NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College of Indiana provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age, or veteran status. The College also provides opportunities to students on the same non-discriminatory basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or the Vice Chancellor of Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/affirmative action institution.

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.
# TABLE OF CONTENTS

Introduction .............................................................................................................................. 4
Radiologic Technology Program Mission Statement and Program Goals ................................ 4
Instructional and Administrative Personnel ........................................................................... 5
Program Cost and Selection Process .................................................................................... 6
Didactic Education and Distance Education Options ............................................................. 6

## Section I: CLINICAL EDUCATION

Clinical Requirements ........................................................................................................... 8
   Medical Examinations ........................................................................................................ 8
   Physical Requirements for Clinical .................................................................................. 8
   CPR Policy ........................................................................................................................ 8
   Malpractice Insurance ..................................................................................................... 8
   Film Badges ...................................................................................................................... 8
   ID Markers ....................................................................................................................... 8
Drug and Alcohol Consumption ............................................................................................ 8
Code of Ethics ....................................................................................................................... 9
Professional Conduct .......................................................................................................... 10
Conflicts of Interest ............................................................................................................ 11
Sexual Harassment .............................................................................................................. 11
Prohibition against Alcohol and Drug Abuse ....................................................................... 11
Clinical Sites ....................................................................................................................... 12
   Clinical Travel Policy ........................................................................................................ 12
Attendance, Tardiness and Vacation ................................................................................... 13-14
Criminal History Background Checks/Drug Testing .............................................................. 14
ARRT Ethics Committee ....................................................................................................... 14
Dress Code and Hygiene ...................................................................................................... 15
Breaks and Lunch Periods ................................................................................................... 15
Leaving the Department during Scheduled Hours ................................................................. 15
Outside Jobs ........................................................................................................................ 15
Problems ............................................................................................................................. 16
Electrical Safety Hazards ..................................................................................................... 16
Workplace Hazards ............................................................................................................... 16
Emergency Response .......................................................................................................... 16
Infectious Disease Policy ..................................................................................................... 16
Standard Precautions ........................................................................................................... 17
Clinical and Laboratory Procedures Form ............................................................................ 17
Radiation Protection Policy ................................................................................................. 18
Pregnancy Policy .................................................................................................................. 19-25

## Section II: GENERAL INFORMATION

Academic Grading Scale ...................................................................................................... 27
Academic Probation .............................................................................................................. 27
Academic Suspension ............................................................................................................ 27
Re-Admission Policy ............................................................................................................ 27
Student Transfer into the Program from another Program .................................................. 27
## TABLE OF CONTENTS

Remediation ........................................................................................................................................ 28
Re-graduation .................................................................................................................................... 28
Non-Traditional Program Completion ................................................................................................. 28
Disciplinary Action ............................................................................................................................... 29
Disciplinary Action Form .................................................................................................................... 30
Student Grievance Policy ..................................................................................................................... 31-33
ARRT Rules and Regulations .............................................................................................................. 34
Indiana State Board of Health: Certification and Permit ..................................................................... 34
Clinical Competencies .......................................................................................................................... 35-36
Special Rotations for Evenings, Weekends, and Third Shift Clinical Assignments ......................... 37
Trauma Performance Clinical Education Objectives .......................................................................... 38
Pediatric Clinical Education Objectives ............................................................................................. 39
Operating Room Clinical Education Objectives .................................................................................. 40
Radiology Clinical Hours .................................................................................................................... 41
Altering Clinical Records ................................................................................................................... 41
Telecommunication Policy .................................................................................................................. 41
Child Care .......................................................................................................................................... 41

### Section III: EVALUATION FORMS

Clinical Competency Evaluation ......................................................................................................... 43
Affective Domain Performance Evaluation .......................................................................................... 44-45

### Section IV: STUDENT FORMS

Handbook and Policy Manual Agreement and Cell Phone Policy ......................................................... 47
Radiation Protection Policy Agreement ............................................................................................... 48
Pregnancy Policy Agreement .............................................................................................................. 48
Grounds for Dismissal .......................................................................................................................... 49
Academic Grading Policy Requirements ............................................................................................. 49
Attendance Policies .............................................................................................................................. 50-51
Lab Rules ............................................................................................................................................ 52
Repeat Films and Portable Examinations ............................................................................................. 53
Direct and Indirect Supervision .......................................................................................................... 53
Clinical Transportation Agreement ...................................................................................................... 54
Clinical Participation Contract .......................................................................................................... 55
Criminal Background Check/Drug Testing Agreement .......................................................................... 56
Confidentiality Agreement .................................................................................................................. 57
First Year Visual Examination Form ................................................................................................... 58
Physical Examination and Immunity Documentation Form ................................................................. 59-64
Visual Examination and Physical Examination/Immunity Documentation ......................................... 65
INTRODUCTION

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

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

This guide is to inform you of the requirements and regulations to which you will conform as you progress through the program.

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

RADIOLOGIC TECHNOLOGY MISSION STATEMENT

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

PROGRAM GOALS

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

Ivy Tech Community College 812-299-1121
800-377-4882

School of Health Sciences Office 812-298-2239
School of Health Sciences FAX 812-298-2392

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PROGRAM COSTS

**Tuition** is presently $140.61 per credit hour (in state). The Imaging Program Radiology Concentration is 74 credits total so tuition would approximately be $10,405.14. Please see [www.ivytech.edu/tuition](http://www.ivytech.edu/tuition) for the most current tuition information. **Books** costs vary by course. The average cost for radiology books is about $1200.00 for the 5 semesters. **Technology Fee** is $60.00 per semester **Consumable fees** are approximately $400.00; this cost is for certain courses lab supplies and Trajecsys reporting system. **Travel** students are also required to do clinical 2-4 times a week depending on semester. This means there will be travel expenses for gas and wear-and-tear on vehicles. (Please note that travel may be long distance from your home base) **Uniforms** would include two sets of scrubs, lab coats and shoes (scrubs and lab coats must have the Ivy Tech logo and must be purchased at the Follett 7th Edition bookstore). Cost will vary. **Criminal Background Check and Drug Screening** Initial check = $111.00; Annual re-check =$76.00. **Physical, Immunizations, and Healthcare Provider CPR** Cost will vary.

*ALL ITEMS AND COST ARE ESTIMATES AND ARE SUBJECT TO CHANGE*

PROGRAM SELECTION PROCESS

Each year in the spring, a new class is selected to start the Medical Imaging Program Radiologic Technology Concentration. The program is limited in the number of students that may be accepted by the number of Clinical Sites that provide the student Clinical Education. The number of students that a Clinical Site may have is determined by the number of full-time radiologic day technologists at that site that are actually performing general radiographic examinations.

The selection process occurs each year in the spring semester. If you want to be admitted as a student into the Radiologic Technology Concentration, you must register for the selection process with the RADT program. The selection process looks at a prospective student’s grades for general education completed for the program as well as the HEIS scores.

Students coming into the program will be assigned a Clinical according to space availability. The program’s didactic instruction delivery is by internet and classroom. Driving and/or transportation is required.

Once the class is chosen, we will have a meeting at Ivy Tech Community College in Terre Haute in summer to explain how the program works to the student and to answer questions regarding the handbook and to register for the fall semester. This meeting is mandatory for all students.

DIDACTIC INSTRUCTION

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

The program is a hybrid delivery which requires an **all-day program seminar once a week** at the TERRE HAUTE campus that is **required** for all students (Please not if additional labs are required or other meetings you be asked to come additional days. Notice will be given in advance)

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

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

Medical Examinations

See the Physical Examination and Immunity Documentation Form at the end of this handbook and policy manual for the required immunizations and titers. Another Mantoux test or PA chest x-ray test must be completed on or before the anniversary of your admission for 2nd year students. If the student does not wish to be immunized, a signed waiver must be included in their student file.

Physical Requirements for Clinical

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

Health Services

All students at Ivy Tech Community College, Terre Haute, are covered by accident insurance. The College does not provide health services for students. The College has arranged for students to obtain health insurance. Students purchase insurance coverage directly from the insurance company. Application forms and brochures explaining coverage and rates are available through the Registrar’s Office during registration periods. Coverage and rates are subject to change.

CPR Policy

All students must maintain a current Basic Life Support (BLS) CPR card throughout the program.

Malpractice Insurance

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

Radiation Badges

Each student must wear a radiation badge for monitoring exposure on the collar (outside the lead apron when appropriate) at all times while in the clinical setting. Radiation Badges are also required when in the energized lab on campus. The absence of your radiation badge will constitute a violation, which requires your removal from the site/lab until your badge is available.

Badges will be purchased through Ivy Tech Community College with costs being included in the student's semester fees. The report will be posted Bi-monthly as received.

ID Markers

Students must have their ID makers with them at all times while in the clinical sites. These must have the student's initials on them and they may not be interchanged with others. Failure to have markers can result in dismissal from the clinical area until the student obtains the proper marker.

All markers will be secured through the instructor at the program.

Drug and Alcohol Consumption

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

**Principle 1**
Radiologic Technologists shall conduct themselves in a manner compatible with the dignity of their profession.

**Principle 2**
Radiologic Technologists shall provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by consideration of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem.

**Principle 3**
Radiologic Technologists shall make every effort to protect all patients from unnecessary radiation.

**Principle 4**
Radiologic Technologists should exercise and accept responsibility for independent discretion and judgment in the performance of their professional service.

**Principle 5**
Radiologic Technologists shall judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence.

**Principle 6**
Radiologic Technologists shall apply only methods of technology founded upon a scientific basis and not accept those methods that violate this principle.

**Principle 7**
Radiologic Technologists shall not diagnose, but in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to radiologic diagnosis of patient management.

**Principle 8**
Radiologic Technologists shall be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities.

**Principle 9**
Radiologic Technologists should continually strive to improve their knowledge skills by participating in educational and professional activities and sharing the benefits of their attainment with their colleague.

**Principle 10**
Radiologic Technologists should protect the public from misinformation and misrepresentation.
PROFESSIONAL CONDUCT

THE STUDENT:

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

THE PATIENT:

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

THE PHYSICIAN:

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

THE RADIOLOGISTS:

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

THE CLINICAL INSTRUCTORS AT THE CLINICAL SITE:

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

THE TECHNOLOGIST:

The student will show due respect and be helpful in aiding and assisting the technologist when necessary. The staff technologist will be your primary resource during your clinical training.
CONFLICTS OF INTEREST

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

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

SEXUAL HARASSMENT

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

Issues of sexual harassment that occur on the College campus may be addressed according to the College's Harassment Policy\(^1\). Issues of sexual harassment at the Clinical site must be reported to Program officials.

PROHIBITION AGAINST ALCOHOL AND DRUG ABUSE

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

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

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

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

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

\(^1\) See the Ivy Tech Community College Course Catalog or Student Handbook for the complete Policy and Complaint Procedure against Harassment.
# CLINICAL SITES

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

1. IU Health Bedford Hospital 812-275-1200
2. IU Health Bloomington Hospital 812-353-5887
3. IU Health Paoli Hospital 812-723-7414
4. IU Morgan Hospital 866-655-2273 ext.1187
5. Premier Diagnostic Imaging (PDI) 812-478-3900
6. Monroe Hospital 812-825-0834
7. St. Vincent Clay Hospital 812-442-2560
8. St. Vincent Dunn Hospital 812-276-3331
9. Sullivan County Community Hospital 812-268-4311
10. Terre Haute Regional Hospital 812-237-1625
11. Union Hospital 812-238-7581
12. Union Hospital Clinton 765-832-2451 ext.317
13. Union Associated Physicians (UAP) Clinic 812-232-3357
14. UAP Clinic Bone and Joint Center 812-242-3005
15. Greene County General Hospital 812-847-2281
16. IU Premier Health Care Landmark (IMA) 812-331-3406
17. IU Premier Health Care East (IMA) 812-355-2387
18. Putman County Hospital 765-653-5121
19. Franciscan Health Crawfordsville 765-364-8603

**Clinical Travel Policy**

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

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

Be aware that most clinical sites are non-smoking. While at clinical, you must follow their smoking policy.
Attendance Policies
Regular attendance is expected at scheduled class meetings or other activities assigned as part of a course of instruction. Attendance records are kept by instructors. When personal circumstances make it impossible to attend scheduled classes and activities, the College expects students to confer with instructors in advance. Attendance expectations will be delineated in individual course syllabi.

Absences may be considered by instructors in awarding grades. Students who must interrupt their Ivy Tech education to fulfill Reserve and National Guard annual tour requirements should present official military orders to their instructors prior to departure for duty. Students are not excused from completion of the course work and should make arrangements with their instructors to complete all work.

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

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

A. Protocol:
1. Students are allowed to miss 2 days from Clinical per semester. Student will do 5 case studies at clinical to compensate for each day missed. **ANY DAYS MISSED OVER THE 2 DAYS ALLOTTED MUST BE MADE UP WITH PRIOR APPROVAL FROM THE PROGRAM CLINICAL COORDINATOR AND FACILITY CLINICAL INSTRUCTOR. Missing more than 2 days a semester will affect the clinical grade.**
2. The clinical affiliate may send a student home for a tardiness exceeding 30 minutes. The clinical affiliate may send you home for any violation of their policies and/or rules.
3. Students receive a thirty (30) minute or sixty (60) minute lunch while at clinical, according to site policy. **Lunch must be taken.**
4. While in the clinical setting, students will have the semester breaks and legal holidays that are recognized by the College.
5. Students are required to clock in/out on a computer provided by the clinical site. Falsification of attendance is grounds for dismissal.
6. **To report an absence the student will notify Clinical Affiliate and Program Faculty at least one (1) hour prior to reporting time.** Please notify the clinical site as early as possible to report your absence. When calling your Clinical Affiliate do not just leave a message. Keep calling until you can speak to someone and document who you spoke to. You will leave a message for your Program Faculty on their voicemail or send an email. **Penalty for no call/no shows is a one letter grade deduction for each incident. This includes failing to notify the program clinical coordinator.**
7. If a student has a need for extended time off (medical, jury, military, bereavement) notify the Program Faculty (with as much advance notice as possible).
8. **If a student is absent for an extended time (more than 2 clinical days) due to illness, the student must provide the clinical instructor with a written release without restrictions from his/her physician before returning to clinical.**

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

a. Immediate family is defined as parents (in laws), grandparents, children, spouse, and siblings.

b. Documentation of the funeral/obituary must be given to the Program Faculty.

C. Jury Duty
For Jury Duty, you must notify the Clinical Coordinator and Clinical Instructor at your Clinical Site as soon as possible. You must provide proof of the time served and any days missed over the allotted 2 days per semester must be made up.

D. Make-up Policy:
All make up time must be pre-approved by the program Clinical Coordinator & the clinical Instructor at the clinical setting. Time missed will be made up in increments of 4 hours or 7.5 hours (with ½ hour lunch). If you miss only one hour, you will make up 4 hours. If you miss only 5 hours, you will make up 7.5. **All make-up time must be made up within three weeks of the missed time, unless a medical or military slip is brought to us justifying the delay.** Any time missed in the last week of clinical will receive an “Incomplete” until that time is made up.
E. Perfect Clinical Attendance
If you have perfect clinical attendance (missed 0 days), you will be awarded 3 clinical days to be taken the last week of your last semester (2nd year Spring Semester)

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

Exclusion from Clinical: Clinical faculty have the authority to exclude a student from a clinical experience. The following is a list of possible reasons for exclusion from clinical and is not meant to be all inclusive:
- Tardiness greater than 30 minutes
- Student’s lack of preparation for the clinical experience
- Student illness
- Impairment of the student to perform safely
- Failure of a student to follow clinical affiliating agency and Imaging Science Program policies

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

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

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

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

RANDOM DRUG TESTING

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

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

ARRT ETHICS COMMITTEE

Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment. If you should have a criminal matter in your past after you have reached age 18, whether it be recent or not, you must call the American Registry of Radiologic Technologists at 651-687-0048 and request the form to be approved by the ARRT Ethics committee. Failure to do so could jeopardize you credentials and your ability to obtain a state license at a future date, especially if you should become accused of a crime or become involved in a civil legal action.
DRESS CODE AND HYGIENE

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

1. All uniforms MUST be approved by program personnel.

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

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

4. Cell phones are not permitted in some areas of the clinical. If you carry a beeper or a cell phone, it must be of a type that will not make noise. Use of such a beeper or cell phone must be limited to emergencies only. Constant attention to personal matters not related to clinical may result in declining student grades and eventual dismissal from clinical.

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

A. The student's hair should be moderate in length and clean. Hair must be a natural color. If hair reaches beyond the shoulders, it must be worn back for both the student and patient safety.

B. Males wearing either a mustache or beard must keep them well groomed. Hospital policy should be followed in this regard.

C. Excessive jewelry should not be worn. A wedding band or engagement ring may be worn on the hand, but other ornamentation such as large rings, long fingernails, or bright colored polish will not be permitted due to patient care issues. Many sites also prohibit acrylic nails.

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

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

F. Use deodorant and bathe regularly.

G. Body art (tattoos) and body piercings that are visible to the patient may be considered offensive to them. Clinical site personnel and program instructors may request that the student cover the area with bandages or clothing while they are attending clinical.

BREAKS AND LUNCH PERIODS

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

LEAVING THE DEPARTMENT DURING SCHEDULED HOURS

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

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

OUTSIDE JOBS

Outside employment is discouraged during the first year due to program load. If a student must work, employment hours are scheduled around program hours. Remember this is a hybrid program.
PROBLEMS
We realize that many problems will arise during your 21 months of training. We can help you solve those problems only if we are aware of them. Remember, this is a hybrid program.

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

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

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

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

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

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

INFECTIOUS DISEASE POLICY
1. Any student who is diagnosed with an infectious disease that is infectious despite the use of Standard Precautions should immediately notify a program official so that an assessment can be made and any necessary precautions implemented to protect the health of the student, patients, other students, and employees. The goal in all such cases is to protect the health, welfare, and safety of patients, students, and employees to the greatest extent possible.
2. Reasonable efforts will be made to permit students diagnosed with infectious diseases that is infectious despite the use of Standard Precautions, to continue their education as long as they are able to do so without a significant risk of harm to the health, welfare, or safety of themselves, patients, other students, or employees. In assessment of the risk involved, the nature and duration of the risk, the severity of the potential harm, and the likelihood of transmission will be considered.
3. Each decision will be made on a case-by-case basis and will require individualized assessment.
STUDENT VERIFICATION OF TRAINING IN STANDARD PRECAUTIONS

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

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

CLINICAL AND LABORATORY PROCEDURES
(The following form will be signed in the course in which the instruction is received)

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

Therefore, I accept responsibility for the following:

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

Printed Name ___________________________ Course Number ___________________________

Signature ___________________________ Date ___________________________

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

I understand that I will be required to provide specimens as well as collect and evaluate them. This waiver is given in consideration of this valuable service given by the College.

Printed Name ___________________________ Course Number ___________________________

Signature ___________________________ Date ___________________________
RADIATION PROTECTION POLICY

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

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

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

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

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

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

POLICY

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

PROCEDURE

1. A student who becomes pregnant or suspects she may be pregnant has the option of whether or not to notify the Program Director of her pregnancy. If a student chooses to inform program officials of her pregnancy voluntarily, it must be in writing and indicate the expected date of confinement (delivery)². This is a declared pregnancy. This is necessary so steps can be taken to avoid possible risks of radiation exposure to the unborn child.

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

3. Once a pregnancy has been declared, the Program Director together with the program officials will confidentially counsel the student and provide a waist film badge or other radiation-monitoring device, the cost of which will be borne by the student. The counseling sessions will serve to inform and/or reacquaint the student with the potential hazards of radiation to the fetus, protective practices which should be employed, and monitoring procedures. The student will be presented with the options of continuing with the full program (theory and clinical) or taking the theory only part of the program. The student will also be provided with a document from the Nuclear Regulatory Commission concerning Prenatal Radiation Exposure.

4. If the student chooses to remain in the full program after her pregnancy declaration, she must sign an acknowledgement accepting the responsibilities for the radiation hazards and any birth defects that may be attributed to or associated with the resultant radiation exposure acquired during any part of the program.

5. The student may elect to take a break of indeterminate length to have the child or adjust to having the child. Such breaks will be determined on an individual basis in a conference with the Program Director, program officials, the student, and anyone the student elects to bring with them.

6. A student cannot be terminated from the program solely because of being pregnant. A conference will be called if she has performance problems with any aspect of the program that may be related to the pregnancy and would normally be addressed if she were not pregnant.

7. Should a pregnant student choose to remain in the program, the program officials will monitor the student's exposure so as not to exceed the established guidelines of 0.5 REM for the embryo-fetus or 0.05 REM in any one month. This will be enforced with the exclusion from the clinical portion of the program if necessary, even if the declared pregnant student disagrees. Fluoroscopy will be limited. Precautions will be taken to minimize her radiation exposure, including being behind a primary barrier during radiography beginning from the time of her declaration. Everything else will stay the same unless the monitored student indicates the potential to exceed the stated dose limits.

8. Choosing not to declare pregnancy assumes the student is of regular status (regardless of the supposed obviousness of the student's condition) and, therefore, no extra measures of protection for the fetus will be taken. In absence of the voluntary, written disclosure, the student will be expected to perform all clinical and didactic assignments.

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

Revision 4
April 2012

² See page 26 of this handbook for a sample form letter designed for declaring a pregnancy; see the IMAG assistant for an official form
Regulatory Guide 8.13
Instruction Concerning Prenatal Radiation Exposure
(Draft issued as DG-8014)

Publication Information

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

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

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

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

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

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

B. DISCUSSION
As discussed in Regulatory Guide 8.29 (Ref. 1), exposure to any level of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific certainty regarding the relationship between low dose exposure and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases.

At the occupational dose limit for the whole body of 5 rem (50 mSv) per year, the risk is believed to be very low. The magnitude of risk of childhood cancer following in-utero exposure is uncertain in that both negative and positive studies have been reported. The data from these studies "are consistent with a lifetime cancer risk resulting from exposure during gestation which is two to three times that for the adult" (NCRP Report No. 116, Ref. 2). The NRC has reviewed the available scientific literature and has concluded that the 0.5 rem (5 mSv) limit, specified in 10 CFR 20.1208, provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers associated with radiation exposure during pregnancy.

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

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

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

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

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

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

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

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

E. REFERENCES
APPENDIX: QUESTIONS AND ANSWERS
CONCERNING PRENATAL RADIATION EXPOSURE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

REFERENCES FOR APPENDIX


REGULATORY ANALYSIS

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

1. Single copies of regulatory guides, both active and draft, and draft NUREG documents may be obtained free of charge by writing the Reproduction and Distribution Services Section, OCIO, USNRC, Washington, DC 20555-0001, or by fax to (301)415-2289, or by email to <DISTRIBUTION@NRC.GOV>. Active guides may also be purchased from the National Technical Information Service on a standing order basis. Details on this service may be obtained by writing NTIS, 5285
EXAMPLE FORM LETTER FOR DECLARING PREGNANCY
(See Medical Imaging secretary for an official form)

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

DECLARATION OF PREGNANCY

To: ____________________________

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

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

___________________________
(Your Signature)

___________________________
(Your Printed Name)

___________________________
(Date)
SECTION II: GENERAL INFORMATION
ACADEMIC GRADING SCALE
The grading scale for each course will be determined by the instructor. It will never be more rigorous than the following except in certain clinical competency tests.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
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<tbody>
<tr>
<td>A</td>
<td>100-94</td>
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<td>B</td>
<td>93-88</td>
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<td>C</td>
<td>87-84</td>
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<tr>
<td>D</td>
<td>83-80</td>
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<tr>
<td>F</td>
<td>79 and below</td>
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CERTIFICATION/LICENSURE TRAINING DISCLAIMER
Ivy Tech Community College – Wabash Valley Region cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech in providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

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

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

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

RE-ADMISSION POLICY
1. This applies to any student who fails or withdraws from a select-admit or limited enrollment cohort.

2. The student should set up an appointment with program chair to discuss options/plan for becoming part of a new cohort.

3. After the appointment, the student will need to a written request to the program chair directly (email is fine) stating the term that they wish to join a new cohort based on the plan selected.

4. The student is then responsible for contacting the program chair at least 8 weeks prior to the term in which they wish to enroll.

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

6. The student understands that they will only be allowed to return if there is clinical spots open.

STUDENT TRANSFER INTO THE PROGRAM FROM ANOTHER PROGRAM
Any student wishing to transfer into the program must apply for college admission. Transfer credits will be evaluated and transfer of credit will occur through college policy. Such transfer shall be subject to the availability of an appropriate clinical placement, and student admission policies.
**REMEDIAITION**

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

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

Remediation options are:

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

**Re-graduation:**

Those failing the fourth attempt or waiting longer than one year following the third unsuccessful attempt subsequently become eligible by again successfully completing the didactic and clinical competency requirements of an educational program accredited by an ARRT recognized mechanism. Enrollment may be in the same or a different program. To be considered for Ivy Tech Community College Wabash Valley Region advanced placement, the student must reapply according to the Program's application guidelines. The student will be required to test out of or repeat courses and must show clinical competency in order to be eligible to sit for ARRT exam.

Individual programs may decide whether to extend advanced placement status to certain candidates, which would consequently result in a shorter program. Ivy Tech Community College, Wabash Valley Region, will use registry scores to determine the classes the student will need to take. Acceptance is also based on clinical availability.

It is up to the Medical Imaging Chair to decide what courses will have to be repeated after testing scores have been re-evaluated and clinical competencies will be required.

**NON-TRADITIONAL PROGRAM COMPLETION**

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

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

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

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

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

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

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

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

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

The student grievance process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a College employee’s decision affecting that student. The College encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective.

Whenever the informal process does not result in a satisfactory resolution, the College formal grievance procedure is also available.

Informal Grievance Procedure

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

Formal Grievance Procedure

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

Format of the Written Grievance

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

Timely Filing of a Formal Grievance

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

Filing the Formal Grievance

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

Mediation

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

Student Status Committee

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

Disposition of a Formal Grievance

By the Student Status Committee

If mediation does not resolve the grievance the Student Status Committee shall, in all cases, conduct a hearing. Unless there is a mutual resolution of the grievance, the grievance shall not be dismissed prior to the hearing. Written notice of the procedures, actions and meetings at all stages of the formal complaint procedure, including the role of advisors to each party, will be provided to both the student (grievant) and respondent.

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

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

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

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

Appeal to the Office of the President

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

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

Joint Review Commission on Education in Radiology Technology

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

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
E-mail: mail@jrcert.org
Website: http://www.jrcert.org

The STUDENT GRIEVANCE POLICY can be also found in the Ivy Tech Community College Course Catalog and in the Ivy Tech Community College Student Handbook.
ARRT RULES AND REGULATIONS

Last Revised: July 1, 2005

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

INDIANA STATE BOARD OF HEALTH

GENERAL CERTIFICATION

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

(a) An applicant for general certification as an operator of a radiation machine who is not elsewhere exempted in 410 IAC 5-11 shall:
   (1) have graduated from a CAHEA/JRCERT approved program;
   (2) have satisfactorily completed the board approved American Registry of Radiologic Technologists' examination and be certified by the American registry of radiologic technologist in diagnostic radiology designated as ARRT(R);
   (3) have satisfactorily completed an application form approved by the board.

(b) An applicant may challenge the board-approved examination three (3) consecutive times with a valid temporary status letter. After the third unsuccessful attempt at the board-approved examination, the temporary status is no longer valid and the applicant must refrain from taking radiographs in Indiana until he/she is successful in passing the examination.

(c) All certificates are valid for two (2) years.

STUDENT RADIOPHOTOGRAPHER PERMITS

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

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

410 IAC 5.2-3-2 Student radiology permit requirements

Sec. 2. (a) The following persons are eligible for a student radiology permit:
   (1) A student enrolled in a radiologic technology program approved under this article.
   (2) A student enrolled in a radiation therapy program approved under this article.
   (3) A student enrolled in a nuclear medicine technology program approved under this article.
   (4) A student enrolled in an American Dental Association accredited dental assisting program.

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

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

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

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

THORAX

DATE COMPLETED  PATIENT OR SIMULATED  VERIFIED BY

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

EXTREMITIES

Foot
Ankle
Tibia and Fibula
Knee
Femur
Finger or Thumb
Hand
Wrist
Forearm
Elbow
Humerus
Shoulder
Trauma Shoulder (Trans Thoracic)
Toes
Os Calcis
Patella
Scapula
Clavicle
Acromioclavicular Joints
Extremity, age 6 years or younger (Peds)
Sterno-clavicular joints

HEAD AND NECK

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

SPINE AND PELVIS

Cervical Spine with Obliques
Trauma Cervical Spine
Thoracic Spine
Lumbosacral Spine with Obliques
Pelvis
Hip
Competencies, Continued

**spine and pelvis (continued)**
Trauma Hip
Sacrum and/or Coccyx
Sacroiliac Joints
Scoliosis Series

**ABDOMEN AND GI TRACT**
Esophagus Study
Abdomen, supine and upright
Abdomen, decubitus
Upper G.I. Series
Small Bowel Series
Barium Enema, Double Contrast

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

**MOBILE AND SURGICAL**
Portable Chest
Portable Abdomen
Portable Orthopedics
Operative Cholangiogram
Retrograde Urogram
C-Arm Procedure (surgical)
SPECIAL ROTATIONS FOR EVENINGS, WEEKENDS, AND THIRD SHIFT CLINICAL ASSIGNMENTS

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

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

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

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

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

1. Demonstrate the ability not to contribute to the patient's immediate concern over his/her condition or the condition of others who may have been involved in the accident, which caused their injuries.

2. Display the talent to obtain cooperation from the patient with reassurances and competent positioning methods which cause minimal patient discomfort.

3. Exhibit the expertise to obtain radiographs without causing patient discomfort or disturbing patient IVs, catheters, O₂ tubing, or any other device attached to the patient for treatment.

4. Choreograph the movement of the patient from the cart to the table and back, to obtain radiographs with minimal patient discomfort obtaining assistance when necessary.

5. Notify the proper personnel if the patient's condition changes or if they suspect the patient's condition is changing.

Associated with safety and protection the student will:

1. Follow the OSHA guidelines at all times thus minimizing the possibility of disease transfer between themselves and the patient. (body fluid precautions)

2. Use appropriate radiation shielding at all times.

3. Apply the knowledge of radiation protection to them by avoiding the primary beam at all times.

4. Protect the patient's safety by having the side rails up at all times when transferring patients.

Regarding trauma positioning methods, the student must:

1. Display the ability to obtain radiographs of the patient without moving the patient if the need arises.

2. Never remove a splint or immobilization device without the attending physician's request or permission.

3. Modify positioning methods to minimize patient discomfort while obtaining satisfactory radiographs.
PEDIATRIC CLINICAL EDUCATION OBJECTIVES

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

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

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

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

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

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

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

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

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

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

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

1. Dress in the proper attire when entering the OR.

2. Practice proper sterile procedures when working in the OR.

3. Provide for patient safety throughout the exam.

4. Maintain the respect, dignity, and confidentiality of the patient at all times.

5. Complete all necessary paperwork for the exam.

6. Supply appropriate protection apparel to those in the room and practice proper radiation safety.

7. Operate all fixed or mobile equipment within the OR including: a) tube locks, b) exposure controls and C) power switches

8. Satisfactorily set-up the C-arm for different procedures including but not limited to pacemaker and hip surgery.

9. Satisfactorily operate the C-arm including: a) tube locks, b) exposure controls, c)image storage and retrieval, d) image reversal and e) power switches

10. Operate satisfactorily the retrograde cystography table including exposure controls, tube locks, and Bucky.

11. Collimate beam according to safety standards.

12. Properly identify radiographs according to patient name, date, and anatomy.

13. Discriminate between acceptable and unacceptable radiograph and describe how any positioning or technical errors can be corrected to give a diagnostic film.

14. Operate satisfactorily the processor within the OR darkroom including chemistry replenishment.
RADIOLOGY CLINICAL HOURS

1ST YEAR*

First Rotation (Fall) = 135 hours with ½ hour lunch = 144 actual
(includes a 2 week hands-on lab on-campus on Tuesday & Thursday plus a clinical for the rest of the semester)
Second Rotation (Spring) = 225 hours with ½ lunch = 240 actual
Third Rotation (Summer) = 292.5 with ½ lunch = 312 actual
Total = 652 (696 actual)

2ND YEAR

Fourth Rotation* (Fall) = 337.5 hours (360 actual)
Fifth Rotation* (Spring) = 330 hours (352 actual)
Total = 667 (712 actual)

Total Two-Year Clinical Hours Needed: 1,330 clock hours (actual clinical time 1,408)
*hours may vary slightly due to holidays/campus breaks

1st Rotation: 16 hours per week (after first 6 weeks)
2nd Rotation: 16 hours per week
3rd Rotation: 32 hours per week
4th-5th Rotations: 24 hours per week
* includes 1/2 hour lunch

ALTERING CLINICAL RECORDS

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

TELECOMMUNICATION POLICY

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

Personal calls are to be limited to emergencies only.

Cell phone use is prohibited in the classroom and labs.

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

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

CHILD CARE

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

The evaluations in this section will be used to evaluate the student's clinical performance as described in the clinical course syllabi.
Ivy Tech Community College
Radiologic Technology Program
Student Competency Form

Student _______________________________________________ Date ________________________

Exam Performed _______________________________________ Facility _________________________

Projections 1. _______ 2. _______ 3. _______ 4. _______ 5. _______ 6. _______

Patient ID ___________________________ Supervising Tech ___________________________

<table>
<thead>
<tr>
<th>Difficulty of case : 3 – Easy 2 – Medium 1 – Difficult</th>
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<tbody>
<tr>
<td>Patient cooperation 3 – Cooperative 2 – Moderate 1 - Uncooperative</td>
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<table>
<thead>
<tr>
<th>Rate the student’s performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Not Acceptable  2 – Acceptable/Needs Improvement  3 – Excellent</td>
</tr>
</tbody>
</table>

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

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

Pass ___________ Fail ___________

Technologist comments:

Technologist signature: ___________________________________________ Date _________________

Student’s signature: ______________________________________________ Date _______________
AFFECTIVE DOMAIN
Ivy Tech Community College
Radiology Program
Clinical Evaluation

Student______________________________________________________   Date _________________
Site__________________________________________________________________________  Semester__________

Please refer to these qualifications when scoring evaluation:

4 – Consistently meets or exceeds expectations – Qualifiers – Always, consistently   (A)
3 – Meets expectations – Qualifiers - Most often, usually, commonly   (B)
2 – Meets expectations by half to two thirds- Qualifiers – Sometimes, occasionally   (C)
1 – Needs substantial improvement- Qualifiers – Sometimes, rarely   (D)
0 – Severe issues identified/ Does not meet the desired traits – Qualifiers- Rarely, never (F)

*Any score 2 or less in any category needs explanation*

Instructions: Please evaluate the student on their abilities and consider the length of time in the program. Use the scale above to evaluate the degree to which the student fulfills the criteria. Use the comment section as needed or as indicated above.

1. **Student’s comprehension of examinations:** The student displays understanding of information, responsibilities, and procedure required to perform the examination.
   
   0 1 2 3 4

   Comments:

2. **Communication:** Treats patients with respect and establishes a good communication pathway with the patient. Communicates effectively with patients and treats all patients, physicians, and co-workers in a professional, courteous manner.
   
   0 1 2 3 4

   Comments:

3. **Initiative** - Willing to perform procedures and duties independently, without being prompted. Enthusiastic about learning and willing to seek out answers and direction when needed.
   
   0 1 2 3 4

   Comments:

4. **Quality of work** – Demonstrates the ability to image correctly using proper technique and appropriate positioning skills according to patient habitus and condition. Demonstrates consistency in imaging and positioning skills. The student is organized and efficient when performing procedures.
   
   0 1 2 3 4

   Comments:

5. **Attendance and punctuality** - The student’s attendance is regular and arrival each day is in a prompt and timely manner.
   
   0 1 2 3 4

   Comments:

6. **Professional appearance** - The student displays good grooming, cleanliness and appropriateness of dress and is in compliance with the dress code of the program and facility.
7. **Patient Care** - Identifies the patient and him or herself to the patient prior to the exam. Demonstrates ability to gain the patient's confidence. Demonstrates responsiveness to patient needs and shows ability to adapt to and accommodate to the patient’s condition.

0 1 2 3 4

Comments:

8. **Attitude and cooperation** - Demonstrates interest in assignments/cases, receptive to suggestions or corrections and exercises self-control. Works well with others and accepts constructive criticism in a positive manner.

0 1 2 3 4

Comments:

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

0 1 2 3 4

Comments:

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

0 1 2 3 4

Comments:

**Additional Clinical Instructor Comments:**

Clinical Instructor (techs)___________________________________________

___________________________________________

Date _______________

Clinical Coordinator (faculty)_______________________________________

Date________________

Student ________________________________________________________

Date________________

Student Comments:
SECTION IV: STUDENT FORMS
IVY TECH COMMUNITY COLLEGE – MEDICAL IMAGING PROGRAM

HANDBOOK AND POLICY MANUAL AGREEMENT

I have read and understand the "Student Handbook Policy Manual" for the Medical Imaging Program Radiologic Technology Concentration at Ivy Tech Community College-Wabash Valley Region\(^3\). The contents have been fully explained and all pertinent questions have been answered.

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

________________________________________
Student Signature

________________________________________
Date

________________________________________
Printed, Full Legal Name

Cell Phone Policy

Cell phones are not permitted in some areas of the clinical. If you carry a beeper or a cell phone, it must be of a type that will not make noise. **Use of such a beeper or cell phone must be limited to emergencies only. Constant attention to personal matters not related to clinical may result in declining student grades and eventual dismissal from clinical.**

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

I understand that failure to adhere to this policy is grounds for discipline.

Printed Name __________________________________________________

---

\(^3\) The rules and regulations of this handbook are effective immediately. Any changes or corrections made by the College or Program will be circulated and posted for inspection.
AGREEMENT TO RADIATION PROTECTION POLICY

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

I have read and understand the Radiation Protection Policy outlined in the Medical Imaging Radiologic Technology Concentration Student Handbook and Policy Manual.

____________________________  ____________________
Student’s Signature              Date

AGREEMENT TO PREGNANCY POLICY

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

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

____________________________  ____________________
Student’s Signature              Date

____________________________
Student's Printed Name
IVY TECH COMMUNITY COLLEGE – MEDICAL IMAGING PROGRAM

GROUNDs FOR DISMISSAL

The grounds for Dismissal are listed below. It should be pointed out that a student may be suspended from the Medical Imaging program at any time during their training for violation of any one of the grounds listed.

1. Failing grades in Radiology final tests or a grade of an “F” on any college course.
2. Insubordination
3. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substance.
4. Failure to accomplish clinical assignments and objectives.
5. Unprofessional or unethical conduct.
6. Cheating in related or professional courses.
7. If any clinical refuses to allow a student on the property for violations such as theft or misconduct, the student will not be allowed to continue.
8. Any other serious or inappropriate action on the student’s part that would merit dismissal.

By signing this form, I acknowledge that I am aware of these policies before entering the program.

_______________________________  __________________
Student’s Signature                   Date

ACADEMIC GRADING POLICY REQUIREMENTS

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

_______________________________  __________________
Student’s Signature                   Date
To successfully complete clinical education, it is imperative that the students attend clinical.

A. Protocol:
1. Students are allowed to miss 2 days from Clinical per semester. Student will do 5 case studies at clinical to compensate for each day missed. **ANY DAYS MISSED OVER THE 2 DAYS ALLOTTED MUST BE MADE UP WITH PRIOR APPROVAL FROM THE PROGRAM CLINICAL COORDINATOR AND FACILITY CLINICAL INSTRUCTOR.** Missing more than 2 days a semester will affect the clinical grade.
2. The clinical affiliate may send a student home for a tardiness exceeding 30 minutes. The clinical affiliate may send you home for any violation of their policies and/or rules.
3. Students receive a thirty (30) minute or sixty (60) minute lunch while at clinical, according to site policy. Lunch must be taken.
4. While in the clinical setting, students will have the semester breaks and legal holidays that are recognized by the College.
5. Students are required to clock in/out on a computer provided by the clinical site. Falsification of attendance is grounds for dismissal.
6. To report an absence the student will notify Clinical Affiliate and Program Faculty at least one (1) hour prior to reporting time. Please notify the clinical site as early as possible to report your absence. When calling your Clinical Affiliate do not just leave a message. Keep calling until you can speak to someone and document who you spoke to. You will leave a message for your Program Faculty on their voicemail or send an email. **Penalty for no call/no shows is a one letter grade deduction for each incident. This includes failing to notify the program clinical coordinator.**
7. If a student has a need for extended time off (medical, jury, military, bereavement) notify the Program Faculty (with as much advance notice as possible).
8. **If a student is absent for an extended time (more than 2 clinical days) due to illness, the student must provide the clinical instructor with a written release without restrictions from his/her physician before returning to clinical.**

B. Bereavement Policy
If a student has the unfortunate experience of losing a member of his/her immediate family, arrangements to miss clinical for bereavement will need to be approved by the program clinical coordinator. This time will need to be made up.
- a. Immediate family is defined as parents (in laws), grandparents, children, spouse, and siblings.
- b. Documentation of the funeral/obituary must be given to the Program Faculty.

C. Jury Duty
For Jury Duty, you must notify the Clinical Coordinator and Clinical Instructor at your Clinical Site as soon as possible. You must provide proof of the time served and any days missed over the allotted 2 days per semester must be made up.

D. Make-up Policy:
All make up time must be pre-approved by the program Clinical Coordinator & the clinical Instructor at the clinical setting. Time missed will be made up in increments of 4 hours or 7.5 hours (with ½ hour lunch). If you miss only one hour, you will make up 4 hours. If you miss only 5 hours, you will make up 7.5. **All make-up time must be made up within three weeks of the missed time, unless a medical or military slip is brought to us justifying the delay.** Any time missed in the last week of clinical will receive an “Incomplete” until that time is made up.

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

Tardiness: to clinical experiences jeopardizes continuity of patient care.
- Tardy is defined as not arriving at the designated clinical unit at the assigned start time.
- Tardiness will be counted as absence time accumulating toward the maximum days allowable.
- Students who are habitually tardy or leave early (three or more episodes) will receive a student status warning and a mandatory reduction in the final clinical course grade of 10%.
- The maximum grade reduction for absence/tardy is 20%.
Exclusion from Clinical: Clinical faculty have the authority to exclude a student from a clinical experience. The following is a list of possible reasons for exclusion from clinical and is not meant to be all inclusive:

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

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

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

__________________________________________________________
Student Signature

__________________________________________________________
Date
IVY TECH COMMUNITY COLLEGE – MEDICAL IMAGING PROGRAM

RADIOLOGIC TECHNOLOGY

LAB RULES

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

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

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

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

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

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

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

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

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

_________________________________________  ______________________
Student Signature  Date

LATEX SENSITIVITY STATEMENT

As the use of latex gloves and other latex items became more frequent in the 1980’s, so did the number of repeated health problems related to latex. Hundred of items in the health care field contain latex, and latex sensitivity often becomes worse with more frequent exposure to latex.

Plan 1: If you think you may have a latex allergy, see a physician called an allergist, and request a blood test to determine your sensitivity.

Plan 2: If it is determined you are sensitive to latex, minimize or avoid contact with latex. Check package labels, avoid powdered gloves, select nitrite or vinyl gloves if appropriate/available and wash hands immediately after wearing gloves.

Plan 3: Notify your instructor if you develop a skin rash or you have difficulty breathing after using/wearing latex products.

Plan 4: Follow any physician recommended treatment of precautions.

I have read the above information and had an opportunity to ask questions. I agree to abide by the four step plan to reduce my risk of latex exposure.

_________________________________________  ______________________
Student Signature  Date

_________________________________________  ______________________
Instructor Signature  Date
IVY TECH COMMUNITY COLLEGE – MEDICAL IMAGING PROGRAM

REPEAT FILMS AND BEDSIDE EXAMINATIONS

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

1. Take repeat radiographs of any patient without an R.T. physically present in the examination room under direct supervision.

2. Do bedside or portable exams without direct supervision of an R.T. immediately available. This means that a R.T. must be in the room where the examination is taking place.

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

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

_________________________   ______________________
Student’s Signature            Date

DIRECT AND INDIRECT SUPERVISION

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

1. Take radiographs, of an exam that the student has demonstrated competency without the indirect supervision of an R.T. Indirect supervision means that an R.T. is available in the department or on the floor in which the examination is being performed to come into the room to assist the student if the need should arise. This does not necessitate their physical presence in the room during the time the student performs the examination on the patient.

2. Take radiographs of any patient without the direct supervision of an R.T. unless competency has been previously demonstrated. Direct supervision means that an R.T. is physically present in the examination room at all times when the student is attempting to perform an examination on a patient and will intervene should the need arise.

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

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

_________________________   ______________________
Student’s Signature            Date
IVY TECH COMMUNITY COLLEGE – MEDICAL IMAGING PROGRAM

CLINICAL TRANSPORTATION AGREEMENT

I am aware that the Ivy Tech Community College-Wabash Valley Medical Imaging program has multiple clinical sites\(^4\). I may be placed at any one of these sites to complete my clinical competency requirements for the program, \textit{regardless of what gas prices maybe or how close the site is to my home}:

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

I understand the above information and agree:

Print First and Last Name: __________________________________________________

Sign: _______________________________ Date: _______________________________

Under NO circumstance is any hospital/clinical site/clinical instructor property to be removed from the facility. This \textit{includes, but is not limited to} laptops, books/study materials, scrubs, gowns, linens, PPE, stethoscopes, blood pressure cuffs.

I understand that failure to adhere to this policy is grounds for discipline.

Printed Name __________________________________________________

Signature __________________________________________________________

Date _______________________________

\(^4\) Clinical site locations are subject to change
IVY TECH COMMUNITY COLLEGE – REGION 7
CLINICAL PARTICIPATION CONTRACT

I, _________________________________________, acknowledge the following:

(print name)

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

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

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

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

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

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

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

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

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

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

______________________________________________________   ______________________
Signature                                                                                     Date
CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

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

**Students are required to report any new arrests or charges after the initial background check.**

ETHICS ELIGIBILITY

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

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

American Registry of Radiologic Technologists at 651-687-0048

RANDOM DRUG TESTING

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

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

Acknowledgment:

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

________________________________________  __________________________________________
Student’s Printed Name                         Student’s Signature

________________________________________  ________________________________
Program                                      Date
IVY TECH COMMUNITY COLLEGE – MEDICAL IMAGING PROGRAM

CONFIDENTIALITY STATEMENT

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

1. I am responsible for my own conduct at all times.

2. I will accept responsibility for my own conduct.

3. I will think before I speak.

4. With any matters which I feel need to be discussed, I will speak only with my Clinical Coordinator, Clinical Instructor or the person in charge of the department in which I am affiliating.

5. I will stay within the proper channels of authority.

6. I will hold in confidence all personal matters committed to my keeping.

7. I will at all times practice the ethics of my profession.

8. The release of any confidential information during my rotation through any facility will constitute grounds for immediate withdrawal from the Medical Imaging Program.

____________________________________
DATE

____________________________________
SIGNATURE
PRE-ENTRANCE VISUAL EXAMINATION – IMAGING SCIENCES

FIRST YEAR STUDENTS ONLY

Name ____________________________ Student ID (CO) # ____________________________

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

Visual Examination:

Far  R20/_____________  Near  R20/_____________
L20/_____________  L20/_____________

Specify with or without glasses or contact lenses _________________________________________

Color Vision _____________________________  Depth Perception _________________________

I have examined ___________________________________ and find the student capable of delivering direct patient care
and/or client services.

________________   _________________________   _________________________  _________________________
Name of Optometrist (PRINT)  Signature  Name of Ophthalmologist (PRINT)

-OR-

Name of Optometrist (PRINT)  Signature  Date
Form Version: Vaccine or Titer

Ivy Tech Community College of Indiana
School of Health Sciences – IMAGING SCIENCES
Physical Examination and Immunity Documentation Form

THIS SECTION TO BE COMPLETED BY STUDENT:

Student Name:__________________ Student ID: C _____________ Date of Birth ___/___/___

Address:__________________________________________________________

Phone: Home ____ - ____ - ____ Work____ - ____ - _____ Cell ____ - ____ - _____

Email:____________________________________

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

____________________________ __________________________________ ___
Name of Student (PRINT) Student Signature Date

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

Required documentation includes immunity status, tuberculosis screening, physical examination, and validation of student’s ability to perform essential functions of the program. Health care provider must complete and sign all 3 sections of this form. It is the student’s responsibility to ensure that the form is complete and signed in all required areas prior to submission to the program.

1. Immunity Status: Documentation of immunity requires either a vaccine that is up to date according to CDC recommendations or serologic evidence of immunity. If the student declines one or more the following vaccines, a declination form must be completed and signed by the student’s health care provider.

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Date of Vaccine</th>
<th>Titer Level Demonstrating Immunity</th>
<th>Date of Titer</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>
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<tr>
<td>Hepatitis B #3 (5 mo. following #2)</td>
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</tr>
<tr>
<td>Hepatitis C (titer only)</td>
<td>Titer Only</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></td>
<td>1:</td>
<td>2:</td>
</tr>
<tr>
<td>Mumps (1 dose)</td>
<td>Vaccine Above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella (1 dose)</td>
<td>Vaccine Above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (2 doses, 4 weeks apart)</td>
<td></td>
<td>1:</td>
<td>2:</td>
</tr>
<tr>
<td>Tdap - 1 dose</td>
<td>Titer Below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Td Booster (every 10 years after Tdap)</td>
<td>Titer Below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus</td>
<td>Vaccine Above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Vaccine Above</td>
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<td></td>
</tr>
<tr>
<td>Pertussis</td>
<td>Vaccine Above</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. **Tuberculosis Screening**: Tuberculin Mantoux skin testing or Quantiferon TB Gold blood test required; and chest x-ray if either result is positive.

- **Tuberculin Skin (Mantoux) Test**: For students who have not had a documented negative tuberculin skin test in the preceding 12 months, baseline tuberculin skin testing should employ a two-step method, with a second test in 1-3 weeks. If student has documented annual tuberculin skin testing, the last annual results may be recorded for first test and the current test may be recorded for second test.

  **First Test:**
  Date Given: ___/____/_____ Time: ______ am/pm Date Read: ___/____/_____ Time: _______ am/pm
  Results: ________ mm
  Negative □  Positive (chest x-ray required) □

  Provider Signature: ______________________

  **Second Test:**
  Date Given: ____/____/_____ Time: _____am/pm Date Read: ____/____/_____ Time: _______ am/pm
  Results: ________ mm
  Negative □  Positive (chest x-ray required) □

  Provider Signature: ______________________

- **Quantiferon TB Gold Blood Test**
  Results: Date of test: ____/____/_____
  Negative: □  Positive (chest x-ray required): □  Indeterminate (requires Mantoux):□

  Provider Signature: ______________________

- **Chest X-Ray (Required if Tuberculin skin test or Quantiferon TB Gold test is positive)**

  Date of chest x-ray: ____/____/_____  Normal: □  Abnormal: □

  Provider Signature: ______________________
### 3. Physical examination

A complete list of essential functions required for the program may be found in the student’s program handbook. Academic capabilities may be documented through other means; however, the student’s physical and mental ability to perform the following essential functions requires validation through a comprehensive assessment by the health care provider.

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

<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Frequency</th>
<th>Specific Accommodations</th>
<th>Health Care Provider Initials</th>
</tr>
</thead>
</table>
| **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) |           | **F**                   |                             |
| **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 gears/knobs using hands)  
• Squeeze with hand (e.g., blood pressure cuff) |           | **C**                   |                             |
| **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) |           | **C**                   |                             |
| **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) |           | **F**                   |                             |
<p>| <strong>MOBILITY</strong>              | • Twist |           |                         |                             |</p>
<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Frequency</th>
<th>Specific Accommodations</th>
<th>Health Care Provider Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HEARING</strong></td>
<td>• Hear normal speaking level sounds (e.g., person-to-person interview)</td>
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<tr>
<td></td>
<td>• Hear faint voices</td>
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<tr>
<td></td>
<td>• Hear faint body sounds (e.g., blood pressure sounds)</td>
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<td></td>
<td>• Hear in situations when not able to see lips (e.g., when masks are used)</td>
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<tr>
<td></td>
<td>• Hear auditory alarms (e.g., monitors, fire alarms)</td>
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<tr>
<td><strong>VISUAL</strong></td>
<td>• See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)</td>
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</tr>
<tr>
<td></td>
<td>• See objects up to 20 feet away (e.g., patient in a room)</td>
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</tr>
<tr>
<td></td>
<td>• See objects more than 20 feet away (e.g., client at end of hall)</td>
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<tr>
<td></td>
<td>• Use depth perception</td>
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<td></td>
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<tr>
<td></td>
<td>• Use peripheral vision</td>
<td></td>
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<tr>
<td></td>
<td>• Distinguish color (e.g., color codes on supplies, charts, bed)</td>
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<td>• Distinguish color intensity (e.g., flushed skin, skin paleness)</td>
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<td><strong>TACTILE</strong></td>
<td>• Feel vibrations (e.g., palpate pulses)</td>
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<td></td>
<td>• Detect temperature (e.g., skin, solutions)</td>
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<td></td>
<td>• Feel differences in surface characteristics (e.g., skin turgor, rashes)</td>
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<td>• Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)</td>
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<td></td>
<td>• Detect environmental temperature (e.g., check for drafts)</td>
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<td><strong>SMELL</strong></td>
<td>• Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)</td>
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<td></td>
<td>• Detect smoke</td>
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<td>• Detect gases or noxious smells</td>
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<tr>
<td><strong>READING</strong></td>
<td>• Read and understand written documents (e.g., policies, protocols)</td>
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<tr>
<td><strong>ARITHMETIC COMPETENCE</strong></td>
<td>• Read and understand columns of writing (flow sheet, charts)</td>
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<td>• Read digital displays</td>
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<td>• Read graphic printouts (e.g., EKG)</td>
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<td></td>
<td>• Calibrate equipment</td>
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<td></td>
<td>• Convert numbers to and/or from the</td>
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<tr>
<td>Function</td>
<td>Program-Specific Examples</td>
<td>Frequency</td>
<td>Specific Accommodations</td>
<td>Health Care Provider Initials</td>
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<tr>
<td><strong>ARITHMETIC COMPETENCE (CONTINUED)</strong></td>
<td>Metric System&lt;br&gt;• Read graphs (e.g., vital sign sheets)&lt;br&gt;• Tell time&lt;br&gt;• Measure time (e.g., count duration of contractions, etc.)&lt;br&gt;• Count rates (e.g., pulse)&lt;br&gt;• Use measuring tools (e.g., thermometer)&lt;br&gt;• Read measurement marks (e.g., measurement tapes, scales, etc.)&lt;br&gt;• Add, subtract, multiply, and/or divide whole numbers&lt;br&gt;• Compute fractions (e.g., medication dosages)&lt;br&gt;• Use a calculator&lt;br&gt;• Write numbers in records</td>
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<td><strong>EMOTIONAL STABILITY AND INTERPERSONAL SKILLS</strong></td>
<td>• Establish therapeutic boundaries&lt;br&gt;• Provide patient with emotional support&lt;br&gt;• Adapt to changing environment&lt;br&gt;• Deal with the unexpected (e.g., clients being bad, crisis)&lt;br&gt;• Focus attention on task&lt;br&gt;• Monitor own emotions&lt;br&gt;• Perform multiple responsibilities concurrently&lt;br&gt;• Handle strong emotions (e.g., grief)&lt;br&gt;• Negotiate interpersonal conflict&lt;br&gt;• Respect differences in clients&lt;br&gt;• Establish rapport with clients&lt;br&gt;• Establish rapport with co-workers</td>
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<td><strong>COMMUNICATION SKILLS</strong></td>
<td>• Teach (e.g., client/family about health care)&lt;br&gt;• Explain procedures&lt;br&gt;• Give oral reports (e.g., report on client's condition to others)&lt;br&gt;• Interact with others (e.g., health care workers)&lt;br&gt;• Speak on the telephone&lt;br&gt;• Influence people&lt;br&gt;• Direct activities of others&lt;br&gt;• Convey information through writing (e.g., progress notes)</td>
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<td><strong>CRITICAL THINKING</strong></td>
<td>• Identify cause-effect relationships&lt;br&gt;• Plan/control activities for others&lt;br&gt;• Synthesize knowledge and skills&lt;br&gt;• Sequence information</td>
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<td><strong>ANALYTICAL THINKING</strong></td>
<td>• Transfer knowledge from one situation to another&lt;br&gt;• Process information</td>
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<td></td>
<td>• Evaluate outcomes</td>
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<td></td>
<td>• Problem solve</td>
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<td>• Prioritize tasks</td>
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<td></td>
<td>• Use long term memory</td>
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<td>• Use short term memory</td>
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Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

I have reviewed the student’s immunity status documentation and verified the 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 ☐

Based on my assessment, I believe the student is physically and mentally capable of performing the essential functions described above.

Yes ☐ No ☐

Provider Name/Credentials _________________________ Signature _____________________________

(Name of physician, licensed physician assistant or nurse practitioner)

Provider Phone: _____ - _____ - ___