SCHOOL OF HEALTH SCIENCES
IMAGING SCIENCES PROGRAM
RADIOLOGIC TECHNOLOGY CONCENTRATION
2015-2017
STUDENT HANDBOOK AND POLICY MANUAL

PROGRAM CHAIR
LOU ANN WISBEY, MS, RT(R) (T)

CLINICAL COORDINATOR
MARY DIEL, MS, RT(R) (M)

INSTRUCTOR
MELANIE CASTLE, BS, RT(R)

REVISED 5/2015
# TABLE OF CONTENTS

## SECTION I – COLLEGE AND PROGRAM GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Disclaimer</td>
<td>4</td>
</tr>
<tr>
<td>Handbook Disclaimer</td>
<td>4</td>
</tr>
<tr>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>Program Mission Statement</td>
<td>5</td>
</tr>
<tr>
<td>Program Goals</td>
<td>5</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td>5-6</td>
</tr>
<tr>
<td>Program Effectiveness</td>
<td>6</td>
</tr>
<tr>
<td>College Mission, Vision, and Core Values</td>
<td>6-7</td>
</tr>
<tr>
<td>Instruction and Administration Personnel</td>
<td>7-8</td>
</tr>
<tr>
<td>Accreditation</td>
<td>8</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>8-9</td>
</tr>
<tr>
<td>Professional Conduct</td>
<td>9</td>
</tr>
<tr>
<td>Conflicts of Interest</td>
<td>9</td>
</tr>
<tr>
<td>Radiology Student Rights</td>
<td>10</td>
</tr>
<tr>
<td>Professional Behaviors</td>
<td>10</td>
</tr>
<tr>
<td>Nondiscrimination Statement</td>
<td>11</td>
</tr>
<tr>
<td>American Disabilities Act Statement</td>
<td>11</td>
</tr>
<tr>
<td>Felony and Other Convictions</td>
<td>11</td>
</tr>
<tr>
<td>Recruitment</td>
<td>11</td>
</tr>
<tr>
<td>Admissions</td>
<td>11-12</td>
</tr>
<tr>
<td>Program Selection Process</td>
<td>12-13</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>13</td>
</tr>
<tr>
<td>Refunds &amp; Drop Dates</td>
<td>13</td>
</tr>
<tr>
<td>Student Services</td>
<td>13</td>
</tr>
<tr>
<td>Non-traditional Program Completion</td>
<td>13</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>13</td>
</tr>
<tr>
<td>Readmission</td>
<td>13</td>
</tr>
<tr>
<td>Program Progression</td>
<td>14</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>14</td>
</tr>
<tr>
<td>Student Representative</td>
<td>14</td>
</tr>
<tr>
<td>Professional Organizations</td>
<td>14</td>
</tr>
<tr>
<td>Professional Development</td>
<td>14</td>
</tr>
<tr>
<td>Tuition</td>
<td>14</td>
</tr>
<tr>
<td>Additional Fees</td>
<td>15</td>
</tr>
<tr>
<td>Weather Closings</td>
<td>15</td>
</tr>
<tr>
<td>Name, Address, and Phone Number Change</td>
<td>15</td>
</tr>
<tr>
<td>Remediation</td>
<td>15-16</td>
</tr>
<tr>
<td>ARRT Rules &amp; Regulations</td>
<td>16</td>
</tr>
<tr>
<td>Indiana State Board of Health</td>
<td>16</td>
</tr>
<tr>
<td>Student Radiography Permits</td>
<td>16-17</td>
</tr>
<tr>
<td>Childcare</td>
<td>17</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>17</td>
</tr>
<tr>
<td>Prohibition against Alcohol and Drug Abuse</td>
<td>17</td>
</tr>
</tbody>
</table>

## SECTION II – CLINICAL AND DIDACTIC EDUCATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Education</td>
<td>19</td>
</tr>
<tr>
<td>Physical &amp; Performance Requirements</td>
<td>19</td>
</tr>
<tr>
<td>Clinical Affiliates</td>
<td>19-21</td>
</tr>
<tr>
<td>Clinical Hours</td>
<td>21</td>
</tr>
<tr>
<td>Altering Clinical Records</td>
<td>21</td>
</tr>
<tr>
<td>Telecommunication policy</td>
<td>21-22</td>
</tr>
<tr>
<td>Clinical Travel</td>
<td>22</td>
</tr>
<tr>
<td>Attendance</td>
<td>22-23</td>
</tr>
<tr>
<td>Clinical Site Leave of Absence Policy</td>
<td>23</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Punctuality</td>
<td>23</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>23</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>23</td>
</tr>
<tr>
<td>Dress Code</td>
<td>23</td>
</tr>
<tr>
<td>Hygiene</td>
<td>23-24</td>
</tr>
<tr>
<td>Drug &amp; Alcohol Consumption</td>
<td>24</td>
</tr>
<tr>
<td>CPR</td>
<td>24</td>
</tr>
<tr>
<td>Background Check &amp; Drug Testing</td>
<td>24</td>
</tr>
<tr>
<td>Image ID Markers</td>
<td>24</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>25</td>
</tr>
<tr>
<td>Injuries</td>
<td>25</td>
</tr>
<tr>
<td>ARRT Ethics Committee</td>
<td>25</td>
</tr>
<tr>
<td>Breaks and Lunch Periods</td>
<td>25</td>
</tr>
<tr>
<td>Leaving the Department during Scheduled Hours</td>
<td>25</td>
</tr>
<tr>
<td>Outside Jobs</td>
<td>25</td>
</tr>
<tr>
<td>Problems</td>
<td>25</td>
</tr>
<tr>
<td>Telephone Policy</td>
<td>25-26</td>
</tr>
<tr>
<td>Social Media</td>
<td>26</td>
</tr>
<tr>
<td>Radiation Badges</td>
<td>26</td>
</tr>
<tr>
<td>Demerits</td>
<td>26</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>26</td>
</tr>
<tr>
<td>Merits</td>
<td>26</td>
</tr>
<tr>
<td>Competency Evaluations</td>
<td>26-27</td>
</tr>
<tr>
<td>Special Rotations for Evening, Weekends, and Third Shift Clinical Assignments</td>
<td>27</td>
</tr>
<tr>
<td>Trauma Performance Clinical Education Objectives</td>
<td>27-28</td>
</tr>
<tr>
<td>Pediatric Clinical Education Objectives</td>
<td>28-29</td>
</tr>
<tr>
<td>Operating Room Clinical Education Objectives</td>
<td>29-30</td>
</tr>
<tr>
<td>Competency Evaluation Form</td>
<td>31</td>
</tr>
<tr>
<td>Affective Domain</td>
<td>32-34</td>
</tr>
<tr>
<td>Clinical Education Day Requirement</td>
<td>35</td>
</tr>
<tr>
<td>Didactic Instruction</td>
<td>35</td>
</tr>
<tr>
<td>Required Courses</td>
<td>35-36</td>
</tr>
<tr>
<td>Portfolio</td>
<td>36</td>
</tr>
<tr>
<td>Textbooks</td>
<td>36</td>
</tr>
<tr>
<td>Grading</td>
<td>36</td>
</tr>
<tr>
<td>Attendance</td>
<td>36</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>36</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>36-37</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>37</td>
</tr>
<tr>
<td>Academic Probation and Suspension</td>
<td>37</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>37</td>
</tr>
<tr>
<td>Programmatic Academic Dismissal</td>
<td>37-38</td>
</tr>
<tr>
<td>Clinical and Laboratory Procedures</td>
<td>38</td>
</tr>
<tr>
<td>Peer-Volunteer Scanning</td>
<td>38</td>
</tr>
<tr>
<td>Random Drug Testing</td>
<td>39</td>
</tr>
<tr>
<td>Radiation Protection Policy</td>
<td>39</td>
</tr>
<tr>
<td>Direct Supervision</td>
<td>40</td>
</tr>
<tr>
<td>Indirect Supervision</td>
<td>40</td>
</tr>
<tr>
<td>Supervision for Repeated Exposure</td>
<td>40</td>
</tr>
<tr>
<td>Radiation Monitoring and Exposure</td>
<td>40</td>
</tr>
<tr>
<td>Lab</td>
<td>40</td>
</tr>
<tr>
<td>Electrical Safety Rules</td>
<td>40</td>
</tr>
<tr>
<td><strong>SECTION III – RIGHTS AND RESPONSIBILITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Student Right to Know – Program</td>
<td>42</td>
</tr>
<tr>
<td>Student Rights</td>
<td>42</td>
</tr>
</tbody>
</table>
# Radiologic Technology Handbook and Policy Manual

*REVISED May 2015*

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Responsibilities</td>
<td>42</td>
</tr>
<tr>
<td>Student Disciplinary Procedures</td>
<td>42</td>
</tr>
<tr>
<td>Student Grievance Process – College</td>
<td>42</td>
</tr>
<tr>
<td>Informal Grievance Procedure</td>
<td>42</td>
</tr>
<tr>
<td>Formal Grievance Procedure</td>
<td>43-44</td>
</tr>
<tr>
<td>Disciplinary Actions</td>
<td>45</td>
</tr>
<tr>
<td>Disciplinary Action Form</td>
<td>46</td>
</tr>
<tr>
<td><strong>SECTION IV – HEALTH AND RADIATION SAFETY PRACTICES</strong></td>
<td></td>
</tr>
<tr>
<td>Communicable Diseases</td>
<td>48</td>
</tr>
<tr>
<td>Infectious Diseases</td>
<td>48</td>
</tr>
<tr>
<td>Infection Control</td>
<td>48</td>
</tr>
<tr>
<td>Standard Precautions</td>
<td>48</td>
</tr>
<tr>
<td>Emergency Response</td>
<td>48</td>
</tr>
<tr>
<td>Work Place Hazards</td>
<td>48</td>
</tr>
<tr>
<td>Pregnancy Policy</td>
<td>49-50</td>
</tr>
<tr>
<td><strong>SECTION V – FORMS</strong></td>
<td></td>
</tr>
<tr>
<td>Handbook Agreement</td>
<td>52</td>
</tr>
<tr>
<td>Grounds for Dismissal</td>
<td>53</td>
</tr>
<tr>
<td>Authorization to Release Health Information</td>
<td>54</td>
</tr>
<tr>
<td>Repeat Procedures and Portable Examinations</td>
<td>55</td>
</tr>
<tr>
<td>Radiologic Technology Lab Rules</td>
<td>56</td>
</tr>
<tr>
<td>Latex Allergy</td>
<td>57</td>
</tr>
<tr>
<td>Agreement to Pregnancy Policy</td>
<td>58-59</td>
</tr>
<tr>
<td>Merits</td>
<td>59</td>
</tr>
<tr>
<td>Professional Development</td>
<td>60</td>
</tr>
<tr>
<td>Demerits</td>
<td>61</td>
</tr>
<tr>
<td>Counseling Forms</td>
<td>62</td>
</tr>
<tr>
<td>Academic Grading Policy Requirements</td>
<td>63</td>
</tr>
<tr>
<td>Direct and Indirect Supervision</td>
<td>64</td>
</tr>
<tr>
<td>Clinical Hours Agreement</td>
<td>65</td>
</tr>
<tr>
<td>Clinical Transportation Agreement</td>
<td>65</td>
</tr>
<tr>
<td>Criminal Background Check &amp; Drug Testing</td>
<td>66</td>
</tr>
<tr>
<td>Ethics Eligibility</td>
<td>66</td>
</tr>
<tr>
<td>Random Drug Testing</td>
<td>66</td>
</tr>
<tr>
<td>Complaint Forms</td>
<td>67</td>
</tr>
<tr>
<td>End of Semester Evaluation</td>
<td>68</td>
</tr>
<tr>
<td>ALARA Notification</td>
<td>69</td>
</tr>
<tr>
<td>JRCERT Allegations Reporting Form</td>
<td>70</td>
</tr>
<tr>
<td>Clinical Site Evaluation</td>
<td>71</td>
</tr>
</tbody>
</table>
**CERTIFICATION/LICENSURE TRAINING DISCLAIMER:**

Ivy Tech Community College (Wabash Valley) cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your 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 exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

---

**HANDBOOK DISCLAIMER**

This handbook is intended to supply accurate information to the reader. From time to time, certain information may be changed. The College may revise any matter described in this handbook at any time without publishing a revised version of the handbook. Every effort will be made to keep students informed of all changes in the program. Courses, programs, curricula, and/or program requirements may be changed or discontinued at any time. The Office of Student Affairs should verify information, which appears to apply to a particular student. This publication and its provisions are not in any way a contract between the student and Ivy Tech Community College.
INTRODUCTION

Welcome to the Ivy Tech Community College, Terre Haute, Radiologic Technology Program. This handbook is to inform and guide you through the requirements and policies to which you must adhere as you progress through the program.

This program is designed to provide you with the knowledge and experience necessary to pursue a career in Radiologic Technology. Graduates of this program are eligible to become Registered Technologists after successful completion of the written board exam administered by the American Registry of Radiologic Technologist (ARRT). This will allow you to be certified by the Indiana State Department of Health in general radiography. Other states also recognize certification in general radiography but may require an additional test to work in that particular state. Ivy Tech Community College graduates of this program also receive an Associate of Applied Science (AAS) degree.

Radiologic technologists are an important part of the healthcare team. During this program, you will learn through clinical experience how to communicate with others and how to help serve patients in the community while maintaining patient confidentiality and professionalism.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
E-mail: mail@jrcert.org

RADIOLOGIC TECHNOLOGY PROGRAM MISSION STATEMENT

The mission of the Radiologic Technology Concentration at Ivy Tech Community College in Terre Haute is to provide graduates with an entry-level knowledge necessary for them to deliver quality patient care and to produce diagnostic images for all patients while producing the lowest amount of radiation allowable. This entry level training allows graduates to continue their education in specialty areas or pursue a higher degree, if they choose to do so.

PROGRAM GOALS

With faith in both the faculty and the Advisory Committee, we set for the following goals for the Radiologic Technology Concentration:

1. Students and graduates will be clinically competent.

2. Students and graduates will model the importance of professionalism and life-long learning.

3. Students and graduates will develop problem solving and critical thinking skills.

4. Students and graduates will have effective communication skills.

PROGRAM OUTCOMES

1. Students will apply positioning and technical skills.

2. Students will demonstrate patient care skills.

3. Students will demonstrate radiation safety.

4. Students will demonstrate professionalism.
5. Students will learn the value of life-long learning.

6. Students will adapt standard procedures for non-routine procedures.

7. Students will critique and analyze images for diagnostic quality.

8. Students will demonstrate oral communication skills with patients and healthcare workers.

9. Students will demonstrate written communication skills with patients and healthcare workers.

PROGRAM EFFECTIVENESS

Program effectiveness for this program and all other radiology programs can be found on the Joint Committee on Education in Radiologic Technology’s website at www.jrcert.org

COLLEGE MISSION, VISION AND GOALS

Mission Statement
Ivy Tech Community College prepares Indiana residents to learn, live, and work in a diverse and globally competitive environment by delivering professional, technical, transfer and lifelong education. Through its affordable, open-access education and training programs, the College enhances the development of Indiana's citizens and communities and strengthens its economy.

Vision Statement
Changing Lives
Making Indiana Great

Our Core Values
We value, respect and promote:

Student-centered:
- Our students' right to reach their potential
- Our students' capability to achieve their educational/personal goals
- The diverse life experiences of each student
- Behavior that will enhance the dignity and worth of all students
- Student need for lifelong learning skills
- Student contributions to the learning community
- Students as individuals

Faculty and staff-focused:
- The individual and collective contributions of all faculty and staff
- The diverse life experiences of each employee
- The importance of investing in personal and professional development of all employees
- Openness, honesty and integrity in all employee interactions
- A culture of leadership development
- Employees as our greatest asset

Diversity:
- Diversity of thought and opinion
- The uniqueness of all of our students and employees
- Cultural experiences of all students and employees
- An inclusive climate that recognizes and supports a diverse learning and work environment
- Curricular and co-curricular experiences that enrich student learning
- Equal rights and opportunities for all

Integrity:
- Honest and forthright communications with all constituencies
- Ethical conduct
- Full and direct disclosure in all print and electronic materials
- Ethical business practices with all partners
• Accountable and responsible stewardship of all College resources
• Confidentiality as required by law and professional standards
• Fair and consistent treatment of all students and employees

Community Engagement:
• Being a responsible corporate citizen
• A strong spirit of volunteerism among students and employees
• Collaborative partnerships
• Campuses that are catalysts for service to the community
• Active engagement and leadership in the community

Innovation:
• The creation and application of knowledge
• Keeping an open mind to new ideas
• A spirit of entrepreneurialism
• Responsible risk-taking
• The recognition and celebration of innovative initiatives
• Continuous improvement
• A climate conducive to sharing successes and failures

Excellence:
• High academic expectations
• A teaching and learning environment that allows students and faculty to achieve their full potential
• Development of our students as confident, capable people contributing to family, workplace and society
• High-quality programs and services
• Holding ourselves and each other accountable for fulfilling our mission and achieving our vision

INSTRUCTION AND ADMINISTRATIVE PERSONNEL

Ivy Tech Community College

School of Health Sciences Office

School of Health Sciences FAX

Name

Jonathan Weinzapfel
jdweinzapfel@ivytech.edu

Lea Anne Crooks
lcrooks@ivytech.edu

Dr. Deanna King
dking@ivytech.edu

Leah Allman
lallman@ivytech.edu

Julie Will, RN, MSN
jwill@ivytech.edu

Position

Chancellor
Evansville 812-429-1410
Terre Haute 812-298-2201
Cell 812-598-1198

Campus President
812-298-2367

Vice Chancellor of Academic Affairs
812-298-2205

Vice Chancellor of Student Affairs
812-298-2289

Dean of School of Health Sciences
812-298-2244
Accreditation
Ivy Tech Community College of Indiana is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (312)-263-0456). The college has also earned other regional accreditations.

RADIOLOGIC TECHNOLOGISTS
CODE OF ETHICS

Principle 1
The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

Principle 2
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Principle 3
The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.

Principle 4
The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

Principle 5
The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

Principle 6
The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

Principle 7
The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

Principle 8
The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
**Principle 9**
The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

**Principle 10**
The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

**PROFESSIONAL CONDUCT**

**THE STUDENT:**
You are now entering the most important period in your Radiologic Technology training. You are expected to conduct yourself as a mature, responsible individual. There is **NO** room for unethical or childlike behavior.

**THE PATIENT:**
The patient's condition and/or diagnosis is **CONFIDENTIAL**, and a student must not relay information pertaining to a patient's condition or diagnosis to anyone without specific permission of the patient's doctor or radiologist. Failure to comply with rules of confidentiality may subject the student to litigation and/or release from the program.

**THE PHYSICIAN:**
The student will show due respect to all house and visiting physicians, and give quick and accurate service to the physician.

**THE RADIOLOGISTS:**
The radiologist has been specifically trained in the field of Radiology. He/she is the person that you will be working for or with after training, so show him/her your professional courtesy and respect.

**THE CLINICAL INSTRUCTORS AT THE CLINICAL SITE:**
You, the student, will spend much time under the direct or indirect control of the Clinical Instructor at the clinical site. This position is a responsibility on top of his/her normal duties and requirements. Demonstrate to the Clinical Instructor the courtesy and respect he/she is deserving of for the position.

**THE TECHNOLOGIST:**
The student will show due respect and be helpful in aiding and assisting the technologist when necessary. The staff technologist will be your primary resource during your clinical training.

**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.
RADIology Students Rights

During your attendance in the Imaging Sciences Program you have the following rights:
1. Ask for help or time of faculty and program officials.
2. Make requests that are sanctioned by the rules outlined in this handbook.
3. Ask questions at any time.
4. Refuse requests for personal information.
5. Submit your feedback on issues including disappointments, frustrations, etc.
6. Ask for fair evaluations.
7. Be treated with respect.
8. Negotiate differences and conflicts.
9. Make mistakes and take responsibility for them.

For complete and detailed information regarding student rights, expectations, College policy, and the judicial process, a copy of the Code of Student Rights and Responsibilities may be obtained from the College’s website (www.ivytech.edu); via the College’s student portal, Campus Connect; or from the Office of the Vice Chancellor of Student Affairs.

Professional Behaviors

Below are behaviors that are expected of students at Ivy Tech Community College:
1. Be prepared; read assignments ahead of time.
2. Ask questions when unsure; participate in class & clinical discussions.
3. Show initiative; seek independence when appropriate.
4. Dress according to the dress code. Wear professional attire when guests are present, when on a field trip, or when giving class presentations.
5. Use reference materials to enhance learning. Take advantage of learning opportunities and activities.
6. Handle personal & professional frustrations appropriately. Seek assistance when needed.
7. Maintain confidentiality of others at all times.
8. Use active listening with others while responding to the needs of patients, peers, and faculty.
9. Use time wisely and effectively.
10. Demonstrate self-confidence.
11. Be tactful and constructive when giving or receiving criticism.
12. Be flexible; effectively adjust to change; adjust priorities.
13. Be dependable, others will be counting on you.
14. Have a sense of humor. Laughing is good medicine!
AMERICAN DISABILITIES ACT STATEMENT

Ivy Tech Community College seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of the semester. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

FELONY OR OTHER CONVICTIONS

Students accepted to this program must have a criminal background check completed before starting clinical rotations. See policy for specific information. The American Registry of Radiologic Technologist (ARRT) will not allow individuals with certain misdemeanors or felonies to take the ARRT exam and become a registered Radiologic Technologist. Some exceptions are made, depending on the nature of the misdemeanor/felony. A “Pre-application Review of Eligibility” form can be completed in advance to determine if an individual can become registered by the ARRT. See insert in this handbook or www.arrt.org. The Indiana State Department of Health also has certain restrictions on the issuance of licenses to individuals who have been convicted of a felony or crime. Individuals who have been convicted should contact this agency to determine if he/she is eligible to become licensed by the State of Indiana as a general radiographer.

RECRUITMENT

The program’s course offerings are published in the Ivy Tech Community College Course Catalog, the Internet web site, Program sheets, and the Application and Information packets. Packets are available online at ivytech.edu/imaging-sciences/index.html, by phone, written request, or it can be picked up in person at any campus in Region 6.

ADMISSIONS

COLLEGE:
For complete information on how to enroll in an Ivy Tech Community College at a campus near you, go to ivytech.edu/apply-now/. After you've submitted a complete application, you will receive information in the mail within 7-10 business days. Upon receiving your acceptance letter, please begin working on your next steps. You will be encouraged to meet with an Academic Advisor, attend a new student orientation, and complete financial aid forms.

RADIOLOGIC TECHNOLOGY PROGRAM
1. Send the “Application” (use the form in this packet) for the Radiologic Technology Program to the Program Office (Terre Haute campus).
   · Deadline is the last business day of January.
2. Submit an Ivy Tech Community College transcript to the Radiologic Technology Program at the Terre Haute campus with the application.

3. If you have previous college courses from other colleges/universities make sure they have been officially approved as transfers by the registrar’s office at Ivy Tech Community College. You can view accepted transfers from other Indiana colleges and universities at www.transferin.net.

4. Successfully complete the following four (4) prerequisite courses by the end of the fall semester. These are the courses that will be awarded points for grades.
   - APHY 101 – Anatomy and Physiology I
   - ENGL 111 – English Composition
   - HLHS 101 – Medical Terminology
   - MATH 136 – College Algebra

If course has been repeated, we will take the highest score of the first two attempts. The policy states “When the student has taken a prerequisite course more than once, points will be determined using the highest grade for the initial (first) two course attempts appearing on both Ivy Tech and other college transcripts. Grades for courses over 5 years old may be excluded from consideration with the applicant’s written request included in the application packet. Excluding those grades from the admission point system does not affect calculation of the student’s grade point average (GPA).”

5. Successfully complete all of the other prerequisites by June 1st of the following spring semester. The grades for these courses are not used in calculations for student selection. These courses are the following:
   - IVYT 101 or IVYT 120 – First Year Seminar
   - PSYC 101 or SOCI 111 – Either Psychology or Sociology
   - COMM 101 or COMM 102 – Either Speech or Interpersonal Communication
   - APHY 102 – Anatomy and Physiology II

Failure to complete the prerequisites would mean that the student would forfeit his or her spot and the next student with the highest points will be offered admittance into the program.

6. Take the TEAS test, version 5 and submit results by the application date, the last business day of January.
   - The TEAS can be taken at any of the Ivy Tech Community College’s campuses’ Assessment centers. Many have walk-in times for the test but check times and availability for the TEAS at the test center at your campus.
   - The TEAS maybe taken up to 2 (two) times in a two year period regardless of the testing location. Only the first two scores will be considered.
   - There must be 30 days between the test dates.
   - The student must pay the approved testing fee each time.
   - Exam scores will be valid for 2 (two) years from the date of the initial TEAS test.
   - The adjusted composite score from all four components will be used to determine points.

The components are reading, math, science, and English.
   - It is recommended that you take the TEAS more than 30 days before the application due date so you have time to repeat it if you want to attempt a higher score.
   - Submit scores with application. Program chair must have a copy of the student’s official Individual Performance Profile of the TEAS.

SELECTION PROCESS
Selection is based on points. To see how points are awarded, we have provided an example of the Evaluation Grid at the end of this packet. Points are given for Anatomy and Physiology (APHY 101), the math course (MATH 136), English Composition (ENGL 111), and Medical Terminology (HLHS 101). The maximum points for this section are 21. The TEAS test is given points by the Adjusted Overall Score. So, if a student would score 87.7%, his/her points would be 8.77. The maximum points for TEAS are 10.

Once admitted into the program, you will be notified by mail. New Imaging students will be required to do the following:
   - Imaging students will be required to attend an orientation meeting, usually held in June.
   - Imaging students will be required to have a Criminal Background Check and Drug Test through Certified Background. Detailed information will be sent to the students that have
been selected into the program.
· Students will also be required to have a proof of inoculations, including a recent TB test, and physical from their physician.
· New students will be required to be CPR certified before the Program begins.
· New students begin each fall semester and continue through the program for 21 months (5 semesters). This includes the summer semester.

TRANSFER STUDENTS

Any student wishing to transfer into the College must apply for college admission. Ivy Tech accepts courses with grades of C- or better from regionally accredited colleges regardless of the age of the course. There are some exceptions if the case of very specialized computer and technology classes, which are reviewed on a case-by-case basis. Transfer credits will be evaluated and transfer of credits will occur through college policy. Transfer students from other radiology programs. Such transfer shall be subject to the availability of an appropriate clinical placement and student admission policies. Course syllabi, health records, competencies, and transcripts must be reviewed before student can be allowed to transfer. Students may be asked to show competency in positioning courses or asked to repeat a positioning course that the student has already completed if the student has been out of a program for more than one semester before being allowed to transfer. All previous competencies completed from the transfer program will be repeated at Ivy Tech’s program.

REFUNDS & DROP DATES

From the end of the second week to the end of the week marking the completion of 75 percent of the course, a student may withdraw from a course by filing a change of enrollment form at the Registrar’s Office. Records of students withdrawing from courses indicate a “W” status rather than a grade when the withdrawal process is completed. Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. 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 or an academic advisor before withdrawal from a course or courses.

STUDENT SERVICES

Students can locate other opportunities offered by Student Services in the College Catalog which can be located under the Student Services tab after logging-on to Campus Connect or stop by the Student Services office located on the first floor of the Marion campus.

NON-TRADITIONAL PROGRAM COMPLETION

Completion of the Program depends upon the completion of all program requirements. Any student needing extra time to complete the program will be considered on a case-by-case basis.

WITHDRAWAL

A student who is considering withdrawal from the program should have an exit interview with the Program Director and complete a withdrawal form. A student in good academic standing may request withdrawal due to surgery, pregnancy, accident, severe illness, etc. Students may be asked to withdraw due to violations of the program’s policies.

READMISSION

Any student who withdrawals or is suspended from the program for any reason may be readmitted into the Program. For the safety of the patients at the clinical sites, re-entry into the Program will depend on student competency, the number of clinical spots available, program sequencing, and the quality of assigned remedial requirements. Students may be asked to retake a positioning course if the student has been out of the program for one year.
PROGRAM PROGRESSION

The Radiologic Technology Program is sequential in its structure. In order for the students to remain competent in the clinical setting, they must complete most courses each semester before moving on to the next semester. Therefore, students are allowed to repeat a course only once, for a total of two attempts. Because classes are prerequisites and/or corequisites of each other, a student that fails a class must sit out of the program for one year until that class is offered again the following year. This means that the student is not able to progress in the program until the class is repeated.

One of the goals of this program is to provide educational experiences designed to prepare students as an entry-level radiographer who is competent to perform procedures while demonstrating quality patient care. Students that fail a course more than once would not meet this goal. The failure of a second program course will result in suspension from the program. The failure of the same course twice will deny the student the right to continue in the program and the student will be counseled.

All Ivy Tech Community College policies concerning incomplete grades and academic probation will be followed.

GRADUATION REQUIREMENTS

To earn an Associate of Applied Science degree in Radiographic Technology, the student must:
1. Earn a minimum of the required 74-76 credits.
2. Complete all of the courses in the curriculum with a grade of “D” or above.
3. Complete the approved curriculum. (Found at the end of Section 2)
4. Complete the required clinical competencies.
5. Meet the attendance requirements.
6. Satisfy all financial obligations to the college.
7. Complete an application for graduation.

STUDENT REPRESENTATIVE

Each class is asked to elect a spokesperson for that class to represent the class as a whole. This person will represent the class at Student Government Association.

PROFESSIONAL ORGANIZATIONS

Students are encouraged to join the Indiana Society of Radiology Technologists (www.isort.org) and the American Society of Radiologic Technologists (www.asrt.org). Students are also asked to partake in the Student Government Association.

PROFESSIONAL DEVELOPMENT

Radiologic Technology Program students are required to obtain 20 hours of Professional Development during their enrollment in the Program. Completion of these hours must be fulfilled by the end of the 5th semester. Students can acquire Professional Development in the following ways:
1. Membership and participation in the Indiana State Radiologic Society (ISRT) meetings and conferences
2. Attending other radiology or health care conferences
3. Help in maintaining the radiology lab
4. Participation at career fairs
5. Participation at local school functions or community events
6. Community service that is representative of a healthcare function
7. Any other educational function with approval from program director

Participation in church or religious activities may be applied if it meets the needs of the whole community and not be of a religious nature. Failure to complete professional development will affect the grade in RADT 299 – General Exam Review.

TUITION

Most recent Tuition information is $121.15 per credit hour. Please see www.ivytech.edu/tuition for the most current tuition information.
ADDITIONAL FEES

Students are charged fees in addition to tuition, for certain classes, to help offset expenses, which are unique for that particular class. These fees help cover the cost for supplies, dosimetry monitoring, and liability insurance for students. The fee schedules for the following classes are subject to change:

RADT 113 Radiographic Positioning I and Lab  
RADT 114 Radiographic Clinical Education I  
RADT 116 Radiographic Clinical Education II  
RADT 202 Radiographic Clinical Education III  
RADT 203 Radiographic Clinical Education IV  
RADT 204 Radiographic Clinical Education V  
RADT 221 Pharmacology and Advanced Procedures  
RADT 299 General Examination Review

Other Estimated Costs:
- Books: costs vary by course. The average cost is about $1200 (covers all books for all of the semesters)
- Technology Fee is $60.00 per semester
- Consumable Fees $203.00; this includes supplies for certain courses like lab supplies.
- Uniforms and Shoes: Would include two sets of scrubs, lab coats and shoes (scrubs and lab coats must have the Ivy Tech logo and must be purchased at the Follett 7th Edition bookstore). Cost will vary.
- Physical, Immunizations, and Healthcare Provider CPR. Cost will vary.
- Boards: $200.00
- Criminal Background Check and Drug Screening: $111.00 initially, $76.00 for recheck only before starting second fall term.
- Travel: Gas. Some clinical sites maybe over 60 miles away depending upon the students’ home address.

WEATHER CLOSINGS

Students are not expected to attend clinical or didactic classes if the college closes for bad weather. Students can be notified of school closings via cell phones through Campus Connect. See policy regarding closures.

NAME, ADDRESS, OR PHONE NUMBER CHANGE

It is the student’s responsibility to notify the college of any change of name, address, or phone number. This information needs to be submitted to Student Services and to the Radiologic Technology Program office so that there is no delay in receiving grades and other important information. Changes can be made either through Student Services or on-line on Campus Connect. All school records must bear the student’s legal name.

REMEDIATION

Candidates for primary certification who fail three exam attempts generally require extensive additional study if they are ever going to pass. Therefore, ARRT limits candidates to three attempts to pass an exam within three years.

When either three unsuccessful attempts have been made or three years have expired, individuals are no longer considered eligible. They may obtain eligibility to take the exam one additional time by submitting documentation that, since the third attempt, they completed remedial activities acceptable to the ARRT. The fourth attempt must occur within the one-year period following the third unsuccessful attempt.

Remediation options are:

1. Independent Study. The individual studies the content areas for examination on his or her own. A minimum of 40 hours is required.
2. Study with an ARRT-Certified Technologist. The individual studies the content areas for examination with an ARRT technologist certified in the examination category. A minimum of 20 hours is required. All 20 hours must be spent with the certified technologist.
3. Study with an Educator from an Accredited Educational Program. The individual studies the content areas for examination with a program director or other educator from an approved radiologic technology program. A minimum of 10 hours is required. The 10 hours must be actual time spent with the educator.

ARRT RULES AND REGULATIONS

Last Revised: July 1, 2005

(a) Radiography. Candidates must have successfully completed a formal educational program in radiography accredited by a mechanism acceptable to the ARRT. Eligibility to participate in the certification examinations must be established within five years of program completion. Effective January 1, 2002, candidates must successfully complete the ARRT Radiography Didactic and Clinical Competency Requirements as part of the educational program.

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 he/she is 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)

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.

SEXUAL HARASSMENT

Issues of sexual harassment that occur in the clinical site shall be dealt with and reported according to policies of that clinical site and the College. Such issues should be brought to the attention of program officials first so that proper documentation may be obtained.

Issues of sexual harassment that occur on the College campus may be addressed according to the College's Harassment Policy. Issues of sexual harassment at the Clinical site must be reported to Program officials.

PROHIBITION AGAINST ALCOHOL AND DRUG ABUSE

Ivy Tech Community College of Indiana, through its policies and programs is dedicated to providing an atmosphere that encourages the reinforcement of the positive, drug free elements in life; respect for laws and rules prohibiting illegal drugs; an understanding of the effects of drugs, including alcohol, on personal health and safety; and the value of sound personal health and safety.

The use of certain products is known to be detrimental to physical and psychological wellbeing. Substance abuse is associated with a wide variety of health risks. Among the known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, heart problems, and even death. It is the student's responsibility to know whether any drugs she/he is taking are illegal. It is not the responsibility of the College to prepare a list of illegal drugs.

In addition to the College sanctions, Indiana and Federal laws provide fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of the imprisonment vary according to the type and amount of the substances involved the offender's past record for such offenses, and a variety of other factors.

The College prohibits the possession of illegal drugs on campus or at any college related activities. Violation of these policies may lead to disciplinary probation, suspension, or expulsion.

The College conducts a biennial review of the effectiveness of its programs to reduce alcohol and drug abuse. A copy of the review can be viewed in the Office of Student Affairs.

---

1 See the Ivy Tech Community College Course Catalog or Student Handbook for the complete Policy and Complaint Procedure against Harassment.
SECTION II
CLINICAL EDUCATION

Clinical education for the Radiologic Technology student is the application of the theories learned in the didactic area and laboratory setting and then applied in a patient based setting. The Program Director with the assistance of the Clinical Coordinator, assigns students in their clinical rotation. The Clinical Instructor schedules assignments for the students. Radiologic technology students work closely with doctors and all other health care professionals to provide quality patient care. The following is information about clinical requirements and policies. (For complete program policies, see Section 6 of this handbook).

PHYSICAL REQUIREMENTS FOR CLINICAL

See the Physical Examination and Immunity Documentation Form and Visual Certification Form at the end of this handbook and policy manual for the essential functions/physical requirements for the Imaging Sciences program.

CLINICAL AFFILIATES

Clinical Affiliates of the Imaging Sciences Program Radiologic Technology Concentration at Terre Haute. Clinical site locations are subject to change.

1. IU Health Bedford Hospital 812-275-1383
   2900 W. 16th St.
   Bedford, IN 47421

2. IU Health Bloomington Hospital 812-353-9555
   P.O Box 1149
   Bloomington, IN 47402

3. IU Health Paoli Hospital 812-723-2811
   642 W Hospital Rd
   P.O. Box 499
   Paoli, IN 47454-0499

4. IU Health Morgan 765-349-6513
   2209 John R. Wooden Dr.
   Martinsville, IN 46151

5. Greene County General Hospital 812-847-2281
   PO Box 1000
   Lone Tree Road
   Linton, IN 47441

6. Monroe Hospital 812-825-0834
   4011 Monroe Medical Park Blvd
   Bloomington, IN 47403
7. Premier Healthcare(IMA) 812-331-3406
   550 Landmark Ave
   Bloomington, IN 47402

   2605 East Creeks Edge Drive
   Bloomington, IN 47401

9. Premier Diagnostic Imaging (PDI) 812-478-3900
   135 East McCallister Drive
   Terre Haute, IN 47802

10. St. Vincent Clay Hospital 812-442-2500
   1206 E National Ave
   Brazil, IN 47834

11. St. Vincent Dunn Hospital 812-276-1209
    1600 23rd St
    Bedford, IN 47421

12. Sullivan County Community Hospital 812-268-4311
    2200 N. Section Street
    Sullivan, IN 47882

13. Terre Haute Regional Hospital 812-237-1625
    3901 South 7th Street
    Terre Haute, IN 47802

14. Union Hospital 812-238-7000
    1606 N. 7th Street
    Terre Haute, IN 47804

15. Union Hospital Clinton 765-832-1234
    801 S Main Street
    Clinton, IN 47842
16. Union Associated Physicians (UAP) Clinic 812-232-0564
   221 South 6th Street
   Terre Haute, IN 47807

17. UAP Clinic Bone and Joint Center 812-242-3005
   1725 N 5th St
   Terre Haute, IN 47804

CLINICAL HOURS
First year clinical are two 8 hour day clinical plus an all-day seminar once a week. Summer clinical are 32 hours a week plus an all-day seminar once a week. Second year clinical are three 8 hour day clinical plus an all-day seminar once a week. The combination of clinical and classroom will not exceed 40 hours.

RADIOLOGY CLINICAL HOURS

1ST YEAR*
First Rotation* (Fall) = 16 hours per week = Semester total = 256 hours (NOT TO EXCEED 40 HOURS PER WEEK)
(Includes a 2 week hands-on lab on-campus on Tuesday & Thursday plus a clinical for the rest of the semester)
Second Rotation* (Spring) = 16 hours per week = Semester total = 256 hours (NOT TO EXCEED 40 HOURS PER WEEK)
Third Rotation *(Summer) = 32 hours per week = Semester total = 320 hours (NOT TO EXCEED 40 HOURS PER WEEK)

Total = 832 hours

2ND YEAR
Fourth Rotation* (Fall) = 24 hours per week = Semester total =384 hours (NOT TO EXCEED 40 HOURS PER WEEK)
Fifth Rotation* (Spring) = 24 hours per week = Semester total = 384 hours (NOT TO EXCEED 40 HOURS PER WEEK)

Total = 768 hours

Total Two-Year Clinical Hours Needed: 1,600 clock hours

* includes 1/2 hour lunch

JRCERT DEFINES OPERATIONAL HOURS AS MONDAY-FRIDAY – 5AM-7PM: Student clock hours spent evenings and/or weekends must not exceed 25% of total clinical clock hours

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.

Personal calls are to be limited to emergencies 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 will be subject to the rules of the Clinical sites.

Clinical Travel Policy

The Ivy Tech Community College Imaging Sciences 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.

ATTENDANCE, TARDINESS, AND VACATION

1. While in the clinical setting, which begins in the Fall Semester of your first year, you have semester breaks and legal holidays that are recognized by the College. Students will observe those holidays recognized by the College. If the College is closed, students may not go to clinical.

2. Any time missed must be made up. Any clinical absence due to a reason other than extended illness must be made up within three weeks of the absence. Excused clinical absences at the completion of a semester will result in an incomplete grade in clinical education for the semester until the time is made up.

   If you are going to be absent from a clinical site, you must notify the appropriate personnel, i.e.: on-site instructor, chief technologist, or assistant-chief within a reasonable length of time that you will not be there and email your Clinical Coordinator on the Ivy Tech campus. Most institutions consider a reasonable length of time to be one to two hours before the beginning of your scheduled rotation. Abuse of this rule could result in expulsion from the clinical site and/or the Radiologic Technology Program. An absence from the clinical site for two or more consecutive days should also be reported to the program and a medical release should be provided.

3. Students should arrive at the clinical site at or before the scheduled starting time. This should be 10 minutes before the scheduled time to allow for preparations and assignments.

4. Four times tardy will count as a one-day absence. The clinical coordinator or the on-site clinical instructor may assign you a full eight hours make-up for four such occurrences.

5. If a student has need for time off or for special arrangements on his/her duty days, the student must first get permission from the program, i.e.: Director or Clinical Coordinator, and the change must be approved by the on-site instructor. This request will only be approved under special circumstances.

6. At some time, you may be required to rotate through evenings and weekends at your clinical site. This will be assigned with enough advanced notice for your convenience.

7. During the course of your clinical and didactic education, you will not be scheduled for more than a total of forty hours per week, including scheduled classes.

8. In the case of school closure, as stated in the Ivy Tech Community College Student Handbook, the student is not required to attend his/her clinical rotation that day. However, any time missed due to these circumstances, shall be made up at the
discretion of the Program Director. Those attending a clinical rotation during the closing of a clinical site will be given credit for their attendance.

9. An I.S.R.T. or related educational programs may be attended for clinical time on a one to one basis. One hour of the time will be given for each fifty minutes of educational time. It must be requested via email through the Clinical Coordinators.

10. Under no circumstances may a Radiography student work or perform the duties of a staff Radiographer for pay. Any student who violates this rule and obtains employment in the field while still having classes to complete will be immediately suspended pending dismissal from the program. Any questions about employment in a Radiologic environment should be presented to the program personnel for clarification.

CLINICAL SITE LEAVE OF ABSENCE POLICY

1. A student returning to the clinical after being off for a medical reason may be required to present a doctor's release before returning.

2. If the doctor's release indicates restrictions that would prohibit the student from performing the normal functions of his/her clinical, the student can return to clinical only with the approval of the program officials and with agreement of the clinical officials.

CLINICAL PUNCTUALITY

Students are expected to begin each clinical day on time according to protocols at the assigned clinical site. (See punctuality policy for details.)

JURY DUTY

If a student is summoned for jury duty, he/she is excused from clinical. If such jury duty is for an extended period, arrangements will be made for the number of competencies required for that semester.

MALPRACTICE INSURANCE

Malpractice insurance is secured through the school. The cost is included in the student's semester fees.

DRESS CODE AND HYGIENE

The Ivy Tech Community College Imaging Sciences students will adhere to our dress code: Information will be provided in the orientation session.

1. All uniforms MUST be approved by program personnel.

2. White soft-soled shoes are required. They may be of the tennis shoe type, but no colors allowed.

3. School IDs and film badges will be displayed at all times.

4. 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.

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

A. The student's hair should be moderate in length and clean. If hair reaches beyond the shoulders, it must be worn back for both the student and patient safety.
B. Males wearing either a mustache or beard must keep them well groomed. Hospital policy should be followed in this regard.

C. 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.

D. Earrings worn should be of the post-type and shall not be distracting to patients or interfere with the clinical experience.

E. Excessive use of perfume or cologne is not recommended.

F. Use deodorant and bathe regularly.

G. 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.

**DRUG AND ALCOHOL CONSUMPTION**

Any student suspected of drug and/or alcohol use at school, lab, or in the clinical facility will be dismissed unless a lab test reveals no drug and/or alcohol in their blood or a reasonable medical explanation can be presented by a physician.

**CPR Policy**

All students must maintain a current Healthcare Provider CPR card throughout the 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 Imaging Sciences 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.

**ID MARKERS**

Students must have their film markers with them at all times while in the clinical sites. 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, and it is suggested two sets be maintained at all times.
CLINICAL GRADING POLICY

The grade scale for each course is
A = 100 – 94
B = 93 – 88
C = 87 – 84
D = 83 – 80
F = 79 and below

INJURIES

Students who are injured at the College need to report to the Program’s officials and the student will be sent to Ambucare in Marion, In. Student and faculty will complete the appropriate forms. Students injured at the clinical sites report to the Clinical Instructor. Students are to be sent to health nurse or emergency department if necessary. The College does provide payment for some injuries but not all. The student maybe responsible for any bills occurred for the injury if the student is responsible. Example: fainting and striking the head that would then require a CT scan.

ARRT ETHICS COMMITTEE

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 be recent or not, you must call the American Registry of Radiologic Technologists at 651-687-0048 and request the form to be approved by the ARRT Ethics committee. Failure to do so could jeopardize your credentials and your ability to obtain a state license at a future date, especially if you should become accused of a crime or become involved in a civil legal action.

BREAKS AND LUNCH PERIODS

Students will observe the departmental policies regarding breaks and lunch periods. Occasionally, due to emergencies or heavy caseloads, these breaks/lunches will be missed. Only then may you be compensated by early release from clinical on a slow day.

LEAVING THE DEPARTMENT DURING SCHEDULED HOURS

A student will not leave the department without first notifying the technologist in charge.

If you become sick while on duty, notify the technologist in charge.

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.

PROBLEMS

We realize that many problems will arise during your 21 months of training. We can help you solve those problems only if we are aware of them. Remember, this is a hybrid program.

Any problems incurred in the clinical areas should first be brought to the attention of the clinical instructor, in writing.

Any problem dealing with the program as a whole, whether they deal with your work at Ivy Tech Community College or problems that cannot be answered to your satisfaction by the clinical instructor should be referred to the program director, in writing.

Any situation beyond this point should be addressed to the Director of Instruction, in writing.

TELEPHONE POLICY

The telephone located in the Imaging Sciences and Program Office is for professional and business use only.
Personal calls are to be limited to emergencies only. 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 will be subject to the rules of the Clinical sites.

SOCIAL MEDIA

Social media can provide students with an opportunity to collaborate and communicate in various, and many times, beneficial and effective means. For program purposes, social media can be defined as the following, but not limited to: texting, blogs, emails, eLearn communications, and proprietary platforms such as Twitter, Linkedin, Facebook, My Space, YouTube, Flickr, Vine, Tumblr, etc. Whether using personal computers, individually owned technologies, clinical sites’ computers, or equipment of the college campus, the use of social media is should not be used to discuss or display about clinical experiences including any information about patients, technologists, physicians, or any other health care worker from any of the facilities. Students may create a class Facebook page as long as the above guidelines are followed. Postings on these networks should not reflect negatively on the college, the clinical institution, or any individual; such comments will be subject to disciplinary procedures if necessary. Be respectful, be careful, be responsible, and be accountable.

RADIATION BADGES

Each student must wear a radiation badge for monitoring on the collar outside the lead apron at all times while in the clinical setting. 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.

DEMERITS

Demerits are issued to students who do not follow policies and procedures (see Policies Section). Three (3) demerits equal (1) grade reduction. Demerits will be given for the following reasons:

• Failure to be in proper uniform at all clinical sites.
• Not following the hygiene policy.
• Inappropriate behavior at the clinical sites.
• Competencies and progressive evaluations not available to Clinical Coordinator at all times and turned in at appropriate due dates.
• Dosimetry badges not turned in on time.
• Failure to wear dosimetry badge.
• Failure to notify Clinical Instructor and Clinical Coordinator of absence or tardiness.
• Failure to have ID markers for radiographs.
• Failure to wear name badges.
• Use of cologne, perfume or after-shave.
• Failure to meet timeline for submission of evaluations, competencies, or timesheets.

CELL PHONES

Cell Phones are never to be used in patient care areas including any area that displays patient information. Cellular phones are not allowed to be on ringer at the clinical education sites. Follow the clinical site’s policy for other cellular phones policies.

MERITS

Merits may be given to students for written compliments, professionalism, excellent patient care, or excellent performance during stressful situations. These merits maybe used as part of the student’s portfolio.

COMPETENCY EVALUATIONS
All competency evaluations must be completed satisfactorily in order for the student to pass the clinical course. Any student who alters or falsifies clinical records and/or grades shall be dismissed from the program by the appropriate procedures, which includes a faculty review of the student’s total performance. The Competencies required for program completion follow ARRT Guidelines.

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 retraining 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, film, 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, O$_2$ 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 at Children's especially to facilitate less exposure and the speed of exposure.

5. Manipulate general radiographic equipment.

7. Be able to label film with patient information and to develop film.

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 gastrointestinal 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.

**OPERATING ROOM 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 film.

14. Operate satisfactorily the processor within the OR darkroom including chemistry replenishment.
The evaluations in this section will be used to evaluate the student’s clinical performance as described in clinical course syllabi.

Ivy Tech Community College
Radiologic Technology Program
Student Competency Form

Student __________________________ Date ______________________

Exam Performed __________________________ Facility __________________

Positions 1. _________ 2. __________ 3. __________ 4. __________ 5. __________ 6. __________

Patient ID __________________________ Supervising Tech __________________

<table>
<thead>
<tr>
<th>Difficulty of case</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Difficult</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patient cooperation</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncooperative</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rate the student’s performance:

1 – Not Acceptable  2 – Acceptable/Needs Improvement  3 – Excellent

1. Room prepared prior to patient exam
2. Patient properly identified and tech introduction
3. Patient information entered properly
4. Proper patient history taken
5. Exam explained to patient
6. Patient positioned properly
7. Selects proper IR size and type
8. Proper centering of tube and IR
9. Proper technical settings used
10. Images labeled correctly
11. All required anatomy included
12. Demonstrates proper use of radiation protection
13. Exam completed in a timely fashion
14. Paper work completed according to department requirements
15. Patient properly released and exam completed
16. Case discussed properly with technologist and or physician
17. Able to answer questions pertinent to the exam

AUTOMATIC FAILURE: #2 Patient not identified; #12 Patient not shielded
More than 2 Not Acceptable is a Failure.

Pass ___________ Fail ___________

Technologist comments:

Technologist signature: ______________________________________ Date ______________________
Student’s signature: _____________________________________________________ Date _____________
AFFECTIVE DOMAIN
Ivy Tech community College
Radiology Program
Clinical Evaluation

Student______________________________ Date _________________

Site ________________________________ Semester________________

Please refer to these qualifications when scoring evaluation:
10 – Consistently meets or exceeds expectations – Qualifiers – Always, Consistently
8 – Meets expectations – Qualifiers - Most often, usually, commonly
6 – Meets expectations by half to two thirds- Qualifiers – Sometimes, commonly
4 – Needs substantial improvement- Qualifiers – Sometimes, rarely
2 – Severe issues identified/ does not meet the desired traits – Qualifiers- Rarely, never
*Any score less than 6 in any category needs explanation*

Instructions: A student’s conduct in the clinical setting is a major indicator of how the public judges an imaging department’s professional level. Appropriate conduct is a broad category encompassing a number of considerations. Please evaluate the student on their abilities and consider the length of time in the program. Using the scale above evaluate the degree to which the student fulfills the criteria. Use the comment section as needed.

1. **Student’s comprehension of examinations:**
   a. The student displays understanding of information, responsibilities, and procedure required to perform the examination.
      1 2 3 4 5 6 7 8 9 10
      Comments:

   b. The student displays understanding of equipment and technique required to do the examination
      1 2 3 4 5 6 7 8 9 10
      Comments:

2. **Initiative**- Willing to perform procedures and duties independently, without being prompted. Enthusiastic about learning and willing to seek out answers and direction when needed.
   1 2 3 4 5 6 7 8 9 10
   Comments:

3. **Organization of work**- Demonstrates the ability to use time constructively and productively. Effectively uses non-imaging time to further the learning process by case review, simulations and reading.
   1 2 3 4 5 6 7 8 9 10
   Comments:

4. **Quality of work** – Demonstrates the ability to image correctly using proper technique and appropriate positioning skills according to patient habitus and condition. Demonstrates consistency in imaging and positioning skills.
   1 2 3 4 5 6 7 8 9 10
   Comments:
5. **Attendance and punctuality** - The student’s attendance is regular and arrival each day is in a prompt and timely manner.

   1 2 3 4 5 6 7 8 9 10

   Comments:

6. **Professional appearance** - The student displays good grooming, cleanliness and appropriateness of dress and is in compliance with the dress code of the program and facility.

   1 2 3 4 5 6 7 8 9 10

   Comments:

7. **Patient Care** - Identifies the patient and him or herself to the patient prior to the exam. Treats patients with respect and establishes a good communication pathway with the patient. Demonstrates ability to gain the patient’s confidence. Demonstrates responsiveness to patient needs and shows ability to adapt to and accommodate to the patient’s condition.

   1 2 3 4 5 6 7 8 9 10

   Comments:

8. **Attitude and cooperation** - Demonstrates interest in assignments/cases, receptive to suggestions or corrections and exercises self-control. Works well with others and accepts constructive criticism in a positive manner. Communicates effectively with patients and treats all patients, physicians, and co-workers in a professional, courteous manner.

   1 2 3 4 5 6 7 8 9 10

   Comments:

9. **Professionalism and Ethics** - Demonstrates logical thought processes in decision making. Displays integrity, loyalty, and appropriate professional judgment. Complies with the standards of HIPPA and the facility. Maintains composure in stressful situations.

   1 2 3 4 5 6 7 8 9 10

   Comments:

10. **Applicable judgment** - Demonstrates critical thinking processes in patient management and throughout the exam process. Acquires the exam in the most logical, affective and reasonable manner. Demonstrates ability to critique images appropriate to education level. Follows practices that ensure exposures are as low as reasonably achievable (A.L.A.R.A.). This would include repeat rate, shielding, and patient screening.

    1 2 3 4 5 6 7 8 9 10

    Comments:

    Additional Clinical Instructor Comments:
CLINICAL EDUCATION DAY REQUIREMENT

The technical training provided the students is sufficient to orient what could be prospective employees to clinical affiliates after graduation as well as providing didactic classroom experience for first year students.

This will affect the clinical sites for one day per student. Each senior student will have a one-time requirement beginning Fall semester to report to the classroom instead of their clinical site. (The day will vary per semester and be provided to the student)

DIDACTIC INSTRUCTION

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

An all-day program seminar once a week at the Terre Haute campus is required for all students. During finals week, or other times when needed, you may have attend additional class days for meetings. Notice will be given ahead of time.

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

For driving directions:
http://www.randmcnally.com
http://maps.yahoo.com
http://www.mapquest.com

REQUIRED COURSES FOR GRADUATION

General Education Core
IVYT 101 First Year Seminar 1
   OR
IVYT 120 First Year Seminar 3
APHY 101 Anatomy & Physiology I 3
APHY102 Anatomy & Physiology II 3
COMM 101 Speech
   OR
COMM 102 Interpersonal Communication 3
ENGL 111 English Composition 3
MATH 136 College Algebra 3
PSYC 101 Introduction to Psychology 3
   OR
SOCI 111 Introduction to Sociology 3
Total 19-21
Technical
HLHS 101 Medical Terminology 3
RADT 111 Orientation and Patient Care 5
RADT 112 Image Production & Evaluation I 3
RADT 113 Radiographic Positioning I & Lab 3
RADT 114 Radiographic Clinical Education I 3
RADT 115 Radiographic Positioning II & Lab 3
RADT 116 Radiographic Clinical Education II 3
RADT 117 Radiation Physics & Equipment Operation 3
RADT 201 Radiographic Positioning III & 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
PORTFOLIO

Radiologic Technology students are required to prepare a portfolio during their academic experience as a method of establishing outcomes for their future education and career. These portfolios are mandated prior to successfully completing/graduating from the program. Information will be made available to students through the Program Director. Portfolios are due in the 5th semester.

TEXTBOOKS

The recommended text for each course is included in the course syllabus. Books are available at the bookstore at the main campus in Terre Haute.

DIDACTIC GRADING:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 94</td>
</tr>
<tr>
<td>B</td>
<td>93 – 88</td>
</tr>
<tr>
<td>C</td>
<td>87 – 84</td>
</tr>
<tr>
<td>D</td>
<td>83-80</td>
</tr>
<tr>
<td>F</td>
<td>79 – below</td>
</tr>
</tbody>
</table>

The test grading method shall be at the discretion of the instructor and it will be uniform and used for everyone in class with no exceptions.

DIDACTIC ATTENDANCE POLICY:

Attendance is expected. It is the student’s responsibility to make up missed material. Students should contact instructors the day of an absence. Students should confer with instructors in advance if absences are anticipated.

ACADEMIC ADVISEMENT

Students may seek guidance from any of the Program faculty or the Program Director. If a student is experiencing academic difficulties, it is the right and the responsibility of the student to contact the instructor during the posted office hours of that instructor or by E-Mail. Students may view their grades at any time for all courses through Blackboard. Students will be advised on their academic performance throughout the semester. Students in danger of failing will be advised on what is necessary to bring their grade average to passing. The Clinical Instructors completes clinical evaluations at the end of each semester. Students are always encouraged to consult an instructor, at any time, if concerned about their performance or grade in a particular course.

PLAGERISM

A written description can be provided and the student is responsible to understand what plagiarism is and to not plagiarize on any assignments. (See Campus Connect). It is the responsibility of the student to understand what plagiarism is and to refrain from it. Any plagiarism will result in failure on the assignment plagiarized and possible dismissal from the class. Cheating, plagiarism, and falsification of data will not be tolerated. Whether accidental or intentional, plagiarism is a very serious offense. You must handle all research carefully to be sure that whenever a source is quoted directly it is indicated in the text of your paper. Also, whenever a work from a source is summarized or paraphrased, a parenthetical citation must accompany that writing. As previously stated cheating and plagiarism will result in an “F” on the assignment and may result in the immediate dismissal from the class. Plagiarism is presenting someone else’s words or ideas as your own, whether in writing or speaking. You are plagiarizing if you:

1. Present ideas as your own without citing the source of the material.
2. Paraphrase without crediting the source of the material.
3. Use direct quotes with no quotation marks, footnotes, or textual citation of the source.
4. Submit a paper or assignment for which you have received so much help that the writing is different from your own.
5. Copy assignments previously submitted by another student.

**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.

**ACADEMIC PROBATION**

A student who does not achieve a minimum of a 2.00 GPA after completing 15 or more quality credit hours will be placed on academic probation for the following term. The student will be allowed to enroll for the next term while on academic probation with the understanding that he/she must raise the minimum GPA by the end of that term.

**ACADEMIC SUSPENSION**

Failure to maintain the defined standards of progress of the College and failure to improve by the end of the first term on academic probation or upon well-documented violations of the Student Policy Handbook or Institutional Handbooks will lead to student suspension from the College.

A student does have the right and privilege to pursue the Student Grievance Procedure outlined in this manual and in the Ivy Tech Community College Student Handbook.

Any student dismissed for just cause will not be entitled to refunds.

**ACADEMIC CALENDAR**

Students can find the current college calendar with monthly details at www.cc.ivytech.edu. General monthly calendars can also be found at [http://wwwcc.ivytech.edu/shared/shared_ccinfonetaawg/calendars/2015-academic-calendar.pdf](http://wwwcc.ivytech.edu/shared/shared_ccinfonetaawg/calendars/2015-academic-calendar.pdf)

**PROGRAMMATIC ACADEMIC DISMISSAL**

An “F” as a final grade for any technical (RADT/MMSI) course results in academic termination from the program.

**GROUNDS FOR DISMISSAL**

Grounds for dismissal include the following actions and any other situation deemed injurious to the well-being of others:

1. Failing grades in Radiology and/or other courses.
2. Insubordination
3. The conviction and/or known use of, or possession of illegal drugs or controlled substances.
4. Failure to accomplish clinical assignments and objectives.
5. Cheating in related or professional courses.
6. Altering or falsifying clinical records.
7. Fighting or other injurious actions.
8. Theft
10. Working as a radiographer for pay during assigned clinical hours.
11. Performing a radiographic exam with indirect supervision before proofing competency for that exam.
12. Repeating radiographs without a registered technologist present in the room.
13. Performing portable exams without a registered technologist immediately available.
14. Any other unprofessional or unethical conduct established by the ASRT.

**CLINICAL AND LABORATORY PROCEDURES**

*(The following form will be signed in the course in which the instruction is received)*

I realize that instruction in giving injections/drawing blood and handling samples is a part of my educational program. Since I will be expected to perform the indicated procedures safely and accurately during the clinical/laboratory component of my program, I recognize the importance of practice under faculty supervision in the learning laboratory as well as in the clinical environment. Likewise, I am aware of the dangers inherent with giving and receiving injections, venipuncture, phlebotomy, and handling body fluids. I acknowledge the need for 100% use of Standard Precautions and sterile technique when performing these procedures.

Therefore, I accept responsibility for the following:

1. Application of Standard Precautions
2. Application of sterile techniques
3. Handling urine, stool and blood samples only as instructed and under faculty supervision
4. Handling syringes and other sharp equipment only as instructed
5. Practicing injections, venipuncture, and phlebotomy in the laboratory setting only under faculty supervision
6. Administering injections, venipuncture, and phlebotomy in the clinical setting only under the supervision of faculty or faculty designee

Printed Name ___________________________  Course Number ___________________________

Signature ___________________________  Date ___________________________

I agree to hold harmless Ivy Tech Community College or its faculty from any injury that might occur to me due to any student practical training and participation while at the college or affiliate facilities as part of supervised clinical/lab training within my student role. It is understood that the College agrees to exercise reasonable care in performing the above-mentioned procedures as part of its student training program.

I understand that I will be required to provide specimens as well as collect and evaluate them.

This waiver is given in consideration of this valuable service given by the College.

Printed Name ___________________________  Course Number ___________________________

Signature ___________________________  Date ___________________________

**PEER/VOLUNTEER SCANNING**

Each student that wishes to volunteer for peer scanning is required to sign the Student Waiver Form. The procedure for student peer scanning is detailed on the waiver form. The signed form will be kept in the student’s file and will be in effect throughout the length of the program unless the student signs a Peer Scanning Declination Form. Students that decline to volunteer for peer scanning throughout the length of the program will sign the Peer Scanning Declination Form.

The Sonography Program faculty recognizes and respects the student’s decision not to participate in peer scanning. A declination of peer scanning will not impact the student’s grades or standing in the program.
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.

RADIATION PROTECTION POLICY

The Medical Radiography Program Administration and Faculty have established as the annual exposure dose limit for students enrolled in its program, the level of 0.5 rem (500 millirem) per annum. Upon consultation with Certified Radiation Health Physicists, and in the experience of the Program administration and faculty, this level (which is 1/10th that recommended for the radiation worker), is “As Low As is Reasonably Achievable” (A.L.A.R.A.) for medical radiography students.

The faculty will review the radiation-monitoring reports every two months with each student and the student will initial the report confirming that it has been reviewed.

Policy:

In order to help assure that this A.L.A.R.A. level is not exceeded by its students, the Medical Radiography Program Administration will:

- Regularly monitor radiation exposure levels for all medical radiography students and faculty while they are attending their regularly scheduled clinical education activities at their assigned Clinical Education Setting and during laboratory exercises on campus which involve the use of the lab’s energized equipment.
- Maintain, in perpetuity, radiation exposure measurement records for all enrolled students, program administrators and faculty
- Make available for review by all students, administrators and faculty, their respective exposure measurement readings, both cumulative and periodic
- Require all Program students, administrators and faculty to wear their assigned radiation monitoring device, at all times while attending their assigned Clinical Education Center for program related activities. The monitoring device is to be worn at the collar, outside of any personnel radiation-shielding apron.
- Require all Program administrators, faculty and students to affix their initials after their reading on the posted periodic radiation monitoring report
- Notify, in writing, any individual monitored by the Program, of any radiation exposure levels which exceed the Program’s A.L.A.R.A. levels
- Require the individual so notified to respond, in writing, to the Program Director: 1) describing where they were assigned during the monitoring period and 2) offering a possible reason for their dose to exceed the Program’s A.L.A.R.A. level.
- Ensure that the Program’s notification to the student shall be made within a time period not to exceed three weeks from its receipt of the report. The individual receiving the notification must respond within fourteen calendar days of receipt of the notification.
- Forbid any student or faculty member from remaining within either of its energized lab rooms while an X-Ray exposure is being made

Any student who knowingly and/or willfully breaks any of the above stipulations will be subject to disciplinary action up to and including expulsion from 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 reexposure.

RADIATION MONITORING AND EXPOSURE

Ivy Tech Community College Radiologic Technology Program has established levels of ionizing radiation exposure that it deems As Low as Reasonably Achievable (ALARA). Students will be given a dosimetry badge at the beginning of their first semester. Badges will be read on a monthly basis. If the readings reach a certain number, the student will be given a notification and counseled. Reading(s) are in excess of the calendar monthly ALARA action levels as noted below: ALARA Level I ALARA Level II Deep, Whole Body ________ 200 mrem 400 mrem Lens of the Eye ________ 600 mrem 1200 mrem Extremity, Shallow Skin ________ 2000 mrem 4000 mrem Dosimetry badges are read on a monthly basis.

LAB

The program must also assure radiation safety in energized laboratories. Student utilization of energized laboratories must be under the supervision of a qualified radiographer who is readily available. The lab is kept locked but students may use it while faculty is available and in the building. Other lab rules are: 1. Students may not under any circumstances take images of any humans or living animals. 2. No food or drinks are allowed in the lab during lab hours. 3. Any unauthorized or inappropriate use of the Lab could lead to suspension or withdrawal from the Program. 4. No ionizing exposures will be made without direct Program faculty supervision. 5. Under No circumstances will exposures be made on human beings. 6. Radiation film badge monitors must be worn at all times when ionizing radiation is being used. 7. Lab must be left in a clean and orderly fashion after use is completed. 8. Electrical safety rules

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.
SECTION III
STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHT TO KNOW – Program The 1990 federal Student Right to Know Act requires colleges and universities to report to prospective and current students the persistence and graduation rates of full-time technical certificate and degree seeking students. The graduation rate is based upon program completion within 150 percent of time usually required for a full-time student. For technical certificate students, this is the number of full-time students graduating in three semesters. For associate degree students, this is the number of students graduating in six semesters. Contact the Office of Student Affairs for further information.

STUDENT RIGHTS – College Catalog (available on Campus Connect)

· Pursuit of education
· Freedom from discrimination
· Freedom from harassment
· Right to access records
· Freedom of association, expression, advocacy, and publication
· Accommodation for disabilities
· Judicial process

STUDENT RESPONSIBILITIES – College Handbook

Just as students have rights, they also have responsibilities. Ivy Tech Community College recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students, and it expects students to be responsible including academic integrity, academic conduct, and professional behavior. See student handbook for a list of violations (found on campus connect).

STUDENT DISCIPLINARY PROCEDURES

The college has in place procedures for disciplinary actions against a student for general principles, academic, misconduct, academic integrity, and personal misconduct. This information can be found in the Code of Student Rights and Responsibilities Handbook on Campus Connect or you can find it at www.ivytech.edu home page under “About” and click on “Student Rights”.

STUDENT GRIEVANCE POLICY

The student grievance 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 grieve against a College employee’s decision affecting that student. The College encourages students to resolve their complaints informally. The informal grievance 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 grievance procedure is also available.

INFORMAL GRIEVANCE PROCEDURE

The student shall initiate the informal process with the student working one-on-one with appropriate faculty or staff and must start it within 30 calendar days of the incident. Students must bring to the attention of their instructor (in cases involving academic coursework) or relevant supervisory staff member legitimate complaints perceived by them. The student should first bring the complaint to the attention of his/her instructor or the person with whom the student has a complaint. A conference with the student will be scheduled as soon as possible and within five working days (Monday - Friday) of notice of the student complaint, at the latest. The intent of these conferences is to ensure an early discussion of the issue, that the issue has been raised in a timely fashion and that if possible a mutually acceptable resolution can be reached. A student who feels that the conference would be futile because of that person’s involvement or the situation/concern cannot be resolved with the instructor or staff with whom the student has the complaint, he or she should bring the grievance in writing to the supervisor of that area or department. The conference will be held as soon as possible and at least within five working days of notice of the complaint. Such conferences are to be conducted in proper sequence of supervisors. If the grievance is not resolved with an instructor, the student may elect to request a conference with a department head, division chair, or the chief academic officer, as deemed appropriate.
Non-instructional areas follow the same step process. Through Student Affairs, for example, the process would be advisors/counselors, then manager, and finally the chief student affairs officer. Grievances may cover matters such as the application of College policies and practices to the grievant but the existence or content of the policies may not be grieved.

**FORMAL GRIEVANCE PROCEDURE**

If a student is not satisfied with the results of the informal process, the student may proceed with the formal grievance as described below.

**Format of the Written Grievance**

If the complaint is not resolved to the student’s satisfaction through the informal procedure the student shall put the grievance to writing. The formal complaint must:
1. Clearly state the facts giving rise to the grievance.
2. Describe the efforts to informally resolve the complaint.
3. State the remedy sought by the grievant.
4. Be signed and dated.

**Timely Filing of a Formal Grievance**

Students must file complaints within a reasonable period of time, not to exceed 30 calendar days, after the informal grievance process has been exhausted. Students must file a grievance within 30 days of the end of the term in which the incident occurred.

**Filing the Formal Grievance**

Original copies of the formal written grievance document shall be filed with both the regional office of Student Affairs and the College’s Executive Director for Student Support Systems (50 W. Fall Creek Parkway N. Dr., Indianapolis, Indiana 46208). The Executive Director shall assign a College Grievance Coordinator who shall coordinate the handling of the grievance within the region.

**Mediation**

Reasonable efforts should be made by the Grievance Coordinator to mediate a mutually agreeable resolution of the matter with the parties. A signed document should be generated by the Grievance Coordinator stating the results of the mediation.

**Student Status Committee**

The Student Status Committee is a committee whose purpose is to review all formal grievances referred to it and recommend a resolution to the chief administrative officer. It will be composed of six members, including two full-time instructional staff members and two administrative staff persons appointed by the chief administrative officer of the region. The additional two members will be students designated by the Student Government Association or the chief student affairs officer. The Committee’s review of a formal appeal will begin no later than 30 days after fact-finding and mediation terminates. The Grievance Coordinator shall keep the grievance body informed of efforts related to fact-finding and mediation. Central Office support, as needed, will be available to the Grievance Coordinator.

**Disposition of a Formal Grievance**

**By the Student Status Committee**

If mediation does not resolve the grievance the Student Status Committee shall, in all cases, conduct a hearing. Unless there is a mutual resolution of the grievance, the grievance shall not be dismissed prior to the hearing. Written notice of the procedures,
STUDENT GRIEVANCE POLICY, Continued

actions and meetings at all stages of the formal complaint procedure, including the role of advisors to each party, will be provided to both the student (grievant) and respondent.

The Student Status Committee will ensure the student due process. The student has the following rights:
1. Reasonable advance written notification of the time and place of the hearing;
2. Notification in writing of the charges with sufficient particularity to enable the student to prepare a defense;
3. Notification in writing of the names of the witness(es) directly responsible for reporting the alleged violation or, if there are no such witness(es), written notification of how the alleged violation was reported;
4. Notice of actions and meetings at all stages of this appeal procedure;
5. An opportunity to be heard;
6. An opportunity to question witnesses at hearings;
7. An opportunity to have a representative present when presenting facts, being questioned, or asking questions;
8. An expeditious hearing of the case;
9. An explanation of the decision rendered in the case.

The student shall not be required to testify against him or herself.

Once the formal grievance has been initiated and attempts by the Grievance Coordinator to mediate a settlement have been exhausted, a hearing shall be held pursuant to the hearing guidelines entitled “Student Grievance Hearing Procedural Guidelines.” These guidelines, which are occasionally updated, describe how the actual hearing will be conducted. The Grievance Coordinator will provide a copy to both the student (grievant) and respondent at the beginning of the formal process. Persons who desire to view the guidelines should contact the chief student affairs officer for a copy.

The Student Status Committee will issue a recommendation(s) to the chief administrative officer following its deliberation. Recommendations of the Student Status Committee if approved by the chief administrative officer are final, unless appealed to the Office of the President (see Appeal to the Office of the President). The student will be informed in writing of the chief administrative officer’s decision. A copy of the letter with the chief administrative officer’s decision will be filed in the student’s permanent record.

Appeal to the Office of the President

If the student does not accept the decision of the Student Status Committee, the student may appeal, in writing, within 30 calendar days from the written notification by sending a written notice to the General Counsel, College wide Appeals Grievance Body, at 50 W. Fall Creek Parkway N. Dr., Indianapolis, IN 46208.

An appeal of the decision of the Student Status Committee to the College wide Appeals Grievance Body is limited to procedural errors. The College wide Appeals Grievance Body does not review or re-hear the merits of the original grievance. The College wide Appeals Grievance Body can recommend to the President that the decision should stand or to remand it back to the campus Chief Administrative Officer for reconsideration. The decision of the President is final.

Joint Review Commission on Education in Radiology Technology

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

The STUDENT GRIEVANCE POLICY can be also found in the Ivy Tech Community College Course Catalog and in the Ivy
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 affiliates 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 he is assigned to, he/she will not be allowed to continue in any clinical rotation for the length of the suspension regardless of the level of his/her 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.
DISCIPLINARY ACTION FORM

STUDENT DATA:

Name: ___________________________________________________

Hospital: _______________________________________________

NATURE OF THE INCIDENT:

COMMENTS:

PREVIOUS DISCIPLINARY ACTION:

DISCIPLINARY ACTION:

VERBAL REPRIMAND: _____________

PROBATION: _______ (_____) DAYS

DISMISSAL FROM SITE: _______________________

_________________________________________  __________________________
On-Site Coordinator                        Date

_________________________________________  __________________________
Clinical Instructor                        Date

_________________________________________  __________________________
Program Chair                              Date
SECTION IV
COMMUNICABLE DISEASE

Pre-acceptance health testing and a physical are required for all potential students prior to beginning the clinical portion of the program. Students must obtain a medical examination at their own expense and submit results to the Program Director. TB test must be repeated on or before the anniversary date of admission into the program.

INFECTIOUS DISEASE POLICY

1. Any student who is diagnosed with an infectious disease that is infectious despite the use of Standard Precautions should immediately notify a program official so that an assessment can be made and any necessary precautions implemented to protect the health of the student, patients, other students, and employees. The goal in all such cases is to protect the health, welfare, and safety of patients, students, and employees to the greatest extent possible.

2. Reasonable efforts will be made to permit students diagnosed with infectious diseases that is infectious despite the use of Standard Precautions, to continue their education as long as they are able to do so without a significant risk of harm to the health, welfare, or safety of themselves, patients, other students, or employees. In assessment of the risk involved, the nature and duration of the risk, the severity of the potential harm, and the likelihood of transmission will be considered.

3. Each decision will be made on a case-by-case basis and will require individualized assessment.

INFECTION CONTROL

The purpose of the infection control policy is to ensure the safety of the patients, families, students, and other health care workers from infectious diseases. Infection control is the use of techniques and precautionary methods in order to prevent the transmission of contagion, nosocomial infections, and HIV and AIDS virus. 1. Practice good hand washing techniques before and after every patient. 2. Read infection control policy at clinical site. 3. Remove jewelry, such as rings with stones. 4. Always wear freshly laundered clothing. 5. Follow isolation techniques when posted. 6. Wear protective clothing when prescribed. 7. Wear gloves when needed. 8. Dispose of all contaminated wastes into proper disposal site or container. 9. Clean all surfaces with an approved disinfectant or germicide.

STUDENT VERIFICATION OF TRAINING IN STANDARD PRECAUTIONS

According to the Universal Standards Rule 410 IAC 1-4 under Public Law 123-1988: "An employer must provide training and the necessary equipment to each employee and student trainee who has duties that require the employee to have direct contact with blood or body fluids in the scope of the employee's employment." This training must include instruction in the procedures "Universal Standards" adopted by the Indiana State Board of Health. Because Health Sciences students may have direct contact with blood or other body fluids, the Health Sciences programs are required to provide training in Standard Precautions.

This training will take place on an annual basis prior to the student entering the clinical or externship setting. A signed form verifying the student's attendance at the training will be retained in the School of Health Sciences office as documentation of training in Standard Precautions. This form will be provided in the course in which the instruction is received.

WORKPLACE HAZARDS

Material Safety Data Sheets (MSDS) for the fixer and developer are located in the darkroom and in the Program Director's office. They are available at any time.

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.
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 Imaging Sciences 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)**

2. Upon receiving written notification of the declared pregnancy, the student will be required to have another physical stating that she is capable of meeting the performance standards of the program. The student should arrange for this with her 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 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.

4. 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.

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 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.

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. Fluoroscopy will be limited. Precautions will be taken to minimize her radiation exposure, including being behind a primary barrier during radiography beginning from the time of her 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.

Revision 4
April 2012

---

2 See page 26 of this handbook for a sample form letter designed for declaring a pregnancy; see the IMAG assistant for an official form
Refer to Regulatory Guide 8.13
Instruction Concerning Prenatal Radiation Exposure

(Draft issued as DG-8014)
SECTION V
PROGRAM HANDBOOK AGREEMENT

I have read and understand the Program Handbook for the Radiologic Technology 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.
GROUND FOR DISMISSAL

I have read and understand that the following actions are considered grounds for dismissal. It should be noted that a student could be suspended from the program at any time during the Program for violation of any one of the grounds listed below:

1. Failing grades in Radiology and/or other courses.
2. Insubordination
3. The conviction and/or known use of, or possession of illegal drugs or controlled substances.
4. Failure to accomplish clinical assignments and objectives.
5. Cheating in related or professional courses.
6. Altering or falsifying clinical records.
7. Fighting or other injurious actions.
8. Theft
10. Working as a radiographer for pay during assigned clinical hours.
11. Performing a procedure without direct supervision if student has not proven competency for that exam.
12. Repeating radiographs without a registered technologist present in the room.
13. Performing portable exams without a registered technologist immediately available.
14. Any other unprofessional or unethical conduct.

Student’s signature implies awareness of this policy before entering clinical phase of the Program.

___________________________________
Student’s Signature

________________________
Date
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: ____________________________________________
________________________________________________________________________
________________________________________________________________________
As a student of the Radiologic Technology Program at Ivy Tech Community College, I understand that students are NOT ALLOWED at any time to:

1. Repeat any radiographs of patients without an RT(R) physically present in the examination room.

2. Perform bedside or portable exams without an RT(R) immediately available. By available means that a radiographer must be in the room or adjacent to the room where the examination is taking place.

3. Repeats of all unsatisfactory portable radiographs necessitates that a radiographer be in the room when the radiograph is being repeated.

I also understand that violations of this rule may be grounds for dismissal from the Program.

_________________________________________________________________________________________

Student’s Signature

_________________________________________________________________________________________

Date
IVY TECH COMMUNITY COLLEGE – IMAGING SCIENCES PROGRAM

RADIOLOGIC TECHNOLOGY
LAB RULES

1. No one is to be in the Rad Tech Labs without permission from program instructors.

2. Any use of the labs without supervision of instructors will require documented signatures of in/out time.

3. Any unauthorized or inappropriate use of the labs could lead to suspension or withdrawal from the program.

4. No ionizing exposures will be made without direct program faculty supervision.

5. Under NO circumstances will exposures be made on human beings.

6. Radiation film badge monitors must be worn at all times ionizing radiation is being utilized.

7. The labs must be left in a clean and orderly fashion when use is complete.

8. Per College policy: no food or drinks are allowed in the labs.

9. Per College policy: no children are allowed in the classroom, labs, or at clinical sites while in a student role.

________________________________________  ______________________
Student Signature  Date
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 ________________________________, 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

_________________________________________  __________________________________
School Chair                                   Date

_________________________________________  __________________________________
Dean of Student Affairs                        Date
AGREEMENT TO PREGNANCY POLICY

It is the policy of the Ivy Tech Community College Imaging Sciences 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. All students sign the College's pregnancy policy.

I have read and understand the Pregnancy Policy outlined in the Imaging Sciences Radiologic Technology Concentration Student Handbook and Policy Manual.

____________________________________  ______________________
Student’s Signature                        Date

____________________________________
Student's Printed Name

MERITS

This certifies that _____________________________________________ displayed excellent performance and professionalism in the clinical setting. This student is being recognized for the following:

Date ____________________
Signature _________________
_________________________
PROFESSIONAL DEVELOPMENT

Name of event ______________________________________________________

Location ________________________________________________________________________________________________

Date __________________________________________________________________________________________________

Number of hour’s __________________________________________________________________________________________

Student name (printed) ________________________________________________________________

Student signature __________________________________________________________________________________________________

Authorized event signature ________________________________________________________________
DEMERITS

Student’s Name ________________________________________

I UNDERSTAND I HAVE RECEIVED A DEMERIT FOR THE FOLLOWING:

Failure to be in proper uniform _____

Failure to follow hygiene policy _____

Inappropriate behavior at the clinical site _____

Competencies and progressive evaluations not available to Clinical Coordinator _____

Dosimetry badge not turned in on time _____

Failure to wear dosimetry badge at clinical site _____

Failure to notify Clinical Instructor and Clinical coordinator of absence or tardiness _____

Failure of completing time sheets at clinical site _____

Failure to have image ID markers at clinical site _____

Failure to wear name badge _____

Use of cologne, perfume, or after shave _____

Failure to turn in competencies, evaluations, or timesheets by their due date _____

Comments:

Student signature ________________________________________

Given by ________________________________________________

Date ________________________
COUNSELING FORM

Student’s Name _________________________________________________________

Clinical Site __________________________________________________________

Problem or incident discussed with the student:

Assistance to be given to the student:

Student’s Response:

Action to be taken:

Verbal _______  Probation_________ No. of days_______

Written_______  Dismissal from Site_______

Signature of student does not imply admittance of wrongdoing or agreement with disciplinary action. It only implies that the incident and the disciplinary action were discussed with the student.

Student’s Signature ________________________________________ Date ____________________

Clinical Instructor ______________________ Date ____________________

Program Director ______________________ Date ____________________
IVY TECH COMMUNITY COLLEGE – IMAGING SCIENCES PROGRAM

ACADEMIC GRADING POLICY REQUIREMENTS

I acknowledge that I have read and understand the academic grading policy and procedures regarding probation and suspension for the Imaging Sciences program as outlined in the Student Handbook and Policy Manual.

__________________________________________
Student’s Signature

__________________________________________
Date
DIRECT AND INDIRECT SUPERVISION

As a student of the Radiologic Technology concentration at Ivy Tech Community College, I understand that students are **NOT ALLOWED** to:

1. Take radiographs of any patient without the indirect supervision of an R.T. Indirect supervision means that an R.T. 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 radiographs of any patient without the direct supervision of an R.T. unless competency has been previously demonstrated. Direct supervision means that an R.T. 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.

I also understand that this is a rule set forth in the Standards of an Accredited Educational Program for the Radiographer.

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

________________________________________  _________________________
Student’s Signature                            Date
IVY TECH COMMUNITY COLLEGE – IMAGING SCIENCES PROGRAM

CLINICAL HOURS AGREEMENT

I have been made aware that the JRCERT DEFINES OPERATIONAL HOURS AS MONDAY-FRIDAY – 5AM-7PM: Student clock hours spent evenings and/or weekends must not exceed 25% of total clinical clock hours and that I am not exceed 40 hours per week combined clinical and classroom instruction. I also understand that there must be a 1:1 ratio student to registered radiological technologist [ARRT/RT(R)].

CLINICAL TRANSPORTATION AGREEMENT

I am aware that the Ivy Tech Community College-Wabash Valley Imaging Sciences program has multiple clinical sites\(^3\). I may be placed at any one of these sites to complete my clinical competency requirements for the program, \textit{regardless of what gas prices maybe or how close the site is to my home}:

- Bedford, IN
- Brazil, IN
- Greencastle, IN
- Martinsville, IN
- Sullivan, IN
- Bloomington, IN
- Clinton, IN
- Linton, IN
- Paoli, IN
- Terre Haute, IN

I understand the above information and agree:

Print First and Last Name: ________________________________

Sign: ________________________________ Date: ____________

\(^3\) Clinical site locations are subject to change
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 Imaging Sciences 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.**

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
- American Registry of Diagnostic Medical Sonographers at 800-541-9754
- Cardiovascular Credentialing International at 800-326-0268

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
COMPLAINT OR ISSUE FORM

Name of submitting person (optional) ______________________________________________

Date __________________________

Complaint or issue:
Please write your issue or your complaint below. The program faculty will investigate and try and find an answer, aid in solving the problem, or be your spokesperson.

Faculty Findings:
## END OF SEMESTER

You have completed the semester at Ivy Tech Community College in the Radiologic Technology Program. Please allow us to ask you a few questions concerning your experiences.

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>Agree</th>
<th>Mostly Agree</th>
<th>Not Sure</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Overall, your experiences here have been positive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The instructor(s) are enthusiastic and seem to enjoy teaching their subjects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Instructor appeared to be knowledgeable about subject matter.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Subject material was presented in a manner that allowed you to achieve desired outcomes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Experiments increased my overall understanding of the material presented.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Open-ended or fill in the blank questions allowed me to use critical thinking in choosing answers to test questions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Class participation and interactions with the instructions have allowed me to build thought processes, not just answers to specific questions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. The textbooks reflected subject’s material situation encountered in clinical education.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Class time was acceptable and scheduled to facilitate learning.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Homework assignments were given in a timely manner.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. I received support from the faculty concerning didactic subjects, at times other than the regular scheduled class, when necessary.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. The program’s reference material has added to my overall knowledge of radiology and the field of medicine.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. The pace of the material presented allowed me to follow the instructors without falling behind or becoming bored.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. I believe the policies and procedures of the program to be fair and equitable.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. I would re-enroll in the program if I had the opportunity to start over.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**

Comments

__________________________________________________________________________________________________________________________________________________________

Name (Optional) __________________________

Date __________________________
ALARA NOTIFICATION

Ivy Tech Community College Radiologic Technology Program has established levels of ionizing radiation exposure that it deems As Low as Reasonably Achievable (ALARA). Your dosimeter reading(s) are in excess of the calendar quarter ALARA action levels as noted below.

<table>
<thead>
<tr>
<th>Your Levels</th>
<th>Action Level</th>
<th>Action Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deep, Whole Body</td>
<td>ALARA Level I</td>
<td>ALARA Level II</td>
</tr>
<tr>
<td></td>
<td>200 mrem</td>
<td>400 mrem</td>
</tr>
<tr>
<td>Lens of the Eye</td>
<td>600 mrem</td>
<td>1200 mrem</td>
</tr>
<tr>
<td>Extremity, Shallow Skin</td>
<td>2000 mrem</td>
<td>4000 mrem</td>
</tr>
</tbody>
</table>

If you are provided with only one dosimeter, then that Whole Body dosimeter should be worn between your waist and collar on the frontal surface and OUTSIDE the lead apron if provided.

The following actions are required: increased DISTANCE from the radiation source, decreased TIME around the radiation source as well as increased SHIELDING from/around the radiation source are your best safeguards against excessive exposure. In addition, the following recommendations have been made by the Radiation Safety Officer in an effort to further reduce your dose.

This notice of ALARA violation has been noted by the Radiation Safety Officer as required and will be available for outside agency inspections. Please take a moment to answer the following questions regarding this violation. If you have any questions or concerns regarding this report, please contact the Radiation Safety Officer or Program Director of the Radiologic Technology Program.

Possible cause of elevated reading:
1. Was your badge placed or stored near radiation? _______
2. Did you accidentally expose yourself to a beam of radiation? _____
3. Did you hold a patient during radiation exposure? _____
4. Were you involved in procedure that required high exposures of radiation? _____

Preventative measures you are going to take to prevent future elevated readings:
________________________________________________________________
________________________________________________________________

Questions regarding your ALARA notification: ____________________________
________________________________________________________________

Your signature below constitutes acknowledgement, agreement, and understanding of this report.

Signature of Student: ___________________________ Date: __________
Signature of Person writing report: ___________________________ Date: __________
JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)

Allegations Reporting Form

The Federal Higher Education Act of 1965, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography and radiation therapy educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to Standards for an Accredited Educational Program in Radiologic Sciences or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Process

1. The individual should first attempt to resolve the complaint directly with program/institution officials by following the internal complaint procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook.

2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may contact the JRCERT to request an Allegations Reporting Form. Chief Executive Officer Joint Review Committee on Education in Radiologic Technology 20 North Wacker Drive, Suite 2850 Chicago, Illinois 60606-3182 Ph: (312) 704-5300 Fax: (312) 704-5304 e-mail: mail@jrcert.org.

3. The Allegations Reporting Form must be completed, signed and sent to the above address. Incomplete or unsigned forms will not be considered. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through program/institution internal complaint processes.

4. Submitted allegations must relate to the Standards for an Accredited Educational Program in Radiologic Sciences. The JRCERT will not divulge the identity of the complainant(s) unless required to do so through legal process.
CLINICAL SITE EVALUATION

Clinical Site ___________________________________________________________ Semester ________ Date ________

Students please score your recent clinical site by using the following scale. Feel free to add comments to support your score.

3 = Always    2 = Almost always    1 = Seldom    0 = Never

<table>
<thead>
<tr>
<th>CLINICAL SITE OBJECTIVES</th>
<th>SCORE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The clinical instructor was available when needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Clinical instructor displayed knowledge of programs goals and objectives when observing and evaluating students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Technologists were readily available for assistance and questions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Technologists demonstrated knowledge about equipment and procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Environment was conducive to learning and completing competencies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Able to obtain necessary competencies for this rotation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Staff displayed professional attitudes and respect for students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Technologists and staff included students as team members of the department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Instructions and teaching from other staff was given in a clear and precise manner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Your clinical experience was generally a positive one.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What changes would you recommend?

Please write any other comments you may have about this clinical site (use back of form if necessary).