

COMMONWEALTHU MANSFIELD /GUTHRIE ROBERT PACKER HOSPITAL RADIOLOGIC TECHNOLOGY PROGRAM

Guthrie Clinical Sites
Student Handbook
2025



Table of Contents

Admission Requirements	4-5
Health Insurance and Background Check Requirements	5-7
Admission Process	7-9
Student/Faculty Professional and Ethical Standards	9-10
Radiologic Technology Program Mission Statement and Goals	11-12
Accreditation, Description of Program, and Staff Members	13
Advising Mission, Goals, and Procedures	14
ARRT Certification in Diagnostic Radiography	15
Career Opportunities for Graduates	15
Additional Program Costs	16
Class/ Clinical Assignment Schedules	17
Clinical Bulletin Boards	17
Clinical Competency	18-27
Clinical Competency Progression Policy	18-21
Clinical Competency Laboratory Procedure Objectives.....	22
Clinical Competency General Diagnostic Procedure Objectives	23-24
Clinical Competency Portable Procedure Objectives	25-26
Clinical Competency OR Procedure Objectives.....	27
Clinical Course Objectives	28-31
Clinical Performance Evaluation Schedule and Objectives	32-41
Clinical Course Evaluation Schedule	32
Radiographic Equipment Performance Objectives	33
Clinical Progress Report Performance Objectives.....	34-35
Technologist Procedure Report Objectives	36-37
Specialty Area Clinical Performance Objectives.....	38
Evening and Trauma Clinical Performance Objectives.....	39
Troy Hospital Clinical Performance Objectives	40-41
Clinical Policies	42-63
Clinical Remediation Policy	42
Clinical Dress Code and Personal Appearance Policy	42-43
Clinical Attendance Policy	44-45
Clinical Make Up Policy	45-47
Clinical Attendance Monitoring Policy	47
Epic Access Clinical Policy.....	48
Confidentiality/Privacy Policy.....	48
Clinical Break Policy	49
JRCERT Standards and Program Policies for Radiography Students	
Assigned to Clinical Area	50-51
Regulations Governing Clinical Assignments.....	51-52

Table of Contents (cont.)

Radiation Monitoring Policy	53-54
Radiation Safety Policy	55-59
Pregnancy Policy	60
Student MRI Safety Policy	61
Exposure to Potentially Infectious Material Policy	62
Evening Clinical Assignment Trade Policy	63
Gifts and Gratuities Policy.....	63
Clinical Site Calendar	64
Course and Module Evaluations.....	65
Curriculum	65-66
General Program Policies.....	67-80
Academic Standards Policy	67
Exam Security Policy	68
Class Cancellation Policy	68-69
Disaster Preparedness Policy	69-70
Dismissal and Appeal Policy	70-71
Due Process Policy	71
Educational Records Confidentiality Policy	72
Future Employment / Career Advancement Policy	72
Grading Policy and Grade Equivalents.....	73
Health and Insurance Requirements Policy (Guthrie Clinical sites)	74
Illegal Drug and Alcohol Abuse Policy	74-75
JRCERT Standards and Non-Compliance Student Allegations	76
Student Conduct and Disciplinary Policy	77-78
Wireless Devices and Social Media Policy	79
Tech Aide Employment Policy	79
Withdrawal Policy	80
Graduation Requirements.....	80
Post-Graduation Employment and Career Advancement Information	81
Specialty Area Preceptors	81-82
Scholarship and Loan Information	82
Student Services	83-85
Counseling and Tutoring Services.....	83
Health and Wellness Department Services.....	83
Health Services in Sayre.....	84-85
Tuition, Fees, Housing and Dining Information	85
Student Handbook Confirmation of Briefing.....	86

Radiologic Technology Program

Admission Requirements

Admission Requirements

The radiologic technology program accepts a maximum of ten students annually. Admission is granted only for the fall semester and the Admissions Committee will select candidates based on:

- A high school diploma or GED
- Submission of high school and/or college-level transcripts
- A completed application form with the non-refundable fee.
- Preference will be given to candidates with an 85% (B/ 3.2) or better in preferred science and math courses which include: Algebra I, Algebra II, Geometry, Trigonometry, Calculus, Anatomy and Physiology, Chemistry, Physics, Biology and ACE or AP science and math courses.
- SAT scores if available (Preferred high school criteria is a minimum of a 1000 combined score of math and critical reading)
- Minimum 2.5 cumulative GPA required to be considered for transfer into the Radiologic Technology Program. Transfer candidates must possess a strong science and math background for consideration.
- A completed personal interview and shadowing experience (when possible)

Applicants must also comply with program technical standards:

- Read small print and write legible notes.
- Speak clearly and be understood.
- Handle sterile and non-sterile instruments with dexterity.
- Hear speech when the speaker wears a mask, and the listener's ears are covered with a cap.
- Lift, move and assist patients.
- Perform x-ray equipment manipulation.
- Wear a protective apron and PPE when necessary.
- Access, without assistance, all clinical areas.
- Perform all CPR movements.

Applicants must comply with clinical affiliate health requirements, including vaccine requirements.

- Each clinical site that has graciously agreed to accept Commonwealth University of Pennsylvania (“CU”) students maintain their own policies and procedures. Those policies are outside of the purview of CU, however failure to adhere to the Site’s policies, including those regarding vaccinations, may result in a student being prevented from completing the clinical requirement. Students must comply with the policies and procedures of the site in order to complete the educational experience in good standing. Failure to complete the clinical experience may result in a delay in completing the educational program, conferring of degree and/or the ability to sit for certification/licensure. Any CU students who anticipate an issue in complying with these policies should contact their advisor as soon as possible.

Radiologic Technology Program Health Insurance and Background Check Requirements

Based on Guthrie Clinic Policy *Medical Students at Guthrie*

Students are responsible for the cost of completing all health, insurance, and background check requirements.

In order to complete clinical rotations at Guthrie Robert Packer Hospital and Guthrie Troy Community Hospital, each radiology student must comply with the health, insurance, and background check requirements established by the hospital and/or state health department.

Students must have proof of the following:

A. Health and Insurance Requirements:

1. Two MMR (measles, mumps, rubella) vaccinations, or rubella and rubeola titers confirming immunity. Serologic evidence of Measles, Mumps, and Rubella are acceptable. Individuals who have an "indeterminate" or "equivocal" serological test result are not considered immune. (For students born before January 1, 1957, a rubella titer is not needed.)
2. Two chicken pox (varicella) immunizations given at least 28 days apart or varicella titer confirming immunity. Individuals who have an "indeterminate" or "equivocal" serological test result are not considered immune
3. Hepatitis B immunization (Series of three) OR Serological Testing for HBsAB are an acceptable method for verifying HCP immunity.
4. A 2-step PPD to determine if student has been exposed to Tuberculosis. The first PPD test cannot be older than 90 days when you begin clinical rotations in mid-January. There cannot be more than 20 days between the first PPD and the second PPD. Students who report a previously positive PPD with medication treatment must identify the date of occurrence, treating county, treatment medication, and duration of treatment, and provide a chest X-ray results post-treatment. A TB signs and symptoms review must be documented yearly.
 - If the student has a positive PPD, it must be confirmed with a T-spot blood test.

5. TDAP (Tetanus, diphtheria and pertussis) vaccine/booster within the last ten years. All students shall provide verification of at least one Tetanus, Diphtheria, and Pertussis vaccine as an adult. All students should receive a Tetanus and Diphtheria (TD) booster every ten years.

6. Influenza vaccine (Flu shot) for current flu season. Proof of vaccination is required. If you use a drive through flu clinic you must request proof of vaccination.

7. COVID vaccine.

- All employees, contractors, students, and volunteers of The Guthrie Clinic are required to receive the full Covid-19 vaccination. According to the Centers for Disease Control and Prevention (CDC), the Covid-19 vaccines are effective and help prevent illness and spreading of the virus that causes Covid-19 (CDC, May 27, 2021, Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>). The New York State Department of Health has also mandated this vaccine for all health-care workers.
- Exemptions may be granted for religious reasons or medical contraindications.
- Students who would like to request a religious exemption must complete the “Religious Accommodation Request” form and to those who would like to request a medical exemption must complete the “Medical Exemption from Vaccination Request” form.
- Student requests are then reviewed by the Religious or Medical Exemption Committee as applicable, who may request additional supporting documentation or have additional dialogue.
- A review for possible reasonable accommodations will be conducted.
- Notification will then be provided to the student regarding the decision and accommodations / guidance

8. Evidence of personal health insurance. A photocopy of your insurance card will suffice. For students who do not have health insurance or are no longer covered by their parents' healthcare plan, consider www.healthcare.gov

9. Proof of professional liability insurance. Students may purchase the required minimum coverage, \$1,000,000 each incident/\$3,000,000 aggregate, at

<https://www.proliability.com/Professional-Liability-Insurance/Students-Individuals>

- Click on green *student* banner under “Get a quote”
- Fill in your information
- Coverage to begin 1/21/25
- Choose “no association”
- Choose “other/not listed” for “Do you belong to one of these areas of study?”
- Choose your state
- Choose “Radiologic Technologist” for “What is your area of study?”
- Choose August 15, 2026 for graduation
- Choose 2-year Policy term
- Agree
- Choose the option that has “1M Per incident/ 3M aggregate”
- Apply and Pay Online
- **Turn in only the page** with the policy info, your info and amounts covered

B. Criminal and Child Abuse Background Checks (cannot be older than 6 months when beginning clinical rotations) **Please carefully read and follow directions for completing background checks.**

1. Pennsylvania State Police Criminal History Record (SP4-164)

- Click on “Keepkidssafe” link below. Choose “Clearances” tile. Click link “Pennsylvania State Police Criminal History Clearance”. Under “online Request, Click on “Pennsylvania Access To Criminal History (PATCH), click “Submit new record check”, then accept terms/conditions, click “individual request”, choose “employment” as the reason, enter personal info, pay

2. Department of Human Services Child Abuse Report CY-113

- Click on “Keepkidssafe” link below. Choose “Clearances” tile. Under “Get A Clearance” click “Pennsylvania Child Abuse History Clearance”, Under “online Submission” Click on “Child Welfare Information Solution(CWIS)” link, “create individual account” click “next”, create Keystone ID, complete personal info, follow directions, create clearance application, choose “volunteer”

Links for background checks can be found below:

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

Radiologic Technology Program Admission Process

Applicants must submit a completed application with the non-refundable fee to the Commonwealth Mansfield Campus Enrollment Services Department along with high school/college transcripts and SAT and/or ACT scores. The Admissions Department selects candidates who meet the minimum program admission requirements and transfers this information to the Program Director of the Radiologic Technology Program for review by the program Admissions Committee.

Class size is limited and only applicants with acceptable SAT scores (if available) and a solid high school and/or college math and science background are granted a personal interview. Preferred math and science courses are Algebra I, Algebra II, Geometry, Trigonometry, Calculus, Anatomy and Physiology, Chemistry, Physics, Biology and ACE or AP science and math courses.

During the interview, applicants will receive information about the program and will participate in a shadowing experience within the Guthrie Robert Packer Hospital Radiology Department, if possible. Interviewees will receive information regarding their acceptance status from the program director within 48 hours and the Admissions Office within approximately two weeks following the interview.

Applicants who receive a rejection letter may reapply to the program after completing math and science college level courses. Courses completed must include BIOL 180 Anatomy and Physiology I and MATH 118 College Algebra at the University. A minimum grade of grade of "C-" must be attained in each course to be reconsidered for acceptance. Applicants who request re-consideration will be admitted on a space-available basis and their scores will be considered with other applicant scores at the time of re-consideration.

Alternate Status

In addition to the ten majors, the program accepts a minimum of three alternate students annually. Alternate status enables the applicant to begin their studies at CU Mansfield Campus in the fall semester under the Academic Exploration Program and take all the required courses within the Radiologic Technology program's fall curriculum.

If an opening occurs during the fall semester, alternate students will be considered for full acceptance into the program. Alternate students who are accepted must attain at least a grade of "C-" in BIOL 180 Human Anatomy & Physiology I and MATH 118 College Algebra and "C" in RADT 110 X-Ray Technology I. Those with the highest numerical average of grades will be accepted first.

If alternate students are not accepted into the program during the fall semester, they may continue taking general education courses required within the Radiologic Technology Program at the University. They are guaranteed acceptance into the Radiologic Technology Program for the following spring provided they have attained a minimum grade of "C" in RADT 110 X-Ray Technology I and a minimum grade of "C-" in BIOL 180 Human Anatomy and Physiology I, and MATH 118 College Algebra. They must also attain a passing grade in all attempted general education courses within the Radiologic Technology program's curriculum.

Obtaining Program Information and an Application

Additional program information and University admissions applications can be found on the University website www.commonwealthu.edu You may also contact the program director: (570) 887-4007; Maryk.sullivan@guthrie.org ; msulliva@commonwealthu.edu

Transfer Credit

Appropriate credit may be given for comparable college-level course work. For questions regarding transfer credit contact CU Mansfield Admissions Admissions@commonwealthu.edu

Change of Major Process

Any Commonwealth student who would like to be considered for acceptance into the Radiologic Technology Program must contact the Program Director by phone: (570) 887-4007 or by e-mail: MaryK.Sullivan@guthrie.org msulliva@commonwealthu.edu Students must contact the registrar's Office at registrar@commonwealthu.edu and request that the following documents be sent to the program Director:

- Student's original application to the University
- All transcripts including the Commonwealth transcript

The Admissions Committee will consider the request using the same acceptance criteria as for external applicants. All candidates are notified of their final application status by the Program Director. Upon notification of acceptance, candidates will complete the Change of Major process.

Nondiscrimination statement

Admission to the program is determined by the applicant's academic and personal qualifications. Decisions are reached without regard to race; color; religion; national origin; ancestry; sex; age; marital status; familial status; sexual orientation; gender identity and expression; genetic information; disability; status as a veteran; or any other characteristic prohibited under applicable federal or state law.

Student / Faculty Professional and Ethical Standards

CU Mansfield Campus, Guthrie Robert Packer Hospital (The Guthrie Clinic), and radiologic technology program officials adhere to high professional and ethical standards in relation to students, faculty, and staff.

The *Commonwealth University Mission and Purpose* and *Vision Statements* may be viewed at <https://www.commonwealthu.edu/about/mission-vision-values>

In addition, University personnel and students must abide by the *Commonwealth University Handbook* policies. Policies contained in the handbook can be found here: <https://www.commonwealthu.edu/student-handbook>

All radiologic technology students have been made aware of policies dealing with ethics and professionalism e.g. *Academic Integrity*, *Due Process*, *Faculty Education Right and Privacy Act/FERPA for Students*, and *Harassment and Non-Discrimination Policy* during an orientation session for CU Mansfield Campus. Commonwealth policies are also published here: [Policies, Procedures, Standards and Guidelines | Commonwealth University](#)

The Guthrie Clinic documents that assure the fairness, equitability, and professionalism of faculty and staff include the *Employee Conduct & Progressive Discipline Policy*, and the *Code of Conduct: Unacceptable Behaviors that Undermine a Culture of Safety*. The Guthrie Clinic also advises employees of the *Non-Discrimination Policy* which states that “the educational programs of the Guthrie Robert Packer Hospital shall be conducted without discrimination toward the faculty, the students, or other attendees.” All the aforementioned documents are reviewed with Guthrie Employees and are available on The Guthrie Clinic intranet under “Policies”.

Students must also adhere to professional and ethical practices and procedures. The Commonwealth University Student *Code of Conduct* ensures the safety and welfare of the campus community. The code is a guide to the standards of conduct required for a learning community in which members pursue their goals. This code provides detailed behavioral guidelines students are responsible for knowing. Students who violate the *Student Code of Conduct* may also be subject to violation of Federal or State Laws. Students must be familiar with the code which is found at <https://www.commonwealthu.edu/documents/cu-student-code-conduct> Students found in violation of the code will be subject to the appropriate policy, procedure, and sanction (s).

The Commonwealth has also developed other policies, procedures, and standards which endeavor to protect the rights of each member of the university community. These policies are found here: [Policies, Procedures, Standards and Guidelines | Commonwealth University](#) and/or [University Senate and Governance | Commonwealth University](#)

Violations of the *Student Code of Conduct* applicable to the radiology program include, but are not limited to:

- Engaging in plagiarism, defined as presenting the ideas, words or works of another person, an electronic source or research service without proper acknowledgement of the source.
- Knowingly permitting another person to submit your work as their own.
- Giving or receiving unauthorized assistance on an exam or a class assignment, or in connection with any work done for academic credit including, but not limited to, obtaining access to quizzes, examinations and other evaluation instruments in advance of their planned distribution.
- Fabricating, falsifying, sabotaging, or taking improper credit for work submitted.
- Resubmitting work used in a prior course without permission of the instructor who receives the previously used work.
- Stealing or misusing library materials.
- Disrupting class or interfering with the learning process of other students.

Replication of another's work (in part or in full) will be given a grade of zero and be handled according to Commonwealth policies. The Radiologic Technology Program will not tolerate any form of academic dishonesty, as it is contrary to the nature of the profession.

Radiologic Technology Program Mission Statement and Goals

Mission Statement

The mission of the Radiologic Technology program is to integrate Commonwealth University's liberal arts emphasis to develop competent entry level diagnostic radiographers. As graduates, these radiographers will possess the expertise necessary to meet the needs of the communities they serve, while providing compassionate, patient-centered care.

Goals and Student Learning Outcomes

Goal #1: To provide the health care community with competent, entry-level diagnostic radiographers.

1. Students will position patients accurately.
2. Students will align the CR accurately.
3. Students will select optimal exposure factors.
4. Students will apply radiation protection principles.
5. Students will successfully perform diagnostic procedures while under the supervision of staff technologists.

Goal #2: Students will demonstrate appropriate patient communication and education skills.

1. Students will identify themselves and the patient, verify the body part to be imaged, and obtain an accurate history.
2. Students will explain the procedure and process for obtaining the diagnostic report.

Goal #3: Students will demonstrate problem-solving and critical thinking when performing medical procedures.

1. Students will demonstrate critical thinking while performing radiographic procedures.
2. Students will evaluate radiographic images for appropriate positioning and image quality.

Goal #4: Students will demonstrate professionalism.

1. Students will demonstrate professional and ethical conduct.
2. Students will demonstrate professionalism through appropriate attendance and punctuality.

Goal #5: The program will continuously monitor its effectiveness.

1. Students will complete the program.
2. Graduates will pass the ARRT Certification Exam on the first attempt.
3. Graduates pursuing employment will be employed within twelve months after program completion.

Goal #6: The program will promote graduate and employer satisfaction.

1. Graduates will express satisfaction with the training received during the program.
2. Employers will express satisfaction with the performance of the graduate.

CU Mansfield/Guthrie Robert Packer Hospital Radiologic Technology Program Accreditation, Description of Program, and Staff Members

Accreditation

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. For additional information, visit the website at www.jrcert.org.

Program Description

The Radiologic Technology Program is a full-time, two-year AAS degree program. It is one of several programs in the Commonwealth Department of Health and Exercise Sciences. Students are on the Mansfield, PA, campus the first semester. The remaining three semesters and two summer sessions require clinical and classroom experience at Guthrie Robert Packer Hospital in Sayre, PA.

Radiology students attend an orientation session at Guthrie Robert Packer Hospital at the beginning of the 1st spring semester.

When assigned to the Sayre site, students complete up to 40 clinical/ classroom hours per week. The average daily times of attendance are from 8:00 a.m. to 4:00 p.m., Monday through Friday.

Occasionally, attendance at a late afternoon class that extends beyond 4:00 p.m. is required. While most courses are taught using traditional in-class instruction, some are completed online.

Clinical education includes extensive hands-on experience in the Radiology Department of Guthrie Robert Packer Hospital in Sayre, PA. Students are routinely assigned to diagnostic areas and gain familiarity with specialty areas by completing a short clinical rotation within each modality. During the second year, each student rotates through an evening clinical assignment that occurs from 4:00 p.m. to 8:00 p.m., Tuesday through Thursday or Friday, depending on the semester.

Faculty and Staff Members

Mary Sullivan, MHA, R.T. (R)	Program Director
Jennah Hansen, R.T. (R)	Acting Director of Clinical Education
Mathew Marsiglio, R.T. (R)	Clinical Instructor
Hailey Comstock R.T.(R) (RDMS)	Preceptor Ultrasound
Carolyn Kopatz, R.T. (R) (CT)	Preceptor CT
Shawna Chamberlin, R.T. (R), (MR)	Preceptor MRI
Alicia Mosier, R.T. (R) (T)	Preceptor Radiation Therapy
Wendy Madigan R.T. (R)(CV), CNMT	Preceptor Nuclear Medicine
Jessica Vandyke R.T. (R) (M)	Preceptor Mammography (Breast Imaging)
Harold Hulings R.T. (R) (CV)	Preceptor Vascular Interventional Radiography

Radiologic Technology Program

Advising Mission, Goals, and Procedures

The advising mission of the Radiologic Technology Program is to help undergraduate students to fulfill their educational goals, solve problems, identify resources, and understand the institution's rules, regulations, and requirements.

Faculty members also strive to assist prospective students and undeclared students in making a successful transition into the program. Students are invited to contact our faculty members and use our advisement services whenever they have questions, problems, or concerns.

Goals

- Treat all students with respect and positive regard.
- Explain and enforce University and program policies in a consistent, equitable and compassionate manner.
- Provide accurate information to students about completion of degree requirements and academic standards in a timely and efficient manner.
- Increase student awareness of academic and clinical progress and develop action plans as needed.
- Assist students to identify and resolve problems.
- Assist with selection of appropriate courses.
- Provide accurate information to prospective students regarding the program.

Procedures

1. All students receive initial academic advisement during university orientation sessions.
2. At each mid-semester, students receive academic advisement regarding grades and future class schedules.
3. At the end of the first fall semester, any student not meeting specified grade standards are counseled regarding future plans.
4. At the end of the first spring semester, and second fall and spring semesters, students receive end-of-semester counseling.
5. All Students receive clinical counseling at the end of the summer semesters. Only students who are below 80% for the semester receive academic counseling.
6. During any semester, students will be counseled using the "Academic Grade Item Review Form" if they receive any score below 80% on any graded item.

Radiologic Technology Program ARRT Certification in Diagnostic Radiography

Graduates of the Radiologic Technology Program are eligible to sit for the radiography certification examination of the American Registry of Radiologic Technologists (ARRT). Candidates must meet all ARRT requirements and ethical standards. Conviction of a crime (felony, gross misdemeanor, or misdemeanor) and drug/alcohol related violations may affect a graduate's eligibility to sit for the examination. Certified radiographers may use the credentials "R.T. (R)" after their names. Many states also require state licenses. The ARRT certification satisfies most state radiographer licensure requirements. More information regarding which states require licensing, as well as how to apply for state licensing, can be obtained at the ARRT website: <https://www.arrt.org/about-the-profession/state-licensing>

The program has attained an outstanding pass rate on the certification examination.

Radiologic Technology Program Career Opportunities for Graduates

Upon program completion, career opportunities are available in hospitals, imaging centers, medical clinics, and mobile units. The program has an excellent reputation and there are job opportunities throughout the U.S. Although there is no formal job placement service, graduates have a high level of success in attaining employment in diagnostic radiology.

With additional education or training, radiographers can pursue employment in specialty areas including Mammography, Ultrasound, MRI, CT, Radiation Therapy, Imaging Informatics, and Vascular Interventional Radiography. Graduates who pursue a Baccalaureate Degree may be considered for positions in education or administration.

Another career choice is to become a Radiologist Assistant. The Radiologist Assistant is identified as an "advanced-level radiologic technologist who works under the supervision of a radiologist to enhance patient care by assisting the radiologist in the diagnostic imaging environment."

The Radiologist Assistant is neither a radiologist nor a physician assistant but rather a valuable addition to the radiology team who can enhance quality patient care by performing advanced level radiological services under the supervision of a radiologist.

Radiologic Technology Program Additional Program Costs

Approximate additional costs (2025-2026 Academic year):

Requirement	Approximate Cost
Child Abuse History Clearance CY113	\$20.00
PA State Police Criminal History Clearance	\$30.00
Health requirements (Immunizations, Tb testing, etc. These costs will vary according to your health insurance coverage)	\$50- \$200+
N95 Fit testing (if required by clinical affiliate on a yearly basis) (Costs vary depending on whether student is required to have additional tests after completing required respiratory questionnaire)	\$120-500+
Textbooks (Cost varies with retailer; cost varies with purchase vs rent)	\$800+
Lead Markers (needed from first spring semester)	\$25+/ set
CPR Mask Kit (Cost varies with retailer. Needed for first summer semester)	\$10-\$20
University Patch for uniform (if required)	\$6
Radiology Student Hang tag for Uniform	\$3
Scrub Uniforms (Cost varies with retailer and number of uniforms purchased)	\$150-\$250+
Corectec Review Module (last summer semester)	\$90
ARRT Certification Exam (at completion of program)	\$220

Radiologic Technology Program Class/Clinical Assignment Schedules

Monthly class and clinical assignment schedules are published by the program faculty and are posted in the Radiology Program Classroom/Laboratory, the Main Radiology Department, the Satellite Radiology Department and in each Brightspace course shell. Occasionally, schedules are revised to reflect changes. The revised schedules will be posted in the same locations and will always have a revision date in the top right-hand corner. Students are advised via their university email when changes are made.

Radiologic Technology Program Clinical Bulletin Boards

The following documents are posted on the bulletin boards in the breakroom hallway of the 3rd floor Radiology Department of Guthrie Robert Packer Hospital an, the staff lounge in the Satellite Radiology Department on the 2nd floor of Guthrie Robert Packer Hospital, and in the OR Technologist's room on the 4th floor of Guthrie Robert Packer Hospital:

Weekly Attendance Record
Clinical Assignment Schedule
Clinical Regulations
Monthly Class Schedule

Lab Completion List
JRCERT Supervision Policy
Procedure Evaluation Checklist
Clinical Program Policies

Radiologic Technology Program

Clinical Competency Progression Policy

Radiology students become competent and gain autonomy in performing radiographic procedures by adhering to the competency progression policy. The student must complete the following steps in sequence and cannot proceed to the next step without first demonstrating proficiency in all prior steps:

- 1.) Attend radiology classes and demonstrate knowledge of radiographic procedures (examinations) through written testing.
- 2.) Participate in laboratory exercises in which the instructor demonstrates positioning for radiographic procedures and students simulate the positioning on one another.
- 3.) Demonstrate competency for performing radiographic procedures while in the laboratory using simulation, including the following:
 - Clinical faculty members will use the *Laboratory Procedure Competency Evaluation* tool for grading students and determining competency during laboratory procedures evaluations.
 - If a student fails to pass a laboratory procedure competency evaluation, the student will be given remediation and the opportunity to obtain a passing grade and achieve competency.
 - When a specific examination must be retested, the grade from the first evaluation and the grade from the second evaluation will be averaged to calculate the final laboratory grade for the examination.
 - If a student fails to pass a laboratory procedure competency evaluation on the second attempt, the student will be given another remediation and the opportunity to obtain a passing grade and achieve competency.
 - This remediation will include a lecture on the material. The student will briefly explain the material back to the instructor. The student will take another Brightspace quiz on this information. Finally, the instructor will demonstrate the positioning in the lab, the student will do a return demonstration and test on this material two days later.
 - When a specific examination must be retested on a second attempt, the grade from the first, second, and third evaluation will be averaged to calculate the final laboratory grade for the examination.
 - All staff technologists are notified by email when students have successfully completed lab evaluations.
 - A list of completed laboratory evaluations is posted in both diagnostic clinical areas.

- 4.) Observe in the clinical area and perform, with **direct supervision**, only procedures for which competency was achieved in the laboratory which will include the following:
- A student may not perform a radiographic examination on a patient under direct supervision until they have achieved a satisfactory grade for a simulation of the same examination in the laboratory.
 - JRCERT defines *direct supervision* as student supervision by a qualified practitioner who reviews 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 the images.
- 5.) Demonstrate competency performing radiographic examinations on patients for general diagnostic, portable, and operating room procedures while in the clinical area which will include the following:
- A student may not perform a clinical competency procedure evaluation until they have had sufficient practice for performing the radiographic examination under direct supervision.
 - All clinical competency procedure evaluations, except those performed during OR assignments, must be performed with a clinical faculty member of the program. During OR assignments, students may perform clinical competency procedure evaluations only with designated radiologic technologists.
 - For student evaluation and competency determination during clinical competency procedure evaluations, the following tools will be used:
 - Clinical faculty members and the designated technologists will use the *Clinical Competency General Diagnostic Procedure Evaluation* tool.
 - For portable examinations, evaluators will use the *Clinical Competency Portable Procedure Evaluation* tool.
 - OR technologists will use the *Clinical Competency Operating Room Procedure Evaluation* tool.
 - If the student fails to meet the requirements needed to pass a clinical competency procedure evaluation, the student will be given remediation and the opportunity to obtain a passing grade and achieve competency. The grade for the second evaluation will be recorded in the grade book for the examination. Should failure occur during the second evaluation, the student will again be given remediation and will be retested. The student should be aware that repeated failure of clinical competency procedure evaluations may result in failure of the associated clinical course.

- Clinical competency procedure evaluations follow ARRT guidelines and are broken down into mandatory and elective procedures. Students must demonstrate competency in all 36 mandatory radiographic procedures and 15 elective procedures for a total of 51 clinical competency procedure evaluations on patients during their clinical courses throughout the program. Ten (10) of the 36 mandatory exams may be simulated. One of the 15 elective imaging procedures must be selected from the head section and two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.
- The following chart explains the number of clinical competency procedure evaluations that are to be performed each semester:

Clinical Competency Procedure Evaluations by Semester				
1st Spring	1st Summer	2nd Fall	2nd Spring	2nd Summer
<u>3 total</u> 2-view chest exam and 1 each upper and lower extremity	<u>10 total</u>	<u>13 total</u> Includes 1 head work exam	<u>14 total</u> Includes 2 OR cases	<u>11 total</u> Includes 3 Portable Exams & two Fluoro exams

- After successfully passing a clinical competency procedure evaluation, students should document their competency achievement on the *Clinical Competency Procedure Checklist* which is posted in both the Satellite and Main Radiology Departments. The purpose of the checklist is to identify clinical competency procedure evaluations which current students have successfully completed for all staff technologists.
 - The Director of Clinical Education tracks ARRT required clinical competency achievement for each student on the *ARRT Clinical Competency Examination Checklist*.
- 6.) After clinical competency achievement, students may perform radiographic procedures with **indirect supervision** of a qualified radiographer which includes the following:
- Upon successful completion of a clinical competency procedure evaluation which has been performed within either the Main or Satellite Diagnostic Imaging Department, the student may perform the associated radiographic procedure under **indirect supervision**.
 - Program policy requires **direct supervision** of students while performing portable and OR procedures regardless of competency attainment.
 - Students repeating unsatisfactory images must be under the **direct supervision** of an R.T. regardless of their level of competency.

- JRCERT defines *indirect supervision* as the supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. The technologist must be “within hearing distance.” This availability applies to all areas where ionizing radiation equipment is in use.
- Students may not begin exams until a technologist is immediately available.
- Prior to beginning an exam under **indirect supervision**, the technologist must review the order, verify the student’s level of competency, and assess the patient. If the condition of the patient contraindicates performance of the procedure by the student under **indirect supervision**, the technologist must remain with the student throughout the entire exam.
- At the completion of the exam, the technologist must approve the radiographic images prior to dismissal of the patient.
- Continued performance of procedures for which competency has been achieved is a program requirement. Continued performance will help students become more proficient when performing exams as well as allow students to gain additional skills related to the profession.

Radiologic Technology Program

Clinical Competency Laboratory Procedure Objectives

Laboratories correlate with all Radiographic Procedures Modules in which students learn how to properly position patients for radiographic examinations (procedures) performed within an imaging department. The laboratories are a vital part of attaining clinical competency. During the first laboratory experience, the instructor demonstrates specific positions for radiographic examinations which have been covered in class and students simulate the positions on one another. During the second laboratory experience, students re-simulate the positions during a competency evaluation. The *Clinical Competency Laboratory Procedure Evaluation* is used to grade student performance and determine laboratory competency. For all examinations, all students must successfully complete a simulated clinical competency procedure evaluation in the laboratory setting before being allowed to position a patient for the same examination in the clinical area under direct supervision.

Failure of a laboratory competency evaluation will require additional laboratory practice before retesting. The grade from the initial evaluation and the second evaluation will be averaged together to calculate the final laboratory grade for the examination.

The final laboratory evaluation grade constitutes a specific percent of the total clinical course grade for each student. Student performance and the evaluation tool are based on the following goals and objectives:

Goals:

The student will:

1. Utilize cognitive examination skills acquired in the classroom to demonstrate psychomotor examination procedure skills in the laboratory.
2. Demonstrate proficiency for radiographic examinations by achieving a minimum grade of “C” for each simulated radiographic procedure evaluation.

Objectives:

The student will:

1. Choose the correct size image receptor for each projection.
2. Select the correct projections to complete the examination.
3. Demonstrate correct tube-part-image receptor alignment.
4. Demonstrate correct positioning of the anatomical part.
5. Demonstrate examination organization and appropriate speed.

Radiologic Technology Program Clinical Competency General Diagnostic Procedure Objectives

Students adhere to the Clinical Competency Progression Policy within the general diagnostic clinical assignment areas. After successfully passing a laboratory procedure evaluation and completing sufficient practice under direct supervision, students are required to complete a patient examination as a competency evaluation within the diagnostic radiology department. When performing the evaluation, a clinical faculty member or a designated preceptor will use the *Clinical Competency General Diagnostic Procedure Evaluation* tool to determine a grade and competency achievement for the student. The student must attain a passing grade in order to progress to performing the examination under indirect supervision. If a student fails the evaluation, they are given remediation and the opportunity to be re-evaluated. The evaluation tool grades are averaged and constitute a specific percent of the overall clinical course grade for each student. Student performance and the evaluation tool are based on the following objectives:

The student will:

1. Patient Identification & Exam Verification

- a. Identify the patient using hospital policy.
 - 1) Call the patient's first and last name using a loud, clear voice.
 - 2) Ask the patient to re-state their name and state date of birth.
 - 3) Check patient's ID bracelet.
- b. Verify the exam order.
 - 1) Verify the correct body part to be imaged
 - 2) Examine procedure orders for accuracy; take corrective action if necessary
 - 3) Obtain and document clinical history

2. Patient Education and Care

- a. Introduce self and state role.
- b. Describe the exam to be performed.
- c. Provide the patient with post-procedure instructions.
- d. Inform the patient regarding how to access the exam report.
- e. Use empathy throughout the examination.
- f. Provide comfort measures.
- g. Respond to patient needs.
- h. Maintain a professional attitude throughout the exam.

3. Patient and Exam Room Preparation

- a. Check examination preparation, if necessary.
- b. Prepare the patient and remove personal items from area to be imaged.
- c. Prepare the exam room and have all necessary equipment/supplies ready.
- d. Access, verify, and record patient information using Epic Radiant.
- e. Select the patient and anatomical part (examination) from the work list.

4. Selection of Image Receptor/Grid Use

- a. Utilize the appropriate size and/or type of image receptor (IR).
- b. Place the IR in the correct location for each exposure i.e. tabletop, Bucky, etc.
- c. Use a grid when appropriate.

5. Positioning

- a. Position the anatomical part correctly for each projection.

6. Tube-Part-Image Receptor Alignment

- a. Correctly orient the image receptor to the patient's anatomy.
- b. Direct the CR to the proper centering point and to the center of the image receptor.

7. Radiation Protection

- a. Apply methods of radiation protection e.g. Shielding when necessary, in accordance to Clinical Facility Policy, Collimation, and low dose technique factors.
- b. Screen females of reproductive age for pregnancy/last LMP, document data, and follow hospital policy.

8. Exposure Technique

- a. Select a manual or AEC technique for each projection.
- b. Produce an image in the correct exposure indicator numerical range.

9. Image Processing and Annotation/Use of markers

- a. Ensure each image contains proper information.
- b. Use correct markers
- c. Ensure correct image orientation.

10. Image Critique

- a. Identify anatomic structures on images.
- b. Critique each image for quality assurance.
- c. Respond to instructor examination questions.

11. Critical Thinking

- a. Recall knowledge previously learned.
- b. Recognize mistakes and take corrective action.
- c. Modify the exam or position to accommodate the patient condition.

12. Organization

- a. Perform the correct routine or requested projections for the anatomical area.
- b. Perform the projections in proper sequence.
- c. Perform the exam efficiently while maintaining patient comfort.

Radiologic Technology Program

Clinical Competency Portable Procedure Objectives

Students are assigned to perform portable radiography under the direct supervision of staff technologists regardless of their level of competency. During the second summer semester, students are required to complete three portable competency evaluations (chest, abdomen, and an orthopedic case). While performing each portable examination for a patient, a clinical faculty member or a designated preceptor uses the *Clinical Competency Portable Procedure Evaluation* tool to determine a grade and competency achievement. A student who fails a competency evaluation will be given remediation and the opportunity to be re-evaluated. The evaluation grade constitutes a specific percent of the total clinical course grade for each student. Student performance and the evaluation tool are based on the following objectives:

The student will:

1. Patient Identification & Exam Verification

- a. Identify the patient using hospital policy.
 - 1) Call the patient's first and last name using a loud, clear voice.
 - 2) Ask the patient to re-state their name and state date of birth.
 - 3) Check their ID bracelet.
- b. Verify the exam order.
 - 1) Verify the correct body part to be imaged
 - 2) Examine procedure orders for accuracy; take corrective action if necessary
 - 3) Obtain and document clinical history

2. Patient Education and Care

- a. Introduce self and state role.
- b. Describe the exam to be performed.
- c. Use empathy throughout the examination.
- d. Provide comfort measures.
- e. Respond to patient needs.
- f. Maintain a professional attitude throughout the exam.
- g. Follow the correct procedure for isolation patients, if necessary.

3. Patient/Room Preparation

- a. Remove obstacles from the room, if necessary.
- b. Obtain and document a clinical history.
- c. Prepare the patient and remove personal items from area to be imaged.
- d. Have all necessary equipment/supplies ready.
- e. Access, verify, and record patient information using Epic Radiant
- f. Select the patient and anatomical part (examination) from the work list.

4. Selection of Image Receptor/Grid Use

- a. Utilize the appropriate image receptor.
- b. Use a grid when appropriate.

5. Positioning

- a. Position the anatomical part correctly for each projection.

6. Tube-Part-Image Receptor Alignment

- a. Correctly orient the image receptor to the patient's anatomy.
- b. Direct the CR to the proper centering point and to the center of the image receptor.

7. Radiation Protection

- a. Screen females of reproductive age for pregnancy/last LMP, document data, and follow hospital policy.
- b. Apply methods of radiation protection for the patient e.g. Shielding when necessary, in accordance to Clinical Facility Policy, Collimation, and low dose technique factors.
- c. Wear a protective lead apron, thyroid shield, and gloves, if necessary.
- d. Announce that an x-ray exposure is to be made and allow personnel to vacate the area prior to making an exposure.

8. Exposure Technique

- a. Select an appropriate manual technique for each projection.
- b. Produce an image in the correct exposure indicator number range.

9. Image Processing/Annotation/Markers

- a. Ensure each image contains proper information.
- b. Use correct markers
- c. Ensure correct image orientation.

10. Image Critique

- a. Identify anatomic structures on images.
- b. Critique each image for quality assurance.
- c. Respond to instructor examination questions.

11. Critical Thinking

- a. Recall knowledge previously learned.
- b. Recognize mistakes and take corrective action.
- c. Modify the exam or position(s) to accommodate the patient condition.

12. Organization

- a. Perform the correct routine or requested projections for the anatomical area.
- b. Perform the projections in proper sequence.
- c. Perform the exam efficiently while maintaining patient comfort.

Radiologic Technology Program

Clinical Competency OR Procedure Objectives

Students are assigned to the OR under direct supervision regardless of their level of competency. During the second spring semester, students must successfully complete two clinical competency OR evaluations (C-Arm procedure with manipulation around sterile field and manipulation to obtain more than one projection). A staff OR technologist will use the *Clinical Competency OR Procedure Evaluation* to grade students and determine competency. A student who fails an evaluation will be given remediation and the opportunity to be re-evaluated. The evaluation grade constitutes a specific percent of the total clinical course grade for each student. Student performance and the evaluation tool are based on the following objectives:

The student will:

1. Surgical Attire

- a. Students must wear appropriate attire as dictated by Robert Packer Hospital OR attire policy. Scrub uniforms are provided by hospital. Students will be directed to proper attire by the OR technologist.

2. C-Arm Set-up

- a. Transport the C-arm and monitor into the room and power up the equipment.
- b. Select correct patient and exam from the worklist or type the patient information into the C-arm image directory.
- c. Apply sterile C-arm covers.

3. Equipment Manipulation

- a. Manipulate the C-arm into the required positions as requested.
- b. Position the patient as required using the tabletop controls.
- c. Energize the C-arm using the correct technical factors and mode as required.
- d. Utilize control panel settings effectively.

4. Images

- a. Save images as requested by the surgeon and send images to PACS.

5. Communication

- a. Communicate effectively with the surgeon and OR staff.

6. Radiation Protection

- a. Collimate the fluoroscopic x-ray beam to the anatomical area of interest.
- b. Wear a lead protective apron whenever the C-arm is energized.
- c. Announce "x-ray" prior to energizing the C-arm and allow OR personnel to vacate the room.
- d. Ensure that OR personnel remaining in the room are wearing lead protective aprons during C-arm exposures.

7. Sterile Field Maintenance

- a. Avoid entering the sterile side of the OR room.
- b. Avoid contaminating sterile objects/fields.

8. Equipment Disinfection

- a. Clean the C-arm with a disinfectant before storage.

Radiologic Technology Program

Clinical Course Objectives

During each clinical course, students must adhere to clinical course objectives.

At the end of every semester, each student's clinical performance is evaluated by the Director of Clinical Education and the Clinical Instructor using the *Clinical Course Evaluation* tool. The evaluation tool is used to determine the extent to which students are meeting clinical course objectives. The *Clinical Course Evaluation* grades contribute a major portion of each clinical course grade. Students must obtain a minimum grade of "C" for each *Clinical Course Evaluation* in order to pass each clinical course. On the evaluation tool, the objectives are weighted according to their importance. Student performance and the evaluation tool are based on the following objectives:

The student will:

- 1. Demonstrate appropriate attendance and punctuality.**
- 2. Exercise the priorities required in daily clinical practice.**
 - a. Wear appropriate attire with I.D. badge and personal dosimeter.
 - b. Consistently bring pocket notebook, positioning notes, clinical competency procedure evaluation form, and R. and L. markers.
 - c. Actively participate in all available radiographic examinations.
- 3. Adhere to JRCERT standards and program policies.**
 - a. Attain laboratory competency prior to performing patient examinations under direct supervision.
 - b. After performing clinical competency procedure evaluations and achieving competency, continue to perform patient examinations under indirect supervision.
 - c. Review the physician request with a qualified radiographer to identify correct exam, condition of the patient, and competency level of the student prior to beginning all exams.
 - d. Request direct supervision for all repeat images regardless of competency level.
 - e. Refrain from holding or restraining patients during all exams.
 - f. Be directly supervised by a qualified radiographer for all portable/OR procedures.
 - g. Review and obtain the approval of a qualified radiographer for all images prior to the dismissal of the patient.
- 4. Adhere to concepts of team practice.**
 - a. Adhere to Guthrie Values.
 - b. Accept constructive criticism.
 - c. Cooperate with other members of the health care team.
 - d. Ask permission before leaving the assignment area.
 - e. Solve clinically related problems according to the program's due process policy.
 - f. Coordinate their efforts with those of the supervising technologist when performing exams.

- 5. Cooperate and communicate with school faculty.**
 - a. Notify faculty when leaving department (reading, counseling, break)
 - b. Notify faculty prior to absence.
 - c. Demonstrate a cooperative, courteous attitude toward co-workers.
 - d. Demonstrate receptivity to suggestions or corrections.
 - e. Demonstrate interest in assignments.
 - f. Cooperate when asked to perform tasks related to patient care and radiological procedures.

- 6. Demonstrate ethical and professional conduct.**
 - a. Demonstrate principles of transferring, positioning, immobilizing, and restraining.
 - b. Secure patients' valuables and personal items (dentures, glasses, jewelry, etc.).
 - c. Maintain patient confidentiality and meet HIPAA requirements.
 - d. Adhere to the radiographer's scope of practice and practice standards.
 - e. Adhere to the ASRT Code of Ethics.
 - f. Adhere to policies for reduction of medical errors.
 - g. Show respect to others consistent with organizational values and program policies.
 - h. Demonstrate personal and professional values.

- 7. Demonstrate patient communication and education skills.**
 - a. Use therapeutic communication techniques.
 - b. Educate patients/family members according to their comprehension level.
 - c. Apply good listening skills.
 - d. Respond to patient and family questions.
 - e. Use good written, oral, verbal, and non-verbal communication skills.
 - f. Advise patients/family members regarding examination progress and delays.
 - g. Describe the exam to be performed including purpose, description of procedure and unusual equipment, expectations of the patient, number of images, and approximate timeframe.
 - h. Obtain clinical histories and document them accurately.
 - i. Provide patients with pre- and post-procedure instructions.

- 8. Assess patients and provide quality patient care.**
 - a. Demonstrate skill in assessment and evaluation of psychological and physical changes in the patient's condition and respond appropriately.
 - b. Demonstrate basic life support procedures.
 - c. Provide patient-centered care for all patients without discrimination.
 - d. Adapt procedures to meet age-specific, disease-specific, and cultural patient needs.
 - e. Apply standard and transmission-based precautions.
 - f. Apply appropriate medical asepsis and sterile technique.
 - g. Apply correct transfer, positioning, and restraining methods.
 - h. Treat all patients with kindness/consideration; provide simple comfort measures.
 - i. Recognize life threatening ECG tracing and respond appropriately.
 - j. Continually strive to increase patient satisfaction.

- 9. Demonstrate proper knowledge and use of radiology equipment.**
 - a. Demonstrate correct use of all imaging and accessory equipment.
 - b. Report equipment malfunctions.

10. Perform each examination accurately and in an organized/ efficient manner.

- a. Retrieve and read the examination order.
- b. Identify correct examination projections.
- c. Identify the patient using hospital policy.
- d. Follow correct pre-procedure patient communication and education guidelines.
- e. Prepare patients and record accurate clinical histories.
- f. Prepare the exam room having all equipment/supplies ready.
- g. Access, verify, and record patient information using Epic Radiant.
- h. Select the patient and anatomical part (examination) from the work list.
- i. Select the image receptor.
- j. Perform the exam using a logical sequence of the projections.
- k. Place an R. or L. marker in the correct location for each projection.
- l. Perform the exam within an appropriate period of time.
- m. Provide post-procedure instructions, escort patient to the appropriate area.

11. Execute imaging procedures according to their level of competency and experience.

- a. Ability to recall material.
- b. Level of assistance required.

12. Demonstrate accurate tube-part-image receptor alignment.

- a. Correctly orient the image receptor to the patient's anatomy.
- b. Direct the CR to the proper centering point and to the center of the image receptor.

13. Demonstrate proper positioning.

- a. Position the anatomical part correctly for each projection.

14. Select appropriate automatic and manual techniques.

- a. Understand proper use of manual and AEC techniques.
- b. Modifying techniques for patient habitus, pathology, etc.
- c. Understand relationship between EI number and technical factors selected.

15. Use radiation protection practices.

- a. Effectively use the principles of time, distance, and shielding.
- b. Demonstrates evidence of collimation.
- c. Screen for pregnancy and LMP when appropriate.
- d. Apply shielding when necessary, in accordance to Clinical Facility Policy
- e. Wear protective aprons, gloves, etc., when appropriate.
- f. Minimize repeats.
- g. Apply low-dose techniques to produce quality diagnostic images.
- h. Apply correct methods when using assistants to restrain patients during exposures.
- i. Produce images with exposure indicator (EI) numbers within the correct range.

16. Critique images for appropriate patient identification information, annotation, and image quality.

- a. Assess images for correct patient information.
- b. Critique images for quality and correct exposure indicator number range.
- c. Identify significant anatomical structure on images.
- d. Answer questions regarding exam procedures while critiquing images.
- e. Determine corrective measures to improve unacceptable images.

17. Use critical thinking skills in varying situations.

- a. Recall knowledge learned in the classroom and laboratories.
- b. Modify procedures/positioning methods to accommodate unique patient needs.
- c. Perform examinations without repeatedly making the same mistakes.
- d. Comply with local or national emergency protocols.

18. Maintain a clean and orderly work area.

- a. Clean and restock assigned room each morning and throughout the day.
- b. Disinfect table and change pillowcase after each patient.
- c. Return accessory equipment to proper area after use.
- d. Dispose of dirty linens throughout the day.

19. Complete all clinical evaluations required for each semester.

20. Submit monthly progress reports when due and attain positive scores/ comments.

Radiologic Technology Program Clinical Evaluation Schedule

All students will receive a clinical course grade at the end of each semester. The total clinical course grade for each grading period will be calculated using grades of all the clinical evaluation forms. The clinical course syllabi will list the percent weight each evaluation contributes toward the final grade. Student performance will be evaluated continuously during clinical courses. Evaluations specific to each grading period are as follows:

GRADING PERIOD	EVALUATION AREA	FREQUENCY	EVALUATION
1 st Spring Semester RADT 210	Imaging Equipment Clinical Progress Radiographic Exams Clinical Performance Clinical Performance	Weekly Monthly Daily 1/ Semester 1/ Semester	Clinical Faculty Technologists Clinical Faculty Dir. of Clinical Ed. Clinical Instructor
1 st Summer Semester RADT 220	Clinical Progress Radiographic Exams Clinical Performance Clinical Performance Image Critique w/Rad. Tech. Procedure Report Specialty Areas	Monthly Daily 1/ Semester 1/ Semester 1/ Semester 2/ Semester 1/Rotation	Technologists Clinical Faculty Dir. of Clinical Ed. Clinical Instructor Radiologists Technologists Specialty Tech.
2 nd Fall Semester RADT 230	Specialty Areas Clinical Progress Radiographic Exams Clinical Performance Clinical Performance Image Critique w/Rad. Tech. Procedure Report	1/ Rotation Monthly Daily 1/ Semester 1/ Semester 1/ Semester 3/ Semester	Specialty Tech. Technologists Clinical Faculty Dir. of Clinical Ed. Clinical Instructor Radiologists Technologists
2 nd Spring Semester RADT 240	Specialty Areas Operating Room Radiographic Exams Clinical Progress Clinical Performance Clinical Performance Trauma Radiology Image Critique w/Rad. Image Analysis Tech. Procedure Report	1/ Rotation 1/ Semester Daily Monthly 1/ Semester 1/ Semester 1/ Semester 1/ Semester 1/ Semester 3/ Semester	Specialty Tech. OR Tech. Clinical Faculty Technologists Dir. of Clinical Ed. Clinical Instructor Evening Tech. Radiologists Program Faculty Technologists
2 nd Summer Semester RADT 250 <i>*When a student's clinical performance does not meet program standards for an evaluation area, clinical faculty members will immediately counsel the student.</i>	Specialty Areas Radiographic Exams Clinical Progress Clinical Performance Clinical Performance Image Critique w/Rad. Image Analysis Tech. Procedure Report Troy Performance CPR Re-check	1/ Rotation Daily Monthly 1/ Semester 1/ Semester 1/ Semester 1/ Semester 2/ Semester 1/Rotation 1/ Semester	Specialty Tech. Clinical Faculty Technologists Dir. of Clinical Ed. Clinical Instructor Radiologist Program Faculty Technologist Troy technologists Respiratory Therapist

Radiologic Technology Program

Radiographic Equipment Performance Objectives

During the first spring semester at the Sayre site, each student must successfully complete equipment evaluations based on knowledge and use of general diagnostic and fluoroscopic equipment/control panels within their clinical assignment exam rooms. Clinical faculty members instruct students on the proper use of the equipment within each exam room prior to the evaluation. The *Radiographic Equipment Evaluation* is used by clinical faculty members to determine student performance and grades. The evaluation grade constitutes a specific percent of the total clinical course grade for each student. Student performance and the evaluation tool are based on the following objectives:

The student will:

1. Control Panel

- a. Locate all circuit breakers necessary to operate room.
- b. Turn on each radiographic unit.
- c. Select an appropriate manual technique for a given radiographic examination.
- d. Select an automatic exposure technique (AEC) for a given radiographic exam.
- e. Demonstrate use of the AEC patient/part thickness selector.
- f. Identify the function of each control panel selector.

2. Overhead X-Ray Tube

- a. Lock the x-ray tube at any angle.
- b. Adjust and manipulate collimator.
- c. Demonstrate the full range of x-ray tube motion.
- d. Detent the x-ray tube to the IR.

3. Examination Table/Wall Bucky/Detector

- a. Operate the tabletop foot and hand controls.
- b. Move the tabletop in all directions.
- c. Attach and remove accessory table and/or wall Bucky devices.
- d. Insert an image receptor into the table Bucky and/or the wall Bucky.

4. Fluoroscopy

- a. Identify the function of each fluoroscopic control panel selector.
- b. Identify the function of each selector on the fluoroscopy tower.
- c. Post-process and send digital images to PACS.

5. Supplies

- a. Locate supplies commonly used in each room.

Radiologic Technology Program

Clinical Progress Report Card Objectives

Students are encouraged to work diligently with staff technologists within their clinical assignment areas. Staff technologists use the *Student Progress Report Card* to assist clinical faculty members in evaluation of student performance in the general diagnostic areas. The report card is not used to evaluate performance in specialty areas. The Clinical Progress Report Card must be completed by a staff technologist with whom the student has worked for a complete weekly clinical rotation.

All students must submit a completed report card to the Director of Clinical Education for each month during each grading period. The monthly progress report may be submitted at any time during the month but *must* be submitted before, or on, the last day of the month for full credit. Students are encouraged to utilize a different R.T. each month.

Staff technologists may also use the report card at any time to convey praise or constructive criticism about a particular student to program officials. When completing the report card, the technologist should rate the student's ability to meet the objectives associated with each category.

When completing the *Student Progress Report Card*, the staff technologist will rate the student's ability to meet the objectives listed below under each category:

The student will:

1. Patient Care and Communication

- a. Introduce self and educate the patient regarding each exam.
- b. Verify the patient's name using hospital policy.
- c. Verify the body part to be imaged, describe the procedure, and state the length of the exam.
- d. Examine procedure orders for accuracy; take corrective actions, if necessary.
- e. Obtain and document a clinical history.
- f. Inform the patient regarding the method and length of time in obtaining the report.
- g. Demonstrate courtesy and empathy towards the patient.
- h. Demonstrate appropriate patient care techniques including assistance with patient transfer, standard precautions, and providing the supplies that the patient may need (i.e. emesis basins, denture cups and tissues).

2. Initiative

- a. Begin working immediately upon arriving in the assigned area.
- b. Take the initiative to set up and stock the room without being prompted.
- c. Participate, without prompting, in all exams within the assigned area and, voluntarily perform exams under the appropriate direct or indirect supervision.
- d. If not busy in the assigned area, seek exams in another area after checking with assigned technologist.

3. Cooperation

- a. Demonstrate a cooperative, courteous attitude toward co-workers.
- b. Demonstrate receptivity to suggestions or corrections.
- c. Demonstrate interest in assignments.
- d. Cooperate when asked to perform tasks related to patient care and radiological procedures.

4. Radiation Protection

- a. Screen for pregnancy and LMP when appropriate.
- b. Apply shielding, when necessary, in accordance with Clinical Facility Policy.
- c. Wear lead aprons, gloves, and personnel dosimeter appropriately.
- d. Consistently demonstrate collimation.
- e. Minimize repeats.
- f. Perform pregnancy checks according to hospital policy.
- g. Provide lead protective apparel for assistants asked to restrain patients during exposures.

5. Technical Application

- a. Demonstrate knowledge of department routine examinations.
- b. Accurately position patients.
- c. Demonstrate accurate tube-part image receptor alignment.
- d. Select appropriate AEC or manual exposure techniques to produce images in the correct exposure indicator number range.
- e. Use a grid when appropriate.
- f. Select the correct IR for each projection.
- g. Place an R. or L. in the correct location for each projection.
- h. Work accurately and avoid repeats.
- i. Perform the exam efficiently while maintaining patient comfort.
- j. Demonstrate correct use of DR equipment.

6. Critical Thinking

- a. Apply knowledge learned in the classroom and laboratories to exams performed in the clinical area.
- b. Assess patients and evaluate the needs of the examination before the procedure starts.
- c. Modify procedures, positioning, and exposure techniques to accommodate the unique needs of the patients.
- d. Recognize mistakes and take corrective action to avoid repeatedly making the same mistake.
- e. Accurately critique each image and recognize the need for repeating projections.

Radiologic Technology Program

Technologist Procedure Report Objectives

Students will perform exams for evaluation with a technologist each semester. The student will ask the technologist before performing the exam and present the evaluation form to be completed by the technologist prior to beginning the exam. 1st & 2nd Summer Semesters – 2 evaluations due by the end of summer clinical rotation. 2nd Fall & 2nd Spring – 3 evaluations due by the end of the semester clinical rotation. The same staff technologist may not complete more than one technologist procedure report per student per semester. Each procedure report must be a different body part.

The student will:

1. Patient Identification & Exam Verification

- a. Identify the patient using hospital policy.
 - 1) Call the patient's first and last name using a loud, clear voice.
 - 2) Ask the patient to re-state their name and state date of birth.
 - 3) Check their ID bracelet.
- b. Verify the exam order.
 - 1) Verify the correct body part to be imaged
 - 2) Examine procedure orders for accuracy; take corrective action if necessary
 - 3) Obtain and document clinical history

2. Patient Education and Care

- a. Introduce self and state role.
- b. Describe the exam to be performed.
- c. Provide the patient with post procedure instructions.
- d. Inform the patient regarding how to access the exam report.
- e. Use empathy throughout the examination.
- f. Provide comfort measures.
- g. Respond to patient needs.
- h. Maintain a professional attitude throughout the exam.

3. Patient and Exam Room Preparation

- a. Check examination preparation, if necessary.
- b. Prepare the patient and remove personal items from area to be imaged.
- c. Prepare the exam room and have all necessary equipment/supplies ready.
- d. Access, verify, and record patient information using Epic Radiant.
- e. Select the patient and anatomical part (examination) from the work list.

4. Selection of Image Receptor/Grid Use

- a. Utilize the appropriate type of image receptor.
- b. Place the IR in the correct location for each exposure i.e. tabletop, bucky, etc.
- c. Use a grid when appropriate.

5. Positioning

- a. Position the anatomical part correctly for each projection.

6. Tube-Part-Image Receptor Alignment

- a. Correctly orient the image receptor to the patient's anatomy.
- b. Direct the CR to the proper centering point and to the center of the image receptor.

7. Radiation Protection

- a. Apply methods of radiation protection e.g. Apply shielding when necessary, in accordance to Clinical Facility Policy, collimation, and low dose technique factors.
- b. Screen females of reproductive age for pregnancy/last LMP, document data, and follow hospital policy.

8. Exposure Technique

- a. Select a manual or AEC technique for each projection.
- b. Produce an image in the correct exposure indicator number range.

9. Image Processing and Annotation/Use of markers

- a. Ensure each image contains proper information.
- b. Use correct markers.
- c. Ensure correct image orientation.

10. Critical Thinking

- a. Recall knowledge previously learned.
- b. Recognize mistakes and take corrective action.
- c. Modify the exam or position to accommodate the patient condition.

11. Professional & Ethical Conduct

- a. Demonstrate respect for confidential patient information.
- b. Maintain professional attitude while performing radiologic exams.
- c. Demonstrate a cooperative, courteous attitude toward peers and co-workers.

12. Organization

- a. Perform the correct routine or requested projections for the anatomical area.
- b. Perform the projections in proper sequence.
- c. Perform the exam efficiently while maintaining patient comfort.

Radiologic Technology Program

Specialty Area Clinical Performance Objectives

The program provides learning opportunities in various specialty imaging and therapeutic technologies. Basic information regarding advanced imaging areas is provided in the RADT 170 Fundamentals of Radiologic Science and Health Care course. In addition, introductory CT lectures are presented within the RADT 150 X-Ray Technology V course (Computed Tomography Module). Prior to rotations through specialty areas, students are assigned readings related to each modality, including the following: CT, Mammography, Ultrasound, MRI, Radiation Therapy, Nuclear Medicine, and Vascular Interventional Radiography. Students rotate through each area for a one-week period. Each student is also offered an opportunity to return to two modalities of their choice for an additional one-week rotation.

Mammography is an elective specialty area rotation. Students not wishing to complete the Mammography Rotation must notify the clinical education director at least 7 days prior to the beginning of the rotation. Students not wishing to complete the mammography rotation will be assigned to another diagnostic clinical area to be determined by the clinical education director.

At the conclusion of the initial one-week rotation in each modality, the designated preceptor or a staff technologist completes and submits the *Specialty Area Clinical Performance Evaluation* tool to the Director of Clinical Education. The evaluation grade carries a specific weight and is incorporated into the calculation of the total clinical grade. Student performance and the evaluation tool are based on the objectives listed below.

Under the direct supervision of technologists within each specialty area, the student will:

1. Arrive on time and complete the designated clinical assignment hours.
2. Maintain a professional attitude throughout the rotation.
3. Prepare patients for examinations.
4. Provide basic patient care and simple comfort measures.
5. Cooperate with staff technologists and act as a team member.
6. Actively participate in as many exams as possible.
7. Demonstrate interest in learning about the modality.

Radiologic Technology Program

Evening and Trauma Clinical Performance Objectives

Second-year students rotate sequentially through an evening clinical assignment. The purpose of the rotations is to provide students with an opportunity to actively participate in trauma cases with staff technologists. They also experience an atmosphere in which staff technologists must respond quickly to physician requests and patient needs. Students may perform radiographic examinations for which competency has been attained under indirect supervision. Upon completion of the rotations through the evening clinical assignments, each student's performance is evaluated by an evening staff technologist using the *Evening and Trauma Clinical Evaluation* tool. The evaluation grade constitutes a specific percent of the total clinical course grade for each student. Student performance and the evaluation tool are based on the following objectives:

The student will:

1. Display punctuality and a professional attitude when reporting for evening clinical assignment.
2. Maintain a clean and orderly work area.
3. Demonstrate initiative by performing as many examinations as possible.
4. Coordinate examination efforts with those of the supervising technologist.
5. Use standard precautions, as necessary.
6. Use assessment skills to evaluate traumatized patient's condition/needs and transfer injured patients appropriately.
7. Modify routine projections to accommodate trauma patients.
8. Perform examinations for critically ill patients with accuracy and efficiency.
9. Use radiation protection practices including collimation, low dose technique factors, and applying shielding, when necessary, in accordance with clinical facility policy.
10. Use critical thinking and problem-solving skills.
11. Demonstrate skill in the proper use of departmental and portable imaging equipment.
12. Accurately critique each image and recognize the need for repeat projections.
13. Use appropriate patient communication, education, and proper patient care techniques.
14. Perform examinations under indirect supervision accurately and efficiently.
15. Differentiate between emergency and non-emergency procedures and respond appropriately.

Radiologic Technology Program

Troy Hospital Clinical Performance Objectives

During either the 2nd spring or 2nd summer semester, students are assigned to a one-week clinical rotation at Troy Community Hospital in Troy, PA. to gain additional educational experience in a variety of imaging procedures. Students must provide their own transportation to and from the hospital.

The designated technologist completes a *Troy Hospital Clinical Performance Evaluation* for each student at the end of the clinical assignment. The evaluation grade constitutes a specific percent of the total clinical course grade for each student. Student performance and the evaluation tool are based on the following objectives:

The student will:

PATIENT CARE

- a. Provide comfort by utilizing the table mat, sponges, blankets or sheets.
- b. Transfer patients utilizing safe techniques.
- c. Respond to patient concerns and questions appropriately.

PATIENT COMMUNICATION

- a. Introduce themselves to the patient and state their role.
- b. Identify the patient using two identification methods.
- c. Verify the correct body part to be imaged.
- d. Explain the procedure and the number of images that will be produced.
- e. Establish a good rapport with the patient and communicate effectively.

PROFESSIONALISM

- a. Demonstrate respect for confidential patient information.
- b. Maintain a professional attitude while performing radiological examinations.

COOPERATION & ATTITUDE

- a. Demonstrate interest in assignments.
- b. Demonstrate a cooperative, courteous attitude toward peers and co-workers.
- c. Demonstrate receptivity to suggestions or corrections.

INITIATIVE

- a. Demonstrate a willingness to perform examinations when assigned.
- b. Volunteer consistently to perform examinations under direct or indirect supervision.

PUNCTUALITY & DEPENDABILITY

- a. Promptly report to the assigned area according to the designated time.
- b. Communicate effectively with supervisor when leaving the assigned area.
- c. Complete all exams begun and remain in the work area according to assignment hours and supervisor instructions.

RADIATION PROTECTION

- a. Apply methods of radiation protection (e.g. apply shielding when necessary, in accordance to clinical facility policy, collimation and low dose techniques).
- b. Screen females of reproductive age for pregnancy/last LMP, document data, and follow hospital policy.
- c. Avoid excessive repeat exposures.

PROPER USE OF EQUIPMENT

- a. Use care and safe methods when handling equipment and accessory devices.
- b. Clean table off and change pillowcase after each patient.
- c. Utilize disinfectants and germicidal solutions when appropriate.
- d. Return radiographic room to original state when exam is finished (ancillary devices returned to appropriate area; table and tube returned to designated position, etc.)
- e. Demonstrate knowledge of correct image receptor, tube and bucky selection, and ancillary devices necessary for the ordered exam.

USE OF RADIOGRAPHY SYSTEM

- a. Selects appropriate image receptors.
- b. Identify the correct patient on the worklist.
- c. Set proper exposure techniques resulting in appropriate exposure indicator number range.
- d. Process each image receptor properly.
- e. Annotate images correctly.
- f. Send images to the PACS system.

CRITIQUE OF DIGITAL IMAGES

- a. Identify and critique digital images for quality and accuracy.

TECHNICAL APPLICATION

- a. Demonstrate knowledge of routine exams
- b. Demonstrate proper positioning techniques.
- c. Perform examinations using a logical sequence.
- d. Uses R. and L. markers correctly and consistently.
- e. Demonstrate accurate positioning and tube-part-image receptor alignment.
- f. Demonstrate the ability to adapt to non-routine exams.
- g. Demonstrate the ability to use critical thinking skills.

Radiologic Technology Program Clinical Remediation Policy

Remedial instruction is provided whenever a student fails to meet clinical competency requirements within the laboratory or clinical setting. It is also provided when a student fails to perform a task adequately when working with a clinical faculty member during clinical assignments. The student is notified of their error(s) and the instructor will review the proper method to correct the error(s). In the case of positioning errors, the instructor will demonstrate the correct positioning on a live model and/or critique the student while providing instruction during a simulation. The student's error and corrective action and/or type of remediation are documented on the *Clinical Remediation* form. The student and the date on which the error and remediation occurred are also identified on the form. Both the instructor and student must sign the form.

Radiologic Technology Program Clinical Dress Code and Personal Appearance Policy

In providing health care services, The Guthrie Clinic/Robert Packer Hospital is committed to establishing and maintaining an environment that reflects quality care and professionalism. The dress, grooming and overall personal appearance of each student is an important element of this environment. Accordingly, students are expected to be neat, clean, and properly groomed. They must present themselves in a manner that reflects professionalism, competence and caring.

Specifics of this policy include:

1. Uniforms must be clean, wrinkle-free and in good repair.
2. Extremes of grooming, clothing, and fashion should be avoided. Cleanliness is expected on a daily basis, e.g. oral hygiene, use of deodorants.
3. Hairstyles, cosmetics, jewelry, and accessories are to be conservative and neat in appearance in order to convey a professional image. Hair may not present a safety or sanitary hazard and must be secured back to prevent it from hanging over the face or shoulders when bending or stooping.
 - Fingernail length must not extend beyond the fingertip and artificial nails are not permitted.
 - Males must keep facial hair neatly groomed.
 - Cologne, perfume, or strong scented products will not be used.
4. Any jewelry worn must not interfere with the ability to perform one's job. Necklaces, earrings, bracelets and rings should not dangle, be loose or be worn in a manner that could interfere with patient care. Excessive amounts of jewelry that may be considered offensive to patients or others may not be worn. Stud or button type earrings are encouraged.
5. Some tattoos may be considered offensive to patients, visitors, or other employees/students; any offensive tattoo must be covered at all times. If any concern is raised by a patient, visitor, or other employee/student, the clinical faculty will hold private discussion with the student.

6. Full scrub outfit is the required student clinical uniform.
 - Students are required to wear a RED top and BLACK bottoms. Student must choose tops from the following styles:
 - i. Cherokee Workwear 4777 Unisex Scrub Top
 - ii. Cherokee Workwear 4700 Women's V-Neck Scrub Top
 - iii. Cherokee Workwear 4876 Unisex 3 Pocket Top
 - A scrub jacket may be worn, and must be the following color and style:
 - i. PEWTER Cherokee Workwear 4350 Snap Front Jacket
 - Title badge backer purchased at Mountie Spirit store for \$3.
 - No other colors of scrubs are allowed.
 - Cuffs of scrub pants may not be rolled-up.
 - Undergarments must not be visible.
 - Shirts may be worn under scrubs.
7. When assigned to the OR and Pain Management (Nerve Blocks), students will adhere to RPH policy regarding OR scrubs and Nerve Blocks scrubs.
8. Articles of clothing and jewelry/pins, slogans, messages, or illustrations on them are not allowed (Nike, Adidas, political, etc.)
9. Socks must be worn.
10. Sandals and boots are not permitted. Heel height must be moderate. Conservative sneakers or uniform shoes are the most appropriate footwear and should be kept clean and in good condition. Croc-like clogs, Hey Dudes, and flip-flops are not considered appropriate business attire and are never allowed.
11. Caps or hats are not acceptable. Head coverings worn for religious purposes are allowed.
12. Name tags with extender tags identifying individual as a "Student" must be worn at all times.
13. School officials reserve the right to discuss, with any student, their appearance if the student is not in compliance with the dress code.
14. When facility policies or governmental mandates require the wearing of masks and eye protection, students will be expected to wear such protective devices according to policy. This may include the wearing of masks and goggles/ face shields for the duration of the clinical and class day as well as during use of facility shuttle buses. Students not in compliance will be asked to comply or leave the facility. Continued noncompliance will lead to dismissal from the program.
 - See Admissions Requirements and Processes for Clinical Partner Policy expectations.

Radiologic Technology Program

Clinical Attendance Policy

It is imperative that students attend clinical assignments consistently to meet course objectives. If a student is absent from clinical assignments excessively, there is no guarantee that they can meet course objectives and successfully pass the course.

Following are specific rules students must adhere to when an absence is anticipated:

A. Notification of Program Faculty for Absences

1. The student **must personally notify the Director of Clinical Education by email**, phone (570) 887-4013, in person, or by submitting a time off request form prior to each clinical absence. Other than emergencies, **failure to notify the Director before the absence will result in a Class B offense (See handbook disciplinary policy) and will result in disciplinary action up to and including permanent dismissal from the program.**

A Clinical Time-Off form must be completed and submitted for each absence from clinical assignments, radiologic procedure labs, and hospital in-services.

- If a student is requesting an absence for only a portion of a day, they must notify clinical faculty and complete the form. The completed form must be placed in the folder outside the door of the Clinical coordinator.
 - When a student anticipates being absent for an entire day, a completed *Clinical Time Off* form must also be submitted on the next day of attendance. If the form is not submitted on the next day and/or the guidelines for notification have not been followed, the absence will be considered unexcused.
2. Any student who will be absent from an evening clinical rotation must personally contact a faculty member, by phone, no later than 2:30 p.m. on the day of the absence.

B. Excused Personal Time

1. Students are allowed 2 days or the equivalent of 14 hours of excused personal time from clinical assignments, radiologic procedure laboratories, and hospital in-services related to clinical experience each semester.
2. Excused absences should be reserved for sickness, appointments, and emergencies including inclement weather. Additional absences will be reflected in the attendance category on the Clinical Course Evaluation. In addition, the student will receive a .5-point deduction from their final clinical semester grade for each additional 1 hour beyond the allotted 14 hours of personal time.

* Students who have an illness that requires a doctor's verification may not be penalized in the same manner, depending upon the decision of the program faculty.

3. Frequent tardiness will also be reflected within the attendance category on the *Clinical Course Evaluation* and may also result in a reduction of the final clinical semester grade.
4. The student will not be granted personal time off during the evening clinical rotation. However, the student may request an evening rotation trade. (See the Evening Clinical Assignment Trade Policy.)
5. Personal time cannot be carried over to the next semester.

C. Make-Up for Missed Labs/In-Services

1. A student who is absent from a radiologic procedure lab or a hospital in-service which is related to clinical experience must contact the Director of Clinical Education/Clinical Instructor upon their return to schedule a make-up of the session.

D. Extended Illness/Bereavement

1. Any student absent for three or more consecutive days due to illness must present the required physician's verification of illness upon returning. At the discretion of the Program Director, a physician's verification of illness may be required in cases of absence due to illness of less than a three-day duration. A student who is frequently absent may be advised to contact the Guthrie Family Practice Clinic or their own provider.
2. In case of the death of a member of the immediate family (spouse, parent, child, brother, sister, grandparent, or relative in-law) a student may be granted a three-day absence with no penalty; one day of which must be the day of the funeral. In case of the death of other relatives, a student may be granted one day to attend the funeral.

Radiologic Technology Program Clinical Make Up Policy

Clinical practicum absences in excess of 48 hours require students to make up for the missed hours in order to receive a passing grade in the program's clinical component.

One-half (.5) point is deducted from final clinical course grades for every one (1) hour over the allotted time off of 14 hours each semester. Forty-eight (48) hours of absence at a ratio of one-half (.5) point for every one (1) hour is equal to a grade of 76 (C). Exceeding 48 hours of absence will reduce the student's grade to below a passing grade of 76.

MAKE UP OF CLINICAL HOURS

Purpose:

- To establish a consistent method for making up clinical time.
- a. Radiologic Technology students are required to attend clinical practica throughout their program of study. Absence from the clinical practica is strongly discouraged due to the time required to master the performance of a variety of radiographic procedures and the number of clinical competency evaluations that are required for each clinical practicum.

Procedure:

1. Clinical make-up time is defined as time owed once the allotted benefit days are completely exhausted by the student.
2. Upon return, the student shall arrange to make up the absent/tardy time in excess of the allotted benefit days on a date and time agreeable to the Clinical Director.
3. Make up time will be scheduled as follows:
 - a. On the same assignment that the student missed. (i.e.: hours 8:00 a.m.-4:00 p.m., 4:00 p.m.-8:00 p.m. during the same clinical assignment location)
 - b. In the same semester or 2 months after in which the time was exhausted, unless previously cleared by the Clinical Director.
 - c. During non-clinical days (Monday & Friday excluding class times, along with finals week). Clinical make up time will NOT occur on University or Guthrie recognized Holidays. Holidays are defined as those days listed on the official University Calendar when the University is closed and on the Guthrie Intranet.
4. Students are not allowed to schedule vacation time that conflicts with the Radiologic Technology Program schedule.
5. Students who know they will be taking a known excused absence (I.e.: Pregnancy Leave of absence, Necessary Medical Surgery) and have approval from the clinical director, should complete future missed clinical hours prior to leave of absence. The student should also work ahead on clinical evaluation competencies prior to absence.
6. Clinical hours may not exceed forty (40) hours per week.
7. Students making up clinical hours before or after a leave of absence are not to exceed 84 total make up clinical hours. Students will resume regular clinical scheduled hours at the end of excused medical leave.
8. Once all allotted benefit time has been exhausted, the student may not be absent from the clinical rotation again that semester, unless under special circumstances, which will be considered on a case-by-case basis.

9. Students who are unable to complete the clinical practicum objectives and clinical make-up days within 2 months will receive a grade of Incomplete (I) for their clinical practicum course. If given an Incomplete (I), the clinical make up time will need to be completed within a timely manner (Per University set date) so the incomplete can be transferred to a final letter grade for the semester.

Radiologic Technology Program Clinical Attendance Monitoring Policy

A. Weekly Attendance Record

1. Student clinical attendance is monitored by program clinical faculty members with the use of a *Weekly Clinical Attendance Record* which is posted in the Main and Satellite clinical areas.
 - a. In the Main Department the attendance record is posted on the student bulletin board in the breakroom hallway. It is to be used by students assigned to the Main Department, MRI, NM, OR, Ultrasound, and the Vascular Imaging areas.
 - b. In the Satellite Department, the attendance record is posted on the student bulletin board. It is to be used by students assigned to the Satellite, CT, Evenings, and Radiation Therapy areas.

B. Rules for Using the Weekly Clinical Attendance Record

1. Students must record their arrival time to the clinical assignment area accurately on the *Weekly Clinical Attendance Record* prior to beginning clinical duties.
2. After signing the attendance form, students must immediately report to their assigned areas. They must check exam rooms for cleanliness, restock supplies, and prepare for scheduled examinations.
3. Students must record their departure times just prior to leaving their clinical assignment area.
4. Students shall personally sign in and out when using the attendance record.
5. Clinical attendance times will be recorded accurately in hours and minutes.
6. Students must use only black or blue ballpoint pens when recording attendance times.

Radiologic Technology Program Epic Access Clinical Policy

Each student is given credentials for the EPIC software used at Guthrie Robert Packer Hospital. The student is required to Log in to Epic on the 1st week of every clinical month, so these credentials do not disable. Failure to Log into EPIC each clinical month will result in the student being ineligible to perform clinical evaluations.

Clinical instructors will track students monthly log in via the checkout sheets.

Radiologic Technology Program Confidentiality/Privacy Policy

Any and all information concerning patients, customers, and employees of The Guthrie Clinic must be held in strict confidence. Every student is responsible for maintaining confidential information as well as respecting the privacy of our patients, customers, and employees. Confidential information may be released by students under limited circumstances and only to those authorized to receive the information for valid business or medical purposes.

Specifics of this policy include:

1. Patient information may not be viewed, read, displayed, discussed, or made available to others, unless it is necessary for valid business or medical purposes. Doing so would be a violation of the confidentiality/privacy policy.
2. Patient information shall only be discussed with appropriate individuals as necessary. Patient information will be communicated for work-related purposes only and shall never be discussed with friends, relatives, or others.
3. Appropriate clinical discussions must be confined to areas not accessible to patients and visitors.
4. Corridors, the cafeteria, the shuttlebus, or other public areas are not the place for gossip, discussions, or comments about hospital employees or patients.
5. To protect our student's right to privacy, any requests for personal information (i.e. phone numbers) received in the department must be handled in the following manner:
 - a. Inform the caller making the inquiry of our confidentiality policy.
 - b. Ask the caller if they would like to leave a message. If so, forward the message to the employee/classmate.
6. Breaching confidentiality is a serious offense and will be treated as such. Students found to be in violation of this policy will be subject to the provisions of the disciplinary action policy up to and including the recommendation for immediate termination.

Radiologic Technology Program Clinical Break Policy

1. Students must notify the instructor when taking a break from clinical assignment areas.
2. Breakfast should be eaten before reporting to the clinical area at 8:00 a.m. and should not be brought with the student.
3. Each student is allowed one morning break between the hours of 9:00 a.m. to 10:30 a.m.
4. Each student is allowed one afternoon break between 2:00 to 3:15 p.m.
5. Breaks shall not last longer than 15 minutes.
6. Breaks should be taken only when there are no cases in the assigned area.
7. No more than 2 students from the 3rd floor Main Department and 2 from 2nd floor Satellite should be on break at the same time.
8. Students must report immediately to their assigned clinical area after completion of clinical competency procedure laboratories.
9. No break is allowed until after students report to their assigned clinical area.

CU Mansfield Campus Radiologic Technology Program JRCERT Standards and Program Policies for Radiography Students Assigned to the Clinical Areas

- 1. No student may position a patient for a radiographic exam until they have successfully completed a Clinical Competency Laboratory Evaluation.**
 - All staff technologists are notified via email when students have successfully completed lab evaluations.
 - A list of completed laboratory evaluations is posted in both diagnostic clinical areas.

- 2. All radiographic exams must be performed under the direct supervision of an R.T. until a student achieves competency by passing a Clinical Competency Procedure Evaluation.**
 - The JRCERT defines *direct supervision* as student supervision by a qualified radiographer who: reviews 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.

- 3. After achieving competency (passing a Clinical Competency Procedures Evaluation), students may perform radiographic exams under the indirect supervision of an R.T.**
 - A list of completed Clinical Competency Procedure Evaluations is posted in both diagnostic clinical areas.
 - The JRCERT defines *indirect supervision* as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.
 - The technologist must be "within hearing distance" for exams performed under indirect supervision. Students may not begin exams until a technologist is immediately physically available.
 - Prior to beginning an exam under indirect supervision, the technologist must review the exam order, verify the student's level of competency, and assess the patient. If the condition of the patient contraindicates performance of the procedure by the student under indirect supervision, the technologist must remain with the student throughout the exam.

- At the completion of the exam, the technologist must approve the radiographic images prior to dismissal of the patient.
4. **Students must not be left alone to perform patient exams since they are always required to have either direct or indirect supervision.**
 5. **All radiographic images produced by students must be approved by a qualified radiographer prior to dismissal of the patient.**
 6. **Students repeating unsatisfactory images must be under the direct supervision of an R.T. regardless of their level of competency.**
 7. **All OR and portable exams performed by students must be under the direct supervision of an R.T.**
 8. **Students may not be assigned to non-educational areas during clinical assignments except for a brief orientation. Non-educational areas/duties include file room and transporting.**
 9. **Students may not hold or restrain patients during radiographic exposures.**
-

Radiologic Technology Program Regulations Governing Clinical Assignments

1. Basic clinical hours fall between 8:00 a.m. – 4:00 p.m., Tuesday through Thursday or Friday.
2. Students are excused from clinical assignments to attend classes. (See monthly classroom schedule.)
3. Students are not assigned to the clinical areas during night shifts, weekends, or holidays. Visiting the clinical areas outside of program hours for extended periods of time is prohibited.
4. Students are expected to report promptly at designated times to their assigned clinical rotation area.
5. If a student reports to their assigned area and finds that there is no R.T. assigned to the area, the student must report immediately to the Director of Clinical Education or the Clinical Instructor.
6. Students must remain in their assigned clinical rotation area and may not leave the rotation area or department for extended periods of time without permission from the clinical director or instructor.

7. At no time shall a student be given a clinical assignment and/or academic instruction in excess of 40 hours per week.
8. Second-year students will be assigned evening clinical hours on Tuesday through Thursday or Friday as part of their clinical education. Evening hours are from 4 p.m. to 8 p.m.
9. Students are to refrain from personal conversations or remarks while in the presence of patients.
10. Students who are involved in, or witness, an unusual incident during school hours are to immediately report the incident to the program faculty.
11. Students must adhere to their scope of practice and must not perform examinations/or procedures for which they have not been trained. Should a student be asked to perform such an examination or procedure either under direct or indirect supervision, the student must politely, but firmly decline the request and immediately report the incident to a program faculty member and/or the department supervisor.
12. A student within the radiology program shall not hold or restrain patients during radiographic exposures.
 - In instances where patient restraining must be used, the student is encouraged to employ commercial restraining devices or tape, sandbags, sheets, etc. In the event that these devices cannot be used, students are encouraged to solicit assistance from non-radiology workers such as aids, nurses, clerical staff, or members of the patient's family. All women of reproductive age must be screened for pregnancy before holding a patient during exposures. If there is a possibility of pregnancy, another assistant must be chosen. Persons who assist must be provided with a lead apron and gloves and must be positioned outside of the primary beam.

Radiologic Technology Program Radiation Monitoring Policy

- A. All students must comply with federal and state regulations regarding radiation safety while assigned to the clinical areas and adhere to program and The Guthrie Clinic policies which can be viewed on The Guthrie Clinic intranet homepage under “POLICIES”.
- B. This policy is based on the Guthrie RPH ALARA program and applies to all students:
1. Each student must wear their personal dosimeter during all clinical assignments. If a lead apron is worn, the dosimeter should be worn outside the apron at collar level.
 2. Dosimeters must be placed on the designated dosimeter badge board at the end of each clinical assignment.
 3. The student’s dosimeter must not be worn during their own radiographic medical procedure.
 4. Personnel dosimeters will be collected on a quarterly basis.
 5. Questions or concerns regarding dosimeter report readings and/or radiation safety should be directed to the Radiation Safety Officer or the Radiation Safety Coordinator:
 - Radiation Safety Officer (RSO): Loren Marous, MS, R.T.(R) DABR (585) 924-0350
 - Radiation Safety Coordinator (RSC): Katie Lemmon, ARRT RT (N) (570) 887-4710
 6. Table 1 establishes the annual occupational effective dose limit to students 18 years of age or older will be controlled to the following limits:

Table 1: YTD ALARA Levels (mrem)

Body Part	Level I	Level II
Whole Body Deep	500	1500
Lens of Eye	1500	4500
Whole Body Shallow	5000	15000
Extremity	5000	15000

7. The dose limit for any student trainee of less than 18 years will be restricted to 10% of the above limits.
8. The RSO will review and record results of personnel monitoring on a quarterly basis and will send a copy to the Radiologic Technology Program Director.
9. Table 2 below establishes levels of radiation exposure that when exceeded by an individual will trigger investigation and review by the RSO under the auspices of the Radiation Safety Committee.

Table 2: Quarterly ALARA Investigational Levels (mrem)

Body Part	Level I	Level II
Whole Body Deep	125	375
Lens of Eye	375	1125
Whole Body Shallow & Extremities	1250	3750

10. The following actions will be taken at the investigation levels stated in Table 1:
 - a. Exposure greater than or equal to Level I, but less than Level II:
 - 1) A written (or electronic) notice will be sent to the student. The RSC will maintain a copy of the notification.
 - 2) If the exposure does not equal or exceed Investigational Level II, no further action is required unless deemed necessary by the RSO.
 - b. Exposure equal or greater than Investigational Level II:
 - 1) The RSO or RSC will send a written (or electronic) notice to each student who has a Level II exposure level. The RSC shall maintain a copy of the notification.
 - 2) The RSO or RSC shall send, with the notification, a questionnaire inquiring into causes of and remediation methods for elevated radiation exposure. The student shall return the questionnaire to the RSO or RSC within 10 business days. The RSO will investigate any significant delay in response to this questionnaire.
 - 3) If after 10 business days, no response has been received, an administrative letter will be sent to the radiology department supervisor and Vice President over the department. The student will attend a mandatory meeting with the aforementioned persons and the RSO.
 - 4) Any student who has more than four Level II investigations within one calendar year shall undergo a day of 1-on-1 observation of their radiation use by the RSO, or their delegate, followed by a mandatory meeting to review the results of this observation by the RSO.
 - 5) The RSO or RSC will report the investigation and corrective actions taken, if any, to the Radiation Safety Committee at the first meeting following the completion of the investigation. The details of these reports will be recorded in the minutes.

Radiologic Technology Program Radiation Safety Policy

- A. Training for students using ionizing radiation will include a course in radiation protection prior to entering Guthrie Robert Packer Hospital for clinical course assignments and an overview of policies related to radiation safety.

- B. Current radiation protection philosophy employs the principle that occupational doses should be kept at levels that are As Low As is Reasonably Achievable (ALARA). Students must also adhere to this principle and use the following practical applications which support ALARA:
 - 1. Use of Gonadal Shielding
 - a. Gonadal shields are recommended for patients under the age of 50, when the use of the shield will not interfere with the imaging of the region of interest.
 - b. The use of patient shielding must be documented in Epic Radiant.
 - 2. Persons Permitted in Radiographic Examination Rooms
 - a. Ideally only the patient and persons directly involved in the procedure should be in the exam room during exposure.
 - b. When persons other than the patient request to be in the room, when not needed for assistance, the student should politely decline the request and explain the radiation safety precautions policy.
 - c. Persons other than the patient may be permitted in the exam room to assist in emotional support and/or the safe handling of the patient.
 - d. A pregnancy check must be performed on all females of reproductive age before entering the exam room. If the female is pregnant or suspects pregnancy, they must be excluded from the room during the exposure(s).
 - e. In the case of pediatric patients, parents or authorized representatives may be invited into the room to stand behind the lead barrier.
 - f. All doors to the room shall be closed during a radiographic exposure for radiation protection purposes.
 - 3. Radiation Protection for Patient Holder.
 - a. Mechanical restraints and IR holders shall be used whenever possible to prevent an individual other than the patient from being exposed to radiation.
 - b. In pediatric cases requiring an individual to restrain the infant, a family member shall be utilized whenever possible.
 - c. The patient holder must not be utilized if known or suspected to be pregnant.
 - d. The patient holder must be given a lead apron and positioned out of the primary beam.

- e. Radiation workers may occasionally assist in patient restraint during exposures. A lead apron must be worn with personnel dosimeter worn on outside at collar level.
- f. Students are not permitted to hold or restrain patients during exposures.

4. Pregnant and Potentially Pregnant Patients

Prior to performing radiographic examinations on females of reproductive age, students must perform a pregnancy check. A Pre-Examination questionnaire will be completed by the patient and technologist prior to the following exams and reviewed with the radiologist: Fluoroscopy and lumbar spine, pelvis, hip, and abdomen x-rays. This excludes Comstar, Trauma, Protocol T or Stroke Alert cases. This may include the completion of a Pregnancy Attestation Form to prevent the possibility of irradiating a developing fetus. The following are specific guidelines for pregnancy screening:

- a. Determine if the female patient is of childbearing age (ages 12– 50). If so, a pregnancy check must be done prior to all radiographic examinations.
- b. Ask the patient if there is any possibility of pregnancy.
 - If the answer is “no,” document the answer in Epic Radiant and proceed with the procedure.
 - If the answer is “yes,” inform the supervising technologist, radiologist, and/or requesting physician before proceeding with the exam. Follow the directives and document them in Epic Radiant.
- c. Ask the patient to complete the Pregnancy Attestation form for exams involving direct irradiation to the reproductive organs.
- d. If a patient is pregnant or possibly pregnant, the following applies:
 - Fluoroscopy/L-Spine/Abdomen/Pelvis X-rays: Radiologist will be notified, and a pregnancy test will be obtained (if pregnancy is not verified) before exam commences. If patient is found to be pregnant, the radiologist will discuss the appropriateness of the exam with the ordering physician. If the exam is deemed appropriate, the ordering physician will be responsible for explaining to the patient, the risks from radiation exposure, and the diagnostic benefits to be obtained from the procedure. Once the patient understands the risks, an informed consent for the procedure will be completed by the patient and technologist.

- Extremities, Head, Neck, Chest, Dorsal Spine, Ribs: All female patients will be questioned by the technologist as to Date of Last Period. Patient deemed pregnant or possibly pregnant will be instructed by the technologist that the exposure from this exam is extremely low and that there is no need for concern. The technologist will instruct the patient that the beam will be collimated, and they will be positioned to avoid direct irradiation of the pelvis. The technologist will ask the patient for a verbal consent to proceed with the exam. If consent is given the technologist will document in EPIC under notes, that the patient is aware of potential risks, agrees to exam and double shield will be used. If the patient proceeds with the exam, a shadow shield or contact shield will be used as much as possible and a limited exam protocol will be used.
- e. If, for emergent cases, the ordering provider informs the technologist to proceed with the procedure without a pregnancy screen, the technologist will document the physician, time and procedure in Epic Radiant.

Emergency patients:

- For any Patient answering “Yes” or "Don't Know" to either question or if the LMP is greater than 4 weeks ago in a patient who cannot give consent, a STAT serum pregnancy test shall be ordered by the Consult radiologist, the ED radiologist or the ED physician on duty. This test shall be performed and resulted before proceeding further.
- If the patient answers "No" to the first question and the LMP is less than four weeks ago, or the results of the STAT serum pregnancy are negative, the imaging may proceed.
- For all other Imaging, if the serum pregnancy test is positive, a radiologist on duty shall consult with the ordering provider to discuss the risk and benefits of the procedure.
- If the radiologist and ordering provider concur that the benefits of the imaging procedure exceed the radiation risk to the fetus, then the radiologist on duty shall obtain written informed consent from the patient prior to proceeding with the exam. Once the informed consent is signed the Imaging may proceed.

- If the patient is from the Emergency Department, the ED physician will be responsible for explaining the possible risks involved and ensuring the patient understand the procedure and risks. The physician will then document the patients understanding in the patients' medical records. After informed consent is obtained by the Physician, the technologist will also verify the patient's understanding of the risk before the exam commences. The technologist will obtain the patients signature on the consent and the consent will be scanned into Epic. If the patient refuses the exam or has more questions, the patient will be returned to the ED for further discussion and explanation.
- f. The Pregnancy Attestation form will be saved as a permanent part of the patient record and scanned into the Radiology Information System.
 - g. In the event that a developing fetus is directly exposed to ionizing radiation, an exposure form is submitted to Upstate Medical Physics to determine fetal exposure. This exposure is then documented in the patient's electronic medical record. An incident will be entered into RL solutions.
 - h. Signs are posted in the waiting rooms and patient dressing rooms instructing any female patient who may be pregnant to inform the technologist. However, the possibility of pregnancy must be checked verbally, and the response documented in Epic Radiant.
 - i. In the case of a pregnant patient, the attending physician must be notified to determine the need for the exam.
 - j. If x-ray exposure is deemed advisable on a pregnant patient, the minimal number of exposures as possible for diagnosis will be taken. Lead shielding of the uterus during exposure will be used whenever possible.

6. Radiation Safety for Portable Exams

- a. Only persons whose presence is needed during portable radiography procedures should be in the patient's room.
- b. A personnel radiation monitoring device (dosimeter) shall be worn at the collar level outside the lead apron of the radiographer during the x-ray exposure.
- c. A protective lead apron of at least 0.25 mm lead equivalency shall be worn by the student during the x-ray procedure.
- d. The student shall maximize the distance between the patient and themselves by stretching the exposure cord as far as is reasonable.

- e. When performing exams where other persons are nearby, the student must orally warn of impending x-ray exposure by doing the following:
 - 1. State “X-Ray”
 - 2. Allow staff adequate warning time to vacate patient’s location.
- f. Nursing staff and ancillary personnel who must stay with the patient during exposure shall wear lead aprons.
- g. Follow the protection to patient holders policy for patient holding situations.

7. Radiation Safety Practices for Fluoroscopy

- a. A 0.5 mm lead equivalent apron (preferably wraparound type) with full front will be worn while working in all fluoro areas.
- b. Wearing of thyroid shields and eye protection is also recommended. Thyroid shields of at least 0.5 mm lead equivalent should be worn by physicians and personnel working in close proximity to the patient during *high output fluoro procedures*.
- c. Lead goggles or lead glass shields should be worn by physicians and other personnel working in close proximity to the patient during high-output fluoro procedures when no lead glass shield is in place between the radiation source and the fluoroscopist's eyes.
- d. Lead gloves of 0.5 mm equivalent should be worn with caution because if the procedure requires direct intervention of the extremity into the beam, AEC control will unnecessarily boost the mA output of the x-ray tube.
- e. Gonadal shields are recommended for patients under the age of 50, when the use of the shield will not interfere with the imaging of the region of interest.
- f. The principles of time, distance, and shielding must be used.

Radiologic Technology Program Pregnancy Policy

To reduce exposure to the unborn during potentially sensitive periods of gestation, the Radiology Program has adopted the conservative policy of restricting the dose of ionizing radiation to the fetus during the entire period of gestation to no more than 500 millirems or 5 millisieverts, not to exceed 50 millirems or 0.5 mSv in 1 month. These dose limits exclude both medical and natural background radiation.

If pregnancy occurs, the student may choose to keep their pregnancy status confidential or undisclosed. Disclosure or declaration of pregnancy is strictly voluntary. There is no requirement for such persons to do so even when their pregnancy becomes visibly obvious.

- If the student decides to declare pregnancy, they must submit a written notification from their physician verifying the pregnancy and a predicted due date. The student will then meet with the radiation Safety Officer (RSO) and will be asked to sign a Declaration of Pregnancy form. The RSO will then provide the student with a fetal radiation monitoring device which must be worn in the proper location during all clinical assignments. The RSO will check the fetal doses to ensure that the recommended limit is not exceeded. The pregnant student should involve the expertise of the RSO in regard to questions about the risks of fetal irradiation and in all radiography course decisions where the use ionizing radiation equipment is required. Records of dose to an embryo/fetus will be maintained in the permanent dosimetry records. If requested in writing by the student, the facility will provide fetal dose records to subsequent licensees to document embryo/fetal dose calculations. These records will not be routinely released to subsequent licensees when requests are submitted for the student's dose. The lower dose limit for the pregnant student is in effect until the declared pregnant person: (1) is known to have given birth, (2) informs that they are no longer pregnant, or (3) informs that they no longer want to be considered declared pregnant.

A student may withdraw their declaration of pregnancy at any time by submitting a written notice to the Program Director.

The student who is pregnant will have several options to consider regarding the continuation of their educational program:

- ***The student may remain in all program courses through program completion without any modification or interruption because of their pregnancy. The student will wear both their primary dosimeter and the fetal dosimeter in the proper locations during all clinical assignments. The student will wear a 0.50 mm wrap-around lead apron when assigned to portables and fluoroscopic exams.***
- ***The student may remain in all program courses and request special modifications related to the higher dose clinical areas (e.g. portable imaging, surgery, fluoroscopy, etc.). However, all clinical objectives and competencies must be met prior to graduation.***

Radiologic Technology Program

Student MRI Safety Policy

MRI FACILITIES: Magnetic Resonance Imaging (MRI) scanners generate a very strong magnetic field within and surrounding the MR scanner. As this field is always on, unsecured magnetically susceptible (ferromagnetic) materials, even at a distance, can accelerate into the bore of the magnet with a force significant enough to cause severe injury or damage to the equipment, patient, and/or any personnel in its path. Anyone entering the MR environment without being thoroughly screened by qualified MR personnel may potentially compromise their safety and/or the safety of everyone in the MR environment. It is the MRI technologist's responsibility to control all access to the scan room. Students become part of the MRI safety team adhering to all MRI safety policies and procedures.

PURPOSE: The purpose of this policy is to ensure the safety of the Radiologic Technology students before entering a Magnetic Resonance Imaging scanning room/field. It assures appropriate MRI Safety in-services have been completed annually for each student.

POLICY: The MR Division of the Department of Radiology will develop MR safety training for students enrolled in the radiology program.

PROCEDURE:

1. All enrolled radiology students will meet with the MR Safety Officer during orientation for the first clinical semester.
2. Students will then attend an annual MR safety training in-service which is approved by the MR Safety Officer.
 - The in-service will consist of reviewing the MRI safety screening form and viewing of a safety video presentation.
 - All 1st year students will receive initial training during orientation to the Robert Packer Hospital clinical site.
 - All 2nd year students will attend an annual training session as refresher training and must update their MR screening form, if necessary.
3. All non-MR personnel, including students, will be verbally screened before they enter the MRI scan room. Additionally, each student's screening form will be reviewed and updated if necessary.
4. Documentation of training shall be maintained by the MRI Department Supervisor and the Program Director.

Radiologic Technology Program

Exposure to Potentially Infectious Material Policy

In accordance with Guthrie Clinic policy Employee Exposure to Blood or Other Potentially Infectious Materials, Students injured and/or exposed to blood or other potentially infectious material (OPIM) during any scheduled clinical assignment must:

1. *Wash wounds and skin with soap and water – don't milk – causes hyperemia and inflammation

 *Flush mucous membranes with water

 *Rinse mouth splashes with mouthwash

 *Human bite exposures can result in exposure to both the biter and the bitten person. The bitten sustains a cutaneous exposure to HIV if blood was present in the mouth of the biter before the bite. The biter sustains a mucous membrane exposure to HIV if blood from the bitten person enters the oral cavity of the biter.
 If the saliva is non-bloody, then there is no risk to the exposed for HIV. The risk of HBV and HCV transmission from non-bloody saliva is negligible. However, there are a few reports of HBV and possible HCV transmission, so one may consider further evaluation and treatment.
2. Receive first aid
3. Notify the Director of Clinical Education, Clinical Instructor, or the Department Supervisor immediately.
4. An incident report will be entered into the Press Ganey Hx Platform reporting system by the department supervisor.
5. Report to the emergency room for treatment, counseling and further instructions according to injury. As soon as it is practical, notify the Program Director.
6. As soon as it is practical, notify the Program Director.

Radiologic Technology Program Evening Clinical Assignment Trade Policy

Evening clinical assignments are a vital component of the program's curriculum. The assignments offer students a unique opportunity to participate more actively in trauma cases. The evening assignments also increase student confidence as confirmed by program graduate surveys. Since the evening assignments are unique and limited by the program's accrediting agency, program faculty members recommend that all students participate in as many scheduled evening assignment hours as possible. However, faculty members understand that students assigned to evenings may occasionally need to trade for a daytime assignment. Requests for occasional trades will be considered, but excessive trading will be discouraged.

Rules for evening trades:

1. A student who wishes to trade an evening assignment with another student must personally request permission from the Director of Clinical Education.
2. The trade will not occur until the student has received the director's reply.
3. No evening trades can be made involving specialty assignments such as CT, Ultrasound, Vascular Interventional Radiography, Nuclear Medicine, Mammography, MRI, and Radiation Therapy.
4. Excessive requests for trades may be denied.
5. No personal time off will be granted during evening assignment unless a trade has been approved.

Radiologic Technology Program Gifts and Gratuities Policy

Gifts and gratuities offered by patients, suppliers, or others must not be accepted by students/employees of The Guthrie Clinic. Following are mandatory guidelines:

1. Non-cash gifts such as flowers, candy, baked goods, or decorative crafts which have minimal value may be accepted on behalf of the entire work unit.
2. Gifts of cash or cash equivalents are never permissible regardless of amount.
3. If an individual persists in offering a monetary gift, the student should notify a department supervisor or program official.

Radiologic Technology Program 2025 Program Calendar

Spring Semester

Classes Begin Mon. Jan. 27th
Spring Break..... Mar.17-21st
Last day of classes Fri. May 9th
Final Exam week..... May 12th-15th

Summer Session

Memorial Day..... Mon. May 26th
Classes Begin Tues. May 27th
*Juneteenth..... Thurs.June 19th
4th of July break..... June 30th -July 4th
Last day of classesFri. Aug 1st
**Final Exam week..... Aug4th-Aug 8th

*Fall Semester

Classes begin..... Mon. Aug 25th
Labor Day (Students off)Mon. Sept 1st
Fall Break.....Mon. Oct. 13th -Tues. Oct. 14th
Thanksgiving Week holiday (students off) Wed. Nov.26th – Fri.Nov.28th
Last Day of classes Mon.Dec 8th
Final Exam week..... Tues. Dec 9th-Fri .Dec. 12th

**All dates are tentative and subject to change.*

*** Non-RADT courses will conclude at the end of Summer II session, which may be up to two weeks after RADT courses conclude.*

Radiologic Technology Program Course and Module Evaluations

The program analyzes and uses feedback from its communities of interest for continuous improvement of its policies, procedures, and educational offerings. Students evaluate each clinical course and didactic course module by completing a Course/Module Evaluation. Completed evaluations are reviewed carefully at each faculty meeting to determine the success of the educational offering and to make appropriate changes based on student feedback. Students are asked to explain ratings which are average, poor, and very poor. Students should be specific when offering constructive criticisms or suggestions. These changes lead to program improvement, increased student satisfaction, and increased student success.

Radiologic Technology Program Curriculum

1st Fall Semester – CU Mansfield Campus	Credit Hours
BIOL 180 Human Anatomy and Physiology I.....	4
COMM 100, 101, or 102 Communication Electives	3
MATH 118 College Algebra	3
RADT 110 X-Ray Technology I.....	3
FYS 100 First Year Seminar.....	<u>3</u>
	16
 1st Spring Semester – Guthrie Robert Packer Hospital, Sayre	
BIOL 181 Human Anatomy and Physiology II	4
RADT 210 Clinical Course I	3
RADT 120 X-Ray Technology II	5
Modular Components:	
Imaging Equipment	
Radiographic Procedures I (positioning)	
Methods of Patient Care	
RADT 170 Fundamentals of Radiologic Science and Healthcare	1
RADT 180 Medical Terminology for the Radiographer.....	<u>2</u>
	15
 1st Summer Semester – Guthrie Robert Packer Hospital, Sayre	
RADT 220 Clinical Course II.....	3
RADT 130 X-Ray Technology III.....	<u>3</u>
Modular Components:	6
Drug Pharmacology and Contrast Media	
Radiographic Procedures II (Positioning)	
Radiation Biology	

Radiologic Technology Program Curriculum (Cont.)

2nd Fall Semester – Guthrie Robert Packer Hospital, Sayre Credit Hours

SOCI 101 Introduction to Sociology	3
RADT 203 X-Ray Physics.....	3
RADT 230 Clinical Course III.....	3
WRIT 103 Foundations in Composition.....	3
RADT 140 X-Ray Technology IV.....	<u>3</u>
Modular Components:	15
Radiographic Procedures III (positioning)	
Digital Imaging Acquisition and Display	
Rad Tech Seminar I	

2nd Spring Semester – Guthrie Robert Packer Hospital, Sayre

PHIL 205 Medical Ethics.....	3
PSYC 100 Intro to Psychology	3
RADT 240 Clinical Course IV	3
RADT 150 X-Ray Technology V	<u>3</u>
Modular Components:	12
Radiographic Quality Assurance	
Radiographic Pathology	
Introduction to Computed Tomography (CT)	

2nd Summer Semester – Guthrie Robert Packer Hospital, Sayre

RADT 250 Clinical Course V	4
RADT 160 X-Ray Technology VI.....	<u>4</u>
Modular Components:	8
Radiographic Problem-Solving Seminar II	
Radiologic Technical Reporting and Evaluation	

Program Total**72 Credit Hours**

**Students are considered full time during summer semester*

Radiologic Technology Program Academic Standards Policy

Students enrolled in the Radiologic Technology Program are subject to all Commonwealth University policies and procedures, plus the following academic standards specific to the Radiologic Technology Program:

1. Required courses for Radiologic Technology majors which are listed in the catalog or catalog supplement are not included in the University Pass/Fail Policy.
2. A grade of “C” or better must be achieved in all courses and course modules with an RADT prefix. Any student receiving a “C-” or lower grade cannot continue in the program until the course is repeated and a “C” or higher grade is attained.
3. A grade of “C-” or better must be achieved for the BIOL 108 Human Anatomy and Physiology I course and MATH 118 College Algebra.
4. A grade of “C” or better must be achieved in all clinical courses. A grade of “C-” or lower assigned to an evaluation with a weight of 20% or greater results in a course grade of “F.”
5. Radiology courses (those with an RADT prefix) may be repeated only once with faculty approval. Students will be readmitted to the program on a space-available basis. Failure to achieve a “C” grade or better after taking the same course for a second time will block the student from enrollment in any further courses with an RADT prefix.
6. Completion of requirements for the Associate in Applied Science (A.A.S.) Degree in Radiologic Technology.

Student Counseling and Advisement

1. Mid-Semester counseling will be utilized for all students in order to provide guidance for achieving required academic and clinical standards. Students not meeting minimum standards will receive both a written and verbal warning.
2. At end-of-semester counseling, all students will be counseled regarding academic and clinical performance.

Radiologic Technology Program Exam Security Policy

To maintain examination security, students must adhere to the following guidelines when taking in-class tests associated with classes with an RADT prefix:

1. All personal items, including cell phones, smart watches, calculators, and cameras must be placed in the designated area.
2. Calculators will be provided within the Lockdown Browser or by the instructor if needed.
3. Classroom notes may not be accessed after testing has begun.
4. Students must seat themselves as far away from other classmates as possible.
5. There will be no talking during examinations.
6. If instructor assistance is needed, the student will raise their hand.

Zoom testing:

1. The student must be seated in a quiet place away from other individuals.
 2. The student must have two devices: One for testing in Brightspace and one for instructor monitoring logged in to Zoom.
 3. Prior to the start of the exam, the student must use the device for instructor monitoring to pan over the testing area showing that there are no course materials within the testing area.
 4. Once the instructor is satisfied that no course materials are visible or accessible to the student, the student will set up the device for monitoring so that the instructor can see the student and the testing screen. The instructor will assist the student in determining the correct device placement for instructor viewing.
 5. If a sheet of paper is used for calculations, etc., the student must show the instructor both sides of the paper in order to verify that the paper is blank.
 6. The student will mute their microphone during testing.
 7. If the student has a question during testing, they will use the **private** chat feature in Zoom to communicate with the instructor.
 8. When the student has completed the exam, the student shall leave the Zoom meeting.
-

Radiologic Technology Program Class Cancellation Policy

The University's cancellation of all classes due to inclement weather policy applies to the Sayre site. Radiology students on the Sayre site should be aware of the following:

1. Students are automatically enrolled in the CU Alert service and will be sent messages based on the information provided in MyBanner. Access the sign-up page at: <https://rave.commonwealthu.edu> . More information can be found here: [CU Alert Emergency Notification System | Commonwealth University](#)
2. In case of an extreme emergency, students will receive a text message to the cell phone number entered on MyBanner and an e-mail will be sent to their campus e-mail account. In addition, a voice message will be sent to the phone number associated with a student's permanent residence.

3. Students will also receive a voicemail message to the telephone number for their residence hall room or off-campus apartment if they provided the number on MyBanner under the Emergency Contact Information page.
 4. The parent/guardian cell phone and the parent/guardian email address entered on MyBanner under the Emergency Contact Information page are specifically NOT included in the emergency notification system, by default. Students can log into the system and add any cell phones and voice numbers they want to use to receive alerts from CU, such as your parents' cell phones.
 5. If students need to make changes, they must-log into the CU Alert system by navigating to <https://rave.commonwealthu.edu/> and enter their full CU Email address {username@commonwealthu.edu} and their campus ID password.
 6. Students may also check the CU Mansfield Campus website for announcements <https://www.commonwealthu.edu/>
 7. In the event that the CU Mansfield Campus is not closed but Sayre has inclement weather that impacts safe travel, and faculty feel that it is too hazardous to travel, the program director will email students regarding class cancelations by 6:30 a.m.
 8. In the case of inclement weather when neither University nor Sayre is closed the student should make a personal decision regarding attendance. They must notify the Director of Clinical Education if attendance is not possible. Students are required to use personal time.
-

Radiologic Technology Program Disaster Preparedness Policy

Policy: To provide guidance for temporary or permanent modification or cessation of clinical and/ or didactic education during a disaster where continuation of program courses is hindered or suspended. Specific action plans will be incident-dependent and individual action plans will be created as needed.

Procedures:

I. Temporary or permanent modification of courses

A. Transition of didactic courses to online platform

1. All course content will be placed on Brightspace (LMS)
2. Zoom will be utilized for lectures
3. Class schedule may be modified to better suit student access to computers
4. Lockdown browser and Zoom will be utilized to enforce academic honesty
 - a. Academic Honesty Pledge will be signed by each student
5. Classes will transition back to face-to-face format when/ if allowable

B. Modification of clinical courses and positioning labs

1. Make up clinical hours on class days of succeeding semesters
2. Make up positioning labs in succeeding semesters
3. Shift students from specialty area rotations into essential areas in succeeding semesters

4. Add clinical hours at the end of the summer semester

II. Temporary or permanent cessation of courses

A. Temporary cessation of didactic courses

1. Courses will cease for the specified period time
2. Upon resumption of courses:
 - a. Courses will resume at the point of interruption
3. Class schedule will be modified to accommodate make-up classes
4. Faculty will use all available University and Guthrie Clinic resources

B. Temporary cessation of clinical courses

1. Make up clinical hours on class days of succeeding semesters
2. Make up positioning labs in succeeding semesters
3. Shift students from specialty area rotations into essential areas in succeeding semesters
4. Add clinical hours at the end of the summer semester

C. Permanent closure

1. Program officials will follow the steps outlined in the affiliation agreement between Commonwealth and Robert Packer Hospital regarding program closure as well as JRCERT Policy Statement 12.200 Program Closure and JRCERT Policy Statement 11.500 Responsibilities of Sponsors of JRCERT Accredited Programs. This will include a teach-out plan if it is determined that the program course(s) will not reconvene for the foreseeable future.

Radiologic Technology Program Dismissal and Appeal Policy

1. Any student with a grievance relating to the University has the option to receive due process of law through the University judicial system. Any student or University member demonstrating misconduct that adversely affects the University's interests may be subject to the disciplinary proceedings of the University judicial system.
2. The Program Director of the Radiologic Technology Program reserves the right to recommend the dismissal of a student from the program and/or the University for unprofessional conduct, academic failure, poor health, or personal problems. Such a recommendation will be made to the Chairperson of the Department of Biological and Health Sciences who will act on the request.

3. The chairperson may ask for an initiation of dismissal proceedings through the University judicial system as outlined in the University *Student Code of Conduct*. The student may voice an appeal during the proceedings.

Radiologic Technology Program Due Process Policy

The purpose of the Guthrie Sayre site Due Process Policy is to provide the student with an equitable appeals procedure which allows for due process in consideration and resolution of academic, clinical, or personal grievances.

Specifics of this policy include:

1. Within two days following the incident, the student should seek resolution by presenting their complaint orally to the other person involved within a private setting.
2. If no resolution is reached in step 1, the student may prepare a written complaint describing the problem or incident in detail. The complaint should be submitted to the Program Director within one week of the occurrence leading to the complaint.
 - If the complaint directly involves the Program Director, the student may submit the written complaint to the Department of Biological and Health Sciences Chairperson.
3. Within the two-week period following receipt of the complaint, the Program Director will meet separately with those involved to clarify the complaint and attempt to reach a negotiated settlement. If a hospital employee is involved, the Program Director may meet with the employee's supervisor and/or a Human Resource representative. The Program Director will meet with the student by the end of the two-week period to discuss the outcome of the negotiations.
4. If the problem is not resolved in step 3, the student may utilize the following mechanisms:
 - Within a one-week period, submit the written complaint to the Department of Biological and Health Sciences Chairperson. The Assistant Chairperson will respond to the complaint within a two-week period from receipt of the complaint.
 - Petition the Chairperson of the Department of Biological and Health Sciences.
 - Utilize the university judicial system as described in the University's *Student Code of Conduct*.

Radiologic Technology Program Educational Records Confidentiality Policy

1. The Radiologic Technology program adheres to the Family Educational Rights and Privacy Act (FERPA) which can be viewed at: <https://www.commonwealthu.edu/cost-and-aid/ferpa>
 2. Confidential information from student educational records shall not be disclosed to any individual or agency outside the program without the written consent of the student with the exception of a lawful court order, subpoena, or request of a site visitor representing the program's accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Email: mail@jrcert.org
-

Radiologic Technology Program Future Employment/Career Advancement Policy

Second-year students are allowed 2 days of absence or the equivalent of 14 hours without penalty for interviews or activities related to future employment or career advancement.

Following are rules/regulations pertaining to the absence:

1. Activities include required college interviews, personal interviews for employment in diagnostic radiology, and orientations/interviews for specialty area programs.
2. No more than two students will be granted time off on the same day.
3. No student will be granted time off while assigned to the evening clinical rotation.
4. No time off will be granted during regularly scheduled classes that incorporate a final exam.
5. If a class is going to be missed, the student is responsible for personally notifying the instructor prior to the class.
6. Students must follow the following procedure when requesting the absence:
 - The student must notify the Program Director personally at least two days prior to the anticipated absence. If permission is granted, the student must immediately notify the Director of Clinical Education of the scheduled absence.
 - The student will be given an *Attendance Verification* form. The form is to be taken to the interviewer, completed by the interviewer, and returned to the Program Director on the student's first day back in school.
 - If the *Attendance Verification* form is not submitted on the next day of attendance and/or the guidelines have not been followed, the absence will not be considered a future employment or career advancement day.

Radiologic Technology Program Grading Policy and Grade Equivalents

Clinical course grades are determined by the sum of the weighted clinical evaluation forms completed for each student during the semester. The percentage value that each evaluation will contribute to the final grade is provided in the clinical course syllabus.

Non-modular didactic course grades are determined by the sum of the weighted class activities. The percentage value that each activity will contribute to the final grade is provided in the course syllabus.

For didactic courses which incorporate modules, the course grade is determined by the sum of the weighted modular grades. Each module grade is determined by the sum of the weighted class activities. Each module weight and the percent value that each class activity will contribute to the final module grade are provided in the course syllabus.

The method for determination of the final grade for a modular component or for a full non-modular course will be at the discretion of the individual instructor. All program courses will use the following grading system:

From Evaluation Form to Grade Book:	From Final % Grade to Final Letter Grade:	
A = 97	100-94	A
A- = 92	93-91	A-
B+ = 89	90-88	B+
B = 86	87-85	B
B- = 83	84-82	B-
C+ = 80	81-79	C+
C = 77	78-76	C
C- = 74	75-70	C-
D+ = 68	69-67	D+
D = 65	66-64	D
D- = 62	63-61	D-
F = Below 61	60 or less	F

A student will receive notification from the appropriate program faculty when they are not making satisfactory progress within program courses.

At mid semester and at the completion of courses, students may access grades through the University's online student portal.

Radiologic Technology Program Health, Insurance, and Background Check Policy

Prior to beginning classes at the Sayre site, students must provide documentation for health, insurance, and background checks. Students will be provided a list of Health, Insurance and Background Check Requirements. Students will be contacted by The Guthrie Clinic Medical Education department to complete the process. Students who do not provide documentation for the above requirements will not be allowed to participate in clinical assignments.

Radiologic Technology Program Illegal Drug and Alcohol Abuse Policy

The Guthrie Clinic and the Sayre program officials are committed to providing excellent health care and a drug/alcohol free learning environment. This means that impairment due to the use of illegal drugs or the abuse of alcohol is prohibited. This policy defines the behaviors required of students who are considered volunteers at The Guthrie Clinic, the consequences of prohibited behavior, and the opportunities available to students who wish to seek treatment for drug- or alcohol-related problems. Sayre site radiology students must be aware of the following rules:

1. Students are prohibited from being “impaired” by illegal drugs or the abuse of alcohol. Students also are prohibited from using, possessing, selling, receiving, transferring, trading, conveying, and/or dispensing illegal drugs or alcoholic beverages during program hours, on Guthrie premises, or while using or conveying “Guthrie property.”
 - Impaired means: a student has illegal drug(s) in their system at a level at or above the GC/MS confirmation level, or alcohol in their system at or above the breath alcohol, salivary alcohol, or blood alcohol confirmation level established by Guthrie. While initial cutoff levels may be invoked in screening processes, any level(s) at or above the confirmatory level(s) of the analytical process/laboratory shall be interpreted as being positive in the confirmation process for drugs. The Guthrie Clinic Drug and Alcohol Testing Program confirmation levels will be used to determine results.
2. From time to time, students may be required to submit to requested drug and alcohol testing in accordance with this policy and the circumstances set forth. Any student who violates this policy will be subject to disciplinary action, as specified herein, up to and including dismissal from the Radiologic Technology Program.
3. The Guthrie Clinic shall conduct urine drug and/or blood and/or breath alcohol tests on a student when there is “reasonable suspicion” that the student is using illegal drugs or alcohol on an impermissible basis in violation of this policy. Any student who fails or refuses to submit to reasonable suspicion testing on an immediate basis shall be treated as both having violated the policy and as having a positive test result, regardless of the ultimate provision of any urine, blood, or breath sample submitted for such testing by the student.

- “Reasonable Suspicion” is derived from detection and/or observation of some or all of the following:

Unusual Physical Sign(s)	Unusual Behavior(s)	Complaint(s) from:
Changes in / Slurred speech	Irrational / unusual behavior	Client or vendor
Staggered gait or imbalance	Carelessness / negligence	Visitor
Impaired dexterity / agility	Unexplained emotional disruption	Employee
Bloodshot eyes	Threats or violent outbursts	Immediate Supr/Mgr
Confusion / disorientation	Frequent tardiness or absenteeism	Other credible witness
Lack of lucidity / concentration	Unexplained whereabouts	
Odor of alcohol	A record of avoidable accidents	
Other	Guthrie-owned motor vehicle accident	
	Other serious accident while working	

- In order for reasonable suspicion to be established, three employees must agree that the circumstances constitute reasonable suspicion; at least one must be a supervisor and one must be a (member of Human Resources or its designee(s)).
4. If reasonable suspicion is established, the student will be immediately escorted to EHO by the supervisor or program official for testing. The student will be offered counseling by a representative of the Guthrie Robert Packer Hospital Thrive Wellbeing and a drug screen will be conducted.
 5. If a student tests “positive,” they will immediately be escorted from The Guthrie Clinic property.
 6. The student will be notified of their dismissal from the Radiologic Technology Program and an advising session with the Program Director will be scheduled.
 7. Students may seek counseling services provided on the Mansfield campus by the *Academic Advising Center* (South Hall, telephone 570-662-4825), the *Counseling Center* (South Hall, 144, telephone 570-662-4436), and the *Career Center* (South Hall, Ground Floor, telephone 570-662-4133).

CU Mansfield/Guthrie Robert Packer Hospital Radiologic Technology Program JRCERT Standards and Non-Compliance Student Allegations

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). JRCERT accreditation is important because it tells you an educational program is committed to academic excellence, health care quality, and patient safety.

1. JRCERT accreditation is especially important to students because:

- The JRCERT is the *only* organization recognized by the U.S. Department of Education (USDE) to evaluate and accredit education programs in radiography and specialty modalities.
- Graduation from a JRCERT-accredited program assures that you are competent to provide safe, high quality patient care.
- JRCERT accreditation demonstrates that a program adheres to the national educational standards that will provide you with the knowledge, skills, and attributes through didactic and clinical education you need for entry into your chosen profession and to practice your profession anywhere in the United States.
- In some states, only graduates of JRCERT-accredited programs are eligible for licensure or certification. Graduation from a JRCERT-accredited program assures that you will be eligible to practice in all states.
- Many employers require job applicants to be graduates of programs accredited by JRCERT.

2. Students can access JRCERT Standards on the internet by using the following link :

[2021-Radiography-Standards.pdf](http://jrcert.org/2021-Radiography-Standards.pdf) (jrcert.org)

3. If a student alleges non-compliance by the Radiography Program with the JRCERT Standards, the student may do the following:

- First, the student should contact the program director and submit a written statement explaining the non-compliance allegation.
 - The program director will document the allegation, resolve the problem, and retain follow-up documentation.
- If the problem is not resolved by the program director, the student will follow the University's Due Process Policy.
- If the student believes their concern has not been properly addressed by the program director and University Due Process, they may then contact the JRCERT directly:
 - 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182
 - (312) 704-5300, phone
 - (312) 704-5304, fax
 - mail@jrcert.org

Radiologic Technology Program Student Conduct and Disciplinary Policy

Students are subject to all program rules and conduct regulations found in the *Commonwealth University Student Code of Conduct* as well as all Guthrie Clinic rules found in the *The Guthrie Clinic Code of Conduct: 15803798* and regulations governing behavior when assigned to the any Guthrie Clinic entity. At all times, students are expected to conduct themselves professionally while on the Sayre Campus.

In situations in which a violation of civil or criminal law has occurred on campus, University authorities may refer the case to an off-campus law enforcement agency. The table on the following page classifies specific acts which warrant disciplinary action:

Class A Acts	Class B Acts
<ol style="list-style-type: none"> 1. Use of unauthorized possession of intoxicating beverages or drugs on hospital property or reporting to the clinical or classroom area under the influence of drugs/alcohol. 2. Larceny, misappropriation, or unauthorized possession of property belonging to the hospital, school, other student, employee, patient, or visitor. 3. Damaging, destroying, or tampering through negligent or deliberate acts, property belonging to the hospital, program, students, patients, or visitors. 4. Indecency or immoral conduct of any nature on hospital premises, including sexual harassment. 5. Threatening, intimidating, or coercing any person. 6. Possession or use of firearms or dangerous weapons on hospital property. 7. Actual or threatened physical assaults or intentional or reckless injury to persons or property. 8. Use of vile, intemperate, or abusive language or acting in a disrespectful manner in person or via social media toward any employee, patient, school official, or any person at any time. 9. Misuse or falsification of patient, student, or official hospital or school records. 10. Removal of patient, student, or official hospital or school records without proper authorization. 11. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the University or Program. 12. Conviction of a felony. 13. Committing a breach of confidentiality. 	<ol style="list-style-type: none"> 1. Unauthorized absence from clinically assigned area. 2. Sleeping, loitering, or loafing during program hours. 3. Insubordination or refusal to follow orders. 4. Discourtesy or disrespect to a classmate, staff member, patient, or visitor. 5. Repeated absences or tardiness from classes or clinical assignments. 6. Unauthorized departure from clinical assignments. 7. Failure to report an absence from class or clinical assignment properly. 8. Disregarding established safety, housekeeping, or sanitary conditions. 9. Smoking on any Guthrie property. 10. Unauthorized removal of hospital property. 11. Distributing or displaying unauthorized written material. 12. Solicitation of tips, gratuities, or personal favors from patients, visitors, or others. 13. Disregarding instructions about personal appearance, uniform, dress, or personal hygiene (includes body or tobacco odor) 14. Disorderly conduct such as fighting, creating a disturbance, horseplay, or annoying another student or person while on hospital property. 15. Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities. 16. Misuse of clinical time. 17. Failure to adhere to PPE requirements.

A student who is found in violation of a Class A act may be subject to immediate and permanent dismissal.

A student who is found in violation of a Class B act shall be subject to progressive disciplinary action:

- 1st offense: Counseling/Written Warning
- 2nd offense: Sanction at discretion of faculty
- 3rd offense: Immediate and permanent dismissal

Sanctions May Include:

1. **Counseling.** Informative session stating a violation has occurred and describing the details of the occurrence.
2. **Written Warning.** Reprimand for violation of specified regulation.
3. **Restitution.** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
4. **Probation.** The conditions of that probation, such as its deviation, limitations, and specific penalties are stated.
5. **Disciplinary Probation.** A written notice placing the individual on probation. The conditions of that probation, such as its duration, limitations, and specific penalties are stated in the probation. Disciplinary probation means that any further violation of clinical site/University policy could result in suspension or dismissal. Parents will be notified when dependent students are placed on probation.
6. **Disciplinary Suspension.** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time. The individual may return to the program at the termination of the period of suspension without readmission to the University.
7. **Disciplinary Dismissal.** Termination from the program.
8. Other sanctions may be imposed which the faculty deems appropriate to the offense.

*In the event of dismissal, students may receive due process of law through the University judicial system. An explanation of the University judicial system is found in the *Commonwealth University Student Code of Conduct*.

*A sanction of Disciplinary “Suspension” or Disciplinary “Dismissal” will be noted on a student’s transcript. Notations of “suspension” will be removed from the transcript once the period of suspension ends. Notations of “Dismissal” are considered a permanent part of a student’s transcript.

Radiologic Technology Program Wireless Devices and Social Media Policy

Use of wireless communication devices is *strictly prohibited* within clinical facilities as they have the potential to interfere with patient monitoring systems and life support machinery. *They must be turned off during all clinical and class time. Students may not carry these devices during clinical rotations.* These devices are disruptive to the learning environment.

- **In accordance with The Guthrie Clinic Social Media Policy 15246869:**

If you choose to participate in social media:

- **Never** – Share information (confidential, PHI or other) you know as a result of your clinical experience at The Guthrie Clinic. HIPAA breaches will result in immediate and permanent dismissal from program.
- **Never** – Post/participate during clinical experience from personal or The Guthrie Clinic-owned devices.
- **Never** – Use camera functions on The Guthrie Clinic premises as the potential exists to have confidential information or patients captured in the background.
- **Never** – Post images or information from the clinical site, even if it contains no patient identifiable data.
- **Never** – Discuss school or work-related problems.

Radiologic Technology Program Tech Aide Employment Policy

Employment as a Tech Aide within the Radiology Department may be available to students on a voluntary basis for weekends, holidays, and during student breaks. The following are guidelines and rules pertaining to Tech Aide employment:

1. The Radiology Department Supervisor may inform students about available positions. Students who are interested in pursuing employment as Tech Aides must apply for the positions via The Guthrie Clinic career portal and accept the terms of employment.
2. There must be no conflict in time between clinical/class program hours and Tech Aide hours.
3. When working as Tech Aides, students must wear the Guthrie employee name tag and Guthrie employee dosimeter as well as abide by all Guthrie employee rules and regulations.

Radiologic Technology Program Withdrawal Policy

1. Students wishing to change their major should send an email from their university email account to their advisor. The advisor will then forward the request to the program director of the program the student wishes to enter. If the program director agrees that the student meets the requirements to enter their program, they will send an email to the chairperson who will then email a request to the Registrar's Office. The student, advisor, and program director will be cc'd on all correspondence. Permission is no longer required from the director of the program the student is transferring out of; however, the student should be encouraged to let their old advisor know out of courtesy.
 2. Students who wish to withdraw from the university may start the process by clicking the following link [Withdrawal Information | Commonwealth University](#) and expanding *Steps to Withdrawing from Commonwealth University*.
 3. Students who withdraw must surrender their Guthrie Clinic I.D. badge and dosimeter to the Program Director prior to leaving the Sayre site. For off-campus students: The I.D. badge and dosimeter are Guthrie property and must be returned to the program director within one week of notifying the Program Director of intended withdrawal from program.
-

Radiologic Technology Program Graduation Requirements

In order to graduate from the program, each student must:

1. Earn at least a "C" grade for all professional courses with RADT prefix.
2. Earn at least a "C-" grade for Human Anatomy and Physiology I and College Algebra.
3. Achieve at least the minimum Q.P.A of 2.0.
4. Complete the course requirements for general education and the major.
5. Achieve all the Radiologic Technology Program's competencies.
6. Satisfy all financial obligations to the University and The Guthrie Robert Packer Hospital.
7. Complete "Intent to Graduate" in Banner.
8. Complete the ARRT clinical competency requirements.

Radiologic Technology Program Post-Graduation Employment and Career Advancement Information

The Radiologic Technology Program has an excellent reputation. Students have found jobs and career advancement opportunities throughout the U.S.

Although the program offers no formal job placement service, graduates have had a high level of success in attaining jobs and specialty area training. Sources of employment and information about accredited specialty programs include:

1. Job search websites such as Indeed
 2. *Radiologic Technology*, a journal published by the American Society of Radiologic Technologists (ASRT) and the ASRT website: <http://www.asrt.org>
 3. The American Registry of Radiologic Technologists (ARRT) website: <http://www.arrt.org>
-

Radiologic Technology Program Specialty Area Preceptors

A preceptor is a person who supervises and provides guidance to students during clinical assignments within a specialty area. The Radiologic Technology Program's accreditation agency (JRCERT) mandates proper supervision of students in all clinical areas. One way of ensuring this is to identify a preceptor for each specialty area. Preceptor responsibilities include:

1. Greeting the student at the beginning of the rotation and introducing the student to staff.
2. Providing the student with a tour of the department and a brief overview of the equipment and exams performed in the department.
3. Reviewing important departmental policies and procedures with the student.
4. Supervising the student in the clinical practice setting and ensuring clinical objectives are met.
5. Monitoring student attendance and reporting absences to the program's Director of Clinical Education.
6. Providing constructive feedback, evaluating student progress, and resolving any problems.
7. Providing alternate learning experiences when the workload is slow or advising the student to report to a clinical faculty member for reassignment.
8. Contacting the clinical program faculty members concerning any issues that may arise.

9. Being available to the student or providing a back-up preceptor in case of absence from the clinical area.
10. Ensuring that the student evaluation is completed at the end of the clinical assignment and that it is submitted to the Director of Clinical Education.

**Preceptors listed on p.11*

Radiologic Technology Program Scholarship and Loan Information

There are numerous educational loan programs sponsored by state and federal governments. Information on these can be found in a high school guidance office or the Financial Aid Office of the university. You may contact the University Financial Aid Office at (570) 662-4129 or email for more information at financialaid@commonwealthu.edu

For state-sponsored scholarships and low-interest loan programs, contact your local state department of education.

In addition, scholarships are available through the American Society of Radiologic Technologists (ASRT) Foundation. These scholarships are available to outstanding entry-level radiologic sciences students who are student members of the ASRT.

- Jerman-Cahoon Student Scholarship
- Royce Osborn Minority Student Scholarship
- The Ricard S. Kay Endowed Scholarship
- Parsons Degree Achievement Scholarship
- LGBTQ+ Scholarship
- Memorial Scholarship
- Jorge A. Casañas Hispanic Scholarship
- Virginia Milligan Memorial Scholarship

More scholarships and information can be found at the ASRT Foundation website:

<https://foundation.asrt.org/>

The Guthrie Clinic offers two categories of scholarships. One is for students who are planning a career in health care and the other is for children of Guthrie employees who are enrolling in an accredited junior college, college, or university. This scholarship will support any field of study.

Students can obtain an application and further instructions by visiting www.guthrie.org/news , then click "Download Application" in the right margin under Scholarships.

Radiologic Technology Program Counseling and Tutoring Services

Academic, personal, and career counseling services provided on the Mansfield campus by the *Academic Advising Center* and the *Counseling Center* both located in South Hall (570-662-4436), and the *Career Center* in Alumni Hall (570-662-4133). Tutoring services are provided by the *Learning Center* located in South Hall (570-662-4828) or (570-662-4436)

At the Sayre site, program faculty members are available for academic, career, and tutoring services throughout the year. Students can also take advantage of the onsite, free, confidential, mental health counseling through the Thrive Wellbeing Program. The Thrive Wellbeing Program can provide support for issues such as family or marital problems, stress problems; interpersonal difficulties; depression and related problems such as insomnia, weight gain or loss, etc.; and any other concerns that interfere with the student's sense of wellbeing. The Thrive Wellbeing Manager can be contacted at 570.887.5398 or Dawn.Clover@guthrie.org to schedule an appt.

Radiologic Technology Program Health and Wellness Department Services

The Guthrie Robert Packer Department of Medical Education maintains a record of student health requirement documentation. All health requirements are approved by the Hospital Employee Health and Wellness Department.

The Employee Health and Wellness Department must be notified when students are diagnosed as having Staphylococcus, Streptococcus-Group A pyogenes, or any reportable disease. Students with fevers above 100.00 may not participate in the care of patients. Students must be fever-free for 24 hours without use of fever-reducers (Tylenol, Ibuprofen, etc.) before returning to patient care assignments.

The Employee Health and Wellness Department will notify the Guthrie Robert Packer Hospital Infection Control Officer. A decision will be made to remove these students from patient care areas, as necessary. CDC "*Guidelines for Infection Control for Hospital Personnel*" will be used for determining clinical restrictions.

In addition to these CDC recommendations, students with positive cultures for streptococcus pyogenes, staphylococcus aureus, and other identifiable bacterial organisms may not return to patient contact assignments until cultures are reported as negative. Re-culturing will be done at an appropriate time after initiation of antimicrobial medication.

Radiologic Technology Program Health Services in Sayre

Students will receive healthcare in the Family Practice Clinic of The Guthrie Clinic. Student medical records will be kept at the main campus unless specifically requested by the student to be forwarded to the Family Practice Clinic in Sayre. Student prescriptions will be filled at The Guthrie Clinic Pharmacy. For appointments in family practice call **2239**. After hours, students should call the senior resident physician on duty, in the Family Practice Clinic, for treatment in the ER. A next-day mandatory follow-up in Family Practice will be scheduled.

Family Practice Hours: Mon. – Fri. 8-5; Mon. – Thur. 5-9; Sat. 8-12

Act Clinic Hours: Mon – Fri. 7- 8; Sat. – Sun. 9 - 1

Who is eligible for services?

Comprehensive primary health care services are provided to registered full- and part-time undergraduate students while classes are in session.

This includes:

- Undergraduate: Full-time 12+ credits
- Part time: 7-11 credits

You must present your currently validated I.D. card at your appointment.

What is met by “Primary Health Care Services?”

These are the services covered by the health fee, which you pay each semester:

- Primary evaluation, diagnosis, prescription, and treatment of common conditions.
- Vision and/or hearing examinations.
- Some laboratory testing, including blood sugar, hemoglobin, hematocrit, strep screen G.C. culture, and urine dipstick.
- Personal health counseling including dietary counseling, personal hygiene, and family planning counseling (reproductive health education and appropriate referral).
- Some surgical procedures which can be performed in the health care facilities.
- Allergy injections when the student provides their own serum.
- Many treatments which can be performed in the health office.
- Immunizations and vaccinations shall be limited to tetanus as a result of injury requiring a booster.

**Medications to treat acute illness or injury (antibiotics, antihistamines, anti-inflammatory, steroids, analgesic preparations, cough-cold preparations) may not be covered by the health fee.*

Remember:

- Always call for an appointment.
- Present a validated I.D. card at the appointment.
- If the appointment cannot be kept, call and cancel.
- Emergencies during the Family Practice Clinic hours can be handled without a prior appointment. CALL FIRST!

What services are charged to CU Mansfield students?

All ancillary testing and services will be billed directly to you. These include:

- X-rays
- Sutures of lacerations
- Casts
- Medications for chronic and long-term illness (including allergy injections when students do not have their own serum)
- Certain laboratory testing (student must be informed if a specific test is not covered)

Emergency Room visits are not covered under the contract.

Are prescriptions from my own doctor covered?

No. Only prescriptions from Guthrie physicians affiliated with the contract are covered.

Doctor's Excuse

Any doctor's excuse for absence from school must be presented immediately to the Program Director. It will be placed in the student's file.

Radiologic Technology Program Tuition, Fees, Housing, and Dining Information

Current information about tuition, fees, housing, and dining may be obtained from the University Office of Student Accounts by telephone: (570) 662-4888 or by visiting the CU Mansfield website: [Mansfield | Campus Life | Commonwealth University of PA](#) . Housing and dining facilities are available both on the Mansfield campus and Sayre site.

Information concerning the housing and dining facilities on the Mansfield campus can be obtained from the Office of Housing, Dining and Campus Life by telephone: (570) 662-4934 or (570) 662-4952 or by e-mail: housing@mansfield.edu

For information about housing and dining at the Sayre site, contact Taylor Donahue, Coordinator of Student Services, by telephoning: (570) 887-4716 or by e-mail: tdonahue@commonwealthu.edu

Radiologic Technology Program Student Handbook Confirmation of Briefing

I received a briefing by the Radiologic Technology Program faculty members concerning the contents of the Radiologic Technology Program Sayre site Student Handbook. I understand the content of the handbook and agree to abide by all the policies and regulations contained within it.

Student Print Name

Student Signature

Date