Imaging Sciences - Radiologic Technology Program
Policies and Student Handbook
2016

REGION 6, MARION
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CERTIFICATION/LICENSURE TRAINING DISCLAIMER

Ivy Tech Community College 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/licensure 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/Program 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, Marion, Imaging Science 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.

MISSION, GOALS, and OUTCOMES
IMAGING SCIENCE PROGRAM MISSION STATEMENT
The Mission of the Imaging Science Program at Ivy Tech Community College in Marion, Indiana, Region 6 is to give the student the essential tools and knowledge necessary for the graduate to deliver quality patient care and to produce diagnostic images of the highest quality for all patients while producing the lowest amount of radiation allowable. This education allows graduates to enter the profession with good communication skills and critical thinking.

PROGRAM GOALS and STUDENT OUTCOMES
With faith in both the faculty and the Advisory Committee, we set forth the following goals for the Imaging Science Program:

1. Students and graduates will be clinically competent.
   Student Learning Outcomes:
   - Students will apply positioning skills.
   - Students will select appropriate technical factors.
   - Students will use radiation protection.

2. Students and graduates will evaluate the importance of lifelong learning and professionalism.
   Student Learning Outcomes:
   - Students will demonstrate professional work ethics.
   - Students will learn the value of life-long learning.

3. Students and graduates display problem-solving and critical thinking skills.
   Student Learning Outcomes:
   - Students will adapt standard procedures for non-routine procedures.
   - Students will critique and analyze images for diagnostic quality.

4. Students and graduates are able to effectively communicate with patients and other healthcare workers.
   Student Learning Outcomes:
   - Students will demonstrate effective written communication skills with patients and healthcare workers.
   - Students will demonstrate effective oral communication skills with patients and healthcare workers.
## Program Effectiveness 2011-2015

<table>
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<td>2. Students will be gainfully employed within 1 year after graduation for those <em>actively seeking a job</em></td>
<td>Graduate survey sent one year after graduation and “word of mouth”</td>
<td>75% of those that responded or verification of employment</td>
<td>Number of students actively seeking employment and responded yes: 2011: 6 of 10, 2012: 9 of 12, 2013: 10 of 11, 2014: 10 of 11, 2015: 13 of 15</td>
<td>Percentage from responders that found a job: 2011: 60%, 2012: 75%, 2013: 91%, 2014: 91%, 2015: 87%</td>
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<td>5. Employers overall satisfaction with our graduates</td>
<td>Employer survey question # 10</td>
<td>85% exceed or meets expectations from the employers who responded to the survey</td>
<td>Number of responders out of the number sent: 2011: 5 of 5, 2012: 4 of 6, 2013: 7 of 8, 2014: 5 of 7, 2015: 7 of 11</td>
<td>Percentage from responders: 2011: 100%, 2012: 100%, 2013: 100%, 2014: 100%, 2015: 100%</td>
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Program effectiveness can also be found at the JRCERT website: [https://portal.jrcertaccreditation.org/accredited-educational-programs/details/610958e3-c20f-482b-8708-3786af3be15](https://portal.jrcertaccreditation.org/accredited-educational-programs/details/610958e3-c20f-482b-8708-3786af3be15)
IVY TECH COMMUNITY COLLEGE MISSION
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**
  Changing Lives/Making Indiana Great
- **PURPOSE**
  Ivy Tech Community College changes lives and changes Indiana through education and workforce development.
- **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.

PROGRAM AND COLLEGE INFORMATION
ADMINISTRATION and PROGRAM OFFICIALS

- Regional Chancellor
  Dr. Andy Bowne 1-800-589-8324 ext.1301/1711
- Campus President
  Alex Huskey 1-765-651-3100 ext. 3307
- Vice Chancellor of Academic Affairs
  Dr. Ron Sloan 1-800-589-8324 ext. 1421
- Dean of the School of Health Sciences
  Dr. Jill Anderson 1-800-659-4562 ext. 1158
- Program Chair
  Tami Shepard 1-765-651-3100 ext. 3406
- Clinical Coordinator
  Kelly Jennings 1-765-651-3100 ext. 3413
CODE OF ETHICS
The Code of Ethics of the ARRT shall serve as a guide to the students’ conduct as it applies to patients, peers, technologists, and all other members of the health care team during their educational experience.

1. The radiologic technologist conducts her or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice of the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice repeats the patient’s right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

PROFESSIONAL CONDUCT
As students of Ivy Tech Community College you are required to conduct yourselves as professionals during your clinical hours at the clinical sites. The following are behaviors expected of Imaging Science students:

- **The Student**
  The student is expected to conduct his/herself as a mature, responsible, and professional individual keeping within the Code of Ethics. There is NO room for unethical or childlike behavior. Such behavior may result in disciplinary actions and or dismissal.

- **The Patient**
  The patient’s condition and/or diagnosis are CONFIDENTIAL! The student must not divulge any information pertaining to a patient’s condition or results of testing to anyone without specific permission of the patient’s referring physician or the radiologist.

- **The Physician**
  The student will display respect to all physicians and aid them by quick and accurate service both in person and via telephone conversations.
The radiologist is a physician specifically trained in the field of radiology. You may be working with the radiologists during your clinical training. Show them the respect and professional courtesy they deserve.

The clinical instructor
You will spend much of your time under the direct or indirect control of the on-site clinical instructor. This is an additional responsibility to his/her other duties and requirements as a radiologic technologist. Demonstrate courtesy and respect for this person and understand that patient care is always a priority.

The technologist
The staff technologist will be your primary resource during your clinical training. Treat them with respect and be helpful in aiding and assisting them whenever asked.

Conflicts of interest
We realize that at Ivy Tech Community College, our students are adults and expect to be treated as such. In return, we expect you to behave in a professional and adult manner avoiding any possible conflicts of interest.

To insure that the student’s clinical abilities and competencies are being fairly and accurately evaluated, students are not allowed to date, or establish a conspicuous relationship with any RT or any other medical professional at a clinical site. By doing so, it could possibly have an effect on their training as a radiographer. If any student develops this conflict of interest, he/she will be removed from that clinical site.

Students engaged in any type of employment, volunteer activities, sports, or another educational effort must schedule their time for those activities as not to interfere with any part of the academic or clinical curriculum. Outside employment is discouraged during the first year due to program load. If a student should become employed in a radiology department, the student must not represent herself/himself in the work situation as a Radiologic Technology student.

Imaging science students
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!

NONDISCRIMINATORY STATEMENT
Ivy Tech Community College seeks to develop degree credit programs, courses, and community service offerings and to provide open admission, counseling, and placement service for all persons regardless of race, creed, sex, marital status, age, national origin, physical or mental handicap, or veteran status.

Every attempt is made to follow the college admission policy. Due to the strenuous requirements of the radiology profession, students must meet certain physical requirements. Physical limitations documented on the applicant’s physical examination record may require further consideration if there is the possibility that it may affect performance or patient safety.

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 on
line 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.

IMAGING SCIENCE PROGRAM
1. Send the “Application” for the Imaging Science Program to the Program Office (Marion campus).
   • Deadline is the last business day of January.

2. Submit an Ivy Tech Community College transcript to the Imaging Science Program at the Marion 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 Castle Branch. 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
Ivy Tech courses automatically transfer from one campus/region to another.

Ivy Tech accepts courses from other colleges and universities 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.

Any student who wishes to submit a transcript for consideration of previously earned credits must have the transferring institution send an official transcript to the Registrar. The Registrar will forward information on non-CTL courses to the appropriate department or school for review, the department or school will make recommendations regarding credit transfer to the Regional Academic Officer or designee, and the Registrar will record transferred credit as earned hours on the student's official permanent record in a reasonable, timely manner.
Acceptance of transfer credits that are not equivalent to courses on the College's course inventory are applied to program electives subject to approval by the Regional Academic Officer or designee.
The student may be asked to supply pertinent course descriptions or copies of the college catalog(s) if further documentation is needed to facilitate credit review.
Transferred credit is included in earned hours, but does not affect the grade point average. Students wishing to transfer in technical courses that fulfill program requirements (non-elective courses) may be asked to demonstrate competency if the transfer coursework is outdated. Final authority for transfer credit rests with the Regional Academic Officer or designee.

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 Imaging Science 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 Imaging Science, the student must:
1. Earn a minimum of the required 74 credits.
2. Complete all of the courses in the curriculum with a grade of “D” or above.
3. Complete the approved curriculum.
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 REPRESENTATION**
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 Radiologic 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**
Imaging Science 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 Imaging Science lab
4. Participation at career / health 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**
Tuition for 2016 is $133.15 per credit hour.
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: $1500 (covers all books for all of the semesters)
Uniforms and Shoes: $150.00 per year
Graduation: $50.00
Boards: $175
Criminal Background Check and Drug Screening: $99.90 initially, $72.20 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 clinicals 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 Imaging Science 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.


**CLINICAL EDUCATION**

Clinical education for the Imaging Science 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. Imaging Science 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).

**CLINICAL PHYSICAL & PERFORMANCE REQUIREMENTS**

Students in the Imaging Science Program must meet the following requirements for the clinical portion of the program when rotating through the clinical sites:

1. Students must be free from contagious diseases and chemical dependence. Therefore, students must have proof of required immunizations and they must have a drug screening completed before starting the program.

2. Students must have a physical examination by a medical doctor at their own expense and submit the physical form from Ivy Tech with results to the Program Director.

3. The TB test and CPR recertification must be repeated on or before the anniversary of admission into clinical portion of program each year.

4. GROSS MOTOR SKILLS
   - Move within confined spaces
   - Sit and maintain balance
   - Stand and maintain balance
   - Reach above shoulders (e.g., put away supplies)
   - Reach below waist (e.g., plug electrical appliance into wall outlets)

5. FINE MOTOR SKILLS
   - Pick up objects with hands
   - Grasp small objects with hands (e.g., syringe, pencil)
   - Write with pen or pencil
   - Key/type (e.g., use a computer)
   - Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
   - Twist (e.g., turn objects/knobs using hands)
   - Squeeze with hand (e.g., blood pressure cuff)

6. PHYSICAL ENDURANCE
   - Stand (e.g., at client side during minor or therapeutic procedure)
   - Sustain repetitive movements (e.g., CPR)
   - Maintain physical tolerance (e.g., work entire shift)

7. PHYSICAL STRENGTH
   - Push and pull 50 pounds (e.g., position clients)
   - Support 50 pounds (e.g., ambulate client)
   - Lift 50-100 pounds (e.g., pick up a child, transfer patient)
   - Move light objects weighing up to 10 pounds
   - Move heavy objects weighing from 25 to 100 pounds
   - Defend self against combative client
   - Use upper body strength (e.g., perform CPR, restrain a client)
   - Squeeze with hands (e.g., operate fire extinguisher)

8. MOBILITY
   - Twist
   - Bend
   - Stoop/squat
   - Move quickly (e.g., response to an emergency)
   - Climb (e.g., ladders/stools/stairs)
   - Walk
9. HEARING
- Hear normal speaking level sounds (e.g., person-to-person interview)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms)

10. VISUAL
- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g., patient in a room)
- See objects more than 20 feet away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, bed)
- Distinguish color intensity (e.g., flushed skin, skin paleness)

11. TACTILE
- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperature (e.g., check for drafts)

12. SMELL
- Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

13. READING
- Read and understand written documents (e.g., policies, protocols)

14. ARITHMETIC COMPETENCE
- Read and understand columns of writing (flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

15. EMOTIONAL STABILITY AND INTERPERSONAL SKILLS
- Establish therapeutic boundaries
- Provide patient with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client going bad, crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)
- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers

16. COMMUNICATION SKILLS
- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports (e.g., report on client's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

17. CRITICAL THINKING
- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

18. ANALYTICAL THINKING
- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long term memory
- Use short term memory

CLINICAL EDUCATION AFFILIATIONS
The following facilities are the clinical sites for the Imaging Science Program for Region 6:

Marion General Hospital       Parkview Wabash Hospital
441 N. Wabash Ave.            710 N. East St.
Marion, In. 49652-2690        Wabash, In. 46992
1-800-200-1111                1-800-346-2110
1-765-662-1441

MGH South Marion Medical Park IU Health Ball Memorial Hospital
1410 W. Bella Dr.             2401 West University Ave.
Marion, IN 46953              Muncie, IN. 47303
765-673-0370                  765-747-3111

Community Howard Regional Health VA Northern Indiana Healthcare
3500 S. Lafountain St.        1700 E. 38th St.
Kokomo, In. 46904-9011        Marion, IN. 46952
1-765-453-8413                1-765-677-3120

IU Health Blackford County Hospital Imaging Center
410 Pilgrim Blvd.             2598 W. White River Blvd.
Hartford City, In. 47348      Muncie, IN. 47303
1-765-348-0300                1-800-297-3055
CLINICAL HOURS
The following are the times and the hours for students’ rotations at the clinical sites and are subject to change if and when it deems necessary.
1. The usual reporting time to clinical sites vary but normally range between 7:30 and 8:30 AM. Students will obtain exact times from the Clinical Coordinator before the beginning of each semester.
2. Students are scheduled at a clinical site for no more than eight (8) hours per day, which includes lunch, and break times.
3. Students will not be assigned clinical rotation on an Ivy Tech Community College holiday.
4. For the safety of students and patients, not more than ten (10) clinical hours shall be scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. Hours exceeding these limitations must be voluntary on the student’s part.

The following are the present number of days students attend clinicals:

1st Year
- First rotation Fall 2 days a week
- Second Rotation Spring 2 days a week

2nd Year
- Third rotation Summer 4 days a week
- Fourth rotation Fall 3 days a week
- Fifth rotation Spring 3 days a week

CLINICAL TRAVEL
The driving distance for the clinical sites may vary. Each student may be required to attend any of the sites which may be well over 60 miles from his/her home. It is the student’s responsibility to provide travel to the clinical affiliate.

CLINICAL ATTENDANCE
Attendance is important so that the student may complete the required competencies each semester. (See attendance policy for details). Students are responsible for their own attendance sheet form and must return it to the program faculty according to the semester’s syllabus. Students are required to have a radiographer sign his/her name on the weekly time sheet upon arrival and upon departure from the clinical site. Students will be given a new time sheet each week and are required to surrender the completed time sheet at the next scheduled didactic course date. Failure to do so will result in a grade reduction for the student. Falsification of attendance sheet is grounds for dismissal.

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 clinicals. 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 secure through the College. The cost is included in the student’s semester fees.
DRESS CODE
All students will wear hunter green scrub tops and pants. It is suggested that two (2) shirts and two (2) pairs of pants be purchased to allow for laundry time (See Dress Code policy). Scrubs may be purchased through Follett Bookstore.

1. White lab coats may be worn. Lab coats may be either the long or short style.
2. Students may wear only long or short sleeve white shirts under scrub tops.
3. White soft-soled shoes are required. They may be of the tennis shoe type, however no colors are allowed. No Crocs with holes are allowed.
4. Name badges and dosimetry badges are to be displayed at all times. Ivy Tech name tags are to be surrendered upon completion of the program. Name tags issued by any of the clinical sites are to be left at the site upon completion of rotations as according to each site’s protocol.
5. No visible body piercing is allowed other than on the ear lobe. Gauges are allowed but rings must be removed before going clinical.
6. Body art (tattoos) that is visible to the patient may be considered offensive to them. Clinical site personnel and program instructors may request that the student cover the area while attending the clinical site.
7. Students are to wear appropriate under garments. No thong panties. Women are to wear bras.

HYGIENE
During rotation at the hospitals or other medical facilities, students will be around patients and other health care personnel. It is of the utmost importance that proper personal hygiene be used.

1. The student’s hair should be moderate length and clean. If hair is shoulder length or beyond, it must be securely worn back for both the safety of the student and of the patient.
2. Males wearing either a beard or mustache must keep them well groomed. Hospital policy should be followed in this regard.
3. Excessive jewelry should not be worn. A wedding and/or engagement ring may be worn on the hand. Non-married students may wear one small ring on the hand. All other ornamentation such as large or multiple rings will be deemed excessive.
4. Fingernails should be kept short and groomed. No artificial nails will be allowed.
5. Earrings should be of the post-type and shall not be distracting to patients or interfere with the clinical experience.
6. Perfume or cologne may not be worn because patients and coworkers may be sensitive to odors or allergic to certain fragrances.
7. Students should refrain from smoking prior to and during clinical hours as that it leaves an unpleasant odor on clothing. This includes chewing tobacco.
8. Students need to shower, brush teeth, use deodorant, and wear freshly laundered scrubs daily.

CPR
Students are requested to obtain certification in CPR before beginning the clinical rotations. All students should maintain a current CPR card at the beginning and throughout the program. Recertification is mandatory and shall be completed on the student’s nonclinical time.

BACKGROUND CHECK & DRUG TESTING
Students are required to have a background check and drug screening before starting clinical rotations and before beginning semester four. This procedure will be performed on-line through Castle Branch at the student’s expense. Results will be given to clinical facilities upon request and will be held in total confidence. (See Policy for complete details). Students may not be allowed to attend certain clinical sites if records show an arrest/conviction.
**IMAGE ID MARKERS**
Students will purchase at least one set of ID markers for radiographic procedures beginning the first semester. Each student has an individualized identity for the markers he/she receives. Another student may not use another student’s markers.
1. Students must have image ID markers with them at all times during clinical times. Failure to have markers may result in demerit(s) and either probation or dismissal from the clinical site until the student obtains the proper markers.

**CLINICAL GRADING POLICY**
The grade scale for each course is
A = 100 – 93
B = 92 – 85
C = 84 – 79
D = 78 – 75
F = 74 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.

**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.

**DEMERITS**
Demerits are issued to students who do not follow policies and procedures (see Policies Section). Three (3) demerits equal one (1) grade reduction. Demerits will be given for the following reasons:
- Failure to be in proper uniform at the 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.

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.

MERITS
Merits may be given to students for written compliments, professionalism, excellent patient care, or excellent performance during stressful or unique situations. These merits maybe used as part of the student’s portfolio.
## REQUIRED COURSES FOR GRADUATION 2018

### General Education Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVYT 112</td>
<td>Student Success in Health Care</td>
<td>1</td>
</tr>
<tr>
<td>APHY 101</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>APHY 102</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Speech</td>
<td>3</td>
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<tr>
<td>OR</td>
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<tr>
<td>COMM 102</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 136</td>
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<td>SOCI 111</td>
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**Total** 19

### Technical

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<tr>
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<td>RADA 111</td>
<td>Orientation and Patient Care</td>
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<td>RADA 112</td>
<td>Image Production &amp; Evaluation I</td>
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<td>Radiographic Positioning I &amp; Lab</td>
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<td>Radiographic Clinical Education I</td>
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<tr>
<td>RADA 115</td>
<td>Radiographic Positioning II &amp; Lab</td>
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<td>RADA 116</td>
<td>Radiographic Clinical Education II</td>
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<td>RADA 209</td>
<td>Radiographic Positioning IV &amp; Lab</td>
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<td>Image Production &amp; Evaluation II</td>
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<td>RADA 221</td>
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<tr>
<td>RADA 299</td>
<td>General Examination Review</td>
<td>3</td>
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</table>

**Total** 61

**Total Credits** 74

### PORTFOLIO

Imaging Science students maybe required to prepare a portfolio during their academic experience as a method of establishing outcomes for their future education and career. 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 Marion.
**DIDACTIC GRADING**
The following are the grading protocols for didactic grading:

1. There will be no make-up examinations in the classroom. Exams missed due to special circumstances will be reviewed on a case-by-case basis. Finals, if applicable, may not be missed.
2. Students who fail a class that is prerequisite for additional classes will not be allowed to register for the corresponding course. Since classes are offered on a yearly rotation, students must wait and repeat the failed course during the next cycle before advancing in the Program, unless that course does not have a prerequisite.
3. Students who fail a class that is not a prerequisite for another class will be allowed to continue into the next semester, but will not be able to graduate until the class is repeated and passed satisfactorily.
4. No student will be allowed to repeat a class more than once for a total of 2 attempts.
5. The academic probation process will be administered, as it is clearly defined in the Ivy Tech Course Catalog and at www.ivytech.edu - Campus Connect

The grading scale for Imaging Science Marion campus:

- **A** = 100 – 93
- **B** = 92 – 85
- **C** = 84 – 79
- **D** = 78 – 75
- **F** = 74 and below

**DIDACTIC ATTENDANCE**
Imaging Science courses are not only different from the required prerequisites courses, they are difficult too. In order for students to successfully pass each course with a grade of “D” or better, they are expected to attend all didactic classes as scheduled. Student attendance is reported to the Registrar for auditing purposes. Some students may be required to repay part of their Financial Aid, including Pell Grant, if these audits show poor attendance. Students should be prepared to start class on time. Students that miss more than 25% of a course will receive an F (See policy).

**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 are also alerted through Ivy Advising via 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.

**ACADEMIC HONESTY**
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.

PLAGIARISM
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 PROBATION & SUSPENSION
The process and results of academic probation are clearly defined in the Ivy Tech Community and at www.cc.ivytech.edu to Campus Connect. Students can find the Student Handbook under “Quick Links.”

Failure to maintain the defined standards of progress of the Imaging Science Imaging Science Program or upon well-documented violations of the policies and procedures in this handbook or College Handbook can lead to student suspension from the Program. The student does have the right and privilege to pursue the Student Grievance Procedure outlined in the Ivy Tech Community College Catalog. (See policy)

Academic Calendar 2016-2018
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/2016-academic-calendar.pdf

FALL 2016
Semester Begins: August 22
Labor Day: September 5
Fall Break: November 22-25
Semester Ends: December 17

SPRING 2017
Semester Begins: January 17
Spring Break: March 13-17
Semester Ends: May 13
Graduation: May 18 (subject to change)
<table>
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<th>SUMMER 2017</th>
<th>FALL 2017</th>
<th>SPRING 2018</th>
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<tr>
<td>Semester Begins</td>
<td>May 22</td>
<td>August 21</td>
<td>January 16</td>
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<td>Memorial Day</td>
<td>May 29</td>
<td>Labor Day</td>
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<td>Semester Ends</td>
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<td>Graduation</td>
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<tr>
<td>Semester Ends</td>
<td>July 28</td>
<td>November 21-24</td>
<td>May 11</td>
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<td>May 17 (subject to change)</td>
</tr>
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</table>
**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.

- The Imaging Program has a 5 year attrition rate of 90%.
- The 5 year average pass rate for 1st time students taking the ARRT registry is 100%.

**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 PROCESS - College**

For all student grievance information see the college handbook on Campus Connect.

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 the College employee’s decision affecting the student. The College encourages students to resolve their complaints informally. The formal 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.

- **GENERAL COMPLAINT**
  
  When a student believes he/she has a legitimate general complaint against the college, faculty, or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident. The student and the college, faculty, or staff should make every effort to resolve this issue. It is expected that most, if not all, misunderstandings be resolved at this level.

  If the issue is not resolved the student can express his/her complaint in writing to the individual’s supervisor.
Once the student has submitted his/her complaint in writing with the individual’s supervisor, if the issue is not resolved to the student’s satisfaction the student may submit his/her complaint, in writing, to the Office Vice Chancellor for Students Affairs.

The Office of the Vice Chancellor for Student Affairs will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his/her complaint, then he/she may submit his/her complaint in writing to the Office of the Chancellor. The Office of the Chancellor will review and attempt to resolve the complaint and determine the next course of action. Any decision or action deemed appropriate by the Chancellor is final.

- **JUDICIAL PROCESS**
  The reputation of the college and the college community depends in large part upon the behavior and academic achievement of its students. Students enrolled at the college are expected to conduct themselves in a mature, dignified, and honorable manner. While enrolled at the college, students are subject to college jurisdiction. The college reserves the right to take disciplinary action against any student whose conduct, in the opinion of college representatives, is not in the best interests of the student, other students, or the college. Students who are disciplined should expect to find their sanctions enforced at all Ivy Tech campuses. All students are expected to abide by the following college rules of conduct. In the Code of Student Rights and Responsibilities, the term “student” is used to refer to a currently enrolled student, a group of students, a prospective student or a group of prospective students. See Code of Student Rights and Responsibilities hand out for process.

- **STUDENT APPEAL OF A GRADE**
  When a student believes the final grade he/she received in a course is inaccurate, he/she should make an appointment with the instructor who issued the grade or status and explain the reason for this belief. This process must be initiated within 30 calendar days of receiving the grade. The instructor and the student should make every effort to resolve the issue. It is expected that most if not all misunderstandings will be resolved at this level.

  If the grade or status issue is not resolved the student can appeal in writing to the instructor’s supervisor. This individual may be the department chairperson or program chairperson. Once the student has appealed the grade or status with the chairperson, if the issue is not resolved to the student’s satisfaction the student may appeal the department chairperson, next higher chair-person or whoever is next in line.

  The student’s next recourse is to appeal to the regional chief academic officer. The student must notify the Vice Chancellor for Academic Affairs of his/her intent to appeal the grade. An appeals committee will be formed by the Vice Chancellor for Academic Affairs, consisting of a faculty member from the program or from the school in which the program is housed, a faculty member from another school, the regional Vice Chancellor for Student Affairs or designee, the regional Vice Chancellor for Academic Affairs, and an optional fifth person, possibly staff. The appeals committee’s decision will be forwarded to the student. Students not satisfied with the Committee’s decision may make a final appeal to the regional Chancellor.

**STUDENT GRIEVANCE PROCESS - PROGRAM**

The Imaging Sciences faculty realizes that many problems could arise during your educational time in our Program. We want to help you solve those problems but we must first be aware of them. The following are guidelines to help you to handle challenges you may meet along the way.

- **CLINICAL**
  Students must show due respect to all technologists and program officials who provide their educational experience regardless of personal feelings. In the event that instructions from
technologist adversely affect the safety of the student, patient, or violates accepted program standards, facility rules, and applicable law or shows a pattern of harassment, the student may submit a grievance.

1. Complaints shall be addressed with the Clinical Instructor at the site in an attempt to resolve the issue(s). The Program Director and/or the Clinical Coordinator shall be notified of the problem by verbal notification.

2. If an understanding regarding the issue or complaint with the clinical site cannot be reached, the student will provide in writing to the Clinical Instructor and the Program Director a description of the event. The grievance shall be written during non-clinical hours. The Program officials will pursue the issue. Format for the written grievance is as follows:
   - Clearly state the facts giving rise to the grievance
   - Describe the efforts to informally resolve the complaint
   - State the remedy sought by the grievant
   - Be signed and dated

3. Any other problem with the Imaging Science Program may be addressed in writing to the Clinical Coordinator or the Program Director and it will be handled according to the Ivy Tech Community College Handbook before any further effort to obtain a solution is attempted following the format mentioned above.

4. Before seeking administrative intervention at Ivy Tech Community College with issues regarding complaints at clinical sites, all other steps need to be completed. It is understood that administrative intervention is to be accomplished through the grievance procedures as outlined in the Student Handbook and the Imaging Science Program Handbook, not through contact with administrators at the clinical sites. The student shall not contact the administrator of a clinical or the radiology department head regarding any matter of dispute. (See Policy)

5. Students also have the right to contact Joint Review Commission on Education in Radiologic Technology. All new students are given a copy of the Standards. (See Policy)

- **GRIEVANCE/MEDIATION PROCEDURE FOR CLINICAL Action**
  If at any time a student in the Imaging Sciences Program disagrees with an imposition of a clinical sanction against her/him, the student may have a conference with the clinical instructor to discuss the clinical evaluation or a demerit, which is the basis for the sanction. To exercise this right, the student must complete the following procedure:
  1. Submit a written request for a conference within five (5) calendar days of the notice of the sanction to the Clinical Coordinator and the Clinical Instructor.
  2. The conference will be held no more than 10 business days after the notification.
  3. The Clinical Coordinator will inform the student of the decision regarding the contested grade, clinical evaluation, or demerit within five (5) calendar days after the conference.
  4. If the student is not satisfied with the decision of the instructor, he/she may appeal in writing to the Program Director within five (5) calendar days after receiving the decision of the clinical instructor and clinical Coordinator.
  5. The chairperson or the designee will schedule a meeting within five (5) calendar days after receiving the appeal. The decision of the grievance committee will be given to the student in writing.
  6. If the student is still not satisfied with the decision, he/she may appeal in writing within five (5) calendar days to the Student Status Committee according to the Ivy Tech Community College Catalog. See policy for complete details.
The Committee
The grievance/mediation committee will meet upon request of the student. The following individuals form the committee:
1. The Program Director who is the chairperson of this committee.
2. The instructor(s) involved in the grievance.
3. Two (2) instructors from another Health Science Division program.
4. A student representative.

Disciplinary Actions
The successful completion of the program depends on the completion of all clinical education courses. Ivy Tech Community College must rely on the clinical affiliates to provide the clinical facilities for the clinical education courses. It is of utmost importance that we maintain a positive working relationship with these affiliates. In order to avoid confusion, the student must abide by the rules of conduct of the affiliate while in the clinical setting. These would include but not limited to punctuality, attendance, breaks, equipment care, and patient care.

1. At the clinical site, the Director of Radiology and/or the Clinical Instructor 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 policies. A disciplinary form will be completed by the above and submitted to the Program Director who decides if further action is necessary.
2. If the student is dismissed from the affiliate that he/she is assigned to, then he/she will not be allowed to continue clinical rotation for the length of the suspension regardless of the level of his/her grades in any other area.
3. The student may be allowed to complete didactic courses for that semester at the discretion of the Program Director.
4. Any student suspension will be handled through the Clinical Coordinator, the Program Director, the involved clinical site, and the College, as needed.
5. Days missed due to suspension must be made up by the student.
6. It is a requirement that the clinical education courses of the program be completed before the graduate can sit for the registry of the American Registry of Radiologic Technologist.

General Complaints and Issues
If a student, technologist, clinical instructor, or any other persons involved with the program has an issue or minor complaint, he/she can contact a program official and a form will be completed and a follow-up of the complaint will be conducted.

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 RADT 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 proving 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.
HEALTH PRACTICES

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.

INFECTION DISEASE
Any student who is diagnosed with an infectious disease 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 associates of the clinical site. Infectious diseases include, but not limited to the following: Conjunctivitis (Pink Eye), Scabies, GI flu, diagnosed strep throat, draining open sores, sore throat with fever of 101 or higher and swollen lymph nodes, and productive cough with fever or congestion in the lungs. Each assessment will be made on a case-by-case basis.

A student returning to the clinical assignment after being off from a medical problem may be required to present a doctor's release. If the doctor's release indicates restrictions which would prohibit the student from performing the normal functions of the clinical assignment, the student can only return to clinical with the approval of the program officials and with the agreement of the clinical officials.

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.

STANDARD PRECAUTIONS
Prior to clinical rotations, students will be given instruction on the use of standard precautions during their student orientation.

RANDOM DRUG TESTING
Some of the clinical affiliates may require Ivy Tech Community College students to submit to random drug tests. If the facility a student is assigned to requests the student to comply with drug testing, the student must comply with the testing.

Refusal to submit to drug testing means the student will not be allowed to participate in clinicals therefore not able to complete the requirements for the program. If tested and the test is positive the student will not be allowed to participate in clinicals. The Program Director is to be immediately notified and will deal with the student at that time. Any costs incurred by clinical affiliate for confirmatory testing will be passed along to the student.
RADIATION PROTECTION AND SAFETY

Students will be given an orientation of basic radiation safety prior to attending the clinical sites for the first rotation.

Students are required to exercise radiation protection at all times. At no time may a student participate in a procedure utilizing unsafe protection practices.

Radiation dosimetry badges are distributed by the Program Director. Badges are to be worn at the collar, outside of the lead apron. Badges are to be removed while having personal medical or dental radiography performed. Badges are calculated every month.

Radiation protection of the patient and the student is the responsibility of the student. Students must adhere to the following safe radiation protection protocols:

1. Always follow the ALARA principle.
2. Do not hold patients except for emergencies. If holding is necessary, after attempting positioning restraints, then family members or other hospital personnel should be utilized.
3. Always wear protective gear.
4. Students must always wear radiation monitors in the clinical setting at all times. Failure to wear current dated monitor will result with a demerit and removing the student from that clinical site until monitor is secured. Time missed must be made-up.
5. Immediately report any accident or loss of radiation monitor to the Clinical Coordinator or Program Director.
6. Read and initial radiation reports. Reports will be distributed to students after reading.

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

DIRECT SUPERVISION

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

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

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

INDIRECT SUPERVISION

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

SUPERVISION FOR REPEATED EXPOSURE

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

Ivy Tech Community College Imaging Science 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:

<table>
<thead>
<tr>
<th></th>
<th>ALARA Level I</th>
<th>ALARA Level II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deep, Whole Body</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>

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

EMERGENCY RESPONSE

Refer to the Emergency Response Guide posted in all classrooms and in the lab. 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.

MRI SAFETY

Students will be taught MRI safety prior to the start of their first semester clinical rotation during student clinical orientation. This includes completing a MRI safety screening sheet which is kept in their secured file. All concerns are thoroughly discussed with students after consulting MRI staff at the clinical sites.
PREGNANCY

Any female student who becomes pregnant during the training of this program has the option of whether or not to inform the Clinical Coordinator or the Program Director about her pregnancy. If she chooses to declare her pregnancy, the declaration needs to be in writing before the program can consider her pregnant. This policy will be followed despite of any obvious physical condition or lack of confirming pregnancy. It is suggested that she inform her instructors immediately so she can be counseled on the appropriate radiation methods and measures that can be taken to protect the fetus. She also has the option to withdraw declaration at any time.

Persons entering the diagnostic field of radiology are aware that they will receive some radiation exposure and should be willing to take those risks. All efforts are made by the Ivy Tech Community College Imaging Science Program and the clinical affiliates to maintain personal exposures to the lowest possible amount. The following are methods this program uses to help the pregnant student:

1. If she chooses to declare her pregnancy, the declaration needs to be in writing before the program can consider her pregnant. This step is voluntary. This policy will be followed despite of any obvious physical condition or lack of confirming pregnancy.
2. After declaring a pregnancy, a second monitoring device for the fetus will be provided.
3. The pregnant student will be provided with the Regulatory Guide 8.13 of the Nuclear Regulatory Commission. (See the U.S. Nuclear Regulatory Commission’s Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure in Appendix A).
4. The student will also be given a copy of Radiation Safety for Radiologic Technologists by Lee A. Bradley.
5. The student must have statement from her attending physician that she is capable of meeting the performance standards of the program while attending the clinical courses during her pregnancy.
6. The pregnant student will be allowed to be limited in her involvement in fluoroscopic procedures and to take precautions to minimize her radiation exposure by using appropriate shielding and protective equipment.

The student shall not be terminated from the program solely from the result of being pregnant. The student may, however, may decide to take one of the following options:

1. Continue in the program as a full time student with no modification or interruption.
2. Continue in the program with modification to clinical assignments. Time missed from assignments may need to be made up.
3. Continue the didactic portion of the program and take a leave of absence from the clinical portion.
4. Have the option for written withdrawal of declaration.
5. Withdraw from the program, in writing, and reapply at a later date. Such breaks or modifications will be determined on an individual basis in a conference with the program officials, the clinical instructor, the student, and anyone the student elects to bring.
6. The pregnant student will be provided with the Regulatory Guide 8.13 of the Nuclear Regulatory Commission.

(See the U.S. Nuclear Regulatory Commission’s Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure following this section)
INSTRUCTION CONCERNING PRENATAL RADIATION EXPOSURE

A. INTRODUCTION

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

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

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

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

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

B. DISCUSSION

As discussed in Regulatory Guide 8.29 (Ref. 1), exposure to any level of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific certainty regarding the relationship between low dose exposure and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. At the occupational dose limit for the whole body of 5 rem (50 mSv) per year, the risk is believed to be very low.

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

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

C. REGULATORY POSITION

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

2. Providing Instruction
   The occupational worker may be given a copy of this guide with its Appendix, an explanation of the 8.13-8.13-2 contents of the guide, and an opportunity to ask questions and request additional information. The information in this guide and Appendix should also be provided to any worker or supervisor who may be affected by a declaration of pregnancy or who may have to take some action in response to such a declaration. Classroom instruction may supplement the written information. If the licensee provides classroom instruction, the instructor should have some knowledge of the biological effects of radiation to be able to answer questions that may go beyond the information provided in this guide. Videotaped presentations may be used for classroom instruction. Regardless of whether the licensee provides classroom training, the licensee should give workers the opportunity to ask questions about information contained in this Regulatory Guide 8.13. The licensee may take credit for instruction that the worker has received within the past year at other licensed facilities or in other
3. Licensee’s Policy on Declared Pregnant Women
The instruction provided should describe the licensee’s specific policy on declared pregnant women, including how those policies may affect a woman's work situation. In particular, the instruction should include a description of the licensee's policies, if any, that may affect the declared pregnant woman's work situation after she has filed a written declaration of pregnancy consistent with 10 CFR 20.1208.

The instruction should also identify who to contact for additional information as well as identify who should receive the written declaration of pregnancy. The recipient of the woman's declaration may be identified by name (e.g., John Smith), position (e.g., immediate supervisor, the radiation safety officer), or department (e.g., the personnel department).

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

5. Substantial Variations Above a Uniform Monthly Dose Rate
According to 10 CFR 20.1208(b), “The licensee shall make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the limit in paragraph (a) of this section,” that is, 0.5 rem (5 mSv) to the embryo/fetus. The National Council on Radiation Protection and Measurements (NCRP) recommends a monthly equivalent dose limit of 0.05 rem (0.5 mSv) to the embryo/fetus once the pregnancy is known (Ref. 2). In view of the NCRP recommendation, any monthly dose of less than 0.1 rem (1 mSv) may be considered as not a substantial variation above a uniform monthly dose rate and as such will not require licensee justification. However, a monthly dose greater than 0.1 rem (1 mSv) should be justified by the licensee.

D. IMPLEMENTATION
The purpose of this section is to provide information to licensees and applicants regarding the NRC staff's plans for using this regulatory guide. Unless a licensee or an applicant proposes an acceptable alternative method for complying with the specified portions of the NRC's regulations, the methods described in this guide will be used by the NRC staff in the evaluation of instructions to workers on the radiation exposure of pregnant women.

REFERENCES

APPENDIX QUESTIONS AND ANSWERS CONCERNING PRENATAL RADIATION EXPOSURE
1. Why am I receiving this information?
The NRC's regulations (in 10 CFR 19.12, “Instructions to Workers”) require that licensees instruct individuals working with licensed radioactive materials in radiation protection as appropriate for the situation. The instruction below describes information that occupational workers and their supervisors should know about the radiation exposure of the embryo/fetus of pregnant women.
The regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus. This instruction provides information to help women make an informed decision whether to declare a pregnancy.

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

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

4. Why do the regulations have a lower dose limit for the embryo/fetus of a declared pregnant woman than for a pregnant worker who has not declared?
A lower dose limit for the embryo/fetus of a declared pregnant woman is based on a consideration of greater sensitivity to radiation of the embryo/fetus and the involuntary nature of the exposure. Several scientific advisory groups have recommended (References 1 and 2) that the dose to the embryo/fetus be limited to a fraction of the occupational dose limit.

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

6. Are there any risks of genetic defects?
Although radiation injury has been induced experimentally in rodents and insects, and in the experiments was transmitted and became manifest as hereditary disorders in their offspring, radiation has not been identified as a cause of such effect in humans. Therefore, the risk of genetic effects attributable to radiation exposure is speculative. For example, no genetic effects have been documented in any of the Japanese atomic bomb survivors, their children, or their grandchildren.

7. What if I decide that I do not want any radiation exposure at all during my pregnancy?
You may ask your employer for a job that does not involve any exposure at all to occupational radiation dose, but your employer is not obligated to provide you with a job involving no radiation exposure. Even if you receive no occupational exposure at all, your embryo/fetus will receive some radiation dose (on average 75 mrem (0.75 mSv)) during your pregnancy from natural background radiation. The NRC has reviewed the available scientific literature and concluded that the 0.5 rem (5 mSv) limit provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers. If this dose limit is exceeded, the total lifetime risk of cancer to the embryo/fetus may increase incrementally. However, the decision on what level of risk to accept is yours. More detailed information on potential risk to the embryo/fetus from radiation exposure can be found in References 2-10.

8. What effect will formally declaring my pregnancy have on my job status?
Only the licensee can tell you what effect a written declaration of pregnancy will have on your job status. As part of your radiation safety training, the licensee should tell you the company's
policies with respect to the job status of declared pregnant women. In addition, before you declare your pregnancy, you may want to talk to your supervisor or your radiation safety officer and ask what a declaration of pregnancy would mean specifically for you and your job status. In many cases you can continue in your present job with no change and still meet the dose limit for the embryo/fetus. For example, most commercial power reactor workers (approximately 93%) receive, in 12 months, occupational radiation doses that are less than 0.5 rem (5 mSv) (Ref. 11). The licensee may also consider the likelihood of increased radiation exposures from accidents and abnormal events before making a decision to allow you to continue in your present job. If your current work might cause the dose to your embryo/fetus to exceed 0.5 rem (5 mSv), the licensee has various options. It is possible that the licensee can and will make a reasonable accommodation that will allow you to continue performing your current job, for example, by having another qualified employee do a small part of the job that accounts for some of your radiation exposure.

9. What information must I provide in my written declaration of pregnancy?
   You should provide, in writing, your name, a declaration that you are pregnant, the estimated date of conception (only the month and year need be given), and the date that you give the letter to the licensee. A form letter that you can use is included at the end of these questions and answers. You may use that letter, use a form letter the licensee has provided to you, or write your own letter.

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

11. Can I tell the licensee orally rather than in writing that I am pregnant?
    No. The regulations require that the declaration must be in writing.

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

13. If I am planning to become pregnant but am not yet pregnant and I inform the licensee of that in writing, do the lower dose limits apply?
    No. The requirement for lower limits applies only if you declare in writing that you are already pregnant.

14. What if I have a miscarriage or find out that I am not pregnant?
    If you have declared your pregnancy in writing, you should promptly inform the licensee in writing that you are no longer pregnant. However, if you have not formally declared your pregnancy in writing, you need not inform the licensee of your nonpregnant status.

15. How long is the lower dose limit in effect?
    The dose to the embryo/fetus must be limited until you withdraw your declaration in writing or you inform the licensee in writing that you are no longer pregnant. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.
16. If I have declared my pregnancy in writing, can I revoke my declaration of pregnancy even if I am still pregnant?
   Yes, you may. The choice is entirely yours. If you revoke your declaration of pregnancy, the lower dose limit for the embryo/fetus no longer applies.

17. What if I work under contract at a licensed facility?
   The regulations state that you should formally declare your pregnancy to the licensee in writing. The licensee has the responsibility to limit the dose to the embryo/fetus.

18. Where can I get additional information?
   The references to this Appendix contain helpful information, especially Reference 3, NRC’s Regulatory Guide 8.29, “Instruction Concerning Risks from Occupational Radiation Exposure,” for general information on radiation risks. The licensee should be able to give this document to you.

For information on legal aspects, see Reference 7, “The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children—What Can the Employer Do?” which is an article in the journal Radiation Protection Management.

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

You may also telephone the NRC Regional Offices at the following numbers: Region I, (610) 337-5000; Region II, (404) 562-4400; Region III, (630) 829-9500; and Region IV, (817) 860-8100. Legal questions should be directed to the Regional Counsel, and technical questions should be directed to the Division of Nuclear Materials Safety.

REFERENCES FOR APPENDIX
1998.22

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

Copies are available at current rates from the U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20402-9328 (telephone (202)512-1800); or from the National Technical Information Service by writing NTIS at 5285 Port Royal Road, Springfield, VA 22161. Copies are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW., Washington, DC; the PDR's mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343.

REGULATORY ANALYSIS

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

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

DECLARATION OF PREGNANCY

To: __________________________________________

In accordance with the NRC's regulations at 10 CFR 20.1208, “Dose to an Embryo/Fetus,” I am declaring that I am pregnant. I believe I became pregnant in _____________ (only the month and year need be provided).

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

____________________________
(Your signature)

____________________________
(Your name printed)

____________________________
(Date)
# PROGRAM POLICIES

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POLICY TITLE:
Standards for Admission (College Policy)

POLICY:
The College admits to certificate, technical certificate and degree programs the following: high school graduates or recipients of the General Educational Development (GED) credential, or individuals 18 years of age or older who are able to benefit from Ivy Tech's instructional programs. Selective enrollment programs may have additional admissions requirements. Individuals seeking to enroll at Ivy Tech Community College in courses only must meet prerequisite requirements for each course.

PROCEDURE
Students who are enrolling at Ivy Tech Community College should do the following:
1. Complete an application to the college at www.ivytech.edu.
2. Schedule a time to take the entrance test. This is required of all students and evaluates the student’s ability to handle college-level course work in reading, writing and math.
3. Complete financial aid forms.
4. Sign up for orientation. All students must attend an orientation session prior to enrolling in classes.
5. Schedule a time to meet with an advisor who will discuss the course requirements in the student’s intended program.
POLICY TITLE:
Admission/Selection Criteria for Limited Enrollment Programs (College Policy)

PURPOSE:
A separate admission/selection process is necessary for some programs to ensure compliance with accreditation and professional certification standards and maintain program quality based on available resources. This policy balances the College’s open enrollment mission with a commitment enabling students to complete programs in a reasonable time frame and ensure consistent integrity across regions.

POLICY:
A separate admission/selection process is required for admission to many limited enrollment programs. Statewide program curriculum committees can augment decision making related to admission/selection guidelines. Admission/selection criteria for limited enrollment programs are defined by the faculty and/or academic deans. The criteria shall be reviewed and approved by the Vice Chancellors for Academic Affairs. The criteria will be documented in a central repository (Academic Program Profiles) and in individual program packets and/or student handbooks.

PROCEDURE:
The admission criteria defined by the state wide program curriculum committee must be:
- Consistent with standards or criteria set by the program's accreditation, licensing, certification, and/or regulatory body
- Include multiple criteria rather than a single criterion, (single measures appropriate for tie-breaker),
- Objective measures of student ability as opposed to criteria subject to human bias.
Examples of acceptable admission criteria that curriculum committees may use include:
- Nationally normed test AND consideration of grades (either points based on grades in clearly identified courses or GPA)
- Grades (or points based on grades in clearly identified courses) AND Work Experience/Certification (points based on length and/or certification)
- Accreditation/ Licensing/Certification Body requirements AND GPA Grades from multiple courses
Examples of unacceptable admission criteria include:
- Job shadowing
- Essays Interviews
- Nationally normed test as a single criterion Grade C or better in identified courses (without documentation of the same requirement established by the external accrediting body)

All students must meet the specific admission/selection criteria for each limited enrollment program. Procedures for admission must be followed uniformly by every campus, for every student. Admission/selection criteria are enforced by faculty and academic deans and apply statewide; a region may not establish regional admission/selection criteria for limited enrollment programs.

Students are encouraged to meet with an Admissions/Program Advisor early in the application process. Programs shall publish deadline dates along with a mandatory information session. The application process, requirements and acceptance process are explained in the information sessions. Program information packets shall be made available online or at the regional campus offices.
**POLICY TITLE:**
Attendance – Clinical

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

**PROTOCOL:**
1. Students are allowed to miss two (2) days from clinical during the first and second semesters and three (3) days from clinical in semesters three through five. Students may use this personal time in one hour increments. Time missed will be rounded up. Personal time will be deducted for arrival sixty-minutes past scheduled start time and early departure from clinical.

2. Students should receive a thirty (30) minute lunch while at clinical.

3. Personal time may not be accumulated and used in the next semester.

4. While in the clinical setting, which begins in the Fall semester of the first year, students will have the semester breaks and legal holidays that are recognized by the College. Students will also observe holidays recognized by the clinical affiliate.

5. Students are required to have a radiographer sign his/her name on the weekly time sheet upon arrival and upon departure from the clinical site. Students will be given a new time sheet each week and are required to surrender the completed time sheet at the next scheduled didactic course date. Failure to do so will mean a demerit for the student. If a student accumulates three (3) demerits, the student will occur a one letter grade reduction. Falsification of attendance sheet is grounds for dismissal.

6. A student missing more than the allotted personal time will have percentage points deducted. One percentage (1%) will be deducted off of the final clinical grade for every hour of absence beyond the personal time allotted.

7. To report an absence the student will notify Clinical Instructor, department management, or Program Office at least one (1) hour prior to reporting time.

8. If the absence is more than one day, the student must notify Clinical Coordinator or the Program Director. Abuse of this rule could result in expulsion from the clinical site and/or the Imaging Science Program.

9. If a student has a need for time off or for any other special arrangements, the student must first obtain permission from the Program Director or Clinical Coordinator and the approval of the Clinical Instructor.

10. If a student is absent for an extended time due to illness, the student must have a release from his/her physician before returning to clinicals.
POLICY TITLE:
Punctuality

POLICY:
Students should arrive at the clinical site at or before the scheduled starting time.

PROTOCOL:
1. Students should arrive at the clinical site 10 minutes before the scheduled starting time to allow for preparations and assignments.

2. One (1) tardy will be allowed each semester. Thereafter a one percentage (1%) point deduction for each tardy will be taken off of the final clinical grade. A tardy is defined as 3 minute to 59 minutes past the scheduled start time.

3. Students are required to have a radiographer sign his/her name on the weekly time sheet upon arrival and upon departure from the clinical site. Students will be given a new time sheet each week and are required to surrender the completed time sheet at the next scheduled didactic course date. Failure to do so will mean a demerit for the student. If a student accumulates three (3) demerits, the student will occur a one letter grade reduction. Falsification of attendance sheet is grounds for dismissal.
POLICY TITLE:
Vacations

POLICY:
Vacations shall be taken according to College Calendar.

PROTOCOL:

1. Students will be given a schedule of holidays and breaks at the beginning of the Fall semester of the school year. Students can find academic calendar on Campus Connect.

2. During clinical training students will observe the regular semester breaks as their vacation periods.

3. While in the clinical setting, which begins in the Fall semester of the first year, students will have the semester breaks and legal holidays that are recognized by the College.

4. Students will also observe holidays recognized by the clinical affiliate.
POLICY TITLE:
Bereavement

POLICY:
Students are allowed three clinical days for bereavement of an immediate family member.

PROTOCOL:
1. Follow protocol for clinical absence by contacting Program Director or Clinical Instructor.

2. A student may request up to three (3) clinical days of bereavement time for the death of immediate family. Immediate family is defined as spouse, children, parents, parents-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

3. A student may request one (1) clinical day of absence at the death of any non-immediate family member. Students may be required to provide proof of relationship and death.
POLICY TITLE:
Jury Duty

POLICY:
Student’s grades will not be penalized if called to and serve on a jury.

PROTOCOL:
1. Student is to notify faculty if he/she receive a summons for jury duty.
2. Student must submit prove of summons.
3. Student will be allowed to make-up any tests that are missed because of jury duty.
4. The student’s grade will not be affected if required competencies are not met for the semester because of jury duty.
POLICY TITLE: Clinical Hours and Rotations

POLICY:
During the didactic and clinical courses, students will NOT be scheduled for more than a total of forty (40) hours per week, or ten work hours in one day. The JRCERT recognizes traditional assignment as any scheduled clinical hours between 5:00 AM and 7:00 PM weekdays.

PROTOCOL:
1. Each student is given a printed schedule of clinical hours and location for the semester.
2. To meet clinical objectives, students may be assigned to rotate through evenings and/or weekends at a clinical site. The evening or weekend shift shall not account for more than 25% of any semester clinical time. This rotation will be assigned with advanced notice for the convenience of the student.
3. Meetings related to educational programs sponsored by radiology associations or organizations may be accepted for clinical time on individual basis. One (1) hour of time will be given for each fifty (50) minutes of educational time.
4. Under NO circumstances may a student work or perform the duties of a staff radiographer for pay during the time set as “clinical” requirements. Any violation of this rule will result in immediate suspension, pending dismissal from the Program.
5. A student will not leave the department while at the radiology site without first notifying the Clinical Instructor or the technologist in charge.
6. If a student becomes sick during clinical hours, he/she will notify the Clinical Instructor or the technologist in charge.
7. Students are allotted a 30 minute lunch period.
8. Children are not allowed to accompany the student to clinical rotation.
POLICY TITLE:
Dress Code

POLICY:
The students will report to clinical sites in the proper and professional attire by following the dress code for the Program.

PROTOCOL:
1. All students will wear hunter green scrub top and pants. It is suggested that two (2) shirts and two (2) pairs of pants be purchased to allow for laundry time.

2. White lab coats may be worn. Lab coats are to be either long or short style. White long sleeve tops maybe worn under scrub tops.

3. White soft-soled shoes are required. They may be of the tennis shoe type, however no colors are allowed. No Crocs with holes.

4. Appropriate undergarments are to be worn at clinicals. Thong underwear is deemed inappropriate.

5. Name badges and dosimetry badges are to be displayed at all times.

6. Body art (tattoos) that is visible to the patient may be considered offensive to them. Clinical site personnel and program instructors may request that the student cover the area while attending the clinical site.

7. No visible body piercing is allowed other than the ear. Gauges are allowed but rings must be removed before going to the clinical site.
POLICY TITLE:
Hygiene

POLICY:
During rotation at the clinical sites, the students shall maintain proper hygiene.

PROTOCOL:
1. The student’s hair should be moderate length and clean. If hair is shoulder length or beyond, then it must be securely worn back for the safety of both the student and the patient.
2. Males wearing either a beard or mustache must keep them well groomed. Hospital policy should be followed in this regard.
3. Excessive jewelry should not be worn. A wedding and/or engagement ring may be worn on the hand. Non-married students may wear one small ring on the hand. All other ornamentation such as large or multiple rings will be deemed excessive.
4. Fingernails should be kept short and groomed. No bright colored fingernail polish. No artificial nails are allowed including acrylic, press-on, or any other type of applied nails.
5. Earrings worn should be of the post-type and shall not be distracting to patients or interfere with the clinical experience. Gauges should be removed.
6. Because some patients may be sensitive to odors or allergic to certain fragrances, perfumes and cologne should not be worn.
7. Students should reframe from smoking prior to and during clinical hours. Cigarettes leave an unpleasant odor on clothes, body and hair. This includes chewing tobacco.
8. Students need to shower, brush teeth, use deodorant, and wear freshly laundered scrubs daily.
POLICY TITLE:
Cell Phones and Communication Devices

POLICY:
The clinical sites are places of business and therefore students should use proper phone etiquette at all times. Students should also limit personal phone calls to a minimum. Cell phones are

PROTOCOL:
1. The telephones in the Radiology department and the Program Office are for professional and business use only.

2. Follow clinical site’s protocol for phone etiquette.

3. Personal calls are to be limited to emergencies only.

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

5. Cell phones are never to be used in patient care areas including any area that displays patient information.

6. 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.
POLICY TITLE:
Competencies

POLICY:
Students must complete assigned competencies by semester end to pass the clinical courses.

PROTOCOL:
1. All competency evaluations must be completed satisfactorily in order for the student to pass.
2. 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.
3. The grade scale for each course is
   A = 100 – 93
   B = 92 – 85
   C = 84 – 79
   D = 78 – 75
   F = anything below 74
4. Any grade below a “D” on the final grade will demonstrate a lack of competency in that material and will require a repeat of that course. The need to repeat a course will mandate a conference with the faculty to determine the student’s status in the program.
5. Demerits are issued to students who do not follow policies and procedures.
6. Three (3) demerits equal one (1) grade reduction.
POLICY TITLE: Program
Grievance (against others)

POLICY:
Students must show due respect to all technologists and program officials who provide their educational experience regardless of personal feelings. In the event that instructions from technologist adversely affect the safety of the student, patient, or violates accepted program standards, facility rules, and applicable law or shows a pattern of harassment, the student may submit a grievance.

PROTOCOL:
1. Complaints shall be addressed within five (5) clinical days of the issue or complaint with the Clinical Instructor at the site in an attempt to resolve the issue(s) within five (5) clinical days. The Program Director and/or the Clinical Coordinator shall be notified of the problem by verbal notification within five (5) clinical days of the issue or complaint.

2. If an understanding regarding the issue or complaint with the clinical site cannot be reached within five (5) clinical days, the student will provide in writing to the Clinical Instructor and the Program Director a description of the event. The grievance shall be written during non-clinical hours and submitted within five (5) clinical days following the unresolved issue or complaint with clinical site. The Program officials will pursue the issue and respond to the issue or complaint within five (5) clinical days after receiving the written grievance.

3. Any other problem with the Imaging Science Program may be addressed in writing to the Clinical Coordinator or the Program Director and it will be handled according to the Ivy Tech State College Catalog before any further effort to obtain a solution is attempted.

4. According to the rules of Ivy Tech Community College, the student will do steps 1 – 3 as listed above before seeking administrative intervention at Ivy Tech Community College with issues regarding complaints at clinical sites. It is understood that administrative intervention is to be accomplished through the grievance procedures outlined in the Ivy Tech Community College Catalog and the Imaging Science Handbook, not through contact with administrators at the clinical sites. The student shall not contact the administrator of a clinical or the radiology department head regarding any matter of dispute.
POLICY TITLE: Program
Grievance (sanctions on students)

POLICY:
Students have the right to request mediation for impositions of academic or clinical sanctions against him or her.

PROTOCOL:
1. The student may have a conference with the instructor to discuss the grade of clinical evaluation, which is the basis for the sanction. To exercise this right, the student must submit a written request for a conference within five (5) calendar days of the notice of the sanction. The instructor will inform the student of his/her decision regarding the contested grade or clinical evaluation within five (5) calendar days after the conference.

2. If the student is not satisfied with the decision of the instructor, he/she may appeal in writing to the grievance /mediation chairperson within five (5) calendar days after receiving the decision of the instructor. The chairperson or the designee will schedule a meeting within five (5) calendar days after receiving the appeal. The decision of the grievance committee will be given to the student in writing.

3. If the student is still not satisfied with the decision, he/she may appeal in writing within five (5) calendar days to the Student Status Committee according to the Ivy Tech Community College Handbook.

THE COMMITTEE
The grievance/mediation committee will meet upon request of the student. The following individuals form the committee:
1. The Program Director who is the chairperson of this committee.
2. The instructor(s) involved in the grievance.
3. Two (2) instructors from another Health Science Division program.
4. A student representative.
POLICY TITLE:
Disciplinary action – Clinical

POLICY:
The successful completion of the program depends on the completion of all clinical education courses. Ivy Tech Community College must rely on the clinical affiliates to provide the clinical facilities for the clinical education courses. It is of up most importance that we maintain a positive working relationship with these affiliates. In order to avoid confusion, the student must abide by the rules of conduct of the affiliate while in the clinical setting. These would include but not limited to punctuality, attendance, breaks, equipment care, insubordination and patient care.

PROTOCOL:
1. At the clinical site, the Director of Radiology and/or the Clinical Instructor 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 policies. A disciplinary form will be completed by the above and submitted to the Program Director who decides if further action is necessary.

2. Disciplinary forms will be used to document behavior.

3. If the student is dismissed from the affiliate that he/she is assigned to, then he/she will not be allowed to continue clinical rotation for the length of the suspension regardless of the level of his/her grades in any other area.

4. The student may be allowed to complete didactic courses for that semester at the discretion of the Program Director.

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

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

7. It is a requirement that the clinical education courses of the program be completed before the graduate can sit for the registry of the American Registry of Radiologic Technologist.
POLICY TITLE:
Grounds for dismissal

POLICY:
Ivy Tech Community College and this Program shall enforce the rules and philosophy of the ARRT and the Code of Ethics. Students are required to abide the policies set forth in the Program Handbook and his manual. Certain breaches of the policies will result in immediate dismissal.

PROTOCOL:
1. Failing grades in Imaging Science 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 proving 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.
POLICY TITLE:  
Health Practices

POLICY:  
This policy is to ensure the health and safety of the student, patients, families, and other health workers. Students must have a physical exam at the beginning of the program. Students must follow all protocols regarding communicable diseases, infectious diseases, infection control, and standard precautions.

PROTOCOL:  
1. 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 the Physical Examination form to the Program Director.

2. Proof of the immunizations or titers that are required prior to clinical rotations as listed in the Physical Examination and Immunity Form for the School of Health Sciences.

3. Any student who is diagnosed with an infectious disease 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 associates of the clinical site. Infectious diseases include, but not limited to the following: Conjunctivitis (Pink Eye), Scabies, GI flu, diagnosed strep throat, draining open sores, sore throat with fever of 101 of higher and swollen lymph nodes, and productive cough with fever or congestion in the lungs.

4. Each assessment will be made on a case-by-case basis.

5. A student returning to the clinical assignment after being off from a medical problem will be required to present a doctor’s release.

6. If the doctor’s release indicates restrictions, which would prohibit the student from performing the normal functions of the clinical assignment, the student can only return to clinical with the approval of the program officials and with the agreement of the clinical officials in order to prevent the transmission of contagion, nosocomial infections, and HIV and AIDS virus.

7. Practice good hand washing techniques before and after every patient.

8. Read infection control policy at clinical site.

9. Remove jewelry, such as rings with stones.

10. Always wear freshly laundered clothing.

11. Follow transmission-based precaution when posted.

12. Wear protective clothing when prescribed.

13. Wear gloves when needed.

14. Dispose of all contaminated wastes into proper disposal site or container.

15. Clean all surfaces with an approved disinfectant or germicide.

16. All students prior to clinical rotation will be given instruction on the use of Standard Precautions.

Reviewed: 5/28/02; 5/26/03; 5/31/04; 5/10/05; 5/22/06; Revised 6/05/07, Reviewed 9/26/08, 7/07/09; 6/23/10; Revised 6/28/11, Revised 5/23/12, Reviewed 6/5/13, 4/22/14, 4/16/15; 5/31/16
POLICY TITLE: Radiation Safety

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

PROTOCOL:
1. Always follow the ALARA principle.
2. Do not hold patients except for extreme emergency. If holding is necessary, after attempting positioning restraints, then family members or other hospital personnel should be utilized.
3. Each student will be issued a dosimetry badge for monitoring radiation dosage.
4. Dosimetry badges shall be worn on the collar outside the lead apron at all times while in a clinical setting.
5. Absence of the dosimetry badge will constitute a violation and a demerit, which requires your removal from the site until the badge is available. This time must be made up.
6. The Program Director will distribute dosimetry readings with the students and the clinical affiliate (if applicable).
7. Report any accident or lost badge immediately to the Clinical Coordinator or the Program Chair.
8. Dosages that are recorded as high will be investigated as per NRC regulations.
9. Each clinical affiliate must have a clinical instructor for the supervision, instruction, and evaluation of the students. Supervision can be direct or indirect and is defined as follows:

   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.

   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.

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

13. Students will be taught MRI safety prior to the start of their first semester clinical rotation during student clinical orientation. This includes completing a MRI safety screening sheet which is kept in their secured file. All concerns are thoroughly discussed with students after consulting MRI staff at the clinical sites.
POLICY TITLE:
Dosimetry badges and readings

POLICY:
Ivy Tech Community College students will follow the Nuclear Regulatory Commission (NRC) and American College of Radiology (ACR) guidelines for radiation protection, specifically ALARA (As Low As Reasonably Allowable) principles. (Ref. NRC License # 13-13028-02)

PROTOCOL:
1. Students will be issued a dosimetry badge at the beginning of their first semester before attending any clinical courses.

2. Dosimetry badges will be read once a month.

3. The Program Director and will disclose report with the students.

4. Students will wear the whole body badge on the collar area outside of aprons.

5. Absence of the dosimetry badge will constitute a violation, which requires your removal from the site until the badge is available. This time must be made up.

6. All monitored occupationally exposed students will be held to the most conservative dose limits. Annual dose may not exceed 5000 mrem.

7. If monthly dose exceeds 200mrem, the student will be given a notification form to help determine the cause. This information will be shared with the Radiation Safety Officer.

8. All efforts should be taken to minimize radiation exposure to gonads, thyroid, breasts, eyes, and unborn fetus (see Pregnancy Policy) particularly when exposed to the primary beam, yet consistent with clinical objectives.
POLICY TITLE:
Pregnancy

POLICY:
Any female student who becomes pregnant during the training of this program has the option of whether or not to inform the Clinical Coordinator or the Program Director about her pregnancy and she has the option to withdrawal declaration at any time.

PROTOCOL:
7. If she chooses to declare her pregnancy, the declaration needs to be in writing before the program can consider her pregnant. This step is voluntary. This policy will be followed despite of any obvious physical condition or lack of confirming pregnancy.

8. After declaring a pregnancy, a second monitoring device for the fetus will be provided.

9. The pregnant student will be provided with the Regulatory Guide 8.13 of the Nuclear Regulatory Commission. (See the U.S. Nuclear Regulatory Commission’s Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure in Appendix A).

10. The student will also be given a copy of Radiation Safety for Radiologic Technologists by Lee A. Bradley.

11. The student must have statement from her attending physician that she is capable of meeting the performance standards of the program while attending the clinical courses during her pregnancy.

12. The pregnant student will be allowed to be limited in her involvement in fluoroscopic procedures and to take precautions to minimize her radiation exposure by using appropriate shielding and protective equipment.

13. The student shall not be terminated from the program solely from the result of being pregnant. The student may, however, may decide to take one of the following options:
   • Continue in the program as a full time student with no modification or interruption.
   • Continue in the program with modification to clinical assignments. Time missed from assignments may need to be made up.
   • Continue the didactic portion of the program and take a leave of absence from the clinical portion.
   • Withdraw from the program, in writing, and reapply at a later date. Such breaks or modifications will be determined on an individual basis in a conference with the program officials, the clinical instructor, the student, and anyone the student elects to bring.

6. The student will be given the option to submit written withdrawal of declaration of pregnancy after written declaration has been made.

7. Breaks or modifications of the clinical hours and rotation will be determined on an individual basis in a conference with the program officials, the clinical instructor, the student, and anyone the student elects to bring.

8. The student must provide a release from her doctor before returning to her clinical courses.
POLICY TITLE:
Attendance – Didactic

POLICY:
In order for students to pass each course with a “D” or better, they are expected to attend all didactic classes as scheduled. Students that miss 25% or more of the course will receive a failing grade. Students attending 100% of class sessions in a semester course will be awarded extra credit in recognition of this outstanding achievement.

PROTOCOL:
1. Attend class.
2. Students who believe that an extraordinary circumstance beyond their control caused an absence may appeal the absence violation directly to the school dean or his/her designee.
3. There will be no make-up examinations for classes missed. Program Director may allow proctoring for extenuating circumstances.
4. Student attendance is reported to the Registrar for auditing purposes.
5. Some students may be required to repay part of their Financial Aid, including Pell Grant, if these audits show poor attendance.
6. Students should be prepared to start class on time.
7. Children are not allowed during the RADT courses.
POLICY TITLE:
Didactic grading

POLICY:
The grade scale is the same for the academic portion as it is for the clinical education portion. Tests should not be missed.

PROTOCOL:
1. There will be no make-up examinations in the classroom. Program Director may allow proctoring for extenuating circumstances. Finals may not be missed.
2. Students who fail a class that is prerequisite for additional classes will not be allowed to continue the next semester unless a non-prerequisite course is offered. Since classes are offered on a yearly rotation, students must wait and repeat the failed course during the next cycle before advancing in the Program.
3. Students who fail a class that is not a prerequisite for another class will be allowed to continue into the next semester, but will not be able to graduate until the class is repeated and passed satisfactorily.
4. No student will be allowed to repeat a class more than once for a total of 2 attempts.
5. The grading scale for didactic is the same as that listed in the Clinical Education section.
6. The academic probation process will be administered, as it is clearly defined in the Ivy Tech Community College Student Handbook.
7. Failure to maintain the defined standards of progress of the Imaging Science Program or upon well-documented violations of the policies and procedures in this handbook or Institutional Handbooks can lead to student suspension from the Program. The student does have the right and privilege to pursue the Student Grievance Procedure outlined in the Ivy Tech Community College Student Handbook. Any student dismissed for just cause will not be entitled to refunds.
8. The grade scale for each course is
   A = 100 – 93
   B = 92 – 85
   C = 84 – 79
   D = 78 – 75
   F = 74 or lower
9. Academic dishonesty will not be tolerated. Academic dishonesty is defined as an intentional act of deception in one of the following areas:
   - Cheating - use or attempted use of unauthorized materials, information, study aids, books, or copying another student's work
   - Fabrication - misrepresentation of any information
   - Assisting - helping another commit an act of academic dishonesty
   - Tampering - altering or interfering with records, documents, assignments, tests, or quizzes
   - Plagiarism - representing the words or ideas of another person as one's own
10. A student that commits academic dishonesty or helps a student commit academic dishonesty can result in disciplinary action. This includes but is not limited to failure on the assignment/course, disciplinary probation, or suspension.
POLICY TITLE:
Random Drug testing

POLICY:
Facilities may request the student to comply with random drug testing. The student must comply with the testing.

PROTOCOL:
1. Students must comply with the facilities request to submit to random drug tests
2. Refusal to submit to drug testing means the student will not be allowed to participate in clinicals therefore not able to complete the requirements for the program.
3. If tested and the test is positive the student will not be allowed to participate in clinicals.
4. The Program Director is to be immediately notified and will deal with the student at that time.
5. Any costs incurred by clinical affiliate for confirmatory testing will be passed along to the student.
POLICY TITLE:
Injuries

POLICY:
Students who are injured at the College need to report to the Program's officials

PROTOCOL:
1. Students injured at the clinical sites report to the Clinical Instructor.
2. Students are to be sent to health nurse or emergency department if necessary. Students may be liable for the cost depending on the injury.
3. Students need to report any injury immediately to program officials.
4. Students must complete necessary paperwork and submit it to the business office in Muncie.
5. 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.
6. Student and faculty will complete the appropriate forms
POLICY TITLE:
Non-compliance with JRCERT STANDARDS

POLICY:
Students have the right to contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) if student believes program is non-compliant.

PROTOCOL:
1. Students are given a copy of the JRCERT Standards.

2. Faculty explains the procedure to contact the JRCERT if student believes the Program is non-compliant with any of the Standards.

3. The JRCERT address and contact information is published in the Student Handbook.
POLICY TITLE:
Weather Closings

POLICY:
Students will follow College policy for attendance to didactic and clinical rotation. Exceptions may be taken into considerations for safe travel.

PROCEDURE:
1. Students are not expected to attend clinicals or didactic classes if the college closes for bad weather.
2. Students can be notified of school closings through Campus Connect.
3. Students can be notified by cellular phone if they sign-up for this feature. Listen to local radio stations for closures of surrounding schools in the area of your clinical site. Ivy Tech does not announce closures to TV and radio.
4. Student can contact clinical coordinator if in doubt of cancellation of clinicals.
POLICY TITLE:
Imaging Science Lab

POLICY:
Students are to follow the protocols for personal and radiation safety.

PROCEDURE:
1. No one is to be in the Imaging Science Lab without permission from the Program Instructors.
2. Any unauthorized or inappropriate use of the Lab could lead to suspension or withdrawal from the Program.
3. No ionizing exposures will be made without direct Program faculty supervision.
4. Under No circumstances will exposures be made on human beings.
5. Radiation film badge monitors must be worn at all times when ionizing radiation is being used.
6. Lab must be left in a clean and orderly fashion after use is completed.
7. No food or drinks are allowed in the lab at any time.
8. Electrical safety rules
   - All electrical equipment and appliances must be approved for use in the Imaging Science 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.
9. Emergency Response
   - Refer to the Emergency Response Guide posted in all classrooms and in the lab.
   - 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.
POLICY TITLE:  
Background Check and Drug Screening

POLICY:  (College Policy)  
Criminal background checks and drug screenings will be required for all currently enrolled clinical students and newly admitted students in School of Health Sciences and School of Nursing programs. Completion of a criminal background check and drug screening are required for admission and/or clinical placement in Health and Nursing programs. The criminal background check and drug screening may be done either before enrollment in the professional courses or just prior to the first day of clinical or externship as specified by the program. Additional criminal background checks and/or drug screenings may be required in programs for students enrolled in clinical courses for multiple semesters.

Students who are enrolled in courses for credit or non-credit, but who are not in a degree-seeking program, may be exempt from the drug testing and background check requirements in this policy. These non-degree seeking students may have different or separate requirements for drug testing and/or criminal history background checks.

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

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

PROCEDURE:

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

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

The background check will include the following elements (additional elements may be added if required by the clinical site):

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

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

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmaine, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

The student may reapply to the same program or another program in the School of Health Sciences or the School of Nursing the next semester. The student will need to complete the criminal background test again if s/he is readmitted. College program admission and progression policies will apply.

Disclaimers

- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion.
- Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.

If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any co-requisite courses pending resolution of the situation.

Protection of confidential information from the background checks and drug screenings

Information obtained from the result of student background checks and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at
clinical sites requesting the information for students placed at the sites. Release of the results of criminal background checks and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background check, a printed copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be maintained in a secure (locked file cabinet) School of Health Sciences and School of Nursing file for seven (7) years.

Procedures for Determining Eligibility for Clinical Placement

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

   Ineligibility must be documented.

2. Eligibility for Clinical Experiences in Campus-Based Clinical Services
   Certain School of Health Sciences and School of Nursing programs, including Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the Criminal Background Check and Drug Screen results will be reviewed by the Program Chair, and a determination will be made on whether or not each student is able to participate in the patient care activities based on the results. Any recommendation by the Program Chair to not allow a student to participate in patient care activities based on the results of the Criminal Background Check or Drug Screen results will be reviewed and approved by the appropriate School of Health Sciences or School of Nursing Deans and the Vice Chancellor for Academic Affairs.

   Positive Drug Screen:
   Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or testing company medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care.

   Criminal Background Check:
   Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care:
   1. Rape
   2. Criminal deviate conduct
   3. Exploitation of an endangered adult or a child
   4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person’s conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction
POLICY TITLE:
Transferability (College Policy)

POLICY:
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.

PROCEDURE:
Any student who wishes to submit a transcript for consideration of previously earned credits must have the transferring institution send an official transcript to the Registrar. The Registrar will forward information on non-CTL courses to the appropriate department or school for review, the department or school will make recommendations regarding credit transfer to the Regional Academic Officer or designee, and the Registrar will record transferred credit as earned hours on the student's official permanent record in a reasonable, timely manner.

Acceptance of transfer credits that are not equivalent to courses on the College's course inventory are applied to program electives subject to approval by the Regional Academic Officer or designee.

The student may be asked to supply pertinent course descriptions or copies of the college catalog(s) if further documentation is needed to facilitate credit review.

Transferred credit is included in earned hours, but does not affect the grade point average. Students wishing to transfer in technical courses that fulfill program requirements (non-elective courses) may be asked to demonstrate competency if the transfer coursework is outdated. Final authority for transfer credit rests with the Regional Academic Officer or designee.
POLICY TITLE:
Transfer into Imaging Science Program

POLICY:
Students that would like to transfer from an Imaging Science – Radiologic Technology program to Ivy Tech Community College’s Marion Imaging Science program shall be subject to the availability of an appropriate clinical placement and student admission policies.

PROCEDURE:
1. Transfer students must meet all requirements for college admission.
2. Students must have successfully completed all of the pre-requisite courses required for the Marion Ivy Tech Program.
3. Course syllabi, health records, competencies, and transcripts must be reviewed and approved by the Program Chair before a student can be allowed to transfer.
4. 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.
5. All previous competencies completed from the transfer program will be repeated at Marion, Ivy Tech program.
PROGRAM HANDBOOK AGREEMENT

I have read and understand the Program Handbook for the Imaging Science Program, including policies, at Ivy Tech Community College, Region 6, East Central 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.
AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I hereby authorize the Program Director and/or Clinical Coordinator in the Imaging Science Program of Ivy Tech Community College to release any or all information concerning my performance while enrolled as a student in the Program.

This information should only be released to prospective employers of which I have given the Program Director, the Clinical coordinator, or any other instructors as references.

This information may be in written or verbal form with no other conditions.

_____ All information
_____ GPA
_____ Attendance
_____ Rated abilities
_____ Technical abilities
_____ Reliability
_____ Other ________________________________

_____ DO NOT release any information

___________________________________
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: __________________________________

________________________________________

________________________________________

________________________________________
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 RADT 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
REPEAT PROCEDURE AND PORTABLE EXAMINATIONS

As a student of the Imaging Science 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
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
DECLARATION OF PREGNANCY

In accordance with the NRC’s regulations at 10 CFR.1208, “Dose to the Embryo/Fetus,” I am declaring that I am pregnant. I believe I became pregnant in _________________ (only the month and year need to be provided.)

I have received a copy and read the Pregnancy Policy and the Regulatory Guide 8.13 of the US Nuclear Regulatory Commission (NRC). I understand the content of these documents and have had ample opportunity to ask questions. I have received appropriate explanations of my concerns regarding ionizing radiation and my pregnancy.

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

I understand that I will be required to wear a radiation monitor at the waist for the duration of the pregnancy while in the clinical site.

___________________________________
Full Legal Name, Printed

___________________________________
Student’s Signature

___________________________________
Date
WITHDRAWAL OF DECLARATION OF PREGNANCY

I have chosen to use my right to withdrawal my declaration of pregnancy at this time. I am also aware that this is a voluntary decision. Any extra precautions because of my declared pregnancy will no longer be valid including fetal monitoring.

___________________________________
Full Legal Name, Printed

___________________________________
Student’s Signature

___________________________________
Date
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 hours __________________________________________________________

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
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 Imaging Science 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>
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</tr>
<tr>
<td>2. The instructor(s) are enthusiastic and seem to enjoy teaching their subjects.</td>
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<tr>
<td>3. Instructor appeared to be knowledgeable about subject matter.</td>
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<tr>
<td>4. Subject material was presented in a manner that allowed you to achieve desired outcomes.</td>
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</tr>
<tr>
<td>5. Experiments increased my overall understanding of the material presented.</td>
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<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 instructors have allowed me to build thought processes, not just answers to specific questions.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8. The textbooks reflected subject’s material situation encountered in clinical education.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Class time was acceptable and scheduled to facilitate learning.</td>
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</tr>
<tr>
<td>10. Homework assignments were given in a timely manner.</td>
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</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>
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</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>
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<td></td>
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</tr>
<tr>
<td>14. I believe the policies and procedures of the program to be fair and equitable.</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>15. I would re-enroll in the program if I had the opportunity to start over.</td>
<td></td>
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</tr>
</tbody>
</table>

**TOTALS**

Comments (if desired)

____________________________________________________________________________________

____________________________________________________________________________________

Name (Optional) ____________________________

Date ____________________________
Clinical Competency

Student's Name: ________________________________________________

Exam: __________________________________________________________

Patient ID ______________________ Date: ______________________

*Automatic incomplete competency if:
• Lead marker not placed within light field or it is not visible on the final radiograph(s).
• Female patients of reproductive age (12-50) are not asked pregnancy status.

The Student.....

Yes No 1. Performed the correct procedure.
Yes No 2. Correctly identified the patient.
Yes No 3. Followed protocol relative to pregnancy.*
Yes No 4. Provided a clean radiographic room and accessories.
Yes No 5. Obtained and provided written documentation of pertinent history.
Yes No 6. Introduced self, explained examination and communicated with patient throughout the procedure.
Yes No 7. Provided for patient modesty and comfort throughout the procedure.
Yes No 8. Used radiation protection appropriate to examination and patient age.
Yes No 9. Demonstrated confidence throughout the examination.
Yes No 10. Completed the examination in a reasonable amount of time.
Yes No 11. Correct radiographic positioning and centering.
Yes No 12. CR and image receptor aligned.
Yes No 13. Positioning criteria met on radiograph.
Yes No 14. Correct side (R/L) marker, correct placement, side (R/L) marker visible.*
Yes No 15. Image was diagnostic.
Yes No 16. ** If the image was non-diagnostic, was the student able to make necessary corrections?

Reason for Repeat: __________________________________________

Technologist's comments:___________________________________________________

____________________________________

Technologist's signature _________________________________________

Total points: __________ out of __________

Percentage: __________ %

Program faculty has right to withdraw or adjust competencies.
# 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).
Semester Clinical Evaluation

Student Name  Date

Clinical Site  Semester

CLINICAL INSTRUCTOR: A student’s conduct in the clinical setting is a major indicator, which the general public uses to judge a department’s professional level. Appropriate conduct is a broad category that encompasses a number of considerations. Please evaluate on the student’s abilities with consideration of the length of time in the clinical setting.

Statements below define the expected performance outcomes of the student for this past semester. If the student performed above or below this level, please mark accordingly. Comments are taken seriously and aid in student development and are greatly appreciated.

### Clinical Performance and Competence

<table>
<thead>
<tr>
<th></th>
<th>EE</th>
<th>ME</th>
<th>NE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Explain procedures and obtains appropriate information from patient while demonstrating empathy and concern for patient.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Displays understanding of patient positioning.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Displays understanding of equipment and completes the exam with accuracy.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

### Communication Skills

<table>
<thead>
<tr>
<th></th>
<th>EE</th>
<th>ME</th>
<th>NE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Demonstrates effective verbal and nonverbal communication with most patients.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Demonstrates effective verbal and nonverbal communication with other health care team members.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
### Critical Thinking

**EE** = Exceeds expectations  
**ME** = Meets expectations  
**NE** = Does not meet expectations

<table>
<thead>
<tr>
<th></th>
<th>EE</th>
<th>ME</th>
<th>NE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Demonstrates the ability to handle pressure and remain calm in busy or critical situations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Able to demonstrate critical thinking skills to modify standard procedures to accommodate patient condition and other variables.</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

### Professionalism

**EE** = Exceeds expectations  
**ME** = Meets expectations  
**NE** = Does not meet expectations

<table>
<thead>
<tr>
<th></th>
<th>EE</th>
<th>ME</th>
<th>NE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Demonstrates radiation safety to self, patients, and others.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Maintains patient confidentiality and displays appropriate professional conduct.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Accepts constructive criticism positively and takes responsibility for actions.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Comments:**

Clinical Instructor ____________________________  Date ___________________
ALARA NOTIFICATION

Name:  Date:

Ivy Tech Community College Imaging Science 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>ALARA Level I</td>
<td>200 mrem</td>
<td>400 mrem</td>
</tr>
<tr>
<td>ALARA Level II</td>
<td>600 mrem</td>
<td>1200 mrem</td>
</tr>
<tr>
<td>Deep, Whole Body</td>
<td>2000 mrem</td>
<td>4000 mrem</td>
</tr>
<tr>
<td>Lens of the Eye</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extremity, Shallow Skin</td>
<td></td>
<td></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 Imaging Science 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 you ALARA notification: ___________________________
________________________________________________________________
________________________________________________________________

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

Signature of Student: ___________________________________ Date: ________

Signature of Person writing report: ___________________________ Date: ________
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.
Allegations Reporting Form

Please print or type all information.

Name of Complainant: ____________________________________________________________

Address: _____________________________________________________________________

City: ___________ State: ________ Zip Code: __________________

Signature: ____________________________ Date: _________________

Institution sponsoring the program involved:

Name: ______________________________________________________________________

Address: _____________________________________________________________________

City: ______________ State: _______ Zip Code: _______________

Type of Program (Check one):
☐ Radiography       ☐ Radiation Therapy

Have you attempted to resolve these allegations through the institution’s or program’s due process/appeals procedures? (check one)
☐ Yes   ☐ No

Briefly explain:

If Yes, the outcome

If No, why not
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Explain in clear concise terms your allegation(s). You must cite at least one Standard/Objective for each allegation.

You may include exhibits to support your allegation(s).
Use additional pages if necessary.

Address:
JRCERT
20 N. Wacker Dr., Suite 2850
Chicago, IL. 60606-3182
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