a screening protocol to ensure proper safety practices for students when they interact with MR Imaging. Students will be screened at the beginning of the second semester of the program (before clinical rotation assignments begin) by the clinical coordinator using "The Safety Screening Form for MR procedures" accepted by the American College of Radiology (ACR). Students will not be permitted to enter the clinical experience portion of their education without completing the required screening protocol. Additionally, students are educated about MR safety during the program to ensure safety in the clinical setting. If responses to the screening protocol change at any time during the student's education, it is required to inform the program faculty.

In addition to the screening provided by program faculty, some clinical affiliates may perform additional screening per the facility's protocol. The student will be aware of the screening protocol by the Radiologic Technology Program and the individual clinical affiliate.

The form can be in Appendix J.

Incident Reporting

To ensure the safety of our students, patients, and hospital staff, the program uses forms to report incidents that may occur at the University or within its clinical affiliates. The incident reporting forms are located in the clinical handbook and available to the student at the beginning of their clinical experience.

The following are the incident reports available:

- **Incident Report**
- **Critical Incident Report**
- **Action Plan**

The **Incident Report** and **Critical Incident Report** encompass events that could occur within the University or clinical setting. The report will be completed based on the event's severity and will be at the discretion of the program faculty and/or clinical preceptor. If an incident occurs, an **Incident Report** or **Critical Incident Report** will be completed, which includes a description of the event. Students may comment about the incident on the report, and signatures from the program faculty/clinical preceptor and the student are required. Program faculty may also require an **Action Plan** (see description), which will be indicated at the bottom of the form.

The events leading to an **Incident Report** may include, but are not limited to, the following:

Excessive tardiness
Excessive absenteeism
Dress code violations (clinical)
Integrity/Insubordination
Technical/Communication skills
*Academic misconduct
*HIPAA violations
*Patient Safety (clinical)
Anything outside the "Expected Behavior"

See Appendix M

A **Critical Incident Report** will result in automatic dismissal from the Radiologic Technology Program (discretion of program faculty based on the event). The events leading to a **Critical Incident Report** may include, but are not limited to, the following:

Academic misconduct
HIPAA violations
Patient Safety
Drug test failure

See Appendix N

*Incident reporting is based on the discretion of the Program Faculty.

Following an Incident Report, the program faculty will indicate an action plan at the bottom of the incident report, if necessary. The action plan should describe the student's plan of action that will rectify the event/behavior that led to the incident report. The student should be specific in their action plan to ensure the event/behavior does not occur again. The student and Program Faculty will provide signatures to indicate completion. See Appendix O.

If an action plan is required, the student has seven (7) to complete and return it to the program faculty. If the action plan is not submitted or submitted late, the student will be put on probation and will still be required to complete the action plan in an additional seven (7) days. If the student fails to complete the required action plan within fourteen (14) days, the student will be dismissed from the Radiologic Technology Program.

A student receiving a total of three **Incident Reports** during the didactic, lab, or clinical education will be dismissed from the Radiologic Technology Program. In addition, if the student receives one **Critical Incident Report**, they will be automatically dismissed from the Radiologic Technology Program (discretion of program faculty). Students receiving incident reports that lead to dismissal will not be able to petition for readmission.

Financial Responsibilities of the Student

The student is financially responsible for tuition and course fees throughout the two-year program. Items covered by course fees include, but are not limited to:

- The first set of lead markers at the beginning of the fall semester.
- A radiation monitoring device (fetal badge also included when necessary)
  - If lost, the student will assess additional fees to replace.
- Some external testing sources required by the program course requirements.
- Equipment needed for laboratory instruction.
- Paper used for printing or required projects.

Items not covered by course fees include, but are **not limited to** and are the additional responsibility of the student:

- Uniforms to be worn during the clinic, including shoes and lab coat (if desired).
- Additional lead markers.
- Online reporting documentation for clinical purposes.
- Drug testing required for clinical rotation.
- Vaccinations required for clinical rotation, including TB skin tests.
- CPR certification (initial and renewal).
- Textbooks required for courses including Elsevier EAQ modules for the second-year.
- Physical examinations required for the clinical experience.
- Background checks required for the clinical experience.
- Transportation to and from the clinical assignment.
- Laboratory attire required polo and khakis scrubs.

Community Service

Community service and engagement are essential to the improvement of health and wellness in the population. The Radiologic Technology Program finds community service an essential part of a student's success to allow an opportunity to influence the community positively. Students enrolled in the Radiologic Technology Program must complete twenty (20) hours of community service during the two years enrolled. The student can choose what community service they would like to participate in, but it must be related to the healthcare field or the community's well-being. The hours can be completed all at once or in smaller increments. Proof of community service hours must be provided to the program director before scheduled program completion. Proper documentation is found in Appendix E and must be filled out by the director of the community service event. Additionally, students must wear the program-approved polo to the community service event.

See Appendix E

Transfer Policy

Students who request a transfer to the Radiologic Technology Program at Shawnee State University must submit the following:

- A letter of support from a faculty member from the previous institution.
- Transcripts from previous educational institutions.
- Any documentation required by the program director (competency completion, clinical hour documentation, etc.)
- Syllabi from all radiography courses completed (Grade of "C" or better.)

Students must complete 51% of Radiologic Technology courses per JRCERT policy. Successful completion and awarding of credit for radiography courses from any institution is considered a "C" or better. Transfer radiography course credit is awarded by the program director and is subject to change on a case-by-case basis. The student will be expected to complete the program in one attempt. If the student should fail or withdraw from the program, they will not be permitted to re-start the program where they failed or withdrew in accordance with the readmission policy. The program director will review each successful course and award credit accordingly. Students are required to follow all policies and procedures required by the current Program Handbook. Students must also complete the entire curriculum of courses required by the Radiologic Technology program.

Transfer students may also be required to complete admission testing and/or laboratory assignments to ensure competency. A course by arrangement is required in these cases. The student must accept the financial responsibility of this course and ensure completion. It is at the discretion of the program director and clinical coordinator to administer the assignments and grant approval of acceptance based on the completion of required standards.

COVID-19 Pandemic Disclosure

All of the above policies and procedures are current to the Radiologic Technology Program and are the expectations for the graduates of 2027. However, due to the changes surrounding the recent COVID-19 pandemic, the student needs to understand that policies may change or be amended to maintain requirements provided by SSU and clinical affiliates. Clinical sites, rotations, and clinical hours are subject to change during a pandemic crisis. The student must complete all the requirements outlined by this handbook to graduate from the Radiologic Technology program in 2027.

The program will follow the guidance of the university if a student tests positive for COVID-19.

Furthermore, it is the responsibility of each student to abide by all restrictions and precautions specified by the clinical affiliates. It is the right of the clinical affiliate to ask a student to leave if policies are not followed. Please note that each clinical affiliate's requirements may differ.

Please understand that it is the responsibility of the program and university to ensure the safety of all students, visitors, and faculty during difficult times. It is the responsibility of the student to abide by policies and procedures for successful completion of the Radiologic Technology Program.

Program Portfolio

Students are required to maintain an academic portfolio over the six semesters. Faculty will perform semester checks to ensure the portfolio is progressing. The students are responsible for ensuring all aspects of the portfolio are complete and will be turned in during the final week of each semester of the program. The program director will provide a checklist of required items for the portfolio's completion. The completion of the portfolio is required for graduation.

Signature Requirement

Students are required to sign all documentation put forth by the program. Refusal to sign required documentation will lead to the student’s inability to participate in classroom, lab, or clinical activities and therefore, warrant a failing grade. Both signature and digital signatures are acceptable.

Contingency Plan

If students cannot attend class on campus, didactic classes may be moved online and be conducted through collaborate lectures and Blackboard quizzes and tests. Clinical rotations will be rescheduled and communicated with the student. Faculty will be in consistent communication with students about expectations. Program faculty will follow recommendations from the institution, state recommendations and requirements, and national organizations if necessary.

Shawnee State University Position on Gonadal Shielding

"Standard Five – Objective 5.3 of the Standards requires programs to assure students employ proper safety practices. Programs achieve this by instructing students in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. These practices assure radiation exposures are kept as low as reasonably achievable (ALARA).

Gonadal shielding has been a longstanding practice during radiography examinations in instances where the clinical objectives of the examination are not compromised. Recent research in the effectiveness of gonadal shielding during abdominal and pelvic radiography has found, in most instances, that:

- *Gonadal shielding does not contribute significantly to reducing patient risk from radiation exposure;*
- *Gonadal shielding positioned improperly may have the unintentional consequence of increasing patient exposure;*
- *Gonadal shielding positioned improperly may result in the loss of valuable diagnostic examination results.*

Based on the recent research pertaining to the use of gonadal shielding during abdominal and pelvic radiography and the longstanding practice in radiography ***to only shield in instances in which diagnostic quality will not be compromised****, the JRCERT has concluded that routine use of* ***gonadal shielding for abdominopelvic radiography exams should not be standard practice*** *for clinical radiography students when the use of such could interfere with the diagnostic quality of the exam and may result in the risk of a repeat exposure"* (JRCERT, 2021).

The program will be amending policies for students to only employ gonadal shielding if it does not interfere with the purpose of the examination. Faculty will continue to instruct students on the proper use of shielding to promote radiation protection for patients, students, and other faculty. Students are required to follow requirements of the clinical affiliate.

Leave of Absence Policy

The program curriculum is designed to be completed in a prescribed sequence. The student is expected to complete courses in sequence once admitted to the program. If a student elects to suspend their time in the program, they must complete the “Leave of Absence Form” (see Appendix Y). Students who request a leave of absence must understand that the completion of the program will be suspended and must withdraw from all radiology courses. A leave of absence does not constitute a withdrawal from courses. Additionally, a leave of absence may be subject to financial aid concerns. The student must ensure that the financial aspects of the leave are secure. A student who requests a leave of absence will have one year to return to the program to begin where the leave the courses were suspended. When the student is ready to return, they must complete a “Return from Leave of Absence” (see Appendix Z) at least one semester before they elect to return.

Consent for Physical Contact During University-Related Activities

In accomplishing the mission of Shawnee State University, certain University-related activities will require physical contact between two or more individuals. Activities requiring physical contact include instructional activities such as demonstration, practice, and evaluation of clinical or hands-on skills in environments such as the radiology lab or classroom. Physical contact may be between faculty/staff and student, faculty/staff and faculty/staff, or student and student. When physical contact is required between two or more individuals in a University-related activity, the following guidelines will apply:

1. Physical contact should be limited to the necessary and appropriate for completing the designated activity.
2. The individual to be touched should be informed of the nature, purpose, and extent of physical contact required to complete the activity. The need for physical contact should be designated as instructional.
3. All individuals must provide express consent (verbal or written) to participate in the activity requiring physical contact.
4. A chaperone or third person must be present in all encounters requiring physical contact.
5. An appropriate atmosphere should be maintained at all times, including proper dress and the use of professional language.
6. Every effort should be made to provide an environment that ensures all individuals' comfort, modesty, and dignity.
7. All parties should abide by the Code of Ethics and standards of behavior established by the profession(s) involved.
8. University policy on will apply.

Shawnee State University is committed to ensuring that individuals consistently demonstrate the highest level of professionalism. When physical contact is required for University-related activities, professional behavior that safeguards the dignity of all individuals is expected. Observance of these guidelines will help students develop attitudes and practices that will provide a foundation for becoming professionals who serve the public and who represent Shawnee State University as graduates. The form below gives consent for physical contact for instructions and learning purposes. Students must complete the documentation required to engage in laboratory assignments.

Appendix A

Acknowledgement of Review of Student Program Handbook for the Radiologic Technology Program

I have read and been informed of the content, requirements, and expectations stated in the Radiologic Technology Program Student Handbook. I have received a copy of the handbook and agree to abide by the policy guidelines as a condition of my status as a student in the Radiologic Technology Program at Shawnee State University.

I understand that if I have any questions, at any time, regarding the student handbook, I will consult with the program director.

I also understand, that at any time during the duration of my time spent in the Radiologic Technology Program, that if I do not abide by the policy guidelines, I may be placed on probation, receive an incident report, or be dismissed from the Radiologic Technology Program.

Name:_____ SSU ID #:_____

Check the following boxes for acknowledgement:

- ☐ I have read and been informed of the Radiologic Technology Student Handbook.
- ☐ I agree to abide by the policy guidelines of the Student Handbook.

_____ _____

Student signature Date

Student Hepatitis B Vaccine Declination

I understand that due to my educational exposure to blood or other potentially infectious materials, I may be at risk of acquiring a hepatitis B virus (HBV) infection. I have been given information concerning the availability of the hepatitis B vaccine and the risk I take in choosing not to be vaccinated. However, I decline to obtain the hepatitis B vaccination at this time. I understand that by declining to be vaccinated, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have educational exposure to blood or other potentially infectious materials and I want to be vaccinated with the hepatitis B vaccine, I can receive information on its availability.

_____
Student's Name (Please Print)

_____
Student's Signature

_____
Program of Study

_____
Date

Please indicate your reason for refusing the hepatitis B vaccine at this time:

_____ I have had the disease. (Documentation required)

_____ I was vaccinated prior to entry into SSU's program and have provided SSU with a vaccination record. (Documentation required)

_____ Medical reasons contraindicate my receipt of the vaccine. (Documentation required)

_____ Other. (Explanation required) _____

_____

_____

Appendix C

Petition of Readmission

Name _____Date _____

SSU Identification Number_____

Address _____

City _____ State _____

Zip Code_____ Phone _____

Please submit completed form to the Program Director's Office, Room 222, Health Science Building.

Please state whether you withdrew or were dismissed from the program.

Identify the probable factors or reason(s) that you feel had a bearing on your dismissal or withdrawal from the Radiography Program:

State the actions or steps you have taken or that have occurred that will allow you to successfully complete the Radiography Program.

Why do you feel a favorable decision should be made on your petition? State the reason(s) and/or justification why you feel you should be readmitted:

Appendix D

Physical Form

Radiologic Technology Program
Shawnee State University

A. CONFIDENTIAL MEDICAL RECORD (to be filled out by student)

Name _____

Address _____
Street City, State Zip Code

Telephone (_____)_____ Date of Birth _____

Marital Status _____ _____Male _____Female

Personal Health History (check items that apply)

_____ Tuberculosis
_____ Heart Disease/Defect
_____ Diabetes
_____ Allergies
_____ Epilepsy
_____ Glaucoma
_____ Gastrointestinal Disorder
_____ Cancer
_____ Kidney Disease
_____ Back Injury/Defect
_____ Hypertension
_____ Blood Disorders
_____ Dermatitis

Operations or Serious Injuries (if any) _____

Are you currently receiving medication or treatment? Please indicate. _____

_____

_____

Would you say that your present health is:

_____ Excellent _____ Good _____ Fair _____ Poor

Are you presently under the care of a physician? _____ Yes _____ No

If yes, please explain. _____

_____

Have you received treatment for an emotional or nervous disturbance?

_____ Yes _____ No

If yes, please explain. _____

_____

B. PHYSICAL EXAMINATION (to be filled out by physician or nurse practitioner)

_____ Height _____ Weight _____ Pulse _____ B.P.

Near Vision: Right _____ Left _____

Distant Vision: Right _____ Left _____

Hearing: Right _____ Left _____

Assessment: (Use check mark for normal; NE for not examined; A for abnormal)

Skin	_____	Thorax and Back	_____
ENT	_____	Lungs	_____
Teeth	_____	Heart	_____
Neck	_____	Abdomen	_____
Neurological	_____		
Extremities	_____		

C. TESTS (Please **attach** or **forward** official reports of these tests to the address below.)

1. 2-Step Mantoux Only

D. IMMUNIZATIONS

Varicella Dates: _____ _____ Disease date:_____

D.P.T. Dates: _____ _____ _____ _____

Polio Dates: _____ _____ _____ _____

MMR (check one) _____(had disease) _____ (immunization) _____Positive titre
(date) (date) (date)

Tetanus date _____ **(Booster required if last test was more than 10 years ago.)**

Hepatitis Vaccine/Screen **STRONGLY** Recommended Date _____

REMARKS: _____

_____

_____ _____
Date Signature of Examining Physician

Physician: Please return this form to: **Director of Radiologic Technology**
Shawnee State University
940 Second Street
Portsmouth, OH 45662

NOTE: Must be received by the end of Summer Semester Classes.

Appendix E

Shawnee State University

Date: _____

This is to verity that _____ (student name) has

completed _____ hours of community service with

_____

(organization/event).

Signature & Title: _____

Contact information: _____
(email/phone)

Thank you for allowing our program to service your organization.

Sincerely,
Shawnee State University
Radiologic Technology Program Faculty

The miracle is not
that we do this work,
but that we are
happy to do it.
Mother Teresa

Appendix F

ACKNOWLEDGEMENT, INDEMNIFICATION AND RELEASE
ACADEMIC FIELD TRIPS

Student's Name
ACADEMIC Course No. and Name:

I understand that this academic course includes at least one required field trip. *I acknowledge that the field trip requirement was identified at the time I enrolled for the course*. I acknowledge and understand the following:

- There are inherent risks and hazards that may arise from participation in the field trip events, including travel to and from each field trip site. I understand that the field trip will involve [hiking trails and paths over rough and sometimes steep and rocky terrain] I acknowledge that my participation may result in injury, damage or loss of property and/or loss of life.
- *I understand that I will be responsible for transportation to and from the field trip site.*
- Shawnee State University ("SSU") is not legally responsible for my personal safety or safety of my property during any travel, whether transportation is provided by SSU or not, or at any of the field trip sites.
- SSU does not provide health insurance coverage or personal injury or property insurance coverage to students for this academic course and that I am responsible for obtaining personal health insurance coverage through a private insurer.

I further state:

- I am not aware of any health related or medical reason why I should not participate in the Activity.
- I will conduct myself in a responsible manner and will follow all identified safety procedures and instructions

In consideration for participation in this Activity, I, for myself, my executors, administrators, and assigns, release and forever discharge SSU and its Board of Trustees, officers, employees and agents from all claims of losses, damages, injuries or costs, and any actions whatever, including, but not limited to, those based on negligence, in any manner arising out of my participation in this Activity. I understand that this Release means that, among other things, I am giving up my right to sue Shawnee State University for any such losses, damages, injuries, or costs that I may occur.

I have carefully read this agreement and understand it to be a release of all claims and causes or action for my injury or death or damage to my property that occurs while participating in the described Activity and it obligates me to indemnify the parties named for any liability for injury or death of any person and damage to property caused by my negligent or intentional act or omission.

_____ _____
Signature Date

_____
Printed Name

IF PARTICIPANT IS UNDER 18 YEARS OLD
I hereby release and forever discharge SSU, its Board of Trustees, officers, employees and agents against any claim by on or on behalf of the participant as a result of Participant's participation in the Activity. I further warrant that I am authorized to sign the form on behalf of the participant.

_____ _____
Signature Date

_____ _____
Name of Parent/Guardian Name of Student

Appendix G

Student Orientation Checklist

Student: _____ Date: _____

Hospital: _____ Semester:_____

****

INSTRUCTIONS: The clinical supervisor and/or designee will use the following criteria to orient the student to the radiology department, equipment and hospital facility during the first week of each new clinical rotation. Upon the completion of the orientation, the clinical preceptor will use the checklist to evaluate the student's performance on the tasks listed below. The checklist should be returned to the clinical coordinator or filled out on *Trajecys*.

****

A. The student will be able to locate:

1. patient room.
2. other hospital departments, (OR, ER, etc.).
3. wheelchairs, carts, linen and supply areas.
4. patient waiting areas and dressing rooms.

B. The student will be able to locate and become familiar with the following emergency equipment and procedures:

1. emergency telephone numbers
2. emergency codes and responsibilities in each situation
3. crash cart and/or emergency drugs.
4. defibrillator, ambu bag, ET tubes.
5. oxygen, ammonia inhalants, blood pressure cuffs.
6. fire extinguishers.
7. emergency procedures.

C. The student will be able to locate and become familiar with the use and operation of the radiographic equipment in the following areas:

1. diagnostic radiography.
2. fluoroscopy.
3. portable radiography.
4. surgery.

D. The student will become familiar with the department's radiographic routines for the various radiographic examinations.

Technologist's Signature_____

Appendix H

Competency Unit I

Digital/Computed Radiography Checklist

Student: _____ Date: _____

Clinical Site:_____Semester:_____

****
Instructions: The clinical preceptor and/or radiologic technologist should use the following criteria to orient the student to the Digital/Computed Radiography System. Upon completion of the orientation, the clinical preceptor will use the checklist to evaluate the student's performance on the tasks listed below. The checklist should be returned to the clinical coordinator or can be filled out on *Trajecsys.*
****

The student will be able to:

1. Log on to the Radiography Information System (in applicable).

2. Enter patient information or by bar code reader prior to or following the examination or select the correct patient with proper examination.

3. Prepare an image receptor for the appropriate radiographic examination.

4. Demonstrate the proper placement and centering of the body part in relation to the imaging plate.

Following the radiographic exposure:

5. Place the imaging receptor into the plate reader (if applicable).

6. Demonstrate the use of the processing station to review radiographic image as listed below:
    - Adjust brightness
    - Adjust contrast
    - Annotate the image as needed
    - Evaluate image for over or under exposure
    - Send the image to appropriate station for review by a physician

7. Replace imaging plate in proper storage areas.

8. Conduct adequate cleaning after procedure

Evaluator's Signature _____

Competency Unit I

Office Checklist

Student: _____Date:_____

Clinical Site: _____ Semester:_____

****

Instructions: The clinical supervisor and/or office personnel should use the following criteria to orient the student to the office. Upon completion of the orientation, the clinical preceptor will use the checklist to evaluate the student's performance on the tasks listed below. The checklist should be returned to the clinical coordinator or filled on *Trajecsys.*

****

The student will be able to:

1. Demonstrate professional usage of the telephone.

2. Perform the necessary handling of an x-ray exam requisition.

3. Observe the following office procedures:
   - checking/logging in patients.
   - assigning/recording hospital or radiology department numbers.

4. Review requisitions, or previous images on PACS

5. Give clear oral instructions to ambulatory patient about dressing/undressing for exams, where the dressing rooms are located, where to be seated.

Evaluator's Signature: _____

Competency Unit I

Transportation Checklist

Student: _____ Date: _____

Clinical Site: _____Semester:_____

****

Instructions: The clinical supervisor and/or transportation personnel should use the following criteria to orient the student to transportation procedures. Upon completion of the orientation, the clinical preceptor will use the checklist to evaluate the student's performance on the tasks listed below. The checklist should be returned to the clinical coordinator or completed on *Trajecsys.*

****

The student will be able to:

1. Locate patient rooms.
2. Locate where the wheelchairs and carts are located in the department.
3. Locate patient waiting areas.
4. Determine a patient's mode of travel according to the radiologic requisition.
5. Safely maneuver a wheelchair and cart both with and without a patient.
6. Issue appropriate information to nursing stations upon attaining or returning patients.
7. Safely move patients in and out of wheelchairs/carts.
8. Notify the appropriate radiology personnel upon arrival with the patient in the radiology department.
9. Demonstrate concern for the patient's safety, comfort, dignity and privacy during transportation of the patient to the radiology department.

Evaluator's Signature:_____

Radiographic Equipment Checklist

Student: _____ Date: _____

Clinical Site: _____ Semester:_____

****

Instructions: The clinical supervisor and/or designee should use the following criteria to orient the student to the radiographic equipment. Upon completion of the orientation, the clinical preceptor will use the checklist to evaluate the student's performance on the tasks listed below. The checklist should be returned to the clinical coordinator or completed on *Trajecsys*.

****

The student will be able to:

1. Turn on/off x-ray machine.
2. Move x-ray tube lengthwise, vertically, transversely.
3. Angle and rotate x-ray tube.
4. Identify and use S.I.D. (Source to Image Distance) indicator.
5. Master PBL (Positive Beam Limitation) controls.
6. Identify and use collimator control appropriately.
7. Move tabletop in four directions.
8. Align tube with table.
9. Load bucky tray with image receptor.
10. Change imaging plates in bucky tray.
11. Move bucky tray.
12. Align x-ray tube with bucky tray either manually or electronically.
13. Vary height of chest unit.
14. Align tube with chest unit.
15. Load and change image receptors in chest unit (if applicable).
16. Locate technique charts.
17. Set a technique (using mA, time, kV, AEC).
18. Make an exposure.

Evaluators signature: _____

Appendix I
Modality Rotation Checklists

Computed Tomography Checklist

Student:_____ Date:_____

Hospital:_____Semester:_____

INSTRUCTIONS: The CT technologist should use the following criteria to orient the student to CT procedures. Upon completion of the student's rotation, the technologist should use the checklist to indicate the student's performance or participation in the areas listed. The checklist must be returned to the clinical coordinator or filled out on *Trajecys*.

After completion of the student's rotation through CT, the student will be able to:

1. Review patient's clinical history/requisition.

2. Observe preparation of appropriate contrast media.

3. Communicate exam instructions to patient.

4. Observe positioning of a patient for CT examinations of the head, and thorax or abdomen.

5. Identify and operate CT gantry, table, and localizing lights.

6. Observe the operation the CT control console to include:
   - selection of window level/width.
   - selection of matrix size, technique factors.
   - selection of slice thickness and filters.
   - initiating scan sequence.
   - identify control panel operations (start, suspend, intercom, speaker).
   - select appropriate patient/exam type.
   - observe reconstruction applications (if applicable).

7. Identify basic anatomy on CT images of the head, thorax and abdomen

8. Demonstrate a willingness to participate and learn.

Technologist's Comments:_____

_____

Technologist Signature:_____Date: _____

*Under the direct supervision of a CT technologist.

Diagnostic Sonography Checklist

Student:_____ Date:_____

Hospital:_____Semester:_____

INSTRUCTIONS: The sonographer should use the following criteria to orient the student to ultrasound procedures. Upon completion of the student's rotation, the technologist should use the checklist to indicate the student's performance or participation in the areas listed. The checklist must be returned to the clinical coordinator or filled out on *Trajecys*.

After completion of the student's rotation through ultrasound, the student will be able to:

1. Become familiar with the history of ultrasound
2. Operate the ultrasound machine
3. Describe the physical principles of ultrasound to include:
    - ultrasonic waves, imaging principles
    - imaging modes
    - transducers
    - resolution, frequeny
    - doppler effect/spectral analysis
6. Observe basic scans, exams to include:
    - longitudinal and transverse scans
7. Identify basic cross-sectional anatomy

6. Identify cystic structures:
    - no internal echoes, posterior wall, enhancement

7. Identify common diseases/conditions demonstrated by ultrasound
8. Recognize artifacts (gas, adipose tissue, etc.)
9. List indications for various exams
10. Describe patient preparation/scheduling for exams
11. Obtain patient history/give proper
12. Complete necessary paperwork
13. Demonstrate a willingness to participate and learn

Sonographer's comments:_____

Sonographer's signature:_____ Date:_____

*Under the direct supervision of a Diagnostic Medical Sonographer.

Radiation Therapy Checklist

Student:_____ Date:_____

Hospital:_____Semester:_____

INSTRUCTIONS: The therapist should use the following criteria to orient the student to radiation thereapy procedures. Upon completion of the student's rotation, the thereapist should use the checklist to indicate the student's performance or participation in the areas listed. The checklist must be returned to the clinical coordinator or filled out on *Trajecys.*

After completion of the student's rotation through radiation therapy, the student will be able to:

1. Review patient's radiographs (when pertinent).
2. Observe operation of radiation therapy equipment to include:
    - collimator light
    - distance light
    - table
    - other controls
3. Assist in preparing patient for treatment.
4. Observe the technologist mark/locate area of treatment.
5. Observe preparation of radiation therapy machine for treatment.
6. Observe the use of calibration charts and dose charts (if applicable)
7. Attend to patient's safety and comfort.
8. Assist in necessary paperwork completion.
9. Demonstrate a willingness to participate and learn.

Therapist’s comments:_____

Therapist’s signature:_____ Date:_____

*Under the direct supervision of a Radiation Therapist.

Nuclear Medicine Checklist

Student:_____ Date:_____

Hospital:_____Semester:_____

INSTRUCTIONS: The nuclear medicine technologist should use the following criteria to orient the student to nuclear medicine procedures. Upon completion of the student's rotation, the technologist should use this checklist to indicate the student's performance or participation in the areas listed. The checklist must able returned to the clinical coordinator or completed on *Trajecsys.*

After completion of the student's rotation through nuclear medicine, the student will be able to:

1. Maintain appropriate records
2. Become familiar with the hot lab, to include:
   - mixing kits
   - identifying appropriate radionuclides
   - follow radiation safety standards
3. Observe operation of the camera
4. Assist in changing collimators
5. Observe the operation of the nuclear medicine console
   - properly position the patient
   - properly film the images
6. Assist in performing computer studies
   - data acquisition
   - processing
7. Identify the indications for, and the observing of position of the patient for the following exams:
   - bone scans
   - hepatobiliary exams
   - lung scans
   - cardiac exams
8. Demonstrate a willingness to participate and learn

Technologist's Comments:
_____

Technologist's Signature: _____ Date:_____

*Under the direct supervision of a nuclear medicine technologist.

Magnetic Resonance Checklist

Student:_____ Date:_____

Hospital:_____Semester:_____

INSTRUCTIONS: The MRI technologist should use the following criteria to orient the student to the Magnetic Resonance Imaging Department. Upon completion of the student's clinical rotation, the technologist should use this checklist to indicate the student's performance or participation to the areas listed. The checklist must be returned to the clinical coordinator or completed on *Trajecsys.*

After completion of the student's rotation though MRI, the student will be able to:

1. Possess a basic understanding of how MRI is different from radiography or CT.
2. Describe the principles of MRI to include:
   - The size and type of magnet:
   - Radiofrequency Wave generation:
   - RF coils:
3. Evaluate MRI procedure request.
4. Assist in screening patients for safety and explain why screening is important.
5. Assist with changing coils and room preparation.
6. Observe the setting of scan parameters and assist as needed.
7. Identify basic cross-sectional anatomy.
8. Describe reasons an MRI imaging procedure would be preferred over another imaging modality.
9. Explain the use of contrast media in Magnetic Resonance Imaging.
10. Assist with patients as needed.
11. Demonstrate a willingness to participate and learn

Technologist's Comments: _____

Technologist's Signature: _____ Date:_____

*Under the direct supervision of a nuclear medicine technologist.

Appendix J

MRI Screening Form

MAGNETIC RESONANCE (MR) ENVIRONMENT SCREENING FORM FOR INDIVIDUALS*

The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all individuals are required to fill out this form BEFORE entering the MR environment or MR system room. Be advised, the MR system magnet is ALWAYS on.

***NOTE: If you are a patient preparing to undergo an MR examination, you are required to fill out a different form.**

Date ____/____/____ (month / day / year) Name _____ (Last Name / First Name / Middle Initial) Age _____

Address _____ Telephone (home) (____) ____-____

City _____ Telephone (work) (____) ____-____

State _____ Zip Code _____

1. Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind? ❒ No ❒ Yes
   If yes, please indicate date and type of surgery: Date ____/____/____ Type of surgery_____
2. Have you had an injury to the eye involving a metallic object (e.g., metallic slivers, foreign body)? ❒ No ❒ Yes
   If yes, please describe: _____
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? ❒ No ❒ Yes
   If yes, please describe: _____
4. Are you pregnant or suspect that you are pregnant? ❒ No ❒ Yes

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

Please indicate if you have any of the following:

❒ Yes ❒ No Aneurysm clip(s)
❒ Yes ❒ No Cardiac pacemaker
❒ Yes ❒ No Implanted cardioverter defibrillator (ICD)
❒ Yes ❒ No Electronic implant or device
❒ Yes ❒ No Magnetically-activated implant or device
❒ Yes ❒ No Neurostimulation system
❒ Yes ❒ No Spinal cord stimulation system
❒ Yes ❒ No Cochlear implant or implanted hearing aid
❒ Yes ❒ No Insulin or infusion pump
❒ Yes ❒ No Implanted drug infusion device
❒ Yes ❒ No Any type of prosthesis or implant
❒ Yes ❒ No Artificial or prosthetic limb
❒ Yes ❒ No Any metallic fragment or foreign body
❒ Yes ❒ No Are you going into the MRI system room?
❒ Yes ❒ No Any external or internal metallic object
❒ Yes ❒ No Hearing aid
(Remove before entering the MR system room)
❒ Yes ❒ No Other implant_____

IMPORTANT INSTRUCTIONS

Remove all metallic objects before entering the MR environment or MR system room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toed boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment.

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form.

Signature of Person Completing Form: _____ (Signature) Date ____/____/____

Form Information Reviewed By: _____ (Print name) _____ (Signature)

❒ MRI Technologist ❒ Radiologist ❒ Other _____

Appendix K

Dress Code Approval

The student will be required to obtain dress code approval before beginning the clinical experience. Once the student has approval from program faculty, the student will abide the dress code at all times during the clinical experience. Any violations will result in reduction in grade (see dress code policy) and a possible incident report. Any changes in the student's attire after the approval process, will need to be approved by the clinical coordinator. The following are need to be approved for proper dress for clinical experience:

Dress Code Item	**Approve Y or N**
Hair	
Jewelry	
Scrubs	
Lab Coat	
Shoes	
Identification	
OSL location	
Tattoos (if applicable)	

Additional Items	**Approve Y or N**

By signing the statement, the student agrees to abide by the clinical handbook dress code at all times during the clinical experience. Any changes in attire will need to approve by Clinical Coordinator.

Student: _____ Date: _____

By signing the statement, Program Faculty approve attire for student for clinical experience.

Program Faculty: _____ Date: _____

Appendix L

Student Name: _____
Radiologic Technology Program Clinical affiliate (if applicable): _____

Clinical Experience Advising Report

Goal:

_____

_____

Objectives:

_____

_____

_____

Program Faculty Recommendation for Student Resources:

_____

_____

_____

Student Action Plan for Improvement:

_____

_____

_____

Program Faculty: _____ Date: _____

Student: _____ Date: _____

Action plan to be submitted within seven days of the advising session.

This section to be completed by program faculty:

Action Plan submitted on time: Y or N

Appendix M

Student Name: _____
Radiologic Technology Program Clinical Affiliate (if applicable): _____

Incident Report

Incident Note:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Student Comments (if any):

_____

_____

_____

_____

_____

_____

Program Faculty: _____ Date: _____

Student: _____ Date: _____

This section to be completed by program faculty:

Action Plan required: Y or N

- If yes, action plan must be submitted by student within seven days of date of incident.

Action Plan submitted on time: Y or N

Appendix N

Student Name: _____

Radiologic Technology Program Clinical Affiliate: _____

Critical Incident Report

Incident Description (Clinical Preceptor):

_____

_____

_____

_____

_____

_____

_____

_____

Program Faculty Recommendation:

_____

_____

_____

Student Remarks:

_____

_____

_____

Clinical Preceptor: _____ Date: _____

Program Faculty: _____ Date: _____

Student: _____ Date: _____

This section to be completed by program faculty:

Action Plan required: Y or N

- If yes, action plan must be submitted by student within seven days of date of incident.

Action Plan submitted on time: Y or N

Appendix O

Student Name: _____

Radiologic Technology Program Clinical Affiliate (if applicable): _____

Action Plan

Incident Date: _____

Please describe in your words, your intended plan of action to improvement the technical skills or behavior described in the incident report.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Student: _____ Date: _____

Program Faculty: _____ Date: _____

Appendix P

Student Evaluation of Clinical Instruction

Clinical Affiliate_____ Semester/Year _____

Use the following code to respond to each of the following statements concerning the clinical education rotation.

SA	--	Strongly Agree
A	--	Agree
D	--	Disagree
SD	--	Strongly Disagree
N	--	No basis to judge

SA A D SD N 1. The clinical preceptor was receptive to the student's questions.

SA A D SD N 2. The staff technologists were receptive to the student's questions.

SA A D SD N 3. The clinical preceptor displayed a good grasp of the subject matter and the clinical application of such.

SA A D SD N 4. A radiologist was willing to answer student questions.

SA A D SD N 5. The technologists attempted to give each student an opportunity to perform examinations.

SA A D SD N 6. Technologists review the request for the radiographic examine to determine if you are able to perform the examination.

SA A D SD N 7. Technologists are present in the room with you when repeat radiographic examinations are performed.

SA A D SD N 8. Students were given the opportunity to complete the competency units needed for the semester.

SA A D SD N 9. The competency units gave the student an understanding of what was expected in the clinical experience.

SA A D SD N 10. The student attempted to achieve all the competency units for this clinical course.

SA A D SD N 11. X-ray critiques and/or review sessions were a part of the clinical experience.

SA A D SD N 12. If the students needed assistance, he/she received assistance promptly by the staff.

SA A D SD N 13. The clinical preceptor was interested in providing the student with instruction.

SA A D SD N 14. The staff technologists were interested in providing the student with instruction.

Appendix Q

Mandatory Competency Evaluation

The student is required to complete an assigned number of radiographic examinations for mandatory competency evaluation each semester **under the direct observation of the Clinical Preceptor or the Program Faculty**. (Refer to the Semester Requirements for Clinical Education sections for requirements.) If the student repeats any part of the imaging procedure due to the student's error, the competency evaluation should be considered a failure and documented as such on the mandatory competency form. The student must repeat the mandatory competency procedure without error at a later date.

Receiving two or more failures on Mandatory Competency Evaluations will lower the students final clinical grade by five (5) percentage points. Each additional failure will lower the clinical grade by five (5) percentage points each.

Mandatory Competency Evaluation Form

Student_____ Date_____ Patient ID Number_____

DIRECTIONS: Evaluate the student's performance according to the following criteria. Consideration should be given to the student's level of education and experience.

Criteria: Descriptions for each criteria are located on the back of this form.
Please note that a 4-Competent is considered a 100%-A score for any and all competencies.

5 = Exceeds Expectations (use for second year only, only if performance does exceed expectations)
4 = Competent (use for performance that is expected for a student in their experience level, i.e. 1st or 2nd year)
3 = Weak
2 = Very Weak
1 = Unacceptable
NA = Not Applicable

Exam: _____

Patient Condition:
1. Ambulatory
2. Fair
3. Poor
4. Serious
5. Critical

Projections:
A_____
B_____
C_____
D_____
E_____
F_____

1. Patient Care and Handling							
	A	B	C	D	E	F	Comments
2. Patient Instructions							
3. Correct Positioning of Part							
4. Correct Tube/Patient/IR Alignment							
5. Positioning Planes Used Correctly							
6. Equipment Manipulation							
7. Collimation							
8. Uses Appropriate Shielding							
9. Work Efficiency							

Image Evaluation

1. Anatomy Demonstrated and Centered							
2. Diagnostic Technique Demonstrated							
3. Patient Information/ Markers Visible							
4. Student Identification of Radiographs							

General Comments, Observations, Suggestions:

EVALUATION CRITERIA

5- Student performance Exceeds Expectations

- Student performed task with comfort, confidence and knowledge comparable to an entry-level radiographer.

4- Student performance demonstrates Competence

- Student performed task correctly, with no assistance of the evaluator. Task was completed with appropriate knowledge and confidence of a student radiographer.

3- Student performance is Weak

- Student performed task with minimal help from evaluator. Student shows need for improvement in skills and/or knowledge of task.

2- Student performance is Very Weak

- Student needed extensive assistance from evaluator to effectively complete task at an appropriate skill level of a student radiographer. Student shows excessive need for skill and/or knowledge development/remediation.

1- Student performance is Unacceptable

- Student could not complete task. Task resulted in a repeat exam or task was terminated by the evaluator. Student shows immediate need for skill/knowledge development/remediation.

N/A – Not applicable: The student assisted the radiologist or was not required to perform this component of the competency evaluation.

COMPETENCY EVALUATION CRITERIA

1. The student evaluated the requisition, identified the patient, called patient by name, introduced self to the patient, assisted patient to the room, explained the procedure to the patient, checked for any contraindications to the exam.
2. The student communicated proper examination instructions to the patient, using appropriate language and limited use of slang, for each view of the radiographic examination.
3. The student positioned the patient correctly (AP, PA, Oblique, etc.).
4. The central ray angulation was correct, centered to the patient at the proper centering point and the image receptor was centered correctly.
5. The appropriate planes and baselines (i.e., MSP, OML) were correctly aligned to the image receptor.
6. The student correctly operated the radiographic equipment, tube/table controls, technic selection (kVp, mAs, AEC), SID, PBL.
7. The student effectively collimated the beam to the area of interest/image receptor size or used automatic collimation.
8. The student applied gonadal shielding (if applicable).
9. The student demonstrated appropriate speed and accuracy in performing the examination in relation to the patient's condition.

IMAGE EVALUATION CRITERIA

1. The desired anatomical structures were demonstrated on the radiograph in their proper perspective.
2. The radiograph has an acceptable level of exposure.
3. The patient information and date, right and left markers, and procedural markers (i.e., hour, minute) are visible and correctly placed on the radiograph.
4. The student was able to identify the appropriate anatomy, answer questions, suggest improvements, and justify a repeat exposure (if necessary).

Appendix R

Standard Competency Evaluation

The student is required to complete a required number of standard evaluations each semester (except during the clinical course RDLT-1290). The standard evaluation examinations can be completed **under the direct observation of a Registered Radiographer** in the clinical setting. Standard evaluations are evaluated on a pass/fail basis. If the student must repeat any part of the examination due to student error the evaluation will be considered a failure. The student must repeat the examination at a later date. Receiving three (3) failures on standard evaluations during the quarter will lower the final clinical grade by five (5) percentage points. Each additional failure will lower the clinical grade an additional five (5) percentage points.

If the student does not complete the required number of exams, their grade will be lowered in proportion to the percentage not completed.

Standard Evaluation Form

Student_____Date_____Hospital_____

Patient's ID Number_____Examination_____

Criteria:
5- Exceeds Expectations
4- Competent
3- Weak
2- Very Weak
1- Unacceptable
N/A- Not Applicable

Patient's Transportation
Ambulatory _____ Stretcher _____
Wheelchair _____ Portable _____

To Be Completed By a Staff Technologist (Identify with N/A, 1-5 Scale):

1. The examination room was prepared properly and anticipated supplies were available. _____
2. Student communicated appropriately with the patient supplying correct directions and explaining the procedure. _____
3. The student positioned the patient accurately without causing unnecessary discomfort. _____
4. The student manipulated the radiographic equipment in a safe manner _____
5. The area of interest was centered the middle of the image receptor. _____
6. The student provided appropriate shielding (if applicable) to the patient and collimated the radiographic field to the correct size. _____
7. The proper exposure factors were selected that would result in diagnostic radiographs. _____

Radiographic Evaluation:

8. Adequate radiographic exposure was visualized. _____
9. Adequate radiographic dynamic range was visualized. _____
10. The visualized detail was adequate and distortion was minimal. _____
11. Proper Alignment:
    - Image receptor was centered to the body part being radiographed. _____
    - The patient is centered to the middle of the image receptor as needed. _____
    - Radiographic tube was centered to the patient and the image receptor. _____
12. The correct anatomical side marker was used and does not obscure essential anatomy. _____

Comments:_____

_____

Technologist's Signature_____ Date_____

Student's Signature_____Date_____

Appendix S

University Faculty Procedural Evaluation

Student_____Date_____Hospital_____

Evaluator_____Exam_____

DIRECTIONS: Evaluate the student's performance according to the following criteria. Consideration should be given to the student's level of education and experience.

Criteria:	Patient Condition:	Projections:
5- Exceeds Expectations	1. Ambulatory	A_____
4- Competent	2. Fair	B_____
3- Weak	3. Poor	C_____
2- Very Weak	4. Serious	D_____
1- Unaccepable	5. Critical	E_____
NA = Not Applicable		F_____

1. Patient Care and Handling							
	A	B	C	D	E	F	Comments
2. Patient Instructions							
3. Correct Position of Part							
4. Correct Tube-Patient-IR Alignment							
5. Positioning Planes Used /Used Correctly							
6. Equipment Manipulation							
7. Collimation							
8. Uses Appropriate Shielding							
9. Work Efficiency							

IMAGE EVALUATION

The student was able to identify/discuss/suggest improvements for the following:

	A	B	C	D	E	F	Comments
1. Anatomy Demonstrated and Centered							
2. Diagnostic Technique Adequate/Appropriate							
3. Radiographic Markers Visible							
4. Overall Image Quality							
5. Student Identification of Radiographs							

General Comments, Observations, or Recommendations:

Evaluator's Signature_____Date_____

Student's Signature_____Date_____

EVALUATION CRITERIA

5- Student performance Exceeds Expectations

- Student performed task with comfort, confidence and knowledge comparable to an entry-level radiographer.

4- Student performance demonstrates Competence

- Student performed task correctly, with no assistance of the evaluator. Task was completed with appropriate knowledge and confidence of a student radiographer.

3- Student performance is Weak

- Student performed task with minimal help from evaluator. Student shows need for improvement in skills and/or knowledge of task.

2- Student performance is Very Weak

- Student needed extensive assistance from evaluator to effectively complete task at an appropriate skill level of a student radiographer. Student shows excessive need for skill and/or knowledge development/remediation.

2- Student performance is Unacceptable

- Student could not complete task. Task resulted in a repeat exam or task was terminated by the evaluator. Student shows immediate need for skill/knowledge development/remediation.

N/A – Not applicable: The student assisted the radiologist or was not required to perform this component of the competency evaluation.

COMPETENCY EVALUATION CRITERIA

1. The student evaluated the requisition, identified the patient, called patient by name, introduced self to the patient, assisted patient to the room, explained the procedure to the patient, checked for any contraindications to the exam.
2. The student communicated proper examination instructions to the patient, using appropriate language and limited use of slang, for each view of the radiographic examination.
3. The student positioned the patient correctly (AP, PA, Oblique, etc.).
4. The central ray angulation was correct, centered to the patient at the proper centering point and the image receptor was centered correctly.
5. The appropriate planes and baselines (i.e., MSP, OML) were correctly aligned to the image receptor.
6. The student correctly operated the radiographic equipment, tube/table controls, technic selection (kVp, mAs, AEC), SID, PBL.
7. The student effectively collimated the beam to the area of interest/IR size or used automatic collimation.
8. The student applied gonadal shielding (if applicable).
9. The student demonstrated appropriate speed and accuracy in performing the examination in relation to the patient's condition.

IMAGE EVALUATION CRITERIA

1. Exposure controlling factors were properly selected as evident on the radiograph.
2. Contrast controlling factors were properly selected as evident on the radiograph.
3. Collimation is evident on all four sides of the radiograph (when appropriate).
4. The quality of the entire image meets acceptable standards.
5. The desired anatomical part is aligned appropriately with the IR.
6. Positioning of the part is appropriate as evident on the radiograph.
7. The patient information and date, right and left markers, and procedural markers (i.e., hour, minute) are visible and correctly placed on the radiograph.
8. The student was able to identify the appropriate anatomy, answer questions, suggest improvements, and justify a repeat exposure (if necessary).

Appendix T

Competency Evaluation Checklist

Students must demonstrate competence in all 6 patient care activities listed, in all 36 procedures identified as mandatory, and 18 of the 36 standard procedures. Students must perform at least one of the 18 standard procedures from the head section. Students must also perform two standard fluoroscopy procedures including an upper GI or barium enema, plus one other standard from the fluoroscopy section. All procedures must be performed under direct supervision by a registered radiographer.

Imaging Procedure	**Mandatory or Standard**			
Unit 2	**Mandatory**	**Standard**	**Date**	**Tech**
Chest and Thorax				
Chest Routine	✓			
Chest AP (Wheelchair or Stretcher)	✓			
Ribs	✓			
Chest Lateral Decubitus		✓		
Sternum		✓		
Upper airway (Soft-Tissue Neck)		✓		
Sternoclavicular Joints		✓		
Unit 3				
Abdomen				
Abdomen Supine (KUB)	✓			
Abdomen Upright	✓			
Abdomen Decubitus		✓		
Intravenous Urography		✓		
Unit 4				
Upper Extremity				
Thumb or Finger	✓			
Hand	✓			
Wrist	✓			
Forearm	✓			
Elbow	✓			
Humerus	✓			
Shoulder	✓			
Trauma Shoulder or Humerus* (Scapular Y, Transthoracic or Axillary)	✓			
Clavicle	✓			
Scapula		✓		
AC Joints		✓		
Trauma: Upper Extremity* (Non-Shoulder)	✓			

*Trauma requires modifications in positioning due to injury with monitoring of the patient's condition (ARRT, 2021).

Unit 5	Mandatory	Standard	Date	Tech
Lower Extremity				
Toes		✓		
Foot	✓			
Ankle	✓			
Knee	✓			
Tibia/Fibula	✓			
Femur	✓			
Trauma: Lower Extremity*	✓			
Patella		✓		
Calcaneus		✓		
Unit 6				
Head (Must select at least one from this selection)				
Skull		✓		
Paranasal Sinuses		✓		
Facial Bones		✓		
Orbits		✓		
Nasal Bones		✓		
Mandible		✓		
Temporomandibular Joints		✓		
Unit 7				
Spine and Pelvis				
Cervical Spine	✓			
Cross-Table Spine (Patient Recumbent) (Horizontal Beam)	✓			
Thoracic Spine	✓			
Lumbar Spine	✓			
Pelvis	✓			
Hip	✓			
Cross-Table Lateral Hip (Patient Recumbent) (Horizontal Beam)	✓			
Sacrum and/or Coccyx		✓		
Scoliosis Series		✓		
Sacroiliac Joints		✓		

*Trauma requires modifications in positioning due to injury with monitoring of the patient's condition (ARRT, 2021).

Unit 8				
Fluoroscopy Studies (Must select either upper GI or barium enema plus one other standard from this section)				
Fluoroscopy, Mobile, Surgical, Special Procedures	**Mandatory**	**Standard**	**Date**	**Tech**
Upper GI Series (Single or Double Contrast)		✓		
Barium Enema (Single or Double Contrast)		✓		
Small Bowel Series		✓		
Esophagus (Not Swallowing Dysfunction)		✓		
Cystography/Cystourethrography		✓		
ERCP		✓		
Myelography		✓		
Arthrography		✓		
Hysterosalpingography		✓		
Mobile C-Arm Studies				
C-Arm Procedure (Requiring manipulation to obtain more than one projection)	✓			
C-Arm Procedure (Requiring manipulation around a sterile field)	✓			
Mobile Studies				
Chest	✓			
Abdomen	✓			
Upper or Lower Extremity	✓			
Pediatrics (Age 6 or Younger)				
Chest Routine	✓			
Upper Extremity or Lower Extremity		✓		
Abdomen		✓		
Mobile Study		✓		
Geriatric Patient (Physically or Cognitively Impaired as a Result of Aging)				
Chest Routine	✓			
Upper or Lower Extremity	✓			
Hip or Spine		✓		

	Mandatory	**Standard**	**Date**	**Tech**
General Patient Care Procedures				
CPR	✓			
Vital Signs (Blood Pressure, Pulse, Respiration, Temperature, Pulse Oximetry)	✓			
Sterile and Medical Aseptic Technique	✓			
Venipuncture	✓			
Transfer of Patient	✓			
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)	✓			

ARRT. (2021). Didactic and Clinical Competency Requirements: Radiography. Retrieved from https://www.arrt.org/pages/arrt-reference-documents/by-document-type/didactic-and-clinical-competency-requirements.

Appendix U

Shawnee State University

Clinical Performance Evaluation- First Year (RDLT 1290 and 1390)
Performed by: Clinical Preceptor assigned at affiliate facility

The student is assessed in the following areas by the assigned clinical preceptor from affiliated facility. Clinical preceptors evaluate students at midterm and at the end of the semester and should assess students based on the current experience level in the program. Clinical preceptors are expected to leave comments on student performance, and students are expected to review evaluations after completion. The evaluations are a portion of the student clinical grade.

Grading key:
Unacceptable (0U)
Needs Major Improvement (0N)
Needs Minor Improvement (4)
Satisfactory (4.5)
Outstanding (5)

Statement:	Grading key:
1. Student arrives at clinical rotation ready to begin the day with cleaned and stocked examination rooms.	
2. Student is dressed appropriately. Appears neat, clean and professional.	
3. Student demonstrates knowledge of patient care and is able to apply skills in the clinical setting.	
4. Student demonstrates knowledge of proper positioning skills (repeat exams are kept to a minimum)	
5. Student provides adequate radiation protection practices to all patients.	
6. Student communicates effectively as a team member with staff and other health care personnel.	
7. Student communicates effectively with patients showing professionalism with maturity and empathy without judgment.	
8. Student demonstrates a positive attitude; accepts criticism and works to adjust accordingly.	
9. Student works efficiently and stays busy with relevant activities; demonstrates positive work initiative.	
10. Student performs examinations in a timely manner to provide a safe patient environment.	
11. Student displays effective skills to manipulate diagnostic techniques relevant to the procedure (select NA for fall semester.)	
12. Student demonstrates effective skills to manage a non-routine or trauma situation (select NA for fall semester.)	

Appendix V

Shawnee State University
Clinical Performance Evaluation- Second Year Summer Semester (RDLT 2190)
Performed by: Clinical Preceptor assigned at affiliate facility

The student is assessed in the following areas by the assigned clinical preceptor from affiliated facility. Clinical receptors evaluate students at midterm and at the end of the semester and should assess students based on the current experience level in the program. Clinical preceptors are expected to leave comments on student performance, and students are expected to review evaluations after completion. The evaluations are a portion of the student clinical grade.

Grading key:
Unacceptable (0U)
Needs Major Improvement (0N)
Needs Minor Improvement (4)
Satisfactory (4.5)
Outstanding (5)

Statement:	Grading key:
1. Student arrives at clinical rotation ready to begin the day with cleaned and stocked examination rooms.	
2. Student is dressed appropriately. Appears neat, clean and professional.	
3. Student demonstrates knowledge of patient care and is able to apply skills in the clinical setting.	
4. Student demonstrates knowledge of proper positioning skills (repeat exams are kept to a minimal)	
5. Student provides adequate radiation protection practices to all patients.	
6. Student communicates effectively as a team member with staff and other health care personnel.	
7. Student communicates effectively with patients showing professionalism with maturity and empathy without judgment.	
8. Student demonstrates a positive attitude; accepts criticism and works to adjust accordingly.	
9. Student works efficiently and stays busy with relevant activities; demonstrates positive work initiative.	
10. Student performs examinations in a timely manner to provide a safe patient environment.	
11. Student demonstrate skills to manipulate technical factors relevant to the procedure.	
12. Student demonstrates initiative to assist with fluoroscopy (if applicable), surgical examinations (if applicable) or portable exams.	
13. Student demonstrates effectively critical thinking in non-routine and trauma situations to provide quality diagnostic images.	
14. Student applies critical thinking skills to identify and seek solutions to adjust for repeat examinations.	

Appendix W

Shawnee State University
Clinical Performance Evaluation- Second Year (RDLT 2290 & 2390)
Performed by: Clinical Preceptor assigned at affiliate facility

The student is assessed in the following areas by the assigned clinical preceptor from affiliated facility. Clinical preceptors evaluate students at midterm and at the end of the semester and should assess students based on the current experience level in the program. Clinical preceptors are expected to leave comments on student performance, and students are expected to review evaluations after completion. The evaluations are a portion of the student clinical grade.

Grading key:
Unacceptable (0U)
Needs Major Improvement (0N)
Needs Minor Improvement (4)
Satisfactory (4.5)
Outstanding (5)

Statement:	Grading key:
1. Student arrives at clinical rotation ready to begin the day with cleaned and stocked examination rooms.	
2. Student is dressed appropriately. Appears neat, clean and professional.	
3. Student demonstrates knowledge of patient care and is able to apply skills in the clinical setting.	
4. Student demonstrates knowledge of proper positioning skills (repeat exams are kept to a minimal)	
5. Student provides adequate radiation protection practices to all patients.	
6. Student communicates effectively as a team member with staff and other health care personnel.	
7. Student communicates effectively with patients showing professionalism with maturity and empathy without judgment.	
8. Student demonstrates a positive attitude; accepts criticism and works to adjust accordingly.	
9. Student works efficiently and stays busy with relevant activities; demonstrates positive work initiative.	
10. Student performs examinations in a timely manner to provide a safe patient environment.	
11. Student manipulates technical factors selections based on patient ability and pathology.	
12. Student is effectively performing fluoroscopy (if applicable), surgical examinations (if applicable) or portable exams.	
13. Student demonstrates effective critical thinking in non-routine and trauma situations to provide quality diagnostic images.	
14. Student applies critical thinking skills to identify, seek and adjust position or diagnostic technique to effectively adjust for repeat examinations.	

Appendix X

Shawnee State University
Faculty Clinical Performance Evaluation
Performed by: Shawnee State Radiologic Technology Faculty

The student is assessed in the following areas by faculty members after a clinical site visit(s). Faculty members are expected to leave comments on student performance and students are expected to review evaluations after completion. The evaluations are a portion of the student clinical grade.

Grading key:
Unacceptable (0U)
Needs Major Improvement (0N)
Needs Minor Improvement (4)
Satisfactory (4.5)
Outstanding (5)

Statement:	Grading key:
1. Student is dressed appropriately. Appears neat, clean and professional. Following all guidelines set by program handbook.	
2. Student demonstrates knowledge of patient care and is able to apply skills in the clinical setting.	
3. Student demonstrates knowledge of proper positioning skills.	
4. Student provides adequate radiation protection practices to all patients.	
5.Student communicates effectively as a team member with staff and other health care personnel.	
6. Student communicates effectively with patients showing professionalism with maturity and empathy without judgment.	
7. Student demonstrates a positive attitude; accepts criticism and works to adjust accordingly.	
8. Student works efficiently and stays busy with relevant activities; demonstrates positive work initiative.	
9. Student performs examinations in a timely manner to provide a safe patient environment.	
10. Student applies critical thinking skills to identify and seek solutions to adapt to individual patient situations with knowledge of procedures and patient care. Student adjust technical values accordingly (if applicable.)	

Appendix Y

Shawnee State University
Radiologic Technology

Leave of Absence Form

Student name:_____ I.D. #:_____

Address: _____

Phone number: _____ Email: _____

Request Leave Start Date: _____ End Date:_____

A Leave of Absence does not constitute a withdrawal from classes. Students must withdraw from courses and remain in good standing with the university.

I understand the nature of a leave of absence from the radiology program. I understand that I will need to withdraw from classes and remain in good standing with the university to return to the radiology program within one year. I assume responsibility for financial aid and financial concerns with this leave of absence and I understand that clinical placements are subject to change upon my return.

Signature: _____ Date: _____

Appendix Z

Shawnee State University
Radiologic Technology

Return from Leave of Absence Form

Student name:_____ I.D. #:_____

Address: _____

Phone number: _____ Email: _____

Request Leave Start Date: _____ End Date:_____

I understand that upon my return that I must comply with all policies and procedures of the current program handbook. I also understand that clinical placements are subject to change based on my return.

Signature: _____ Date: _____

Appendix AA

Incident Report Form for Student Exposure to Blood or Other Potentially Infectious Material

Name _____ SSU I.D. Number_____

Time & Date of Exposure_____
Facility Where Exposure Occurred_____

Infection Control Officer _____Fax No_____

Supervisor_____

1. Describe the circumstances under which you were exposed to human blood or other potentially infectious material.

2. Indicate the type of human blood or other potentially infectious material to which you were exposed. (Check those that apply.)
   _____ Blood
   _____ Semen
   _____ Vaginal secretions
   _____ Cerebrospinal fluid
   _____ Synovial fluid
   _____ Pleural fluid
   _____ Saliva from dental procedures
   _____ Other body fluid than those listed above that contained visible blood; specify: _____
   _____ Unidentifiable body fluid
   _____ Other body fluid. specify: _____

3. Indicate the route(s) of your exposure: (Check those that apply.)

   _____ Parenteral, needlestick or cut exposure
   _____ Mucous membrane exposure; splash to the eye, mouth or nose
   _____ Prolonged or extensive skin exposure to blood or the above mentioned body fluids.

Was the skin chapped, abraded or afflicted with dermatitis?

4. If the Source Individual is known, provide as much information as possible, e.g. Name, Social Security number, Location, Attending Physician, etc.

_____

Instructions: Notify the Dean, College of Health and Human Services by telephone (740-351-3216 or 3378) and complete form and fax to 740-351-3354 or hand-deliver this incident report for immediately to the Dean, College of Health and Human Services, Shawnee State University, 940 Second Street, Portsmouth, OH 45662.

Appendix BB

Declaration of Pregnancy

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. A written confirmation from their physician on the estimated date of conception and the expected delivery date is required. Students must also submit a release from their physician following delivery to return to classes and clinical.

In signing this form, it is acknowledged that:

1. I have read the information on "Pregnant Radiologic Technology Students" from the program handbook and any other material suggested by the Program Director.

2. The U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13 and appendixes were presented to me both in oral and written form.

3. I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 mSv) (unless that dose has already been exceeded between the time of conception and submitting this form). I also understand that meeting the lower dose limit may require a change in clinical assignments during my pregnancy.

4. I understand that I have the right to withdraw this declaration of pregnancy if I so choose.

5. The Program Director or faculty member provided a question and answer period following the above discussion, during which my questions, if any, were satisfactorily answered.

6. I understand that I may retract this declaration by providing the request for retraction in writing to the Program Director.

Signature _____ Date _____

Print Name _____

Second Film Badge Ordered _____
Current Badge Total _____

Appendix CC

Shawnee State University
Radiologic Technology Program
Laboratory Exercise Requirements Signature Form

I, _____understand that the nature of providing to patients sometimes requires the touching of patients to perform certain procedures. It is imperative that, before students are permitted to perform procedures in the clinical settings, they must practice in the laboratory setting. This practice may require that the instructor place his or her hands on students to demonstrate proper technique. The students will also be required to place their hands on each other to practice and perfect the techniques. Examples include, but are not limited to, palpation and finding correct landmarks.

Just as healthcare professionals must maintain the modesty and confidence of their patients, it is important that students begin to recognize this need. Therefore, every reasonable effort will be made to ensure that practice occurs in a controlled environment that ensures the comfort, modesty, and confidence of the students.

As a student enrolled in the Radiologic Technology Program, I agree that physical contact between students and/or instructor is necessary, to learn the techniques used in providing care to patients. I understand that this contact will be of a professional and educational nature. I also agree to practice techniques, as required, in a professional and supportive manner.

Student Name: _____ ID: _____

Signature: _____ Date: _____

Appendix DD

Consent to Photograph or Video Record

I authorize the instructors of the SSU-Radiologic Technology Program (film or digital), or photograph or video record me for use in the program as a resource or in evaluating my skill development abilities or for information purposes. The photos or video will not be sold, copied or distributed in any manner or form by SSU. It will be maintained in a safe location within the department.

Student Name: _____ ID: _____

Signature: _____ Date: _____