

IVY TECH COMMUNITY COLLEGE
Terre Haute Medical Imaging
SCHOOL OF HEALTH SCIENCES



RADIOLOGY PROGRAM
STUDENT POLICY MANUAL/HANDBOOK
Cohort
2023 – 2025

Version 6.5.2023

**IVY TECH COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES
MEDICAL IMAGING-RADIOLOGY PROGRAM
STUDENT POLICY MANUAL/HANDBOOK**

Non-Discrimination and Equal Opportunity Policy

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all protected classes – race, religion, color, sex, ethnicity, national origin, physical and mental disability, age, marital status, sexual orientation, gender identity, gender expression, veteran, or military status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/ affirmative action institution. For more information review the Student Equal Opportunity, Harassment, and Non-discrimination Policy and Procedures at:

https://docs.google.com/document/d/1_tEgc3NcKFTkromsOBpvOHFzzWZiJgRHhrU1nwsAR4g/preview

Booklet Disclaimer

This Medical imaging- Radiology cohort 2022-2024 handbook is intended to supply accurate information to the reader. The imbedded links take the reader directly to the Ivy Tech policy for further clarification. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handbook and its provisions are not in any way a contract.

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LATEX ALLERGY RELEASE

I, _____, am aware that I have a latex allergy and that there are major risks involved in working in an environment where latex supplies and equipment are being utilized. As with any allergy, what begins as a minor irritant may eventually turn into a major health issue, including respiratory involvement from inhaling airborne particles. While Ivy Tech Community College will try to accommodate my special needs by providing latex free products I _____, acknowledge that they cannot guarantee there will be no exposure to latex. The college does not have the authority to dictate to clinical sites or other external organizations what accommodations can be made for me.

I recognize that latex exposure is common in most healthcare facilities. The risks of pursuing a degree in this field have been discussed with me. However, I choose to continue my education in the _____ program.

Signature

Date

Program Chair

Date

As of this time, I have no known latex allergy. I am aware this type of allergy can develop at any time and will notify my Program Director if an allergy develops as well as my Clinical Instructor.

Signature

Date

Printed Name

.....63

EXTERNSHIP/CLINICAL ATTENDANCE POLICY69

Introduction – MEDI - Radiology

The Medical Imaging Program Radiologic Technology Concentration at Ivy Tech Community College welcomes you. The Medical Imaging Program Radiologic Technology Concentration at Ivy Tech Community College is designed to provide you with the knowledge and credentials necessary to pursue a career in Radiologic Technology. Graduates of the program are eligible to become Registered Technologists with the American Registry of Radiologic Technologists in the area of Radiography after successful completion of a written competency examination. This will allow you to be certified with the Indiana State Department of Health in general radiography. Many other states also recognize the ARRT credentialing process and will grant certification in their states upon application. In a few states, an additional test is required to gain certification to work. Graduates of Ivy Tech Community College Medical Imaging Program Radiologic Technology Concentration will also receive an Associate of Applied Science Degree.

Radiologic Technologists are responsible for operating all sorts of x-ray and other imaging equipment and obtaining the best quality examinations possible. Radiologic Technologists work closely with doctors and other members of the health care professions to provide the best patient care available.

Accrediting Organizations

The College is accredited by the Higher Learning Commission.

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604
800-621-7440 or 312-263-0456
<https://www.hlcommission.org/>

The Medical Imaging Associate of Applied Science Program is accredited by the Joint Review Committee on Education in Radiological Technology.

Joint Review Committee on Education in Radiological Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

Ivy Tech Student Handbook/Policy Manual

The purpose of the School of Health Sciences Handbook/Policy Manual is to apply concepts of The Ivy Tech Community College Student Handbook to students enrolled in the School of Health Sciences. The full Ivy Tech Student Handbook is available at: <https://www.ivytech.edu/studenthandbook/index.html>

Program Mission/Philosophy

The faculty strives to provide a positive, challenging, and supportive environment in which students are able to develop the skills necessary to succeed as a Radiological Technologist. The Medical Imaging Faculty believes that the learning process is a shared responsibility between the faculty and student. The faculty lays the foundation for learning and the student exhibits the study habits and attitude conducive to learning.

The Medical Imaging faculty is committed to providing students with a broad base of knowledge utilizing the most current technology and facilities available. In keeping with this philosophy, faculty members continually seek opportunities for professional development, certifications, and internships. In addition to providing students with the necessary clinical and administrative skills, emphasis is placed on the importance of treating all patients with compassion, empathy and tolerance.

Online Application Process

All Selective Admission Program applicants must use the School of Health Sciences and Nursing Online Application system. In order to be considered for admission into one of these limited enrollment programs, an application must be submitted during the application window. No paper or emailed applications will be accepted. For further information please go to this link: <https://www.ivytech.edu/35320.html>

College General Education Outcomes

GENERAL EDUCATION OUTCOMES

The College has identified six general education areas of focus, in accordance with the state's definition of a general education, designed to provide students with the tools to be productive, responsible citizens and lifelong learners. The general education areas are:

1. Written communication
2. Speaking and listening
3. Quantitative reasoning
4. Scientific ways of knowing
5. Humanistic and artistic ways of knowing
6. Social and behavioral ways of knowing

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GENERAL EDUCATION OUTCOMES

The College has identified six general education areas of focus, in accordance with the state's definition of a general education, designed to provide students with the tools to be productive, responsible citizens and lifelong learners. The general education areas are:

1. Written communication
2. Speaking and listening
3. Quantitative reasoning
4. Scientific ways of knowing
5. Humanistic and artistic ways of knowing
6. Social and behavioral ways of knowing

General education student learning outcomes are assessed at or near the end of the student's program in the capstone course. Individual assessment results are also compared with student's initial assessment to determine whether the students' learning improved during their time at the College.

Assessment results are reviewed and analyzed by College faculty, staff and administrators. The results are used to inform changes or improvements in curriculum, academic support services, College procedures, etc. Ongoing assessment and evaluation enable the College to ensure high quality teaching and learning and effective academic and student support systems.

Terminal Program Objectives – Medical Imaging - Radiology

Upon completion of the program, the graduate will be able to:

1. Students will have the necessary skills to function as competent entry-level radiographers
2. Students will model the importance of professionalism and life-long learning.
3. Students will develop problem solving and critical thinking skills.
4. Students will have effective communication skills.

STUDENT LEARNING OUTCOMES

1. Students will be clinically competent
Student Learning Outcomes:
 - Students will demonstrate positioning skills
 - Student will select appropriate technical factors
2. Students will demonstrate professionalism.
Student Learning Outcomes:
 - Students will be able to integrate patient care skills in clinical
 - Students will be able to choose proper radiation safety
3. Students will display problem-solving and critical thinking skills.
Student Learning Outcomes:
 - Student are able to determine modifications needed for exams
 - Students are able to criticize images for diagnostic quality
4. Students will be able to effectively communicate.
Students Learning Outcomes:
 - Students will be able to produce effective written communication
 - Students will be able to produce effective oral communication

Licensure/Certification Identification Requirement

Many Health Science Programs have Technical Program Outcomes of certification or licensure examinations. Students may be required to have a Social Security Number and/or a State Issued Photo Identification Card to take these examinations. Students not possessing these should begin working on appropriate documentation with their campus International Student Advisor/DSO early in the program.

Facilities

Teaching Facilities

All facilities and resources of the Ivy Tech Community College are available to Medical Imaging/Radiology students. Students are encouraged to use support services available, as well as on-line. Instructional support services include among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and use of Ivy Learn to enhance course delivery.

Clinical Facilities

The clinical/externship experience is an integral part of the educational experience for all Radiology students. The Program has affiliation agreements within each regional service area. For more information on clinical affiliates, please contact the Medical Imaging Program Chair. The clinical is required for program completion. Each Radiology student is required to complete 1664 unpaid hours. Clinical competency requirements can be found at www.arrt.org
Clinical Affiliates of the Medical Imaging Program Radiologic Technology Concentration at Terre Haute. Clinical site locations are subject to change.

1. IU Health Bedford Hospital	812-275-1200
2. IU Health Bloomington Hospital	812-353-5887
3. IU Health Paoli Hospital	812-723-7414
4. IU Health Morgan Hospital	866-655-2273 ext.1187
5. IU Health Arnett Lafayette	765-838-6042
6. Monroe Hospital	812-825-0834
7. Ascension St. Vincent Clay Hospital	812-442-2560
8. Sullivan County Community Hospital	812-268-4311
9. Terre Haute Regional Hospital	812-237-1625
10. Union Hospital Terre Haute	812-238-7581
11. Union Hospital Clinton	765-832-2451 ext.317
12. Union Associated Physicians (UMG) Clinic	812-232-3357
13. Union Associated Physicians (Downtown)	812-242-3839
14. Union Convenient Care	812-244-1800
15. UAP Clinic Bone and Joint Center	812-242-3005
16. Greene County General Hospital	812-847-2281
17. Southern Indiana Ortho. & Sports Medicine	812-355-2387
18. Davies Community Hospital	812-254-8851
19. Good Samaritan Hospital	812-885-3351
20. Franciscan Health Crawfordsville	765-362-2800
21. Horizon Health Paris	217-466-4773
22. Southern Indiana Radiologic Associates	812-333-7676 ext. 341
23. Putnam County Hospital	765-653-5121

Student Support Services

<https://www.ivytech.edu/enrollmentcenter/>

Advising

Ivy Tech Community College uses an Academic/Faculty advisor system. On admission, each degree student is assigned both an Academic and a Faculty Program advisor whose purposes are to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.
- Students may meet with their advisors during a designated registration session as or as needed during each semester.

For more information, go to <https://www.ivytech.edu/advising/>.

Health Services

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on college premises or on any premises designated by the College. Students are also covered while traveling to and from college-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical services may be requested. If a student has a seizure or black out while on campus emergency medical services will be notified. Ivy Tech Community College does not

provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

Ivy + Career Link

Ivy+ Career Link is available to help you in a number of ways:

- Individual coaching to develop their interests, strengths, and career objectives.
- Tools to explore today's careers that provide meaningful insight into the labor market.
- Resources to develop employability skills needed to become career ready in today's global workforce.
- Support in securing career experiences in and out of the classroom.
- Employers and career opportunities in fields of interest.

For more information, go to <https://www.ivytech.edu/career-development/>

Housing

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

Transportation

- All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense. The College does not guarantee transportation to, from or during any clinical experience.
- The College is not responsible for injury or loss resulting from transportation to, from, or during any clinical experience.
-
- Student assumes all risks in connection with ride-a longs or transportation to, from, or during any clinical experience.
- The College does not perform, nor can it ensure a motor vehicle record check of third-party drivers of clinical affiliates.
- A student who wants to make a complaint or report driver issues should do promptly by reporting to their instructor.
 - The instructor or program leadership should ensure that action is taken (such as reporting to the clinical educator/affiliate contact and assisting the student to identify alternate transportation means), ensuring no retaliation, so that the student can continue the clinical experience.

Disability Support Services (DSS)

Students pursuing the Medical Imaging Program must be capable of fulfilling the Essential Functions of Radiological Technology Program Students included in the Admission, Progression and Graduation Policies section of this booklet. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. DSS will also aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student's responsibility to contact the campus DSS representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with DSS if requesting specific services, academic adjustments or other accommodations for a disability. Prospective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least **one month prior to the need for accommodations**. Documentation of the disability must be on file with the DSS office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the DSS go to <http://www.ivytech.edu/dss/> or contact Jamie Frye at 812-298-2282. All students are expected to meet entry requirements. Essential elements of courses and programs and licensing requirements relevant to a program curriculum cannot be waived, although they may be reasonably accommodated. Please refer to the regional contact information at the back of this handbook. If you will require assistance during an emergency evacuation, notify your instructor on the first day of class in order to be prepared for emergencies. Look for evacuation procedures posted in your classroom.

Financial Information - <http://www.ivytech.edu/financial-aid/contacts.html>

Tuition and Fees

Tuition and fees are set by the State Board of Trustees and are subject to change. Two recent programs have been established to assist students with tuition and textbook costs:

- **Ivy+ textbooks** mean all required textbooks are one price.
- **Ivy+ tuition** means the student gets the same tuition rate if you enroll in 12 or more credits per semester. <https://www.ivytech.edu/tuition/>

Expenses for the Health Science student may include fees, educational materials, uniforms, and other materials/equipment for use in the clinical and classroom area. At the time of participation in any certification pathway, the Medical Imaging student will incur expense associated with obtaining the required physical examination, immunizations, tuberculosis testing, and Healthcare Provider CPR

Commented [JA4]: Inclusive Tuition Ivy Plus (not include Frozen Tuition). This is from Website

• **Ivy+ textbooks** means all required textbooks are one price. For even more value, students* in the 2021-2022 academic year will have the cost of required textbooks covered, for free!

• **Ivy+ tuition** means the student gets the same tuition rate if you enroll in 12 or more credits per semester. It is the same price if the student takes 12, 13, 14, or 15 or more credits.

certification (American Heart Association or American Red Cross), criminal background check and drug screen. Students should also anticipate costs associated with applying for certification upon completion of the Radiology Program.

Financial Aid

Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the College in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor.

Financial Obligation

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

Liability Statement

Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses within the Medical Imaging Program. The limits of liability for the Institutional Professional Liability coverage are \$1,000,000 for each medical incident and \$3,000,000 aggregate. This coverage extends to clinical/externship experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance.

Student Accident Insurance

For students registered in credit courses, the College provides no-fault accident insurance in a designated amount of \$3,000 for injuries sustained while participating in College-sponsored activities, on College premises or any premises designated by the College (i.e. clinical site). Injuries which are not deemed accidents but rather arise from an underlying sickness or health condition are generally not covered.

Examples of covered accidents include, but are not limited to, the following:

- Cutting a finger while chopping an onion in culinary arts class
- Getting a fleck of metal in the eye while welding in auto body repair class
- Twisting an ankle while lifting a patient in nursing class
- Exposure to bloodborne / airborne pathogen (i.e., needle stick sustained at clinical)

In the case of a pathogen exposure, source patient testing is covered under this policy. A source patient utilizing this insurance will need to complete the claim form in the same manner as the student.

This accident insurance is **excess insurance**, meaning all other valid and collectible medical insurance must be utilized prior to the consideration of this insurance. It is not intended to replace insurance coverage students may already have, rather, it is intended to fill in the gaps (pay for deductibles, co-pays or other eligible expenses) of a primary medical insurance policy up to the accident policy limit. Students should review their own coverage. In the absence of other insurance, this insurance becomes primary. Coverage is provided at no cost to the student. The offering and use of this insurance **does not** represent an acceptance of liability from the College.

Once the maximum policy benefit of \$3,000 is reached, the student is fully responsible for payment of medical bills. Filing a claim does not guarantee acceptance and payment of a claim. The master insurance policy issued to Ivy Tech is on file at the Systems Office. The description of the hazards insured, benefits

and exclusions is controlled by the master policy. Students with questions may contact their campus student accident gatekeeper.

Withdrawals and Refunds

Withdrawal Policy

<http://www.ivytech.edu/registrar/3432.html>

From the end of the 100% refund period to the end of the week marking the completion of 75% of the course, a student may withdraw from a course online using Campus Connect or by filing a change of enrollment form at the Registrar's Office. Withdrawal from a course (with a grade of "W") will display on the student's transcript, however, the withdrawal does not affect the student's GPA in any way.

Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the financial aid office before withdrawing from a course or course.

Refund policy

In order to receive a 100% refund of tuition and fees, students must drop the course by dates posted at <http://www.ivytech.edu/registrar/3435.html>. The last day to drop with a refund is determined by the length of the course and the first day the class meets. No refunds will be given for drops or withdrawals after the posted dates. If the student withdraws from all of his/her classes during the 100% refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100% refund period, the technology fee will not be refunded.

Progression/Readmission/Stop Outs

College Progression and Readmission Policy

Please refer to the College catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the Medical Imaging Program must be in good academic standing according to College policy, <https://www.ivytech.edu/29834.html>

Progression in the Medical Imaging Program

Students are expected to progress each semester. Students who withdraw or do not successfully complete with a minimum grade of "D" all prerequisite courses to a course with a clinical component will not be eligible to progress to enrollment in the clinical/externship course. Should there be any term of non-enrollment in the required sequence of courses, including failure to progress, the student will be required to demonstrate retained competency in the course objectives of any required prerequisite course(s) before continuing in the required sequence of courses.

Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and skill check-offs. Students unable to demonstrate retained competency of any required prerequisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of enrollment in any clinical/externship course in which patient safety is contingent upon retained knowledge.

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<https://www.ivytech.edu/29834.html> OK

Commented [JA6]: Changes in policy don't affect his.
Changing ASOM reference.

Commented [JA7R6]:

Commented [JA8]: Our policy doesn't say "D". It says receiving a final grade of "W", "FW", "F". Let's leave. Just as clear.

Stop Outs

In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out.” Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by an accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of the last semester in which the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission.

Commented [JA9]: No new changes to this policy but what about Re-enrollment Requirements? Re-enrollment Requirements

If accepted for re-enrollment the student is responsible for completing all necessary requirements prior to enrollment in the new cohort (examples include: initial or updated criminal background check, drug/alcohol screening, physical/immunization requirements and any other changes implemented during the student’s absence from a cohort and resolution of any holds).

Re-enrollment Requirements

If accepted for re-enrollment the student is responsible for completing all necessary requirements prior to enrollment in the new cohort (examples include initial or updated criminal background check, drug/alcohol screening, physical/immunization requirements and any other changes implemented during the student’s absence from a cohort and resolution of any holds).

Commented [JA10]:

Commented [JA11R10]:

Credit for Prior Learning

Ivy Tech Community College proposes to acknowledge the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service.

Commented [JA12]: Adding Transfer Learning within the CTL

Transferring

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar for specific information or questions related to transfer of general education credits. The College will accept in transfer any course appearing in the Indiana Core Transfer Library (CTL). For credit-bearing courses not appearing on the CTL, recommendations for transfer and applicability of credit are made by the appropriate academic faculty within that discipline. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C-" or better in the course(s) involved.

Application for Transfer Within the School of Health Sciences

Once a student accepts a position in a selective admission program, he/she/they must remain at that campus who offered the position. Due to accreditation requirements, it would be rare that a student would be able to transfer from one campus to another. Please see your Program Chair/Dean for more information.

Graduation

Certification requirements for students seeking a degree include:

- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits.
- Completion of at least 15-degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- Satisfaction of all financial obligations due the College.
- Satisfaction of program accreditation standards that may have additional requirements.

<https://www.ivytech.edu/graduation/index.html>

Commented [JA13]: Insert Link to Student Handbook? – has directions to graduate

Attendance

College Policy

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College catalog. Instructors will also identify attendance expectations in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will utilize Ivy Advising to notify the student and the student's advisor of an attendance concern. This notification will provide a process of follow-up with the student to intervene with a potential obstacle for successful completion of the course.

Classroom and Lab Attendance Policy

Students are expected to attend all lecture and lab sessions. Attendance is necessary to maximize student-learning opportunities. Students who are absent are responsible for missed material. Attendance will be kept for the purpose of financial aid qualification. Specific expectations will be found in each course syllabus.

EXTERNSHIP/CLINICAL ATTENDANCE POLICY

To successfully complete clinical education, it is imperative that the students attend clinical.

A. Protocol:

1. ALL MISSED TIME WILL BE MADE UP BY THE END OF THE SEMESTER. You will not be able to progress in the program until said time is complete. If the time is not completed within the appropriate time frame, this will result in a failure of the clinical course. **IF MORE THAN 2 DAYS ARE MISSED IT WILL RESULT IN A 10% REDUCTION IN YOUR CLINICAL FINAL GRADE. EVERY ADDITIONAL DAY WILL BE ANOTHER 10% DEDUCTION. THESE DAYS WILL BE MADE UP AS WELL.**

In extraordinary circumstances, any clinical absence may be granted at the discretion of the program chair and clinical coordinator.

ALL MISSED TIME WILL NEED TO BE MADE UP WITH NO EXCEPTIONS.

2. **Time is to be made up in increments of no less than 30 minutes, before the end of the semester. The makeup time must be submitted to the clinical coordinator in writing.** If you stay longer than your scheduled shift time, you may not take comp time unless approval has been given by your clinical coordinator.
3. The clinical affiliate may send a student home for a tardiness exceeding 30 minutes. The clinical affiliate may send you home for any violation of their policies and/or rules.

4. Students receive a thirty (30) minute or sixty (60) minute lunch while at clinical, according to site policy. **LUNCH MUST BE TAKEN.**
5. While in the clinical setting, students will have the semester breaks and legal holidays that are recognized by the College.
6. Students are required to clock in/out on a computer provided by the clinical site. Falsification of attendance is grounds for dismissal.
7. **To report an absence the student will notify Clinical Affiliate and Program Faculty at least one (1) hour prior to reporting time.** Please notify the clinical site as early as possible to report your absence. When calling your Clinical Affiliate do not just leave a message. Keep calling until you can speak to someone and document who you spoke to. You will leave a message for your Program Faculty on their voicemail or send an email. **Penalty for no call/no shows is a one letter grade deduction for each incident. This includes failing to notify the program clinical coordinator.**
8. If a student has a need for extended time off (medical, jury, military, bereavement) notify the Program Faculty (with as much advance notice as possible).
9. **If a student is absent for an extended time (more than 2 clinical days) due to illness, the student must provide the clinical instructor with a written release without restrictions from his/her physician before returning to clinical.**
10. Clock in time at clinical must be either before or on the hour of the assigned clinical time arrangement. Clock out time must be on or after the assigned clinical time arrangement, whether you clocked in early or not. You may not clock out before your assigned shift time is complete. Example: If you clock in at 7:55 am and your shift begins at 8 am, you may not clock out at the end of the day at 3:55 pm. You must clock out at 4 pm or later.

B. Bereavement Policy

If a student has the unfortunate experience of losing a member of his/her immediate family, arrangements to miss clinical for bereavement will need to be approved by the program clinical coordinator.

- a. Immediate family is defined as parents (in laws), grandparents, children, spouse, and siblings.
- b. Documentation of the funeral/obituary must be given to the Program Faculty.

C. Jury Duty

For Jury Duty, you must notify the Clinical Coordinator and Clinical Instructor at your Clinical Site as soon as possible. You must provide proof of the time served.

D. Perfect Clinical Attendance

If you have perfect clinical attendance (missed 0 days), you will be awarded the LAST 2 WEEKS of your final semester free from clinical so you can study for your boards (2nd year Spring Semester)

Tardiness: to clinical experiences jeopardizes continuity of patient care.

- Tardy is defined as not arriving at the designated clinical unit at the assigned start time.
- Tardiness will be counted as absence time accumulating toward the maximum days allowable.
- Students who are habitually tardy or leave early (three or more episodes) will receive a student status warning and a mandatory reduction in the final clinical course grade of 10%.
- The maximum grade reduction for absence/tardy is 20%.

Exclusion from Clinical: Clinical faculty have the authority to exclude a student from a clinical experience. The following is a list of possible reasons for exclusion from clinical and is not meant to be all inclusive:

- tardiness greater than 30 minutes

- student's lack of preparation for the clinical experience
- student illness
- impairment of the student to perform safely
- failure of a student to follow clinical affiliating agency and Imaging Science Program policies

If a student is excluded from the clinical day, the student will be counted absent for the total contact hours assigned for the day. Students must remain at the clinical site until dismissed by the clinical instructor. Leaving the clinical site early will be counted in the student's total absence time. Students are not allowed to leave and then return to clinical.

Students who develop illnesses or conditions involving limited activity must provide a licensed healthcare provider's written statement that they are physically and mentally capable of undertaking the essential functions for imaging students, as outlined in the handbook, prior to resuming clinical activities. Students will not be permitted to participate in clinical without a written physician's statement.

Title IX Statement Sexual Harassment and Assault

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html>.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html> under Confidential Employees and/or Community Resources.

Students Experiencing Pregnancy, Childbirth, or Related Conditions

Ivy Tech Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. For more information visit:

https://www.ivytech.edu/files/5.15_Students_Experiencing_Pregnancy_Childbirth_and_Related_Conditions.pdf

Student Complaint Procedures

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur.

Complaints Against Members of the College Faculty or Staff:

When a student believes he/she has a legitimate general complaint against the college, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident.

The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

If the issue is not resolved, the student can express his/her complaint in writing to the individual's supervisor, if the issue is not resolved to the student's satisfaction the student may submit his/her complaint, in writing, to the Regional Chief Student Affairs Officer or designee.

The Regional Chief Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. The resolution enacted by the Chancellor is final.

If the student is still not satisfied, they may contact the Joint Review Commission on Radiology Technology (JRCERT) at:

JRCERT

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Fax: (312) 704-5304

E-mail: mail@jrcert.org

Website: <http://www.jrcert.org>

Student Rights and Responsibilities

[Code of Student Rights and Responsibilities](#)

The student appeal process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to appeal against a College employee's decision affecting that student. The College encourages students to resolve their complaints informally. The informal appeal procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in a satisfactory resolution, the College formal appeal procedure is also available.

In addition, the grade appeal process provides a mechanism for review when a student believes the final grade he or she received in a course is inaccurate. As with the student appeal process, this procedure encourages students to first attempt to resolve the appeal informally, beginning with the faculty member who issued the course grade.

The reputation of the College and the College community depends in large part upon the behavior and academic achievement of its students. Students enrolled at the College are expected to conduct themselves

in a mature, dignified, and honorable manner. While enrolled at the College, students are subject to College jurisdiction. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of College representatives, is not in the best interests of the student, other students, or the College. Students who are disciplined should expect to find their sanctions enforced at all Ivy Tech campuses. All students are expected to abide by the College rules of conduct. Please refer to the [Code of Student Rights and Responsibilities](#). Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements and College policy.

Guidelines for Professional Conduct

Purpose

Safety and security is a top priority, especially in environments where direct, simulated, and/or indirect patient care is provided. It is essential that students in the School of Health Sciences recognize and comply with the many guidelines for professional conduct (which include safety-specific guidelines) that govern behaviors and decisions. Students must ensure that patients assigned to them receive appropriate attention and care in a timely fashion. These principles are reinforced in the Ivy Tech Code of Student Rights and Responsibilities, and the Health Sciences program specific Student Handbook.

The student must comply with the Code of Student Rights and Responsibilities as established by the College, in addition to providing quality, safe, non-discriminatory, legal (scope of practice) and ethical patient care, while demonstrating a high level of professional conduct. Clinical and/or related health care agency affiliates have the right to prohibit students from participating in clinical experiences based on unsafe patient care and unprofessional behavior, whether intentional or unintentional. Non-compliance with College policies, professional Health Sciences standards, clinical agency/affiliate policies and procedures, professional guidelines and expectations during college-related Health Sciences activities/events and simulation activities, and the Guidelines for Professional Conduct listed below will be reported to the appropriate individuals and subsequent disciplinary action may be taken. Issues of non-compliance may impact the students' ability to progress in a Health Sciences program, lead to failure of a course, and/or result in dismissal from programs in the School of Health Sciences.

The Guidelines for Professional Conduct are divided into three main groups, which are outlined below. General actions are listed at the end of each category. Please discuss any questions you may regarding these and any other policies or guidelines with your Health Sciences faculty.

Disclosure of confidential patient information, clinical facilities (including clinical locations), staff and provider information, and any related information and experiences is **STRICTLY PROHIBITED**. Information disclosed through email, any form of social media, verbally, or via texting may be considered a HIPAA violation and carry penalties up to \$1.5 million [https://www.hhs.gov/hipaa/for-professionals/penalties/index.html](#). Please refer to the Social Networking Guidelines for more information ([Social Networking, Cell Phone and Class Recording Guidelines](#)).

Group I

This Category Addresses Major Compliance Issues and Appropriate Measures for Patient Care in an Educational Setting.

The following points are critical to the successful training and employment of health care professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1. The student will adhere to state and federal confidentiality laws, including but not limited to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and clinical affiliate confidentiality policies and procedures. The student will maintain confidentiality about all aspects of the clinical experience: this includes confidentiality for all patients, fellow students, clinical affiliate employees, physicians, and operations of the clinical affiliating agency. If a situation arises requiring disclosure of information by law, the student must seek out guidance from the clinical faculty member.
 - a) The student will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
 - b) The student will not remove or photocopy any part of the patient or clinical records.
 - c) The student will not use any patient identifiers, as defined by HIPAA, in written assignments.
 - d) The student will destroy any notes that were taken to provide care for the patient according to the clinical affiliate policy and will not carry those notes outside of the clinical.
 - e) The student is expected to follow guidelines in the School of Health Sciences Student program specific Handbook with regard to social media, cell phones, email or other electronic media.
 - f) The student will not discuss any patient, clinical experience with patients, or clinical site on social media. Postings on social media sites are not considered private nor are they ever truly deleted, regardless of privacy settings.
 - g) Students are prohibited from taking photos or videos of patients or their health record on personal electronic devices, even if the patient or hospital staff gives you permission to do so.
 - h) The student will not access HIPAA protected information for patients/families not directly related to assigned patient care unless authorized by the clinical faculty, preceptor, or clinical agency staff.
2. The student will ensure that any communication of patient information is performed in a timely, accurate and truthful manner. Falsification of any component of the written, electronic, or oral patient record is prohibited.
3. The student will exhibit behaviors that respect the dignity and rights of the patient regardless of socioeconomic status, sexual orientation, race, religion, age, disability, marital status, gender, cultural practices or beliefs, or nature of the health problem.
4. The student must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical setting.
5. The student will not abandon or neglect patients requiring health care.
6. The student will not leave the assigned clinical unit during assigned clinical hours without permission and without providing for safe patient hand-off.
7. The student will not perform any technique or procedure, including administration of medication, for which they are not approved and/or are unprepared by their formal Ivy Tech Community College School of Health Sciences education and experience. In some instances, **AND with faculty and/or preceptor approval**, students may be allowed to perform techniques or procedures with other licensed personnel. All clinical practice policies are subject to campus and/or statewide affiliation agreements.

8. The student will refrain from knowingly withholding action or information that creates unnecessary risk to the patient, self, or others including facility staff, peers, or faculty.

Actions Related to Non-Compliance with Group I Expectations:

Because Group I expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.

Actions:

- If non-compliance in **any** of the Group I areas is identified, the student will be required to meet with the faculty member to discuss the non-compliance issue, a written/electronic status report will be prepared, and further disciplinary action may be taken depending on the outcomes of the investigation and in compliance with the clinical evaluation tool.
 - Following a meeting with respective Health Sciences faculty, the student will be required to meet with the Program/Department Chair and/or their designee to discuss the case.
 - If after investigating the case/situation, a non-compliance with any Group I offenses is identified and validated the Program/Department Chair and/or designee will review the situation and determine any appropriate action(s) to be taken by the School of Health Sciences and the College.
 - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Health Sciences Dean.
- If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair and/or designee prior to enrolling in any future Health Sciences clinical courses.
- Recommended actions, depending on severity of the infraction, may include:
 - continued enrollment in the clinical course with no additional requirements;
 - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
 - administrative withdrawal and failure of the clinical course; or,
 - dismissal from the Health Sciences program based on final recommendations from the Program/Department Chair, Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
 - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program in their home campus or at any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences program specific Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean.

Group II

This Category Relates to General Protocol and Guidelines:

1. The student is expected to follow program guidelines regarding the attendance policy and notification of intended absence.
2. The student **must comply** with ALL rules, regulations, and policies of the occupational area and/or clinical agency/affiliate.
3. The student must refrain from smoking or using other tobacco products (including vapor or e-cigarettes) while in uniform, at clinical sites, or during school related events.
4. The student will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

Actions Related to Non-Compliance With Group II Expectations:

The above five items reflect appropriate responses as related to professional protocol and guidelines that are expected while in the student role and once employed in a healthcare field.

Action:

- Any behavior not meeting the expectations listed above will result in a meeting with respective Health Sciences faculty member and a written/electronic status report for the first incident which may impact the clinical grade as determined by the clinical evaluation tool.
- The student will be asked to acknowledge receipt of the warning, and should take the initiative to review what is expected and modify behavior accordingly.
- In the event that any subsequent infraction(s) occur(s) involving one of the Group II expectations and/or a previous infraction of a Group I expectation, the student will be required to meet with the faculty member to discuss the non-compliance issue and a second written/electronic status report or other documentation will be prepared.
- Based on the number and severity of the non-compliance actions, the student may be required to meet with the Program/Department Chair and/or designee. If following review of the case by the Health Sciences Dean and/or designee, additional disciplinary actions are recommended:
 - Program/Department Chair and/or designee will discuss the outcomes of the investigation with the Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs regarding action(s) to be taken by the School of Health Sciences and the College.
 - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Program/Department Chair and/or Health Sciences Dean.
 - If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair, Health Sciences Dean and/or their designee prior to enrolling in any future Health Sciences clinical course.
- Recommended actions, depending on severity of the infraction, may include (but are not limited to):
 - continued enrollment in the clinical course with no additional requirements;
 - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
 - administrative withdrawal and failure of the clinical course; or,
 - dismissal from the Health Sciences program based on recommendations from the Program/Department Chair, Health Sciences Dean or designee, Vice Chancellor for

Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.

- In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program at their home campus or any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal to the Health Sciences Dean or designee.

Group III

This Category Is Specific To Medication Administration:

Note: Administration of medication without faculty and/or preceptor approval is addressed in

Group I and will be subject to the ACTIONS described for that Group.

1. A potential medication error that is prevented by the clinical faculty and/or preceptor, designated clinical facility staff or the electronic medication administration system, will still be considered a medication error on the part of the student.
2. The student will ensure that medications are administered on time and in accordance with patient's plan of care.
3. The student will follow correct medication procedures as summarized in the "Six Rights of Medication Administration" listed below:
 - SIX RIGHTS**
 - Right Patient
 - Right Medication
 - Right Dose
 - Right Time/Date
 - Right Route
 - Right Documentation
4. The student will be prepared to verbalize knowledge of medication uses, side effects, adverse reactions, interactions with other patient medications, and the relationship to the patient and one or more diagnosis.
5. The student will calculate proper medication dosage or safe dosage in the clinical learning environments.
6. The student will report any medication error to their Ivy Tech clinical faculty member and/or preceptor, and clinical facility staff immediately in order that appropriate action may be taken to care for the involved patient and so that appropriate clinical agency policies are followed.

Actions Related to Non-Compliance With Group III Expectations:

Medications errors are a leading cause of patient injury and must be taken seriously. Consistent with current practice guidelines, the School of Health Sciences supports the initial stance of conducting a root-cause analysis to help prevent future errors. In the event of an error, the student will be expected to meet with the faculty member to determine strategies to prevent further medication incidents. Repeated errors constitute a failure to demonstrate competence and safety in this important component of patient care and will be subject to actions that will impact the student's status in the program.

Action:

- Every medication error will be documented on a written/electronic student status report. The student is expected to participate as requested in any root-cause analysis to identify reasons for the medication error and strategies to prevent further errors.
- The student will be expected to meet with the faculty and/or preceptor and acknowledge receipt of any feedback provided, review appropriate procedures, address any related questions with the faculty and/or preceptor, and initiate precautionary measures to prevent the error from reoccurring.
- In the event that there are three (3) or more documented student status forms for medication-related errors, **occurring at any point throughout the student's enrollment in the program**, a written/electronic status report will be prepared by the faculty member and the student will be required to meet with the Program/Department Chair and/or designee.
- In cases of medication-related errors in which repeated errors or errors significant enough to endanger patient lives occurs or affect patient safety occur, the student will be required to meet with the Program/Department Chair and/or designee. If following review of the case by the Health Sciences Dean and/or designee, additional disciplinary actions are recommended:
 - The Health Sciences Dean and/or designee will discuss the outcomes of the investigation with the Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs regarding action(s) to be taken by the School of Health Sciences and the College.
 - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Program/Department Chair and/or Health Sciences Dean.
 - If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair and/or Health Sciences Dean and/or their designee prior to enrolling in any future Health Sciences clinical course.
- Recommended actions, depending on severity of the infraction, may include (but are not limited to):
 - continued enrollment in the clinical course with no additional requirements;
 - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
 - administrative withdrawal and failure of the clinical course; or,
 - dismissal from the Health Sciences program based on recommendations from the Program/Department Chair, Health Sciences Dean or designee, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
 - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program in their home campus or at any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean or designee.

Social Networking Guidelines

Social media are powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but the organizations they represent. You must be mindful that anything you post on a social media site may be seen by anyone. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions **could be the basis for disciplinary action including termination from the program**. Furthermore, the discussion of patient information through any of these venues is a **violation of patient confidentiality and HIPAA**. You have rights afforded by state and federal law, but be aware that *not everything* you say or post online is protected. False, defamatory, harassing or intimidating postings are *not protected free speech*.

The College recognizes many students chose to participate on social networking sites. Students are reminded to use caution when posting on sites. Future employers and supervisors may have access to these internet pages, comments and photographs which may be perceived as derogatory thus impacting employment opportunities. Students are reminded **NOT** to post photographs from clinical and laboratory settings as this is considered a breach of confidentiality. Comments that may be construed as negative/derogatory concerning the College and/or clinical site experiences, operations or patients may negatively impact student status and any reference to these is strictly prohibited.

Professional Attire – Medical Imaging

DRESS CODE: DIDACTIC

Any neat comfortable clothing in good condition suitable to do patient care scenarios that may require walking, bending, kneeling, stooping, lifting, climbing, and patient movement or carrying is acceptable. Selected outfits should be in good taste and not be offensive or unprofessional in nature.

DRESS CODE: CLINICAL

While working in the hospital with other personnel and sick patients the student's personal hygiene is of the utmost importance.

- **Hair:** The student's hair should be moderate in length and clean. Hair must be a natural color. If hair is longer than shoulder length it should be kept pulled back. Males with facial hair should be neatly trimmed, please note certain clinical sites may request you to meet the same standards set for their employees.
- **Piercings and Tattoos:** Body art (tattoos) and body piercings that are visible to the patient may be considered offensive to them. Clinical site personnel and program instructors may request that the student cover the area with bandages or clothing while they are attending clinical. Excessive jewelry should not be worn. A wedding band or engagement ring may be worn on the hand, but other ornamentation such as large rings, long fingernails, or bright colored polish will not be permitted due to patient care issues. Many sites also prohibit acrylic nails. Earrings worn should be of the post-type and shall not be distracting to patients or interfere with the clinical
- **Uniform:** All students will wear the specified uniform when performing clinical rotations. This uniform includes the emerald Ivy Tech Radiology Technology scrub top, black style scrub pants, white or black tennis shoes, and black scrub jacket embroidered with the Ivy Tech logo/Radiology student. At no time shall students wear attire from other programs. This will prevent misrepresentation of that organization and our school while the student is completing their clinical hours. The exception to the stated uniform policy is during surgery clinical hours, during that time students will need to arrive in uniform to the site and then change into scrubs provided by the Surgery Department.
- **Shoes:** Soft-soled supportive shoes are required. They may be of the tennis shoe type, black or white allowed.

- **Name Badges:** Students will wear Ivy Tech name badge at all times while at clinical sites, certain clinical sites may require you to wear their student badge as well. There will be a fee charged by Ivy Tech for the Radiology specific ID Badge. There is also a fee to replace it.
- **Hygiene:** Excessive use of perfume or cologne is not recommended. Use deodorant and bathe regularly.
- **Radiation Badges:** Each student must wear a radiation badge for monitoring exposure on the collar (outside the lead apron when appropriate) at all times while in the clinical setting and the Ivy Tech Lab. The absence of your radiation badge will constitute a violation, which requires your removal from the site until your badge is available. Badges will be purchased through Ivy Tech Community College with costs being included in the student's semester fees. The report will be posted Bi-monthly as received.
- **ID Markers:** Students must have their ID markers with them at all times while in the clinical sites and the Ivy Tech Lab. These must have the student's initials on them and they may not be interchanged with others. Failure to have markers can result in dismissal from the clinical area until the student obtains the proper marker. All markers will be secured through the instructor at the program.
- **Cell Phones/Pagers:** Cell phones are not permitted in some areas of the clinical. If you carry a beeper or a cell phone, it must be of a type that will not make noise. Use of such a beeper or cell phone must be limited to emergencies only. Constant attention to personal matters not related to clinical may result in declining student grades and eventual dismissal from clinical.
- **Smoking Policy:** in any public building is prohibited by law except in designated areas. Students are not permitted to smoke or use tobacco products inside the College, on College property, during class times, or in the clinical/externship areas. Students must be inside their personal vehicles if they choose to smoke. Neutral from smoking odor (must not smell of smoke). The agency policy must be adhered to during clinical/externship. **No smoking allowed in clinical uniforms**

Academic Honesty Statement

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

Grading Practices- Medical Imaging

Unless otherwise announced/posted, the Medical Imaging Program will use the following grading scale:

93-100	A
87-92	B
82-86	C
80-81	D
0 – 79	F

Evaluation of Student Learning – Medical Imaging

Methods of Evaluation in Courses

Radiology Technology students are evaluated throughout the program via written and verbal testing, skills demonstrations/scenarios, case study discussions, National Registry Portfolio forms and assessments, and via preceptor evaluations throughout the didactic and clinical courses.

Technical Outcomes Assessment

The primary purpose of technical outcomes assessment is to determine the Ivy Tech graduates' mastery of the professional knowledge, comprehension, and skills required for the field the students are preparing to enter. Technical outcomes assessment also provides statewide curriculum committees with necessary information regarding the currency of the curriculum and effectiveness of student learning.

Certification/Licensure

Radiologic Technology students are allowed to test for the American Registry of Radiologic Technologist certification/licensure upon successful completion of all required college and programmatic coursework and after graduation.

CERTIFICATION/LICENSURE TRAINING DISCLAIMER

Ivy Tech Community College cannot guarantee that any student will pass a certification or licensing exam. Student's success will be determined by several factors beyond the instruction they are given in the classroom including test-taking skills, the student's willingness to study outside of class, and satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech in providing a certification/licensure exam studies class is to assist the student in understanding the material sufficiently to provide a firm foundation for studying and preparing for the registry.

Student Requirements Associated with Clinical Affiliation Agreements

Student clinical/externship experiences are arranged by program faculty and affiliation agreements obtained with clinical affiliating agencies. These agreements outline the responsibilities and privileges of both parties. In an off campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support. All activities required in the program must be educational and students must not be substituted for staff and should always have a 1:1 ratio of technologist and student

Criminal Background and Drug Screening:

Purpose

Requiring criminal background and drug screenings prepares students to meet the requirements of healthcare facilities to allow for clinical placement. Health care facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

Organizational Scope or Audience

This policy applies to all students who will have direct patient contact within a healthcare facility or laboratory, or other setting where health care is provided. Students who do not have direct patient contact but engage in practice-based learning within a setting where health care is provided, may have different or separate requirements.

Definitions

Drug Screening: Technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid / saliva - to determine the presence or absence of specified parent drugs or their metabolites.

Clinical and Practice-based learning: Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

Policy

Completion of criminal background and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background and drug screening may be done before enrollment in the professional/technical core courses, prior to the first day of clinical or externship or as required by the clinical facility and as specified by the Health Sciences or Nursing program. Additional criminal background and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses for more than 12 months. Convictions are reported to the clinical sites. Criminal charges (a criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during his/her enrollment in the Health or Nursing program may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or graduate from the program. *See Appendix: Exceptions for Certified Nursing Assistant and Qualified Medication Aide (CNA/QMA) students.*

Commented [JA14]: New policy 3.14 insert. Update the scope. With a legend added. Refer to the checklist.

Students who are not continuously enrolled in a program until completion may be required to complete additional screenings upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with non-negative findings on criminal background or drug screenings may reapply to the same or different School of Health Sciences or School of Nursing program the next available semester but will need to comply with additional criminal background or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

Procedure

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background and drug screening, working with the contracted vendor providing the criminal background and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background and drug screening. By participating in the required criminal background and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background and drug screenings will be completed for every student.

The student will initiate the required background and drug screening with the contracted vendor of the College's choice by the due date designated by the program. Students who refuse to comply with the background and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

Based on the clinical site requirements, the background screening may include the following elements (other elements may be added if required by the clinical site):

1. County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
2. National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
3. Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
4. Social security verification and residency report
5. Maiden name and alias report

Based on clinical site requirements, the drug screening may include the following elements (other elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)

- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmane, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background and drug screenings, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the College's contracted vendor providing the background and drug screening.

If a clinical site requests additional documentation from or communication with the student, the student is responsible for presenting documentation of any clarification of the findings. This dispute/clarification process must be complete at least two weeks prior to the beginning of a course which requires a background or drug screening result. Written confirmation from the clinical site to the Dean/Program Chair is required in the final determination of this process.

Students who have a non-negative drug screening result will be allowed one rescreening at the cost of the student. This must be requested by the student in writing from their Ivy Tech email account and sent to the Program Chair. All drug screening results, including any rescreening, must be available at least two weeks prior to the beginning of a course which requires drug screening results.

Disclaimers

- Completion of a criminal background and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background and/or drug screenings than those required by the College, and students will be required to meet those standards at the cost of the student.
- Clinical affiliates can conduct additional background and drug screenings (including random drug screenings during clinical) at their discretion. Cost of this will be determined through the established affiliation agreement and may be at the cost of the student.
- Completion of background and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any corequisite courses pending resolution of the situation.

Protection of Confidential Information from the Background and Drug Screenings

Information obtained from the result of student background and drug screenings will be treated as confidential information and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background, a copy of the results and a memorandum summarizing the

rationale and action(s) taken at that time will be securely maintained by School of Health Sciences or School of Nursing in accordance with program policy.

Procedures for Determining Eligibility for Externship Placement

Eligibility for Externship Experiences with Affiliating Clinical Agencies

Eligibility for Clinical Experiences with Affiliating Clinical Agencies Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular non-negative findings on the background screen will be allowed to attend clinical. In the event there are non-negative findings on any portion of the criminal background screen, a primary clinical site will be notified and requested to decide on whether or not the student will be allowed to complete a rotation at the site, in light of the specific non-negative findings on the criminal background. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program and will therefore not be able to complete the courses required for graduation. Determination by a clinical site to allow/decline a student for placement must be provided in writing to the College.

Eligibility for Clinical Experiences in Campus-Based Clinical Services

Certain School of Health Sciences and School of Nursing programs, including but not limited to Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the criminal background and drug screen results will be reviewed by the Dean/Program Chair, and a determination will be made on whether or not each student is able to participate in the patient care activities based on the results. Any recommendation by the Program Chair to not allow a student to participate in patient care activities based on the results of the criminal background or drug screen results will be reviewed and approved by the appropriate School of Health Sciences or School of Nursing Dean and the Vice Chancellor of Academic Affairs.

Non-negative Screen

Students with any non-negative result on the drug screen, and not otherwise cleared by the College's contracted screening vendor after retesting and/or screening vendor medical officer review; shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care

Criminal Background Screening

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College

Commented [JA15]: Where does Reasonable Suspicion go? Later

6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

Commented [JA16]: New Part – Reasonable Suspicion – 4.14.1

Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines

PURPOSE

Health care facilities and the college are obligated to document and follow up with any student who appears to be under the influence of alcohol or drugs while participating in a patient setting or in college campus activities. This policy and procedure will be used in situations where there is a reasonable suspicion that a student may be under the influence of alcohol or drugs.

ORGANIZATIONAL SCOPE OR AUDIENCE

This policy applies to all students in the Schools of Health Sciences and Nursing who will have direct patient contact within a healthcare facility or laboratory, or other setting where health care is provided, including on campus clinics and skills labs. Students who do not have direct patient contact but engage in practice-based learning within a setting where health care is provided, may have different or separate requirements.

DEFINITIONS

Faculty designee is defined as a programmatic faculty member who may act on behalf of the dean or chair to represent the college at a clinical site. Typically, this is the programmatic clinical site coordinator.

Facility designee is defined as an on-site clinical instructor, supervisor, or manager who may act on behalf of the college to facilitate the handling of a situation due to time and/or distance constraints between the college and clinical site, a situation inherent to the School of Health Sciences.

Reasonable suspicion is defined to mean that the student's instructor, supervisor, or his/her designee believes that the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the student from performing the essential functions of his or her role in the clinical activity or which poses a direct threat to the safety of others. Other behavior which could lead to a reasonable suspicion drug or alcohol test includes but is not limited to: odor of alcohol or drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others.

Non-negative refers to findings that would include positive, dilute, dilute positive, dilute negative, and altered.

POLICY

If a clinical instructor/clinical site supervisor perceives the odor of alcohol or other substances, or observes behaviors to cause reasonable suspicion that a student is under the influence of drugs or alcohol, they will remove the student from the patient care or clinical work area and notify the appropriate faculty. Faculty must consult with the regional dean or chair or designee to validate the basis for reasonable suspicion testing.

PROCEDURE

It is recommended that two non-student individuals interact with the student to determine if there is reasonable suspicion of impairment. If drug or alcohol use is suspected, the faculty member or facility designee should take the following steps:

Remove the student from the clinical activity:

- Confront the student in a private setting and in the presence of a non-student witness;
- Discuss the suspicious behavior with the student and allow the student to explain;
- Decide whether reasonable suspicion exists for drug and/or alcohol testing;
- If reasonable suspicion is validated, inform the student they cannot participate in clinicals that day or will not be able to complete the clinical day (as applicable).
- Inform the student that he/she bears the burden of proof and advise him/her to seek an alcohol test and drug screen **immediately, but in no case more than 2 hours following removal from activity**. A **waiting period of 20 minutes** must be observed between validation of reasonable suspicion and commencement of testing.
- In the rare circumstance where it is impossible to obtain testing within the 2-hour guideline above, documentation must be provided by the student showing that they reported for testing within the shortest possible time frame not to exceed 4 hours following removal from activity.
- Inform the student that without negative results on the alcohol and drug screen, the clinical absence will be considered unexcused and further disciplinary actions may occur.
 1. Notify the student that disciplinary actions may include:
 1. Dismissal from the clinical site (which may impact progression in the program)
 2. Failure of the course
 3. Dismissal from the program
 4. Dismissal from the College

Advise the student to arrange safe and lawful transportation to the testing site and home.

- If the student is unable to arrange safe transportation, a cab will be called to transport the student, and the student will be responsible for the cost.
- If the student is unable to pay the cost of a cab, the program chair or designee will attempt to reach the emergency contact noted in the student's file.
- If the emergency contact cannot be reached, or cannot provide transportation, local law enforcement may be contacted to facilitate removal from the clinical facility.
- Complete the Report of Reasonable Suspicion of Drug/Alcohol Use form (see Appendices).
- Complete the Maxient Incident Report form per ITCC policy.

If the student agrees to drug and/or alcohol testing, the faculty member will ask the student to sign the "Consent for Screening" form (see Appendices).

Results

Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug or alcohol screening results must be delivered to the college in a manner that ensures the integrity, accuracy, and confidentiality of the information. Ivy Tech Community College may refuse to accept any test result that fails to meet the requirements of the procedure and guidelines noted in this policy.

A. Refusal to Test

If a student fails to produce the requested sample at the date and time designated, the student will be treated as if the test result was non-negative.

B. Negative Test Result

If the drug or alcohol test is negative, the student must meet with the program chair, dean, or designee to discuss the circumstances surrounding the clinical behavior before being allowed to participate in all clinical activities, and make-up any missed assignments.

C. Non-Negative/Positive Test Result

If the drug screening result is non-negative, the student will be removed from clinical pending investigation.

- If the student insists the non-negative result is due to prescription medication, the student will be required to provide proof of a prescription (drug, dose, frequency) and written statement (expected duration, effect, any contraindications to being in the clinical setting) from the medical provider stating that the medication was prescribed, the drug level is within prescribed limits, and there is no indication of abuse.
- If the student insists the non-negative result is due to a medical condition, the student will be required to obtain a written statement from the medical provider indicating plan of care.
- Students who are impaired from approved prescription medications or medical conditions will be evaluated for safety in the clinical setting and will be removed from the clinical setting until safety to practice can be established by a fit for duty exam at the student's cost.
- If medication and/or medical conditions are validated by the student's healthcare provider, and safety to practice is established to ensure both student and patient safety, the student will be provided opportunities to make-up missed clinical assignments.

D. Retesting of Drug Screen

- In the event a screening specimen is deemed insufficient, diluted, or otherwise inappropriate for testing, the student will be required to complete a new drug test at a facility designated by the college.
- If a student challenges a result, they must comply with the vendor's appeal process.

E. Post-Incident Testing

- Any student involved in an on-campus or clinical site incident which causes injury to the student, another student, visitor, clinical agency staff member, instructor, or patient under circumstances that suggest possible use or influence of drugs and/or alcohol at the time of the incident may be asked to submit to a drug and/or alcohol test.

Students will be dismissed from the School of Health Sciences/School of Nursing programs for non-negative drug and/or alcohol screening results that are not validated by a prescription and a written statement from a medical provider. The reasonable suspicion for drug screening documentation and drug and/or alcohol screening results will be noted in the student's record.

A student who is denied clinical placement or who is withdrawn from enrollment in a clinical or lab course due to non-negative drug screen not validated by a prescription or a written statement from a medical provider documenting a medical condition, may reapply to the same or different School of Health Sciences or School of Nursing program after one semester (per ASOM 4.14). To be considered for readmission to the same or different School of Health Sciences or School of Nursing program,

students will need to comply with additional criminal background checks and drug/alcohol screenings as required.

Further non-negative results on drug and/or alcohol screening after readmission to the program will result in dismissal from the program with no option for readmission. College program admission and progression policies will apply.

Physical Examination and Health Records

A physical examination is required not more than one year prior to beginning your externship in order to identify health status and accommodation needs (page 74-75). The student's healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of Medical Imaging Students (pages 78-81). Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. Submission of the health records containing dates of the Hepatitis B vaccination series occurs prior to the start of the first clinical course. Students will be required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program. For information related to declination process, see ASOM 4.15

Commented [JA17]: We have new Health Form. We didn't put in handbook template.

<https://docs.google.com/document/d/1dipbT2Jksvb4mq4TpZMGAVPEcouHuqW02-MwRXX4gk0/edit?usp=sharing>

Essential Functions

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative at the beginning of each semester.** Essential Functions are listed on the Health Form (see page 78-81)

Standard Precautions

According to the Universal Precautions Rule 410 IAC 1-4-7.1: "*Covered individuals, including health care workers, whose professional, employment, training, or volunteer activities or duties are performed at or on behalf of a facility, must complete the training programs which the facility is required to have employees attend under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030). Approved programs under this rule shall be as follows: (A) A blood borne pathogen training session provided by a facility or employer under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030).*" This training must include instruction in the "[Universal Precautions](#)" procedures adopted by the Indiana State Department of Health. Because students in the Medical Imaging Program may have direct contact with blood or other body fluids, the Program is required to provide annual training in Universal Precautions to comply with agency affiliation agreements.

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

Bloodborne and Airborne Pathogens Exposure Protocol

What are Bloodborne Pathogens

Bloodborne pathogens are infection microorganisms in human blood that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Exposures may occur through needle sticks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood.

What to Do When a Bloodborne Pathogen Exposure Occurs

If you experience a contaminated needle stick or sharps cut, or are exposed to the blood or other body fluid of a patient during the course of your work, immediately follow these steps:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor
- Source testing of blood to determine infectious disease status is preferred whenever possible where consent has been obtained. When exposure occurs at a clinical facility, you should follow that facility's policy as they will handle notice and consent with the source. When an exposure occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing a medical provider of his or her choosing.

For clean needle/sharp sticks, wash the affected area with soap and water. You do not need to seek medical care unless there is a visible injury which requires attention. Report the incident to your Ivy Tech instructor and clinical supervisor.

Where to Seek Treatment

- You may seek treatment at the clinical site (if equipped and willing), or an urgent care facility, emergency room, or physician office for assessment, diagnoses, and treatment. It remains your responsibility to obtain the initial appointment and any follow-ups ordered with a healthcare provider of your choice. If an incident occurs in an Ivy Tech classroom, lab or facility, an instructor cannot provide evaluation, diagnostic test or treatment beyond first aid and emergency assistance.
- Time of day and facility capability may impact where you seek treatment. The key is to know your options before an accident, and then, obtain an evaluation and treatment as soon as possible from a healthcare provider of your choosing.
- Report the incident to your Ivy Tech instructor and submit a [Student Accident Report](#) promptly

What Happens Next?

A health care provider will provide an evaluation, diagnostic testing (if necessary), and treatment (if necessary). Diagnostic testing may include testing the source of the exposure, with his or her consent, and baseline testing of the exposed person. Testing for HIV, HBV, and HCV is typically included, along with other blood tests or diagnostic examination the health care provider recommends. If post-exposure prophylaxis (PEP) is indicated, efficacy is time sensitive. The first dose should be given as soon as possible. Optimal time to start PEP is within hours of the exposure, rather than days.

Will I need follow-up testing? This direction will come from the healthcare provider. Follow-up will depend upon the testing outcome of the source person. It is important for your health that you understand and comply with the provider's follow-up testing and recommendations.

What are Airborne Pathogens?

Airborne Pathogens are infectious microorganisms which can be transmitted through air and could cause disease. The discharged microbes may remain suspended in the air on dust particles, respiratory and water droplets.

Tuberculosis, or TB is an airborne pathogen of concern. TB is spread through the air from one person to another. The bacteria are put into the air when a person with TB disease of the lungs or through coughs, sneezes, speaks, or sings. People nearby may breathe in these bacteria and become infected.

What to do When an Airborne Pathogen Exposure Occurs

If you think you have been exposed to an airborne pathogen without appropriate Personal Protective Equipment (PPE), you should immediately contact your Ivy Tech instructor and clinical supervisor and seek testing at an urgent care clinic, emergency room, or physician office. Be prepared to tell the doctor or nurse when you were exposed to the airborne pathogen, what type of exposure you think occurred (contaminated air with or without respiratory tract droplets, mucus, or blood), and if the source patient of the contamination is being tested for airborne pathogens.

Confidentiality

As part of their affiliation with clinical agencies, students are required to comply with Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, state regulations, and facility policies with regard to privacy of patient information.

All information, which is learned about a patient, is considered to be confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats.

Written information, such as care plans, healthcare provider’s notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should never contain any of the patient's name or other identifying information.

DO NOT DISCUSS PATIENT INFORMATION OR CLINICAL EXPERIENCES in public places or on social media formats even if the patient is not referred to by name. Confidentiality of patients, staff, faculty and students is to be maintained at all times.

Photocopying of any patient records or removal of patient records from the clinical facility is expressly forbidden. Photography of any patient or clinical situation is strictly prohibited.

Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties.

College/Program Costs

College/Program Costs Item	Cost
Tuition*	
Full Time Students (12+ credit hours): Flat Rate	Fall: \$2,243.25 In-state:/ \$4,388.55 Out-of-State
Part Time Students (>12 credit hours): Per Credit Hour	\$149.55/credit hour / \$ 292.57 Out-of-State
	Spring: \$2,243.25 In-state: /\$4,388.55 Out-of-State
	\$149.55/credit hour / \$292.57 Out-of-State
	Summer: \$2,243.25In-state: / \$4,388.55 Out-of-State
	\$149.55/credit hour \$ 292.57 Out-of-State
Technology Fee	\$ 75.00 per semester
Books	Variable based on course
Uniforms and other supplies	Variable based on course

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF HEALTH SCIENCES
Medical Imaging/Radiological Technology
ASSOCIATE OF APPLIED SCIENCE

2023-2024

Physical Exam & Immunizations	Variable based on provider
BLS/CPR Certification (American Red Cross or American Heart Association)	Variable based on provider
Background Check & Drug Screen	\$115.10
ARRT Certification Examination Fees	\$225.00

**Tuition and fees subject to change without prior notification*

To see all tuition rates please follow the following link: <http://www.ivytech.edu/tuition/>

GENERAL EDUCATION			
#APHY	101	Anatomy and Physiology I	3
APHY	102	Anatomy and Physiology II	3
#ENGL	111	English Composition	3
#MATH	136	College Algebra	3
IVYT	112	Student Success in Healthcare	1
COMM	101	Fundamentals of Public Speaking Or	3
COMM	102	Introduction to Interpersonal Communications	
PSYC	101	Introduction to Psychology Or	3
SOCI	111	Introduction to Sociology	
#HLHS	101	Medical Terminology	3
Requirement Total			22
PROFESSIONAL-TECHNICAL			
RADT	101	Orientation to Medical Imaging	2.5
RADT	104	Radiological Patient Care	2.5
RADT	112	Image Production and Evaluation I	3
RADT	102	Orientation Radiographic Positioning and Lab	1.5
RADT	103	Radiographic Positioning and Lab I	1.5
RADT	114	Radiographic Clinical Education I	3
RADT	110	Radiographic Procedures and Lab	1.5
RADT	119	Radiographic Positioning and Lab II	1.5
RADT	116	Radiographic Clinical Education II	3
RADT	109	Radiology Equipment Operation	1.5
RADT	118	Radiation Physics	1.5
RADT	201	Radiographic Positioning III and Lab	3
RADT	202	Radiographic Clinical Education III	4
RADT	203	Radiographic Clinical Education IV	4
RADT	204	Radiographic Clinical Education V	4

RADT	206	Radiobiology and Radiation Protection	3
RADT	209	Radiographic Positioning IV	3
RADT	218	Image Production and Evaluation II	3
RADT	221	Pharmacology and Advanced Procedures	2
^RADT	298	Radiology Registry Review	1.5
RADT	297	Radiographic Exam Prep	1.5
		Professional-Technical:	52
		Total:	74
	#	Courses must be successfully completed prior to admittance to the Program	
	^	Capstone Course	

PROGRAM SPECIFIC INSTRUCTIONS

PROGRAM INFORMATION

ADMINISTRATION and PROGRAM OFFICIAL

- Ivy Tech Community College 812-299-1121 or
toll free 800-377-4882
- School of Health Sciences Office 812-298-2239
FAX:912-298-2392
- Terre Haute Campus Chancellor
Leanna Crooks 812-298-2201
- Terre Haute Campus Vice Chancellor Academic Affairs
Deanna King 812-298-2205
- Dean of School of Health Sciences
Julie Will 812-298-2244
- Medical Imaging Program Chair
LouAnn Wisbey 812-298-2242
- Medical Imaging Clinical Coordinator
Mary Diel 812-298-2236
- Medical Imaging Program Faculty
Melanie Castle 812-298-2376
- Administrative Assistant
Edith "Edy" Fitch 812-298-2239 Fax: 812-298-2392

PROGRAM SELECTION PROCESS

1. Verify that previous college course from other colleges/universities have been officially approved as transfers by the register's office at Ivy Tech Community College by the end of Spring semester 2021. (Accepted transfer from Indiana colleges and universities can be viewed at www.transferin.net) The program faculty does not make decisions on course transfers from other colleges to Ivy Tech Community College. That is the role of the register.
2. Successfully complete the following four (4) prerequisite courses before March 15. These are the courses that will be awarded points for grades. These will account for approximately 2/3 (66%) of points for admission into the program.
 - APHY 101 – Anatomy and Physiology I
 - ENGL 111 – English Composition
 - HLHS 101 – Medical Terminology

- MATH 136 – College Algebra

If a course has been repeated, the program will take the highest score of the first two attempts in 5 years. The policy states “Only the higher of the first two attempts will be used in calculation of points. If more than 2 attempts have been made, we will only go back 5 years to select the highest of the two attempts. A “W” is considered an attempt. An exception will be extended for courses that student withdrew in Spring of 2020 due to COVID 19 and will not count as an attempt.

3. Complete an online application for the Terre Haute Medical Imaging Program.
 - Online application window is open March 15-May 15, 2024.
 - Final application deadline is May 15, 2024, no exceptions

DIDACTIC INSTRUCTION

To participate in the Program all students must have a home computer and Internet access. There are tutorial sessions available on-line on the distance education page of the Ivy Tech Community College website.

The program is a hybrid delivery which requires a **once-a-week** presence at the Terre Haute campus that is **required** for all students. Class days will be assigned at orientation.

Additional times when needed, notice will be given ahead of time. This is also a requirement

All students must follow all aspects of the program including the program sequence as published.

Institution Name: Ivy Tech Community College
 Program Type: Medical Imaging - Radiological Technology
 Degree Type: Associate of Applied Sciences

Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. [Click here](#) to go directly to the JRCERT webpage.

Credentialing Examination: The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	number passed on 1 st attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2018	16 of 19 - 84%
Year 2 - 2019	13 of 18 - 72%
Year 3 - 2020	13 of 19 - 68%
Year 4 - 2021	20 of 21 - 95%
Year 5 - 2022	13 of 14 - 93%
Program 5-Year Average	75 of 91 - 82.4%

Job Placement: The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 - 2018	17 of 19 - 89%
Year 2 - 2019	16 of 18 - 89%
Year 3 - 2020	19 of 19 - 100%
Year 4 - 2021	21 of 21 - 100%
Year 5 - 2022	13 of 13 - 100%
Program 5-Year Average	86 of 90 - 95.6%

Program Completion: The number of students who complete the program within the stated program length. The annual benchmark established by the program is 80%.

Program Completion Rate	number graduated divided by number started the program
Year	Results
Year - 2023	20 of 25
Annual Completion Rate	80%

Figure 1 Ivy Tech Community College

RADIOLOGIC TECHNOLOGISTS CODE OF ETHICS

Principle 1

Radiologic Technologists shall conduct themselves in a manner compatible with the dignity of their profession.

Principle 2

Radiologic Technologists shall provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by consideration of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem.

Principle 3

Radiologic Technologists shall make every effort to protect all patients from unnecessary radiation.

Principle 4

Radiologic Technologists should exercise and accept responsibility for independent discretion and judgment in the performance of their professional service.

Principle 5

Radiologic Technologists shall judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence.

Principle 6

Radiologic Technologists shall apply only methods of technology founded upon a scientific basis and not accept those methods that violate this principle.

Principle 7

Radiologic Technologists shall not diagnose, but in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to radiologic diagnosis of patient management.

Principle 8

Radiologic Technologists shall be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities.

Principle 9

Radiologic Technologists should continually strive to improve their knowledge skills by participating in educational and professional activities and sharing the benefits of their attainment with their colleague.

Principle 10

Radiologic Technologists should protect the public from misinformation and misrepresentation.

ARRT RULES AND REGULATIONS

Section 2.03 Professional Education Requirements for Certification and Registration. Candidates for certification and registration must meet the following requirements:

(a) Radiography. Candidates must successfully complete a formal educational program in radiography accredited by a mechanism acceptable to the ARRT and must complete the ARRT Radiography Didactic and Clinical Competency Requirements as part of the educational program. Candidates graduating on or after January 1, 2015 must have earned an associate degree, baccalaureate degree, or a graduate degree from an institution accredited by a mechanism acceptable to the ARRT. The degree does not need to be in radiologic sciences. The degree may be earned before entering the radiography educational program or after graduation from the radiography program, or may be awarded upon completion of the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination and within the timeframe noted below. For those completing a program before 2013, eligibility to participate in the certification examination must be established within five years of completing the professional component of the radiography program and for those completing a program after 2012, within three years of completion of the professional component of the radiography program.

CONFLICTS OF INTEREST

We realize that at Ivy Tech Community College our student are all adults. We will treat you as such and in return,

we expect you to behave as such. In addition, we expect you to exhibit professional attitudes that avoid conflicts of interest. However, the students' performance must be accurately evaluated in an unbiased manner.

Any student who in the opinion of program officials, establishes a conspicuous relationship with an R.T. or any other medical professional at a clinical site that could possibly have an effect on their achievement of competency when performing examinations as a student technologist, will be removed from that clinical site and placed in another clinical site. The student's clinical abilities and clinical competencies must be fairly and accurately evaluated. This may be done at the discretion of Program officials.

CLINICAL TRAVEL POLICY

The Ivy Tech Community College Medical Imaging Program Radiologic Technology Concentration utilizes many clinical sites. Each student may be required to attend clinical at any of the sites and transportation to these sites is the student's responsibility. You may be placed at any one of these sites to complete my clinical competency requirements for the program regardless of what gas prices maybe or how close the site is to your home.

Students in the program must attend scheduled rotations and failure to adhere to this requirement could lead to clinical probation and/or suspension.

Be aware that most clinical sites are non-smoking. While at clinical, you must follow their smoking policy.

For driving directions:

<http://www.randmcnally.com>

<http://maps.yahoo.com>

<http://www.mapquest.com>

ARRT ETHICS COMMITTEE

Fee for Pre-App Eligibility Review to Increase in 2011 Individuals who request a pre-application review of their ethics eligibility for certification will pay \$100 after December 31, 2010. The fee until then is \$75. This fee — which has not increased since 1999 — does not apply toward the certification fee. The pre-application review addresses concerns about whether a conviction record would affect someone's eligibility to become certified. Completing a pre-application allows the individual's situation to be evaluated and a decision rendered before an Application for Certification is submitted. Candidates may request the review before or after enrolling in an educational program; those who anticipate graduating from a program within six months should use the Application for Certification instead of the pre-application, since little time will be saved at that point. The pre-application review form is downloadable from the "Ethics" section of www.arrt.org, or you may request a copy by phoning ARRT at (651) 687-0048, ext. 8580

DETERMINE YOUR ELIGIBILITY IN ADVANCE If you're concerned about whether something in your past will affect your eligibility for certification and registration, consider asking for an Ethics Review Preapplication. Using the Ethics Review Preapplication, you can request an ethics review before you start your educational program or anytime until six months before you graduate from it. You'll pay a nonrefundable \$100 fee. If you'll graduate from your program within six months, don't use the Ethics Review Preapplication. Report potential ethics violations on your Application for Certification and Registration instead. Our Ethics Committee will review your submission and might begin an in-depth investigation. If you're under an ethics review, you may schedule and sit for an ARRT exam. But we'll hold your scores until the review is complete, and we might cancel your scores depending on the outcome of the review. If the committee determines that you've committed an ethics violation—and that it warrants a sanction—you might be ineligible to apply with

ARRT for a set time. Keep in mind, though, that most people who report potential problems aren't deemed ineligible. And most R.T.s don't have their credentials revoked.

INDIANA STATE BOARD OF HEALTH

GENERAL CERTIFICATION

410 IAC 5-11-4 General certification

Sec. 4. The requirements for the general certification of diagnostic X-ray machine operators for use on human beings are as follows:

- (a) An applicant for general certification as an operator of a radiation machine who is not elsewhere exempted in 410 IAC 5-11 shall:
 - (1) have graduated from a CAHEA/JRCERT approved program;
 - (2) have satisfactorily completed the board approved American Registry of Radiologic Technologists' examination and be certified by the American registry of radiologic technologist in diagnostic radiology designated as ARRT(R);
 - (3) have satisfactorily completed an application form approved by the board.
- (b) An applicant may challenge the board-approved examination three (3) consecutive times with a valid temporary status letter. After the third unsuccessful attempt at the board-approved examination, the temporary status is no longer valid and the applicant must refrain from taking radiographs in Indiana until they are successful in passing the examination.
- (c) All certificates are valid for two (2) years.

STUDENT RADIOGRAPHY PERMITS

On September 20, 2006, the Indiana State Department of Health (ISDH) Executive Board adopted a revision to radiology licensing rules. The rule promulgation process was subsequently completed, and the final rule became effective December 27, 2006 (**effective July 1, 2007 for students**). The final rule is codified at 410 Indiana Administrative Code [IAC] 5.2 and has been published in the Indiana Register.

Under provisions of the new radiology licensing rule, students must obtain a permit in order to take radiographs or perform regulated radiologic procedures. In order to qualify for a student or provisional permit, the student must be enrolled in a radiology educational program approved by the ISDH. The permit is issued by the ISDH and must be obtained prior to taking any radiograph or performing a radiologic procedure.

410 IAC 5.2-3-2 Student radiology permit requirements

Authority: IC 16-41-35-26; IC 16-41-35-28; IC 16-41-35-29

Affected: IC 16-41-35

Sec. 2. (a) The following persons are eligible for a student radiology permit:

- (1) A student enrolled in a radiologic technology program approved under this article.
 - (2) A student enrolled in a radiation therapy program approved under this article.
 - (3) A student enrolled in a nuclear medicine technology program approved under this article.
 - (4) A student enrolled in an American Dental Association accredited dental assisting program.
- (b) A student radiology permit expires upon the student's withdrawal or termination from the program or six (6) months after the student's graduation from a radiologic technology, radiation therapy, nuclear medicine, or dental assisting program.

(c) Students in a program listed in subsection (a) must be appropriately supervised according to applicable educational standards by an appropriate practitioner, licensed radiologic technologist, licensed radiation therapist, licensed nuclear medicine technologist, licensed dental hygienist, or another licensed individual approved by the department in order to assist and evaluate the student's performance and ensure the quality of the procedure.

(d) The student permit only allows the individual to perform procedures as part of the education program in which the student is enrolled.

(e) Students participating in an alternate eligibility program for the Nuclear Medicine Technology Certification Board are eligible for the student nuclear medicine permit for a period of not greater than four (4) years. Prior to issuing the permit, the student's plan for completing the eligibility requirements must be approved by department and is subject to periodic review by the department to determine continued progress towards completion. (*Indiana State Department of Health; 410 IAC 5.2-3-2; filed Nov 27, 2006, 1:48 p.m.: 20061227-IR-410050190FRA; errata filed Jan 17, 2007, 11:14 a.m.: 20070131-IR-410050190ACA*)

U.S. IMMIGRATION AND NATIONALITY ACT

The Indiana Public Licensing Agency (IPLA) has recently taken a position that may preclude visa holding or otherwise undocumented students from sitting for certification/licensure within Indiana. Students should seek their own legal counsel in these matters.

The expectations U.S. Immigration and Nationality Act are found in the Federal Regulation 8 of the U.S.C.; Section 1641:

Federal Regulation: 8 U.S.C. Section 1641: The U.S. Immigration and Nationality Act 2018 Amendment

- (A) ***IN GENERAL***, except as otherwise provided in this chapter, the terms used in this chapter have the same meaning given such terms in section 101(a) of the Immigration and Nationality Act [8 U.S.C. 1101(a)].
- (B) ***Qualified alien***: For purposes of this chapter, the term “qualified alien” means an alien who, at the time the alien applies for, receives, or attempts to receive a Federal public benefit, is—
- (1) an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. 1101 et seq.],
 - (2) an alien who is granted asylum under section 208 of such Act [8 U.S.C. 1158],
 - (3) a refugee who is admitted to the United States under section 207 of such Act [8 U.S.C. 1157],
 - (4) an alien who is paroled into the United States under section 212(d)(5) of such Act [8 U.S.C. 1182(d)(5)] for a period of at least 1 year,
 - (5) an alien whose deportation is being withheld under section 243(h) of such Act [8 U.S.C. 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104–208) or section 241(b)(3) of such Act [8 U.S.C. 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104–208),
 - (6) an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act [8 U.S.C. 1153(a)(7)] as in effect prior to April 1, 1980; [1] or
 - (7) an alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).

OUTSIDE JOBS

Outside employment is discouraged during the first year due to program load. If a student must work, employment hours are scheduled around program hours. Remember this is a hybrid program.

*Also note, if a student is employed at a clinical affiliate, employment do not count towards required clinical hours

towards the program.

ELECTRICAL SAFETY RULES

- All electrical equipment and appliances must be approved for use in the Radiologic Technology labs.
- Follow equipment manufacturer's instructions.
- Equipment used on or near patients or near water must have grounded plugs.
- Inspect equipment regularly, paying attention to cords and plugs. Report any needed repairs.
- Do not overload circuits by connecting too many devices to a single outlet or outlet group.
- Unplug or turn off electrical equipment before exposing external parts.
- Use only extension cords approved for the intended purpose.
- *Do not attempt to repair equipment.*
- In case of an electrical fire, use a *Class C* or *carbon dioxide* fire extinguisher.

EMERGENCY RESPONSE

Refer to the *Emergency Response Guide* posted in all classrooms. The *Emergency Response Guide* covers responses to fire, medical emergencies and ambulance, utility failure, earthquake, chemical spills, tornado and severe thunderstorms, disruptive behavior/workplace violence, and bomb threats/suspicious mail/biological agent threats.

RADIATION PROTECTION and SAFETY POLICY

All students must protect himself/herself, patients, families, and other health care workers against harmful radiation including magnetic wave or radiofrequency hazards by practicing optimal use of radiation.

PROTOCOL:

1. Students must always follow the ALARA principle.
2. Students must never hold the image receptor during any radiographic procedure
3. Students should not hold patients except for extreme emergency. If holding is necessary, after attempting positioning restraints, then family members or other hospital personnel should be utilized.
4. Students will be issued a dosimetry badge for monitoring radiation dosage. A \$25 replacement fee will be charged to students for lost dosimetry badges.
5. Dosimetry badges shall be always worn on the collar outside the lead apron while in a clinical setting.
6. Absence of the dosimetry badge will constitute a violation and a demerit, which requires your removal from the site until the badge is available. This time must be made up.
7. The Clinical Coordinator will distribute dosimetry readings to the students. Students will read and initial radiation reports.
8. Report any accident or lost badge immediately to the Clinical Coordinator or the Program Chair.
9. Dosages that are recorded as high will be investigated as per NRC regulations.
10. Each clinical affiliate must have a clinical instructor for the supervision, instruction, and evaluation of the students.
 - Students will be given an orientation of basic radiation safety prior to attending the clinical sites for the first rotation.
 - Students are required to always exercise radiation protection. At no time may a student participate in a procedure utilizing unsafe protection practices.
 - Radiation dosimetry badges are distributed by the Program Chair or Clinical Coordinator. Badges are to be worn at the collar, outside of the lead apron. Badges are to be removed while having personal medical or dental radiography performed. Badges will be always worn while in clinic or lab. Badges are to be changed quarterly

Each clinical site has a clinical instructor to supervise students in the clinical education center. Supervision may be Direct or indirect depending on the student's progress in the Program.

DIRECT SUPERVISION

Direct supervision assures patient safety and proper educational practices. 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.

Students must be directly supervised until competency is achieved. Students are not allowed to do bedside or portable exams without direct supervision

INDIRECT SUPERVISION

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement." Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients. Failure to do so is grounds for dismissal.

SUPERVISION FOR REPEATED EXPOSURE

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re—exposure.

1. Students are not allowed to take repeat radiographs without an RT(R) physically present in the room
2. Students are not allowed to do bedside or portable exams without direct supervision.
3. Students will wear lead aprons and thyroid shields when exposed to ionizing radiation.

PORTABLE EXAMINATIONS

The Medical Imaging students at Ivy Tech Community College understand that students are NOT **ALLOWED** to: 1. DO bedside or portable exams without a Registered Radiographer immediately available. This means that a RT(R) must be in the room or adjacent to the room where the examination is taking place. Repeats of all unsatisfactory portable images necessitates that a radiographer be in the room with the student when the images are being taken,

Violations of this rule may be grounds for dismissal from the program

PREGNANCY POLICY

This program complies with the regulations of the Nuclear Regulatory Commission regarding the declared pregnant student (declared pregnant worker)

POLICY

It is the policy of the Ivy Tech Community College Medical Imaging Radiologic Technology concentration to set clearly specified rules and procedures regarding student pregnancy. Radiation exposure has a potential to cause harmful biological effects to the unborn child, especially during the first three months. All students sign the College's pregnancy policy.

PROCEDURE

1. A student who becomes pregnant or suspects they may be pregnant has the option of whether or not to notify the Program Director of their pregnancy. **If a student chooses to inform program officials of their pregnancy voluntarily, it must be in writing and indicate the expected date of confinement (delivery)¹.** This is a declared pregnancy. This is necessary so steps can be taken to avoid possible risks of radiation exposure to the unborn child.
2. Upon receiving written notification of the declared pregnancy, the student will be required to have another physical stating that they are capable of meeting the performance standards of the program. The student should arrange for this with their attending physician within a reasonable period of time.
3. Once a pregnancy has been declared, the Program Director together with the program officials will confidentially counsel the student and provide a waist radiation badge or other radiation-monitoring device, the cost of which will be borne by the student. The counseling sessions will serve to inform and/or reacquaint the student with the potential hazards of radiation to the fetus, protective practices which should be employed, and monitoring procedures. The student will be presented with the options of continuing with the full program (theory and clinical) or taking the theory only part of the program. The student will also be provided with a document from the Nuclear Regulatory Commission concerning Prenatal Radiation Exposure.
4. If the student chooses to remain in the full program after their pregnancy declaration, they must sign an acknowledgement accepting the responsibilities for the radiation hazards and any birth defects that may be attributed to or associated with the resultant radiation exposure acquired during any part of the program.
5. The student may elect to take a break of indeterminate length to have the child or adjust to having the child. Such breaks will be determined on an individual basis in a conference with the Program Director, program officials, the student, and anyone the student elects to bring with them.
6. A student cannot be terminated from the program solely because of being pregnant. A conference will be called if they have performance problems with any aspect of the program that may be related to the pregnancy and would normally be addressed if they were not pregnant.
7. Should a pregnant student choose to remain in the program, the program officials will monitor the student's exposure so as not to exceed the established guidelines of 0.5 REM for the embryo-fetus or 0.05 REM in any one month. This will be enforced with the exclusion from the clinical portion of the program, if necessary, even if the declared pregnant student disagrees. Precautions will be taken to minimize their radiation exposure, including being behind a primary barrier during radiography beginning from the time of their declaration. Everything else will stay the same unless the monitored student indicates the potential to exceed the stated dose limits.
8. **Choosing not to declare pregnancy assumes the student is of regular status (regardless of the supposed obviousness of the student's condition) and, therefore, no extra measures of protection for the fetus will be taken. In absence of the voluntary, written disclosure, the student will be expected to perform all clinical and didactic assignments.**

9. A student who wishes to withdraw their Declaration of Pregnancy must do so in writing.

Regulatory Guide 8.13
Instruction Concerning Prenatal Radiation
Exposure
(Draft issued as DG-8014)
Publication Information

A. INTRODUCTION

The Code of Federal Regulations in 10 CFR Part 19, "Notices, Instructions and Reports to Workers: Inspection and Investigations," in Section 19.12, "Instructions to Workers," requires instruction in "the health protection problems associated with exposure to radiation and/or radioactive material, in precautions or procedures to minimize exposure, and in the purposes and functions of protective devices employed." The instructions must be "commensurate with potential radiological health protection problems present in the workplace."

The Nuclear Regulatory Commission's (NRC) regulations on radiation protection are specified in 10 CFR Part 20, "Standards for Protection Against Radiation"; and Section 20.1208, "Dose to an Embryo/Fetus," requires licensees to "ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv)." Section 20.1208 also requires licensees to "make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman." A declared pregnant woman is defined in 10 CFR 20.1003 as a woman who has voluntarily informed their employer, in writing, of their pregnancy and the estimated date of conception.

This regulatory guide is intended to provide information to pregnant women, and other personnel, to help them make decisions regarding radiation exposure during pregnancy. This Regulatory Guide 8.13 supplements Regulatory Guide 8.29, "Instruction Concerning Risks from Occupational Radiation Exposure" (Ref. 1), which contains a broad discussion of the risks from exposure to ionizing radiation.

Other sections of the NRC's regulations also specify requirements for monitoring external and internal occupational dose to a declared pregnant woman. In 10 CFR 20.1502, "Conditions Requiring Individual Monitoring of External and Internal Occupational Dose," licensees are required to monitor the occupational dose to a declared pregnant woman, using an individual monitoring device, if it is likely that the declared pregnant woman will receive, from external sources, a deep dose equivalent in excess of 0.1 rem (1 mSv). According to Paragraph (e) of 10 CFR 20.2106, "Records of Individual Monitoring Results," the licensee must maintain records of dose to an embryo/fetus if monitoring was required, and the records of dose to the embryo/fetus must be kept with the records of dose to the declared pregnant woman. The declaration of pregnancy must be kept on file, but may be maintained separately from the dose records.

The licensee must retain the required form or record until the Commission terminates each pertinent license requiring the record.

The information collections in this regulatory guide are covered by the requirements of 10 CFR Parts 19 or 20, which were approved by the Office of Management and Budget, approval numbers 3150-0044 and 3150-0014, respectively. The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

B. DISCUSSION

As discussed in Regulatory Guide 8.29 (Ref. 1), exposure to any level of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific certainty regarding the relationship between low dose exposure

and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. At the occupational dose limit for the whole body of 5 rem (50 mSv) per year, the risk is believed to be very low.

The magnitude of risk of childhood cancer following in-utero exposure is uncertain in that both negative and positive studies have been reported. The data from these studies "are consistent with a lifetime cancer risk resulting from exposure during gestation which is two to three times that for the adult" (NCRP Report No. 116, Ref. 2). The NRC has reviewed the available scientific literature and has concluded that the 0.5 rem (5 mSv) limit, specified in 10 CFR 20.1208, provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers associated with radiation exposure during pregnancy.

In order for a pregnant worker to take advantage of the lower exposure limit and dose monitoring provisions specified in 10 CFR Part 20, the woman must declare their pregnancy in writing to the licensee. A form letter for declaring pregnancy is provided in this guide or the licensee may use its own form letter for declaring pregnancy. A separate written declaration should be submitted for each pregnancy.

C. REGULATORY POSITION

1. Who Should Receive Instruction?

Female workers who require training under 10 CFR 19.12 should be provided with the information contained in this guide. In addition to the information contained in Regulatory Guide 8.29 (Ref. 1), this information may be included as part of the training required under 10 CFR 19.12.

2. Providing Instruction

14a The occupational worker may be given a copy of this guide with its Appendix, an explanation of the instruction; the instructor should have some knowledge of the biological effects of radiation to be able to answer questions that may go beyond the information provided in this guide. Videotaped presentations may be used for classroom instruction. Regardless of whether the licensee provides classroom training, the licensee should give workers the opportunity to ask questions about information contained in this Regulatory Guide 8.13. The licensee may take credit for instruction that the worker has received within the past year at other licensed facilities or in other courses or training.

3. Licensee's Policy on Declared Pregnant Women

The instruction provided should describe the licensee's specific policy on declared pregnant women, including how those policies may affect a woman's work situation. In particular, the instruction should include a description of the licensee's policies, if any, that may affect the declared pregnant woman's work situation after they have filed a written declaration of pregnancy consistent with 10 CFR 20.1208. The instruction should also identify whom to contact for additional information as well as identify who should receive the written declaration of pregnancy. The recipient of the woman's declaration may be identified by name (e.g., John Smith), position (e.g., immediate supervisor, the radiation safety officer), or department (e.g., the personnel department).

4. Duration of Lower Dose Limits for the Embryo/Fetus

The lower dose limit for the embryo/fetus should remain in effect until the woman withdraws the declaration in writing or the woman is no longer pregnant. If a declaration of pregnancy is withdrawn, the dose limit for the embryo/fetus would apply only to the time from the estimated date of conception until the time the declaration is withdrawn. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

5. Substantial Variations Above a Uniform Monthly Dose Rate

According to 10 CFR 20.1208(b), "The licensee shall make efforts to avoid substantial variation above a uniform

Commented [LW18]:

monthly exposure rate to a declared pregnant woman so as to satisfy the limit in paragraph (a) of this section," that is, 0.5 rem (5 mSv) to the embryo/fetus. The National Council on Radiation Protection and Measurements (NCRP) recommends a monthly equivalent dose limit of 0.05 rem (0.5 mSv) to the embryo/fetus once the pregnancy is known (Ref. 2). In view of the NCRP recommendation, any monthly dose of less than 0.1 rem (1 mSv) may be considered as not a substantial variation above a uniform monthly dose rate and as such will not require licensee justification. However, a monthly dose greater than 0.1 rem (1 mSv) should be justified by the licensee.

D. IMPLEMENTATION

The purpose of this section is to provide information to licensees and applicants regarding the NRC staff's plans for using this regulatory guide.

Unless a licensee or an applicant proposes an acceptable alternative method for complying with the specified portions of the NRC's regulations, the methods described in this guide will be used by the NRC staff in the evaluation of instructions to workers on the radiation exposure of pregnant women.

E. REFERENCES

1. USNRC, "Instruction Concerning Risks from Occupational Radiation Exposure," Regulatory Guide 8.29, Revision 1, February 1996.
2. National Council on Radiation Protection and Measurements, Limitation of Exposure to Ionizing Radiation, NCRP Report No. 116, Bethesda, MD, 1993.

APPENDIX: QUESTIONS AND ANSWERS CONCERNING PRENATAL RADIATION EXPOSURE

1. Why am I receiving this information?

The NRC's regulations (in 10 CFR 19.12, "Instructions to Workers") require that licensees instruct individuals working with licensed radioactive materials in radiation protection as appropriate for the situation. The instruction below describes information that occupational workers and their supervisors should know about the radiation exposure of the embryo/fetus of pregnant women.

The regulations allow a pregnant woman to decide whether they want to formally declare their pregnancy to take advantage of lower dose limits for the embryo/fetus.

This instruction provides information to help women make an informed decision whether to declare a pregnancy.

2. If I become pregnant, am I required to declare my pregnancy?

No. The choice whether to declare your pregnancy is completely voluntary. If you choose to declare your pregnancy, you must do so in writing and a lower radiation dose limit will apply to your embryo/fetus. If you choose not to declare your pregnancy, you and your embryo/fetus will continue to be subject to the same radiation dose limits that apply to other occupational workers.

3. If I declare my pregnancy in writing, what happens?

If you choose to declare your pregnancy in writing, the licensee must take measures to limit the dose to your embryo/fetus to 0.5 rem (5 mSv) during the entire pregnancy. This is one-tenth of the dose that an occupational worker may receive in a year. If you have already received a dose exceeding 0.5 rem (5 mSv) in the period between conception and the declaration of your pregnancy, an additional dose of 0.05 rem (0.5 mSv) is allowed during the remainder of the pregnancy. In addition, 10 CFR 20.1208, "Dose to an Embryo/Fetus," requires licensees to make efforts to avoid substantial variation above a uniform monthly dose rate so that all the 0.5 rem (5 mSv) allowed dose does not occur in a short period during the pregnancy. This may mean that, if you declare your pregnancy, the licensee may not permit you to do some of your normal job functions if those functions would have allowed you to receive more than 0.5 rem, and you may not be able to have some emergency response

responsibilities.

4. Why do the regulations have a lower dose limit for the embryo/fetus of a declared pregnant woman than for a pregnant worker who has not declared?

A lower dose limit for the embryo/fetus of a declared pregnant woman is based on a consideration of greater sensitivity to radiation of the embryo/fetus and the involuntary nature of the exposure. Several scientific advisory groups have recommended (References 1 and 2) that the dose to the embryo/fetus be limited to a fraction of the occupational dose limit.

5. What are the potentially harmful effects of radiation exposure to my embryo/fetus?

The occurrence and severity of health effects caused by ionizing radiation are dependent upon the type and total dose of radiation received, as well as the time period over which the exposure was received. See Regulatory Guide 8.29, "Instruction Concerning Risks from Occupational Exposure" (Ref. 3), for more information. The main concern is embryo/fetal susceptibility to the harmful effects of radiation such as cancer.

6. Are there any risks of genetic defects?

Although radiation injury has been induced experimentally in rodents and insects, and in the experiments was transmitted and became manifest as hereditary disorders in their offspring, radiation has not been identified as a cause of such effect in humans. Therefore, the risk of genetic effects attributable to radiation exposure is speculative.

For example, no genetic effects have been documented in any of the Japanese atomic bomb survivors, their children, or their grandchildren.

7. What if I decide that I do not want any radiation exposure at all during my pregnancy?

You may ask your employer for a job that does not involve any exposure at all to occupational radiation dose, but your employer is not obligated to provide you with a job involving no radiation exposure. Even if you receive no occupational exposure at all, your embryo/fetus will receive some radiation dose (on average 75 mrem (0.75 mSv) during your pregnancy from natural background radiation. The NRC has reviewed the available scientific literature and concluded that the 0.5 rem (5mSv) limit provides an adequate margin of protection for the embryo/fetus.

This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers. If this dose limit is exceeded, the total lifetime risk of cancer to the embryo/fetus may increase incrementally. However, the decision on what level of risk to accept is yours. More detailed information on potential risk to the embryo/fetus from radiation exposure can be found in References 2-10.

8. What effect will formally declaring my pregnancy have on my job status

Only the licensee can tell you what effect a written declaration of pregnancy will have on your job status. As part of your radiation safety training, the licensee should tell you the company's policies with respect to the job status of declared pregnant women. In addition, before you declare your pregnancy, you may want to talk to your supervisor or your radiation safety officer and ask what a declaration of pregnancy would mean specifically for you and your job status. In many cases, you can continue in your present job with no change and still meet the dose limit for the embryo/fetus.

For example, most commercial power reactor workers (approximately 93%) receive, in 12 months, occupational radiation doses that are less than 0.5 rem (5 mSv) (Ref. 11). The licensee may also consider the likelihood of increased radiation exposures from accidents and abnormal events before making a decision to allow you to continue in your present job. If your current work might cause the dose to your embryo/fetus to exceed 0.5 rem (5 mSv), the licensee has various options. It is possible that the licensee can and will make a reasonable accommodation that will allow you to continue performing your current job, for example, by having another qualified employee do a small part of the job that accounts for some of your radiation exposure.

9. What information must I provide in my written declaration of pregnancy?

You should provide, in writing, your name, a declaration that you are pregnant, the estimated date of conception

(only the month and year need be given), and the date that you give the letter to the licensee. A form letter that you can use is included at the end of these questions and answers. You may use that letter, use a form letter the licensee has provided to you, or write your own letter.

10. To declare my pregnancy, do I have to have documented medical proof that I am pregnant?

NRC regulations do not require that you provide medical proof of your pregnancy. However, NRC regulations do not preclude the licensee from requesting medical documentation of your pregnancy, especially if a change in your duties is necessary in order to comply with the 0.5 rem (5 mSv) dose limit.

11. Can I tell the licensee orally rather than in writing that I am pregnant?

No. The regulations require that the declaration must be in writing.

12. If I have not declared my pregnancy in writing, but the licensee suspects that I am pregnant, do the lower dose limits apply?

No. The lower dose limits for pregnant women apply only if you have declared your pregnancy in writing. The United States Supreme Court has ruled (in *United Automobile Workers International Union v. Johnson Controls, Inc.*, 1991) that "Decisions about the welfare of future children must be left to the parents who conceive, bear, support, and raise them rather than to the employers who hire those parents" (Reference 7). The Supreme Court also ruled that your employer may not restrict you from a specific job "because of concerns about the next generation." Thus, the lower limits apply only if you choose to declare your pregnancy in writing.

13. If I am planning to become pregnant but am not yet pregnant and I inform the licensee of that in writing, do the lower dose limits apply?

No. The requirement for lower limits applies only if you declare in writing that you are already pregnant.

14. What if I have a miscarriage or find out that I am not pregnant?

If you have declared your pregnancy in writing, you should promptly inform the licensee in writing that you are no longer pregnant. However, if you have not formally declared your pregnancy in writing, you need not inform the licensee of your non-pregnant status.

15. How long is the lower dose limit in effect?

The dose to the embryo/fetus must be limited until you withdraw your declaration in writing or you inform the licensee in writing that you are no longer pregnant. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

16. If I have declared my pregnancy in writing, can I revoke my declaration of pregnancy even if I am still pregnant?

Yes, you may. The choice is entirely yours. If you revoke your declaration of pregnancy, the lower dose limit for the embryo/fetus no longer applies.

17. What if I work under contract at a licensed facility?

The regulations state that you should formally declare your pregnancy to the licensee in writing. The licensee has the responsibility to limit the dose to the embryo/fetus.

18. Where can I get additional information?

The references to this Appendix contain helpful information, especially Reference 3, NRC's Regulatory Guide 8.29: "Instruction Concerning Risks from Occupational Radiation Exposure," for general information on radiation risks. The licensee should be able to give this document to you.

For information on legal aspects, see Reference 7, "The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children--What Can the Employer Do?" which is an article in the

journal Radiation Protection Management.

You may telephone the NRC Headquarters at (301) 415-7000. Legal questions should be directed to the Office of the General Counsel and technical questions should be directed to the Division of Industrial and Medical Nuclear Safety.

You may also telephone the NRC Regional Offices at the following numbers: Region I, (610)

337-5000; Region II, (404) 562-4400; Region III, (630) 829-9500; and Region IV, (817) 860-8100. Legal questions should be directed to the Regional Counsel, and technical questions should be directed to the Division of Nuclear Materials Safety.

REFERENCES FOR APPENDIX

1. National Council on Radiation Protection and Measurements, Limitation of Exposure to Ionizing Radiation, NCRP Report No. 116, Bethesda, MD, 1993.
2. International Commission on Radiological Protection, 1990 Recommendations of the International Commission on Radiological Protection, ICRP Publication 60, Ann. ICRP 21: No. 1-3, Pergamon Press, Oxford, UK, 1991.
3. USNRC, "Instruction Concerning Risks from Occupational Radiation Exposure," Regulatory Guide 8.29, Revision 1, February 1996.1(1) (Electronically available at www.nrc.gov/NRC/RG/index.html)
4. Committee on the Biological Effects of Ionizing Radiations, National Research Council, Health Effects of Exposure to Low Levels of Ionizing Radiation (BEIR V), National Academy Press, Washington, DC, 1990.
5. United Nations Scientific Committee on the Effects of Atomic Radiation, Sources and Effects of Ionizing Radiation, United Nations, New York, 1993.
6. R. Doll and R. Wakeford, "Risk of Childhood Cancer from Fetal Irradiation," The British Journal of Radiology, 70, 130-139, 1997.
7. David Wiedis, Donald E. Jose, and Timm O. Phoebe, "The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children--What Can the Employer Do?" Radiation Protection Management, 11, 41-49, January/February 1994.
8. National Council on Radiation Protection and Measurements, Considerations Regarding the Unintended Radiation Exposure of the Embryo, Fetus, or Nursing Child, NCRP Commentary No. 9, Bethesda, MD, 1994.
9. National Council on Radiation Protection and Measurements, Risk Estimates for Radiation Protection, NCRP Report No. 115, Bethesda, MD, 1993.
10. National Radiological Protection Board, Advice on Exposure to Ionising Radiation During Pregnancy, National Radiological Protection Board, Chilton, Didcot, UK, 1998.
11. M.L. Thomas and D. Hagemeyer, "Occupational Radiation Exposure at Commercial Nuclear Power Reactors and Other Facilities, 1996," Twenty-Ninth Annual Report, NUREG-0713, Vol. 18, USNRC, 1998.

REGULATORY ANALYSIS

A separate regulatory analysis was not prepared for this regulatory guide. A regulatory analysis prepared for 10 CFR Part 20, "Standards for Protection Against Radiation" (56 FR 23360), provides the regulatory basis for this guide and examines the costs and benefits of the rule as implemented by the guide. A copy of the "Regulatory Analysis for the Revision of 10 CFR Part 20" (PNL-6712, November 1988) is available for inspection and copying for a fee at the NRC Public Document Room, 2120 L Street NW, Washington, DC, as an enclosure to Part 20 (56 FR 23360).

1. Single copies of regulatory guides, both active and draft, and draft NUREG documents may be obtained free of charge by writing the Reproduction and Distribution Services Section, OCIO, USNRC, Washington, DC 20555-0001, or by fax to (301)415-2289, or by email to <DISTRIBUTION@NRC.GOV>. Active guides may also be purchased from the National Technical Information Service on a standing order basis. Details on this service may be obtained by writing NTIS, 5285 Port Royal Road, Springfield, VA 22161. Copies of active and draft guides are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW., Washington, DC; the PDR's mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343.

2. Copies are available at current rates from the U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20402-9328 (telephone (202)512-1800); or from the National Technical Information Service by writing NTIS at 5285 Port Royal Road, Springfield, VA 22161. Copies are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW., Washington, DC; the PDR's mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-334

(See Program Chair for an official form)

This form letter is provided for your convenience. To make your written declaration of pregnancy, you may fill in the blanks in this form letter; you may use a form letter the licensee has provided to you, or you may write your own letter.

DECLARATION OF PREGNANCY

To: _____

In accordance with the NRC's regulations at

10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in _____ (only the month and year need be provided).

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

(Your Signature)

(Your Printed Name)

(Date)

DISCIPLINARY ACTION

The successful completion of the program depends on the completion of all clinical education courses. Ivy Tech Community College must rely upon our hospital and clinical affiliates to provide the facilities for our clinical education courses. It is of the utmost importance that we maintain a positive working relationship with these affiliates. In order to avoid confusion, the student must abide by the affiliate's rules of conduct while in the clinical situation. These rules of conduct include such things as starting and quitting times, lunch/coffee breaks, equipment care, handling of patients, etc.

The Radiologist, Chief Technologist, Assistant Chief Technologist and/or the on-site instructor in the affiliated hospital have the authority to verbally reprimand, place on probation, or dismiss a student from their assigned clinical temporarily or permanently for unethical behavior or for not complying with hospital or college policies. If a disciplinary action should become necessary, a form will be filled out by one or more of the above listed personnel and a copy will be given to the student. The Clinical Coordinator and Program Director will decide if further action is appropriate.

If the student is dismissed from the affiliate that they are assigned to, they will not be allowed to continue in any clinical rotation for the length of the suspension regardless of the level of their grades in any other area.

Any student suspension will be handled through the Clinical Coordinator, the Program Director, the involved clinical site, and the College, as needed.

The final decision for permanent dismissal will be made by the Ivy Tech Community College Radiologic Technology Program Director and faculty.

It is a requirement that the clinical education phase of the program must be completed before the graduate can sit for the registry of the American Registry of Radiologic Technologists.

Grounds for immediate dismissal include felonies, theft, alcohol consumption, all improper uses and abuses of legal and illegal drugs, gambling, fighting, and any other situation deemed injurious to the well-being of the clinical affiliate.

Days missed due to suspension must be made up by the student.

RADIOLOGIC TECHNOLOGY REQUIRED PROGRAM CLINICAL COMPETENCIES

THORAX

Chest, routine (2 views)
Chest, decubitus
Chest, age 6 years or younger (Peds)
Chest, wheelchair
Chest, stretcher
Ribs
Sternum

EXTREMITIES

Foot
Ankle
Tibia and Fibula
Knee
Femur
Finger or Thumb
Hand
Wrist
Forearm
Elbow
Humerus
Shoulder
Trauma Shoulder (Trans
Thoracic)
Toes
Os Calcis
Patella
Scapula
Clavicle
Acromioclavicular Joints

HEAD WORK

Mandible
Nasal Bones
Orbits
Paranasal Sinuses
Zygomatic Arches
Larynx (Soft Tissue Neck)
SPINE AND PELVIS
Cervical Spine with Obliques
Trauma Cervical Spine
Thoracic Spine
Lumbosacral Spine with Obliques
Pelvis
Trauma Hip
Sacrum and/or Coccyx
Sacroiliac Joints
Scoliosis Series
ABDOMEN AND GI TRACT
Esophagus Study
Abdomen, supine and upright
Abdomen, decubitus
Upper G.I. Series
Small Bowel Series
Barium Enema, Double Contrast
OTHER
IVU (IVP)
Myelogram
Conventional Tomogram (other than
IVU)
Retrograde Urethrogram
MOBILE AND SURGICAL
Portable Chest
Portable Abdomen
Portable Orthopedics
Operative Cholangiogram
Retrograde Urogram
C-Arm Procedure (surgical)

SPECIAL ROTATIONS FOR EVENINGS, WEEKENDS, AND THIRD SHIFT CLINICAL ASSIGNMENTS

Rationale:

The purpose of the special rotations is to be exposed to the department flow at a time when things are handled in a non-routine manner. The opportunity for more trauma, portable, and possibly pediatric exams is much greater. Since a newly graduated student is subject to employment, it is to their advantage to have experienced these shifts. Students may be exposed to various "special views" and emergency procedures. This will serve to enhance their decision-making skills.

Students may be assigned to afternoon or evening shift for a two (2) week rotation during every clinical after Clinical I. Students may have a one weekend evening rotation and be assigned to two (2) 8-hour clinical assignments over a weekend. The hours considered "evening shift" may vary from one clinical facility to another depending on department schedules and workloads. The schedule will be determined by the site clinical instructor and program coordinator and will be distributed in advance. Further special rotations must be requested by the student and approved by the Clinical Instructor, the Clinical Coordinator, and Program Director. Such requests will be limited to one student at a clinical site and the availability of an

appropriate clinical experience.

Performance Objectives:

At the completion of the evening shift and/or weekend rotation, the student will be able to:

1. Interpret patient history from the requisition.
2. Assess patient condition and/or range of movement.
3. Determine if additional or alternative projections may be required.
4. Select and retrieve any accessory radiographic devices such as grids or restraining devices as appropriate to the examination.
5. Identify the location of the emergency cart.
6. Make readily available oxygen apparatus, blood pressure cuff, stethoscope, emergency cart, and supplies needed for injections of medication when requested by physician or other qualified personnel.
7. Without undue hesitation, adjust tube, image receptor, and patient to obtain projection required if patient cannot assume the routine position.
8. Select and adjust exposure factors as necessary to compensate for positioning changes or patient condition.
9. Perform non-radiographic duties (filing, scheduling, darkroom) as required by department.

TRAUMA PERFORMANCE CLINICAL EDUCATION OBJECTIVES

After the patient has been assessed and judged by an R.T. to be suitable for the student's ability level, the student must in the area of patient care:

1. Demonstrate the ability not to contribute to the patient's immediate concern over his/her condition or the condition of others who may have been involved in the accident, which caused their injuries.
2. Display the talent to obtain cooperation from the patient with reassurances and competent positioning methods which cause minimal patient discomfort.
3. Exhibit the expertise to obtain radiographs without causing patient discomfort or disturbing patient IVs, catheters, O₂ tubing, or any other device attached to the patient for treatment.
4. Choreograph the movement of the patient from the cart to the table and back, to obtain radiographs with minimal patient discomfort obtaining assistance when necessary.
5. Notify the proper personnel if the patient's condition changes or if they suspect the patient's condition is changing.

Associated with safety and protection the student will:

1. Follow the OSHA guidelines at all times thus minimizing the possibility of disease transfer between themselves and the patient. (body fluid precautions)
2. Use appropriate radiation shielding at all times.
3. Apply the knowledge of radiation protection to them by avoiding the primary beam at all times.
4. Protect the patient's safety by having the side rails up at all times when transferring patients.

Regarding trauma positioning methods, the student must:

1. Display the ability to obtain radiographs of the patient without moving the patient if the need arises.
2. Never remove a splint or immobilization device without the attending physician's request or permission.
3. Modify positioning methods to minimize patient discomfort while obtaining satisfactory radiographs.

PEDIATRIC CLINICAL EDUCATION OBJECTIVES

In terms of **Patient Care**, the student is able to:

1. Discuss ways to communicate and to gain cooperation from pediatric patients of all age levels.
2. Discuss the psychological effects of hospitalization upon children.

In terms of **Safety and Protection**, the student is able to:

1. Discuss means and equipment used for self-protection.

2. List and discuss studies that must have leaded shielding.
3. List and discuss studies that must not have leaded shielding.
4. Describe the gonadal protection used in all procedures.
5. Discuss the special care required by pediatric patients to insure their safety while in the radiology department as well as being transported to and from the department.
6. Describe isolation technique for patients brought to the department.
7. Describe isolation technique used in portable radiography.

In terms of **Radiographic and Immobilization Equipment**, the student is able to:

1. Identify and discuss the use of specific immobilization devices.
2. Name other items often used for immobilization.
3. Be able to immobilize a patient properly for examinations of the skull, chest, abdomen, pelvis, and extremities.
4. Discuss the type of radiographic equipment used for Children's especially to facilitate less exposure and the speed of exposure.
5. Manipulate general radiographic equipment.
6. Manipulate fluoroscopic and video equipment.
7. Be able to label the image with patient information.

In terms of **Radiographic Procedures**, the student is able to:

1. List the routine projections for standard procedures.
2. Observe, assist, and perform standard radiographic examinations.
3. Manipulate technique and set the appropriate technique
4. Observe and assist in procedures specific to pediatric radiography, such as scoliosis studies, clubfeet, foreign body localization, VCU, bronchogram, and bone age.
5. Discuss and evaluate the above procedures.
6. Discuss the preparation and scheduling for IVP, UGI, and B.E. examinations.
7. Describe the type, percentage of water to barium and amount of barium or contrast used for GI studies.
8. List the type of contrast used in IVPs and VCUs.
9. Observe and assist on portable radiography.
10. Observe and assist in emergency room procedures.
11. Observe and assist in special procedures.

In terms of **Image Evaluation**, the student is able to:

1. Evaluate the routine projections for positioning accuracy and technical accuracy.
2. Discuss the relevance of quality assurance.
3. Describe means used at Children's hospital for quality assurance.

SURGERY CLINICAL EDUCATION OBJECTIVES

Following the final rotation through the OR the student shall be able to:

1. Dress in the proper attire when entering the OR.
2. Practice proper sterile procedures when working in the OR.
3. Provide for patient safety throughout the exam.
4. Maintain the respect, dignity, and confidentiality of the patient at all times.
5. Complete all necessary paperwork for the exam.

6. Supply appropriate protection apparel to those in the room and practice proper radiation safety.
7. Operate all fixed or mobile equipment within the OR including: a) tube locks, b) exposure controls and C) power switches
8. Satisfactorily set-up the C-arm for different procedures including but not limited to pacemaker and hip surgery.
9. Satisfactorily operate the C-arm including: a) tube locks, b) exposure controls, c) image storage and retrieval, d) image reversal and e) power switches
10. Operate satisfactorily the retrograde cystography table including exposure controls, tube locks, and Bucky.
11. Collimate beam according to safety standards.
12. Properly identify radiographs according to patient name, date, and anatomy.
13. Discriminate between acceptable and unacceptable radiograph and describe how any positioning or technical errors can be corrected to give a diagnostic image.

RADIOLOGY CLINICAL HOURS

1ST YEAR*

First Rotation (Fall) = 256 hours with ½ hour lunch = 240 actual

(includes a 6 week hands-on lab on-campus on Tuesday & Thursday plus a clinical for the rest of the semester)

Second Rotation (Spring) = 256 hours with ½ lunch = 240 actual

Third Rotation (Summer) = 320 with ½ lunch = 300 actual

Total = 896 (844 actual)

2ND YEAR

Fourth Rotation* (Fall) = 384 hours with ½ lunch = 360 actual

Fifth Rotation* (Spring) = 384 hours with ½ lunch = 360 actual

Total = 768 (720 actual)

Total Two-Year Clinical Hours Needed: 1664 clock hours (actual clinical time 1564) these are unpaid hours

*hours may vary slightly due to holidays/campus breaks

1st Rotation: 16 hours per week (after first 6 weeks)

2nd Rotation: 16 hours per week

3rd Rotation: 40 hours per week

4th-5th Rotations: 24 hours per week

* includes 1/2 hour lunch

ALTERING CLINICAL RECORDS

Any student who alters or falsifies clinical records shall be dismissed from the program by the appropriate procedures.

TELECOMMUNICATION POLICY

The telephones and computers located in the Imaging Department and the School of Health Sciences Offices are for professional and business use only.

Cell phone use is prohibited in the classroom and labs.

Excessive outside phone calls will not be tolerated by the clinical sites/programs and may be grounds for clinical probation or suspension.

Cell phones in the clinical setting are not allowed. Cells for emergency situation must be approved by the clinical coordinator and the clinical you are assigned.

CHILD CARE

Dependable childcare arrangements should be made prior to beginning the program. A back-up caregiver should also be considered. A pre-school facility is available on the main campus. For more information, please call 1-800-377-4882, ext. 2304. *Children are not permitted in labs/classrooms or at a clinical site while in a student role. Children cannot be left unattended on Ivy Tech property or on clinical site property while in a student role*

PROGRAM FORMS

LATEX ALLERGY RELEASE

I, _____, am aware that I have a latex allergy and that there are major risks involved in working in an environment where latex supplies and equipment are being utilized. As with any allergy, what begins as a minor irritant may eventually turn into a major health issue, including respiratory involvement from inhaling airborne particles. While Ivy Tech Community College will try to accommodate my special needs by providing latex free products I _____, acknowledge that they cannot guarantee there will be no exposure to latex. The college does not have the authority to dictate to clinical sites or other external organizations what accommodations can be made for me.

I recognize that latex exposure is common in most healthcare facilities. The risks of pursuing a degree in this field have been discussed with me. However, I choose to continue my education in the _____ program.

Signature

Date

Program Chair

Date

As of this time, I have no known latex allergy. I am aware this type of allergy can develop at any time and will notify my Program Director if an allergy develops as well as my Clinical Instructor.

Signature

Date

Printed Name

AGREEMENT TO PREGNANCY POLICY

It is the policy of the Ivy Tech Community College Medical Imaging Program to set clearly specified rules and procedures regarding student pregnancy. Radiation exposure has a potential to cause harmful biological effects to the unborn child, especially during the first three months. I also understand I will incur the cost of fetal badge monitoring is I choose to have this provided.

All students sign the College's pregnancy policy.

I have read and understand the Pregnancy Policy outlined in the Medical Imaging Policy/Student Manual.

Student's Signature

Date

Student's Printed Name

PREGNANCY POLICY

This program complies with the regulations of the Nuclear Regulatory Commission regarding the declared pregnant student (declared pregnant worker).

POLICY

It is the policy of the Ivy Tech Community College Medical Imaging Radiologic Technology concentration to set clearly specified rules and procedures regarding student pregnancy. Radiation exposure has a potential to cause harmful biological effects to the unborn child, especially during the first three months. All students sign the College's pregnancy policy.

PROCEDURE

1. A student who becomes pregnant or suspects she may be pregnant has the option of whether or not to notify the Program Director of her pregnancy. **If a student chooses to inform program officials of her pregnancy voluntarily, it must be in writing and indicate the expected date of confinement (delivery)¹.** This is a declared pregnancy. This is necessary so steps can be taken to avoid possible risks of radiation exposure to the unborn child.
2. Once a pregnancy has been declared, the Program Director together with the program officials will confidentially counsel the student and provide a waist film badge or other radiation-monitoring device, the cost of which will be borne by the student. The counseling sessions will serve to inform and/or reacquaint the student with the potential hazards of radiation to the fetus, protective practices which should be employed, and monitoring procedures. The student will be presented with the options of continuing with the full program (theory and clinical) or taking the theory only part of the program. The student will also be provided with a document from the Nuclear Regulatory Commission concerning Prenatal Radiation Exposure.
3. If the student chooses to remain in the full program after her pregnancy declaration, she must sign an acknowledgement accepting the responsibilities for the radiation hazards and any birth defects that may be attributed to or associated with the resultant radiation exposure acquired during any part of the program.
4. The student may elect to take a break of indeterminate length to have the child or adjust to having the child. Such breaks will be determined on an individual basis in a conference with the Program Director, program officials, the student, and anyone the student elects to bring with them.
5. A student cannot be terminated from the program solely because of being pregnant. A conference will be called if she has performance problems with any aspect of the program that may be related to the pregnancy and would normally be addressed if she were not pregnant.
6. The program officials will monitor the student's exposure so as not to exceed the established guidelines of 0.5 millisevert for the embryo-fetus or 0.05 millisevert in any one month.
7. **Choosing not to declare pregnancy assumes the student is of regular status (regardless of the supposed obviousness of the student's condition) and, therefore, no extra measures of protection for the fetus will be taken. In absence of the voluntary, written disclosure, the student will be expected to perform all clinical and didactic assignments.**
8. A student who wishes to withdraw their Declaration of Pregnancy must do so in writing.

**IVY TECH COMMUNITY COLLEGE HEALTH SCIENCE STUDENT
AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION**

I, _____, as a participant in certain health care related instructional programs at Ivy Tech Community College, understand and agree that such courses of studies require my participation in clinical educational activities at certain health care provider locations, including but not limited to hospitals, nursing homes, physical rehabilitation centers and other health clinics. I further understand that such clinical locations require proof that I have had specific inoculations and that I am not being treated for, suffering from or carrying certain illnesses and/or diseases. Consequently, I hereby authorize Ivy Tech Community College to disclose such personal protected health information that it may possess, whether provided directly by myself or my personal health care provider, to such clinical locations as may be necessary for my participation in said health care related instructional program. Finally, I understand that this authorization may be revoked at any time by providing written and signed notice to Ivy Tech Community College.

Signed: _____

Printed: _____

Date: _____

Address: _____

SAMPLE
PORTABLE EXAMINATIONS

As a student of the Medical Imaging program at Ivy Tech Community College, I understand that students are **NOT ALLOWED** to:

1. Do bedside or portable exams without a Registered Radiographer immediately available. This means that a R.T. must be in the room or adjacent to the room where the examination is taking place. Repeats of all unsatisfactory portable images necessitates that a radiographer be in the room with the student when the images are being taken.

Violations of this rule may be grounds for dismissal from the program.

Student's Signature

Date

DIRECT AND INDIRECT SUPERVISION

As a student of the Medical Imaging program at Ivy Tech Community College, I understand that students are **NOT ALLOWED** to:

1. Take images of any patient without the indirect supervision of a technologist. Indirect supervision means that a Radiographer is available in the department or on the floor in which the examination is being performed to come into the room to assist the student if the need should arise. This does not necessitate their physical presence in the room during the time the student performs the examination on the patient.
2. Take images of any patient without the direct supervision of a Technologist unless competency has been previously demonstrated. Direct supervision means that a Technologist is physically present in the examination room at all times when the student is attempting to perform an examination on a patient and will intervene should the need arise.

Violations of this rule may be grounds for dismissal from the program.

Student's Signature

Date

AGREEMENT TO MRI SAFETY SCREENING PROTOCOL POLICY

The Medical Radiography Program Administration and Faculty have established a Magnetic Resonance (MR) Imaging Safety Screening Protocol for students having potential access to the magnetic resonance environment. This assures that students are appropriately screened for magnetic wave or radiofrequency hazards. Students will complete a Magnetic Resonance (MR) Imaging Screening Form prior to all clinical rotations. Any student who is at risk in the MR Environment will be required to meet with program faculty to discuss limitations at assigned clinical. Program officials will notify the Clinical Instructors. The student will be required to keep a copy of the screening form in their portfolios at all time. The portfolio should accompany the student to clinical at all times. Students will be required to self-report any medical history changes to the Clinical Coordinator.

Student's signature

Date

Student's printed name

**IVY TECH COMMUNITY COLLEGE
MEDICAL IMAGING PROGRAM
CLINICAL HOURS AGREEMENT**

I have been made aware that OPERATIONAL HOURS ARE DEFINED AS- MONDAY-FRIDAY – 7AM-7PM: Student clock hours spent evenings and/or weekends must not exceed 25% of total clinical clock hours and that I am not exceed 10 hours in a day, combined clinical and classroom instruction. I also understand that there must be a 1:1 ratio student to registered technologist.

Signature

CLINICAL PARTICIPATION CONTRACT

I, _____, acknowledge the following:
(print name)

I understand that the decisions made for clinical assignment are based upon what will be the best educational outcome for each student according to the semester requirements, and clinical sites/clinical instructors that are available at any given time.

I understand that there are MANY factors that are considered when clinical rotations are assigned, and that proximity to my home is a consideration, but is NOT a primary deciding factor. _____

I understand that I may be required to travel long distance to reach the clinical sites to which I am assigned. _____

I understand that the clinical sites and clinical instructors are all volunteers, sharing the benefit of their knowledge and experience with me; and as such are under NO OBLIGATION to mentor me. I agree that I will conduct myself in a professional & respectful manner at all times, and will behave as if I am a guest in their home. _____

I understand that there are a minimum number of clinical hours that I must complete each semester; and that during those clinical hours, I will have specific requirements for the number & types of studies to be completed each semester. _____

I understand that the clinical assignments of my fellow students has NO bearing upon my own clinical placement. I accept that the program faculty realizes all of the needs of the clinical sites, the requirements for our accreditation, the requirements of the College & the educational needs of the students; and as such are in the best position to make the appropriate decisions regarding my clinical education. _____

I understand that complaints based upon the clinical assignments of other students WILL NOT BE TOLERATED. _____

I understand that resolution of any personal conflict that I may have with my clinical assignment (including, but not limited to child care, transportation, outside employment, etc.) is ultimately my own responsibility. _____

I understand that I cannot demand that my clinical site be changed to accommodate my personal conflicts. _____

I understand that clinicals are courses that are required for the degree. Therefore, refusal to attend an assigned clinical site will result in an "F" in the course. _____

Signature

Date

**IVY TECH COMMUNITY COLLEGE – MEDICAL IMAGING PROGRAM
CRIMINAL BACKGROUND CHECKS AND DRUG TESTING**

In order to participate at the clinical sites, CRIMINAL BACKGROUND CHECKS and DRUG TESTING must be performed and the results must be satisfactory to the clinical sites to complete this portion of the coursework. Although personal information will be kept confidential, names and results of background checks, whether positive or negative, may be shared with any affiliating clinical site for the Medical Imaging program in order to determine clinical eligibility. Some clinical sites may require you to show your criminal background check results to them. As per College policy, if clinical site placement of the student is not successful, ***“...the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.”*** Any existing clinical affiliate appeal processes will be shared with the student. The student is then responsible for managing their appeal directly with the clinical affiliate.

Students are required to report any new arrests or charges after the initial background check. Self reporting is expected and required!

ETHICS ELIGIBILITY

Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment.

If you should have a criminal matter in your past after you have reached age 18, whether it is recent or not, you must contact the following credentialing body for eligibility that pertains to you:

American Registry of Radiologic Technologists at 651-687-0048

RANDOM DRUG TESTING

Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion. These tests may be at the expense of the student.

***Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months.

Acknowledgment:

I have read and understand the above statements regarding criminal background checks and drug testing as requirements of the program and prerequisites for clinical affiliates.

Student's Printed Name

Student's Signature

Program

Date

EXTERNSHIP/CLINICAL ATTENDANCE POLICY

To successfully complete clinical education, it is imperative that the students attend clinical.

A. Protocol:

1. ALL MISSED TIME WILL BE MADE UP BY THE END OF THE SEMESTER. You will not be able to progress in the program until said time is complete. If the time is not completed within the appropriate time frame, this will result in a failure of the clinical course. **IF MORE THAN 2 DAYS ARE MISSED IT WILL RESULT IN A 10% REDUCTION IN YOUR CLINICAL FINAL GRADE. EVERY ADDITIONAL DAY WILL BE ANOTHER 10% DEDUCTION. THESE DAYS WILL BE MADE UP AS WELL.**
In extraordinary circumstances, any clinical absence may be granted at the discretion of the program chair and clinical coordinator.
ALL MISSED TIME WILL NEED TO BE MADE UP WITH NO EXCEPTIONS.
2. Time is to be made up in increments of no less than 30 minutes, before the end of the semester. The makeup time must be submitted to the clinical coordinator in writing. If you stay longer than your scheduled shift time, you may not take comp time unless approval has been given by your clinical coordinator.
3. The clinical affiliate may send a student home for a tardiness exceeding 30 minutes. The clinical affiliate may send you home for any violation of their policies and/or rules.
4. Students receive a thirty (30) minute or sixty (60) minute lunch while at clinical, according to site policy. **LUNCH MUST BE TAKEN.**
5. While in the clinical setting, students will have the semester breaks and legal holidays that are recognized by the College.
6. Students are required to clock in/out on a computer provided by the clinical site. Falsification of attendance is grounds for dismissal.
7. **To report an absence the student will notify Clinical Affiliate and Program Faculty at least one (1) hour prior to reporting time.** Please notify the clinical site as early as possible to report your absence. When calling your Clinical Affiliate do not just leave a message. Keep calling until you can speak to someone and document who you spoke to. You will leave a message for your Program Faculty on their voicemail or send an email. **Penalty for no call/no shows is a one letter grade deduction for each incident. This includes failing to notify the program clinical coordinator.**
8. If a student has a need for extended time off (medical, jury, military, bereavement) notify the Program Faculty (with as much advance notice as possible).
9. **If a student is absent for an extended time (more than 2 clinical days) due to illness, the student must provide the clinical instructor with a written release without restrictions from his/her physician before returning to clinical.**
10. Clock in time at clinical must be either before or on the hour of the assigned clinical time arrangement. Clock out time must be on or after the assigned clinical time arrangement, whether you clocked in early or not. You may not clock out before your assigned shift time is complete. Example: If you clock in at 7:55 am and your shift begins at 8 am, you may not clock out at the end of the day at 3:55 pm. You must clock out at 4 pm or later.

B. Bereavement Policy

If a student has the unfortunate experience of losing a member of his/her immediate family, arrangements to miss clinical for bereavement will need to be approved by the program clinical coordinator.

- a. Immediate family is defined as parents (in laws), grandparents, children, spouse, and siblings.
- b. Documentation of the funeral/obituary must be given to the Program Faculty.

C. Jury Duty

For Jury Duty, you must notify the Clinical Coordinator and Clinical Instructor at your Clinical Site as soon as possible. You must provide proof of the time served.

D. Perfect Clinical Attendance

If you have perfect clinical attendance (missed 0 days), you will be awarded the LAST 2 WEEKS of your final semester free from clinical so you can study for your boards (2nd year Spring Semester)

Tardiness: to clinical experiences jeopardizes continuity of patient care.

- Tardy is defined as not arriving at the designated clinical unit at the assigned start time.
- Tardiness will be counted as absence time accumulating toward the maximum days allowable.
- Students who are habitually tardy or leave early (three or more episodes) will receive a student status warning and a mandatory reduction in the final clinical course grade of 10%.
- The maximum grade reduction for absence/tardy is 20%.

Exclusion from Clinical: Clinical faculty have the authority to exclude a student from a clinical experience. The following is a list of possible reasons for exclusion from clinical and is not meant to be all inclusive:

- tardiness greater than 30 minutes
- student's lack of preparation for the clinical experience
- student illness
- impairment of the student to perform safely
- failure of a student to follow clinical affiliating agency and Imaging Science Program policies

If a student is excluded from the clinical day, the student will be counted absent for the total contact hours assigned for the day. Students must remain at the clinical site until dismissed by the clinical instructor. Leaving the clinical site early will be counted in the student's total absence time. Students are not allowed to leave and then return to clinical.

Students who develop illnesses or conditions involving limited activity must provide a licensed healthcare provider's written statement that they are physically and mentally capable of undertaking the essential functions for imaging students, as outlined in the handbook, prior to resuming clinical activities. Students will not be permitted to participate in clinical without a written physician's statement.

FACIAL COVERINGS POLICY

I. PURPOSE

The purpose of the COVID-19: Use of Face Coverings policy is to provide guidance for the required and voluntary use of cloth face coverings by students, faculty, staff, and visitors of Ivy Tech Community College (Ivy Tech). In response to the SARS-CoV-2/COVID-19 pandemic, the Centers for Disease Control and Prevention (CDC) has issued guidance recommending everyone use cloth face coverings when in public. The use of cloth face coverings prevents the spread of droplets that could contain the SARS-CoV-2 virus and is not intended to provide respiratory protection as defined by the Occupational Safety and Health Administration (OSHA).

II. POLICY

All individuals on Ivy Tech property or participating in an official Ivy Tech event shall wear a face covering so designed as to contain potentially contaminated droplets. Individuals working in an individual workspace or office and those participating in outdoor events that allow for a minimum of 6 feet of social distance are recommended, but not required, to utilize a face covering. Ivy Tech will provide two (2) washable and reusable cloth masks to each employee and one (1) washable and reusable cloth mask to each registered student. Those individuals required to wear a face covering are permitted to utilize a cloth mask provided by the College, a

cloth mask made in accordance with CDC recommendations, or another reasonable substitute face covering that allows for droplet capture. The use of face coverings is recommended even in instances where social distancing of at least 6 feet is possible. The use of face coverings in the practice of an individual's religion or as otherwise medically necessary remains welcome at Ivy Tech and is not changed or impacted by this policy.

III. PROCEDURES

A. General Use and Requirements of Face Coverings

- i. Face coverings shall be worn by students, faculty, staff, contractors, and visitors inside of all Ivy Tech buildings, unless otherwise specified in this policy.
- ii. Face coverings and masks shall be snug fitting around the nose, mouth, and face.
- iii. Face coverings and masks shall be worn in such a manner that it does not fully cover the face and eyes (i.e. Halloween style or character masks).
- iv. Employees of the College shall wear either a College nametag, College issued identification, or both, prominently displayed above the waist at all times while wearing a mask or face covering.
- v. Students, faculty, staff, contractors, and guests may use a mask of their choosing or making, provided it is constructed in accordance with CDC recommendations and in accordance with all other College policies.
- vi. Employees working alone in an office or performing a solo-related job task are not required to wear a face covering.

B. Reusable Cloth Face Masks for Registered Students

- i. The College shall provide each registered student with one (1) reusable cloth mask.
- ii. Students should receive a mask from their home campus to ensure they only receive one.
- iii. Students must pick up their own masks. They cannot have someone pick it up on their behalf.
- iv. A student is eligible to pick up a mask once they are registered for courses. Staff will confirm registration in Banner at the point of pickup.
- v. Masks can be picked-up during posted campus hours, as recommended by local reconstitution plan <https://www.ivytech.edu/coronavirus.html#Facial%20Coverings%20Policy>

<https://www.ivytech.edu/coronavirus.html>

Ivy Tech Community College has adapted our course deliveries in response to the COVID-19 pandemic. All activities that take place during in-person course sessions fall into three categories:

- 1) instruction that can take place with all participants (students, faculty, lab assistants, etc.) socially distanced with a minimum of 6 feet between all involved.
- 2) courses with a hands-on component requiring participants to be within 6 feet of each other but for less than 15 minutes during any given day.
- 3) courses having a hands-on component requiring participants to be within 6 feet of others for greater than 15 minutes.

In addition to the College's face covering policy, additional personal protective equipment is required for anyone who must violate social distancing in order to meet learning objectives. Your faculty member will notify you of which category this course is in and any additional safety requirements in place.

All students, faculty, and staff are expected to comply with the face covering policy, social distancing, hand hygiene, and the use of any other personal protective equipment.

This course does require the violation of social distancing for greater than 15 minutes in a given course session.

I have read and understand the COVID POLICY:

Student signature

Printed Student Name

DATE:

**Ivy Tech Community College of Indiana
MEDICAL IMAGING PROGRAM
CONFIDENTIALITY STATEMENT**

I, _____, will abide by the policies of the Clinical Affiliate during my rotation to that affiliate.

1. I am responsible for my own conduct at all times.
2. I will accept responsibility for my own conduct.
3. I will think before I speak.
4. With any matters which I feel need to be discussed, I will speak only with my Clinical Coordinator, Clinical Instructor, Program personnel or the person in charge of the department in which I am affiliating.
5. I will stay within the proper channels of authority.
6. I will hold in confidence all personal matters committed to my keeping.
7. I will at all times practice the ethics of my profession.
8. The release of any confidential information during my rotation through any facility will constitute grounds for immediate withdrawal from the Medical Imaging Program.
9. I will abide by the rules of HIPPA.
10. I will conduct myself as a representative of not only Ivy Tech Community College but also of the profession of Medical Imaging.

SIGNATURE

DATE

AGREEMENT TO MRI SAFETY SCREENING PROTOCOL POLICY

The Medical Imaging Program Administration and Faculty have established a Magnetic Resonance (MR) Imaging Safety Screening Protocol for students having potential access to the magnetic resonance environment. This assures that students are appropriately screened for magnetic wave or radiofrequency hazards. Students will complete a Magnetic Resonance (MR) Environment Screening Form prior to all clinical rotations. Any student who is at risk in the MR Environment will be required to meet with program faculty to discuss limitations at assigned clinical. Program officials will notify the clinical instructors. The student will be required to keep a copy of the screening form in their portfolios at all time. The portfolio should always accompany the student at clinical. Students will be required to self-report any medical history changes to the clinical coordinator.

Student Signature

Date

Student's printed name

MEDICAL IMAGING PROGRAM HANDBOOK AGREEMENT

I have read and understand the Program Handbook for Medical Imaging Program, including policies, at Ivy Tech Community College, Region 7, Wabash Valley Indiana. The contents have been fully explained and all pertinent questions have been answered.

I fully understand that if I do not comply with the handbook and the policies that it may be grounds for probation, suspension, or immediate dismissal.

Full Legal Name, Printed

Student Signature

Date

* The policies, procedures, and regulations of this handbook are in effect immediately. Any additions, changes, or corrections made by the College or the Program will be circulated and posted for inspection.

Program Health Forms and Essential Functions

Form Version: 201930 School of Nursing and School of Health Sciences Vaccination and Physical Exam Form



Ivy Tech Community College of Indiana School of Nursing and School of Health Sciences Vaccination and Physical Examination Form Medical Imaging

Instructions:

- This completed and signed form, including any additional documentation must be completed after admission to the program and submitted **at least four (4) weeks prior** to starting any clinical course. **Campus due dates may vary based on clinical affiliate needs.**
- Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student's ability to perform the **functional abilities on the School of Nursing and School of Health Sciences Physical Exam form.**
- The health care provider must complete **and sign all sections as indicated.**
- It is the student's responsibility to ensure that the form is complete and signed in all required areas prior to submission to the program.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Name: _____ Student ID: C _____ Date of Birth __/__/__

Address: _____

Phone: Home ____ - ____ - ____ Work ____ - ____ - ____ Cell ____ - ____ - ____

Email: _____

- I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.
- Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions of Nursing/Health Sciences Students. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.
- By signing this agreement, I affirm that I meet all requirements listed below and I do not have any physical or mental limitations which would prevent me from performing the essential functions described below.

Name of Student (PRINT)

Student Signature

Date

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER

SECTION I: IMMUNITY STATUS

- Documentation of immunity requires proof of immunization or serologic evidence of immunity.
- If the initial titer is negative, vaccination according to CDC guidelines is required.
- If the student declines one or more the following vaccinations, a *Student Vaccination Declination Form* must be completed and signed by the student and health care provider. Forms are available from the Nursing or Health Sciences Office.

Students are expected to provide proof of the following items while enrolled in the health sciences or nursing program which may include, but are not limited to:

- annual flu shots;
- all required immunizations including Hepatitis B series; MMR, Varicella, Tetanus, Diphtheria, Pertussis
- annual TB skin testing (Mantoux) or other documentation for positive tests per CDC guidelines;
(<http://www.cdc.gov/tb/publications/factsheets/default.htm>)

Students are encouraged to make copies of all health related forms prior to submission as health forms or copies of health forms will not be provided to students once submitted.

	Date of Vaccination(s)	Date of Titer(s) Showing Immunity if No Vaccination	If Titer Negative for Immunity, Date of Vaccination(s)
Hepatitis B #1			
Hepatitis B #2 (1 mo. following #1)			
Hepatitis B #3 (5 mo. following #2)			
Influenza (1 dose annually)		N/A	
Measles (2 doses, at least 4 weeks apart)	MMR 1:		MMR 1:
Mumps (2 doses, at least 4 weeks apart)	2:		2:
Rubella (1 dose)			
Varicella (2 doses, at least 4 weeks apart)	1: 2:		1: 2:
Tetanus, Diphtheria, & Pertussis (Tdap) – (1 dose)		Date of Titer(s) Below	
Tetanus (Td) Booster (every 10 years after Tdap)		Date of Titer(s) Below	
Tetanus	Date of Vaccination above		
Diphtheria	Date of Vaccination above		
Pertussis	Date of Vaccination above		

SECTION II: TUBERCULOSIS SCREENING

- Annual screening using Tuberculin skin testing (TST) or blood testing (IGRA; interferon-gamma release assay), or chest x-ray is **required**.
- A chest x-ray is required if any test results are positive, or if the student has written documentation of a prior positive Tuberculin Skin Test or treatment for TB disease.

Baseline Tuberculosis Assessment

Indicators of risk for tuberculosis (TB) at baseline health care personnel assessment.

Health care personnel should be considered to be at increased risk for TB if they answer “yes” to any of the following statements.

1. Temporary or permanent residence (for ≥ 1 month) in a country with a high TB rate (i.e., any country other than United States, Canada, Australia, New Zealand, and those in Western or Northern Europe):

Yes or No

2. Current or planned immunosuppression, including human immunodeficiency virus infection, receipt of an organ transplant, treatment with a TNF-alpha antagonist (e.g., infliximab, etanercept, or other), chronic steroids (equivalent of prednisone ≥ 15 mg/day for ≥ 1 month), or other immunosuppressive medication:

Yes or No

3. Close contact with someone who has had infectious TB disease since the last TB test:

Yes or No

Abbreviation: TNF = tumor necrosis factor.

CDC.Gov

Name of Student (PRINT)

Student Signature

Date

TUBERCULIN SKIN (MANTOUX) TEST:

- Students **with** a documented negative tuberculin skin test (TST) within the preceding 12 months, the last annual results may be recorded for first test and the current test may be recorded for second test. Students will be required to show proof of the original TST within the preceding 12 months.
- Students **without** a documented negative tuberculin skin test in the preceding 12 months, will be required to obtain baseline tuberculin skin testing employing a two-step method, with the second test repeated in 1-3 weeks after the initial TB skin test, with **results read not earlier than 48 hours or after 72 hours of placement.**

SKIN TESTING:

FIRST TEST:

Date given: ___/___/___ time: ___ Date Read: ___/___/___ time: ___ Results: ___ mm
 Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ DATE: _____

SECOND TEST:

Date given: ___/___/___ time: ___ Date Read: ___/___/___ time: ___ Results: ___ mm
 Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ DATE: _____

BLOOD TEST (IGRA; interferon-gamma release assay): SUBMIT copy of test results

Results: Date of test: ___/___/___
 Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ DATE: _____

CHEST X-RAY: (Required if Tuberculin skin test (TST) or blood test (IGRA; interferon-gamma assay) test is POSITIVE)

Date of chest x-ray: ___/___/___ Normal (submit copy of results) Abnormal

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ DATE: _____

(References: http://www.cdc.gov/tb/publications/factsheets/pdf/xpertmtb-rifassavfactsheet_final.pdf; <http://www.cdc.gov/tb/topic/testing/default.htm>)

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER

SECTION III: Physical Exam
 Qualified applicants to the School of Nursing and School of Health Sciences programs are expected to meet all admission criteria as well as the functional abilities outlined in the Physical Exam form.
Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

School of Nursing or School of Health Sciences Program Essential Functions Physical Exam

All students are required to meet all the functions listed below in order to participate in lab, simulation, and clinical activities. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.**

Instructions:

- The health care provider must complete, **initial, and sign all sections as indicated.**
- This document is required at the time of admission to the program and after any physical or mental change.
- It is the student’s responsibility to ensure that the form is complete and signed in all required areas prior to participation in the program.

REVIEW OF ESSENTIAL FUNCTIONS

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions.

Frequency: O = Occasionally (1-33%) F = Frequently (34-66%) C = Constantly (67-100%)

Function	Program-Specific Examples	Frequency
GROSS MOTOR SKILLS	<ul style="list-style-type: none"> • Move within confined spaces • Sit and maintain balance • Stand and maintain balance • Reach above shoulders (e.g., put away supplies) • Reach below waist (e.g., plug electrical appliance into wall outlets) 	F
FINE MOTOR SKILLS	<ul style="list-style-type: none"> • Pick up objects with hands • Grasp small objects with hands (e.g., syringe, pencil) • Write with pen or pencil • Key/type (e.g., use a computer) 	

Form Version: 201930 School of Nursing and School of Health Sciences Vaccination and Physical Exam Form

Function	Program-Specific Examples	Frequency
	<ul style="list-style-type: none"> Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) Twist (e.g., turn objects/knobs using hands) Squeeze with hand (e.g., blood pressure cuff) 	C
PHYSICAL ENDURANCE	<ul style="list-style-type: none"> Stand (e.g., at client side during minor or therapeutic procedure) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work entire shift) 	C
PHYSICAL STRENGTH	<ul style="list-style-type: none"> Push and pull 50 pounds (e.g., position clients) Support 50 pounds (e.g., ambulate client) Lift 50-100 pounds (e.g., pick up a child, transfer patient) Move light objects weighing up to 10 pounds Move heavy objects weighing from 25 to 100 pounds Defend self against combative client Use upper body strength (e.g., perform CPR, restrain a client) Squeeze with hands (e.g., operate fire extinguisher) 	F
MOBILITY	<ul style="list-style-type: none"> Twist Bend Stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs) Walk 	F
HEARING	<ul style="list-style-type: none"> Hear normal speaking level sounds (e.g., person-to-person interview) Hear faint voices Hear faint body sounds (e.g., blood pressure sounds) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms) 	C
VISUAL	<ul style="list-style-type: none"> See objects up to 20 inches away (e.g., information on a computer screen, skin conditions) 	

Form Version: 201930 School of Nursing and School of Health Sciences Vaccination and Physical Exam Form

Function	Program-Specific Examples	Frequency
	<ul style="list-style-type: none"> • See objects up to 20 feet away (e.g., patient in a room) • See objects more than 20 feet away (e.g., client at end of hall) • Use depth perception • Use peripheral vision • Distinguish color (e.g., color codes on supplies, charts, bed) • Distinguish color intensity (e.g., flushed skin, skin paleness) 	C
TACTILE	<ul style="list-style-type: none"> • Feel vibrations (e.g., palpate pulses) • Detect temperature (e.g., skin, solutions) • Feel differences in surface characteristics (e.g., skin turgor, rashes) • Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks) • Detect environmental temperature (e.g., check for drafts) 	F
SMELL	<ul style="list-style-type: none"> • Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.) • Detect smoke • Detect gases or noxious smells 	F
READING	<ul style="list-style-type: none"> • Read and understand written documents (e.g., policies, protocols) 	F
ARITHMETIC COMPETENCE	<ul style="list-style-type: none"> • Read and understand columns of writing (flow sheet, charts) • Read digital displays • Read graphic printouts (e.g., EKG) • Calibrate equipment • Convert numbers to and/or from the Metric System • Read graphs (e.g., vital sign sheets) • Tell time • Measure time (e.g., count duration of contractions, etc.) • Count rates (e.g., pulse) 	C
ARITHMETIC COMPETENCE (CONTINUED)	<ul style="list-style-type: none"> • Use measuring tools (e.g., thermometer) • Read measurement marks (e.g., measurement tapes, scales, etc.) • Add, subtract, multiply, and/or divide whole numbers • Compute fractions (e.g., medication dosages) • Use a calculator • Write numbers in records 	
EMOTIONAL STABILITY AND	<ul style="list-style-type: none"> • Establish therapeutic boundaries • Provide patient with emotional support 	

Form Version: 201930 School of Nursing and School of Health Sciences Vaccination and Physical Exam Form

Function	Program-Specific Examples	Frequency
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Adapt to changing environment/stress • Deal with the unexpected (e.g., client going bad, crisis) • Focus attention on task • Monitor own emotions • Perform multiple responsibilities concurrently • Handle strong emotions (e.g., grief) • Negotiate interpersonal conflict • Respect differences in clients • Establish rapport with clients • Establish rapport with co-workers 	C
COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Teach (e.g., client/family about health care) • Explain procedures • Give oral reports (e.g., report on client's condition to others) • Interact with others (e.g., health care workers) • Speak on the telephone • Influence people • Direct activities of others • Convey information through writing (e.g., progress notes) 	C
CRITICAL THINKING	<ul style="list-style-type: none"> • Identify cause-effect relationships • Plan/control activities for others • Synthesize knowledge and skills • Sequence information 	C
ANALYTICAL THINKING	<ul style="list-style-type: none"> • Transfer knowledge from one situation to another • Process information • Evaluate outcomes • Problem solve • Prioritize tasks • Use long term memory • Use short term memory 	F

Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

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THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER

I have reviewed the student's immunity status documentation and verified this information to be accurate, including initiation of immunization series.

Yes No

I have reviewed results of TB screening and student TB self-assessment and verify that the student is free of active tuberculosis.

Yes No

I have reviewed the requirements outlined above and based on my assessment and the medical history and information provided by the patient, I have not identified any physical or mental limitations which would prevent the student from performing the listed Essential Functions.

Yes (Free of limitations) No (Has limitations)

Comments _____

PROVIDER PRINTED NAME/CREDENTIALS: _____
(MD, DO, PA, NP)

PROVIDER SIGNATURE: _____

DATE: _____ PROVIDER PHONE: ____ - ____ - ____

IVY TECH COMMUNITY COLLEGE OF INDIANA – TERRE HAUTE REGION
HEALTH SCIENCE PROGRAMS

PRE-ENTRANCE VISUAL EXAMINATION FOR
MEDICAL IMAGING SCIENCES

Name _____ Student ID (CO) # _____

A detailed baseline examination is required prior to clinical experience assignment.

Visual Examination:

Far R20/ _____ Near R20/ _____
L20/ _____ L20/ _____

Specify with or without glasses or contact lenses _____

Color Vision _____

Depth Perception _____

I have examined (student's name) _____, and find the student capable of
delivering direct patient care and/or client services.

_____/_____/_____
Name of Optometrist/Ophthalmologist (PRINT) Signature Date
-OR-
Name of Provider – MD, DO, NP, PA (PRINT)

Revised 9/2019

Version 6.5.2023