2022-2023

RADIOLOGIC TECHNOLOGY PROGRAM HANDBOOK

FRANCISCAN
MISSIONARIES OF OUR LADY
UNIVERSITY

TABLE OF CONTENTS

INTRODUCTION

The purpose of this handbook is to provide an explanation of the Radiologic Technology Program at Franciscan Missionaries of Our Lady University. It is intended for students enrolled in the Associate of Science in Radiologic Technology Program and contains information specific to the Radiologic Technology program. The intent is not to replace the University Catalog or Student Handbook, but to specify those policies that are unique to the program.

Students are advised to consult the University Catalog, University Student Handbook, Campus Safety and Security Booklet, and Course Syllabi for additional policies and information. Students are expected to adhere to all policies and course requirements as stated in the University and Program Publications.

The information in this handbook is current at the time it is uploaded. However, policies, guidelines and procedures are subject to change. Final interpretation of the program policies and procedures will be made by the program's faculty.

This handbook contains extremely important information relating to the curriculum of Radiologic Technology at Franciscan Missionaries of Our Lady University. It is your responsibility to become familiar with the contents of this handbook.

Always refer to the most current online volume of FRANU's Student Handbook, Undergraduate Catalog and Campus Safety Booklet.

Franciscan Missionaries of Our Lady University Catalog

https://www.franu.edu/offices-services/office-of-the-registrar/catalog

Franciscan Missionaries of Our Lady University Student Handbook

https://www.franu.edu/campus-life/student-handbook

RADIOLOGIC TECHNOLOGY PROGRAM

The Radiologic Technology program was established in 1993.

The program prepares graduates to perform radiologic procedures as entry-level Radiologic Technology practitioners. Radiologic Technologists assist radiologists and other physicians by imaging parts of the body through the use of ionizing radiation and other forms of energy, specialized imaging equipment, and manipulation of patient positions.

The program consists of a comprehensive curriculum that provides students with a broad base of knowledge and skills to perform a full range of radiologic procedures. A variety of support courses are offered to provide students with skills to communicate effectively, to develop skills in critical thinking, and the ability to problem solve in the practice of Radiologic Technology.

Opportunities for application of imaging principles and concepts are provided using the two fully energized radiology laboratories on campus, as well as the simulated environment teaching hospital (SETH) on campus. Extensive experience in local clinical education settings enables students to develop clinical and practical skills. The program focuses not only on performing procedures competently, but also encompasses patient education and care of the patient during imaging procedures, application of ethical principles, and professional development.

After successful completion of the curriculum, the graduate is eligible to become licensed by the state of Louisiana and certified by the national certification examination administered by the American Registry of Radiologic Technologists. The program is designed to provide a sufficient foundation so the graduate with additional post-graduate experience and continued education may advance in career paths appropriate to their own interests and abilities.

PROGRAM MISSION

The mission of the Radiologic Technology program at Franciscan Missionaries of Our Lady University is to educate and form entry level Radiologic Technologists in a faith based academic community. Students are educated to become competent and compassionate technologists who serve their patients, profession and the community.

PROGRAM GOALS AND OBJECTIVES

The goals for the Radiologic Technology Program are as follows:	*The student learning outcomes for the Radiologic Technology Program are as follows:*
1. Students will demonstrate the skills to competently and safely perform radiographic procedures.	1. Students will apply radiation protection principles in radiographic examinations. 2. Students will competently perform positioning for radiographic examinations. 3. Students will competently manipulate radiographic equipment.
2. Students will demonstrate the use of effective communication skills.	4. Students will demonstrate written communication skills. 5. Students will provide patient specific verbal and nonverbal communication skills.
3. Students will apply critical thinking skills.	6. Students will accurately adjust procedural factors for various examinations. 7. Students will evaluate radiographic images for optimum quality.
4. Students will display professionalism while promoting Franciscan values of Franciscan Missionaries of Our Lady University.	8. Students will demonstrate professional conduct consistent with Franciscan values. 9. Students will display ethical behavior.

FRANCISCAN MISSIONARIES OF OUR LADY UNIVERSITY

RADIOLOGIC TECHNOLOGY FACULTY

Nicole St. Germain, MSRS, R.T. (R)

Assistant Professor, Program Director

Phone: 225-526-1952

Email: Nicole.St.Germain@franu.edu

Rebecca Simoneaux, M.Ed.,R.T.(R)

Assistant Professor, Clinical Coordinator

Phone: 225-526-1799

Email: Rebecca.Simoneaux@franu.edu

Sarah Goncalves, M.Ed., R.T. (R)(N), CNMT

Assistant Professor, Junior Level Clinical Instructor

Phone: 225-526-1763

Email: Sarah.Goncalves@franu.edu

Kristen Wells, M.Ed., R.T.(R)

Assistant Professor, Senior Level Clinical Instructor

Phone: 225-526-1693

Email: Kristen.Wells@franu.edu

CLINICAL AFFLIATES

Baton Rouge Clinic

7373 Perkins Road
Baton Rouge, Louisiana 70808
225-246-4479

John Hennessey, R.T.(R) Manager
Pam Nunez, R.T.(R)

Baton Rouge Orthopaedic Clinic

8080 Bluebonnet Blvd. Ste. 1000
Baton Rouge, LA 70810
225-408-7835

Lesseley Deshotels, R.T.(R)(M)(CT)
Manager/CI
Katie Duet Mury, R.T.(R)

Lake Imaging Center

7135 Perkins Road
Baton Rouge, Louisiana 70808
225-765-3189

Todd Jackson, R.T.(R) Director

Heather Simmons, R.T.(R)

OLOL Perkins Surgery Center and Clinics

9032 Perkins Rd
Baton Rouge, LA
225-768-5712

Todd Jackson, R.T.(R) Director

Selina Willis, R.T. (R)

Ochsner High Grove

10310 The Grove Blvd
Baton Rouge, LA 70810
225-761-5380

Michelle Billingsley, R.T.(R) Manager

Jackie Foster, R.T.(R),
Corey Parent Thoman, R.T.(R)

Ochsner Medical Center- O'Neal

1700 Medical Center Dr
Baton Rouge, LA 70816
225-755-4831

Daniel Wilson, BA, R.T.(R) (CT) (MR) (ARRT)
Manager

Bonnie Smith, R.T. (R) Radiology Supervisor

Our Lady of the Lake Children's Hospital

8300 Constantin Blvd
Baton Rouge, LA 70809
225-374-1447

Jennifer Arnaud, BA, RT(R)(CT)(MR)
Manager

Our Lady of the Lake Livingston

5000 O'Donovan Boulevard
Walker, Louisiana
225-271-6065

Todd Peters, R.T.(R) Manager

Lindsey Perkins, R.T.(R)

Our Lady of the Lake North Baton Rouge

5439 Airline Hwy
Baton Rouge, LA 70805
225-358-2477
Todd Jackson, R.T.(R) Director

Kenri Avery, R.T. (R)

Our Lady of the Lake RMC

5000 Hennessy Blvd, Baton Rouge, LA 70806
225-765-8204

Alyssa Blanchard, R.T.(R) Manager/CI

Natalie Simon, R.T.(R) (Evening Shift)

Our Lady of the Lake Ascension

1125 West Highway 30
Gonzales, LA 70737
225-621-2990

Trish Marie, R.T. (R) Director

Natalie Loupe, R.T.(R)

Woman's Hospital Main Campus

100 Woman's Way
Baton Rouge, LA 70817
225-231-5560, 225-924-8267

Teri Decoteau, R.T. (R) Manager

Brooke McDaniel, R.T.(R)

RADIOLOGIC TECHNOLOGY PROGRAM CURRICULUM PLAN

Course	Course Title	Credits
ACSM 1110	Academic Seminar	1
WRIT 1310	Writing 1	3
BIOL 2310	Human Anatomy and Physiology 1	3
MATH 1315	College Algebra	3
PSYC 1310	Introductory Psychology	3
		13 hours total
BIOL 1110	Medical Terminology	1
BIOL 2311	Human Anatomy and Physiology 2	3
WRIT 1311	Writing 2	3
RELS 1310	Introduction to Religious Studies	3
RADT 1710	Introduction to Radiography	1
		11 hours total
Pre-requisite Courses		24 hours total
RADT 1711	Patient Care	3
RADT 1720	Image Production I	3
RADT 1740	Radiographic Practicum I	2
RADT 1750	Radiographic Anatomy & Procedures I	3
RADT 1750L	Radiographic Anatomy & Procedures Lab I	1
		12 hours total
RADT 1725	Image Production II	3
RADT 1741	Radiographic Practicum II	5
RADT 1751	Radiographic Anatomy and Procedures II	3
RADT 1751L	Radiographic Anatomy and Procedures Lab II	1
		12 hours total
RADT 1742	Radiographic Practicum III	3
RADT 1735	Radiography Anatomy & Procedures III	2
		5 hours total
RADT 2720	Advanced Radiographic Imaging	3
RADT 2721SL	Radiation Protection & Radiobiology	3
RADT 2740	Radiographic Practicum IV	6
		12 hours total
RADT 2725	Radiographic Pathology	2
RADT 2730	Senior Seminar	3
RADT 2741	Radiographic Practicum V	7
		12 hours total
RADT Courses		53 hours total
Total Radiologic Technology Program Curriculum		77 hours total

ENROLLMENT INFORMATION

Applications for the Associate of Science Degree in the Radiologic Technology program are due on or before May 1st for the class beginning in August of that same year. A cohort of up to 28 students may be accepted. Program requirements and other program information can be found on the Radiologic Technology program web site.

https://www.franu.edu/academics/academic-programs/radiologic-technology

Length of Program

The Associate of Science Degree in Radiologic Technology consists of 77 total credit hours of which 24 hours are pre-requisite courses and 53 hours are Radiologic Technology program courses. Upon completion of pre-requisite courses and acceptance/enrollment into the Radiologic Technology program, the program is designed to be completed in five semesters, in which the student enrolls full-time.

Guaranteed Admission – School of Health Professions

There are two ways in which a student can qualify for guaranteed admission into Radiologic Technology program:

1. A student who enters the University as a freshman is guaranteed admission to the Radiologic Technology program when:
   a. All **prerequisite** courses toward the degree are taken at FranU with at least **a grade point average of 3.0** on all prerequisite coursework.
   b. All other minimum admission requirements are met.

2. A transfer student is guaranteed admission to the Radiologic Technology program when:
   a. Required prerequisite course work in the Radiologic Technology program (including courses that are in progress at the time of application to the University) are transferred in with at least **a grade point average of 3.2 in these courses**.
   b. A grade point average of at least 3.0 is maintained while completing remaining prerequisite courses at the University.
   c. All other minimum admission requirements are met.

**Students transferring in less than 30 hours of coursework may be considered for guaranteed admission. Students falling into this category should call the Admissions office.

Upon entry into the clinical portion of the desired program, **ALL** students must have successfully completed all program specific admissions requirements.

Non-Discriminatory Policy

The University assures free and equal access for all qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, pregnancy status, or military status in the admission to, participation in, or employment of its programs and activities. University will provide reasonable accommodations for students with learning, emotional, or physical disabilities. Students wishing to self-identify are required to contact the Office of Student Affairs.

If a student believes that he or she has been discriminated against on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, pregnancy status, or military status, that student should report the matter to the Vice President for Student Affairs and Enrollment, who will seek to assist the student with the resolution of the complaint as described in the Student Complaint and Grievance Procedure.

ACADEMIC INTEGRITY

All students are expected to adhere to the Honor Code, Honor Statement, and Community Creed published in the University Student Handbook. If a student suspects someone has committed academic dishonesty, the alleged violation should immediately be reported to the faculty member teaching the course or to an administrator. Sanctions for violations of academic dishonesty range from failure on an assignment up to and including dismissal from the university. Please see the Student Handbook for additional information on the Academic Honesty policy and procedures.

SOCIAL MEDIA USAGE

The University's primary concern regarding social media platforms such as Facebook, Twitter, Instagram, and other social media platforms involves the safety of students as well as the integrity of University and its community. The University is aware that students may wish to express their personal ideas and opinions through private social media that are not administered by the University. Nevertheless, students should be aware that the University Student Code of Conduct applies to uses of private social media platforms or communications resources that reflect poorly on the University. Guidelines to follow regarding social media use:

Avoid posting personal information like addresses, cell phone numbers, etc.
Do not make references to alcohol or drugs in photos or blogs.
Do not post explicit pictures.
Do not post negative references to your classmates, instructors, or staff.
Logos and pictures posted on the University's website are copyrighted and cannot be used without University permission.

Note that students participating in clinical training at a medical facility are subject to that facility's policies and should be cognizant of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule when using social media. Students participating in clinical training at Our Lady of the Lake Regional Medical Center (RMC) are subject to the RMC Social Media Policy for Team Members.

Reviewed: 4-02, 6-15, 7-16 / Revised: 10-04, 5-12

ACADEMIC POLICIES

The curriculum is designed to prepare graduates to become competent radiographers. The Radiologic Technology Faculty are committed to helping students achieve academic success throughout enrollment. Policies exist that identify progression and non-progression status of Radiologic Technology students. Upon enrollment in the Radiologic Technology Program students must adhere to the following progression policies:

Progression

In order to achieve progression status in the Radiologic Technology program and be in good standing, the student must:

1. Maintain continuous full-time enrollment in the Radiologic Technology curriculum sequence
2. Achieve a minimum grade of "C" in all courses listed in the Radiologic Technology curriculum.
3. Meet the Core Performance Standards as identified in the Radiologic Technology Program Handbook.

Note: Progression in the Radiologic Technology Program is reviewed at the end of each semester.

Non-Progression

Program Probation

A Radiologic Technology student will be placed on probation under either of the following situations:

1. During the semester of re-admittance and re-enrollment in the program following previous failure of a course; upon return enrollment to the program, the student must demonstrate competency in previously learned clinical, laboratory and academic skills before being allowed to participate in concurrent or subsequent Radiologic Technology courses.
2. When there is documented evidence of unsatisfactory behavior not related to specific academic performance.

Failure to progress in the program following probation will result in suspension or dismissal.

Program Suspension

A Radiologic Technology student will be placed on suspension if he/she is unable to progress in the curriculum under any of the following situations:

1. A student who does not achieve a “C” or better in a Radiologic Technology course may not continue in the program sequence.

2. A student who does not achieve a “C” or better in any of the required arts and sciences courses in the Radiologic Technology curriculum plan sequence may not progress in the degree program until a grade of “C” has been achieved in the course.

3. When there is documented evidence of unsatisfactory behavior and unsuccessful remediation. A student may be suspended from the Radiologic Technology program for unsatisfactory clinical practice. Refer to Appendix A, Radiologic Technology Handbook for Unsatisfactory Clinical Behavior Guidelines.

Program Re-admittance

1. If the student fails one course, he/she may apply for readmission to the next class admitted, re-enroll and repeat the course at the next course offering. The re-admitted student will be placed on probation for one semester until a grade of “C” or better is achieved. Courses in the professional sequence can be repeated only one time. Students can apply for readmission only once in the professional sequence. Readmission to the program is not guaranteed.

2. A student who repeats a course in the Radiologic Technology curriculum plan must achieve a grade of “C” or better to be considered in progression status. The student must achieve a “C” or better in all courses throughout the remaining curriculum in order to continue progression and remain in progression status. Failure of the course a second time results in dismissal.

3. Upon return enrollment to the program, the student will be asked to demonstrate proficiency in previously learned clinical, laboratory and academic skills before being allowed to participate in clinical exams on actual patients.

Program Dismissal

A Radiologic Technology student may be dismissed from the program and is not eligible for re- enrollment as a result of any of the following:

1. A student who receives less than grades of "C" in any two Radiologic Technology courses within the same semester will result in program dismissal.

2. A student readmitted and re-enrolled following probation or suspension who fails to achieve a grade of "C" for the repeated course will be dismissed from the degree program. The accumulation of two (2) grades of less than "C" will result in degree program dismissal.

3. A student who exhibits behavior in any environment that is considered illegal, unethical, or detrimental to the health or safety of a patient or other person; or, which may jeopardize successful operation of the clinical education center.

*The specific non-progression status will be posted on the student's academic record.

Examples of Program Dismissal for Non-Academic Reasons

Students who commit any of the following acts may be dismissed from the program according to the procedure for disciplinary dismissal:

- Plagiarism
- Falsification of information given on official school documents
- Falsification of records regarding patient care
- Unauthorized possession of an examination
- Illegal possession, use, sale or distribution of drugs
- Illegal possession of weapons
- Theft
- Conviction of felony
- Participation in cheating or lying in reference to clinical or classroom assignments (including but not limited to the improper use of clinical information systems, falsification of documentation of time records, falsification of any clinical records or forms) is strictly prohibited. (Refer to the Student Handbook for University Policy)
- Chemical impairment in the school/clinical setting
- Conduct which is inappropriate for either clinical or classroom (e.g., abusive language, threats, assault and battery, disruptive talking)
- Clinical behaviors that jeopardize the patient's physical and/or psychological safety or any behavior that does not meet professional standards.
- Failure to meet expectations relating to student behavior as defined in the Student Handbook

This list is not meant to be all-inclusive, but serves to identify examples of behavior which warrant disciplinary dismissal. Unsatisfactory clinical behavior guidelines are published in Appendix A of the Radiologic Technology Handbook.

CREDIT FOR REPEATED COURSES

Students will be permitted to repeat only one Radiology Technology course during enrollment in the Radiologic Technology program. Both grades will be recorded on the transcript.

FINAL GRADE APPEAL PROCEDURES

The procedure for FINAL GRADE APPEAL is described in the University Catalog, Undergraduate Academic Policies Section, or the University Student Handbook.

PERSONAL STUDENT INFORMATION

In accordance with FERPA Laws, (see student catalog about FERPA) Students have the right to opt out of information that is collected for directory information at any time.

INTENT TO GRADUATE

During the semester PRIOR to which a student anticipates graduation, the student must complete an Intent to Graduate Request (Form will be provided by the student's advisor). The request must be verified and signed by the Academic Advisor to assure that all program requirements are being met. Any deficits in meeting graduation requirements will be noted at that time.

REQUIREMENTS FOR GRADUATION

Students should refer to the University Catalog for General Requirements for Graduation. The Associate Degree in Radiologic Technology is conferred upon students when the following conditions have been met:

1. Completion of seventy-seven (77) semester credit hours in the required courses within 3 years.

2. A cumulative grade point average of 2.0 or higher on all university work and completion of all Radiologic Technology courses with a grade of "C" or above; and completion of all required competencies (didactic, clinical and laboratory).

3. Completion of all required standardized achievement examinations.

4. Fulfillment of the residency requirements of at least 24 credits of the courses listed in the Radiologic Technology curriculum.

5. Clearance of all indebtedness to the university, including the return of all books borrowed from the Center for Information Learning (CIL).

*Graduating from the Radiologic Technology program at Franciscan Missionaries of Our Lady University does not guarantee national or state licensure in any or all states.

JRCERT ACCREDITATION &

COMPLAINT-RESOLUTION POLICY

The Radiologic Technology program has voluntarily participated in accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy.

The accreditation evaluation process assures students, graduates, patients, and the public, the program's commitment to academic excellence and growth and continuing program enhancement and effectiveness.

Complaints from constituents of this program regarding substantial noncompliance with the JRCERT standards or accreditation policies for educational programs in Radiologic Technology may be directed to the:

JRCERT
20 N. Wacker Dr., Suite 2850
Chicago, Il 60606-3182
Mail@jrcert.org

Ph. 312/704-5300
Fax 312/704-5304

In responding to an alleged complaint from the JRCERT, the following procedure shall be followed by the program:

1. A committee will be appointed by the Executive Vice-President of Academic and Student Affairs with a designated facilitator.
2. The Committee will evaluate the alleged complaint and gather evidence such as documentation and other pertinent information related to the alleged complaint.
3. The facilitator will distribute copies of pertinent information to committee members.
4. The committee may choose to seek legal assistance.
5. When the evaluation is completed, a written response with supportive documentation will then be submitted to the JRCERT within thirty working days of notification of allegations.
6. Upon subsequent response by the JRCERT, and if further action is deemed necessary, the program shall submit a report and documentation within thirty working days following notification of corrective measures.

The program will make every effort to resolve alleged complaints in a timely and appropriate manner.

Reviewed: 7-04, 6-15, 7-16
Revised: 5-14

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

National Certification

The American Registry of Radiologic Technologists (ARRT) https://www.arrt.org

The American Registry of Radiologic Technologists (ARRT) is the examining body for radiographers in the United States. All students wishing to become a Registered Radiologic Technologist must successfully complete and pass the ARRT examination.

Students completing all academic degree requirements of the program are eligible for certification by computer examination by the American Registry of Radiologic Technologists (ARRT).

Graduates must comply with the "Rules of Ethics" and educational requirements of the ARRT. Candidates who violate the "Rules of Ethics", such as the conviction of a crime (gross misdemeanor or felony), must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. Individuals who are not yet enrolled in the Radiologic Technology program may submit a pre-application request form to the ARRT anytime either before or after enrollment to review the impact of violations on their eligibility for certification.

It is the student's responsibility to complete the application process. The completed application must be signed by the Program Director before it can be submitted to the ARRT. The appropriate fee must be submitted with the application.

Licensure Requirements

Louisiana State Radiologic Technology Board of Examiners https://www.lsrtbe.org

The Medical Radiation Health and Safety Act No. 485 requires that all persons in hospitals/clinics using radioactive materials or equipment emitting or detecting ionizing radiation on humans for diagnostic or therapeutic purposes to be licensed by the State of Louisiana. Students enrolled in and attending a state board-approved school of Radiologic Technology who apply ionizing radiation to humans for necessary diagnostic or therapeutic purposes while under the required supervision of a licensed practitioner or licensed Radiologic Technologist at the approved clinical affiliate of the sponsoring institution and within the defined hours are exempt from the licensure requirements. Students are exempt only for the supervised clinical assignments required by the program.

Graduates of the program who are seeking employment in hospitals or clinics in Louisiana but awaiting first ARRT examination results must make application to the appropriate State Board for a license and a temporary permit and submit appropriate fees. The temporary permit is good for 90 days. The applications are provided by the Director during January of the final semester. It is the student's responsibility to complete the application process, obtain the Director's signature, and submit the application with appropriate fees. Results of the ARRT examination are required for Louisiana licensing. Therefore, graduates must allow the ARRT to release their examination results to the Licensure Board. Failure to do so will result in revocation of the temporary license permit which cannot be renewed and may result in a loss of work in a hospital.

FRANU Radiologic Technology Program
Reviewed: 6-15
Revised: 8/2018

PROFESSIONAL DEVELOPMENT

The program, along with Student Affairs, is committed to providing opportunities for student's personal/professional development. The program seeks to involve Radiologic Technology students in a variety of experiences to enhance the quality of their educational experience, their lives, and to promote involvement in the community. Students are required to participate in and document 4 hours of community service each academic year. Students may join a professional club, serve as an officer, serve on committees, participate in community service projects, and become involved in the decision-making process of the program. Other available activities are designed to contribute to the development of students in the Radiologic Technology profession. The following are a list of planned and available opportunities provided for student enrichment:

1. Upon acceptance into the program students are automatically a member of the Radiologic Technology student organization, Beta Epsilon Fraternity. (See Bylaws - Appendix F) The Fraternity offers opportunities to serve as an officer, serve on committees, serve as student ambassadors, and to serve the community. Several activities are planned during the academic year for which students may participate.

2. Students are required to join the Louisiana Society of Radiologic Technologists. The applications for membership are provided by faculty.

    a. First Level students are required to attend the LSRT Annual Convention that is held during the summer session. A group of students will be selected to represent FRANU in the LSRT Student Quiz Bowl competition. Students are also expected to enter scientific essays and exhibits for competition. (These may be done individually, in pairs, or in groups). Students must also represent the program in the T-shirt and Poster competitions (slogan must be approved by the Dean of Students).

    Students may also be required to attend the LSRT Mid-Winter meeting, a Kettering Review Seminar or a meeting or function that is comparable during the spring semester.

    b. Students are also given an opportunity to participate in the governance of the LSRT through participation in the LSRT Student Council. Two Beta Epsilon members are appointed from Franciscan Missionaries of Our Lady University

as representatives. These representatives must attend the LSRT Council meetings.

c. Students enrolled in the Radiologic Technology program at the Franciscan Missionaries of Our Lady University are required to attend any mandatory function or meeting that is related to professional or personal development. This includes, but is not limited to, the LSRT Annual and Midwinter Meetings. Students will assume all responsibilities for transportation, lodging and other expenses, along with personal conduct. If a student does not attend a function/ meeting, he/she will need to meet with the Program Director for the consequence, as well as the specifications of an alternate assignment.

d. For the LSRT Annual meeting, students are to wear the class competition T-shirt for the first day of the conference. (Students can choose to wear jeans with their t-shirt on this day only). On the following day, students are to wear their uniform FRANU polo shirt. Students should dress nicely as you would for a professional function. No tank tops, short skirts or dresses, jeans, leggings, active wear, hats etc. Students are expected to behave in a professional manner while at any meeting or function, as they are representing the University.

STUDENT EMPLOYMENT

Students are not allowed to work in the capacity of a Radiologic Technologist and receive wages in the clinical affiliates of the program, nor any other medical facility, before satisfying all requirements for graduation. Students are not exempt from licensure outside of the assigned program hours. A license is required to practice in the state of Louisiana.

FRANU Radiologic Technology Program
Reviewed: 6-15, 8-16, 8-19, 8-21
Revised: 8-16

ATTENDANCE GUIDELINES

The following policies will be enforced in addition to the course requirements and all other policies as stated in the University Catalog and Student Handbook (as listed here below).

CLASSROOM & LABORATORY ATTENDANCE REQUIREMENTS

1. Students are responsible for attending all classes & labs regularly and punctually.

2. Students must notify the instructor when an absence occurs, when a student will be tardy, or when a student must leave class early. (Preferably before the absence occurs). Missed laboratory times may need to be made up per the instructor's discretion.

3. A student absent from on-campus classes for three consecutive days must report to the Health and Safety Office upon return to the school. Circumstances or physical restrictions beyond the student's control will be handled by the instructor on an individual basis. The instructor reserves the right to request written and documented explanations for unexcused or excessive absences.

4. Make-up test or lab evaluations will not be given. "Pop quizzes" cannot be made up.

5. All instructors reserve the right to lock the doors to the classrooms at any time. Late students may not be admitted.

6. Students must return for class after an examination is given for lectures when indicated.

7. Excessive absences can result in an automatic dropping from a course by the instructor with a final grade of "F". Students with excessive absences will be notified by the instructor of action to be taken.

Note *** for more details with Laboratory attendance please see Policy ***regarding Laboratory Skills.***

FRANU Radiologic Technology Program
Reviewed: 6-15, 7-16
Revised: 8-16

CLINICAL ATTENDANCE REQUIREMENTS

Clinical learning experiences are based on meeting course objectives. These experiences are arranged by rotations and, therefore, clinical attendance is required.

Attendance

Clinical attendance is expected. Students are responsible for reporting to the assigned clinical area at the scheduled time. The faculty CI must be notified of absence at least 30 minutes prior to the scheduled time. Students must also notify the clinic site of absence. If a student must leave the clinical site early, the faculty CI must be notified before leaving the clinical site. The faculty CI will determine penalty and/or make-up time on a case-by-case basis.

Absence

Any absent days will require 1:1 makeup day. All absences will be made up and scheduled at the instructor's discretion. Make up time may be scheduled during finals week. Any absence/occurrence, with the exception of an approved extenuating circumstance, will result in a 2 point reduction in the final clinical grade for each occurrence.

Situations that force a student to miss more than one clinical day in a row may be deemed by Faculty as a single occurrence. One write up form will be issued and all time missed by the student will be made up.

A student absent from clinical for two consecutive days must report to the Health and Safety Officer upon return to the school. Circumstances or physical restrictions beyond the student's control will be handled by the instructor on an individual basis. Excessive absences can result in a final grade of "F".

Students absent from the clinical, classroom or laboratory settings will not be allowed to participate in any collegiate events, proceedings or activities (including academic testing, lab evaluations, lab practice, clinical rotations, etc.) on the same day of the absence.

Process for Extenuating Circumstances Requests

A student who is absent from clinicals may request consideration of Extenuating Circumstances. Extenuating Circumstances will only be considered for instances such as: illness/injury of the student or immediate family member, death of student's immediate family member, mandated court date/jury duty that cannot be rescheduled. Other considerations approved by the program faculty on a case-by-case basis.

First Clinical Absence

Immediately upon return to school, the student will need to sign a Clinical Write-Up Form and will receive 2 points off the overall clinical course grade. The instructor will inform the student of the appropriate time to make up the clinic day. If the student would like to submit an Extenuating Circumstances Request Form for consideration, it must be completed and submitted with proper documentation. If the request is approved, the write up will remain in the student's record, the clinical day will be made up and the 2 point reduction will be waived.

Examples of required documentation for Extenuating Circumstances

Written verification of illness/injury of student or immediate family member

- Emergency Room documentation
- Physician Note

Death of an immediate family member

- Evidence of death

Mandated court date

- Court documentation

Second Clinical Absence

Immediately upon return to school, the student will need to sign a Clinical Write-Up Form and will receive 2 points off the overall clinical course grade. The instructor will inform the student of the appropriate time to make up the clinic day. If the student would like to submit an Extenuating Circumstances Request Form for consideration, it must be completed and submitted with proper documentation. If the request is approved, the write up will remain in the student's record, the clinical day will be made up and the 2 point reduction will be waived.

Once the student has two clinical absences, whether approved as Extenuating Circumstance or not, they may be placed on Clinical Probation for excessive absences.

Terms of Clinical Probation

Students who are placed on Clinical Probation for clinical absences will remain on probation for one (1) calendar year. Subsequent absences, or any violation of the terms of probation within the probationary period, may result in administrative withdrawal from the course and/or program.

Tardiness

A student will be considered tardy after 3 minutes past assigned clinical start time. Time missed because of tardiness should be made up at the end of the assigned shift the same day. Three clinical tardies in one semester will result in the deduction of 5 points from the final clinical grade. Students who report to the assigned clinical site after 15 minutes of their assigned time are considered one full day absent and must leave the clinical site, after notifying the clinical site instructor and faculty instructor.

Clocking In/Out

1. Student clinical attendance will be completed by the Trajecsys clinical reporting system. Students are required to both clock-in and out through this system. The system permanently records students' times and clinical educational settings through the site IP Address, and only these times will be used to document attendance.

2. Students must clock in before the assigned time for arriving at clinic, and clock out after the assigned time for leaving clinic. Arriving to clinic to find that a computer is unavailable due to another person using it does not constitute "internet unavailability".

3. Only in the case of system failure or internet unavailability, students are required to clock in and out at clinic by **calling** the Clinical Coordinator office phone or instructor and leaving a message. Each student must say his/her first and last name and the clinical site where the student is present. The time of the call will document the clock in or out time.

Clinical Notes

1. Students are not allowed to leave the clinical sites for lunch.

2. Students must pre-register for next semester classes and pay tuition and fees by the last day to register (as published in the Academic Calendar). Students will not be allowed to participate in late registration. An absence that results from a student that has not paid fees according to the pre-registration schedule is follows the clinical absence guidelines and may jeopardize clinical course grades.

3. Clinical students must maintain health requirements. (Refer to Appendix G for the Health and Safety Policies and Appendix H for the policy on criminal background checks). Students who fail to meet these requirements are not allowed to attend or participate in clinical courses. Any absence due to noncompliance follows clinical absence guidelines.

FRANU Radiologic Technology Program

Reviewed: 6-15
Revised: 5-11, 5-13, 7-14

COURSE REQUIREMENTS

GENERAL

1. The student is expected to comply with the program policies of the University as stated in the Student Handbook, RADT Program Handbook, and University Catalog.

2. Behavior: Confrontational attitudes demonstrated by students toward faculty, clinical instructors, laboratory instructors, or staff at clinical education settings will not be tolerated. Behavior that interferes with instruction and learning is not acceptable.

3. Cell phones, smart watches and other electronic devices are not allowed to be a disruption in classes, in the skills laboratory or in the clinical education settings. In an emergency situation, where communication from an outside party is necessary, the student must obtain permission from the instructor prior to class/ clinical or some other form of communication must be utilized.

4. Materials unrelated to course work or clinical assignments are not allowed during class or clinical assignments.

Disabilities: "Franciscan Missionaries of Our Lady University offers services and accommodations to students with learning, physical, or psychological disabilities. If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Student Affairs as soon as possible." The Office of Student Affairs is located at 5421 Didesse, or by phone: (225) 490-1620.

FRANU Radiologic Technology Program
Reviewed: 6-15
Revised: 5-11, 5-13, 7-14, 8-18

PREPARATION

1. A syllabus is provided for all courses on the first day of class through Moodle. Syllabi include course description and objectives, method (s) of instruction, office hours of faculty, and course guidelines. Student learning outcomes are provided on the syllabi for student review. Students are expected to have the reading assignments and learning activities outlined under course content completed prior to attending class. Some demonstration of techniques/procedures will be required where indicated. Information included in the reading assignments, learning activities, power-points, and handouts, as well as that presented in class/lab seminar will be included on tests. Written assignments will be assigned and completed by students as deemed necessary by the instructor. A vast amount of content is covered during class/lab seminar. Therefore, students are encouraged to develop study schedules and plan strategies to successfully meet course objectives and test requirements.

2. Communication related to course material is provided to students largely through University e-mail. Students should have easy access to their University e-mail account, and check it regularly.

3. Course materials will reside in Moodle, the course management system used by FRANU. To access course materials, student must enter a user ID and password. Follow the instructions provided to you by the University to create this user account. You must have an understanding of the basic features of word processing software (email attachments). Students must review course materials on line (ex. bring course-related materials {such as assignments and handouts} to class) when this material is scheduled for discussion. Computer access is available to all students in the computer labs located either in the Arts and Sciences or Nursing Buildings.

4. Regular and active class participation is expected. Free expression by students is encouraged (including discussion and inquiry) with regard to course content.

5. Use of any recording device in the classroom during classroom presentation requires permission of the instructor (unless provisions for special accommodations have been requested and granted through Counseling Services).

6. A variety of print and non-print resource materials are used to supplement the lectures.

7. Instruction may periodically require physical contact between faculty and preceptors for the purpose of physically guiding appropriate techniques. This contact may be necessary for proper instruction during laboratory and clinical experiences under the supervision of clinical personnel.

EXAMINATIONS

Textbooks and notes may not be used during unit exams or the final exam. Determination of a student's correct response on an exam is based upon the answer selected. Instructors may schedule examinations and evaluations outside of the regularly scheduled class periods. Students are not allowed to leave the testing area during an exam. Once the student leaves the testing area, the exam is considered complete and must be turned in to the instructor. Unapproved electronic devices are not allowed to be activated during an exam. If a device interrupts the testing area, the student may be asked to leave without completing the exam, or the instructor may confiscate the device.

Missed Exams

Make-up tests will not be given. Students are allowed to miss only one unit examination. The percentage for the missed unit exam will be made up by adding it to the percentage of the final test. Failure to take the final exam will result in a "0" for the final exam grade, unless the student requests and is granted from Academic Services an "Incomplete" as outlined in the University Catalog.

Missed Lab Evaluations

Laboratory evaluations not completed on the assigned due date will receive a grade of "0" if unexcused. All laboratory evaluations will need to be completed to ensure progression at clinical.

Test Review Procedure

Reviewing of tests will be permitted up to one week after the grade is posted. Appointments may be made with the course instructor. The amount of review time will be at the instructor's discretion. Books, papers, or pencils will not be allowed while reviewing the test.

Written Assignments

All written assignments must be completed in compliance with the instructor's guidelines and utilizing the APA format if applicable. All written assignments must be neat and professional in appearance with correct spelling.

Meetings with Faculty

Students experiencing difficulty with course work are encouraged to meet with faculty to discuss problem areas. Students with course averages below 80% on written examinations and unsuccessful competency evaluations must see their instructor. All faculty-student meetings **must be** scheduled. Impromptu meetings can stifle faculty productivity, and cause students additional frustration. Therefore, instructors reserve the right to require students to schedule conferences during their designated office hours.

Grading Scale:

A	94-100
B+	91-93
B	87-90
C+	84-86
C	80-83
D+	78-79
D	75-77
F	74-0

A total minimum final grade of 80% is required in all course grades.

Discussing Grades

Discussion of clinical, competency or lab evaluations and course grades (including film evaluation) by students with anyone other than the instructor is prohibited. A student found discussing his/her grade will receive a written warning and a 2 point reduction of the total course grade. A second incident of discussing grades will result in a conference with the instructor, Clinical Coordinator, and/or Program Director and further reduction in overall course grade.

RADT Remediation Plan

Eligibility for remediation strategies will be determined by the faculty on a case by case basis, depending upon the extenuating circumstances in which they occur. Any student with a course average of less than 80% or with documented clinical deficiencies is encouraged to seek assistance. The student requesting assistance must demonstrate their current use of learning strategies, engagement in on-going peer tutoring sessions and participate in academic counseling sessions through Student Affairs. When a student requires specific remediation, the faculty member (s) and student will develop a remediation plan including a timeline agreed upon by both, and strictly adhered to by the student. The plan may require additional course work. The student must successfully complete the remediation, including any assigned course work, and demonstrate improvement in course work (course average of 80% or above or overcome clinical deficiencies) to continue to progress in the course.

FRANU Radiologic Technology Program

Reviewed: 8-20, 8-21

Revised: 1-21

EXAMSOFT

The Radiologic Technology Program utilizes Exam soft for testing throughout the program. It is the students' responsibility to provide a **laptop computer** with the Exam soft application downloaded for exam days. It is the students' responsibility to ensure the purchased **laptop** meets ExamSoft Examplify Minimum System Requirements. NO iPad's will be allowed to use for Examsoft with FRANU RADT program. To check system requirements for **laptops,** visit website below:

https://examsoft.com/resources/examplify-minimum-system-requirements

Exam Protocol

The student must download and install the latest version of the Exam Soft Softest product prior to the scheduled examination.

Exams must be downloaded prior to posted download deadline. Students who fail to download exams by the posted exam deadline will not be allowed to take the exam. Passwords will be provided at the beginning of the exam.

Testing Environment

Laptops must be fully charged and able to operate on battery for at least 3 hours of normal activity (i.e., web browsing, word processing, wireless). There may not be access to power for charging during testing.

Writing instruments (pen and/or pencil) and calculators are allowed at the instructor's discretion.

Students may wear noise-cancelling ear plugs/headphones approved by exam proctor.

Students may not have access to their cellphone, smart watch, textbooks, notes or other personal items.

Exam Day Procedures

Paper, textbooks, notes or any other course documents may not be used during quizzes or exams unless specified by the course instructor.

Scratch paper and/or whiteboard may be utilized at the discretion of the instructor. Scratch paper may be provided by the proctor at the start of the exam. If scratch paper is used, your name must be written on the paper and turned in to the proctor prior to the leaving the testing environment. If a whiteboard is used, the student must provide both the whiteboard and dry erase marker. The whiteboard must be blank upon the beginning of the exam, and erased at the completion of the exam verified by instructor. The student can also utilize the notes section in the exam in Examsoft if applicable.

Entering/Leaving the Test Environment

Students are to arrive 10 minutes prior to the exam in order to allow adequate time to download the exam and for troubleshooting any technical issues. Students arriving late may not be allowed to take the exam.

Students arriving late will not be permitted additional time to complete the exam.

If a student leaves the testing environment for any reason, they will not be allowed to complete the exam.

Prior to leaving the testing environment, students must show the green screen, signifying exam completion. Students are to upload exams prior to the published deadline.

In the event of a laptop malfunction

If a student experiences a laptop problem or malfunction prior to, during, or upon exiting an exam, he or she must immediately notify the proctor by raising their hand. The student may be allowed to continue answering the exam by hand at the discretion of the proctor. No additional time will be allowed for attempting to resolve computer problems during the exam.

Absence

Students must notify the course instructor if they will not be present for an exam. Make-up exams will not be given. Refer to missed exam policy.

Exam Review Procedure

Reviewing of tests will be permitted up to one week after the grade is posted. Appointments may be made with the course instructor. The amount of review time will be at the instructor's discretion. Books, papers or pencils, will not be allowed while reviewing the test.

Franciscan Missionaries of Our Lady University

Remote Examination Policies:

Radiologic Technology Program

Effective Immediately (03.23.2020)

The following revised Examination information is being provided to assure that students are following proper Examination procedures while testing in a distance education format (environment). These Examination policies will be enforced only while we are delivering instruction via the distance education format due to campus closure. The Radiologic Technology Program will revert to the original Examination procedures after return to campus, and teaching can resume via regular format. The Program and University recognize the current and future impact this unprecedented situation has placed on students and are committed to ensuring that you receive the highest level of instruction currently available.

EXAMINATIONS

All remote examination policies listed below must be followed:

1) The student must download and install the latest version of the ExamSoft Examplify product prior to a scheduled examination.

2) Examplify download instructions, and updates will be provided by the program and/or course faculty.

3) Exams must be downloaded prior to the posted exam download deadline. Students who fail to download exams by the posted exam deadline may not be allowed to take the exam.

4) ExamID and ExamMonitor must be used for all exams. This may not apply to quizzes.

5) Students must take all exams utilizing ExamID and/or ExamMonitor when activated by their course faculty. Students who fail to utilize ExamID and ExamMonitor will receive a grade of zero for that exam.

6) Students are responsible for ensuring they have the minimum computer requirements for utilizing these products.

7) ExamID digitally verifies the identity of each exam taker from any location.

8) ExamMonitor provides remote proctoring capabilities for assessments delivered securely via Examplify for Windows or Mac.

9) ExamMonitor records video and audio of exam takers during secure assessments, which are uploaded upon assessment completion and reviewed for potential breaches of academic integrity.

10) Students who tamper with the integrity of ExamID and/or ExamMonitor by any means will receive a grade of zero for that exam (i.e., covering camera during the exam).

EXAMINATION DAY TESTING PROCEDURES

1. Students must abide by the below instructions.
    a. Computers:
        i. Should be fully charged and able to operate on battery for at least 3 hours of regular activity (i.e., web browsing, word processing, wireless).
        ii. Must be compatible with both ExamID and ExamMonitor minimal requirements and are required for all computer-based exams.
2. Students:
    a. Will not have access to scratch paper nor whiteboard during remote testing.
    b. Must take the exam in a distraction-free environment with no other persons present (including but not limited to family members, children, visitors, and pets). This distraction-free environment must take place in a quiet room that does not permit foot traffic of any kind. The testing environment must remain free from any persons at all times during the examination.
    c. Are not allowed to have any items in the exam room unless prior approval is received from the course faculty.
    d. Are not allowed to have outside audio.
    e. Students must enable their personal electronic device's microphone and camera prior to the exam.
    f. Students are allowed to have Ear Plugs that are made of foam or rubber. The Ear Plug cannot have blue tooth technology, any other technology, nor wires connected.

3. Password:
    a. Each exam is password protected. The password will be provided to students via a bulk email no later than 2 minutes prior to the beginning of the exam.

4. Students are prohibited from bringing the following items into the testing environment:
    - Ear Buds, Noise-canceling devices/headphones, Earphones
    - Cellular phones/smartphones or Smart watches
    - Hats
    - Food or drink
    - Personal items (backpacks, purses, bags, notebooks, books, etc.)
    - Writing instruments Scratch paper
    - White Board

5. Paper, textbooks, notes, or any other course documents may not be used during examinations unless specified by the course instructor.

6. No talking or other communication is allowed once a testing session begins.

7. Each examination session has a prearranged duration. The duration allowed for the exam will be noted in the Pre-Assessment General Exam Notice.

8. Assessments are to begin within 5 minutes of the scheduled assessment start time. (If the assessment is expected to start at 0800, the password will be emailed no later than 0758, and the student must initiate the assessment by 0805)

9. Exam Download, Upload, and Completion:
    a. Students are required to download the exam in the timeframe allotted by the course faculty. Students will receive a download message informing them of this timeframe.
    b. ExamSoft timer will be reflective of the total time remaining. The start and end time will not be altered for any reason.
    c. Students must upload the exam immediately following the exam and prior to the published examination upload deadline. Failure to upload the exam preceding remote deletion may result in the student receiving a zero for the exam.
    d. Remote deletion of the exam will occur if the student has not taken the exam within the scheduled timeframe.
    e. If a student leaves his or her distraction-free testing environment for any reason, he or she will receive a grade of zero for that exam.

10. Additional distance education remote examination requirements:
    a. At the beginning of the exam, when monitoring has begun, and prior to answering the first questions of the exam, students are to place earplugs (if chosen to use) in full view of the camera. The view should allow the proctor the ability to examine.
    b. At the beginning of the exam, when monitoring has begun, and prior to answering the first questions of the exam, each student must rotate the camera and provide the proctor with a 360-degree full view of the room. The view should allow time for the proctor to identify room structures. Failure to do so may result in a zero for that exam.
    c. At the beginning of the exam, when monitoring has begun, and prior to answering the first questions of the exam, each student must provide the proctor with a full view of the desk, table, and/or structure that he or she is utilizing during the exam. The view should allow time for the proctor to identify if any objects are present on the structure. Failure to do so may result in a zero for that exam.
    d. Immediately after answering the final question but prior to finishing the exam and submitting, each student must rotate the camera and provide the proctor with a 360-degree full view of the room. The view should allow time for the proctor to identify room structures. Failure to do so may result in a zero for that exam.
    e. Immediately after answering the final question but prior to finishing the exam and submitting, each student must provide the proctor with a full view of the desk, table, and/or structure that he or she is utilizing during the exam. The view should allow time for the proctor to identify if any objects are present on the structure. Failure to do so may result in a zero for that exam.
    f. The student is to make a concerted effort to face his/her screen during the entirety of the exam. Facial and eye movements are monitored and tracked by artificial intelligence algorithms or external proctor, and deviation from the screen will be flagged for faculty review.
    g. Irregular key-strokes are monitored and flagged.
    h. Immediate student review upon completion of the exam will not be available to protect the integrity of the assessment. Grades will be posted in Moodle per the University policy.
    i. Please allow extra time (up to 5 minutes) for the exam to upload. Do not exit ExamSoft or open additional windows until confirmation of upload is received.

11. If a student experiences a laptop problem or malfunction prior to, during, or upon completing an exam, he or she must immediately notify the proctor. If a student's laptop fails during an examination, the student may be allowed to take the exam at a later time at the discretion of the faculty member. The format of the exam will be determined by course faculty

12. After the examination has concluded, an attempt may also be made to retrieve exam answers from the student's hard drive. Only if exam answers cannot be retrieved within 24 hours, may the Program Administration, in consultation with the course Faculty, determine additional remedial options, if any. However, no consideration will be given to a student who failed to alert the proctor at the time of the difficulty.

13. Examination Absence
    a. Students must notify the course instructor if they are not present to take an examination at the scheduled time.
    b. Make-up examinations will be given at the discretion of the course instructor.

EXAMINATION REVIEWS

The purpose of an examination review is to provide students with an opportunity to identify patterns of mistakes or subject content deficiencies. The students will be allowed to review their exams during the instructor's office hours. The student will contact the instructor via email to arrange a time and date to discuss their exam.

FRANU Radiologic Technology Program
Reviewed: 6-15, 7-16, 7-16, 8-21
Revised: 5-11, 7-08, 8-16

SKILLS LABORATORY

The Skills Lab provides services that are designed to assist students in the acquisition of skills presented throughout the curriculum.

The Radiologic Technology lab contains two energized radiographic rooms and one energized radiographic mobile unit. The lab is designed to simulate a small radiology department. The University's SETH labs may also be utilized. Students have the opportunity to practice radiographic skills and techniques with selected part phantoms, a whole body phantom (Pixy), and other teaching equipment under the supervision of a lab instructor and/or faculty. Students also participate in radiologic positioning activities on classmates and therefore must consent to participate in lab activities.

SKILLS LABORATORY POLICIES

1. Students must dress appropriately during lab activities. The official uniform as defined by the Student Policy and Procedure Manual must be worn while in the laboratory.

2. Schedules for lab practice are posted on Moodle, and in the viewing room of the laboratory. Students are expected to attend ALL scheduled lab practices according to the defined schedule.

3. Students must sign in providing name, date and time preceding lab practice or performance of experiments as well as when leaving.

4. Students are strongly encouraged to use the skills laboratories on a continuous basis by advance appointment and during scheduled lab hours. Open lab hours are available as needed.

5. Handle materials and equipment with care. Destructive use of equipment and supplies **will not** be tolerated. Students are responsible for the equipment while using it.

6. No eating or drinking in the lab.

7. All phantoms and auxiliary equipment must be properly stored. All used linen must be properly disposed of.

8. Students are responsible for the condition of the clinical room assignments. Equipment and work area must be cleaned after each lab group. Any soiling or unsafe condition that cannot be corrected immediately must be reported to the lab instructor.

9. A lab instructor or a faculty member must be available to supervise and assist students with procedures**. Exposures cannot be made without supervision.**

10. Radiation safety practices must be applied during laboratory practice (Refer to the Section - Radiation Safety and Protection Guidelines). Dosimeters must be worn when exposures are made in the energized Radiographic room.

11. Students must safely operate the Skills Lab imaging equipment and accessories and report any malfunctions to faculty. Any mishandling of equipment that leads to equipment breakage can be penalized.

12. In the event of a "clean" needle stick in the Skills Lab, first aid is to be rendered to the injured person and referral made to the OLOLRMC Emergency Care Unit or to the student's personal physician. Details of the incident and the referral made must be documented on a University incident report. Needle sticks in any other setting should follow the full exposure control protocol.

LABORATORY EVALUATIONS

1. Students must complete all laboratory assignments and must achieve a grade of at least 85% to achieve laboratory competency. A grade less than 85% will result in a “0” and requires a repeat evaluation. The grades will then be averaged together. After each unsuccessful attempt to pass the laboratory evaluation, mandatory remediation is required.

2. Students must be dressed in full clinical uniform in the lab setting. This includes lead markers, dosimeters, and student id badge. Failure to comply will result in a 5 point reduction of the total check off grade. If the 5 point reduction brings the students grade below an 85, this will not result in a failure.

3. Should a student continuously fail to adhere to the laboratory policies, an "Unsatisfactory Laboratory Behavior" will be given resulting in a reduction in points from the laboratory grade, including laboratory evaluations. The number of points deducted will be at the discretion of the faculty member.

LABORATORY ATTENDENCE GUIDELINES

1. Schedules are posted for group lab practice and lab evaluations. Students are expected to attend lab regularly and punctually. The student must sign in and out each day in the specified binder. Attendance and tardiness will be documented and kept on file. Students requiring extra practice, students needing simulated evaluations to complete competency requirements, or students needing to repeat laboratory evaluations will be scheduled outside of normal lab time at the discretion of the instructor. Excessive absences will require a meeting with the Instructor/Clinical Coordinator/Program Director/Dean to discuss disciplinary actions.

2. Instructors reserve the right to restrict entrance to the lab once class begins and this will result in an unexcused absence. Any unexcused absence or tardy resulting in missed coursework will need to be completed, but will receive no credit for the assignment. Missed lab evaluations/check offs will result in a grade of zero.

3. Students must notify the instructor (by the instructor’s preferred method of communication) when an absence will occur, when a student will be tardy, or when a student must leave class early. The notification must be before the absence occurs.

4. A student absent for three (3) consecutive days must report to the Health and Safety Office upon returning to school. Circumstances or physical restrictions beyond the student's control will be handled by the instructor on an individual basis. The instructor reserves the right to request written and documented explanations for unexcused or excessive absences.

INCOMPLETE LAB COMPETENCIES

All lab evaluations must be successfully completed to ensure adequate competence level to participate in clinic. Any missed or failed lab competencies must be rescheduled by the instructor.

SKILLS LABORATORY HOURS

Students must adhere to the posted lab schedules. Students requiring additional practice must schedule use of the lab with the lab instructor. (Students are not permitted in the lab at any given time without the supervision of faculty) Students who miss any scheduled lab practice without an excuse will not be permitted to participate in extra practice sessions.

FRANU Radiologic Technology Program

Reviewed: 7-04, 7-11, 5-13, 7-14, 6-15, 7-16, 8-21
Revised: 5-11, 5-13, 7-14

STANDARD PRECAUTIONS

Blood and body fluid precautions must be consistently used for all patients. This approach is referred to by the CDC.

1. All persons providing health care should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective air or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluid to prevent exposure of mucous membranes of the mouth, nose and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

3. All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures"; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringe and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area.

4. Although saliva has not been implicated in HIV transmission, to minimize the need for mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

5. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

6. All needle-stick accidents, mucosal splashes or contamination of open wounds with blood or body fluids should be reported immediately via incident report mechanism with prompt follow-up in the Emergency Care Unit.

7. All needles and syringes, scalpels, and other sharp instruments used in the Skills Laboratories are sterile. After use, they are to be disposed of in the "Sharps Box" or other designated receptacle

FRANU Radiologic Technology Program
Reviewed: 7-04, 7-11, 5-13, 7-14, 6-15, 7-16, 7-20
Revised: 5-11, 5-13, 7-14, 7-16, 7-21

RADIATION SAFETY AND PROTECTION GUIDELINES POLICY

Students are responsible for radiation safety and protection for the patient, self, and others during clinical education and laboratory practice. In keeping with the ALARA concept (as low as reasonably achievable) and clinical education requirements, every effort must be made to keep exposures to the patient, embryo/fetus, self, and others to a minimum. The following guidelines are to be used.

1. All radiologic exposures made by students must be performed under the appropriate level of supervision (see "Guidelines for Clinical Supervision" & Skills Lab Policy).

2. Personnel Monitoring Device: Each student is furnished a personal monitoring dosimeter - optically stimulated luminescence (OSL) type. The dosimeter must be worn by students during all clinical assignments and in the Skills Labs during laboratory practice and experiments. Students must wear the dosimeter in the proper position, which is on the collar and outside the protective lead apron during fluoroscopy. Dosimeters are considered part of the uniform (see Uniform Policy). This applies to both clinical and lab settings

   Use and Storage of Dosimeters: Students must maintain the OSL dosimeter in a safe place so as not to expose it to environmental radiations. The sensing material must not be removed from its protective covering. Dosimeters are not to be worn by students when undergoing diagnostic or dental procedures performed as a patient. Loss of the dosimeter or any other incident or misuse (such as accidental exposure) must be reported to the CI immediately.

   Collection and Distribution: The dosimeter will be distributed and collected on a quarterly basis. The dosimeter must be exchanged on time for processing during the first week of the month (Jan. April. July and October). It is the student's responsibility to exchange the dosimeter in the office of the CI.

   Radiation Reports: Quarterly monitoring reports of radiation exposure for each student are available. The radiation monitoring dosimeter report is initially reviewed and monitored by the physicist. Copies of the monitoring reports are maintained by program official(s) and posted in the lab.

   Permanent Cumulative Dose Records: At the end of the calendar year, the physicist will provide a cumulative report. Each student is forwarded their total cumulative radiation dose upon completion or withdrawal from the program. Permanent cumulative monitoring records are maintained on file by program official(s). This cumulative radiation dose may be forwarded to employers upon written request of the student/graduate. Students who are employed at other facilities where a personnel dosimeter is worn or students having previous radiation exposure history must provide an applicable monthly/quarterly radiation monitoring report to the Radiation Safety Officer upon admission to the program and throughout enrollment.

3. Students must use the three cardinal principles of radiation protection: time, distance, and shielding during radiologic examinations.

4. Students are not allowed to hold patients during radiologic examinations. Mechanical restraining devices must be used when patient restraint becomes necessary. The CI/RT must evaluate all requisitions and the condition of patients to determine the most effective approach to restrain patients for the procedure. An acceptable alternative may be the patient's relative. Students are responsible

for seeing that lead aprons and gloves are available for all persons involved in patient restraint during diagnostic, mobile, or fluoroscopic procedures. Instructions must be given to avoid exposure to the primary beam.

5. Lead aprons and thyroid shields are to be worn by students assisting in fluoroscopic examinations, and/or during mobile radiography and mobile fluoroscopy without exception. Lead gloves are to be worn if the hands must lie in the primary beam. In addition to wearing a leaded apron, other radiation safety device(s) or protective equipment may be utilized, if necessary (i.e. leaded gloves, lead glasses, and lead shielding or barriers).

6. Shields are to be used on all patients regardless of age due to cumulative radiation dose. Students are instructed to shield all patients, when the presence of the shield does not obscure clinically significant information or when it does not interfere with the area being imaged or other patient safety concerns. Collimation is to be used to restrict the primary beam to the area of interest. Students must not perform a radiographic examination when a patient suspects she is pregnant. You must notify the supervisor and radiologist to determine further action before proceeding.

8. The Effective Occupational Radiation dose limit established by the NCRP is:

Annual effective dose limits = 5 rem (50 mSv);

FRANU RADT Students must not exceed the following dose limits:

Annual effective dose limit = 1 rem (10 mSv);

Any student meeting 250 mrem in any quarter must submit documentation outlining reason of excessive exposure and will counseled on proper radiation protection practices by faculty.

9. Excessive Exposure Monitoring:

The report indicating the excessive reading must be submitted to the Department of Environmental Quality (DEQ) within thirty days of the excessive exposure reading. The report must include the social security number and the date of birth of the individual with the excessive reading.

*Written statements must be submitted describing:

1. The extent of exposure of the individual to radiation, including the actual excessive dose.
2. The event or cause of the elevated exposure to the individual.
3. Outline the corrective steps taken to ensure against a recurrence, including a clinical schedule adjustment for achieving compliance with applicable limits.

*Individuals with excessive exposure readings are then counseled by program officials.

10. Exposures are to be made on: 1) patients only upon request by a physician during clinical assignments at clinical education centers (see "Guidelines for Clinical Supervision"); or 2) phantoms in the Skills Lab, and not on another student or other individuals (see Skills Laboratory Policies).

11. Students are not allowed to repeat radiographs on patients without appropriate supervision (see "Guidelines for Repeat Radiographs")

NOTE* Failure to follow or adhere to this policy or that of the clinical site can have an adverse effect on a person's health and safety and therefore may be grounds for dismissal. (See Program Dismissal policies for further information)

FRANU Radiologic Technology Program
Reviewed: 7-04, 7-11, 5-13, 7-14, 6-15, 7-16
Revised: 07-01, 8-01, 8-03, 1-07, 3-13, 11-15

RADIOLOGIC TECHNOLOGY STUDENT PREGNANCY POLICY

It is the responsibility of pregnant students to **voluntarily** declare their pregnancy in writing to the Program Director or Clinical Coordinator as soon after conception as practical. The student must provide the expected date of delivery. The student will be counseled in regard to radiation safety and protection practices and use, the risks of prenatal exposure to ionizing radiation, an equivalent dose limit for the embryo/fetus and a copy of the US NRC Regulatory Commission Appendix to the Regulatory guide 8.13 "Instruction Concerning Prenatal Radiation Exposure." The program's radiation safety and protection guidelines are reviewed with the student. The opportunity for further discussion of the written instructions is given to the student. Following counseling, the student may choose one of the following options:

1) Choose to continue in the program without modification;

2) Choose to resign from the program; student may re-apply for the next class.

3) Choose a modified clinical rotation schedule (This option would allow the student to continue in the program without having to rotate through the following fluoroscopic procedures: G.I., surgery, pain management, I.R., Nuc. Med. Once the student is no longer pregnant they will be required to make up these rotations and any time lost during pregnancy).

A student choosing to continue in the program will be given a second "Special Purpose" personnel monitoring device, an optically stimulated luminescence (OSL) dosimeter to monitor exposure to the unborn embryo. The OSL dosimeter is to be worn at waist level. During fluoroscopy, OSL dosimeter is to be worn underneath the protective lead apron at waist level. The student must not confuse the designated location of the two monitors. Incorrect placement of the dosimeter will result in incorrect monitoring results. The maximum equivalent dose limit during the gestational period shall not exceed 500mrem (State Radiation and Nuclear Regulatory Commission).

The pregnant student is advised on the importance of radiation safety during clinical assignments. The student assumes responsibility of proper radiation protection during clinical assignments. Neither Franciscan Missionaries of Our Lady University, the Radiologic Technology Program nor the Clinical Education Settings will be responsible for radiation injury to the student or embryo/fetus should the student choose to continue in the program.

A student may decide to withdraw their previous notification of pregnancy at any time. The decision must be submitted in writing to the Clinical Coordinator.

A student who is unable to complete the semester may initiate a request for authorization of an incomplete "I" grade(s). The request must be signed by the student and instructor and approved by the director. The student must resolve the "I" grade(s) by the first day of class of the next semester (refer to the University Catalog - Policy on Incomplete Grades).

Should a student choose to resign from the program, the "Withdrawal from Courses" and/or "Resignation from the University" guidelines in the University Catalog must be followed.

Once enrollment is interrupted, the student is not allowed to progress through the Radiologic Technology program with the class to which she was admitted. A position will be held in the next class admitted (Fall semester) for a student desiring to re-enter the program provided that the student was academically in good standing and that the withdrawal/resignation guidelines in the University Catalog have been followed. The student must submit an Application for Readmission to the Office of Admissions and Records and a written request to the Program Director by March 15 for re-entry in the fall semester (refer to the University Catalog for policy on Readmission to the University).

PREGNANCY POLICY CONFIRMATION

This is to verify that I have received a copy of the pregnancy policy as part of the pre-enrollment health packet for the Radiologic Technology Program. I understand that should I become pregnant, it is my choice to voluntarily declare the pregnancy in writing to the Program Director.

I have read and understand the Pregnancy Policy.

_____

Signature of Student

_____

Date

FRANU Radiologic Technology Program
Reviewed: 11-15, 7-16
Revised: 11-15

FRANCISCAN MISSIONARIES OF OUR LADY UNIVERSITY
DECLARATION OF PREGNANCY STATEMENT

In accordance with the Radiologic Technology Pregnancy Policy and the Nuclear Regulatory Commission Guide 8.13, I am declaring that I am pregnant.

The estimated date of conception is _____.

(If unknown, provide date of LMP)

The expected date of delivery is _____.

- I understand that in keeping with the Continued Health Responsibility Policy of the University, I am responsible to submit a written release from my physician indicating my present health status and recommending continued participation in all didactic and clinical assignments.
- I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (500 millirem or 5 millisievert)

.

I have reviewed and understand the responsibilities of the following documents:

- Pregnancy Policy of the Radiology Technology Program
- Clinical Student Statement of Continued Health Responsibility

I have been advised of radiation protection measures and received the following.

- Copy of the Appendix to the US NRC Guide 8.13
- Second "Special Purpose" Film Badge (for fetal monitoring)
- My previous radiation exposure history

I also understand that I may un-declare pregnancy at any time. This withdrawal form must be signed and submitted to a program official.

I have been advised by the Director of the Radiologic Technology Program of all policies/guideline related to radiation risks and pregnancy and radiation safety and protection. I have read the documents listed above and understand the relative risks associated with prenatal exposure to ionizing radiation and agree to comply with all radiation safety precautions.

Student Signature _____ Date**:** _____

Acknowledgement of Receipt of Declaration:

Program Director Signature: _____ Date: _____

Clinical Coordinator Signature: _____ Date: _____

FRANCISCAN MISSIONARIES OF OUR LADY UNIVERSITY

WITHDRAWAL of PREGNANCY
DECLARATION FORM

I _____ wish to withdraw my declaration of pregnancy. I understand that the lower dose limit for the embryo / fetus no longer must be applied and that the additional fetal monitoring device will no longer be provided.

If pregnant, but formally withdrawing declaration of pregnancy, I hereby release the radiography program and clinical affiliate sites of any responsibility for fetal exposure.

Student Signature: _____Date:_____

Acknowledgement of Receipt of Declaration:

Program Director Signature: _____Date:_____

Clinical Coordinator Signature: _____Date:_____

Note: the student will receive a copy of this declaration once all signatures are obtained. The original will be maintained in the student's clinical file.

CLINICAL COMPETENCY EDUCATION PLAN

According to the ARRT Core Clinical Competency Requirements, graduates completing an accredited Radiologic Technology program are required to demonstrate competency in specific radiologic procedures and general patient care for certification eligibility. Demonstration of clinical competence means that the clinical instructor has observed the student performing the procedure, and that the student performed the procedure independently, completely, consistently, and effectively. These competencies consist of 10 mandatory general patient care activities, 37 mandatory imaging procedures and 15 elective radiologic procedures to be selected from a list of 34 procedures.

This Plan describes the method by which the students will achieve compliance with the ARRT Clinical Competency Requirements while progressing through practicum courses. It provides an explanation of how competency is achieved. The Plan explains what is expected of students and their specific responsibilities during clinical rotations. A detailed explanation will be given in the syllabus provided at the beginning of each clinical course. Our objective is to help students gain the qualities, knowledge, and skills necessary to function as an integral part of a Radiology department as well as meet ARRT certification eligibility requirements relevant to clinical competency. Sample documents for use throughout the program are included in the Appendix.

The goals of the Clinical Competency Education Plan are:

1. To provide students with a structured method of evaluating overall clinical performance.
2. To explain the integration of clinical education with didactic curriculum.
3. To state the level of supervision required during clinical courses.
4. To provide standards against which the competencies, skills and attributes of students can be measured.
5. To state the prerequisites for competency evaluation.
6. To state the required level of competency for each evaluation.
7. To explain the remedial procedure for unsuccessful evaluation.
8. To provide a method of documenting evaluation results.
9. To assure students' compliance with ARRT Core Clinical Competency Requirements.

The following are terms that identify components of the Plan.

EXPLANATION OF TERMS

Affective - Attitudes, emotions, and values of students ranging from mere attention to internalization of a value or value system.

Category - A series of designated related radiographic examinations.

Clinical Coordinator- Correlates clinical education with didactic education; evaluates students, coordinates clinical education and evaluates its effectiveness

Clinical Education - The portion of the educational program conducted in a health care facility that provides the opportunity for students to translate theoretical and practical knowledge into cognitive, psychomotor and affective skills necessary for patient care.

Clinical Instructor - Abbreviated as CI.

Clinical Participation - Clinical participation consists of observation, assistance, and performance of clinical skills under direct supervision. This performance is evaluated by the CI and PD from set objectives and via competency exams.

Cognitive - Knowledge and application of radiographic positioning and related anatomy. This involves problem-solving processes.

Competency - Identified radiographic knowledge and skills a student must master to successfully complete program requirements.

Competency Evaluation -The procedure by which a student's performance and the resulting image is evaluated according to prescribed standards. Competency evaluation consists of the knowledge, skills, and affective behavior required of an entry-level radiographer.

Competency Recheck - Periodic reevaluation of the student's performance on those procedures and skills that have previous successful competency evaluations.

Competent - The student's ability to successfully perform a series of designated radiographic positions/projections with indirect supervision and assume those duties and responsibilities according to course and clinical objectives.

Didactic Education - The portion of the education program in which knowledge is presented and evaluated in a classroom setting.

Direct Supervision - until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. The parameters of direct supervision are:

1. A qualified radiographer reviews the procedure in relation to the student's achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge;
3. A qualified radiographer is present during the procedure;
4. A qualified radiographer reviews and approves the radiographs; and
5. A qualified radiographer must be present during the repeating of all unsatisfactory radiographs performed by students regardless of the student's level of competency.

Final Competency Evaluation - A competency re-evaluation of specific categories previously evaluated to ensure proficiency.

Indirect Supervision -Supervision provided by a qualified radiographer (RT) "immediately" available to assist students regardless of the level of student achievement.

Immediately Available - is interpreted as the physical presence of a qualified radiographer (RT) adjacent to the room or location where an imaging procedure is being performed. This availability applies to all areas where imaging equipment is in use (refer to Guidelines for Clinical Supervision for specific related information).

Laboratory -The energized radiographic rooms and mobile radiographic unit located in 104a in the Health Professions Building to be used for student simulated skills practice.

Laboratory Evaluation - An evaluation done by the instructor in the energized laboratory to determine completion of laboratory competencies.

Performance Evaluations - Assessments made by the CI of students' cognitive, psychomotor and affective skills, problem-solving skills, and achievement of designated clinical competencies.

1. Semester Evaluations - Evaluations completed at the middle and end of the semester
2. Rotational Evaluations - Evaluations completed by the CI at the end of assigned clinical rotations

Program Director - Abbreviated as PD.

Psychomotor - Positioning skills gained through simulated practice and clinical participation.

Radiographic Examinations (Exams) - A series of radiographic procedures which produce diagnostic information.

Simulation - Performance of the examination on a subject (not a patient) without exposure or on a phantom with exposure and critique of the image area. Simulation may be utilized for infrequent or limited volume examinations.

Unsatisfactory Clinical Behavior - Any behavior that jeopardizes patient's physical and/or psychological safety or does not meet professional standards. (See Appendix A)

CLINICAL/PRACTICUM COMPETENCY GUIDELINES

During the two-year period, students will be exposed to a variety of radiographic examinations in a variety of clinical facilities. During their clinical training, students are to pursue, perform, and demonstrate competence in the radiologic examination categories and general patient care listed below:

Surgical & Mobile	**Thorax**
Vertebral Column	**Cranium**
Upper Extremities	**Abdomen**
Lower Extremities	**Pediatrics**
Gastrointestinal	**Geriatrics**
Genitourinary	

General Patient Care Skills: including CPR, Vital Signs, Blood Pressure, Temperature, Pulse, Respiration & Pulse Oximetry. Also, Sterile & Medical Aseptic Technique, Venipuncture, Transfer of Patient, & Care of Patient Medical Equipment (IV Tubing, Oxygen Tank, etc.).

Clinical experiences in the categories listed above are gained through a variety of clinical rotations. Students will use these clinical assignments to gain the necessary experience required to achieve course objectives.

The clinical education plan is divided into five radiographic practicum courses. Each course is described in the form of a syllabus (course plan) which consists of course objectives, clinical rotations, and progression of required competencies. The requirements for each course are also listed in the syllabus.

Clinical rotations can consist of day, evening, night or weekend shifts. A clinical rotation schedule is provided that lists the various clinical assignments that students will experience during each course. Rotational assignments will vary in length. Some may require one assignment while others may require a series of rotations. Schedules are posted for clinic assignments. **Should the clinical schedule be interrupted due to unforeseen circumstances at the University or clinical site (inclement weather, power outage, pandemic, etc.) make up clinical time may be rescheduled outside of normal clinic time.** During clinical rotations students must report to the CI daily, at the beginning and end of each clinical assignment. The clinical rotations are sequenced to allow students equal

opportunities to gain the experience needed to successfully master the required objectives of each clinical course.

Students must demonstrate the following professional behaviors and clinical skills:

1) report on time for clinical experiences.
2) report absences or tardiness per Attendance Guidelines and course plans.
3) report to and remain in assigned clinical area.
4) have required supplies during clinical rotation (clinical record book, lead markers, name badge, pen & tablet, dosimeter).
5) display positive attitude and interpersonal skills.
6) demonstrate Franciscan core values and affective skills.
7) display initiative and motivation; cooperative.
8) participate in procedures and demonstrate adequate clinical ability (i.e. display satisfactory patient care skills, equipment manipulation, patient positioning, technique manipulation and skills, radiation protection, etc.)
9) collect, record, and maintain manual techniques for all radiographic examinations including each projection
10) maintain neat, clean, and well-stocked clinical area.
11) use time constructively and productively.
12) use appropriate communication, critical thinking and problem-solving abilities.
13) adhere to the school dress code, including dress code for surgery (refer to Professional Attire section).
14) adhere to the program (i.e. , skills lab policy requirements, clinical supervision and repeat radiograph guidelines, etc.) university, and clinical education centers' policies.
15) follow policies governing personal, professional, and ethical conduct; abide by ASRT Practice Standards.
16) follow health and safety requirements.

The clinical competency plan consists of the integration of all aspects of the curriculum including didactic, laboratory demonstration and practice, laboratory evaluation, and clinical participation. The Clinical Competency Plan consists of six components:

1) Didactic Instruction
2) Laboratory Practice and Evaluations
3) Clinical Participation
4) Competency Evaluations
5) Competency Recheck Evaluations
6) Final Competency Evaluations

Didactic Instruction

Specific objectives, including cognitive, psychomotor, and affective competencies for clinical courses are listed in course syllabi. Students must successfully complete didactic prerequisites before progression through the clinical competency plan. Students will be given instruction and demonstration of designated radiographic procedures followed by laboratory practice sessions in the energized lab. Student's comprehension of course materials can be evaluated by examination and laboratory evaluations.

Laboratory Practice and Competency

The student must then participate in scheduled laboratory practice sessions to develop the skills necessary to perform radiographic examinations. Students may use the positioning textbook and online course as a pre-simulation assessment tool to assist in identifying weak positioning skills prior to actual laboratory evaluations. Students will then be evaluated on positioning performance and radiographic image evaluation to determine satisfactory completion of laboratory competencies. The instructor will complete the laboratory competency evaluations on designated exams to determine level of acceptance for proficiency. The minimum acceptable level of Laboratory Evaluations is 85%. Students are required to repeat all unsuccessful laboratory competency evaluations. If grade for first attempt is less than 85%, the first grade becomes a zero. If the grade of the second attempt is 85% or above, the grades will be averaged together. (All attempted laboratory evaluation grades will be used to compute the final course grade). Students will be allowed a maximum of three attempts to successfully complete a laboratory competency evaluation. Course grade will be jeopardized after three unsuccessful attempts.

Clinical Participation

Students will be given clinical assignments and are required to observe and assist the radiology staff in performing various procedures. The CI or RT will assign various tasks related to the clinical objectives. Performance of these tasks and skills must be supervised by the RT. Students must demonstrate initiative and interest by participating in all procedures being performed by the RT. As the student gains experience in various procedures, he/she gradually moves from an observation mode into an independent clinical performance stage. At this point, the student is actually performing examinations/procedures under the direct supervision of the RT (see "Guidelines for Supervision"). These examinations must be documented accurately and initialed by the RT/CI in the Exam Log. Students will also document any repeat exams and have the CI initial that direct supervision policy was followed. A list of routine radiographic procedures and policies required by each clinical affiliate is found in the Procedures Manual for Clinical Education Centers.

During this component of the clinical education plan, students must adhere to professional standards of behavior. These include all policies listed in the Student handbook, University Catalog, ASRT professional code of ethics and practice standards, ARRT principles of professional conduct and Rules of Ethics, and specific performance standards listed in each course syllabus. Guidelines for unsatisfactory clinical behavior are identified in Appendix (A).

At the end of clinical rotations, the CI will evaluate the student based on specific objectives, skills, level of participation, enthusiasm, attitude, initiative and professionalism. The performance evaluation forms include general as well as specific qualities and characteristics such as affective (ex. professional development), cognitive and psychomotor, that are necessary to develop clinical, technical, and professional skills. The evaluation is then reviewed by the student and the CI to discuss strengths as well as deficient areas.

Radiographic evaluation (image analysis) sessions may be held during clinical rotations or on campus. Students may be required to evaluate radiographs.

Periodic visits will be made by the Clinical Coordinator for observation of student performance and to assess the clinical progression of students.

Semester performance evaluations are completed by the Clinical Instructor and/or Clinical Coordinator for each clinical course. These semester evaluations are based on observation by the CI and Clinical Coordinator, radiographic evaluations, and a summation of the Clinical Rotational Evaluations. A numerical grade is given for these performance evaluations.

Competency Evaluations

The evaluation process is used to determine student clinical progression and the level of student achievement. Upon successful completion of clinical objectives, the student is then eligible to attempt designated competency evaluations. A list of the examinations requiring competency evaluations are provided in the Appendix B. Specific projections for competency evaluations are listed in the Clinical Record Book.

Once students have successfully completed laboratory evaluations, the students will be allowed to perform examinations under the direct supervision of a RT. The RT will review the requisition and evaluate the condition of the patient in relation to the student's knowledge and level of achievement. The RT must be present during the conduct of the examination and must review and approve the radiographs prior to the dismissal of patients. Repeat radiographs are to be performed only in the presence of the RT regardless of the student's competency level (see "Guidelines for Repeat Radiographs"). The procedure for which students may attempt competency on actual examinations in the clinical setting is: Students may attempt a competency at any time following successful completion of a lab competency evaluation. Students must aggressively attempt competencies. A two week time period will be allowed following any given lab evaluation to gain experience in performing actual examinations (under the direction of the RT) (see forms in RADT Manual); thereafter, the CI will initiate competency evaluations; Therefore, students must maintain proficiency through continuous laboratory practice. Failed competencies will require additional mandatory lab practice by students followed by repeated competency challenges at the discretion of the CI. This procedure requires that competencies be completed throughout the semester rather than attempting to complete a large number of competencies at the end of the semester (refer to syllabi for clinical course requirements). All competencies must be completed by the last scheduled clinical day of the semester (refer to syllabi for clinical course requirements). Required competency examinations are available at the clinical education settings and it is the student’s responsibility to complete required competencies in a timely manner.

The criteria and grading guidelines for a clinical competency evaluation and a sample competency evaluation form are found in the Appendix D of this Handbook. The Competency Evaluations are averaged and count for a percentage of the clinical course grade. When the student successfully completes the competency evaluation for a given examination, he/she will be considered clinically competent for that particular exam and will then be allowed to perform that examination with indirect supervision (see "Guidelines for Supervision"). Failure of students to adhere to the direct/indirect supervision policies will result in a write-up. Completed competency evaluations must be documented and initialed by the CI in the Clinical Record Book.

Documentation of competencies in the Clinical Record Book must be accurate. Entries of competency evaluation results must include date of and must be initialed by the RT/CI at the time the competency evaluation is performed. Maintaining accurate and timely entries in the Clinical Record Book is the sole responsibility of the student. The competency form will be completed by the CI in Trajecsys.

If a student should fail any of the required competency evaluations, a grade of "0" will be given for each exam failed and then averaged with all the other competency evaluations. The student will be required to return to the laboratory for structured remedial instruction, additional laboratory practice, and reassignment to the appropriate clinical area for additional clinical participation with direct supervision in those category examinations that have not been successfully completed. The student may again request a second competency evaluation for that examination. The maximum number of attempts allowed for first level students is three and two for second level students. Failure of a second (applies to 2nd level students) or third (applies to 1st level students) Competency Evaluation will result in a write up, additional remediation, and the student must repeat the competency. Any additional failures of that procedure will require a conference with either the Clinical Coordinator or Program Director and a course of action will be determined at that time. Excessive failures will lead to failure of the Radiographic Practicum Course.

The number of examinations requiring competency that must be successfully completed during each clinical course are found in Appendix C. Specific requirements for the number and distribution of competencies during each semester is found in each clinical course syllabus. Some examinations are presented in limited quantities and therefore, those competency evaluations may require simulation.

Competency Recheck Evaluation

Although a student may successfully complete some competency evaluations in preceding clinical courses, a student must continuously perform those exams in order to excel in the Competency Recheck and Final Competency Evaluation. Competency Recheck Evaluations will be performed at the discretion of the CI at any given time during a Radiographic Practicum course. These will include any radiographic examination in which competency has been successfully completed. Recheck grades are averaged with semester competency grades. Failure of Recheck Evaluation requires the same remedial procedure described above.

Final Category Competency Evaluation

Upon successful completion of all competency evaluations within a category, students are re-evaluated in the form of a final competency evaluation. Final competency evaluations are performed by university faculty during the final semester. These final competency evaluations are to be documented and the results will become a part of each student's clinical record. A successful completion of all Final Competency Examination Evaluations completes the requirements for the Clinical Competency Plan.

The procedure for Final Category Competency Evaluation is similar to the Competency Evaluations with the exception that it is a cross section of radiographic examinations from all

categories. With regards to the Head category and the Genitourinary category, in which the student may choose examinations out of a sample list, a final competency may include an examination in which the student was responsible for mastering in the laboratory, but may not have selected that particular examination as a competency.

Students are expected to perform the final competency evaluations within each specified category. A numerical grade is given for final category competency evaluations. The radiographic examinations to be performed are selected randomly by the CI and will not be known to the student in advance. Final Category Competency Evaluations represent a major percentage of students' final practicum course grades.

If a student should fail any of the Final Category Competency exams, a grade of "0" will be given for each evaluation failed and then averaged with other competencies completed that semester. The student will be required to return to the laboratory for structured remedial instruction, laboratory practice, and re-assignment to the appropriate clinical area for additional clinical participation with direct supervision in the category examination that has not been successfully completed. The student must successfully re-comp the failed examination before re-attempting a final comp in that category. Failure of a second Final Category Competency Evaluation could result in failure of the radiographic practicum course. All final competencies must be successfully completed before the end of the final semester. Completed final competency evaluations must be documented and initialed by the CI in the Clinical Record Book.

The following is an example of the competency evaluation, reevaluation, and final category competency evaluation sequence.

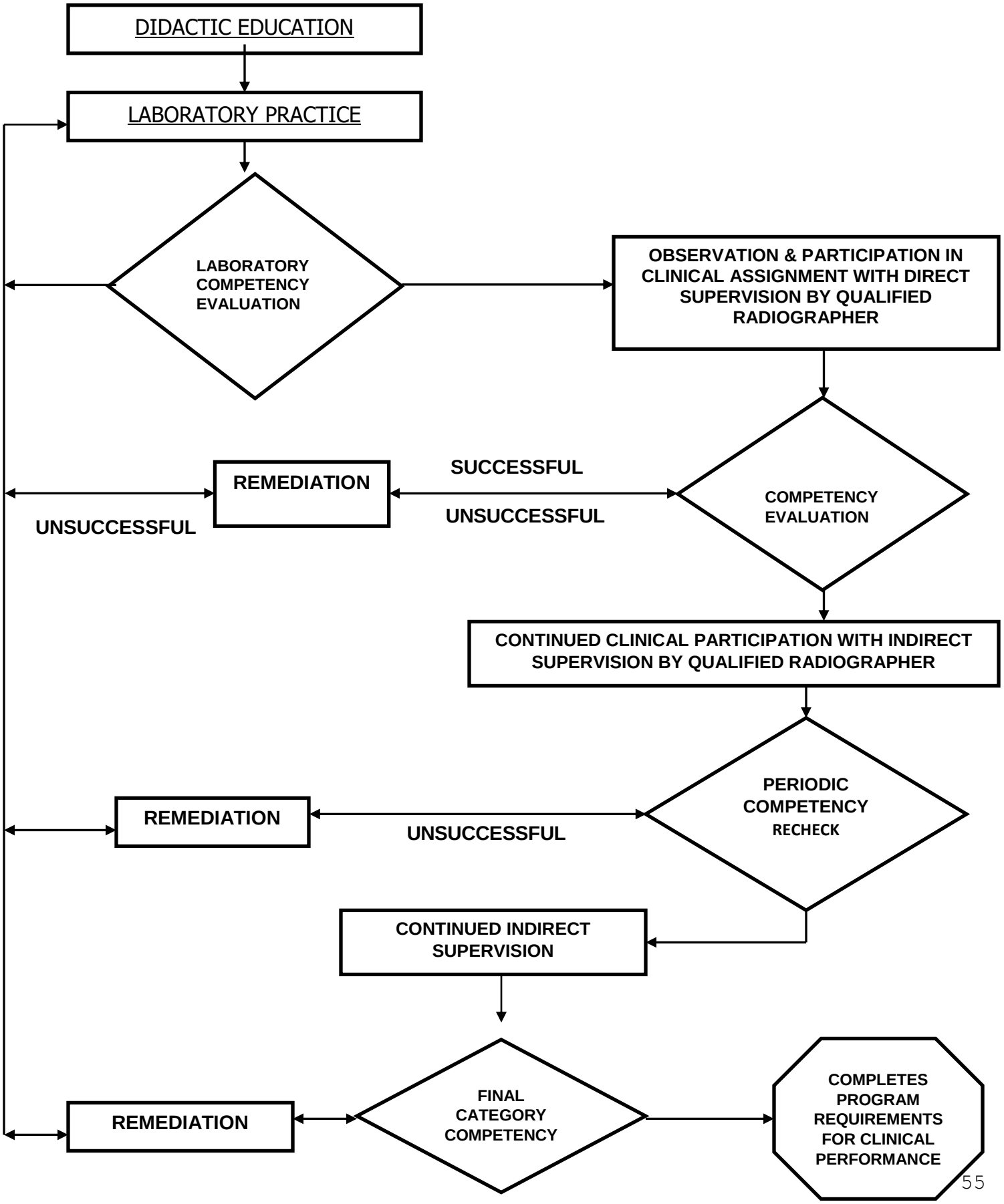
<table>
<tr><th>Competency Evaluation Example</th><th>Competency Recheck Evaluation Example</th><th>Final Category Competency Evaluation Example</th></tr>
<tr><td>Category: Cranium</td><td>Category: Cranium</td><td>Category: Cranium</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Skull: PA, 2 laterals, Townes</td><td rowspan="5">A re-evaluation of any cranium exam listed in this category.

The selections are randomly made by the Clinical Instructor.</td><td rowspan="5">One of the exams listed in the cranium category.

Skull or Sinuses or Facial Bones or Mandible or Nasal Bones.</td></tr>
<tr><td>Sinuses: Caldwell, Waters, lateral, SMV</td></tr>
<tr><td>Facial Bones: PA, Lateral, Waters, SMV</td></tr>
<tr><td>Mandible: Bilateral obliques, Reverse Townes, Lateral, PA</td></tr>
<tr><td>Nasal Bones: Caldwell, Waters, Laterals</td></tr>
</table>

This completes the requirements for the Clinical Education Plan. A flow chart demonstrating the relationships of all components of the clinical education plan follows.

CLINICAL EDUCATION FLOW CHART



FRANU Radiologic Technology Program

Reviewed: 6-15, 8-16, 7-16
Revised: 7-13, 8-16

PROFESSIONAL ATTIRE

The student uniform is to be worn by all students in the Radiologic Technology program while in attendance in the classroom, laboratory setting and clinical sites.

The following policies are applicable to students while in the professional component of the program. Failure to comply with these policies will result in disciplinary action.

Uniform regulations:

- Official clinic uniform from Design Resources. Design Resources has the only approved styles and color of scrubs.
    - Uniform skirt is allowed in certain situations due to religious or cultural reasons. Appropriate length for skirt is below the knee. Hose must be worn with the skirt.
    - Solid white crew-neck tee or tank top shirt (free of print/designs) is to be worn with uniform.
        - Short sleeve: sleeves must not be visible coming out of the bottom of the scrub top or out from under the sleeves.
        - Long sleeve must be form fitting and not visible coming out the bottom of the scrub top.
    - Pants cannot be longer than sole of shoe. Pants are never allowed to drag the floor.
- White leather shoes with closed toes and closed heels.
    - No clogs, no mesh, and no holes permitted on shoes (except to allow shoestrings.)
- FRANU Navy Polo Shirt for RADT (to be ordered through Design Resources)
- Optional- Scrub coat with University logo (from list of approved, must match uniform)
- Optional- White Lab Coat/no logo needed – Final semester only

The following will also be required in clinic:

- Official school name badge & security badge-
    - Picture and name must not be covered by anything
- Right" and "Left" lead markers (initialed)
- Personnel dosimeter (OSL)
- Students are to be professional in appearance during all clinical assignments. Uniforms are to be clean and neatly pressed or ironed at all times. White leather shoes should be clean and without scuffs during clinical rotations.
- Hair should be of natural color, conservative, neat, clean and well groomed. Hair should be confined, pulled back off of shoulders without ornamentation in a manner that

reflects a professional image and does not interfere with patient care. Sideburns must be neat and well groomed. No facial hair is allowed.

- Tattoos must not be visible.
- Natural fingernails must be of a moderately short length (natural nail tips no longer than 1/4 inch long), clean, smooth, well manicured without nail polish. Artificial nail enhancements (tips, gels, acrylics, appliques, etc.) are not to be worn.
- No jewelry to be worn. Only exception is a watch or wedding band/ring. No piercings are allowed, nor piercing retainers.
    - In the event a student has large gauges in the earlobe that must be removed, a flesh colored piercing retainer will be required to plug the hole.
- Students are to practice good personal hygiene. Cosmetics may be used in moderation. Perfumes or colognes are not allowed due to patient sensitivity.

* **All students will be required to follow the dress code; any student with inappropriate appearance can be sent home from clinical or class, receiving consequence for the removal. Repeated violations of the dress code with warrant disciplinary action**

FRANU Radiologic Technology Program
Reviewed: 7-11, 6-15, 7-16
Revised: 7-04, 7-14

GUIDELINES FOR CLINICAL SUPERVISION

The following guidelines are used to assist students, faculty, and clinical staff regarding the level of supervision required during student's performance of clinical skills.

DIRECT SUPERVISION

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. The parameters of direct supervision are:

1. A qualified radiographer reviews the procedure in relation to the student's achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge;
3. A qualified radiographer is present during the procedure;
4. A qualified radiographer reviews and approves the radiographs; and
5. A qualified radiographer must be physically present during the repeating of all unsatisfactory radiographs performed by students regardless of the student's level of competence (see "Guidelines for Repeat Radiographs")

INDIRECT SUPERVISION*

Supervision provided by a qualified radiographer (RT) "immediately" available to assist students regardless of the level of student achievement.

Immediately Available - is interpreted as the physical presence of a qualified radiographer (RT) adjacent to the room or location where an imaging radiographic procedure is being performed. This availability applies to all areas where imaging equipment is in use.

*Exception: Students performing procedures requiring IV contrast media and certain other procedures must have direct supervision (by a qualified radiographer) regardless of the level of competency (i.e. venipuncture, CT, IVP procedure, contrast push, portable and surgical procedures, patient transportation).

Failure of students to adhere to the "Guidelines for Clinical Supervision" will result in a 10-point reduction in the total course grade for each violation and a write up.

GUIDELINES FOR REPEAT RADIOGRAPHS

Students are not allowed to repeat a radiographic projection nor examination without a Radiologic Technologist or Clinical Instructor present regardless of the student's competency level. Violation of this policy will result in:

1. ten (10) point reduction in the total course grade

2. Unsatisfactory Clinical Behavior for each violation (refer to "Guidelines for Unsatisfactory Clinical Behavior").

FRANU Radiologic Technology Program

Reviewed: 6-15, 7-16
Revised: 7-16, 7-20

GUIDELINES FOR INCIDENT REPORTS

Two incident reports must be completed by students whenever an accident occurs involving a patient, a student, employee, or visitor. One report must be completed for the clinical site - the other must be completed for the University.

1. The reports must be completed immediately following the accidents.

2. The reports must contain a written description of the accident.

3. The reports must be submitted to the Clinical Instructor the day of the incident.

4. The clinical site must receive their copy and the University form must be submitted to the University Health & Safety Office reporting system.

Reviewed: 6-15, 7-16,
Revised: 8-03

HIPAA STATEMENT

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if a student must perform a radiologic procedure on a patient, full access to the medical record will be provided. This is covered by the patient's consent to for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, case studies, and radiographs or copies of radiographs. Information to be removed includes the individual's name, initials, address, phone number, fax number and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded or properly discarded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for diagnosis, treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a Federal law. Penalties for wrongful disclosure range from fines and/or imprisonment.

I have read and understand the HIPAA regulations as it applies to patient/client privacy issues.

_____ _____

Print Name Date

_____

Student Signature

Adopted from Nursing Division - Aug. 2003

FRANU Radiologic Technology Program
Reviewed: 6-15
Revised: 5-12, 8-18, 7-19

APPENDICES

Appendix A

UNSATISFACTORY CLINICAL BEHAVIOR GUIDELINES

Unsatisfactory clinical behavior is any behavior that jeopardizes the patient's physical and/or psychological safety or does not meet professional standards. Documentation of a Clinical Unsatisfactory Behavior will result in a Conference or a Write Up.

EXPECTATIONS RELATING TO STUDENT BEHAVIOR IN THE CLINICAL SETTING

1. Students are expected to retain the level of competency gained in previous clinical courses. Students are accountable for any real/potential violation of critical elements on every skill taught in preceding semesters. If the CI/RT prevents the error, the student remains accountable for the error.
2. Students are expected to meet the Core Performance Standards for the Radiologic Technology Program (See Appendix E).
3. Students are held accountable for:
    a. Violation of the patient's rights
    b. Inappropriate verbal/nonverbal behavior
    c. Unprofessional behavior
    d. Lack of caring behavior

CLINICAL UNSATISFACTORY BEHAVIORS RESULTING IN A CONFERENCE FORM

If a student receives any three (3) Conference Forms during the semester, a Write Up will be given, which will be a 2 point reduction in the overall course grade.
If a student continues to violate the same behavior throughout the program, it can be treated as a Write Up.

Examples include but are not limited to:

1. Attendance and Clocking Time
    a. Two tardies in the same semester
    b. Forget to clock in/out or select incorrect location

2. Professional Attire
    a. *Fail to follow proper Uniform Dress Policy
    b. *Do not have required clinical materials
    c. *Poor hygiene habits – Wearing perfume, body odor, smell of smoke, unclean and disheveled hair

3. **Maintain Competency**
    a. Inadequate preparation for clinic assignment
    b. Demonstrate poor judgment in clinic situations
    c. Demonstrate incompetence with previously learned/tested material
    d. Unable to follow instructions from RT/CI
    e. Incorrectly mark or annotate image

4. University, Program and Clinic Site Policies

    a. ** Fail to adhere to the Clinical Competency Education Plan
    b. **Radiation protection – Not using proper collimation, IR size, technique

5. **Clinical Behavior**
    a. Fail to communicate appropriately and respectfully with faculty, patients, peers and health care team members

CLINICAL UNSATISFACTORY BEHAVIORS RESULTING IN A WRITE UP FORM

If a student receives a Write Up during the semester, a 2 point reduction in the overall course grade will occur for each instance.
Examples include but are not limited to:

1. Attendance and Clocking Time
    a. Three tardies in the same semester
    b. Repeatedly do not clock in/out or select incorrect location
    c. Lunch break longer than 30 minutes
    d. Leave clinic site without permission
    e. Clinical absence (Approved Extenuating Circumstance will waive 2 point deduction)

2. Professional Attire
    a. *Uniform Dress Policy
    b. *Required materials – No radiation badge, markers or name tag, you will be sent home. You cannot comp if you do not have your Clinical Record Book.
    c. *Hygiene

3. Maintain Competency
    a. Fail the same exam 3x as a Junior or 2x as a Senior
    b. Excessive repeat of images
    c. Failure to follow all requirements for contrast studies
    d. Insufficient patient care/safety skills
    e. Improper patient identification

4. Program, Clinic Site and University Policies

a. Fail to adhere to the Clinical Competency Education Plan
b. Radiation protection – Fail to shield for appropriate exams or verify pregnancy, excessive radiation badge reading
c. Fail to follow Guidelines for Clinical Supervision – Repeat without technologist present, perform portable x-ray without supervision (10 point penalty for not following this Guideline)
d. Fail to follow Infection Control Guidelines/Standard Precautions
e. Use of lead marker without personal initials
f. Discuss grades or competency with fellow students
g. Fail to complete JRCERT mandated exam log requirements
h. Possession of cell phone without prior permission
i. Leave assigned area without permission or loiter in medical center
j. ***Fail to maintain patient confidentiality/HIPPA
k.***Fail to declare a reportable incident to a superior. Incident Report required.
l. ***Fail to comply with Social Media Policy

5. Clinical Behavior

a. Refuse to perform exam/tasks
b. Not exhibiting Franciscan Values
c. Not following professional, ethical or legal standards
d. Demonstrate poor attitude evidenced by being argumentative, complaining, rude, cursing or unmotivated

*By violating these policies, a student may be sent home at the Instructor's discretion resulting in a Write Up and missed day.

If a student is asked to leave a clinic site for any reason, the student must immediately contact the Clinical Instructor/Clinical Coordinator. A time will be deemed to meet and discuss the situation and consequences, a Write Up will be issued and the missed time must be made up.

**Can be considered a Write Up depending on the offense

REMOVAL OR FAILURE OF COURSE/PROGRAM

***Certain singular instances may be grounds for removal/failure from the Radiologic Technology practicum course or Program. Examples include but are not limited to:

a. Inappropriate behavior such as: abusive language, threats, assault and battery, theft, disruptive talking, chemical impairment and insubordination
b. Falsifying patient data and records
c. Falsifying information on clinical reporting system (Trajecsys)
d. Violating patient confidentiality
e. Failure to report an incident
f. Inability to meet/maintain the behaviors identified in the Core Performance Standards

PROCEDURE

1. Unsatisfactory behavior will be documented on a Clinical Unsatisfactory Behavior Form and on Clinical Performance Evaluation Form.
2. A student/CI conference will be held after the unsatisfactory behavior has been documented to review the behavior, discuss action to improve behavior, and to obtain student's comments.
3. Copies of the Unsatisfactory Behavior Form will be kept in the student's clinical file.
4. When three (3) unsatisfactory behaviors have been documented, the procedure for non-progression may be followed.
5. Any three (3) unsatisfactory clinical behaviors incurred during a semester are grounds for failure of the Radiologic Technology practicum course.

FRANU Radiologic Technology Program
Reviewed: 6-15
Revised: 8-16; 7-19

Appendix B

EXAMINATIONS REQUIRING COMPETENCY EVALUATION

UPPER EXTREMITY
Fingers/Thumb
Hand
Wrist
Forearm
Elbow
Humerus
Shoulder
Y-view (Trauma shoulder)
Clavicle
Trauma Upper Extremity (Non-Shoulder)

LOWER EXTEMITY
Toes
Foot
Ankle
Knee
Tibia-Fibula
Femur
Trauma Lower Extremity
Patella (include tangential proj)
Calcaneus

THORAX
Chest- EPA and lateral
Chest- W/C or stretcher
Ribs
Sternum

ABDOMEN
Flat
Erect

VERTEBRAL COLUMN
Cervical Spine Series
Thoracic Spine
Lumbar Spine Series
Sacrum/Coccyx
Hip w/AP lateral
Pelvis
Cross Table Lateral Hip (Horizontal Beam)

CRANIUM (3 of the exams below)
Skull
Facial Bones
Nasal Bones
Paranasal Sinuses
Mandible

GASTROINTESTINAL
Upper GI
Contrast Enema
Esophagram
Small Bowel
ERCP

URINARY (1 from category below)
IVP
Cystogram
Voiding Cystourethrogram

MOBILE AND SURGICAL
Portable Chest
Portable Abdomen
Portable Orthopedic (Min of 2 Projections)
C-arm Surgical Procedure
***Manipulation to obtain more than 1 projection
C-arm Surgical Procedure
***Manipulation around sterile field

PEDIATRICS (6 YEARS OR YOUNGER)
Chest
Extremity (Upper or Lower)
Mobile Study

GERIATRICS
Chest
Upper or Lower Extremity

VENIPUNCTURE

Appendix C

NUMBER OF REQUIRED COMPETENCY EVALUATIONS PER SEMESTER

FIRST YEAR

RADT 1740 - Minimum of 8 + Rechecks

RADT 1741 - Minimum of 16 + Rechecks

RADT 1742 - Minimum of 8 + Rechecks

SECOND YEAR

RADT 2740 – Completion of all Required Competency Evaluations Remaining, including venipuncture + Rechecks

RADT 2741 – Final Competency Evaluations

Total number of Required Competency Evaluations – 51, plus 11 patient care procedures. Additional Final Competency Evaluations are completed in 7 exam categories.

NOTE: Students must refer to the syllabus and clinical record book for specific requirements regarding competencies.

Appendix D

GRADING GUIDELINES FOR COMPETENCY EVALUATION

GRADING FOR COMPETENCY EVALUATIONS

1. One critical item with an * marked “no” will result in an Automatic Failure and a score of zero.
2. Three non-critical items (those without the asterisk) marked “no” will result in a failure and a score of zero.
3. Any failed competencies must be repeated and may require remediation per instructor’s discretion.
4. All competencies will be averaged together.
5. Failure of the same exam (3) times as a Junior level student or (2) times as a senior level student will result in a write up and mandatory remediation.
6. All attempted competencies must be successfully passed by the end of the semester.

Examples of Competency Forms are listed below.

Competency Evaluation

Student Name	Exam	Date	Comments
Note to Instructors and Students: One critical item with an * marked "no" will result in an Automatic Failure and a score of zero. **Three non-critical items (those without asterisk) marked "no" will result in a failure and a score of zero.**		◉ Instructions	
Physical Facilities Prepared Prepares room and supplies, clean and orderly work area		○ No ◉ Yes	
Evaluate Request * Verifies correct patient and exam per site protocol		○ No ◉ Yes	
Patient Preparation Properly dresses patient, determines contraindications, assesses patient		○ No ◉ Yes	
Communication – Verbal and Non-Verbal Efficient explanation of procedure		○ No ◉ Yes	
Inquires and documents history		○ No ◉ Yes	
Professional attitude		○ No ◉ Yes	
Examination Correctly positions for examination		○ No ◉ Yes	
Correct central ray		○ No ◉ Yes	
Proper breathing instructions		○ No ◉ Yes	
* Lead marker – Correct marker and placement		○ No ◉ Yes	
Selects appropriate image receptor size		○ No ◉ Yes	
* Proper grid or non-grid selection		○ No ◉ Yes	
Equipment Correct alignment, SID, tube angulation		○ No ◉ Yes	

Working knowledge of equipment per site	○ No ◉ Yes	
Exposure Factors Correct technique, AEC, focal spot size	○ No ◉ Yes	
Radiation Safety Collimates to appropriate anatomy	○ No ◉ Yes	
* Shielding – When appropriate, shields all patients regardless of age	○ No ◉ Yes ○ N/A	
* Pregnancy – Inquires for child bearing age females	○ No ◉ Yes ○ N/A	
* Repeat – Images are acceptable and do not require repeating	○ No ◉ Yes	
Image Evaluation Properly critiques evaluation criteria and related anatomy	○ No ◉ Yes	
Marker is visible on the image	○ No ◉ Yes	
Properly annotates and orients image	○ No ◉ Yes	
Knowledge * Basic knowledge of examination being performed	○ No ◉ Yes	
Comments: enter at right	◉ Enter	

☐ Check to complete later, then click "Submit"

◉ Approved ○ Not Approved

☐ Simulated

Fluoroscopy Sample Competency Evaluation

Area: Louisiana

Student: Site: OLOLRMC

Type: Competency

Major Study: Gastrointestinal Procedure: Esophagram

Esophagram	08/01/2019	Comments
Note to Instructors and Students: One critical item with an * marked "no" will result in an Automatic Failure and a score of zero. **Three non-critical items (those without asterisk) marked "no" will result in a failure and a score of zero.**	Instructions	
Date of exam (enter in text field at right)	Enter at right (REQUIRED) and click here	
Physical Facilities Prepared * Proper room set up, including all supplies, equipment, neat work area (lock door, move bucky tray, attach foot board)	No Yes	
Evaluate Request * Determines correct exam to be done and compares order information to chart information	No Yes	
Patient Preparation * Verifies correct patient and exam per site protocol	No Yes	
* Properly dresses patient for exam (no artifacts)	No Yes	
* Assesses patient's needs	No Yes	
Communication – Verbal and Non-Verbal * Inquires and documents thorough history	No Yes	
* Documents any contraindication and appropriate contrast to be used in exam	No Yes	
* Efficient explanation of procedure and post instructions	No Yes	
Professional and confident attitude	No Yes	
Knowledge * Basic knowledge of examination being performed	No Yes	
Fluoroscopy Equipment / Tower * Working Knowledge of Equipment per site (fluoro, take images, angle table, lock tower)	No Yes	
Computer Monitor / Control Panel * Starts patient in computer	No Yes	
* Sets proper technical factors	No Yes	

* Efficiently closes exam; knowledge of how to send images	○ No	◉ Yes		
Documentation * Documented all required information per site protocol (Lot #, expiration date, # of images, total fluoro time)	○ No	◉ Yes		
Fluoroscopy Radiation Safety * Shielding – When appropriate, shields all patients regardless of age	○ No	◉ Yes	○ N/A	
* Pregnancy – Inquires for child bearing age females	○ No	◉ Yes	○ N/A	
If overhead images were taken, continue scoring items below. If no overhead images were taken, mark following items N/A.	◉ Instructions			
Overhead Images (including scout) Correctly positions for examination	○ No	○ Yes	◉ N/A	
Correct central ray	○ No	○ Yes	◉ N/A	
Appropriate breathing instructions	○ No	○ Yes	◉ N/A	
* Lead marker – Correct marker and placement	○ No	○ Yes	◉ N/A	
Selects appropriate image receptor size	○ No	○ Yes	◉ N/A	
* Appropriate grid or non-grid selection	○ No	○ Yes	◉ N/A	
X-Ray Equipment Correct alignment, SID, tube angulation	○ No	○ Yes	◉ N/A	
Working Knowledge of equipment per site	○ No	○ Yes	◉ N/A	
Exposure Factors Correct technique, AEC, focal spot size	○ No	○ Yes	◉ N/A	
Radiation Safety Collimates to appropriate anatomy	○ No	○ Yes	◉ N/A	
* Shielding – When appropriate, shields all patients regardless of age	○ No	○ Yes	◉ N/A	
* Repeat – Images are acceptable and do not require repeating	○ No	○ Yes	◉ N/A	
Image Evaluation Properly critiques evaluation criteria and related anatomy	○ No	○ Yes	◉ N/A	
Marker is visible on the image	○ No	○ Yes	◉ N/A	
Properly annotates and orients image	○ No	○ Yes	◉ N/A	

Comments: enter at right

Enter

Check to complete later, then click "Submit"

Approved Not Approved

Simulated

Submit

C-arm Manipulation around sterile field Competency Evaluation

Area: Louisiana

Student: Site: OLOLRMC

Type: Competency

Major Study: Surgical

Procedure: C-arm Manip more than 1 projection

C-arm Manip more than 1 projection	08/01/2019	Comments
Three non-critical items marked "no" will result in a failure and a score of zero.	Instructions	
Date of exam (enter in text field at right)	Enter at right (REQUIRED) and click here	
Equipment Set-Up/Break Down Plug-In C-arm In correct order	No Yes	
Type in patient information (name, MRN#, etc.)	No Yes	
Unplug C-arm in correct order	No Yes	
Maintains Sterile Field Drape C-arm properly	No Yes	
Maintains sterile field throughout case	No Yes	
Undrape C-arm and dispose of drape properly	No Yes	
Equipment Manipulation Bring C-arm across field into correct position	No Yes	
Turn and flip image to correct anatomical position	No Yes	
Being alert and paying attention to doctor's needs during case	No Yes	
Printing and/or Storage of Images Knows how to save an image from C-arm control panel	No Yes	
Knows how to annotate image if needed	No Yes	
Knows how to print images if needed	No Yes	
Knowledge of Procedure / Anatomy Knowledgeable of which procedure is being done and why	No Yes	

Knows which body part is involved in the procedure	○ No ◉ Yes	
Able to identify anatomy within the images taken	○ No ◉ Yes	

☐ Check to complete later, then click "Submit"

Previous competency attempts for C-arm Manip more than 1 projection:

◉ Approved ○ Not Approved

☐ Simulated

Submit

Venipuncture Competency Evaluation

Name	Venipuncture	Date	Comments
Students enrolled in Clinical Radiography courses are permitted, under direct supervision, to perform venipuncture and/or injections on patients. This practice is required as a clinical competency. Students are given the theory of venipuncture in lecture and opportunity to practice venipuncture on patient simulators and are evaluated on this skill in a controlled lab situation. Students may perform venipuncture only in affiliates which allow students to perform this procedure. *Under direct supervision the student is allowed to prepare contrast and assist the technologist in venipuncture. If the affiliate allows the student to perform venipuncture it may be done under direct supervision by an ARRT registered radiographer. The technologist assumes responsibility for this procedure. *Under no circumstances are the students allowed to manipulate the pressure / contrast media injector. *Students will be allowed a maximum of 3 attempts to successfully completed venipuncture competency. Course grade will be jeopardized after 3 unsuccessful attempts. *STUDENTS ARE EVALUATED ON TECHNIQUE, NOT NECESSARILY THE SUCCESSFUL ACCESS OF VEIN.		◉ Instructions	
Assemble all necessary equipment		○ Fail ○ Pass ○ N/A	
Draw contrast into syringes		○ Fail ○ Pass ○ N/A	
Prime the tubing with contrast media		○ Fail ○ Pass ○ N/A	
Identify the correct patient and explain the procedure. Ask and document the appropriate paperwork for the procedure.		○ Fail ○ Pass ○ N/A	
Wash hands and apply gloves		○ Fail ○ Pass ○ N/A	
Place the towel or protective pad under the patient's arm		○ Fail ○ Pass ○ N/A	
Apply the tourniquet		○ Fail ○ Pass ○ N/A	
Palpate the arm, and select an insertion site: Path must be straight		○ Fail ○ Pass ○ N/A	
Remove the tourniquet and change gloves		○ Fail ○ Pass ○ N/A	
Reapply the tourniquet 3-4 inches above selection site		○ Fail ○ Pass ○ N/A	

Clean the chosen site with solution, per institution policy	○ Fail ○ Pass ○ N/A	
Use a circular motion, starting at the insertion site and move slowly outward. Clean a second time if warranted	○ Fail ○ Pass ○ N/A	
Stabilize vein with non-dominate hand	○ Fail ○ Pass ○ N/A	
Grasp needle with bevel up	○ Fail ○ Pass ○ N/A	
Firmly pierce skin and slide needle into the vein in one smooth motion	○ Fail ○ Pass ○ N/A	
Observe blood return. If using an over the needle catheter (ex. Insyte), advance catheter off needle into vein. Depress the button to retract needle into clear safety shield while applying pressure to the vein	○ Fail ○ Pass ○ N/A	
Tape and secure the hub/catheter	○ Fail ○ Pass ○ N/A	
Remove the tourniquet	○ Fail ○ Pass ○ N/A	
Push contrast in at a slow rate, observing the site for infiltration: swelling, skin coolness or blanching	○ Fail ○ Pass ○ N/A	
Change syringes when needed	○ Fail ○ Pass ○ N/A	
When performing an IVP remove needle and dress site with gauze after 15 minute film	○ Fail ○ Pass ○ N/A	
Remove gloves and discard: wash hands	○ Fail ○ Pass ○ N/A	
Document and report the results of the procedure, as well as patient tolerance on appropriate form	○ Fail ○ Pass ○ N/A	
Comments: (enter at right)	◉ Enter	
Remediation (enter at right)	◉ Enter	

☐ Check to complete later, then "Submit" ☐ Simulated ◉ Approved ○ Not Approved

Appendix E

Core Performance Standards for Admission and Progression

*** APPLICANTS PLEASE READ CAREFULLY ***

BELOW ARE LISTED THE PERFORMANCE STANDARDS FOR THE RADIOLOGIC TECHNOLOGY PROGRAM. YOU SHOULD READ THESE STANDARDS CAREFULLY AND BE SURE YOU CAN COMPLY WITH THEM. THE RADIOLOGIC TECHNOLOGY PROGRAM EXPECTS ALL APPLICANTS FOR ADMISSION TO POSSESS AND BE ABLE TO DEMONSTRATE THE SKILLS, ATTRIBUTES, AND QUALITIES SET FORTH BELOW.

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
CRITICAL THINKING	Critical thinking ability sufficient for clinical judgment; sufficient powers of intellect to acquire, assimilate, integrate, and apply information and solve problems.	Recognize and correct problems that may affect the outcome of radiographic procedures; assess the patient and determine priorities for care during procedures; respond with precise, quick and appropriate actions in an emergency situation. Evaluate radiographic images in relation to exposure factor, image quality and proper position of anatomical parts.
INTERPERSONAL	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.	Interact with patients, family, and other healthcare professionals. Function as part of a team.
COMMUNICATION	Abilities sufficient for interaction with others in verbal and written form.	Explain procedures and give effective instruction to patient; document patient history and all pertinent information. Communicate information effectively to other healthcare providers. Evaluate written requisitions.
MOBILITY	Physical ability sufficient to move from room to room, maneuver in small places, and physical health stamina needed to carry out radiographic procedures.	Move around in radiographic room, work spaces and patient rooms; administer cardiopulmonary procedures. Lift, move, and transport patients (from bed to wheelchair/stretcher and from wheelchair/stretcher to radiographic table) without causing pain or discomfort to the patient or one's self. Wear lead aprons for extended periods of time. Stand or walk for extensive periods of time. Transport mobile equipment in a timely and cautious manner.
MOTOR SKILLS	Gross and fine motor abilities sufficient to provide safe and effective patient care.	Manipulate and adjust x-ray equipment into proper position for radiographic procedures including fixed and mobile units. Operate the control panel for the manipulation of technical and exposure

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
		factors. Position patients for various radiographic procedures.
SENSORY	Sufficient use of the senses of vision, hearing, touch, and smell to observe, assess and evaluate effectively (both close at hand and at a distance) in the classroom, laboratory, and clinical setting with auditory aids or corrective lenses, if needed.	Hear monitor alarms, emergency signals overhead pages, and cries for help. Hearing ability to understand the normal speaking voice without viewing the speaker's face (to ensure the tech will be able to attend to a call for help, hear instructions without looking, understand communication from a person wearing a mask). To hear sound or voices from behind the control panel outside the exam room with any background noise present. Visual acuity to identify visual changes in a patient's condition or to see small print on medical equipment, contrast media or supplies. Accurately read orders and patient information whether on a chart or computer monitor. Distinguish between shades of color and gray scales on radiographic images and computer monitors. Observe patients accurately at a distance and close at hand. Have sufficient sight to perform all the above in low levels of light. Observe patient's physical and emotional responses and respond appropriately to non-verbal communications when performing exams. Assess changes in color, texture, and temperature. Perceive signs of disease, infection or discomfort manifested through touch. Perform palpation for positioning of patient. Smell noxious fumes and bodily fluid.
BEHAVIORAL	Possess and exhibit sufficient psychic equilibrium, motivation, and flexibility to function in new and stressful environments.	Appropriate behavioral responses include <u>but are not limited to:</u> -Acceptance of possible changes in client behavior/response or health status and ability to demonstrate caring/empathetic responses to client behavior. -Acceptance of assignment/schedule changes in the classroom, practice laboratory, and clinical setting. -Compliance with all University/agency policies. -Ability to respond appropriately to constructive criticism and direction from faculty/agency staff during the learning experience.

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
	Professional behavior	-A progressive increase in classroom/clinical workload, clinical responsibilities and patient assignments. -Ability to organize tasks in order to utilize time in an effective manner. -Ability to perform skills while under stress. Professional behavior and decorum for all activities related to university duties and programs is mandatory.
COGNITIVE	-Remembrance of previous learned materials. -Comprehension of written and verbal information. -Application of learned materials in new and concrete situations. -Ability to organize and synthesize facts and concepts.	-Remembrance of previous learned materials. -Comprehension of written and verbal information. -Application of learned materials in new and concrete situations. -Ability to organize and synthesize facts and concepts.

Appendix F

BYLAWS

OF THE

BETA EPSILON FRATERNITY

OF

RADIOLOGIC TECHNOLOGY STUDENTS

Franciscan Missionaries of Our Lady University

Reviewed August 2015

Rev. April 2001, 2005

Rev Feb. 2001

Franciscan Missionaries of Our Lady University

BETA EPSILON FRATERNITY

OF

RADIOLOGIC TECHNOLOGY STUDENTS

Constitution and Bylaws

ARTICLE I - NAME

The name of the fraternity shall be Beta Epsilon Fraternity of Radiologic Technology students.

ARTICLE II - OBJECTIVE

The purpose of this organization is to encourage and assist students in personal growth and professional development in Radiologic Technology. Members of this organization will contribute to group activities and participate in program, school, university, and community events. This organization will also encourage members to embrace diversity in the clinical setting as well as society as a whole. Members will engage in creative and scholarly activities on a professional level. The club will provide opportunities for its members that enhance social and communication skills. This organization will uphold the values and philosophy of the Franciscan Missionaries of Our Lady.

ARTICLE III - MEMBERSHIP

Section I: Active Members

Members of this organization must be students at Franciscan Missionaries of Our Lady University currently enrolled in the Radiologic Technology program and must remain in good standing with the University. The Radiologic Technology faculty serves as advisors and ex-officio members.

Section II: Privileges

All members shall have access to all publications approved by the fraternity and may attend any function held by the fraternity.

ARTICLE IV - OFFICERS AND DUTIES

Section I: Officers

The elected officers of this fraternity shall be a President, Vice President, Secretary and Treasurer. Other officers shall be elected or appointed by the President.

Section II: Qualifications for Nomination to Office

The President must be at least a second level, first semester student. The Vice President must be a first level, first semester student. The Secretary and Treasurer must be active members of the fraternity and have been accepted into the Radiologic Technology program.

Section III: Nomination and Election of Officers

Officers shall be elected at the first meeting of each fall semester. Election shall be decided by majority vote. In the event of only one nominee, election may be by acclamation.

Section IV: Tenure of Office

Officers shall serve for a term of one academic year. Officers will continue to serve until their successors have been elected. Interim officers will be elected at the end of the Spring semester to serve during the summer session when the officers holding the positions of Secretary and Treasurer will be graduating

Section V: Vacancies

If a vacancy occurs in the President's office, the Vice-President will resume the duties of the President until such time that an election can be held. All other offices will be voted on by the active members.

Section VI: Duties

A. President: The duties of the President shall be:

1. Preside at all meetings.
2. Call special meetings.
3. Perform all other duties as may be expected of the President and represent the fraternity when necessary.
4. Appoint all special committees.
5. Prepare an agenda to be distributed at all meetings.

6. Chair at least one activities committees.
7. Serve as ex-officio to committee.
8. Attend SGA meetings, student services meetings, and other university functions.
9. Prepare and submit the annual summary of activities report including expenses of the fraternity to SGA at the end of the spring semester.

B. Vice President: The duties of the Vice President shall be:

1. Assume the duties of the President in his/her absence.
2. Assist the officers in carrying out the business of the fraternity.
3. Chair at least one activity committee.
4. Attend SGA meetings, student services meetings, and other university functions
5. Prepare and submit student organization activities forms and reports to the SGA.

C. Secretary: The duties of the Secretary shall be:

1. Maintain accurate and permanent records of all meetings.
2. Maintain accurate and permanent records of annual reports of officers and committees.
3. Prepare attendance sign-in sheets for meetings.
4. Prepare and submit annual reports of the activities of the fraternity to SGA.
5. Prepare and maintain all publications of the fraternity
6. Notify members and advisors and faculty of meeting schedules.
7. Chair at least one activities committee.
8. Attend SGA meetings, student services meetings, and other university functions.

D. Treasurer: The duties of the Treasurer shall be:

1. Maintain accurate and permanent records of the financial status of all finances of the fraternity.
2. Submit a semester report of finances
3. Report financial status of the fraternity at each meeting.
4. Disburse funds for activities of the fraternity (prepare and sign payment vouchers, obtain advisor's signatures, and submit to the SGA and Office of the Dean of Student Services.

5. Chair at least one activities committee.
6. Attend SGA meetings, student services meetings, and other university functions.
7. Prepare the annual summary of expenses report for inclusion in the annual summary of activities report.

ARTICLE V - MEETINGS

Section I: Date-Time-Place

A minimum of two meeting shall be held per semester. Members will be notified of time and place at least one week in advance.

Section II: Special Meetings

The President may call special meetings. Members must be notified at least two days in advance.

Section III: Quorum

Three fourths of the total active members shall constitute a quorum for the transaction of business.

Section IV: Order of Business

The order of business for each meeting shall be:

1. Call to order
2. Record of Attendance
3. Reading and approval of minutes
4. Treasurer's report
5. Old business
6. New business
7. Announcements
8. Adjournment

ARTICLE VI - ACTIVITIES AND COMMITTEES

Activities shall be decided upon by a quorum of the members by a majority vote. Committees may be appointed by the President. Some sub-committees may be appointed on a temporary basis as designated by the President.

ARTICLE VII- BUDGET

Section I: Expenses

A budget must be prepared and submitted to the SGA and the Office of the Dean of Student Services according to SGA guidelines. The officers must hold a planning meeting with advisors prior to budget submission. The budget should be based on goals and activities established by the fraternity.

Section II: Fundraiser(s)

Fundraisers shall be held when budget allocations fall below projected expenses. Fraternity members shall participate in the fundraising activities.

ARTICLE VIII- PROFESSIONAL CONDUCT

All members shall follow the Code of Ethics of the American Society of Radiologic Technologists (ASRT), the Louisiana Society of Radiologic Technologists (LSRT), the American Registry of Radiologic Technologists (ARRT), the LA State Radiologic Technology Board of Examiners, all University and Program Policies, and the Bylaws of the Fraternity.

ARTICLE IX - AMENDMENTS

Those articles may be amended upon a vote of a quorum present provided written notice has been given at the preceding meeting stating the amendment that is to be voted on. For an amendment to be approved, a two-thirds majority of members present must be obtained.

Appendix G

HEALTH AND SAFETY POLICIES

CLINICAL PROGRAM HEALTH REQUIREMENTS

After being accepted into a health career program, students will receive a health packet detailing all health and safety requirements that must be met prior to the first clinical course. Failure to maintain compliance with the health and safety requirements each semester will result in the student's inability to attend the clinical portion of their program and may result in withdrawal from the clinical program (see program or school handbooks for further information).

Documentation for health requirements needing to be updated annually (i.e. TB, CPR) must be submitted to the Health & Safety Office by the Friday before the start of the semester in which the requirement is due. For example: if TB or CPR will expire after the semester begins, those items must be updated in time to provide updated documentation to the Health & Safety Office by the Friday before that semester begins.

For more detailed information, students should refer to the document “STUDENT HEALTH & SAFETY: Policies and Procedures” and “Health Requirements by Clinical Program” located on the portal and contact the Office of Health and Safety if they have any questions regarding these requirements.

A TB skin test is required of all students upon entering a clinical degree or certificate program then annually thereafter. A TB skin test will also be required as a condition of readmission to any clinical degree or certificate program.

All students upon entering a clinical degree or certificate program are required to obtain initial certification or re-certification in Health Professional CPR no earlier than 6 weeks prior to beginning the clinical program. Also CPR re-certification will be required as a condition of readmission to any clinical degree or certificate program regardless of the original CPR certification or re-certification date.

Students should refer to the University Catalog for detailed policies.

Student Health Insurance

It is **strongly recommended** that all students enrolled in clinical degree programs carry personal health insurance and that this be verified to the Health and Safety Office. Brochures on different insurance plans available may be obtained from the Health & Safety Office and additional resources are available on their website.

Clinical Accident Insurance

The university provides a clinical accident insurance policy for each student enrolled in a degree/certificate clinical program and wet laboratory courses. This insurance only covers injuries resulting from an accident occurring while participating in assigned clinical activities.

Expenses incurred from injuries resulting from such an accident that require medical care or treatment and are provided at an emergency room, hospital outpatient department, clinic or

doctor's office, will be payable at 100% of the Reasonable and Customary charges up to a maximum of $10,000 per accident

For additional information on Health & Safety Policies, please refer to the University Student Handbook and University Catalog.

Criminal Background Check

The University's general admission and clinical program admission application forms require students to disclose any prior criminal arrests.

Prior to enrolling in clinical courses, clinical students will be required to submit to a criminal background check to meet clinical agency requirements. This process is designed to insure the accuracy of students' self-reports. Cases where students have not answered the background question on the application accurately will be dealt with severely and, at a minimum, result in the student being placed on administrative probation.

Undergraduate RN and PN nursing students will have background checks conducted by their respective boards of nursing. Students in other clinical programs (and some pre-clinical courses) will have criminal background checks conducted by ERS-Services.

Students will receive information on the procedure for completing the criminal background checks in the student health packet. Student health packets will be issued after the student has been accepted into a clinical program or pre-clinical course.

Procedure for Criminal Background Checks of graduate students in clinical programs and ALL undergraduate students in clinical programs EXCEPT nursing and practical nursing.

Upon acceptance into a program or course that requires criminal background check, student enrollment is contingent upon passing a criminal background check.

The Health Packet contains instructions on completing the criminal background check.

Students will complete the release form for the background check to be conducted by Employment Research Services (ERS).

It is the student's responsibility to submit the release form and online

payment, cashier's check or money order made payable to Employment Research Services for the cost of the background check (approximately $45) on a schedule designated by the program area.

The Health and Safety Office will receive and review the criminal background reports. Students who are not cleared for progression will be notified by the Health and Safety Office. The student will be instructed to contact ERS in writing to resolve any outstanding issues and will be apprised of rights under the Fair Credit Reporting Act.

Any irregularities noted in the student's criminal history will also be referred to the appropriate Vice President for the student's program of study and to the appropriate dean and program director.

The dean and program director, and others deemed appropriate, will consult with the student to discuss the record, apprise the student of the review process and appeal rights, and make a recommendation to the appropriate Vice President regarding the student's continuation in the program. The dean will notify the student and the Vice President of the recommendation in writing.

If the recommendation is that the student be dismissed from the program, the student may request to appear before a faculty hearing panel to be convened by the appropriate Vice President.

After considering the hearing panel's recommendation, the appropriate Vice President will make the final decision regarding progression in the program and notify the student within ten working days of the hearing panel meeting. The Vice President's decision cannot be appealed.

Failure of Drug Screen or Criminal Background Check

Students who fail a University mandated drug screen or criminal background check will not be permitted to apply for any clinical program until the record is cleared as verified by the Safety Office. This policy applies as well to enrollment in any course with a clinical component. The Safety Office will accept reports only from approved agencies. Students denied admission may reapply after a period of one full year following appropriate and documented treatment (or resolution of the problem) and follow up and presentation of a negative drug screen at a University designated facility and at a time appointed by the University.

Appendix H

All Undergraduate Nursing, Physician's Assistant, Radiologic Technology, Respiratory Therapy & Clinical Laboratory Program Clinical Health & Safety Requirements**:

Physical Exam— All clinical students are required to have physical examinations completed prior to entering the clinical programs. Your program will issue a Health Packet containing all necessary forms that must be completed by a physician, nurse practitioner, or physician assistant.

NOTE: Students with physical disabilities or restrictions should contact the Health & Safety Office prior to applying for clinical programs regarding the need for accommodations. Be advised pregnancy is not a disability protected under The Rehabilitation Act.

Drug Screen- Acceptance to the clinical program is contingent upon passing a urine drug screen. Instructions for the required drug screen will be provided in your Health Packet. In addition, all clinical students are subject to random drug testing.

Criminal Background Check- Acceptance to the clinical program is contingent upon clearing a criminal background check. Instructions for the required background check will be provided in your Health Packet.

HIV, HCV, HBV- Students enrolled in a clinical program who are infected with HIV,

HCV or HBV (and are HBeAg positive) shall not be allowed to perform exposure-prone procedures. If participation in exposure-prone procedures is part of the curriculum, this prohibition prevents the student from being able to fulfill required program competencies. Making a change in the curriculum is ***NOT*** a reasonable accommodation under The Rehabilitation Act.

CPR Certification- The only two types of CPR certification accepted to meet this requirement are the American Heart Association Healthcare Provider or the American Red Cross CPR for the Professional Rescuer. More information will be provided in your Health Packet.

The following immunizations are needed to enroll in NURS, PHAS, RADT, RESP, CLST courses. ***(There will be no exceptions or waivers except as noted.)***

Measles Titer Results- Measles antibody IgG titer.

Rubella Titer Results- Rubella IgG antibody titer.

Mumps Titer Results–Mumps antibody IgG, EIA Serum Titer

Meningitis Vaccine or waiver - One (1) dose of Menomune® (MPSV4) or Menactra (MCV4) preferably at entrance into university. May not be waived by PA and Clinical Lab Students

Tetanus-diphtheria - **(a.k.a. Td, DT, DTP, DTaP, Tdap)**
-Must be within last 10 years and take you through the entire semester for compliancy.
-If you cannot show proof of vaccination, you must get another Td vaccine.

Hepatitis B — series of (3) vaccines or positive HBV Surface Antibody Quantitative Titer

Varicella (Chickenpox) Titer Results –Varicella-Zoster Virus Antibody IgG titer as interpreted by lab.

Tuberculosis (TB Skin Test) – Must be completed within 6 weeks of clinical assignment. The TB test is required annually and it must take you through the entire semester for compliance.

***If test is positive with 10mm induration or (5mm induration with exposure to person with active TB)-you must be referred to the local Parish Health Unit for chest x-ray and follow up where they will issue medication. **You must bring us written proof from the health unit that you are following TB protocol.** A TB screen will be required annually (contact Health & Safety Office for more details).

Influenza- Documentation of current flu vaccine

** ***Other program requirements may be found in the University Catalog and Student Handbook. More details about all health and safety requirements will be provided in the clinical health packet provided at your clinical orientation.***

Effective Spring 2011

Updated 11/17/11