**HANDBOOK DISCLAIMER**

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

**CERTIFICATION/LICENSURE TRAINING DISCLAIMER**

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

**IVY TECH COMMUNITY COLLEGE MISSION**

We are Ivy Tech, Indiana’s Community College. We serve the people of our state through accessible and affordable world-class education and adaptive learning. We empower our students to achieve their career and transfer aspirations. We embrace our vision of economic transformation inspired by the education and earnings attainment of our citizens, the vitality of our workforce, and the prosperity of our unique and diverse communities.

- **VISION**: Ivy Tech Community College students will earn 50,000 high-quality certifications, certificates, and degrees per year aligned with the needs of our workforce.

- **ACCREDITATION**: Ivy Tech Community College of Indiana is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (312-263-0456). The college has also earned other regional accreditations.

Revised 2013, 2018
ADMINISTRATION

Dr. Kathleen Lee .................................... Chancellor

Dr. Rod Brown ..................................... Vice Chancellor

SCHOOL OF HEALTH SCIENCES

Dr. Luster Fowler ................................. School of Health Dean

FACULTY OF THE MEDICAL IMAGING PROGRAM

Ann J. Wilcox  M.S.Ed, R.T.(R)(M).............. Program Chair/Associate Professor
Office  317-921-4438
Fax:   317-546-3808
asisel@ivytech.edu

Haya Bannourah  M.A., R.T., (R)(M)(CT) ....... Assistant Professor
Office  317-921-4402
Fax:   317-546-3808
hbannourah@ivytech.edu

# SCHOOL CALENDAR FALL 2019 -- SUMMER 2020

## Fall 2019 (2019-20)

- **August 19-23**: Non-instructional Days
- **August 26**: First Day of Classes
- **September 2**: Labor Day Holiday
- **October 20-26**: Fall Break
- **October 28**: Classes Begin after Break
- **Nov.28-Dec 1**: Thanksgiving Holiday
- **December 21**: Last Day of Classes
- **December 22-Jan 5**: Winter Break

## Fall 2020 (2020-20)

- **August 17**: August 17
- **August 24**: September 7
- **September 7**: October 19-23
- **October 19-23**: October 26
- **October 26**: November 26-27
- **November 26-27**: December 19
- **December 19**: Dec. 20

## Spring 2020 (2019-20)

- **January 6-11**: Non-instructional Days
- **January 13**: First Day of Classes
- **January 20**: Martin Luther King’s Day
- **March 8-14**: Spring Break
- **March 16**: Classes Begin after Break
- **May 1**: Commencement
- **May 9**: Last Day of Classes
- **May 11-23**: Summer Break

## Spring 2021 (2020-21)

- **Jan.**: Jan.
- **Jan.**: Jan.
- **Mar**: Mar
- **May**: May
- **May**: May

## Summer 2020 (2020-21)

- **June 3-5**: Non-Instructional days
- **June 8**: First day of classes for students
- **July 3**: Independence Day Holiday
- **Aug 1**: Last day of classes
- **Aug 3**: Non-Instructional days
- **Aug 4-12**: Fall Break

---

Go to [www.ivytech.edu/calendar](http://www.ivytech.edu/calendar) for most recent calendar dates

INTRODUCTION

Welcome to the Ivy Tech Community College, Indianapolis, Medical Imaging Program. This policy and student handbook is to inform and guide you through the requirements and policies to which you must adhere as you progress through the program.

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

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

MEDICAL IMAGING PROGRAM MISSION STATEMENT

The mission of the Medical Imaging program at Ivy Tech Community College is to empower our scholars with world class education in Medical Imaging while serving the state of IN with experienced, professional, and proficient candidates for employment in our diverse communities.

PROGRAM GOALS

The program goals of the Ivy Tech Community College Medical Imaging Program are:

1. Students will be clinically competent.
2. Students will develop critical thinking.
3. Students will demonstrate professionalism
4. Students will be able to communicate.
STUDENT LEARNING OUTCOMES

1. Students will demonstrate understanding of positioning
2. Students will practice radiation safety principles
3. Students will provide quality patient care on trauma patients
4. Students will demonstrate film critique
5. Students will exhibit professional ethics in clinic
6. Students will summarize their professionalism at the end of the program.
7. Students will apply oral communication skills
8. Students will validate written communication skills
9. Students will exhibit the ability to communicate effectively with patients.

PROGRAM EFFECTIVENESS MEASURES

1. Graduates will pass the national certification on the 1st attempt for graduates taking examination within 6 months of graduation.
2. Graduates actively seeking employment will be gainfully employed within 6-month post-graduation.
3. Students will complete the program.
4. Graduates will be satisfied with their education.
5. Employers will be satisfied with the performance of newly hired technologists.

CODE OF ETHICS

The Code of Ethics of the ARRT shall serve as a guide to the students’ conduct as it applies to patients, peers, technologists, and all other members of the health care team during their educational experience.

1. The radiologic technologist conducts her or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

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

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

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

Revised 2013, 2019
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

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

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

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice repeats the patient’s right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

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

**PROFESSIONAL CONDUCT**

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

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

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

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

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

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

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

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

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

MEDICAL IMAGING STUDENTS
During your attendance in the Medical Imaging Program you have the following rights:

- Ask for help or time of faculty and program officials.
- Make requests that are sanctioned by the rules outlined in this handbook.
- Ask questions at any time.
- Refuse requests for personal information.
- Ask others to keep agreements (faculty, staff or peers).
- Submit your feedback on issues including disappointments, frustrations, etc.
- Ask for fair evaluations.
- Be treated with respect.
- Negotiate differences or conflicts.
- Make mistakes- and take responsibility for them.
PROFESSIONAL BEHAVIORS

Below are behaviors that are expected of students at Ivy Tech Community College:

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

NONDISCRIMINATORY STATEMENT

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

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

AMERICAN DISABILITIES ACT STATEMENT

If you require an accommodation, academic adjustment, or special service due to a disability, please inform the instructor. You may also visit the counselor for the Disabled Student Development. For Region 8, contact dss@lists.ivytech.edu and

Susan Simon
M-F 9a.m. – 5p.m.
Office: 317-921-4382
Email: ssimon7@ivytech.edu
FELONY OR OTHER CONVICTIONS

The American Registry of Radiologic Technologist (ARRT) will not allow individuals with certain misdemeanors or felonies to take the ARRT exam and become a registered Radiologic Technologist. Some exceptions are made, depending on the nature of the misdemeanor/felony. A “Pre-application Review of Eligibility” form can be completed in advance to determine if an individual can become registered by the ARRT. See www.ARRT.org for further information.

The Indiana State Department of Health also has certain restrictions on the issuance of licenses to individuals who have been convicted of a felony or crime. Individuals who have been convicted should contact this agency to determine if he/she is eligible to become licensed by the State of Indiana as a general radiographer.

RECRUITMENT

The program’s course offerings are published in the Ivy Tech Community College Course Catalog, the Internet web site, and the Application and Information packets. Packets are available online at https://www.ivytech.edu/medicalimaging/index.html

ADMISSIONS

All students must have met the general requirements for admission into the Medical Imaging Program. Students must have completed the required general education courses by the end of Spring semester. The Program selects students based on a point system: the GPA of the pre-requisites, completion of the application, and the HESI score. Those with the highest scores are accepted into the Program.

TRANSFER STUDENTS

Any student wishing to transfer into the Program must apply for college admission. Transfer credits will be evaluated and transfer of credits will occur through college policy. Such transfer shall be subject to the availability of an appropriate clinical placement and student admission policies.

REFUNDS & DROP DATES

From the end of the second week to the end of the week marking the completion of 75 percent of the course, a student may withdraw from a course by filing a change of enrollment form at the Registrar’s Office. Records of students withdrawing from courses indicate a “W” status rather than a grade when the withdrawal process is completed. Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.
Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the Financial Aid office before withdrawal from a course or courses.

**STUDENT SERVICES**

Students can locate other opportunities offered by Student Services in the College Catalog which can be located under the Student Services tab after logging-on to My Ivy or stop by the Student Services office located on the first floor of the Lawrence campus. There is free student tutoring available at the Lawrence campus. Students must make appointments.

**NON-TRADITIONAL PROGRAM COMPLETION**

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

**WITHDRAWAL**

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

**READMISSION**

Any student who withdrawals or is suspended from the program for any reason may be readmitted into the Program. For the safety of the patients at the clinical sites, re-entry into the Program will depend on student competency, the number of clinical spots available, program sequencing, and the quality of assigned remedial requirements.

**PROGRAM PROGRESSION**

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

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

**GRADUATION REQUIREMENTS**

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

**STUDENT REPRESENTATION**

Each class is asked to elect a spokesperson for that class to represent the class as a whole. This person will represent the class at Advisory Board Meetings.

**PROFESSIONAL ORGANIZATIONS**

Students are encouraged to join the Indiana Society of Radiology Technologists and the American Society of Radiologic Technologists. Students are also encouraged to partake in the Student Government Association. [www.isort.org](http://www.isort.org) | [www.asrt.org](http://www.asrt.org)

**PROFESSIONAL DEVELOPMENT**

Medical Imaging students are required to obtain 20 hours of Professional Development/Community Service during their enrollment in the Program. (4 hours per semester is highly recommended.) Completion of these hours must be fulfilled by the midterm of the 5th semester. Students can acquire Professional Development in the following ways:

1. Membership and participation in the Indiana State Radiologic Society (ISRT) meetings and conferences
2. Attending to bulletin boards or public displays within the school
3. Participation in Ivy Tech Student Life Projects
4. Scholarly student papers published to professional journal
5. Participation in Community Services
6. Service Learning Projects
7. Help in maintain the radiology lab
8. Participation at local school functions or community events
9. Community service that is representative of a healthcare function
10. Any other educational function with approval from Program Chair

**11. All professional development (PD) must be turned in within 7 days of completion in order for it to count.**

Participation in church or religious activities may be applied if it meets the needs of the whole community and not be of a religious nature. Failure to complete professional development will affect the grade in RADT 204 – Clinical Education V.

**TUITION**

Tuition for 2019-2020: $145.01 per credit hour.
Student Technology Fee: $75.00 per semester.
ADDITIONAL FEES

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

- RADT 113 Radiographic Positioning I and Lab 170.00
- RADT 114 Radiographic Clinical Education I 180.00
- RADT 116 Radiographic Clinical Education II 30.00
- RADT 202 Radiographic Clinical Education III 30.00
- RADT 203 Radiographic Clinical Education IV 35.00
- RADT 204 Radiographic Clinical Education V 35.00
- RADT 221 Pharmacology and Advanced Procedures 10.00
- RADT 299 General Review Examination 35.00

Other Estimated Costs:
- Technology Fee: $75.00 per semester
- Books: $1500 (covers all books for all of the semesters)
- Uniforms and Shoes: $150.00 per year
- Graduation: $60.00 (cap and gown)
- ARRT Boards: $200.00
- Criminal Background Check and Drug Screening: $119.90 initially, $72.20 for recheck only before starting second fall term.
- Travel: Gas. Some clinical sites maybe over 65 miles away depending upon the student’s home address.

WEATHER CLOSINGS

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

NAME, ADDRESS, OR PHONE NUMBER CHANGE

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

CLINICAL EDUCATION

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

As a student progresses through the Medical Imaging Curriculum the information offered in each course is cumulative. The didactic classes are the basis for the student’s background knowledge as they integrate into the clinical setting. The student is expected to become a competent radiographer through active participation in radiologic examinations during the clinical rotations. Each student will progress at his/her own pace but must be aware of the expectations for a clinical grade and eligibility for graduation.

During the 5th rotation of clinical, students will rotate through additional modalities.

**Didactic - Clinical Integration** - The following criteria will be used to help ensure the successful training of a competent radiographer.

1. The student will first be presented the didactic information in the following form:
   A. Lecture
   B. Positioning Lab
   C. Lab Positioning Test

2. The student will begin to observe and then perform exams under **direct supervision** of a registered radiographer. Following completion of didactic and lab sections the student may begin competencies.

3. The student will perform the exams under the direct supervision until they are proven competent by successful completion of a competency form.

4. When a student has performed a radiographic examination and must repeat all or part of the examination, a **registered radiographer must supervise the repeat**.

5. When a student is performing an exam for a competency, it will be an automatic failure if a Right or Left marker is not visible on the image.

6. When a student is performing an exam for a competency, it will be an automatic failure, if the image must be repeated due to student error.

7. It will be an automatic failure if student does not correctly identify the patient according to the clinical site protocol.

8. If proper radiation protection is not used in accordance with the program and the clinical site protocols there will be an automatic failure of competency.

9. Students must track their competencies using trajecsys online.

10. Once students have comped on exams and passed, they can do those procedures under **indirect supervision** at the clinical site.
11. Once students have comped on portables, they cannot do an exam independently without a technologist within earshot.

**Student Log of Clinical Experiences**
1. Each student must log their exams and clock in trajecsys on line at the clinical site.

2. Competencies, progresses, and evaluations will be logged into trajecsys.

**Grading:**
A student’s clinical education grade is determined by the following combination:
Lab Final, Film Evaluations, General, Affective, and Radiation protection evaluations,
Competencies, Progressive Competencies, Film Badges, Workplace Scenarios, evaluations of clinical classes, Attendance, and professional development.

**Film Evaluations:**
One film evaluation will be done at the clinical site each semester. These evaluations are done by the Clinical Instructor. These are done at random.

General, Affective and Radiation Protection Evaluations: The clinical instructor completes these each semester.

**Clinical Competency Points:** *The points are cumulative semester to semester. Students may only attempt a competency after passing a lab test.*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>19</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>34</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>50</td>
</tr>
<tr>
<td>4th Semester</td>
<td>68</td>
</tr>
<tr>
<td>5th Semester</td>
<td>85</td>
</tr>
</tbody>
</table>

The number of points is also the % applied to your clinical grade. See clinical syllabus.

The total number of competences the student must complete for graduation is 85. The ARRT has a requirement of 37 mandatory and 15 elective competency exams. The remaining 33 procedures can be taken from the trajecsys list. No duplications are allowed.
1. Introduction

Candidates for certification and registration are required to meet the Professional Education Requirements specified in the ARRT Rules and Regulations. ARRT’s Radiography Didactic and Clinical Competency Requirements are one component of the Professional Education Requirements.

The requirements are periodically updated based upon a practice analysis which is a systematic process to delineate the job responsibilities typically required of radiographers. The result of this process is a task inventory which is used to develop the clinical competency requirements (see section 4 below) and the content specifications which serve as the foundation for the didactic competency requirements (see section 3 below) and the examination.

2. Documentation of Compliance

To document that the Didactic and Clinical Competency Requirements have been satisfied by a candidate, the program director (and authorized faculty member if required) must sign the ENDORSEMENT SECTION of the Application for Certification and Registration included in the Certification and Registration Handbook.

Candidates who complete their educational program during 2017 or 2018 may use either the 2012 Didactic and Clinical Competency Requirements or the 2017 requirements. Candidates who complete their educational program after December 31, 2018 must use the 2017 requirements.

3. Didactic Competency Requirements

The purpose of the didactic competency requirements is to verify that individuals had the opportunity to develop fundamental knowledge, integrate theory into practice and hone affective and critical thinking skills required to demonstrate professional competency. Candidates must successfully complete coursework addressing the topics listed in the ARRT Content Specifications for the Radiography Examination. These topics would typically be covered in a nationally-recognized curriculum such as the ASRT Radiography Curriculum. Educational programs accredited by a mechanism acceptable to ARRT generally offer education and experience beyond the minimum requirements specified here.

4. Clinical Competency Requirements

The purpose of the clinical competency requirements is to verify that individuals certified and registered by the ARRT have demonstrated competency performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the radiography examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education. The following pages identify the specific procedures for the clinical competency requirements. Candidates may wish to use these pages, or their equivalent, to record completion of the requirements. The pages do NOT need to be sent to the ARRT.
4.1 General Performance Considerations

4.1.1 Patient Diversity

Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition.

4.1.2 Simulated Performance

The ARRT requirements specify that certain clinical procedures may be simulated as designated in the specific requirements below. Simulations must meet the following criteria:

- The candidate must simulate the procedure on another person with the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient. Examples of acceptable simulation include positioning another person for a projection without actually activating the x-ray beam and performing venipuncture by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device;
- The program director must be confident that the skills required to competently perform the simulated procedure will transfer to the clinical setting, and, if applicable, the candidate must evaluate related images.

4.1.3 Elements of Competence

Demonstration of clinical competence requires that the program director or the program director’s designee has observed the candidate performing the procedure independently, consistently, and effectively during the course of the candidate’s formal educational program.

4.2 Radiography-Specific Requirements

As part of the educational program, candidates must demonstrate competence in the clinical activities identified below:

- Ten mandatory general patient care activities;
- 37 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section; and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section, one of which must be either upper GI or contrast enema.

These clinical activities are listed in more detail in the following sections.

4.2.1 General Patient Care

Candidates must be CPR certified and demonstrate competence in the remaining nine patient care activities listed below. The activities should be performed on patients whenever possible, but simulation is acceptable.

<table>
<thead>
<tr>
<th>General Patient Care Procedures</th>
<th>Date Completed</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Certified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Signs – Blood Pressure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Signs – Temperature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Vital Signs – Pulse
Vital Signs – Respiration
Vital Signs – Pulse Oximetry
Sterile and Medical Aseptic Technique
Venipuncture
Transfer of Patient
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)

4.2.2 Imaging Procedures

Candidates must demonstrate competence in all 37 procedures identified as mandatory. Procedures should be performed on patients whenever possible. A maximum of eight mandatory procedures may be simulated if demonstration on patients is not feasible.

Candidates must demonstrate competence in 15 of the 34 elective procedures. Candidates must select at least one of the 15 elective procedures from the head section. Candidates must select either upper GI or contrast enema plus one other elective from the fluoroscopy section as part of the 15 electives. Elective procedures should be performed on patients whenever possible. If demonstration on patients is not feasible, electives may be simulated.

Institutional protocol will determine the positions and projections used for each procedure.

Demonstration of competence must include:
  • patient identity verification
  • examination order verification;
  • patient assessment;
  • room preparation;
  • patient management;
  • equipment operation;
  • technique selection;
  • patient positioning;
  • radiation safety;
  • imaging processing; and
  • image evaluation.
<table>
<thead>
<tr>
<th>Imaging Procedures (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiographic Imaging Procedures</td>
</tr>
<tr>
<td>---------------------------------</td>
</tr>
<tr>
<td>Chest and Thorax</td>
</tr>
<tr>
<td>Chest Routine</td>
</tr>
<tr>
<td>Chest AP (Wheelchair or Stretcher)</td>
</tr>
<tr>
<td>Ribs</td>
</tr>
<tr>
<td>Chest Lateral Decubitus</td>
</tr>
<tr>
<td>Sternum</td>
</tr>
<tr>
<td>Upper Airway (Soft-Tissue Neck)</td>
</tr>
<tr>
<td>Upper Extremity</td>
</tr>
<tr>
<td>Thumb or Finger</td>
</tr>
<tr>
<td>Hand</td>
</tr>
<tr>
<td>Wrist</td>
</tr>
<tr>
<td>Forearm</td>
</tr>
<tr>
<td>Elbow</td>
</tr>
<tr>
<td>Humerus</td>
</tr>
<tr>
<td>Shoulder</td>
</tr>
<tr>
<td>Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*</td>
</tr>
<tr>
<td>Clavicle</td>
</tr>
<tr>
<td>Scapula</td>
</tr>
<tr>
<td>AC Joints</td>
</tr>
<tr>
<td>Trauma: Upper Extremity (Non Shoulder)*</td>
</tr>
<tr>
<td>Lower Extremity</td>
</tr>
<tr>
<td>Toes</td>
</tr>
<tr>
<td>Foot</td>
</tr>
<tr>
<td>Ankle</td>
</tr>
<tr>
<td>Knee</td>
</tr>
<tr>
<td>Tibia-Fibula</td>
</tr>
<tr>
<td>Femur</td>
</tr>
<tr>
<td>Trauma: Lower Extremity*</td>
</tr>
<tr>
<td>Patella</td>
</tr>
<tr>
<td>Calcaneus</td>
</tr>
</tbody>
</table>

* Trauma is considered a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient's condition.
<table>
<thead>
<tr>
<th>Radiographic Imaging Procedures</th>
<th>Mandatory or Elective</th>
<th>Date Completed</th>
<th>Patient or Simulated</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head — Candidates must select at least one elective procedure from this section.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skull</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paranasal Sinuses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facial Bones</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orbits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zygomatic Arches</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nasal Bones</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandible</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporomandibular Joints</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spine and Pelvis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cervical Spine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thoracic Spine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumbar Spine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross-Table (Horizontal Beam)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lateral Spine (Patient Recumbent)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pelvis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hip</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross-Table (Horizontal Beam)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lateral Hip (Patient Recumbent)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sacrum and/or Coccyx</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scoliosis Series</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sacroiliac Joints</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen Supine (KUB)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen Upright</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen Decubitus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intravenous Urography</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Imaging Procedures (continued)

<table>
<thead>
<tr>
<th>Imaging Procedures</th>
<th>Mandatory or Elective</th>
<th>Date Completed</th>
<th>Patient or Simulated</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluoroscopy Studies – Candidates must select either upper GI or contrast enema plus one other elective procedure from this section.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper GI Series, Single or Double Contrast</td>
<td>Mandatory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contrast Enema, Single or Double Contrast</td>
<td>Elective</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Bowel Series</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Esophagus (NOT Swallowing Dysfunction Study)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cystography/Cystourethrography</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ERCP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Myelography</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arthrography</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hysterosalpingography</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile C-Arm Studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Radiographic Studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orthopedic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pediatric Patient (Age 6 or Younger)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chest Routine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Extremity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Extremity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Study</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Chest Routine</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Extremity</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Extremity</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Trajecsys list:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdomen</td>
<td>Decubitus Abdomen (PE)</td>
</tr>
<tr>
<td>Abdomen</td>
<td>Dorsal Decubitus Abdomen</td>
</tr>
<tr>
<td>Abdomen</td>
<td>Erect Abdomen (PE)</td>
</tr>
<tr>
<td>Abdomen</td>
<td>Lateral Abdomen</td>
</tr>
<tr>
<td>Abdomen</td>
<td>Obstruction Series</td>
</tr>
<tr>
<td>Abdomen</td>
<td>Supine Abdomen (PE)</td>
</tr>
<tr>
<td>Chest</td>
<td>Bilateral Decubitus Chest</td>
</tr>
<tr>
<td>Chest</td>
<td>Bilateral Oblique Chest (PE)</td>
</tr>
<tr>
<td>Chest</td>
<td>Larynx / Upper Airway (Soft Tissue Neck)</td>
</tr>
<tr>
<td>Chest</td>
<td>Lordotic Chest (PE)</td>
</tr>
<tr>
<td>Chest</td>
<td>Ribs</td>
</tr>
<tr>
<td>Chest</td>
<td>Routine Chest</td>
</tr>
<tr>
<td>Chest</td>
<td>Sniff Test</td>
</tr>
<tr>
<td>Chest</td>
<td>Sternoclavicular Joints (PE)</td>
</tr>
<tr>
<td>Chest</td>
<td>Sternum</td>
</tr>
<tr>
<td>Chest</td>
<td>Stretcher Chest</td>
</tr>
<tr>
<td>Chest</td>
<td>Wheelchair Chest (PE)</td>
</tr>
<tr>
<td>Clinical Equipment</td>
<td>Radiology equipment (PE)</td>
</tr>
<tr>
<td>Clinical Equipment</td>
<td>Radiology equipment Second Rotation (PE)</td>
</tr>
<tr>
<td>Clinical Equipment</td>
<td>Radiology equipment Third Rotation (PE)</td>
</tr>
<tr>
<td>Gastrointestinal / Urinary</td>
<td>Cystogram (PE)</td>
</tr>
<tr>
<td>Gastrointestinal / Urinary</td>
<td>Double-Contrast Barium Enema</td>
</tr>
<tr>
<td>Gastrointestinal / Urinary</td>
<td>Double-Contrast Gastrointestinal Series</td>
</tr>
<tr>
<td>Gastrointestinal / Urinary</td>
<td>Enteroctysis (PE)</td>
</tr>
<tr>
<td>Gastrointestinal / Urinary</td>
<td>Esophagus</td>
</tr>
<tr>
<td>Gastrointestinal / Urinary</td>
<td>Intravenous Urogram (IVU / IVP)</td>
</tr>
<tr>
<td>Gastrointestinal / Urinary</td>
<td>Loopogram</td>
</tr>
<tr>
<td>Category</td>
<td>Region</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Head</td>
<td>Skull</td>
</tr>
<tr>
<td>Head</td>
<td>Temporomandibular Joints</td>
</tr>
<tr>
<td>Head</td>
<td>Zygoma and Arches</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Ankle</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Calcaneus (Os Calcis)</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Femur</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Foot</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Hip</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Inlet Pelvis</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Intercondylar Fossa (Camp-Coventry) (PE)</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Judet Pelvis</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Knee</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Modified Axiolateral Pelvis</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Outlet Pelvis</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Patella</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Pelvis</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Sesamoids (PE)</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Tibia-Fibula</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Toe</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Trauma Hip (Cross-Table)</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Trauma Lower Extremity</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Weight-Bearing Ankle</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Weight-Bearing Axial Foot (PE)</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Weight-Bearing Calcaneus</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Weight-Bearing Knee (PE)</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Weight-Bearing Lateral Foot (PE)</td>
</tr>
<tr>
<td>Lower Extremities</td>
<td>Weight-Bearing Tibia/Fibula</td>
</tr>
<tr>
<td>Category</td>
<td>Study Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Arthrogram</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Babygram</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Bone Age (PE)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Casted Extremities (PE)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Conventional Tomogram (PE)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Forensic Radiology</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Hysterosalpinogram</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Long Bone Measurement / Scanogram</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Myelogram / Lumbar puncture</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Nose to Rectum</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Shunt series</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Skeletal/ Bone Survey (PE)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Soft Tissue Extremities (PE)</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>C-Arm Procedure (requiring manipulation around the sterile field)</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>C-Arm Procedure requiring manipulation to obtain more than one projection</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>Endoscopic Retrograde Cholangiographic Pancreatography (ERCP) (PE)</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>Mobile Abdomen (KUB)</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>Mobile Chest</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>Mobile Orthopedics / Extremities</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>Nerve Block (PE)</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>O-Arm</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>Retrograde (Urogram/Pyelography) (PE)</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>Retrograde Urethrogram (PE)</td>
</tr>
<tr>
<td>Mobile Studies</td>
<td>Surgical / Operative Cholangiogram (PE)</td>
</tr>
<tr>
<td>Pediatric Age 6 or Younger</td>
<td>Chest Routine</td>
</tr>
<tr>
<td>Pediatric Age 6 or Younger</td>
<td>FB nose to Rectum (PE)</td>
</tr>
<tr>
<td>Pediatric Age 6 or Younger</td>
<td>Mobile Study</td>
</tr>
<tr>
<td>Pediatric Age 6 or Younger</td>
<td>Pediatric Abdomen (Age 6/younger)</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Pediatric Age 6 or Younger</td>
<td>Pediatric Entire lower Extremity (PE)</td>
</tr>
<tr>
<td>Pediatric Age 6 or Younger</td>
<td>Pediatric Entire Upper Extremity (PE)</td>
</tr>
<tr>
<td>Pediatric Age 6 or Younger</td>
<td>Pediatric Lower Extremity</td>
</tr>
<tr>
<td>Pediatric Age 6 or Younger</td>
<td>Pediatric Upper Extremity</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Cervical Spine</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Coccyx</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Flexion and Extension Cervical Spine (PE)</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Flexion and Extension Lumbar Spine (PE)</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Flexion and Extension Thoracic spine</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Furgeson View (PE)</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Lumbar Spine</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Sacroiliac Joints</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Sacrum</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Scoliosis Series</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Standing T-Spine</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Swimmer's Cervical Spine (PE)</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Thoracic Spine</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Trauma with Cross-Table Lateral Cervical Spine</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Trauma with Cross-Table L-spine Spine (PE)</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Trauma with Cross-Table Lateral T-spine Spine (PE)</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Weight Bearing L-spine</td>
</tr>
<tr>
<td>Spine and Trunk</td>
<td>Weight Bearing T-Spine</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>AC Joints</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Acute Flexion Elbow</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>AP Oblique Hand (PE)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Axial Shoulder (PE)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Carpal Bridge (PE)</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Carpal Canal / Tunnel</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Clavicle (PE)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Coyle Method Elbow</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Elbow</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Finger</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Forearm (PE)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Glenoid Fossa (Grashey Method)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Hand (PE)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Humerus (PE)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Navicular Scaphoid (PE)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Partial Flexion Elbow</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Radial Head</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Scapula</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Shoulder (PE)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Thumb (PE)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Trauma Shoulder / Scapular Y</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Trauma Shoulder / Transthoracic</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Trauma Upper Extremity (Nonshoulder)</td>
</tr>
<tr>
<td>Upper Extremities</td>
<td>Wrist</td>
</tr>
</tbody>
</table>
CLINICAL PHYSICAL & PERFORMANCE REQUIREMENTS

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

1. Students must be free from contagious diseases and chemical dependence.

2. Students must have a physical examination by a medical doctor at their own expense and submit results to the Program Chair.

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

4. CPR certification must be valid for the 2 years in the program.

5. 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)

6. 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)

7. 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)

8. 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)

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

10. 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)

11. 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)

12. 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)

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

14. READING
• Read and understand written documents (e.g., policies, protocols)

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

16. 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

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

18. CRITICAL THINKING
Identify cause-effect relationships
Plan/control activities for others
Synthesize knowledge and skills
Sequence information
19. ANALYTICAL THINKING
   • Transfer knowledge from one situation to another
   • Process information
   • Evaluate outcomes
   • Problem solve
   • Prioritize tasks
   • Use long term memory
   • Use short term memory
## CLINICAL AFFILIATIONS

<table>
<thead>
<tr>
<th>Clinical Instructor</th>
<th>Community Health South</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth Johannigman R.T.(R)</td>
<td>Community Health South</td>
</tr>
<tr>
<td>Ph: 317-887-7863 Dept.</td>
<td>1402 East County Line</td>
</tr>
<tr>
<td><a href="mailto:ejohannigman@ecommunity.com">ejohannigman@ecommunity.com</a></td>
<td>Indianapolis, IN 46227</td>
</tr>
<tr>
<td>Kate Myers</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Instructor</th>
<th>Franciscan St. Elizabeth Hospital-East</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angie Bloch R.T. (R)</td>
<td>Franciscan St. Elizabeth Hospital-East</td>
</tr>
<tr>
<td>Ph: 765-502-4735</td>
<td>1701 S. Creasy</td>
</tr>
<tr>
<td><a href="mailto:Angela.Bloch@franciscanalliance.org">Angela.Bloch@franciscanalliance.org</a></td>
<td>Lafayette, IN 47905</td>
</tr>
<tr>
<td>Dave Riesman</td>
<td>765-502-4680</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Instructor</th>
<th>IU White Memorial Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Cosgray R.T. (R)</td>
<td>IU White Memorial Hospital</td>
</tr>
<tr>
<td>Ph:574-583-1714 Dept.</td>
<td>Monticello, IN 47960</td>
</tr>
<tr>
<td>574-583-1730 Office</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:scosgray@iuhealth.org">scosgray@iuhealth.org</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:jdelph1@iuhelath.org">jdelph1@iuhelath.org</a></td>
<td></td>
</tr>
<tr>
<td>Brandy Edwards</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Instructor</th>
<th>Johnson Memorial Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Roberson, B.A., R.T.(R)</td>
<td>Johnson Memorial Hospital</td>
</tr>
<tr>
<td>Ph: 317-736-3474</td>
<td>Franklin, IN 46131</td>
</tr>
<tr>
<td>Fax: 317-738-7824</td>
<td>317 -736-3470</td>
</tr>
<tr>
<td><a href="mailto:kroerson@johnsonmemorial.org">kroerson@johnsonmemorial.org</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:tnorris@johnsonmemorial.org">tnorris@johnsonmemorial.org</a></td>
<td></td>
</tr>
<tr>
<td>Doug Penley</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Instructor</th>
<th>Margaret Mary Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Meyer R.T. (R)(CT)</td>
<td>Margaret Mary Health</td>
</tr>
<tr>
<td><a href="mailto:emeyer@mmch.org">emeyer@mmch.org</a></td>
<td>Batesville, IN 47006</td>
</tr>
</tbody>
</table>
**Putnam County Hospital**  
1542 South Bloomington St.  
Greencastle, IN 46135

Clinical Instructor  
Jennifer Wallen R.T. R.T. (R)(CT)  
Ph: 765-301-7300  
jwallen@pchosp.org  
Paul Sanders 765-301-7312

**Schneck Medical Center**  
411 West Tipton St.  
Seymour, IN 47274  
812-522-2349

Clinical Instructor  
Kelly Kopitzke R.T. (R)  
Ph: 812-522-0144  
kkopitzke@schneckmed.org  
Rita Hollen

**Witham Hospital**  
2605 North Lebanon St.  
Lebanon, IN 46052  
765-485-8360

Clinical Instructor  
Jeff Woodard  
Ph: 765-485-8360  
jwoodard@witham.org  
Jason Scott

Revised 2018, 2019
CLINICAL HOURS

The following are the times and the hours for students’ rotations at the clinical sites and are subject to change if and when it deems necessary.

1. The reporting time to clinical can be between 7:00am and 7:00pm, depending on the site, and patient volume. Putnam County Hospital hours are 8:00am-4:00pm. Some rotations are 11:00am to 7pm.
2. Students are scheduled at a clinical site for no more than eight (8) hours per day, which includes lunch, and break times.
3. Students will not be assigned clinical rotation on an Ivy Tech Community College holiday.
4. During the clinical and didactic education courses, students will not be scheduled more than 8 hours a day or a total of 40 hours a week.

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

1st Year
   Semester I Fall 2 days a week
   Semester II Spring 2 days a week
2nd Year
   Semester III Summer 5 days a week
   Semester IV Fall 3 days a week
   Semester V Spring 3 days a week

CLINICAL TRAVEL

The driving distance for the clinical sites may vary. Each student may be required to attend any of the sites which may be well over 65 miles from his/her home. It is the student’s responsibility to provide travel to the clinical affiliate. Students rotate through three different clinical sites.

CLINICAL ATTENDANCE

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

2. Students may not miss more than two days from clinic in a given semester. These days do not have to be made up, if a third day is missed there will be a 7% deduction from the final clinical grade. Every day missed after the second absence will be a deduction of 7% from the final clinical grade. A student may have two days absent and two tardies before any deduction is made to the grade.

3. Days may be used in half day increments. Students may not leave early for appointments and work through lunch or stay over the next day to make up time.
4. If you are going to be absent from a clinical site, you must notify the appropriate personnel, i.e., Clinical instructor, and program faculty within an hour before your starting time. Abuse of this rule could result in expulsion from the clinical site and/or Medical Imaging Program. An absence from the clinical site for two or more consecutive days should also be reported to the Program.

5. Students should arrive at the clinical site 10 minute before the scheduled starting time. This should be 10 minutes before the scheduled time to allow for preparations and assignment.

6. Three times tardy will count as a one-day absence. A tardy over one hour will be counted as an absence. A Tardy under and including 60th minute will not have to be made up. A student that accumulates four tardies in a semester can be placed on probation or dismissed from the program. The student will receive a demerit for each tardy. Three demerits are equal to a 7% grade reduction.

7. If a student needs time off or requires special arrangements on his/her duty days, the student must first get permission from the Program Chair in advance. For extenuating circumstances also see the Program Chair.

8. During the course of your clinical and didactic education, you will not be scheduled for more than a total of forty hours per week or eight work hours in one day including scheduled classes.

9. Under no circumstances may a Medical Imaging student work or perform the duties of a staff radiographer for pay, during time set aside for fulfilling clinical requirements. Any violation of this rule will result in immediate suspension, pending dismissal from the Program.

10. Students are not allowed to make up any hours on holidays celebrated by Ivy Tech Community College.

Revised 2011, 2013,2016,2018

**CLINICAL PUNCTUALITY**

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

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

MALPRACTICE INSURANCE

Malpractice insurance is secure through the College. The cost is included in the student’s semester fees.

DRESS CODE

All students will wear hunter green scrub tops and pants. It is suggested that two (2) shirts and two (2) pairs of pants be purchased to allow for laundry time (See Dress Code policy).

1. White lab coats may be worn. Lab coats may be either the long or short style.
2. Students may wear only long or short sleeve white shirts under scrub tops.
3. White soft-soled shoes are required. They may be of the tennis shoe type, however no colors are allowed. No Crocs with holes are allowed. No clogs are allowed.
4. Name badges, dosimetry badges, and student patches are to be displayed at all times. Ivy Tech name tags are to be surrendered upon completion of the program. Name tags issued by any of the clinical sites are to be left at the site upon completion of rotations as according to each site’s protocol. Film Badges also need to be turned in at the end of the program.
5. No visible body piercing is allowed other than on the ear lobe.
6. Students are to wear appropriate under garments. No thong panties. Women are to wear bras.
7. Body art (tattoos) that are visible to the patient may be considered offensive to them. The student will be requested to cover the area with bandages or clothing while they are attending clinical.
8. Only natural hair colors are allowed in clinic.
9. Pajamas are not to be worn to class.

HYGIENE

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

**CPR**

Students are requested to obtain certification in CPR before beginning the clinical rotations. All students should maintain a current CPR card at the beginning and throughout the program. The program offers a CPR class for all Medical Imaging students and will be notified by the program chair when it is scheduled.

Revised 2018

**BACKGROUND CHECK & DRUG TESTING**

Students are required to have a background check and drug screening before starting clinical rotations and before beginning semester four. This procedure will be performed on-line through Castle Branch at the student’s expense. Students are responsible to give results to clinical facilities upon request and will be held in total confidence. (See Policy for details). Students may not be allowed to attend certain clinical sites if records show an arrest/conviction.

**IMAGE ID MARKERS**

Students are given one set of ID markers for radiographic procedures beginning the first semester. Each student has an individualized identity for the markers he/she receives. Another student may not use the markers.

Students must have ID markers with them at all times during clinical times. Failure to have markers may result in demerit(s) and either probation or dismissal from the clinical site until the student obtains the proper markers. If markers get lost or misplaced notify the Program Chair or Clinical Coordinator immediately so new ones can be ordered.
INJURIES

Students who are injured at the College need to report to the Program’s officials. Students must fill out an incident report and can get appropriate forms from Janet Love room F138. This paperwork must be filled out within 24 hours of the incident.

Students injured at the clinical sites report to the Clinical Instructor. Students are to be sent to health nurse or emergency department if necessary. The student is responsible for any bills occurred for the injury if the student is responsible. Example: fainting and striking the head that would then require a CT scan.

PROGRAM GRADING SCALE

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

COMPETENCY EVALUATIONS

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

SOCIAL MEDIA

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

**ACADEMIC HONESTY**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of college rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonest 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. (See Didactic Grading Policy)

**PLAGIARISM**

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

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

**TITLE IX STATEMENT**

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at [https://www.ivytech.edu/prevent-sexual-violence/index.html](https://www.ivytech.edu/prevent-sexual-violence/index.html).
If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

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

SAFETY AND VIOLENCE PREVENTION NOTICE

It is imperative that if you see or hear a threat that you report it immediately. Comments such as a statement to “get even,” a threat to kill or injure someone or to blow up the building are examples of threatening or intimidating language. The comment does not need to be made directly to the potential victim. Security should be notified first to address individuals who express violent words or behaviors. After Security is notified, the Vice-Chancellor of Student Affairs and/or Human Resources should be notified.

It is also important to note that in the event of any medical emergency situation, you should dial 911 immediately. This includes medical problems with students or employees. Dialing 911 is the quickest and most effective way to ensure that the person receives appropriate medical attention.

IVY TECH COMMUNITY COLLEGE
Transgender Policy

This policy sets forth guidelines to address the needs of transgender and gender non-conforming students. Ivy Tech Community College is committed to creating a safe campus environment for transgender and gender non-conforming students. This policy cannot anticipate every situation that might occur with respect to transgender or gender non-conforming students as the needs of each transgender or gender non-conforming individual must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming students while maximizing integration and minimizing stigmatization of the individual. Students who are considering or are in the process of transitioning to the gender they identify with, should consult with their campus Student Affairs Department for guidance and assistance with their transition in the campus environment. Likewise, any transgender or gender non-conforming student who believe they have been discriminated or retaliated against, for any reason, should contact their Student Affairs Department for assistance.

POLICY SPECIFICS
Privacy
Transgender students have the right to discuss their gender identity openly, or to keep that information private. College administrators, faculty and staff should not disclose information that may reveal an individual’s transgender status or gender non-conforming presentation to others unless or until the transgendered individual requests or consents to such disclosure.

Official Student Records
A transgender student has the right to be addressed by the name and pronoun corresponding to their gender identity. Ivy Tech Community College will, consistent with any applicable legal requirements, change a student’s official record to reflect a change in name and gender. Consistent with this, upon such formal change the College will, upon the student’s request, update student photographs to ensure that the student is represented accurately.

Names/ Pronouns/Dress
As noted above, a student has the right to be addressed by the name and pronoun that correspond to the individual’s gender identity. A court-ordered name or formal surgical or medical gender change is not required. Additionally transgender students have the right to dress in a manner consistent with their gender identity, consistent with College policy.

Restroom/Locker Room Accessibility
Students have the right to use the rest room or locker room facility that corresponds to their gender identity. Students who want additional privacy may make use of individual user facilities, or more private areas, if such exist.

Discrimination/ Harassment
It is unlawful and violates college policy to discriminate in any way against a student because of the student’s actual or perceived gender identity. Ivy Tech Community College of Indiana is committed to creating a safe environment for all of its students and will take such actions as necessary to enforce this policy.

MRI SAFETY
Students will be taught MRI safety prior to the start of their first semester clinical rotation during student clinical orientation. Students are screened at the clinical sites before entering the MRI suite. All concerns are thoroughly discussed with students after consulting MRI staff at the clinical site.

DEMERITS
Demerits are issued to students who do not follow policies and procedures (see Policies Section). Three (3) demerits equal one (1) grade reduction of 7%. Demerits will be given for the following reasons.

1. Failure to be in proper uniform at the clinical sites.
2. Failure to follow hygiene policy.
3. Failure to clock in on time (tardy)
4. Inappropriate behavior.
5. Final Lab tests and scenario evaluations not turned in to Program Chair by appropriate due dates for clinical classes.
6. Competency taken away due to performance.
7. Failure of a progressive competency.
8. Dosimetry badges not turned in on time.
9. Failure to wear dosimetry badge at clinic and lab.
10. Dosimetry report not reviewed and initialed.
11. Failure to notify **Clinical Instructor and Program Faculty** of absence or tardiness.
12. Failure to have ID markers at clinical site.
13. Failure to wear name badges.
14. Use of cologne, perfume or after-shave.
15. Not retesting in the lab within 2 weeks of failing a comp
16. Not retesting in the lab within 2 weeks of failing a progressive comp
17. Having cell phone on you at clinic, iPods or electronic devices.
18. Smoking

**MERITS**

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

- Written compliments
- Professionalism above and beyond
- Excellent patient care
- Excellent performance during stressful or unique situations
# REQUIRED COURSES FOR GRADUATION
## MEDICAL IMAGING PROGRAM

### General Education Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVYT 112</td>
<td>IVY for Health</td>
<td>1</td>
</tr>
<tr>
<td>APHY 101</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>APHY 102</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 102</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 136</td>
<td>Math 136</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCI 111</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Technical Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLHS 101</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>RADT 111</td>
<td>Orientation and Patient Care</td>
<td>5</td>
</tr>
<tr>
<td>RADT 112</td>
<td>Image Production &amp; Evaluation I</td>
<td>3</td>
</tr>
<tr>
<td>RADT 113</td>
<td>Radiographic Positioning I &amp; Lab</td>
<td>3</td>
</tr>
<tr>
<td>RADT 114</td>
<td>Radiographic Clinical Education I</td>
<td>3</td>
</tr>
<tr>
<td>RADT 115</td>
<td>Radiographic Positioning II &amp; Lab</td>
<td>3</td>
</tr>
<tr>
<td>RADT 116</td>
<td>Radiographic Clinical Education II</td>
<td>3</td>
</tr>
<tr>
<td>RADT 117</td>
<td>Radiation Physics &amp; Equipment Operation</td>
<td>3</td>
</tr>
<tr>
<td>RADT 201</td>
<td>Radiographic Positioning III &amp; Lab</td>
<td>3</td>
</tr>
<tr>
<td>RADT 202</td>
<td>Radiographic Clinical Education III</td>
<td>4</td>
</tr>
<tr>
<td>RADT 203</td>
<td>Radiographic Clinical Education IV</td>
<td>4</td>
</tr>
<tr>
<td>RADT 204</td>
<td>Radiographic Clinical Education V</td>
<td>4</td>
</tr>
<tr>
<td>RADT 206</td>
<td>Radiobiology and Radiation Protection</td>
<td>3</td>
</tr>
<tr>
<td>RADT 209</td>
<td>Radiographic Positioning IV &amp; Lab</td>
<td>3</td>
</tr>
<tr>
<td>RADT 218</td>
<td>Image Production &amp; Evaluation II</td>
<td>3</td>
</tr>
<tr>
<td>RADT 221</td>
<td>Pharmacology &amp; Advanced Procedures</td>
<td>2</td>
</tr>
<tr>
<td>RADT 299</td>
<td>General Examination Review</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Credits

74

---

# MEDICAL IMAGING CURRICULUM

## MEDICAL IMAGING

### SPECIALTY CORE COURSES BY SEMESTER

FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>COURSE</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 1</td>
<td>(RADT 111) Orientation to Rad Technology</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>(RADT 113) Radiographic Positioning I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(RADT 114) Clinical Education I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(RADT 115) Radiographic Positioning II</td>
<td>3</td>
</tr>
<tr>
<td>SPRING I</td>
<td>(RADT 112) Image Production I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(RADT 116) Clinical Education II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(RADT 117) Physics and Equipment Operations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(RADT 201) Positioning III (8wks)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(RADT 209) Positioning IV (8wks)</td>
<td>3</td>
</tr>
<tr>
<td>SUMMER</td>
<td>(RADT 202) Clinical Education III</td>
<td>4</td>
</tr>
<tr>
<td>FALL II</td>
<td>(RADT 203) Clinical Education IV</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(RADT 206) Radiobiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(RADT 218) Image Production II (8wks)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(RADT 221) Pharmacology &amp; Advanced Procedures (8wks)</td>
<td>2</td>
</tr>
<tr>
<td>SPRING II</td>
<td>(RADT 204) Clinical Education V</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(RADT 299) General Exam Review</td>
<td>3</td>
</tr>
</tbody>
</table>
PORTFOLIO

Medical Imaging students are required to prepare a portfolio during their academic experience as a method of establishing outcomes for their future education and career. These portfolios are mandated prior to successfully completing/graduating from the program. Information will be made available to students through the Program Chair. Portfolios are due midterm of the 5th semester. They will be part of the Clinical Education V grade.

TEXTBOOKS

The recommended text for each course is included in the course syllabus. Books are available through Barnes and Noble.

DIDACTIC ATTENDANCE

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

ACADEMIC ADVISEMENT

Students may seek guidance from any of the Program faculty. If a student is experiencing academic difficulties, it is the right and the responsibility of the student to contact the instructor during the posted office hours of that instructor. Students may view their grades at any time for all courses through Ivy Learn.

Students will be advised on their academic performance throughout the semester. Students in danger of failing will be advised on what is necessary to bring their grade average to passing. The Clinical Instructors complete clinical evaluations each semester. Students are always encouraged to consult an instructor, at any time, if concerned about their performance or grade in a particular course.

ACADEMIC PROBATION & SUSPENSION

The process and results of academic probation are clearly defined in the Ivy Tech Community College Student handbook. Students can find the Student Handbook under “Quick Links” or https://www.ivytech.edu/studenthandbook/index.html

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

**STUDENT RIGHTS AND RESPONSIBILITIES**

**STUDENT RIGHT TO KNOW – Program**

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

**STUDENT RIGHTS – Handbook**

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

**Right to Freedom from Harassment**

A student has the right to be free from sexual or discriminatory harassment a) in any building or at any location on any college property, or b) that occurs in a building or on property that is not college property if the harassment arises from college activities that are being conducted off the college campus or if the harassment undermines the security of the college community or the integrity of the educational process or poses a serious threat.

Sexual harassment is unwelcome conduct or behavior of a sexual nature. Sexual harassment includes sexual violence (see definition). Both violent and non-violent sexual harassment is prohibited. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, written, electronic (e.g. by e-mail, text, social media, etc.), or physical conduct of a sexual nature. Sexual harassment occurs when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo), or when
2. Such conduct is sufficiently severe, pervasive or persistent to limit or deny a person’s ability to participate in or benefit from the University’s educational programs or affects employment, creating a hostile environment.

Discriminatory harassment is defined as conduct that targets an individual based upon age, color, religion, disability, race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, marital status, or veteran’s status and that adversely affects a term or condition of an individual’s education, housing, or participation in a college activity; or has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive environment for academic pursuits, housing, or participation in college activities.

STUDENT RESPONSIBILITIES – Handbook

Just as students have rights, they also have responsibilities. Ivy Tech Community College recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students, and it expects students to be responsible including academic integrity, academic conduct, and professional behavior. See student college handbook for a list of violations. https://www.ivytech.edu/studentcode/index.html

STUDENT GRIEVANCE PROCESS – College

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

GENERAL COMPLAINT

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

If the issue is not resolved the student can express his/her complaint in writing to the individual’s supervisor. Once the student has submitted his/her complaint in writing with the individual’s supervisor, if the issue is not resolved to the student’s satisfaction the student may submit his/her complaint, in writing, to the Office Vice Chancellor for Students Affairs.
The Office of the Vice Chancellor for Student Affairs will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his/her complaint, then he/she may submit his/her complaint in writing to the Office of the Chancellor. The Office of the Chancellor will review and attempt to resolve the complaint and determine the next course of action. Any decision or action deemed appropriate by the Chancellor is final.

**JUDICIAL PROCESS**

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

**STUDENT APPEAL OF A GRADE**

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

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

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

STUDENT GRIEVANCE PROCESS – CLINICAL

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

CLINICAL

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

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

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

3. Before seeking administrative intervention at Ivy Tech Community College with issues regarding complaints at clinical sites, all other steps need to be completed. It is understood that administrative intervention is to be accomplished through the grievance procedures as outlined in the Student Handbook and the Medical Imaging Handbook, not through contact with administrators at the clinical sites. The student shall not contact the administrator of a clinical or the radiology department head regarding any matter of dispute. (See Policy)
GRIEVANCE/MEDIATION PROCEDURE FOR CLINICAL Action
If at any time a student in the Medical Imaging Program disagrees with an imposition of a clinical sanction against her/him, the student may have a conference with the clinical instructor to discuss the clinical evaluation or a demerit, which is the basis for the sanction. To exercise this right, the student must complete the following procedure:

1. Submit a written request for a conference within five (5) calendar days of the notice of the sanction to the Clinical Coordinator and the Clinical Instructor.
2. The conference will be held no more than 10 business days after the notification.
3. The Clinical Coordinator will inform the student of the decision regarding the contested grade, clinical evaluation, or demerit within five (5) calendar days after the conference.
4. If the student is not satisfied with the decision of the instructor, he/she may appeal in writing to the Program Chair within five (5) calendar days after receiving the decision of the clinical Coordinator.
5. The chairperson or the designee will schedule a meeting within five (5) calendar days after receiving the appeal. The decision of the grievance committee will be given to the student in writing.
6. If the student is still not satisfied with the decision, he/she may appeal in writing within five (5) calendar days to the Student Status Committee according to the Ivy Tech Community College Catalog.

See policy for complete details.

The Committee
The grievance/mediation committee will meet upon request of the student. The following individuals form the committee:

1. The Program Chair who is the chairperson of this committee.
2. The instructor(s) involved in the grievance.
3. Two (2) instructors from another School of Health program.
4. A student representative.

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

1. At the clinical site, the Director of Radiology and/or the Clinical Instructor have the authority to verbally reprimand, place on probation, or dismiss a student from their assigned clinical temporarily or permanently for unethical behavior or for not complying
with policies. A disciplinary form will be completed by the above and submitted to the Program Chair who decides if further action is necessary.

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

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

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

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

6. It is a requirement that the clinical education courses of the program be completed before the end of the semester in which they were missed.

**GROUND FOR DISMISSAL**

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

1. Failing grades in Radiology and/or other courses.
2. Insubordination
3. The conviction and/or known use of, or possession of illegal drugs or controlled substances.
4. Failure to accomplish clinical assignments and objectives.
5. Cheating in related or professional courses.
6. Altering or falsifying clinical records.
7. Fighting or other injurious actions.
8. Theft
9. HIPAA violation.
10. Working as a radiographer for pay during assigned clinical hours.
11. Performing a radiographic exam with indirect supervision before proving competency for that exam.
12. Repeating radiographs without a registered technologist present in the room.
13. Performing portable exams without a registered technologist immediately available.
14. Any other unprofessional or unethical conduct established by the ASRT.
15. Holding the Image Receptor during a radiographic exposure.
16. Any Sexual Harassment, Bullying, Discrimination.
17. Under NO circumstances will exposures be made on human beings in the lab. This would cause dismissal from the program.
18. Three (3) days tardy equals one day absence. Students will receive a demerit for each tardy. A student that accumulates four tardies in a semester can be placed on probation or dismissed from the program.
COMMUNICABLE DISEASE

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

INFECTION CONTROL

The purpose of the infection control policy is to ensure the safety of the patients, families, students, and other health care workers from infectious diseases. Infection control is the use of techniques and precautionary methods in order to prevent the transmission of contagion, nosocomial infections, and HIV and AIDS virus.

1. Practice good hand washing techniques before and after every patient.
2. Read infection control policy at clinical site.
3. Remove jewelry, such as rings with stones.
4. Always wear freshly laundered clothing.
5. Follow isolation techniques when posted.
6. Wear protective clothing when prescribed.
7. Wear gloves when needed.
8. Dispose of all contaminated wastes into proper disposal site or container.
9. Clean all surfaces with an approved disinfectant or germicide.
STANDARD PRECAUTIONS

All students prior to clinical rotation will be given instruction on the use of standard precautions during their student orientation.

RANDOM DRUG TESTING

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

Refusal to submit to drug testing means the student will not be allowed to participate in clinical. In that case the student would not be able to complete the requirements for the program. If tested and the test is positive the student will not be allowed to participate in clinical. The Program Chair is to be immediately notified and will deal with the student at that time. Any costs incurred by clinical education center for confirmatory testing will be passed along to the student.

DIRECT SUPERVISION

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

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

Students must be directly supervised until competency is achieved.

INDIRECT SUPERVISION

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

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

EMERGENCY RESPONSE

Refer to the Emergency Response Guide posted in all classrooms and in the lab. The Emergency Response Guide covers responses to Fire/Medical emergency, Bomb Threat, Lockdown/Lockout Procedures, Criminal Activity/Weapon Possession, Workplace Violence/Hostage, Suspicious Mail/Inclement Weather/Natural Disaster, Shelter-In-Place Procedures/Power Failure/ Elevator Emergency/ Chemical Spill/ and Gas Leak, Blood Bourne Pathogens/Drugs & Alcohol/Suicide/Sexual Assault Prevention/Buddy System/Disability Evacuation Information/Mobility Assistance/Floor Guardian Duties/Evacuation Option, Campus Safety Tips/Identity Theft Prevention/Important Phone Numbers/Security Services

RADIATION PROTECTION AND SAFETY

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

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

Radiation dosimetry badges are distributed by the program. Badges are to be worn at the collar, outside the lead apron. Badges are to be removed while having personal medical or dental radiography performed. Badges will be worn at all times while in clinic or lab.

PREGNANCY

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

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

1. A second monitoring device for the fetus shall be purchased at the student’s expense.
2. The student shall not be terminated from the program solely from the result of being pregnant. The student however, may decide to take one of the following options:

   1. Continue in the program as a full-time student with no modification or interruption.
   2. Continue the didactic portion of the program and take a leave of absence from the clinical portion.
   3. Withdraw from the program, in writing, and reenter at a later date.

The pregnant student will be provided with the Regulatory Guide 8.13 of the Nuclear Regulatory Commission.

The student may withdraw her declaration of pregnancy at any time in writing.

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

A. INTRODUCTION

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

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

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

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

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

B. DISCUSSION

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

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

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

C. REGULATORY POSITION

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

2. Providing Instruction
The occupational worker may be given a copy of this guide with its Appendix, an explanation of the 8.13-8.13-2 contents of the guide, and an opportunity to ask questions and request additional information. The information in this guide and Appendix should also be provided to any worker or supervisor who may be affected by a declaration of pregnancy or who may have to take some action in response to such a declaration.
Classroom instruction may supplement the written information. If the licensee provides classroom instruction, the instructor should have some knowledge of the biological effects of radiation to be able to answer questions that may go beyond the information provided in this guide. Videotaped presentations may be used for classroom instruction. Regardless of whether the licensee provides classroom training, the licensee should give workers the opportunity to ask questions about information contained in this Regulatory Guide 8.13. The licensee may take credit for instruction that the worker has received within the past year at other licensed facilities or in other 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 who to contact for additional information as well as identify who should receive the written declaration of pregnancy. The recipient of the woman's declaration may be identified by name (e.g., John Smith), position (e.g., immediate supervisor, the radiation safety officer), or department (e.g., the personnel department).

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

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

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

REFERENCES

APPENDIX QUESTIONS AND ANSWERS CONCERNING PRENATAL RADIATION EXPOSURE

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

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

3. If I declare my pregnancy in writing, what happens?
If you choose to declare your pregnancy in writing, the licensee must take measures to limit the dose to your embryo/fetus to 0.5 rem (5 millisievert) during the entire pregnancy. This is one-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 (5 mSv) limit provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers. If this dose limit is exceeded, the total lifetime risk of cancer to the embryo/fetus may increase incrementally. However, the decision on what level of risk to accept is yours. More detailed information on potential risk to the embryo/fetus from radiation exposure can be found in References 2-10.

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

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

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

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

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

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

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

16. If I have declared my pregnancy in writing, can I revoke my declaration of pregnancy even if I am still pregnant?
Yes, you may. The choice is entirely yours. If you revoke your declaration of pregnancy, the lower dose limit for the embryo/fetus no longer applies.

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

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

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

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

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

REFERENCES FOR APPENDIX

*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, 34, 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.

REGULATORY ANALYSIS

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

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

DECLARATION OF PREGNANCY

To: ________________________________________________

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

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed .05 rem (50 millisieverts monthly) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

______________________________
(Your signature)

______________________________
(Your name printed)

______________________________
(Date)
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Selection</td>
<td>66</td>
</tr>
<tr>
<td>Attendance – Clinical</td>
<td>69</td>
</tr>
<tr>
<td>Attendance – Didactic</td>
<td>90</td>
</tr>
<tr>
<td>Background Check and Drug Testing</td>
<td>99-103</td>
</tr>
<tr>
<td>Bereavement</td>
<td>72</td>
</tr>
<tr>
<td>Cell Phones and Communication Devices</td>
<td>79</td>
</tr>
<tr>
<td>Clinical Hours and Rotation</td>
<td>75</td>
</tr>
<tr>
<td>Competencies</td>
<td>80</td>
</tr>
<tr>
<td>Conferences and Seminars</td>
<td>74</td>
</tr>
<tr>
<td>Didactic Grading</td>
<td>91</td>
</tr>
<tr>
<td>Disciplinary Actions</td>
<td>83</td>
</tr>
<tr>
<td>Dosimetry Badges and Readings</td>
<td>88</td>
</tr>
<tr>
<td>Dress Code Clinical</td>
<td>76</td>
</tr>
<tr>
<td>Dress Code Didactic</td>
<td>77</td>
</tr>
<tr>
<td>Grievance (Student) College Policy</td>
<td>81-82</td>
</tr>
<tr>
<td>Grounds for Dismissal</td>
<td>84</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>85</td>
</tr>
<tr>
<td>Hygiene</td>
<td>78</td>
</tr>
<tr>
<td>Injuries</td>
<td>93</td>
</tr>
<tr>
<td>Joint Review Committee in Radiology on Education (non-compliance)</td>
<td>94</td>
</tr>
</tbody>
</table>
Jury Duty........................................................................................................... 73
Mammography ................................................................................................. 98
Medical Imaging Lab ....................................................................................... 96-97
MRI Safety ....................................................................................................... 68
Orientation to Clinic ........................................................................................ 67
Pregnancy .......................................................................................................... 89
Punctuality (Clinical) ...................................................................................... 70
Radiation Safety .............................................................................................. 86-87
Random Drug Testing .................................................................................... 92
Standard for Admission (College) .................................................................. 65
Vacations ......................................................................................................... 71
Weather Closings ............................................................................................ 95
**POLICY TITLE:**
Standards for Admission (College Policy)

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

**PROCEDURE:**
Students who are enrolling at Ivy Tech Community College should do the following:

1. Complete an application to the college at https://www.ivytech.edu/apply-now/
2. Complete financial aid forms if you would like to use Financial Aid -- FAFSA.ed.gov
3. Create MyIvy Account at https://myivy.ivytech.edu
4. Sign up for orientation. All students must attend an orientation session prior to enrolling classes.
5. Schedule a time to meet with an advisor who will discuss the course requirements in the student’s intended program.

Revised 2019
POLICY TITLE:
Admission/Selection Criteria for Limited Enrollment Programs (College Policy)

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

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

PROCEDURE:
The admission criteria defined by the state-wide program curriculum committee must be
- Consistent with standards or criteria set by the program’s accreditation, licensing, certification, and/or regulatory body
- Include multiple criteria rather than a single criterion, (single measures appropriate for the tie-breaker),
- Objective measures of student ability as opposed to criteria subject to human bias. Examples of acceptable admission criteria that curriculum committees may use include:
- Nationally normed test AND consideration of grades (either points based on grades in clearly identified courses or GPA)
- Grades (or points based on grades in clearly identified courses) AND Work Experience/Certification (points based on length and/or certification)
- Accreditation/Licensing/Certification body requirement AND GPA grades from multiple courses EXAMPLES of unacceptable admission criteria include:
- Nationally normed test as a single criterion Grade C or better in identified courses (without documentation of the same requirement established by the external accrediting body) All students must meet the specific admission/selection criteria for each limited enrollment program. Procedures for admission must be followed uniformly by every campus, for every student. Admission/selection criteria are enforced by faculty and academic deans and apply statewide; a campus may not establish campus admission/selection criteria for limited enrollment programs. Students are encouraged to meet with an Admissions/Program Advisor early in the application process. Programs shall publish deadline dates along with a mandatory information session. The application process, requirements and acceptance process are explained in the information sessions. Program information packets shall be made available online or at the campus offices.
**POLICY TITLE:**
Orientation– Clinical

**POLICY:**
To successfully be oriented to clinical education, it is imperative that the students learn basic practices before attending clinical facilities. Radiation Protection, transporting patients, and attend each clinical sites protocol for orientation of new employees.

The orientation covers fire, medical emergencies, utility failure, earthquake, chemical spills, tornado and severe thunderstorms, disruptive behavior/workplace violence, bomb threats/suspicious mail/biological agent threats, HIPAA, OSHA, Standard Precautions, introduction to clinical education, interaction with patients, and radiation protection.

**PROTOCOL:**
1. Students will be at the campus minimum two weeks prior to attending clinic.
2. Students will have an overview of clinical education before attending clinic.
3. Students will be exposed to basic patient care prior to attending clinic.
4. Students will be exposed to basic radiation protection before attending clinic.
5. Students will be exposed to basic MRI safety before attending clinic.
6. Students will understand the importance of Standard Precautions.
7. Students will attend each clinical site protocol for new students before being scheduled with patients.

POLICY TITLE:
MRI Safety- Clinical

POLICY:
Ivy Tech Community College students will follow safety practices for patients, co-workers, and other personnel when working in the MRI suite.

PROTOCOL:
1. During Orientation before attending clinic students will view a Power Point Presentation on MRI safety
2. Students will take a quiz after the power point presentation.
3. Students will be screened for MRI safety at the clinical site.
POLICY TITLE:
Attendance – Clinical

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

PROTOCOL:
1. Students are allowed to miss two (2) days from clinical during each semester. Students may use this personal time in half day increments. Students may not leave early for appointments and work through lunch or stay over the next day to make up the time. Half day increments must be pre-approved by the Program Chair, Clinical Coordinator and Clinical Instructor.
2. If a third day is missed there will be a 7% deduction from the final grade. Every additional day will be another 7% deduction.
3. Students should receive a thirty (30) minute lunch while at clinical.
4. While in the clinical setting, which begins in the fall semester of the first year, students will have the semester breaks and legal holidays that are recognized by the College.
5. To report an absence the student will notify Clinical Instructor, and Program Faculty at least one (1) hour prior to reporting time.
6. If a student has a need for time off or for any other special arrangements, the student must first obtain permission from the Program Chair or Clinical Coordinator and the approval of the Clinical Instructor.
7. If a student is absent for an extended time due to illness, the student must have a release from his/her physician before returning to clinical.

POLICY TITLE:
Punctuality

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

PROTOCOL:
1. Students should arrive at the clinical site 10 minutes before the scheduled starting time to allow for preparations and assignments.
2. Three (3) days tardy equals one day absence. Students will receive a demerit for each tardy. A student that accumulates four tardies in a semester can be placed on probation or dismissed from the program.
3. If a student accumulates three (3) demerits, the student will receive 7% grade reduction.

2013, 2016, 2019
POLICY TITLE:
Vacations

POLICY:
Vacations shall be taken according to College Calendar.

PROTOCOL:
1. Students will be given a schedule of holidays and breaks at the beginning of the fall semester of the school year. Students can find academic calendar on My Ivy.
2. During clinical training students will observe the regular semester breaks as their vacation periods.
3. While in the clinical setting, which begins in the fall semester of the first year, students will have the semester breaks and legal holidays that are recognized by the College.
POLICY TITLE:
Bereavement

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

PROTOCOL:
1. Follow protocol for clinical absence by contacting Program Chair and Clinical Instructor.
2. A student may request up to three (3) clinical days of bereavement time for the death of immediate family. Immediate family is defined as spouse, children, parents, parents-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.
3. A student may request one (1) clinical day of absence at the death of any non-immediate family member. Students may be required to provide proof of relationship and death.

POLICY TITLE:
Jury Duty

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

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

POLICY TITLE:
Conferences and Seminars

POLICY:
Students attending conferences and seminars should display professionalism while representing Ivy Tech Community College and the Medical Imaging program.

PROTOCOL:
1. Be punctual, the clinical attendance policy will apply.
2. Dress professional. No jeans, T-shirts, ball caps, etc.
3. Attend all lectures as discussed with the instructor.
4. Demonstrate appropriate conduct.
5. Submit a type written report on each lecture attended. Each lecture should include a short paragraph on what the student learned. Students might want to reflect on new knowledge, skills or ideas presented. Turn in report to program chair no later than 7 days following completion of event.
6. Submit a seminar attendance sheet and program verification form to program chair no later than 7 days after completion of event.
7. Students who do not submit their reports, and attendance sheets on time will not receive the professional development hours for the conference attended.
8. Include a type written report of lectures to his/her portfolio.
POLICY TITLE:
Clinical Hours and Rotations

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

PROTOCOL:
1. Each student is given a printed schedule of clinical hours and location for the semester.
2. Students may be assigned to rotate at a clinical facility between the hours of 7am.-7pm.
3. Students are scheduled at a clinical site for no more than eight (8) hours per day, which includes lunch, and break times.
4. Students will not be assigned clinical rotation on an Ivy Tech Community College holiday.
5. During the clinical and didactic education courses, students will not be scheduled more than 8 hours a day or a total of 40 hours a week.
6. Under NO circumstances may a student work or perform the duties of a staff radiographer for pay during the time set as “clinical” requirements. Any violation of this rule will result in immediate suspension, pending dismissal from the Program.
7. A student will not leave the department while at the clinical site without first notifying the Clinical Instructor or the technologist in charge.
8. If a student becomes sick during clinical hours, he/she will notify the Clinical Instructor or the technologist in charge.
9. Students are allotted a 30-minute lunch period.
10. Children are not allowed to accompany the student to clinical.

POLICY TITLE:
Dress Code Clinic

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

PROTOCOL:
1. All students will wear hunter green scrub top and pants. It is suggested that two (2) shirts
   and two (2) pairs of pants be purchased to allow for laundry time.
2. White lab coats may be worn. Lab coats are to be either long or short style. White long
   sleeve tops maybe worn under scrub tops.
3. White soft-soled shoes are required. They may be of the tennis shoe type; however no
   colors are allowed. No Crocs with holes or clogs are allowed.
4. Appropriate undergarments are to be worn at clinical. Thong underwear is deemed
   inappropriate.
5. Name badges and dosimetry badges, and student patches are to be displayed at all times.
6. No visible body piercing is allowed other than the ear.
7. All visible body art (tattoos) will be covered while at clinical.
8. Only natural hair colors are allowed in clinic.

2010, Reviewed 2011, 2013, Revised 2013, 2019
POLICY TITLE: Dress Code Didactic

POLICY:
To prepare for professionalism required of a Radiologic Technologist in the Radiology profession the program requires students to act and dress the part of a Radiologic Technologist.

PROTOCOL:
1. Attend class dressed for success.
2. Attend professional development opportunities dressed for success when representing program or college.
3. Dressed for success is defined as no pajamas, no bare feet, and hair combed for class or any other school activity.
4. Film Badges must be worn in lab at all times.

Created 2019
POLICY TITLE:
Hygiene

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

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

POLICY TITLE:
Cell phones and Communication Devices

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

PROTOCOL:
1. The telephones in the Radiology department and the Program Office are for professional and business use only.
2. Follow clinical site’s protocol for phone etiquette.
3. Personal calls are to be limited to emergencies only.
4. Excessive outside phone calls will not be tolerated by the clinical sites/program and may be grounds for clinical probation or suspension.
5. Cell phones are not to be used in patient care areas including any area that displays patient information.
6. Texting and cell calls are allowed during breaks and lunches/dinners and only in areas outside of patient care.

Revised 2013, 2018, 2019
POLICY TITLE:
Competencies

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

PROTOCOL:
1. All competency evaluations must be completed satisfactorily in order for the student to pass.
2. Any student who alters or falsifies clinical records and/or grades shall be dismissed from the program by the appropriate procedures, which includes a faculty review of the student’s total performance.
3. The grade scale for each course is

   \[
   \begin{align*}
   A &= 100 - 94 \\
   B &= 93 - 88 \\
   C &= 87 - 84 \\
   D &= 83 - 80 \\
   F &= 79 <
   \end{align*}
   \]

4. Any grade below a “D” on the final grade will demonstrate a lack of competency in that material and will require a repeat of that course. The need to repeat a course will mandate a conference with the faculty to determine the student’s status in the program.
5. Demerits are issued to students who do not follow policies and procedures.
6. Three (3) demerits equal one (1) grade reduction.
7. If a student does not meet the number of competencies for a given semester, a 7% reduction of grade will be given.
8. The total number of competencies required for graduation is 85

POLICY TITLE:
Student Grievance College Policy

POLICY:
Students have the right to file a grievance regarding the rules of conduct.

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

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

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

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

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

**STUDENT APPEAL OF A GRADE**

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

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

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

**Program Chain of Command:**

- Ann Wilcox/Haya Bannourah: Program Faculty
- Dr. Luster Fowler: Dean of School of Health
- Dr. Rod Brown: Vice Chancellor
- Dr. Kathleen Lee: Chancellor

2019
POLICY TITLE:
Disciplinary action – Clinical

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

PROTOCOL:
1. At the clinical site, the Director of Radiology and/or the Clinical Instructor have the authority to verbally reprimand, or dismiss a student from their assigned clinical temporarily or permanently for unethical behavior or for not complying with policies.
2. If the student is dismissed from the affiliate that he/she is assigned to, then he/she will not be allowed to continue clinical rotation.
3. The student may be allowed to complete didactic courses for that semester at the discretion of the Program Chair.
4. Any student suspension will be handled through the Clinical Coordinator, the Program Chair, the involved clinical site, and the College, as needed.
5. Days missed due to policy violation will be counted as absences.
6. It is a requirement that the clinical education courses of the program be completed before the graduate can sit for the registry of the American Registry of Radiologic Technologist

POLICY TITLE:
Grounds for Dismissal

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

PROTOCOL:
1. Failing grades in Radiology and/or other courses.
2. Insubordination
3. The conviction and/or known use of, or possession of illegal drugs or controlled substances.
4. Failure to accomplish clinical assignments and objectives.
5. Cheating in related or professional courses.
6. Altering or falsifying clinical records.
7. Fighting or other injurious actions.
8. Theft
9. HIPAA Violations.
10. Working as a radiographer for pay during assigned clinical hours.
11. Performing a radiographic exam with indirect supervision before proving competency for that exam.
12. Repeating radiographs without a registered technologist present in the room.
13. Performing portable exams without a registered technologist immediately available
14. Any other unprofessional or unethical conduct.
15. Holding the image receptor during a radiographic exposure.
16. Any Sexual Harassment, Bullying, Discrimination.
17. Under NO circumstances will exposures be made on human beings in the lab. This would cause dismissal from the program.
18. Three (3) days tardy equals one day absence. Students will receive a demerit for each tardy. A student that accumulates four tardies in a semester can be placed on probation or dismissed from the program.

POLICY TITLE:
Health Practices & Safety

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

PROTOCOL:
1. Pre-acceptance health testing and a physical are required for all potential students prior to beginning the clinical portion of the program. Students must obtain a medical examination at their own expense and upload the Physical Examination form to Castle Branch.
2. Proof of the immunizations or titers that are required prior to clinical rotations as listed in the Physical Examination and Immunity Form for the School of Health Sciences.
3. Any student who is diagnosed with an infectious disease should immediately notify a program official so that an assessment can be made and any necessary precautions implemented to protect the health of the student, patients, other students, and associates of the clinical site. Infectious diseases include, but not limited to the following: Conjunctivitis (Pink Eye), Scabies, GI flu, diagnosed strep throat, draining open sores, sore throat with fever of 101 of higher and swollen lymph nodes, and productive cough with fever or congestion in the lungs.
4. Each assessment will be made on a case-by-case basis.
5. A student returning to the clinical assignment after being off from a medical problem will be required to present a doctor’s release.
6. If the doctor’s release indicates restrictions, which would prohibit the student from performing the normal functions of the clinical assignment, the student can only return to clinical with the approval of the program officials and with the agreement of the clinical officials in order to prevent the transmission of contagion, nosocomial infections, and HIV and AIDS virus.
7. Practice good hand washing techniques before and after every patient.
8. Read infection control policy at clinical site.
9. Remove jewelry, such as rings with stones.
10. Always wear freshly laundered clothing.
11. Follow transmission-based precaution when posted.
12. Wear protective clothing when prescribed.
13. Wear gloves when needed.
14. Dispose of all contaminated wastes into proper disposal site or container.
15. Clean all surfaces with an approved disinfectant or germicide.
16. All students prior to clinical rotation will be given instruction on the use of Standard Precautions

2010, Reviewed 2011, 2012, Revised 2013, 2018
POLICY TITLE:
Radiation Safety

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

PROTOCOL:
1. Students must always follow ALARA principle.
2. Students must not hold the image receptor during any radiographic procedure.
3. Students should not hold patients during any radiographic procedures when an immobilization method is the appropriate standard of care. If holding is necessary, after attempting positioning restraints, then family members or other hospital personnel should be utilized.
4. Dosimetry badges shall be worn on the collar outside the lead apron at all times while in a clinical setting.
5. Absence of the dosimetry badge will constitute a violation and a demerit, which requires your removal from the site until the badge is available. This time will be counted as absent.
6. The clinical coordinator will distribute dosimetry readings to the students.
7. Students must report any accident or lost badge immediately to the Clinical Coordinator or Program Chair.
8. Dosages that are recorded as high will be investigated as per NRC regulations.
9. Students are not allowed to take repeat radiographs without an RT(R) physically present in the room.
10. Students are not allowed to do bedside or portable exams without direct supervision.
11. Students will wear lead aprons and thyroid shields when exposed to ionizing radiation.
12. Radiation dosimetry badges are distributed by the program. Badges are to be worn at the collar, outside the lead apron. Badges are to be removed while having personal medical or dental radiography performed. Badges will be worn at all times while in clinic or lab.
13. Each clinical affiliate must have a clinical instructor for the supervision, instruction, and evaluation of the students. Supervision can be direct or indirect and is defined as follows: Direct Supervision assures patient safety and proper educational practices.
   The JRCERT defines direct supervision as student supervision by a qualified radiographer who:
   • Reviews the procedure in relation to the student’s achievement
   • Evaluates the condition of the patient in relation to the student’s knowledge
   • Is physically present during the conduct of the procedure and
   • Reviews and approves the procedure and/or image. Student must be directly supervised until competency is achieved.
Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients. Failure to do so is grounds for dismissal.

POLICY TITLE:
Dosimetry badges and readings

POLICY:
The Medical Imaging Program Administration and Faculty have established as the annual exposure dose limit for students enrolled in its program, the level of 5 rem (5000 millirem) per annum.

PROTOCOL:
1. Students will be issued a dosimetry badge on a quarterly basis and must relinquish old badges that will be sent for readings.
2. Students will be notified verbally and/or by E-mail when to replace badges. Any student not turning in the badge by due date will receive a demerit.
3. Students will wear the whole-body badge on the collar area outside of aprons.
4. Absence of the dosimetry badge will constitute a violation, which requires your removal from the site until the badge is available.
5. Quarterly dose may not exceed 1.25rem (1250 mrem).
6. Annual dose may not exceed 5 rem (5000 mrem).
7. All efforts should be taken to minimize radiation exposure to gonads, thyroid, breasts, eyes, and unborn fetus (see Pregnancy Policy) particularly when exposed to the primary beam, yet consistent with clinical objectives.
8. Dosimetry reports are shared with the students.

POLICY TITLE:
Pregnancy

POLICY:
Any female student who becomes pregnant during the training of this program has the option of whether or not to inform the Clinical Coordinator or the Program Chair about her pregnancy.

PROTOCOL:
1. If she chooses to declare her pregnancy, the declaration needs to be in writing before the program can consider her pregnant. This policy will be followed despite of any obvious physical condition or lack of confirming pregnancy.
2. After declaring a pregnancy, a second monitoring device for the fetus shall be purchased at the student’s expense.
3. The pregnant student will be provided with the Regulatory Guide 8.13 of the Nuclear Regulatory Commission. (See the U.S. Nuclear Regulatory Commission’s Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure in Appendix A).
4. A student can un-declare the pregnancy at any time in writing.
5. The student shall not be terminated from the program solely from the result of being pregnant.

The student however, may decide to take one of the following options:
   1. Continue in the program as a full-time student with no modification or interruption.
   2. Continue the didactic portion of the program and take a leave of absence from the clinical portion.
   3. Withdraw from the program, in writing, and reenter at a later date.

6. The student will report to the program faculty which option she has chosen in writing.

POLICY TITLE:
Attendance – Didactic

POLICY:
In order for students to pass each course with a “D” or better, they are expected to attend all didactic classes as scheduled. Students that miss 25% or more of the course will receive a failing grade.

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

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

PROTOCOL:
1. There will be no make-up examinations in the classroom. Finals may not be missed.
2. Students who fail a class that is prerequisite for additional classes will not be allowed to continue the next semester unless a non-prerequisite course is offered. Since classes are offered on a yearly rotation, students must wait and repeat the failed course during the next cycle before advancing in the Program.
3. Students who fail a class that is not a prerequisite for another class will be allowed to continue into the next semester, but will not be able to graduate until the class is repeated and passed satisfactorily.
4. No student will be allowed to repeat a class more than once for a total of 2 attempts.
5. The grading scale for didactic is the same as that listed in the Clinical Education section.
6. The academic probation process will be administered, as it is clearly defined in the Ivy Tech Community College Student Handbook.
7. Failure to maintain the defined standards of progress of the Medical Imaging Program or upon well-documented violations of the policies and procedures in this handbook or Institutional Handbooks can lead to student suspension from the Program. The student does have the right and privilege to pursue the Student Grievance Procedure outlined in the Ivy Tech Community College Student Handbook. Any student dismissed for just cause will not be entitled to refunds.
8. The grade scale for each course is

   A = 100 – 94  
   B = 93 – 88  
   C = 87 – 84  
   D = 83 – 80  
   F = anything below 80

POLICY TITLE:
Random Drug testing

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

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

POLICY TITLE:
Injuries

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

PROTOCOL:
1. Students injured at the clinical sites report to the Clinical Instructor.
2. Students are to be sent to health nurse or emergency department if necessary. Students may be liable for the cost depending on the injury.
3. Students need to report any injury immediately to program officials.
4. Students who are injured at the College need to report to the Program’s officials.
5. Student and faculty will complete the appropriate forms.
6. Students must complete necessary paperwork and submit it to Janet Love room 138 at Fairbanks building on the Lawrence campus within 24 hours.

   Janet Love
   jlove@ivytech.edu
   FB: Room 138
   Phone: 317-921-4790
   Fax: 317-546-6658

POLICY TITLE:
Non-Compliance with JRCERT STANDARDS

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

PROTOCOL:
1. Any student wishing to view the standard of compliance by the Program can do so by asking any Program Faculty.
2. Any student needing clarification on any standard can talk to any Program Faculty.
3. Students are to submit in writing to the Program Chair the complaint identifying the standard of non-compliance.
4. Explain how the program is not in compliance.
5. Schedule an appointment with the Program Chair to discuss the matter.
6. After the above steps have been completed the student may contact the Joint Review Committee for education of Radiologic Technology.

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Dr. Suite 2850
Chicago, IL 60606-3182
312-704-5300
mail@jrcert.org
www.jrcert.org

2010, Reviewed 2011, Revised 2012, Revised 2013, 2019
POLICY TITLE:
Weather Closings

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

PROCEDURE:
1. Students are not expected to attend clinical or didactic classes if the college closes for bad weather.
2. Students can be notified of school closings through My Ivy or Ivy Alert System.
3. Students can be notified by cellular phone if they sign-up for this feature.

POLICY TITLE:
Medical Imaging Lab

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

PROCEDURE:
1. No one is to be in the Medical Imaging Lab without permission from the Program faculty.
2. Any unauthorized or inappropriate use of the Lab could lead to suspension or withdrawal from the Program.
3. No ionizing exposures will be made without direct Program faculty supervision.
4. Under NO circumstances will exposures be made on human beings in the lab. This would cause dismissal from the program.
5. Radiation dosimeters must be worn at all times in the lab.
6. Lab must be left in a clean and orderly fashion after use is completed.
7. No food or drinks are allowed in the lab at any time.
8. Electrical safety rules
   - All electrical equipment and appliances must be approved for use in the Medical Imaging labs.
   - Follow equipment manufacturer's instructions.
   - Equipment used on or near patients or near water must have grounded plugs.
   - Inspect equipment regularly, paying attention to cords and plugs. Report any needed repairs.
   - Do not overload circuits by connecting too many devices to a single outlet or outlet group.
   - Unplug or turn off electrical equipment before exposing external parts.
   - Use only extension cords approved for the intended purpose.
   - Do not attempt to repair equipment
   - In case of an electrical fire, use a Class C or carbon dioxide fire extinguisher.
9. Emergency Response
   - Refer to the Emergency Response Guide posted in all classrooms and in the lab.
   - The Emergency Response Guide covers responses to:
     - Introduction/Emergency Alert,
     - Definitions,
     - Fire/Medical Emergency, Bomb Threat,
     - Lockdown/lockout Procedures,
     - Criminal Activity/Weapon Possession,
     - Workplace Violence Hostage,
     - Suspicious Mail/Inclement Weather/Natural Disaster,
     - Shelter-In-Place Procedures/Power Failure/Elevator Emergency/Chemical Spills/ and Gas Leak
• Blood Borne Pathogens/Drugs & Alcohol/Suicide/Sexual Assault Prevention,
• Buddy System/Disability Evacuation Information, Mobility Assistance/Floor Guardian Duties/Evacuation Options,
• Planning and Evacuation Planning Worksheet/Bomb Threat/Threatening Call Form,
• Campus safety tips/Identity Theft Prevention/Important Phone Numbers/Security Services

POLICY TITLE:
Mammography Policy

Effective October 15, 2016

POLICY:
Placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

PROTOCOL:
1. All students, male or female, will be offered the opportunity to participate in mammography clinical rotations.
2. The program will make every effort to place a male student in a mammography clinical rotation if requested: however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures.
3. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The program’s policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is available on the JRCERT web site, www.jrcert.org, Programs and Faculty, Program Resources.

2016, Revised 2018, 2019
POLICY TITLE:
Background Check and Drug Screening

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

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

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

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

PROCEDURE:
The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student. The student, the College, and clinical sites will have access to the secure web-based results.
The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

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

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

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

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

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

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

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

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

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

Procedures for Determining Eligibility for Clinical Placement

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

2. Eligibility for Clinical Experiences in Campus-Based Clinical Services

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

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

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

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person’s conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College.
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction
PROGRAM FORMS

TABLE OF CONTENT

ALARA Notification ................................................................. 118
Authorization to Release Reference Information ....................... 106
Authorization Use and Disclosure of Protected Health Information .. 107
Conference Attendance Sheet .................................................... 121
Confidentiality Agreement ....................................................... 109
Declaration of Pregnancy ......................................................... 113
Disciplinary Action .................................................................. 117
Demerits .................................................................................. 115
Grounds for Dismissal ............................................................... 111
Health-Physical Form ............................................................... 122-128
JRCERT Allegations Reporting Form .......................................... 119-120
Merits .................................................................................... 114
Policy and Student Handbook Agreement ................................... 105
Professional Development ........................................................ 116
Repeat Films and Portable Examinations ...................................... 112
Volunteer Consent Lab ............................................................. 110
Voluntary Identification of Special Need ..................................... 108
POLICY AND STUDENT HANDBOOK AGREEMENT

I have read and understand the Program Policy and Student Handbook for the Medical Imaging Program, at Ivy Tech Community College, Central Indiana. The contents have been fully explained and all pertinent questions have been answered.

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

___________________________________
Full Legal Name, Printed

___________________________________
Student Signature

___________________________________
Date

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

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

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

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

_____ All information

_____ GPA

_____ Attendance

_____ Rated abilities

_____ Technical abilities

_____ Reliability

_____ Other ________________________________

_____ DO NOT release any information

___________________________________
Student’s Signature

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

Signed: _________________________________________

Printed: _________________________________________

Date: _____________________________

Address: ________________________________________
VOLUNTARY IDENTIFICATION OF SPECIAL NEED

Ivy Tech Community College-Indianapolis is committed to providing equal opportunities for persons throughout the College. This information is not utilized during the admissions or acceptance process. The College does not discriminate on the basis of special needs in any of its policies, practices, or procedures including, but not limited to, admissions, financial aid, educational services, employment services, and programs for activities.

In order to receive instructional accommodations for special needs students must contact the Student Affairs Office.

If you have a special need, please list the need and the support services requested:

Applicant Name: _________________________________________

Student ID Number: ________________________

Program of Application: ________________________

Date: ____________________________________________

Please return this form to the Student Affairs Office if needed, otherwise it is to be noted that no such needs exist and placed on file in the program office.
AGREEMENT TO MAINTAIN PATIENT CONFIDENTIALITY

I, __________________________, understand all information I may be privileged to concerning patient’s names, health status, medical and other treatments, and any knowledge gained through conversation, records, or by other means is confidential. I agree to maintain patient confidentiality, and will not speak, write about, or divulge by any other means any patient by name. Further, I will not discuss any patient cases outside the clinical classroom setting or with anyone other than my fellow Imaging Sciences students and Imaging Sciences instructors. I also realize duplicating patient records and then removing patient’s names fails to safeguard confidentiality fully and is not authorized by the institution, clinical classroom setting, or by Ivy Tech Community College. I understand any violation of patient confidentiality can result in my dismissal from the Medical Imaging program and may result in legal reprisal.

STUDENT SIGNATURE: ________________________________

STUDENT PRINTED NAME: ________________________________

DATE: ________________________________

WITNESSED BY: ________________________________
Please initial each point:

_____ It is my decision to participate in the following activities for educational purposes for the School of Health Sciences Medical Imaging Program student(s) as a learning method.

_____ I understand that my role as a “patient” is in no way a provision of actual healthcare by licensed/credentialed provider(s). Volunteer will be subject to physical contact for educational purposes by faculty and students.

_____ I understand that any medical information I have provided is for the purpose of this educational experience for the student learner and will not be shared with anyone other than the students and their instructor(s).

_____ Any potential health concerns found during the activity would need to be discussed with the student’s personal healthcare provider. No documentation would be provided to the student for any medical purposes and no medical advice or diagnoses will be given.

_____ I understand I will follow the lab rules and comply with the Nuclear Regulatory Commission and Medical Imaging Program Policies regarding the declared pregnant student and pregnant worker.

_____ I agree that no exchange of money should take place regarding the activities.

_____ I grant permission to Ivy Tech Community College the unrestricted right to reproduce photographs and/or videos taken of me during the following activities for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium.

_____ I agree to hold harmless Ivy Tech Community College (faculty, staff and students) from any injury or responsibility related to my voluntary participation. It is understood that the College agrees to exercise reasonable care in performing the activities as part of its student training program(s).

Activity:
1. Transport
2. Simulated medical event participant
3. Imaging: positioning and/or radiology activities to include palpation of positioning landmarks and anatomical structures
4. Patient care activities and demonstrations

______________________________  __________________________
Printed name                        Date

______________________________  __________________________
Signature                        Date

______________________________  __________________________
Medical Imaging Program Faculty Signature                        Date
**GROUNDS FOR DISMISSAL**

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

1. Failing grades in Radiology and/or other courses.
2. Insubordination
3. The conviction and/or known use of, or possession of illegal drugs or controlled substances.
4. Failure to accomplish clinical assignments and objectives.
5. Cheating in related or professional courses.
6. Altering or falsifying clinical records.
7. Fighting or other injurious actions.
8. Theft
9. HIPAA Violation
10. Working as a radiographer for pay during assigned clinical hours.
11. Performing a radiographic exam with indirect supervision before proving competency for that exam.
12. Repeating radiographs without a registered technologist present in the room.
13. Performing portable exams without a registered technologist immediately available.
14. Any other unprofessional or unethical conduct.
15. Holding the Image Receptor during a radiographic exposure.
16. Any Sexual Harassment, Bullying, Discrimination.
17. Under NO circumstances will exposures be made on human beings in the lab. This would cause dismissal from the program.
18. Three (3) days tardy equals one day absence. Students will receive a demerit for each tardy. A student that accumulates four tardies in a semester can be placed on probation or dismissed from the program.

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

___________________________________
Student’s Signature

___________________________________
Date
REPEAT FILMS AND PORTABLE EXAMINATIONS

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

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

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

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

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

_______________________________________
Student’s Signature

_______________________________________
Date
DECLARATION OF PREGNANCY

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

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

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

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

___________________________________
Full Legal Name, Printed

___________________________________
Student’s Signature

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

Date ____________________

Signature ________________________________________
DEMERITS

Student’s Name ________________________________ Date __________________

I UNDERSTAND I HAVE RECEIVED A DEMERIT FOR THE FOLLOWING:

1. Failure to be in proper uniform _____
2. Failure to follow hygiene policy _____
3. Failure to clock in/out on time _____
4. Inappropriate behavior _____
5. Clinical Final Lab tests and scenarios not turned in to Program Chair by due date _____
6. Competency taken away due to lack of performance _____
7. Failure of a progressive competency _____
8. Dosimetry badge not turned in on time _____
9. Failure to wear dosimetry badge at clinical site _____
10. Dosimetry Report not viewed and initialed _____
11. Failure to notify Clinical Instructor and Program Faculty of absence or tardy _____
12. Failure to have image ID markers at clinical site _____
13. Failure to wear name badge _____
14. Use of cologne, perfume, or after shave _____
15. Not retesting in lab/clinic within 2 weeks of failing a comp _____
16. Not retesting in lab/clinic within 2 weeks of failing a progressive _____
17. Having cell phone on you at clinic, iPods or electronic devices _____
18. Smoking _____
19. Each tardy _____
20. Other _____

Comments:

Student signature _______________________________________

Given by _____________________________________________
Student Name: __________________________

Date of Event: __________________________

Name of Event: __________________________

Event Sponsored by __________________________

Number of hours __________________________

Signature of Person Approving Event: __________________________

(If not college related event) Printed Name Phone #

Student Signature: __________________________

Program Chair Signature: __________________________
DISCIPLINARY ACTION

Student’s Name _________________________________________________________

Clinical Site __________________________________________________________

Problem or incident discusses with the student:

Assistance to be given to the student:

Student Response:

Action to be taken:

Verbal _____ Probation _____ No. of days _____

Written _____ Dismissal from Site _____

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

_________________________  ________________________
Student’s signature                     Date

_________________________  ________________________
Clinical Instructor                     Date

_________________________
Program Chair

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

Above 1.25 rem (1250 mrem) quarterly _________
Above 5 rem (5000 mrem) yearly _________

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

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

This notice of ALARA violation has been noted by the Radiation Safety Officer (Haya Bannourah R.T. (R)(M)(CT)) as required and will be available for outside agency inspections. Please take a moment to answer the following questions regarding this violation. If you have any questions or concerns regarding this report, please contact the Radiation Safety Officer or Program Director of the Medical Imaging Program.

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

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

Questions regarding your ALARA notification: ____________________________

____________________________________________________________________

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

Signature of Student: __________________________ Date: ________

Signature of Person writing report: __________________________ Date: __________
JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)  
Allegations Reporting Form

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

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

Process

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

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

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

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

Please print or type all information.

Name of Complainant: _______________________________________________________

Address: ___________________________________________________________________

City: _______________ State: _________ Zip Code: ___________________

Signature: ___________________________ Date: ______________

Institution sponsoring the program involved:

Name: ___________________________________________________________________

Address: ___________________________________________________________________

City: _______________ State: _______ Zip Code: ___________

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

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

Briefly explain:

If Yes, the outcome

If No, why not
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

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

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

JRCERT The Joint review Committee on Education in Radiologic Technology
20 N. Wacker Dr., Suite 2850
Chicago, IL. 60606-3182
312-704-5300
mail@jrcert.org
# CONFERENCE ATTENDANCE SHEET

**DUE 1 WEEK FROM DATE OF CONFERENCE**

Name: _____________________________________________________________

Conference Title: ___________________________________________________

Conference Location: _________________________________________________

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Lecture Title</th>
<th>Instructor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Complete form and a written report on the conference lectures must be submitted within **one week** of the conference. This should be turned in to the Program Chair. Students who do not submit their reports on time will only receive half of the professional development hours for the conference attended.
Ivy Tech Community College of Indiana
School of Health Sciences
Vaccination and Physical Examination Form

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: H__ome ____-_____ - _____ 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.

<table>
<thead>
<tr>
<th>Name of Student (PRINT)</th>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
**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.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Date of Vaccination(s)</th>
<th>Date of Titer(s) Showing Immunity if No Vaccination</th>
<th>If Titer Negative for Immunity, Date of Vaccination(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #2 (1 mo. following #1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #3 (5 mo. following #2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza (1 dose annually)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles (2 doses, 4 weeks apart)</td>
<td>MMR</td>
<td></td>
<td>MMR</td>
</tr>
<tr>
<td>Mumps (1 dose)</td>
<td>1:</td>
<td></td>
<td>1:</td>
</tr>
<tr>
<td>Rubella (1 dose)</td>
<td>2:</td>
<td></td>
<td>2:</td>
</tr>
<tr>
<td>Varicella (2 doses, 4 weeks apart)</td>
<td>1:</td>
<td></td>
<td>1:</td>
</tr>
<tr>
<td></td>
<td>2:</td>
<td></td>
<td>2:</td>
</tr>
<tr>
<td>Tetanus, Diptheria, &amp; Pertussis (Tdap) – (1 dose)</td>
<td>Date of Titer(s) Below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus (Td) Booster (every 10 years after Tdap)</td>
<td>Date of Titer(s) Below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus</td>
<td>Date of Vaccination above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Date of Vaccination above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pertussis</td>
<td>Date of Vaccination above</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

• 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: ____/____/____  
Date Read: ____/____/____  
Results: _____ mm  
□ Negative  □ Positive (chest x-ray required)

**PROVIDER PRINTED NAME:** _____________________________

**PROVIDER SIGNATURE:** _____________________________

---

**SECOND TEST:**
Date given: ____/____/____  
Date Read: ____/____/____  
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:** _____________________________

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.

In addition to the Essential Functions listed below, students are expected to provide proof of the following items while enrolled in the nursing program which may include, but are not limited to:

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

CLINICAL PHYSICAL & PERFORMANCE REQUIREMENTS

Students in the Medical Imaging Program must meet the following requirements for the clinical portion of the program when rotating through the clinical sites:
1. Students must be free from contagious diseases and chemical dependence.
2. Students must have a physical examination by a medical doctor at their own expense and submit results to the Program Chair.
3. The TB test must be repeated on or before the anniversary of admission into clinical portion of program each year.
4. CPR certification must be valid for the 2 years in the program.
5. 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)
6. 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)
7. 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)
8. 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)

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

10. 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)

11. 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)

12. 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)

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

14. READING
• Read and understand written documents (e.g., policies, protocols)

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

16. 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

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

19. 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

**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.

Yes □ No □

I have reviewed the Essential Functions for Imaging 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.

Yes □ No □

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

**PROVIDER SIGNATURE:**
_____________________________________

**PROVIDER PHONE:** ____-____-______

**DATE:** _______________
<table>
<thead>
<tr>
<th>Clinical Evaluation Forms</th>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affective Student Performance Evaluation</td>
<td>130-131</td>
</tr>
<tr>
<td>ARRT Web Info on Criminal Violence</td>
<td>158-159</td>
</tr>
<tr>
<td>Clinical Absence Form</td>
<td>147</td>
</tr>
<tr>
<td>Clinical Competency Form</td>
<td>148</td>
</tr>
<tr>
<td>Clinical Scenario Form</td>
<td>149</td>
</tr>
<tr>
<td>Comprehensive Lab Exam Form</td>
<td>144</td>
</tr>
<tr>
<td>Evaluation of Clinical Instructor</td>
<td>136</td>
</tr>
<tr>
<td>Evaluation of Didactic Faculty</td>
<td>137</td>
</tr>
<tr>
<td>General Evaluation of Student</td>
<td>132</td>
</tr>
<tr>
<td>Image Critique Presentation</td>
<td>138</td>
</tr>
<tr>
<td>JRCERT Standards</td>
<td>151-157</td>
</tr>
<tr>
<td>Progressive Exam Form</td>
<td>145</td>
</tr>
<tr>
<td>Radiation Protection Skills</td>
<td>133</td>
</tr>
<tr>
<td>RADT 114 Clinical I Grading Sheet</td>
<td>139</td>
</tr>
<tr>
<td>RADT 116 Clinical II Grading Sheet</td>
<td>140</td>
</tr>
<tr>
<td>RADT 202 Clinical III Grading Sheet</td>
<td>141</td>
</tr>
<tr>
<td>RADT 203 Clinical IV Grading Sheet</td>
<td>142</td>
</tr>
<tr>
<td>RADT 204 Clinical V Grading Sheet</td>
<td>143</td>
</tr>
<tr>
<td>Student Evaluation of Clinical Education</td>
<td>134-135</td>
</tr>
<tr>
<td>Student Evaluation of Didactic Faculty</td>
<td>137</td>
</tr>
<tr>
<td>Vital Signs Form</td>
<td>146</td>
</tr>
</tbody>
</table>
AFFECTIVE Student Performance Evaluation

Student: _____________________ Date: _______________

Instructions: A student’s conduct in the clinical setting is a major indicator, which the general public uses to judge a department’s professional level. Evaluate the student on his/her abilities using the scale below. Place an x in the appropriate box to measure the extent in which the student accomplishes the objective. Use the comment section and/or back of sheets to state examples or comments. 5 is highest and 1 is lowest score on this evaluation tool.

5=Always 4=Almost Always 3=Sometimes 2=Almost Never 1=Never

The Student:

Quality of Work
1. Displays accurate work 5 4 3 2 1
2. Displays neat work 5 4 3 2 1
3. Displays work that is thorough 5 4 3 2 1

Initiative
4. Displays the energy and motivation displayed in starting tasks 5 4 3 2 1
5. Displays the energy and motivation displayed in completing tasks 5 4 3 2 1

Judgment
6. Demonstrates problem-solving skills 5 4 3 2 1
7. Uses critical thinking skills when performing procedures 5 4 3 2 1

Quantity of Work
8. Completes adequate volume of work 5 4 3 2 1

Organization Of Work
9. Uses time constructively 5 4 3 2 1
10. Uses time productively 5 4 3 2 1

Performance Under Pressure
11. Demonstrates ability to handle pressure 5 4 3 2 1
12. Demonstrates ability to remain calm in busy or crisis situations 5 4 3 2 1

Comments:

**Interpersonal Relationships**
13. Exhibits ability to communicate and deal effectively with peers 5 4 3 2 1
14. Exhibits the ability to communicate and deal effectively with patients 5 4 3 2 1
15. Exhibits the ability to communicate, and deal effectively with employees 5 4 3 2 1

**Attendance/Punctuality**
16. Arrives for clinical rotation on time 5 4 3 2 1
17. Attends clinical on days schedules 5 4 3 2 1

**Personal Appearance**
18. Displays good grooming and cleanliness 5 4 3 2 1
19. Complies with dress code 5 4 3 2 1

**Professional Ethics**
20. Displays honesty 5 4 3 2 1
21. Works well with others 5 4 3 2 1
22. Displays appropriate professional judgment 5 4 3 2 1

Comments:

**Attitude and Cooperation**
23. Displays a desire to get along with techs and peers 5 4 3 2 1
24. Reacts to criticism constructively by trying to improve. 5 4 3 2 1

Comments:

TOTAL POINTS _______/120 _________%
Student Signature: _______________________
Evaluator Signature: _______________________
Clinical Program Faculty Signature: _______________________

# IVY TECH COMMUNITY COLLEGE
## MEDICAL IMAGING PROGRAM
### GENERAL EVALUATION OF STUDENT

| STUDENT ______________________ | Date__________ |
| Instructor/Evaluator ______________ | Site __________ |

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>is pleasant and smiles</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>uses good judgement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>greets patients and co-workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>is polite and respectful</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>is creative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>is flexible</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>has a good attitude about clinic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>is willingness to learn concepts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>is cooperative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>is progressing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>uses/care of equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>is capable of following directions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>is willing to assume tasks with lifting patients</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>assumes responsibilities with participation of exams</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>considers others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>uses appropriate conduct w/o supervision</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>listens</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>displays self-confidence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>practices radiation protection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>is aggressive in performing exams</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points (of possible 100) ______________

COMMENTS:

STUDENT SIGNATURE ______________

Revised 2010, 2014, 2018
### IVY TECH COMMUNITY COLLEGE
MEDICAL IMAGING PROGRAM
RADIATION PROTECTION EVALUATION

Clinical Evaluation of _____________________ Date __________

Instructor/Evaluator _____________________ Site __________

Total Points / (70) _____________________

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>asked women of reproductive age if there was a possibility of pregnancy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>used gonad shields where applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>placed patient parallel to table for upper extremity exams (legs not under table for exposures)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>collimated to the part being examined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>turned eyes away from the beam when possible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>used immobilization devices instead of having the patient held</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>utilized lead aprons and gloves to hold patient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>used non-radiology personnel to hold patient when possible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>uses ALARA principles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>stood behind lead barrier when making an exposure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>did not expose anyone accidently entering the room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>wore film badge in proper position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>can state latest dosimetry reading</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>did not have to repeat an image due to student error (pt motion is considered student error)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please circle the clinical class above.

Clinical Site:                Date:

Please answer the questions below and explain your answers.

1. Were procedures available for you to complete your competencies?

2. Did your clinical education provide a professional environment?

3. Did you always have adequate supervision when performing procedures?

4. How would you rate your clinical education?  excellent  very good  good  fair  poor
   Why?

Radiation Safety

5. Was your radiation exposure monitored and if so how?

6. Were the dosimetry reports available to you?
7. Were you ever asked to do a repeat exam by yourself without a technologist present?

8. Were you ever asked to hold the image receptor?

9. Was the ratio of technologist 1:1 or greater?

10. Was the evaluation process fair? Why or why not?

11. Did your clinical instructor encourage you to ask questions?
Evaluation of Clinical Instructor

Please circle the clinical class above.

Clinical Instructor ___________________________ Date: _______________

This evaluation form is designed for the clinical instructor. Within each section, read the related statements and rate each on a scale of 1 to 5, 1 being low and 5 high. Place comments on bottom and/or back of sheet if you need more space. *If you rate an item a 1 or 2, please explain.*

**CLINICAL INSTRUCTOR:**

1. Monitors direct and indirect supervision
   Comment:
   1 2 3 4 5

2. Is fair in evaluating and grading student:
   Comment:
   1 2 3 4 5

3. Is accessible/helpful to student:
   Comment
   1 2 3 4 5

4. Is knowledgeable of subject matter:
   Comment:
   1 2 3 4 5

5. Follows college policies and procedures
   Comment:
   1 2 3 4 5

6. Has student adhere to clinical hours set by college
   Comment:
   1 2 3 4 5

7. Refers student disciplinary actions to college
   Comment:
   1 2 3 4 5

8. Has a positive attitude about teaching students
   Comment:
   1 2 3 4 5

9. Is enthusiastic about student education
   Comment:
   1 2 3 4 5

10. Displays professionalism with students
    Comment:
    1 2 3 4 5

Revised 2010, 2013, 2015
This evaluation form is designed for didactic faculty. Within, each section, read the related statements and rate each on a scale of 1 to 5, **1 being low and 5 high**. Please make comments at each of evaluation.

1   2   3   4   5   1. The instructor is knowledgeable of subject matter.
1   2   3   4   5   2. The instructor is well organized.
1   2   3   4   5   3. The instructor is well prepared for class.
1   2   3   4   5   4. The instructor explains the material clearly.
1   2   3   4   5   5. The instructor is excited about teaching.
1   2   3   4   5   6. The instructor makes the subject fun to learn
1   2   3   4   5   7. The instructor encourages my learning.
1   2   3   4   5   8. The instructor is available to students.
1   2   3   4   5   9. The instructor is fair with grading policy.
1   2   3   4   5  10. The instructor encourages asking questions in class.
1   2   3   4   5  11. The instructor displays a positive attitude toward students.
1   2   3   4   5  12. The instructor fosters a learning environment in class.

DATE:

COMMENTS:

NAME: (OPTIONAL)
IVY TECH COMMUNITY COLLEGE
Medical Imaging
Image Critique Presentation

Student: ________________________________

Clinical Site: __________________________

Image(s) must be student’s independent work or a competency.

1. Free of removable artifacts. (2) ______

2. Describe routine views. (2) ______

3. Student’s marker is visible on image (2) ______

4. Student can discuss technical factors used for exam. (2) ______

5. Student is able to identify pertinent anatomy. (4) ______

6. The proper image identification is visible on film(s). (4) ______

7. Correct centering of part to image receptor. (2) ______

8. Correct positioning of the patient. (2) ______

9. Proper radiation protection was utilized. (2) ______

10. The “S” or index number is within range. (2) ______

11. Student is able to critique image for positioning errors. (2) ______

12. Student’s work is adequate for time in the program. (2) ______

Total points ______

Exam ________________

Student Signature: ________________________________

Evaluator: ____________________________ Date: __________

Grade: Total Points /28 = ______ %

Revised 2010, 2011, 2018, 2019
RADT 114
Clinical Education I
Grading Sheet

Name: _______________________________    Date:  _______________

Image Critique: _________    /28    x .05 = _________

Clinical Evaluation:    /290    x .20 = _________

General            Affective            Rad Protection
_________            _______            _______
100                120                70

Competencies _________    /19    x .30 = _________

Scenario _________    /189    x .25 = _________

Comprehensive Lab Final:    ______    ______    ______    ______    _______

/150    x .20 = _________

Final Grade _________

Demerits _______    Merits _______

Days Absent _______    ______    ______    ______

If the number of competencies are not met for semester a 7% grade reduction is given

Faculty Signature ________________________________________
Revised 2012, 2015, 2017, 2019
### RADT 116
Clinical Education II
Grading Sheet

<table>
<thead>
<tr>
<th>Name: _______________________________</th>
<th>Date:  ________________</th>
</tr>
</thead>
</table>

#### Image Critique:

<table>
<thead>
<tr>
<th>28</th>
<th>28</th>
<th>28</th>
</tr>
</thead>
</table>

#### Clinical Evaluation

<table>
<thead>
<tr>
<th>General</th>
<th>Affective</th>
<th>Rad Prot</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>120</td>
<td>70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>/290</th>
<th>x .20 =</th>
<th></th>
</tr>
</thead>
</table>

#### Competencies

<table>
<thead>
<tr>
<th>34</th>
<th>34</th>
<th>34</th>
<th>34</th>
<th>34</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>/34</th>
<th>x .25 =</th>
<th></th>
</tr>
</thead>
</table>

#### Scenario

<table>
<thead>
<tr>
<th>189</th>
<th>189</th>
<th>189</th>
<th>189</th>
<th>189</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>/189</th>
<th>x .20 =</th>
<th></th>
</tr>
</thead>
</table>

#### Progressives (10)

<table>
<thead>
<tr>
<th>10</th>
<th>10</th>
<th>10</th>
<th>10</th>
<th>10</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>/10</th>
<th>x .10 =</th>
<th></th>
</tr>
</thead>
</table>

#### Comprehensive Lab Final:

<table>
<thead>
<tr>
<th>150</th>
<th>150</th>
<th>150</th>
<th>150</th>
<th>150</th>
<th>150</th>
<th>150</th>
<th>150</th>
<th>150</th>
<th>150</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>/150</th>
<th>x .20 =</th>
<th></th>
</tr>
</thead>
</table>

Final Grade  

#### Demerits  Merits  

Days Absent  

If the number of competencies OR progressives are not met for semester a 7% grade reduction is given

Faculty Signature  

Revised 2012,2015,2018,2019
**RADT 202**  
Clinical Education III  
Grading Sheet

Name: _______________________________  
Date:  ___________

<table>
<thead>
<tr>
<th>Image Critique:</th>
<th>/28</th>
<th>x .05 = _______</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>28</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Evaluation</th>
<th>General</th>
<th>Affective</th>
<th>Rad Prot</th>
<th>/290</th>
<th>x .20 = _______</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
<td>120</td>
<td>70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Competencies</th>
<th>/50</th>
<th>x .25 = _______</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario</th>
<th>/189</th>
<th>x .20 = _______</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>189</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Progressives (20)</th>
<th>/20</th>
<th>x .10 = _______</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comprehensive Lab Final:</th>
<th>/150</th>
<th>x .20 = _______</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Final Grade  _______

Demerits  _____  Merits  _____

Days Absent  _____  _____  _____  _____

If the number of competencies OR progressives are not met for semester a 7% grade reduction is given

Faculty Signature  ________________________________

Revised 2012,2015,2017,2018, 2019
RADT 203
Clinical Education IV
Grading Sheet

Name: _______________________________  Date: ______________

Image Critique: _______ /28  x .05= _______

Clinical Evaluation

<table>
<thead>
<tr>
<th>General</th>
<th>Affective</th>
<th>Rad Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>120</td>
<td>70</td>
</tr>
</tbody>
</table>

/290  x .20 = _______

Competencies _______ /68  x .25 = _______

Scenario _______ /189  x .20 = _______

Progressives (10) /10  x .10= _______

Comprehensive Lab Final:

_____  _____  _____  _____  _____ /150  x .20 = _______

Final Grade _______

Demerits _____  Merits _____

Days Absent _____  _____  _____  _____

If the number of competencies OR progressives are not met for semester a 7% grade reduction is given

Faculty Signature ______________________________________

Revised 2012, 2015, 2017, 2018, 2019
**RADT 204**
Clinical Education V
Grading Sheet

<table>
<thead>
<tr>
<th>Name: _______________________________</th>
<th>Date: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image Critique: _____</td>
<td>/28 x .05 = ______</td>
</tr>
<tr>
<td>28</td>
<td></td>
</tr>
<tr>
<td>General  Affective  Rad Protection</td>
<td>/290 x .15 = ______</td>
</tr>
<tr>
<td>100  120  70</td>
<td></td>
</tr>
<tr>
<td>Competencies: _____</td>
<td>/85 x .20 = ______</td>
</tr>
<tr>
<td>#85</td>
<td></td>
</tr>
<tr>
<td>Scenario: _____</td>
<td>/189 x .15 = ______</td>
</tr>
<tr>
<td>189</td>
<td></td>
</tr>
<tr>
<td>Progressives 20</td>
<td>/20 x .10 = ______</td>
</tr>
<tr>
<td>Comprehensive Lab Final:</td>
<td>/150 .20 = ______</td>
</tr>
<tr>
<td>_____  _____  _____  _____</td>
<td></td>
</tr>
<tr>
<td>Portfolio: _____</td>
<td>/150 15 = ______</td>
</tr>
<tr>
<td>Final Grade: ______</td>
<td></td>
</tr>
<tr>
<td>Demerits: _____</td>
<td></td>
</tr>
<tr>
<td>Merits: _____</td>
<td></td>
</tr>
<tr>
<td>Days Absent: _____  _____  _____</td>
<td></td>
</tr>
</tbody>
</table>

If the number of competencies OR progressives are not met for semester a 7% grade reduction is given

Faculty Signature ________________________________ Revised 2015, 2016, 2017, 2018, 2019
IVY TECH MEDICAL IMAGING PROGRAM
COMPREHENSIVE LAB EXAM

STUDENT: ________________

EVALUATOR: ________________       DATE: ____________

CRITERIA:

1. Prepare patient for exam     ___    ___    ___    ___    ___
2. Assist and communicate with patient throughout the exam ___    ___    ___    ___    ___
3. Select appropriate equipment ___    ___    ___    ___    ___
4. Positioned patient correctly ___    ___    ___    ___    ___
5. Accurately set control panel ___    ___    ___    ___    ___
6. Utilize proper distance for exam ___    ___    ___    ___    ___
7. Mark image appropriately with “R” or “L” markers ___    ___    ___    ___    ___
8. Provide protective lead shield when necessary ___    ___    ___    ___    ___
9. Complete the positioning within 2 ½ minutes ___    ___    ___    ___    ___
10. Perform skills with confidence and ease ___    ___    ___    ___    ___

30  30  30  30  30

TOTAL ______/150

Comment

SIGNATURE:

_______________________  __________________
Clinical Instructor  Student

SCORING:  0-Unacceptable
          1-Needs Major Improvement
          2-Needs Minor Improvement
          3-Acceptable

Points _____/150 = ______%

NOTE: There are 30 possible points for each procedure. Each student must do total of 5 views.
Points obtained/total possible points 150 = grade percentage

Revised 2016,2018
IVY TECH COMMUNITY COLLEGE
MEDICAL IMAGING PROGRAM
PROGRESSIVE EXAM
(Failed progressive must be turned in to Clinical Coordinator)

Student Name ____________________________________________________

Date: ____________________

Exam ____________________

MRN # ____________________

Criteria:

1. Prepared patient for exam _______
2. Assisted and communicated with patient during exam _______
3. Selected appropriate equipment _______
4. Positioned patient correctly _______
5. Accurately set control panel _______
6. Marked image correctly (name, Rt, Lt, etc) _______
7. Used Radiation Protection practices (patient, staff, student) _______
8. Followed appropriate imaging techniques for that exam (Laser film, digital imaging, C-arm documentation, etc and Imaging was acceptable) _______
9. Followed up with proper paperwork _______
10. Showed initiative and confidence _______

Additional Comments ________________________________________________

Student Signature: _________________________________________

Evaluator Signature: ____________________________

Scoring: Possible 30 points

0 = Unacceptable
1 = Needs Major Improvement
2 = Needs Minor Improvement
3 = Acceptable

Total Points _________

*An automatic failure for exam if right/left markers not on film according to policy.
Ivy Tech Community College- Indianapolis  
Vital Signs/ 3 per week

Student Name: _______________________________________________

Turn in:

<table>
<thead>
<tr>
<th>Date</th>
<th>Student/tech’s initials having vitals taken</th>
<th>BP</th>
<th>Temp</th>
<th>Pulse</th>
<th>Respiration</th>
<th>Pulse Oximetry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Medical Imaging Program
Clinical Absences

Name: ____________________________________________

Date: __________________

Verbal Warning: ______

Written Warning ______

Probation: ______

Incident:

Clinical Instructor Signature: __________________________

Clinical Coordinator Signature: __________________________

Student Comments: _______________________

Student Signature: ____________________________

2004,2019
IVY TECH COMMUNITY COLLEGE-INDIANAPOLIS
MEDICAL IMAGING PROGRAM
CLINICAL COMPETENCY FORM

Student Name: ____________________________________

Date: _______________ Procedure: _______________

0=Unacceptable  1= Needs major improvement  2=Needs minor improvement  3=Acceptable

Must have 2s and 3s on each item to pass the comp.

Indicate projections in space provided (Views)

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

Performance:
1. Prepared patient for exam
2. Assist and communicate with patient during exam
3. Patient in correct position
4. CR centered to IR
5. CR angled correctly
6. Distance correct
7. Control panel properly set
8. Good patient care/rapport
9. Good equipment manipulation
10. Appropriate shielding
11. Overall speed/efficiency good
12. Showed initiative and confidence

Post Exam:
1. Performance in logical order
2. Appropriate markers used and visible
3. Good Collimation
4. Anatomy of interest centered
5. Anatomy not clipped
6. Anatomy in true AP, Lateral, etc
7. Correct projection utilized
8. Exam completion/follow up
9. Exposure index acceptable

Can identify 5 parts of anatomy(5pts) __________   __________   __________   __________ _________

Student Signature: ______________________ Date: ________________

Evaluator Signature: ______________________ Date: ________________

PASS __________   FAIL __________
IVY TECH COMMUNITY COLLEGE-INDIANAPOLIS
MEDICAL IMAGING PROGRAM
CLINICAL SCENARIO FORM

Student Name: ________________________________

Date: _______________ Procedure: _______________

0=Unacceptable  1= Needs major improvement  2=Needs minor improvement  3=Acceptable

Indicate projections in space provided (Views)

Performance:
1. Prepared patient for exam _____ _____ _____
2. Assist and communicate with pt _____ _____ _____
3. Patient in correct position _____ _____ _____
4. CR centered to IR _____ _____ _____
5. CR angled correctly _____ _____ _____
6. Distance correct _____ _____ _____
7. Control panel properly set _____ _____ _____
8. Good patient care/rapport _____ _____ _____
9. Good equipment manipulation _____ _____ _____
10. Appropriate shielding _____ _____ _____
11. Overall speed/efficiency good _____ _____ _____
12. Showed initiative and confidence _____ _____ _____

Post Exam:
13. Performance in logical order _____ _____ _____
14. Appropriate markers used and visible _____ _____ _____
15. Good Collimation _____ _____ _____
16. Anatomy of interest centered _____ _____ _____
17. Anatomy not clipped _____ _____ _____
18. Anatomy in true AP, Lateral, etc _____ _____ _____
19. Correct projection utilized _____ _____ _____
20. Exam completion/follow up _____ _____ _____
21. Exposure index acceptable _____ _____ _____

Total Pts _____/189

Comments:

Student Signature ________________________________ Date: ________________

Evaluator Signature: ______________________________ Date: ________________  Rev 5,2016,2018
JRCERT Standards for an Accredited Educational Program in Radiography

**Standard One: Integrity**
The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

**Standard Two: Resources**
The program has sufficient resources to support the quality and effectiveness of the educational process.

**Standard Three: Curriculum and Academic Practices**
The program’s curriculum and academic practices prepare students for professional practice.

**Standard Four: Health and Safety**
The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

**Standard Five: Assessment**
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

**Standard Six: Institutional/Programmatic Data**
The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.
Standard One

Integrity

Standard One: The program demonstrates integrity in the following:
- Representations to communities of interest and the public,
- Pursuit of fair and equitable academic practices, and
- Treatment of, and respect for, students, faculty, and staff.

Objectives:

In support of Standard One, the program:

1.1 Adheres to high ethical standards in relation to students, faculty, and staff.

1.2 Provides equitable learning opportunities for all students.

1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.

1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.

1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.

1.7 Assures that students are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of non-compliance with the STANDARDS.

1.8 Has publications that accurately reflect the program’s policies, procedures, and offerings.

1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.

1.10 Makes the program’s mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.

1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.
1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.
Standard Two:

*Resources*

Standard Two: The program has sufficient resources to support the quality and effectiveness of the educational process.

Objectives:

In support of **Standard Two**, the program:

**Administrative Structure**

2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program’s mission.

2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.

2.3 Provides faculty with opportunities for continued professional development.

2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

**Learning Resources/Services**

2.5 Assures JRCERT recognition of all clinical settings.

2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program’s mission.

2.7 Reviews and maintains program learning resources to assure the achievement of student learning.

2.8 Provides access to student services in support of student learning.

**Fiscal Support**

2.9 Has sufficient ongoing financial resources to support the program’s mission.

2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.
Standard Three  
*Curriculum and Academic Practices*

**Standard Three:** The program’s curriculum and academic practices prepare students for professional practice.

**Objectives:**

In support of **Standard Three**, the program:

3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.

3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.

3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.

3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.

3.6 Maintains a master plan of education.

3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.

3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.

3.9 Evaluates program faculty and clinical instructor performance and shares evaluation results regularly to assure instructional responsibilities are performed.
Standard Four

Health and Safety

Standard Four: The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Objectives:

In support of Standard Four, the program:

4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.

4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
   - Written notice of voluntary declaration,
   - Option for student continuance in the program without modification, and
   - Option for written withdrawal of declaration.

4.3 Assures that students employ proper radiation safety practices.

4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

4.7 Assures sponsoring institution’s policies safeguard the health and safety of students.

4.8 Assures that students are oriented to clinical setting policies and procedures in regard to health and safety.
Standard Five

Assessment

Standard Five: The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Objectives:
In support of Standard Five, the program:

Student Learning

5.1 Develops an assessment plan that, at a minimum, measures the program’s student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

Program Effectiveness

5.2 Documents the following program effectiveness data:
   - Five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
   - Five-year average job placement rate of not less than 75 percent within twelve months of graduation,
   - Program completion rate,
   - Graduate satisfaction, and
   - Employer satisfaction.

5.3 Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

Analysis and Actions

5.4 Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.

5.5 Periodically evaluates its assessment plan to assure continuous program improvement.
Standard Six

Institutional/Programmatic Data

Standard Six: The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

Objectives:
In support of Standard Six, the program:

Sponsoring Institution

6.1 Documents the continuing institutional accreditation of the sponsoring institution.

6.2 Documents that the program’s energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

Personnel

6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

Clinical Settings

6.4 Establishes and maintains affiliation agreements with clinical settings.

6.5 Documents that clinical settings are in compliance with applicable state and/or federal radiation safety laws.

Program Sponsorship, Substantive Changes, and Notification of Program Officials

6.6 Complies with requirements to achieve and maintain JRCERT accreditation.
Go to www.arrt.org website to get this and more information on convictions.

This checklist provides an outline of what needs to be submitted for a "yes" response to the criminal violation question, and this checklist provides an outline of what needs to be submitted for a "yes" response to the regulatory violation question.

For Criminal Violations:
A charge or conviction of a plea of guilty or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes.

- Personal explanation of the events that led to each charge or conviction. Applications are not complete until this explanation is provided.
- Official court documents to confirm:
  - the charges filed (misdemeanor, felony, or military court-martial)
  - the date and jurisdiction in which the situation occurred
  - the final judgment (guilty, nolo contendere [no contest], withheld adjudication, suspended or stay of sentence, or pre-trial diversion),
  - the sentencing requirements (parole, probation, fines), and
  - the status of the conditions of the court (e.g., completed, case closed).

Documents may usually be obtained by request at the courthouse in the jurisdiction in which the charge or conviction occurred.

- If an individual is currently on probation or parole, a current update from his/her probation or parole officer is required, including the estimated probation or parole completion date. This must be printed or typed on official stationary and must include the telephone number of the office. It may be mailed directly from the probation or parole officer to the ARRT office at 1255 Northland Drive, St. Paul, MN 55120-1155.

- If an individual has completed the requirements of the court, proof of completion of probation or parole is required. A copy of the official court release documents or the release letter on official court stationary must be provided.

- Documentation of completion of any court ordered remedial programs and community service (if applicable).

- Updates on or documentation of completion of any counseling or treatment (if applicable).
• Any documents submitted that do not match the name indicated on the Ethics Pre-Application Review form must be accompanied by documentary evidence of the change (e.g., copy of marriage certificate or court order showing name change).

• Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials, etc.).

Exceptions that do not need to be reported are:

• Offenses committed while a juvenile and processed in the juvenile court system,

• Traffic violations that did not involve drugs or alcohol (speeding or parking ticket),

• Charges that were dismissed if there were no court conditions required, and

• Expunged cases (must have specific court documents attesting to the expungement).

For Regulatory Authority or Certification Board Violations
A violation of a state or federal regulatory authority or certification board resulting in the individual's license, permit, registration, or certification being denied, revoked, suspended, placed on probation, or subjected to any conditions.

• Personal explanation of the events leading to the violation.

• Official documentation of any agreement or disciplinary action taken by a state or federal regulatory authority or certification board.

• Copy of your state license (if applicable).

• Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials, etc.).

For Honor Code Violations
A suspension, dismissal, or expulsion from an educational program attended in order to meet ARRT certification requirements.

• Personal explanation of the events that led to the sanction, dismissal, or expulsion.

• Copy of all correspondence between you and your educational program regarding the incident and/or disciplinary action taken.

• Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials, etc.).

How long does an ethics review take?

Can I get a refund of the Ethics Review Pre-Application fee if the Ethics Committee finds me ineligible?

Who conducts the ethics review?
<table>
<thead>
<tr>
<th>INDEX</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement</td>
<td>45</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>39</td>
</tr>
<tr>
<td>Academic Probation &amp; Suspension</td>
<td>45-46</td>
</tr>
<tr>
<td>Additional Fees</td>
<td>13</td>
</tr>
<tr>
<td>Administration and Faculty</td>
<td>3</td>
</tr>
<tr>
<td>Admissions</td>
<td>10</td>
</tr>
<tr>
<td>American Disabilities Act Statement</td>
<td>9</td>
</tr>
<tr>
<td>ARRT Didactic and Clinical Competency Requirements</td>
<td>16-22</td>
</tr>
<tr>
<td>ARRT Web Site for Convictions</td>
<td>158-159</td>
</tr>
<tr>
<td>Background Check and Drug Testing</td>
<td>37</td>
</tr>
<tr>
<td>Certification/Licensure Training Disclaimer</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Affiliations</td>
<td>32-33</td>
</tr>
<tr>
<td>Clinical Attendance</td>
<td>34-35</td>
</tr>
<tr>
<td>Clinical Education</td>
<td>13-15</td>
</tr>
<tr>
<td>Clinical Evaluation &amp; Grading Forms</td>
<td>130-149</td>
</tr>
<tr>
<td>Clinical Hours</td>
<td>34</td>
</tr>
<tr>
<td>Clinical Physical &amp; Performance Requirements</td>
<td>28-31</td>
</tr>
<tr>
<td>Clinical Punctuality</td>
<td>35</td>
</tr>
<tr>
<td>Clinical Travel</td>
<td>34</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>6-7</td>
</tr>
<tr>
<td>Communicable Disease</td>
<td>52</td>
</tr>
<tr>
<td>Competency Evaluations</td>
<td>38</td>
</tr>
<tr>
<td>Conflicts of Interest</td>
<td>8</td>
</tr>
<tr>
<td>CPR</td>
<td>37</td>
</tr>
<tr>
<td>Declaration of Pregnancy Form</td>
<td>62</td>
</tr>
<tr>
<td>Demerits</td>
<td>41-42</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Didactic Attendance</td>
<td>45</td>
</tr>
<tr>
<td>Direct Supervision</td>
<td>53</td>
</tr>
<tr>
<td>Dress Code</td>
<td>36</td>
</tr>
<tr>
<td>Emergency Response</td>
<td>54</td>
</tr>
<tr>
<td>Evaluation of Didactic Faculty</td>
<td>137</td>
</tr>
<tr>
<td>Felony or Other Convictions</td>
<td>10, 158-159</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>11-12</td>
</tr>
<tr>
<td>Grounds for Dismissal</td>
<td>51</td>
</tr>
<tr>
<td>Handbook Disclaimer</td>
<td>2</td>
</tr>
<tr>
<td>Hygiene</td>
<td>36-37</td>
</tr>
<tr>
<td>Indirect Supervision</td>
<td>53</td>
</tr>
<tr>
<td>Infection Control</td>
<td>52</td>
</tr>
<tr>
<td>Infectious Disease</td>
<td>52</td>
</tr>
<tr>
<td>Image ID Markers</td>
<td>37</td>
</tr>
<tr>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>Injuries</td>
<td>38</td>
</tr>
<tr>
<td>Ivy Tech Community College Mission</td>
<td>2</td>
</tr>
<tr>
<td>Ivy Tech Transgender Policy</td>
<td>40-41</td>
</tr>
<tr>
<td>JRCERT Standards</td>
<td>150-157</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>36</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>36</td>
</tr>
<tr>
<td>Medical Imaging Curriculum</td>
<td>44</td>
</tr>
<tr>
<td>Medical Imaging Program Mission Statement</td>
<td>5</td>
</tr>
<tr>
<td>Medical Imaging Students</td>
<td>8</td>
</tr>
<tr>
<td>Merits</td>
<td>42</td>
</tr>
<tr>
<td>MRI Safety</td>
<td>41</td>
</tr>
<tr>
<td>Name, Address or Phone Number Change</td>
<td>13</td>
</tr>
<tr>
<td>Nondiscriminatory Statement</td>
<td>9</td>
</tr>
<tr>
<td>Non-traditional Program Completion</td>
<td>11</td>
</tr>
</tbody>
</table>
Plagiarism.............................................................................................................. 39
Portfolio............................................................................................................... 45
Pregnancy........................................................................................................... 54-55
Professional Behaviors ..................................................................................... 9
Professional Conduct ......................................................................................... 7-8
Professional Development................................................................................... 12
Professional Organizations.................................................................................. 12
Program Effectiveness Measures........................................................................ 6
Program Clinical Evaluation Forms..................................................................... 130-149
Program Goals .................................................................................................. 5
Program Grading Scale ......................................................................................... 38
Program Outcomes ............................................................................................. 6
Program Policies .................................................................................................. 65-103
Program Progression .......................................................................................... 11
Radiation Protection and Safety .......................................................................... 54
Random Drug Testing .......................................................................................... 53
Readmission ......................................................................................................... 11
Recruitment ......................................................................................................... 10
Refunds & Drop Dates ......................................................................................... 10-11
Required Courses for Graduation ..................................................................... 43
Safety and Violence Prevention Notice ............................................................. 40
School Calendar.................................................................................................. 4
Social Media ........................................................................................................ 38
Standard Precautions .......................................................................................... 53
Student Grievance Process – College ................................................................. 47-49
Student Grievance Process-Clinical..................................................................... 49-51
Student Representation ........................................................................................ 12
Student Rights and Responsibilities..................................................................... 46-47
Student Services.................................................................................................. 11