

POLICY TITLE:

Dosimetry Badges and Readings

POLICY:

Ivy Tech Community College students will follow the Nuclear Regulatory Commission (NRC) and American College of Radiology (ACR) guidelines for radiation protection, specifically ALARA (As Low As Reasonably Allowable) principles. (Ref Title 10, Section 20.1003 of the Code of Federal Regulations)

PROTOCOL:

1. Students will be issued a dosimetry badge at the beginning of their first semester before attending any clinical courses.
2. Dosimetry badges will be read quarterly.
3. The Program Director will disclose the report to the students within thirty (30) school days following receipt of the data.
4. Dosimetry badges shall always be worn on the collar outside the lead apron while in a clinical setting and when in the laboratory.
5. Absence of the dosimetry badge while in the clinical setting will constitute a violation, which requires removal from the site until the badge is available. This time must be made up.
6. All monitored occupationally exposed students will be held to the most conservative dose limits. Annual dose may not exceed 5000 mrem.
7. If the quarterly dose exceeds 125 mrem, the student will be given a notification form to help determine the cause. This information will be shared with the Radiation Safety Officer.
8. All efforts should be taken to minimize radiation exposure to gonads, thyroid, breasts, eyes, and unborn fetus (see Pregnancy Policy) particularly when exposed to the primary beam, yet consistent with clinical objectives.

POLICY TITLE: Program
Grievance (Against Others)

POLICY:

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

PROTOCOL:

1. Complaints shall be addressed within five (5) clinical days of the issue or complaint with the clinical preceptor at the site to resolve the issue(s) within five (5) clinical days. The Program Director and/or the Clinical Coordinator shall be notified of the problem by verbal notification within five (5) clinical days of the issue or complaint.
2. If an understanding regarding the issue or complaint with the clinical site cannot be reached within five (5) clinical days, the student will provide in writing to the clinical preceptor and the Program Director a description of the event. The grievance shall be written during non-clinical hours and submitted within five (5) clinical days following the unresolved issue or complaint with the clinical site. The Program officials will pursue the issue and respond to the issue or complaint within five (5) clinical days after receiving the written grievance.
3. Any other problem with the Medical Imaging Program may be addressed in writing to the Clinical Coordinator or the Program Director and it will be handled according to the Ivy Tech Community College Catalog before any further effort to obtain a solution is attempted.
4. According to the rules of Ivy Tech Community College, the student will do steps 1 – 3 as listed above before seeking administrative intervention at Ivy Tech Community College with issues regarding complaints at clinical sites. It is understood that administrative intervention is to be accomplished through the grievance procedures outlined in the Ivy Tech Community College Catalog and the Medical Imaging Policy and Student Handbook, not through contact with administrators at the clinical sites. The student shall not contact the administrator of a clinical or the radiology department head regarding any matter of dispute.

POLICY TITLE:

Grounds for Dismissal

POLICY:

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

PROTOCOL:

1. Failing grades in Medical Imaging and/or other courses.
2. Insubordination
3. The conviction and/or known use of, or possession of illegal drugs or controlled substances.
4. Failure to accomplish clinical assignments and objectives.
5. Cheating in related or professional courses.
6. Altering or falsifying clinical records.
7. Fighting or other injurious actions.
8. Theft
9. Not maintaining patient confidentiality.
10. Working as a radiographer for pay during assigned clinical hours.
11. Performing a radiographic exam with indirect supervision before proving competency for that exam.
12. Repeating radiographs without a registered technologist present in the room.
13. Performing portable exams without a registered technologist immediately available.
14. Any other unprofessional or unethical conduct established by the ASRT.

POLICY TITLE:

Health Practices

POLICY:

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

PROTOCOL:

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

POLICY TITLE:

Hygiene

POLICY:

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

PROTOCOL:

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

POLICY TITLE:

Injuries

POLICY:

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

PROTOCOL:

1. Students injured at the clinical sites report to the clinical preceptor.
2. Students are to be sent to the health nurse or emergency department if necessary. Students may be liable for the cost depending on the injury.
3. Students need to report any injury immediately to Program officials.
4. Students must complete necessary paperwork and submit it to the business office for the Terre Haute campus.
5. Students who are injured at the College need to report to the Program's officials and the student will be sent to Work Solutions in Terre Haute, IN.
6. Students and faculty will complete the appropriate forms.

POLICY TITLE:

Non-compliance with JRCERT STANDARDS

POLICY:

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

PROTOCOL:

1. Students are given a copy of the JRCERT Standards.
2. The faculty explains the procedure to contact the JRCERT if a student believes the Program is non-compliant with any of the Standards.
3. The JRCERT address and contact information is published in the Policies and Student Handbook.

POLICY TITLE:

Lead Markers

POLICY:

Students must have lead markers and are to be used on all radiographic examinations. Lead markers are also part of the required supplies for lab.

PROTOCOL:

1. Students must purchase one set of ID markers beginning the first semester of the program.
2. A student may not use another student's markers. Markers are individualized for each student.
3. Students must always have image ID markers with them during clinical times and during lab.
4. Failure to have markers may result in demerit(s) and either probation or dismissal from the clinical site until students obtain the proper markers.
5. Competencies that do not have image ID markers will result in grade reduction on the competency grade.
6. Lost markers must be replaced ASAP and will be charged to the student.

POLICY TITLE:

Mammography Policy - Effective October 15, 2016

POLICY:

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

PROTOCOL:

1. All students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not able to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.
2. The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

POLICY TITLE:

Medical Imaging Lab

POLICY:

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

PROCEDURE:

1. No one is to be in the Medical Imaging Lab without permission from the Program faculty.
2. Any unauthorized or inappropriate use of the Lab could lead to suspension or withdrawal from the Program.
3. No ionizing exposures will be made without direct Program faculty supervision.
4. Under No circumstances will exposures be made on human beings.
5. Radiation dosimeters must always be worn when in the laboratory.
6. The lab must be left in a clean and orderly fashion after use is completed.
7. No food or drinks are allowed in the lab at any time.
8. Electrical safety rules
 - All electrical equipment and appliances must be approved for use in the Medical Imaging lab.
 - Follow the equipment manufacturer's instructions.
 - Equipment used on or near patients or near water must have grounded plugs.
 - Inspect equipment regularly, paying attention to cords and plugs. Report any needed repairs.
 - Do not overload circuits by connecting too many devices to a single outlet or outlet group.
 - Unplug or turn off electrical equipment before exposing external parts.
 - Use only extension cords approved for the intended purpose.
 - Do not attempt to repair equipment.
 - In case of an electrical fire, use a Class C or carbon dioxide fire extinguisher.
9. Emergency Response
 - Refer to the *Emergency Response Guide* posted in all classrooms and in the lab.
 - The *Emergency Response Guide* covers responses to fire, medical emergencies and ambulance, utility failure, earthquake, chemical spills, tornado and severe thunderstorms, disruptive behavior/workplace violence, and bomb threats/suspicious mail/biological agent threats.

POLICY TITLE:

Magnetic Imaging Resonance (MRI)

POLICY:

Students are appropriately screened for magnetic wave or radiofrequency hazards.

PROTOCOL:

1. The Medical Radiography Program Administration and Faculty have established a Magnetic Resonance (MR) Imaging Safety Screening Protocol for students having potential access to the magnetic resonance environment.
2. Students will complete a Magnetic Resonance (MR) Imaging Screening Form prior to all clinical rotations.
3. Any student who is at risk in the MR Environment will be required to meet with program faculty to discuss limitations at assigned clinical. Program officials will notify the Clinical Instructors.
4. The student will be required to always keep a copy of the screening form in their portfolios.
5. Students will be required to self-report any medical history changes to the Clinical Coordinator.

POLICY TITLE:

Pregnancy

POLICY:

Any student who becomes pregnant during the training of this program has the option of whether to inform the Clinical Coordinator or the Program Director about the pregnancy and has the option to submit a withdrawal of declaration at any time.

PROTOCOL:

1. If the student chooses to declare the pregnancy, the declaration needs to be in writing before the program can consider the student pregnant. This step is voluntary. This policy will be followed despite any obvious physical condition or lack of confirming pregnancy.
2. After declaring a pregnancy, a second monitoring device for the fetus will be provided.
3. The pregnant student will be provided with the Regulatory Guide 8.13 of the Nuclear Regulatory Commission. (See the U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure in Appendix A).
4. The student will also be given a copy of Radiation Safety for Radiologic Technologists
5. The student must have a statement from their attending physician that the student can meet the performance standards of the program while attending the clinical courses during the pregnancy.
6. The pregnant student is to take precautions to minimize radiation exposure by using appropriate shielding and protective equipment.
7. The student shall not be terminated from the program solely from the result of being pregnant. The student, however, may decide to take one of the following options:
 - Continue in the program as a full-time student with no modification or interruption.
 - Continue the didactic portion of the program and take a leave of absence from the clinical portion.
 - Withdraw from the program, in writing, and reapply at a later date. Such breaks or modifications will be determined on an individual basis in a conference with the program officials, the clinical preceptor, the student, and anyone the student elects to bring.
8. The student will be given the option to submit a written withdrawal of declaration of pregnancy after the written declaration has been made.
9. The student must provide a release from their doctor before returning to clinical courses.

POLICY TITLE:

Punctuality

POLICY:

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

PROTOCOL:

- Tardy is defined as not arriving at the designated clinical unit at the assigned start time.
- It is expected that you will clock in either before or on the hour of your clinical start time. Any clock ins after your start time will be considered tardy. All tardy time must be made up.
- An accumulation of 5 or more tardies will result in a grade deduction of 10 points for every occurrence beginning with the 5th tardy

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.

POLICY TITLE:

Radiation Protection and Safety

POLICY:

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

PROTOCOL:

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

Radiation dosimetry badges are distributed by the Program Director or Clinical Coordinator (Radiation Safety Officer). Badges are to be worn at the collar, outside of the lead apron. Badges are to be removed while having personal medical or dental radiography performed. Badges are collected and read quarterly.

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

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

SUPERVISION

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

DIRECT SUPERVISION

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

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

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

INDIRECT SUPERVISION

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to

assist students regardless of the level of student achievement. “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients. Failure to do so is grounds for dismissal.

POLICY TITLE:

Random Drug Testing

POLICY:

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

PROTOCOL:

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

POLICY TITLE:

Social Media

POLICY:

Students are to be mindful of posting on social media as it relates to the college, clinical experiences, and individuals. For program purposes, social media can be defined as the following, but not limited to texting, blogs, emails, eLearn communications, and proprietary platforms such as Twitter, LinkedIn, Facebook, My Space, YouTube, Flickr, Vine, Tumblr, etc.

PROTOCOL:

1. Social media access includes using personal computers, individually owned technologies, clinical sites' computers, or equipment of the College campus.
2. The use of social media should not be used to discuss or display clinical experiences including *any* information about patients, technologists, physicians, or any other health care worker from any of the facilities.
3. Students may create a class Facebook page as long as the above guidelines are followed.
4. Postings on these networks should not reflect negatively on the College, the clinical institution, or any individual; such comments will be subject to disciplinary procedures if necessary.

POLICY TITLE:

Transferability (College Policy)

POLICY:

Ivy Tech accepts courses with grades of C- or better from regionally accredited colleges regardless of the age of the course. There are some exceptions in the case of very specialized computer and technology classes, which are reviewed on a case-by-case basis. Transfer credits will be evaluated, and transfer of credits will occur through college policy.

PROCEDURE:

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

POLICY TITLE:

Transfer into Medical Imaging Program

POLICY:

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

PROCEDURE:

1. Transfer students must meet all requirements for college admission.
2. Students must have successfully completed all the prerequisite courses required for the Terre Haute Ivy Tech Medical Imaging Program.
3. Course syllabi, health records, competencies, and transcripts must be reviewed and approved by the Program Chair before a student can be allowed to transfer.
4. Students may be asked to show competency in positioning courses or asked to repeat a positioning course that the student has already completed if the student has been out of a program for more than one semester before being allowed to transfer.
5. All previous competencies completed from the transfer program will be repeated at Terre Haute, Ivy Tech Medical Imaging Program.

POLICY TITLE:

Vacations

POLICY:

Vacations shall be taken according to the College Calendar.

PROTOCOL:

1. Students will be given a schedule of holidays and breaks at the beginning of the Fall semester of the school year. Students can find the academic calendar on MyIvy.
2. During clinical training students will observe the regular semester breaks as their vacation periods.
3. While in the clinical setting, which begins in the Fall semester of the first year, students will have the semester breaks and legal holidays that are recognized by the College.
4. Students will also observe holidays recognized by the clinical affiliate.

POLICY TITLE:

Weather Closings

POLICY:

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

PROCEDURE:

1. Students are not expected to attend clinicals or didactic classes if the College closes for bad weather.
2. Students can be notified of school closings through MyIvy or the Ivy Alert system.
3. Students can be notified by cellular phone and/or email if they sign-up for Ivy Alert. Ivy Tech does not announce closures to TV or radio.
4. Students can contact the Clinical Coordinator if in doubt about cancellation of clinicals.