

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



PROGRAM
STUDENT POLICY MANUAL/HANDBOOK
Cohort
2021 - 2022

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

Non-Discrimination and Equal Opportunity Policy

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/ affirmative action institution. For more information review the Student Equal Opportunity, Harassment, and Non-discrimination Policy and Procedures at: https://docs.google.com/document/d/1_tEg3NcKFTkromsQBpvOHFzzWZiJgRHhrU1nwsAR4g/preview.

Booklet Disclaimer

This MEDICAL IMAGING Handbook 2020-2022 handbook is intended to supply accurate information to the reader. The imbedded links take the reader directly to the Ivy Tech policy for further clarification. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handbook and its provisions are not in any way a contract.

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Introduction – Medical Imaging Program

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

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

Accrediting Organizations

The College is accredited by the Higher Learning Commission.

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604
800-621-7440 or 312-263-0456

<https://www.hlcommission.org/>

The Program is accredited by Joint Review Committee on Education in Radiologic Technology.

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

www.jrcert.org

Program Mission/Philosophy

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

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

College General Education Outcomes

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

1. Demonstrate critical and creative thinking.
2. Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
3. Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
4. Apply basic scientific concepts in a variety of settings
5. Exhibit quantitative literacy.
6. Communicate effectively in written and oral forms.
7. Apply ethical reasoning.
8. Demonstrate the acquisition and use of information.

Terminal Program Objectives/Goals – Medical Imaging Program

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

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

STUDENT LEARNING OUTCOMES

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

Teaching Facilities

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

Clinical Facilities

The clinical experience is an integral part of the educational experience for all Radiological Technology students. The Program has affiliation agreements within each regional service area. The clinical are listed below. For more information on clinical affiliates, please contact the Medical Imaging Program Chair. The clinical is required for program completion. Clinical competency requirements can be found at www.artt.org

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

1. IU Health Bedford Hospital	812-275-1200
2. IU Health Bloomington Hospital	812-353-5887
3. IU Health Paoli Hospital	812-723-7414
4. IU Morgan Hospital	866-655-2273 ext.1187
5. Premier Diagnostic Imaging (PDI)	812-478-3900
6. Monroe Hospital	812-825-0834
7. St. Vincent Clay Hospital	812-442-2560
8. St. Vincent Dunn Hospital	812-276-3331
9. Sullivan County Community Hospital	812-268-4311
10. Terre Haute Regional Hospital	812-237-1625
11. Union Hospital	812-238-7581
12. Union Hospital Clinton	765-832-2451 ext.317
13. Union Associated Physicians (UAP) Clinic	812-232-3357
14. UAP Clinic Bone and Joint Center	812-242-3005
15. Greene County General Hospital	812-847-2281

16.	Premier Health Care (IMA)	812-331-3406
17.	Premier Health Care (IMA)	812-355-2387
18.	Davies Community Hospital	812-254-8851
19.	Good Samaritan Hospital	812-885-3351
20.	Franciscan Health Crawfordsville	765-362-2800

Student Support Services

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

Advising

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

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

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

Health Services

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

Career Development Services

The Office of Career Development Services is available to help you in a number of ways:

- Employment Referral
- Resume/Cover Letter Assistance
- Career Assessment
- Job Shadowing
- Labor Market Information
- Practice Interviews
- Occupational Reports
- Community Employer Portfolios
- Work-Study Positions
- Co-op Education Opportunities

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

Housing

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

Transportation

- All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense. **The College does not guarantee transportation to, from or during any clinical experience.**
- The College is not responsible for injury or loss resulting from transportation to, from, or during any clinical experience.

- Student assumes all risks in connection with ride-along or transportation to, from, or during any clinical experience.
- The College does not perform nor can it ensure a motor vehicle record check of third party drivers of clinical affiliates.
- A student who wants to make a complaint or report driver issues should do promptly by reporting to their instructor.
 - The instructor or program leadership should ensure that action is taken (such as reporting to the clinical educator/affiliate contact and assisting the student to identify alternate transportation means), ensuring no retaliation, so that the student can continue the clinical experience.

Disability Support Services (DSS)

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

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

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

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

Financial Information - Tuition and Fees - www.ivytech.edu/tuition/

Tuition and fees are set by the State Board of Trustees and are subject to change. Expenses will include tuition, fees, books, uniforms, and other materials/equipment for use in the clinical area. At the time of participation in any certification pathway, the Medical Imaging student will incur expense associated with obtaining the required physical examination, immunizations, tuberculosis testing, and Healthcare Provider CPR certification (American Heart Association or American Red Cross), criminal background check and drug screen. Students should also anticipate costs associated with applying for certification upon completion of the Medical Imaging Program.

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

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

Financial Obligation

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

Liability Statement

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

Student Accident Insurance

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

Examples of covered accidents include, but are not limited to, the following: · Cutting a finger while chopping an onion in culinary arts class · Getting a fleck of metal in the eye while welding in auto body repair class · Twisting an ankle while lifting a patient in nursing class · Exposure to bloodborne / airborne pathogen (i.e. needle stick sustained at clinical)

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

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

Once the maximum policy benefit of \$3,000 is reached, the student is fully responsible for payment of medical bills.

Filing a claim does not guarantee acceptance and payment of a claim. The master insurance policy issued to Ivy Tech is on file at the Systems Office. The description of the hazards insured, benefits and exclusions are controlled by the master policy. Students with questions may contact their campus student accident gatekeeper.

Withdrawals and Refunds

Withdrawal Policy

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

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

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

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

Refund policy

In order to receive a 100% refund of tuition and fees, students must drop the course by dates posted at

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

Please refer to the Student Handbook for a full description of withdrawal and refund procedures:

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

Progression/Readmission/Stop Outs

College Progression and Readmission Policy

Please refer to the College catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the Medical Imaging Program must be in good academic standing according to College policy.

Progression in the Medical Imaging Program

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

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

Stop Outs

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

Credit for Prior Learning

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

Transferring

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

Graduation

Certification requirements for students seeking a degree include:

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

Global Studies Certificate

Global Learning Close to Home

Many U.S. businesses are expanding their operations into different areas of the world, so you are very likely to interact with people from other countries and cultures on the job. A Global Learning Certificate may be just what you are looking for!

Ivy Tech faculty members have worked together to redesign curriculum for some of Ivy Tech's business, education, humanities, healthcare, technology and life science courses. These areas are some of Indiana's biggest high-growth sectors of the economy and areas where you need to be able to think critically and in terms of global perspectives and

competencies. With the Global Learning Certificate, you can apply your knowledge in your own community, throughout the state of Indiana, and around the world!

This certificate will teach you about thriving in a global workforce and how to succeed in a diverse society, which are skills valued in today's competitive job market. You will also have the opportunities for exposure to different cultures through supplemental education experiences, such as studying abroad or taking part in international activities on your campus. A Global Studies Certificate will increase your knowledge and awareness of the world and will make you more marketable in finding a job.

Program Requirements for the Global Studies Certificate:

- **Global Studies Orientation** - meeting to discuss the benefits, and requirements of the certificate
- **Global Studies Electives** - 15 credits of global-module courses, many of which are already within the two-year curriculum
- **Global/International Resume** - outlining global experiences and letters of reference
- **Global Studies Capstone Experience** - completion of an international project, research, competition, community service, service learning, or travel study experiences
- **Global Immersion** - participation in global, cultural, or diversity related activities which may include attending conferences/workshops, completion of the **U.S. Institute of Peace Certification**, becoming a member of a professional or community group, and maybe even an international travel experience. Talk to your advisor for more information about your options!
- For more information contact your campus Global Studies Coordinator or see the Global Learning webpage: <http://www.ivytech.edu/global-learning/>

Attendance

College Policy

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

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

Classroom and Lab Attendance Policy

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

Clinical Attendance Policy Medical Imaging Program

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

A. Protocol:

1. Students are allowed to miss 2 days from Clinical per semester. Student will do 5 case studies at clinical to compensate for each day missed. **IF A THIRD DAY IS MISSED IT WILL RESULT IN A 7% REDUCTION IN YOUR CLINICAL FINAL GRADE. EVERY ADDITIONAL DAY WILL BE ANOTHER 7% DEDUCTION. THERE NO MAKE UP DAYS OR BANKING TIME.**
2. The clinical affiliate may send a student home for a tardiness exceeding 30 minutes. The clinical affiliate may send you home for any violation of their policies and/or rules.
3. Students receive a thirty (30) minute or sixty (60) minute lunch while at clinical, according to site policy. Lunch must be taken.
4. While in the clinical setting, students will have the semester breaks and legal holidays that are recognized by the College.
5. Students are required to clock in/out on a computer provided by the clinical site. Falsification of attendance is grounds for dismissal.
6. **To report an absence the student will notify Clinical Affiliate and Program Faculty at least one (1) hour prior to reporting time.** Please notify the clinical site as early as possible to report your absence. When calling your Clinical Affiliate do not just leave a message. Keep calling until you can speak to someone and document who you spoke to.

You will leave a message for your Program Faculty on their voicemail or send an email. **Penalty for no call/no shows is a one letter grade deduction for each incident. This includes failing to notify the program clinical coordinator.**

7. If a student has a need for extended time off (medical, jury, military, bereavement) notify the Program Faculty (with as much advance notice as possible).
8. **If a student is absent for an extended time (more than 2 clinical days) due to illness, the student must provide the clinical instructor with a written release without restrictions from his/her physician before returning to clinical.**

B. Bereavement Policy

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

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

C. Jury Duty

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

D. Perfect Clinical Attendance

If you have perfect clinical attendance (missed 0 days), you will be awarded 3 clinical days to be taken the last week of your last semester (2nd year Spring Semester)

Tardiness: to clinical experiences jeopardizes continuity of patient care.

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

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

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

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

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

Title IX Statement

Student Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures

CREATION / REVISION / EFFECTIVE DATES

August 14, 2020 replacing Sexual Misconduct Policy

PURPOSE

Ivy Tech Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Ivy Tech has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Ivy Tech values and upholds the equal dignity of all

members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using Ivy Tech's policy as determined by the College Title IX Coordinator, and as detailed below.

When the Respondent is a member of the Ivy Tech community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Ivy Tech community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this.

Please refer to link below:

https://docs.google.com/document/d/1_tEgc3NcKFTkromsQBpvOHFzzWZiJgRHhrU1nwsAR4g/preview

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

Students Experiencing Pregnancy, Childbirth, or Related Conditions

Ivy Tech Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. For more information visit:

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

Student Complaint Procedures

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

Complaints Against Members of the College Faculty or Staff:

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

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

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

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

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

JRCERT

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Fax: (312) 704-5304

E-mail: mail@jrcert.org

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

Student Rights and Responsibilities

[Code of Student Rights and Responsibilities](#)

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

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

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

Guidelines for Professional Conduct

Purpose

Safety and security is a top priority, especially in environments where direct, simulated, and/or indirect patient care is provided. It is essential that students in the School of Health Sciences recognize and comply with the many guidelines for professional conduct (which include safety-specific guidelines) that govern behaviors and decisions. Students must ensure that patients assigned to them receive appropriate attention and care in a timely fashion. These principles are reinforced in the Ivy Tech Code of Student Rights and Responsibilities, and the Health Sciences program specific Student Handbook. The student must comply with the Code of Student Rights and Responsibilities as established by the College, in addition to providing quality, safe, non-discriminatory, legal (scope of practice) and ethical patient care, while demonstrating a high level of professional conduct. Clinical and/or related health care agency affiliates have the right to prohibit students from participating in clinical experiences based on unsafe patient care and unprofessional behavior, whether intentional or unintentional. Non-compliance with College policies, professional Health Sciences standards, clinical agency/affiliate policies and procedures, professional guidelines and expectations during college-related Health Sciences activities/events and simulation activities, and the Guidelines for Professional Conduct listed below will be reported to the appropriate individuals and subsequent disciplinary action may be taken. Issues of non-compliance may impact the students' ability to progress in a Health Sciences program, lead to failure of a course, and/or result in dismissal from programs in the School of Health Sciences.

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

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

Group I

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

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

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

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

Actions Related to Non-Compliance with Group I Expectations:

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

Actions:

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

Group II

This Category Relates to General Protocol and Guidelines:

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

Actions Related to Non-Compliance With Group II Expectations:

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

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

Group III

This Category Is Specific To Medication Administration:

Note: Administration of medication without faculty and/or preceptor approval is addressed in Group I and will be subject to the ACTIONS described for that Group.

1. A potential medication error that is prevented by the clinical faculty and/or preceptor, designated clinical facility staff or the electronic medication administration system, will still be considered a medication error on the part of the student.
2. The student will ensure that medications are administered on time and in accordance with patient's plan of care.
3. The student will follow correct medication procedures as summarized in the "Six Rights of Medication Administration" listed below:

SIX RIGHTS

- Right Patient
- Right Medication
- Right Dose
- Right Time/Date

- Right Route
 - Right Documentation
4. The student will be prepared to verbalize knowledge of medication uses, side effects, adverse reactions, interactions with other patient medications, and the relationship to the patient and one or more diagnosis.
 5. The student will calculate proper medication dosage or safe dosage in the clinical learning environments.
 6. The student will report any medication error to their Ivy Tech clinical faculty member and/or preceptor, and clinical facility staff immediately in order that appropriate action may be taken to care for the involved patient and so that appropriate clinical agency policies are followed.

Actions Related to Non-Compliance With Group III Expectations:

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

Action:

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

- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean or designee.

Social Networking Guidelines

Social media are powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but the organizations they represent. You must be mindful that anything you post on a social media site may be seen by anyone. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions **could be the basis for disciplinary action including termination from the program.**

Furthermore, the discussion of patient information through any of these venues is a **violation of patient confidentiality and HIPAA**. You have rights afforded by state and federal law, but be aware that *not everything* you say or post online is protected. False, defamatory, harassing or intimidating postings are *not protected free speech*.

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

Professional Attire – Medical Imaging

DRESS CODE: DIDACTIC

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

DRESS CODE: CLINICAL

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

- **Hair:** The student's hair should be moderate in length and clean. Hair must be a natural color. If hair is longer than shoulder length it should be kept pulled back. Males with facial hair should be neatly trimmed, please note certain clinical sites may request you to meet the same standards set for their employees.
- **Piercings and Tattoos:** Body art (tattoos) and body piercings that are visible to the patient may be considered offensive to them. Clinical site personnel and program instructors may request that the student cover the area with bandages or clothing while they are attending clinical. Excessive jewelry should not be worn. A wedding band or engagement ring may be worn on the hand, but other ornamentation such as large rings, long fingernails, or bright colored polish will not be permitted due to patient care issues. Many sites also prohibit acrylic nails. Earrings worn should be of the post-type and shall not be distracting to patients or interfere with the clinical
- **Uniform:** All students will wear the specified uniform when performing clinical rotations. This uniform includes the emerald Ivy Tech Radiology Technology scrub top, black style scrub pants, white or black tennis shoes, and black scrub jacket embroidered with the Ivy Tech logo/Radiology student. At no time shall students wear attire from other programs. This will prevent misrepresentation of that organization and our school while the student is completing their clinical hours. The exception to the stated uniform policy is during surgery clinical hours, during that time students will need to arrive in uniform to the site and then change into scrubs provided by the Surgery Department.
- **Shoes:** Soft-soled supportive shoes are required. They may be of the tennis shoe type, black or white allowed.
- **Name Badges:** Students will wear Ivy Tech name badge at all times while at clinical sites, certain clinical sites may require you to wear their student badge as well. There will be a fee charged by Ivy Tech for the Radiology specific ID Badge. There is also a fee to replace it.
- **Hygiene:** Excessive use of perfume or cologne is not recommended. Use deodorant and bathe regularly.
- **Radiation Badges:** Each student must wear a radiation badge for monitoring exposure on the collar (outside the lead apron when appropriate) at all times while in the clinical setting and the Ivy Tech Lab. The absence of your radiation badge will constitute a violation, which requires your removal from the site until your badge is available. Badges will be purchased through Ivy Tech Community College with costs being included in the student's semester fees. The report will be posted Bi-monthly as received.
- **ID Markers:** Students must have their ID makers with them at all times while in the clinical sites and the Ivy Tech Lab. These must have the student's initials on them and they may not be interchanged with others. Failure to have markers can result in dismissal from the clinical area until the student obtains the proper marker. All markers will be

secured through the instructor at the program.

- **Cell Phones/Pagers:** Cell phones are not permitted in some areas of the clinical. If you carry a beeper or a cell phone, it must be of a type that will not make noise. Use of such a beeper or cell phone must be limited to emergencies only. Constant attention to personal matters not related to clinical may result in declining student grades and eventual dismissal from clinical.
- **Smoking Policy:** in any public building is prohibited by law except in designated areas. Students are not permitted to smoke or use tobacco products inside the College, on College property, during class times, or in the clinical/externship areas. Students must be inside their personal vehicles if they choose to smoke. Neutral from smoking odor (must not smell of smoke). The agency policy must be adhered to during clinical/externship. **No smoking allowed in clinical uniforms.**

Academic Honesty Statement

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

Grading Practices- Medical Imaging (Program Specific)

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

94-100	A
88-93	B
84-87	C
80-83	D
0 – 79	F

Evaluation of Student Learning

Methods of Evaluation in Courses

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

Technical Outcomes Assessment

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

Certification/Licensure

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

CERTIFICATION/LICENSURE TRAINING DISCLAIMER

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

Student Requirements Associated with Clinical Affiliation Agreements

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

Criminal Background Checks and Drug Screening:

Purpose--Requiring criminal background checks and drug screenings ensures students meet the same standards as healthcare facility employees. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Healthcare facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

Organizational Scope or Audience

This policy applies to all students who will have direct patient contact within a healthcare facility or laboratory, or other setting where healthcare is provided, as well as students who do not have direct patient contact but engage in practice-based learning within a setting where healthcare is provided.

Definitions

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

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

Policy

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

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 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.

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

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

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, Dalmane, 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 corequisite 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 copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be securely maintained by School of Health Sciences or School of Nursing in accordance with program policy.

Procedures for Determining Eligibility for Externship Placement

Eligibility for Externship Experiences with Affiliating Clinical Agencies

Eligibility for Clinical Experiences with Affiliating Clinical Agencies Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular 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 decide 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.

Eligibility for Clinical Experiences in Campus-Based Clinical Services

Certain School of Health Sciences and School of Nursing programs, including but not limited to Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the Criminal Background 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

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 healthcare 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 healthcare worker with patient care:

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

Physical Examination and Health Records

A physical examination is required not more than one year prior to beginning your externship in order to identify health status and accommodation needs (see [Appendix](#)). The student's healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of Radiological Technology Students (included on the following pages). Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. Submission of the health records containing dates of the Hepatitis B vaccination series occurs prior to the start of the first clinical course. Students will be required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program.

Essential Functions

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

Standard Precautions

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

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

Bloodborne and Airborne Pathogens Exposure Protocol

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

What to Do When a Bloodborne Pathogen Exposure Occurs

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

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor

- Source testing of blood to determine infectious disease status is preferred whenever possible where consent has been obtained. When exposure occurs at a clinical facility, you should follow that facility's policy as they will handle notice and consent with the source. When an exposure occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing a medical provider of his or her choosing.

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

Where to Seek Treatment

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

What Happens Next?

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

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

What are Airborne Pathogens?

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

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

What to do When an Airborne Pathogen Exposure Occurs

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

Confidentiality

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

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

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

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

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

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

**PROGRAM SPECIFIC INSTRUCTIONS
COLLEGE and PROGRAM INFORMATION
ADMINISTRATION and PROGRAM OFFICIAL**

- Ivy Tech Community College 812-299-1121 or toll free 800-377-4882
- School of Health Sciences Office 812-298-2229/ **FAX:912-298-2392**
- Terre Haute Campus Chancellor
Leanna Crooks 812-298-2201
- Terre Haute Campus Vice Chancellor Academic Affairs
Deanna King 812-298-2205
- Dean of School of Health Sciences
Julie Will 812-298-2244
- Medical Imaging Program Chair
LouAnn Wisbey 812-298-2242
- Medical Imaging Clinical Coordinator
Mary Diel 812-298-2236
- Medical Imaging Program Faculty
Melanie Castle 812-298-2376
- Administrative Assistant
Elizabeth Blackburn [812-298-2239](mailto:eblackburn5@ivytech.edu)
eblackburn5@ivytech.edu

College/Program Costs Item	Cost
Tuition*	Fall: \$2093.70In-state: \$149.55/credit hour +consumable fees Spring \$2243.25In-state: \$149.55/credit hour +consumable fees Summer \$598.20In-state: \$149.55/credit hour +consumable fees
Technology Fee	\$75.00 per semester
Books	Variable based on course
Uniforms and other supplies	Variable based on course
Physical Exam & Immunizations	Variable based on provider
BLS/CPR Certification (American Red Cross or American Heart Association)	Variable based on provider
Background Check & Drug Screen	\$115.10
ARRT Certification Examination Fees	\$ 200.00

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

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

To see all certification/exam fees please follow the following link: <http://www.arrt.org>

College wide Curriculum of Record
COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF HEALTH SCIENCES
ASSOCIATE OF APPLIED SCIENCE
PROGRAM INTERESTED CODE:
PROGRAM CODE:
2020-2021

MEDICAL IMAGING AAS CURRICULA OF RECORD

GENERAL EDUCATION			
#APHY	101	Anatomy and Physiology I	3
APHY	102	Anatomy and Physiology II	3
#ENGL	111	English Composition	3
#MATH	136	College Algebra	3
IVYT	112	Student Success in Healthcare	1
COMM	101	Fundamentals of Public Speaking Or	3
COMM	102	Introduction to Interpersonal Communications	
PSYC	101	Introduction to Psychology Or	3
SOCI	111	Introduction to Sociology	
#HLHS	101	Medical Terminology	3
		Requirement Total	22
PROFESSIONAL-TECHNICAL			
RADT	111	Orientation and Patient Care	5
RADT	112	Image Production and Evaluation I	3
RADT	113	Radiographic Positioning I and Lab	3
RADT	114	Radiographic Clinical Education I	3
RADT	115	Radiographic Positioning II and Lab	3
RADT	116	Radiographic Clinical Education II	3
RADT	117	Radiation Physics and Equipment Operation	3
RADT	201	Radiographic Positioning III and Lab	3
RADT	202	Radiographic Clinical Education III	4
RADT	203	Radiographic Clinical Education IV	4
RADT	204	Radiographic Clinical Education V	4
RADT	206	Radiobiology and Radiation Protection	3
RADT	209	Radiographic Positioning IV	3
RADT	218	Image Production and Evaluation II	3
RADT	221	Pharmacology and Advanced Procedures	2
^RADT	299	General Exam Review	3
		Professional-Technical:	52
		Total:	74
	#	Courses must be successfully completed prior to admittance to the Program	
	^	Capstone Course	

Institution Name: Ivy Tech Community College

Program Type: Radiology

Degree Type: Associate of Science

Program Effectiveness Data

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

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

Credentialing Examination Rate	number passed on 1 st attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2016	11 of 14 - 79%
Year 2 - 2017	18 of 21 - 86%
Year 3 - 2018	16 of 19 - 84%
Year 4 - 2019	13 of 16 - 81%
Year 5 - 2020	12 of 19 - 63%
Program 5-Year Average	71 of 90 - 79%

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

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 -2016	11 of 14 - 79%
Year 2 -2017	18 of 21 - 86%
Year 3 -2018	17 of 19 - 89%
Year 4 -2019	13 of 13 - 100%
Year 5 - 2020	19 of 19 - 100%
Program 5-Year Average	78 of 86 - 91%

Program Completion: The number of students who complete the program within the stated program length. The annual benchmark established by the program is 50% .

Program Completion Rate	number graduated divided by number started the program
Year	Results
Year 1 - 2020	19 of 25
Annual Completion Rate	76 %

Program effectiveness can also be found at the JRCERT website: <https://portal.jrcertaccreditation.org/accredited-educational-programs/details/94467088-6629-4d21-a7c3-ec08abc7b56f>

PROGRAM SELECTION PROCESS

1. Verify that previous college course from other colleges/universities have been officially approved as transfers by the register's office at Ivy Tech Community College by the end of Spring semester 2021. (Accepted transfer from Indiana colleges and universities can be viewed at www.transferin.net) The program faculty does not make decisions on course transfers from other colleges to Ivy Tech Community College. That is the role of the register.
2. Successfully complete the following four (4) prerequisite courses before March 15. These are the courses that will be awarded points for grades. These will account for approximately 2/3 (66%) of points for admission into the program.
 - APHY 101 – Anatomy and Physiology I
 - ENGL 111 – English Composition
 - HLHS 101 – Medical Terminology
 - MATH 136 – College Algebra

If a course has been repeated, the program will take the highest score of the first two attempts in 5 years. The policy states “Only the higher of the first two attempts will be used in calculation of points. If more than 2 attempts have been made, we will only go back 5 years to select the highest of the two attempts. A “W” is considered an attempt. An exception will be extended for courses that

- student withdrew in Spring of 2020 due to COVID 19 and will not count as an attempt.
3. Take the Pre-admission HESI and Critical Thinking Test.
 - The testing window for the exam is January 8-March 5, 2021
 - The Pre-admission HESI and Critical Thinking test can be taken online. Students may sign up on the Indianapolis, Marion, and Terre Haute Ivy Tech Community College's campuses' web sites.
 - The Pre-admission HESI and Critical Thinking test 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 Pre-admission HESI and Critical Thin test.
 - The score will be used to determine points.
 - It is recommended that the student take the Pre-admission HESI and Critical Thinking test more than 30 days before the application due date so there is time to repeat it if he/she wants to attempt to achieve a higher score.
 - Submit copy of results with application.
 4. Complete an online application for the Terre Haute Medical Imaging Program.
 - Online application window is open March 15-May 15, 2021.
 - Final application deadline is May 15, 2021 no exceptions

DIDACTIC INSTRUCTION

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

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

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

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

RADIOLOGIC TECHNOLOGISTS CODE OF ETHICS

Principle 1

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

Principle 2

Radiologic Technologists shall provide services with consideration of human dignity and the uniqueness of the patient,

unrestricted by consideration of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem.

Principle 3

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

Principle 4

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

Principle 5

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

Principle 6

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

Principle 7

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

Principle 8

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

Principle 9

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

Principle 10

Radiologic Technologists should protect the public from misinformation and misrepresentation.

ARRT RULES AND REGULATIONS

Last Revised: September 1, 2018

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

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

CONFLICTS OF INTEREST

We realize that at Ivy Tech Community College our student are all adults. We will treat you as such and in return, we expect you to behave as such. In addition, we expect you to exhibit professional attitudes that avoid conflicts of interest. However, the students' performance must be accurately evaluated in an unbiased manner.

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

CLINICAL TRAVEL POLICY

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

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

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

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

ARRT ETHICS COMMITTEE

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

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

INDIANA STATE BOARD OF HEALTH GENERAL CERTIFICATION

410 IAC 5-11-4 General certification

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

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

STUDENT RADIOGRAPHY PERMITS

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

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

410 IAC 5.2-3-2 Student radiology permit requirements

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

Affected: IC 16-41-35

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

(1) A student enrolled in a radiologic technology program approved under this article.

(2) A student enrolled in a radiation therapy program approved under this article.

(3) A student enrolled in a nuclear medicine technology program approved under this article.

(4) A student enrolled in an American Dental Association accredited dental assisting program.

(b) A student radiology permit expires upon the student's withdrawal or termination from the program or six (6) months after the student's graduation from a radiologic technology, radiation therapy, nuclear medicine, or dental assisting program.

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

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

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

U.S. IMMIGRATION AND NATIONALITY ACT

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

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

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

(A) **IN GENERAL** Except as otherwise provided in this chapter, the terms used in this chapter have the same meaning given such terms in section 101(a) of the Immigration and Nationality Act [8 U.S.C. 1101(a)].

(B) **Qualified alien:** For purposes of this chapter, the term "qualified alien" means an alien who, at the time the alien applies for, receives, or attempts to receive a Federal public benefit, is—

(1) an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. 1101 et seq.],

(2) an alien who is granted asylum under section 208 of such Act [8 U.S.C. 1158],

(3) a refugee who is admitted to the United States under section 207 of such Act [8 U.S.C. 1157],

(4) an alien who is paroled into the United States under section 212(d)(5) of such Act [8 U.S.C. 1182(d)(5)] for a period of at least 1 year,

(5) an alien whose deportation is being withheld under section 243(h) of such Act [8 U.S.C. 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104–208) or section 241(b)(3) of such Act [8 U.S.C. 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104–208),

(6) an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act [8 U.S.C. 1153(a)(7)] as in effect prior to April 1, 1980; [1] or

(7) an alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education

OUTSIDE JOBS

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

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

ELECTRICAL SAFETY RULES

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

EMERGENCY RESPONSE

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

RADIATION PROTECTION POLICY

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

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

Policy:

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

- Regularly monitor radiation exposure levels for all medical radiography students and faculty while they are attending their regularly scheduled clinical education activities at their assigned Clinical Education Setting and during laboratory exercises on campus which involve the use of the lab's energized equipment.
- Maintain, in perpetuity, radiation exposure measurement records for all enrolled students, program administrators and faculty
- Make available for review by all students, administrators and faculty, their respective exposure measurement readings, both cumulative and periodic within 30 days of receiving the data.
- Require all Program students, administrators and faculty to wear their assigned radiation monitoring device, at all times while attending their assigned Clinical Education Center for program related activities. The monitoring device is to be worn at the collar, outside of any personnel radiation-shielding apron.
- Require all Program administrators, faculty and students to affix their initials after their reading on the posted periodic radiation monitoring report
- Notify, in writing, any individual monitored by the Program, of any radiation exposure levels which exceed the Program's A.L.A.R.A. levels
- Require the individual so notified to respond, in writing, to the Program Director: 1) describing where they were assigned during the monitoring period and 2) offering a possible reason for their dose to exceed the Program's A.L.A.R.A. level.
- Ensure that the Program's notification to the student shall be made within a time period not to exceed three weeks

from its receipt of the report. The individual receiving the notification must respond within fourteen calendar days of receipt of the notification.

- Forbid any student or faculty member from remaining within either of its energized lab rooms while an X-Ray exposure is being made

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

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

POLICY

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

PROCEDURE

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

Revision 4
April 2012

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

A. INTRODUCTION

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

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

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

3. Licensee's Policy on Declared Pregnant Women

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

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

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

5. Substantial Variations Above a Uniform Monthly Dose Rate

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

D. IMPLEMENTATION

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

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

E. REFERENCES

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

APPENDIX: QUESTIONS AND ANSWERS CONCERNING PRENATAL RADIATION EXPOSURE

1. Why am I receiving this information?

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

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

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

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

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

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

6. Are there any risks of genetic defects?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18. Where can I get additional information?

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

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

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

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

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

REFERENCES FOR APPENDIX

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

REGULATORY ANALYSIS

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

1. Single copies of regulatory guides, both active and draft, and draft NUREG documents may be obtained free of charge by writing the Reproduction and Distribution Services Section, OCIO, USNRC, Washington, DC 20555-0001, or by fax to (301)415-2289, or by email to <DISTRIBUTION@NRC.GOV>. Active guides may also be purchased from the National Technical Information Service on a standing order basis. Details on this service may be obtained by writing NTIS, 5285 Port Royal Road, Springfield, VA 22161. Copies of active and draft guides are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW., Washington, DC; the PDR's mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343.
2. Copies are available at current rates from the U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20402-9328 (telephone (202)512-1800); or from the National Technical Information Service by writing NTIS at 5285 Port Royal Road, Springfield, VA 22161. Copies are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW., Washington, DC; the PDR's mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343.

EXAMPLE FORM LETTER FOR DECLARING PREGNANCY

(See Program Chair for an official form)

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

DECLARATION OF PREGNANCY

To: _____

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

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

(Your Signature)

(Your Printed Name)

(Date)

DISCIPLINARY ACTION

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

The Radiologist, Chief Technologist, Assistant Chief Technologist and/or the on-site instructor in the affiliated hospital have the authority to verbally reprimand, place on probation, or dismiss a student from their assigned clinical temporarily or

permanently for unethical behavior or for not complying with hospital or college policies. If a disciplinary action should become necessary, a form will be filled out by one or more of the above listed personnel and a copy will be given to the student. The Clinical Coordinator and Program Director will decide if further action is appropriate.

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

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

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

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

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

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

RADIOLOGIC TECHNOLOGY REQUIRED PROGRAM CLINICAL COMPETENCIES

THORAX

DATE COMPLETED PATIENT OR SIMULATED VERIFIED BY

Chest, routine (2 views)

Chest, decubitus

Chest, age 6 years or younger (Peds)

Chest, wheelchair

Chest, stretcher

Ribs

Sternum

EXTREMITIES

Foot

Ankle

Tibia and Fibula

Knee

Femur

Finger or Thumb

Hand

Wrist

Forearm

Elbow

Humerus

Shoulder

Trauma Shoulder (Trans Thoracic)

Toes

Os Calcis

Patella

Scapula

Clavicle

Acromioclavicular Joints

Extremity, age 6 years or younger (Peds)

Mandible
Nasal Bones
Orbits
Paranasal Sinuses
Zygomatic Arches
Larynx (Soft Tissue Neck)

SPINE AND PELVIS

Cervical Spine with Obliques
Trauma Cervical Spine
Thoracic Spine
Lumbosacral Spine with Obliques
Pelvis
Trauma Hip
Sacrum and/or Coccyx
Sacroiliac Joints
Scoliosis Series

ABDOMEN AND GI TRACT

Esophagus Study
Abdomen, supine and upright
Abdomen, decubitus
Upper G.I. Series
Small Bowel Series
Barium Enema, Double Contrast

OTHER

IVU (IVP)
Myelogram
Conventional Tomogram (other than IVU)
Retrograde Urethrogram

MOBILE AND SURGICAL

Portable Chest
Portable Abdomen
Portable Orthopedics
Operative Cholangiogram
Retrograde Urogram
C-Arm Procedure (surgical)

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

Rationale:

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

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

Performance Objectives:

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

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

TRAUMA PERFORMANCE CLINICAL EDUCATION OBJECTIVES

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

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

Associated with safety and protection the student will:

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

Regarding trauma positioning methods, the student must:

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

PEDIATRIC CLINICAL EDUCATION OBJECTIVES

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

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

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

1. Discuss means and equipment used for self-protection.
2. List and discuss studies that must have leaded shielding.
3. List and discuss studies that must not have leaded shielding.
4. Describe the gonadal protection used in all procedures.

5. Discuss the special care required by pediatric patients to insure their safety while in the radiology department as well as being transported to and from the department.
6. Describe isolation technique for patients brought to the department.
7. Describe isolation technique used in portable radiography.

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

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

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

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

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

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

OPERATING ROOM CLINICAL EDUCATION OBJECTIVES

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

1. Dress in the proper attire when entering the OR.
2. Practice proper sterile procedures when working in the OR.
3. Provide for patient safety throughout the exam.
4. Maintain the respect, dignity, and confidentiality of the patient at all times.
5. Complete all necessary paperwork for the exam.
6. Supply appropriate protection apparel to those in the room and practice proper radiation safety.
7. Operate all fixed or mobile equipment within the OR including: a) tube locks, b) exposure controls and C) power switches
8. Satisfactorily set-up the C-arm for different procedures including but not limited to pacemaker and hip surgery.

9. Satisfactorily operate the C-arm including: a) tube locks, b) exposure controls, c) image storage and retrieval, d) image reversal and e) power switches
10. Operate satisfactorily the retrograde cystography table including exposure controls, tube locks, and Bucky.
11. Collimate beam according to safety standards.
12. Properly identify radiographs according to patient name, date, and anatomy.
13. Discriminate between acceptable and unacceptable radiograph and describe how any positioning or technical errors can be corrected to give a diagnostic image.

RADIOLOGY CLINICAL HOURS

1ST YEAR*

First Rotation (Fall) = 256 hours with ½ hour lunch = 240 actual
(includes a 4 week hands-on lab on-campus on Tuesday & Thursday plus a clinical for the rest of the semester)

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

Third Rotation (Summer) = 320 with ½ lunch = 300 actual
Total = 896 (844 actual)

2ND YEAR

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

Fifth Rotation* (Spring) = 384 hours with ½ lunch = 360 actual
Total = 768 (720 actual)

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

*hours may vary slightly due to holidays/campus breaks

1st Rotation: 16 hours per week (after first 4 weeks)

2nd Rotation: 16 hours per week

3rd Rotation: 40 hours per week

4th-5th Rotations: 24 hours per week

* includes 1/2 hour lunch

ALTERING CLINICAL RECORDS

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

TELECOMMUNICATION POLICY

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

Cell phone use is prohibited in the classroom and labs.

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

Cell phones in the clinical setting will be subject to the rules of the Clinical sites.

CHILD CARE

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

SAMPLE FORMS

FORMS:

IVY TECH COMMUNITY COLLEGE OF INDIANA–TERRE HAUTE CAMPUS HEALTH SCIENCE PRE-ENTRANCE VISUAL EXAMINATION FOR MEDICAL IMAGING

Name _____ Student ID (CO) # _____

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

Visual Examination:

Far R20/ _____ Near R20/ _____

L20/ _____ L20/ _____

Specify with or without glasses or contact lenses _____

Color Vision _____

Depth Perception _____

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

_____/_____/_____
Name of Optometrist (PRINT) Signature Date -OR-

Name of Ophthalmologist (PRINT)

Form Version: School of Nursing and School of Health Sciences Vaccination and Physical Exam Form 05/2016

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

Instructions:

This completed and signed form, including any additional documentation must be submitted at least four (4) weeks prior to starting any clinical course.

Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student's ability to perform the Essential Functions of Nursing/Health Sciences Students.

The health care provider must complete and sign all sections as indicated.

It is the student's responsibility to ensure that the form is complete and signed in all required areas prior to submission to the nursing program.

THIS SECTION TO BE COMPLETED BY THE STUDENT

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

Address: _____

Phone: Home ___ - ___ - ___ Work ___ - ___ - ___ Cell ___ - ___ - ___

Email: _____

I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.

Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions of Nursing/Health Sciences Students. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.

By signing this agreement, I affirm that I meet all requirements listed below and I do not have any physical or mental limitations which would prevent me from performing the essential functions described below.

Name of Student (PRINT) _____ Student Signature: _____

Date: _____

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

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

SECTION I: IMMUNITY STATUS Documentation of immunity requires proof of immunization or

serologic evidence of immunity.

If the initial titer is negative, vaccination according to CDC guidelines is required.

If the student declines one or more the following vaccinations, a Student Vaccination Declination Form must be completed and signed by the student and health care provider. Forms are available from the Nursing or Health Science Office.

SECTION II: TUBERCULOSIS SCREENING

Tuberculin skin testing (TST) or other TB testing by Quantiferon TB Gold blood, T-Spot, or Xpert MTB/RIF Assay is required.

A chest x-ray is required if any test results are positive, or if the student has written documentation of a prior positive Tuberculin Skin Test or treatment for TB disease.

TUBERCULIN SKIN (MANTOUX) TEST:

For students with a documented negative tuberculin skin test within the preceding 12 months, the last annual results may be recorded for first test and the current test must be recorded for second test.

Students will be required to show proof of the original Mantoux.

For students without a documented negative tuberculin skin test in the preceding 12 months, baseline tuberculin skin testing must employ a two-step method, with the second test repeated in 1-3 weeks.

Date of Vaccination(s)

Date of Titer(s) Showing Immunity if No Vaccination

If Titer Negative for Immunity,

Date of Vaccination(s) Hepatitis B #1 Hepatitis B #2 (1 mo. following #1) Hepatitis B #3 (5 mo. following

#2) Hepatitis C Titer Only Influenza (1 dose annually) N/A Measles (2 doses, at least 4 weeks apart)

MMR 1: 2: MMR 1: 2: Mumps (2 doses, at least 4 weeks apart) Rubella (1 dose) Varicella (2 doses, at

least 4 weeks apart) 1: 2: 1: 2: Tetanus, Diphtheria, & Pertussis (Tdap) – (1 dose) Date of Titer(s) Below

Tetanus (Td) Booster (every 10 years after Tdap) Date of Titer(s) Below Tetanus Date of Vaccination

above Diphtheria Date of Vaccination above Pertussis Date of Vaccination above

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

The tuberculin skin testing should be completed no earlier than 90 days prior to the first day of clinical.*

*Exception: the second-step Tuberculin skin test for students in the XXXX program may be given no earlier than 30 days prior to the first day of clinical.

FIRST TEST:

Date given: ___/___/___ time: ___ Date Read: ___/___/___ time: ___ Results: ___ mm

Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____

SECOND TEST:

Date given: ___/___/___ time: ___ Date Read: ___/___/___ time: ___ Results: ___ mm

Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____

QUANTIFERON TB GOLD (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay TEST: Results: Date of test:

___/___/___ Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____

CHEST X-RAY: (Required if Tuberculin skin test (Mantoux), Quantiferon TB Gold (QFT-GIT), T-Spot, or Xpert MTB/RIF Assay test is POSITIVE)

Date of chest x-ray: ___/___/___ Normal Abnormal

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____

(References: http://www.cdc.gov/tb/publications/factsheets/pdf/xpertmtb-rifassayfactsheet_final.pdf;

<http://www.cdc.gov/tb/topic/testing/default.htm>)

SECTION III: PHYSICAL EXAMINATION & ESSENTIAL FUNCTIONS OF NURSING/HEALTH SCIENCES STUDENTS

Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions for Nursing/Health Sciences Students.

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

Form Version: School of Nursing and School of Health Sciences Vaccination and Physical Exam Form
REVIEW OF ESSENTIAL FUNCTIONS

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

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

Function

Program-Specific Examples

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)

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)

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)

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)

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

Program-Specific Examples

MOBILITY

- Twist
- Bend
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)

- Walk

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)

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)

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)

SMELL

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

READING

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

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

Program-Specific Examples

Frequency

ARITHMETIC COMPETENCE (CONTINUED)

- 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

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

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

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

Program-Specific Examples

Frequency

- Convey information through writing (e.g., progress notes)

CRITICAL THINKING

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

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

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

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

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

Yes No

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

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

Yes No

I have reviewed the Essential Functions for Nursing/Health Sciences requirements with the student, and based on my assessment and the medical history and information provided by the patient, I have not identified any physical or mental limitations which would prevent the student from performing the essential functions described above.

