

# ***Radiography Program***

## ***2017-2018***

### ***Student Handbook***

*\*\*These requirements are specific to the radiography program and are a supplement to the FSU catalog.*

**RADIOGRAPHY PROGRAM  
STUDENT HANDBOOK  
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# ***Ferris State University Radiography Program Student Handbook***

## *Section 1: Introduction*

## Introduction

The Ferris State University instructors, staff and affiliates welcome you to the Radiography Program. This handbook has been prepared to inform you of guidelines and procedures affecting you as a radiography student in the FSU Radiography Program and its clinical affiliates. The guidelines and procedures stated in this manual are intended to supplement those that are stated in the Ferris State University Catalog and policy and procedures listed on the Ferris website. Any changes in established guidelines and procedures will be given to you as written memos and updated in the handbook and posted on the Radiography Homepage: <http://www.ferris.edu/HTMLS/colleges/alliedhe/DentalHygiene-MedicalImaging/radiography/HOME-Radiography.htm>. It is your responsibility to add any changes to your manual.

## College of Health Professions Radiography Program Faculty and Staff:

To contact any of the faculty and staff of the College of Health Professions students may call the toll free number at: 1(800) GO-BULLDOG or contact the Dean's Office at (231) 591-2270 and ask to be transferred to any of the following individuals:

<u>Title</u>	<u>Name</u>	<u>Office</u>	<u>Extension</u>	<u>Email Address</u>
Dean	Dr. Matthew Adeyanju	VFS 200	2270	<a href="mailto:CHP@ferris.edu">CHP@ferris.edu</a>
Department Head	Theresa Raglin, MEd	VFS 400	2261	<a href="mailto:TheresaRaglin@ferris.edu">TheresaRaglin@ferris.edu</a>
Faculty	Amy Beuker, BA, RT(R)	VFS 317	2326	<a href="mailto:AmyBeuker@ferris.edu">AmyBeuker@ferris.edu</a>
Program Coordinator	Dan Sleeper, MS, RT(R)	VFS 304B	2732	<a href="mailto:DanSleeper@ferris.edu">DanSleeper@ferris.edu</a>
Clinical Coordinator	Gary Moore, MS, RT(R)	VFS 320	3187	<a href="mailto:moor34@ferris.edu">moor34@ferris.edu</a>
Lab Assistant	Mickey Mills, BS, RT(R)	VFS 105	3859	<a href="mailto:MichelleMills@ferris.edu">MichelleMills@ferris.edu</a>
Department Secretary	Tina Smith	VFS 404	2261	<a href="mailto:TinaSmith@ferris.edu">TinaSmith@ferris.edu</a>

## Mailing Address for faculty and staff of the College of Health Professions:

College of Health Professions  
Ferris State University  
200 Ferris Drive, VFS 209  
Big Rapids, MI 49307-2740

## Fax Number:

When submitting a fax to a faculty or staff member please use a cover letter with the individuals name and fax to: (231) 591-2325 or (231) 591-3788

## **Accreditation**

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Programs accredited by the JRCERT must demonstrate that they are in compliance with the JRCERT accreditation, *Standards for an Accredited Educational Program in Radiologic Sciences*.

Accreditation of an educational program provides students, as graduates, assurance that the program will provide them with the knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the national professional organization, the American Society of Radiologic Technology (ASRT), it also assures students they will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences.

Accreditation of educational programs assures patients that students who perform procedures have appropriate supervision during the educational process. It also assures them that graduates will have met the minimum level of competency as defined nationally by the profession.

Through the process of programmatic accreditation, educators are assured that their educational programs are keeping pace with the profession and with standards developed through national consensus.

For more information on JRCERT visit their homepage at <http://www.jrcert.org/> or contact them at:

JRCERT  
20 N. Wacker Drive Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304

## **Program Philosophy**

Our role as educators in radiography is to prepare students to serve the needs of the patient during clinical practice. We are committed to providing the highest level of radiography education and strive to give our best efforts for the patient's and student's benefit. In return, we expect that all students incessantly demonstrate interest, motivation, and a willingness to work hard. Through their best efforts, the student will develop affective, cognitive, and psychomotor skills required for entry into the health care field as competent, compassionate, problem-solving professionals. We will promote a culture where lifelong learning, creativity, self-awareness, self-direction, maturity and responsibility are valued.

## **Program Mission:**

Building upon the mission, visions, and values of the College of Health Professions, the Radiography program's mission is to provide the highest quality instruction and to prepare the student to excel in the professional challenges and responsibilities of an entry-level radiographer.

## **Program Goals and Expected Outcomes**

1. Students will be clinically competent.
2. Student will communicate effectively and professionally.
3. Student will use critical thinking and problem solving skills.
4. Students will evaluate the importance of professional growth and development.
5. The program will graduate entry-level technologist.

## **Student Learning and Programmatic Outcomes**

Outcome 1-1: Students will demonstrate knowledge of radiation protection.

Outcome 1-2: Students will apply radiographic positioning skills.

Outcome 1-3: Students will select appropriate technical factors for various exams.

Outcome 2-1: Students will use effective oral communication skills.

Outcome 2-2: Students will demonstrate effective written communication skills.

Outcome 3-1: Students will adapt positioning for trauma situations.

Outcome 3-2: Student will adjust exposure factors for non-routine examinations.

Outcome 4-1: Students will determine the importance of continued professional development.

Outcome 4-2: Students will summarize the importance of attendance at professional meetings.

Outcome 5-1: Student will pass the ARRT national certification test on the first attempt.

Outcome 5-2: Students pursuing employment will be employed within 6 months of post-graduation.

Outcome 5-3: Students will complete the radiography program within 24 months.

Outcome 5-4: Students will be satisfied with their education.

Outcome 5-5: Employers will be satisfied with the graduate's performance.



## **Program Roles Defined**

### **Program Coordinator**

*Duties include:*

- Organize, administer, review, and assure program effectiveness
- Evaluate and assure clinical education effectiveness
- Maintain current knowledge of the professional discipline and educational methodologies through professional development
- Develop and maintain the program's master plan of education
- Coordination development, and revision of course descriptions and objectives
- Develop, coordinate, and conduct ongoing program evaluation through outcomes assessment education
- Exhibit a positive attitude toward students, faculty, and administration promoting cooperation and mutual benefit
- Actively coordinate procedures required to maintain programmatic accreditation
- Document regular scheduled visits to clinical sites to evaluate effectiveness and compliance with program policies
- Periodically meet with clinical instructors, staff, and administrators
- Contribute to the formulation of the program budget
- Establish and facilitate the program Advisory Committee
- Provide student guidance and academic advising
- Participate in University and College committees
- Establish appropriate communication and feedback for student concerns
- Continually maintain professional certification
- Oversee the fair and just enforcement of program policies

### **Clinical Coordinator**

*Duties include:*

- Correlate clinical education with didactic education
- Instruct students and evaluate student clinical skills
- Evaluate and assure clinical education effectiveness through regularly scheduled visits to clinical practice settings
- Maintain current knowledge of discipline through professional development
- Contribute to the development, implementation, and evaluation of program goals and objectives
- Establish and enforce clinical policies and procedures
- Exhibit a positive professional attitude toward students and clinical process
- Coordinate and maintain all clinical records in a safe and confidential manner
- Establish standard methods for evaluation of student clinical performance
- Meet regularly with program faculty to document student clinical progress
- Coordinate annual Adjunct Clinical Instructor meeting
- Serve on appropriate University and College committees
- Provide student guidance and academic advising
- Continually maintain professional certification
- Acts as a liaison and maintain open communication between clinical sites and the program

## **FACULTY MEMBER**

*Duties include:*

- Review, and assure program effectiveness
- Maintain current knowledge of the professional discipline and educational methodologies through professional development
- Coordination development, and revision of course descriptions and objectives
- Exhibit a positive attitude toward students, faculty, and administration promoting cooperation and mutual benefit
- Follow procedures required to maintain programmatic accreditation
- Document regular scheduled visits to clinical sites to evaluate effectiveness and compliance with program policies
- Periodically meet with clinical instructors, staff, and administrators
- Participate on the Programs Advisory Committee
- Provide student guidance and academic advising
- Participate in University and College committees
- Establish appropriate communication and feedback for student concerns
- Continually maintain professional certification
- Oversee the fair and just enforcement of program policies

## **Adjunct Clinical Instructor (ACI)**

*Duties include:*

- Demonstrates current knowledge of program goals, clinical objectives, and clinical evaluation systems
- Provides students with appropriate and adequate clinical supervision, both direct and indirect in accordance with documented student competencies (masters)
- Provides students with appropriate and adequate clinical instruction.
- Performs clinical progress and competency evaluations for each student assigned to his or her supervision
- Exhibits a positive professional attitude toward students and the teaching process
- Maintains competency in the professional discipline, instructional, and evaluative techniques through continuing professional development and pursuit of scholarly activities
- Meets regularly with appropriate program officials to communicate student progress, strengths, and weaknesses
- Assists in maintaining effective and well-documented student clinical records in a timely manner
- Provides a positive role model for students of radiological science professions
- Maintains confidentiality in accordance with program policy
- Participates in meetings and serves on committees consistent with the goals of the educational program
- Evaluates each student's behavioral traits and abilities one or more times each semester
- Oversees and regulates student competencies (masters) and signs each

- competency form
- Sends pertinent information (competency forms, behavioral evaluations, attendance reports, disciplinary records, radiation badge readings, grades, etc.) to the Clinical Coordinator in a timely manner
- Maintains availability to students and program faculty
- Participates in program governance through ad hoc committee and annual ACI meetings
- Supports and promotes the program and its ideals
- Acts as a liaison between the students and the Clinical Coordinator
- Acts as a student advocate
- Holds and maintains current ARRT certification and any applicable state license

## **Clinical Staff (Staff Radiographer)**

*Duties include:*

- Understand the clinical competency system
- Meets regularly with the Clinical Instructor to maintain current knowledge of program policies/procedures and student progress
- Maintains competency in the professional discipline, instructional, and evaluation techniques through continuing professional development
- Holds and maintains current ARRT certification and any applicable state license

## **Lab Assistant**

*Duties include:*

1. Laboratory Preparation:
  - a. Warm up x-ray tubes, processors, portable, fluoroscope, C-arm and digital room for lab
  - b. Set up phantoms and supplies in rooms
  - c. Ensure all equipment is in proper working order
2. Laboratory Class Time
  - a. Liaison between lab faculty for consistency
  - b. Assist in demonstrating positions, student evals and laboratory activities as directed by lab faculty
  - c. Ensure lab policies and procedures are enforced
3. Laboratory Cleanup/Post class:
  - a. Turn off all laboratory equipment, processor and PACS room equipment
  - b. Lock up all rooms and lab and put away any lab equipment and clean rooms
4. Other Lab Duties:
  - a. Put student and faculty dosimeter report into folder from Radiation Safety Officer.
    - i. Pull students and faculty report when asked for report readings.
    - ii. Change and collect film badges and turn into RSO.
  - b. Contact for Radiology Imaging Solutions for equipment repair, processor maintenance, and silver recovery.
  - c. Maintain Radiation Safety bulletin board.
  - d. Enforce state requirements for laboratory equipment
  - e. Enforce JRCERT rules to maintain accreditation
  - f. Organize CPR classes for Radiography students
  - g. Proctor exams or makeup activities for faculty if needed
  - h. Attend faculty and department meetings
  - i. Order office supplies, chemicals, films, and any other necessary equipment for lab.
  - j. Assist in makeup labs and evaluations for students if needed as directed by instructor

## **Requirements of a Radiographer**

The Radiography Program has established minimum essential requirements in which every student must meet in order to participate fully in all aspects of training.

Essential Functions of a Radiographer:

Students must be able to:

1. Perform Radiologic examinations including:
  - a. Obtaining and documenting patient history
  - b. Explaining procedure to patient and addressing patient concerns
  - c. Positioning patient properly using immobilization or support devices as necessary
  - d. Producing radiographic images using accepted technique and applying radiation safety principles
  - e. Assessing patient condition
  - f. Reporting any unusual occurrences or changes in patient condition and/or equipment to appropriate staff
2. Clean and maintain equipment and room
3. Assist in maintenance of room supplies
4. Prepare and administer contrast agents and other chemical mixtures
5. Implement emergency procedures and administer first aid including CPR
6. Use hospital/medical imaging department information systems to complete required tracking and archiving of images
7. Communicate effectively (verbal and written) with patients and clinical staff
8. Work effectively in a team setting
9. Tolerate physically taxing workload
10. Ability to function effectively under stress

## **Minimum Qualifications Necessary to Perform Essential Functions of a Radiographer:**

### **Physical Requirements:**

Student must be able to:

- Lift more than 50 pounds routinely
- Safely lift, transport and move patients that are not able to assist themselves
- Push and pull routinely
- Bend and stoop routinely
- Have full use of both arms, wrists and shoulders
- Distinguish audible sounds
- Work standing on their feet a majority of the time
- Be able to reach and work overhead
- Function efficiently while wearing lead apparel
- Skillfully use precision instruments

### **Visual Discernment:**

- Ability to differentiate colors and shades of color
- Requires the ability to inspect dimensions and to visually read information and data
- Critique radiographic images to determine if it is optimal for the Radiologist's interpretation

### **Manual Dexterity/Motor Coordination:**

- Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, and ensure patient safety

## **STUDENTS WITH DISABILITIES**

The purpose of Disabilities Services is to serve and advocate for students with disabilities, empowering them for self-reliance and independence while promoting equal access to educational opportunities and programs. Information, reasonable accommodation, assistive technology and counseling are offered to students. Professional development is offered to Ferris faculty and staff. Informational packets for high school counselors are also available through our office. Information for parents to aid students in transitioning into the FSU culture is available. For more information visit the disabilities home page at: <http://www.ferris.edu/htmls/colleges/university/disability/> or contact them at:

Disabilities Services  
901 S. State St.  
Starr 313  
Ferris State University  
Big Rapids, Michigan 49307  
(231) 591-3057  
Fax: (231) 591-3939

or

Email: [ecds@ferris.edu](mailto:ecds@ferris.edu)

## **Equal Opportunity/Affirmative Action employer**

Ferris State University is an Equal Opportunity/Affirmative Action employer. Under applicable laws, including Title IX, the Education Amendments of 1972 and the Rehabilitation Act of 1973, the University does not discriminate on the basis of sex, race, physical or mental handicap or other prohibited matters in employment, educational programs or admissions. Inquiries or complaints may be addressed to:

Equal Opportunity Office  
McKessy House, Ferris State University  
120 East Cedar Street  
Big Rapids MI 49307-2202  
(231) 591-2152

or

Email: [ecds@ferris.edu](mailto:ecds@ferris.edu)

## **Reporting Discrimination**

State and federal laws prohibit discrimination against individuals with disabilities, including students or applicants with disabilities. Ferris State University's Office of General Counsel coordinates the University's compliance with these state and federal non-discrimination laws, including the federal Vocational Rehabilitation Act of 1973, the federal Americans with Disabilities Act and the amended Persons with Disabilities Civil Rights Act. The office of the General Counsel is also the grievance office designated regarding the University, its programs, procedures or employees.

If you believe that a violation or potential violation of these state or federal nondiscrimination laws has occurred, is occurring, or will occur, please notify the following:

Equal Opportunity Office within the Office of the General Counsel  
McKessy House, Ferris State University  
120 East Cedar Street  
Big Rapids MI 49307-2202  
(231) 591-2152

or

Email: [ecds@ferris.edu](mailto:ecds@ferris.edu)

***Ferris State University  
Radiography Program  
Student Handbook***

*SECTION 2:  
Calendar*



## **FSU Radiography Program Calendar:**

The Radiography Program consists of two academic years (6 semesters), beginning in the fall term of the first-year. Students attend classes and laboratory experiences at the college in combination with 2<sup>nd</sup> year clinical experiences at a variety of locations in the State of Michigan. The program concludes at the end of the summer semester of the second year.

### **First Year:**

First year students complete the didactic portion of their education at the Big Rapids campus which includes lectures and laboratory activities. The first year of the Radiography Program follows the academic calendar established by Ferris State University and can be found on the homepage on: <http://ferris.edu/HTMLS/academics/calendars/>

### **Second Year:**

The second year of the Radiography Program consists of the clinical education portion of the program. Students are in the clinical settings observing, assisting and performing patient procedures. Students follow the calendar established by the program during the second year of the program. This includes a maximum of 40 hours a week, day shift position, 2 weeks of afternoons, and 2 weekends each semester. The following legal holidays are observed, and no regular didactic or clinical instruction is scheduled on these days: Labor Day, Thanksgiving (2 days), Holiday break thru December/January when the University is closed, Martin Luther King Day, Spring Recess and Memorial Day. Together, the didactic and clinical education prepares students for success as practicing radiologic science professionals.

### **Hours Defined:**

- Traditional hours of operation are Monday- Friday, 6:00 a.m. to 7:00 p.m.
- Afternoons are defined as any hours after 7:00 p.m. but no later than 11:00 p.m.
- Weekends are defined as Saturday and/or Sunday, 6:00 a.m. and 11:00 p.m.
- Shifts may not be more than 10 hours per day and total no more than 40 hours per week

<b>Semester</b>	<b># of Weeks Clinical</b>	<b>Clinical Hours</b>	<b>Total Credits</b>
<b>Fall</b>	<b>17 (approx.)</b>	<b>592 hours – 3 days personal = 608 hours total</b>	<b>9</b>
<b>Spring</b>	<b>17 (approx.)</b>	<b>640 hours – 3 days personal = 616 hours</b>	<b>9</b>
<b>Summer</b>	<b>6 (approx.)</b>	<b>202 hours – 3 days personal = 178 hours</b>	<b>6</b>
<b>Total Clinical Hours: 1402</b>			

## **Second Year FSU Radiography Program Calendar**

### **Fall 2017 Semester**

Start Date:	Monday, Aug. 28 <sup>th</sup>
Labor Day recess:	Saturday, Sept. 2 <sup>nd</sup> – Monday, Sept. 4 <sup>th</sup>
Report back to clinical:	Tuesday, Sept. 5 <sup>th</sup>
Thanksgiving recess:	Wednesday, Nov. 22 <sup>nd</sup> – Sunday, Nov. 26 <sup>th</sup>
Report back to clinical:	Monday, Nov. 27 <sup>th</sup>
Last day of clinical for fall:	Friday, Dec. 15 <sup>th</sup>

### **Spring 2018 Semester**

Start Date:	Tuesday, Jan. 2 <sup>nd</sup>
MLK - no clinical:	Monday, Jan. 15 <sup>th</sup>
Grad Fair:	TBA**
Mid-semester Break:	Saturday, March 24 <sup>th</sup>
Report to back to clinical:	Monday, April 2 <sup>nd</sup>
Last day of clinical for spring:	Tuesday, May 1 <sup>st</sup>
Travel Day:	Wednesday, May 2 <sup>nd</sup>
Final Exam	Thursday, May 3 <sup>rd</sup> on campus for final exam
Commencement	Friday, May 4 <sup>th</sup> or 5 <sup>th</sup> - TBA

### **Summer 2018 Semester**

Summer Start date:	Tuesday, May 8 <sup>th</sup>
Memorial Day recess:	Saturday, May 26 <sup>th</sup> – Monday, May 28 <sup>th</sup>
Report back to clinical:	Tuesday, May 29 <sup>th</sup>
Last day at internship site:	Friday, June 22 <sup>nd</sup> *** (If all Masters are completed)
RADI DAY (Volunteers)	Monday, June 25 <sup>th</sup> or Tuesday, June 26 <sup>th</sup>
Registry review (on campus):	Wednesday, June 27 <sup>th</sup> – Friday, June 29 <sup>th</sup>

\*\*Only for students that are participating in the graduation ceremony.

\*\*\*Students needing to complete any masters will return to clinic on July 5<sup>th</sup> to do so. These hours are not required, just there if a student needs them.

\*\*\*\*Students must follow academic calendar and finish out the calendar year despite the number of hours documented.

\*\*\*\*\*Final exam and commencement are both tentative until the University sends the actual date.

***Ferris State University  
Radiography Program  
Student Handbook***

*SECTION 3:  
Curriculum*

**FERRIS STATE UNIVERSITY**  
**COLLEGE OF HEALTH PROFESSIONS**  
**RADIOGRAPHY PROGRAM- Associates in Applied Science**

**Prerequisites:**

BIOL 109 Basic Human Anatomy & Physiology	<u>4</u>
MATH 115 or ACT score of 24 or higher	<u>3</u>
ENGL 150	<u>3</u>
Medical Terminology Competency *MRIS 102/103	<u>1</u>

**FIRST YEAR**

**Fall Semester**

CCHS 101 Orient. to Health Care	<u>3</u>
RADI 104 Radiographic Procedures I	<u>2</u>
RADI 105 Radiographic Procedures I Lab	<u>1</u>
RADI 121 Rad. Physics and Image Prod.	<u>3</u>
RADI 141 Principles of Rad. Imaging	<u>2</u>
RADI 142 Principles of Rad. Imaging I Lab	<u>1</u>
Social Awareness Elective	<u>3</u>
*Soc 121 or Psyc 150 recommended	<u>15</u>

**Spring Semester**

CCHS 102 Safety Issues in Health Care	<u>1</u>
ENGL 250 English 2	<u>3</u>
RADI 106 Radiographic Procedures II	<u>2</u>
RADI 107 Radiographic Procedures II Lab	<u>1</u>
RADI 122 Rad. Protection and Biology	<u>3</u>
RADI 143 Principles of Rad. Imaging II	<u>2</u>
RADI 144 Principles of Rad. Imaging II Lab	<u>1</u>
Cultural Enrichment Elective	
*PHIL 220 or 320 recommended	<u>3</u>
	<u>16</u>

**Summer Semester**

RADI 108 Rad. Imaging Procedures	<u>2</u>
RADI 109 Rad. Imaging Procedures Lab	<u>1</u>
RADI 170 Rad. QA and Processing	<u>1</u>
RADI 171 Image Processing Lab	<u>1</u>
RADI 172 Digital Imaging	<u>1</u>
COMM 105 Interpersonal Com.	
or COMM 121 Fund. of Public Speaking	
or COMM 221 Small Group Dec. Making	<u>3</u>
	<u>9</u>

**SECOND YEAR**

**Fall Semester**

RADI 202 Rad. Pathology	<u>1</u>
RADI 203 Advance Concepts in Rad. I	<u>1</u>
RADI 211 Pharmacology for Rads.	<u>1</u>
RADI 291 Clinical Practicum 1	<u>9</u>
	<u>12</u>

**Spring Semester**

RADI 204 Principles of Comp. Tom.	<u>2</u>
RADI 213 Advance Concepts in Rad. II	<u>1</u>
RADI 292 Clinical Practicum 2	<u>9</u>
	<u>12</u>

**Summer Semester**

RADI 212 Radiology Management	<u>1</u>
RADI 223 Advance Concepts in Rad. III	<u>1</u>
RADI 293 Clinical Practicum 3	<u>6</u>
RADI 299 Radiography Review	<u>1</u>
	<u>9</u>

**84 semester hours required for graduation**

See attached Progression Policy for Program Requirements for graduation

## **Radiography Course Descriptions**

### **Radiography Program First Year:**

#### **Fall Semester**

##### ***RADI 104: Radiographic Procedures I (2 credits)***

Introduction to the general principles of radiographic anatomy, terminology, positioning and patient care in radiography. Students will learn the routine radiographic examination for the chest, abdomen, upper and lower extremities. Prerequisites: Admission to the RADI program.

- Required Course Book: Textbook of Radiographic Positioning & Related Anatomy, 7<sup>th</sup> Edition, By Kenneth L. Bontrager, MA, RT(R) and John Lampignano, MEd, RT(R) (CT), ISBN: 978-0-323-05715-8 Workbook Volume 1: 978-0-323-05412-6, Workbook Volume 2: 978-0-323-05413-3, Estimated Cost: \$175 Text book and \$106 Volume 1 and 2 Workbook

**\*\*\*Text Book and 2 workbooks, Volume I and II, are required for this course**

##### ***RADI 105: Radiographic Procedures I Lab (1 credit)***

Radiographic examinations of the chest, abdomen, upper and lower extremities will be demonstrated and performed in a laboratory setting. Prerequisites: Admission to the RADI program.

- Required Course Book: Same textbook as RADI 104

##### ***RADI 121: Radiographic Physics and Image Production (3 credits)***

This course is designed to introduce the student to the basic principles of radiation physics as well as the nature, sources, and physical properties of ionizing radiation. It also introduces the student to the structure and function of the x-ray tube and other radiographic equipment used to create and control x-radiation. Prerequisites: Admission to the RADI program.

**\*\*\*SLA (Structured Learning Assistance) is required for this course**

For more information on SLA visit: <http://www.ferris.edu/HTMLS/academics/sla/>

- Required Course Book: Radiologic Science for Technologists: Physics, Biology, and Protection, 10<sup>th</sup> edition, Author: Stewart C. Bushong ScD FACR FACMP, ISBN-10: 0323081355 ISBN-13: 978-0323081351, Estimated cost: \$100

##### ***RADI 141: Principles of Radiographic Imaging I (2 credits)***

An understanding and overview of the theories and concepts used in radiography. Topics addressed are the history of medical imaging, grids, film, IRS, beam restriction, filtration and the prime factors. Prerequisites: Admission to the RADI program.

- Required Course Book: Principles of Radiographic Imaging: An Art and A Science, 5<sup>th</sup> Edition, Richard R. Carlton and Arlene McKenna Adler, ISBN-10: 1439058725 ISBN-13: 978-1439058725, Estimated cost: \$150

***RADI 142: Principles of Radiographic Imaging I Lab (1 credit)***

Radiographic tools and techniques employed to produce quality radiographic images in the laboratory setting. An emphasis is placed on the effect and control of the primary technical factors of density, contrast, detail, and distortion. Prerequisites: Admission to the RADI program.

- Required Course Book: Same as RADI 141

**Spring Semester**

***RADI 106: Radiographic Procedures II (2 credits)***

Introduction of the general principles relating to radiographic anatomy, terminology, positioning and patient care in radiography. Students will learn the routine radiographic examinations for the skull, shoulder girdle, spine and thoracic cavity. Prerequisites: RADI 104, 105, 121, 141 and 142.

- Required Course Book: Same textbook as RADI 104

***RADI 107: Radiographic Procedures II Lab (1 credit)***

Radiographic examinations of the shoulder girdle, spine, thoracic cavity and skull will be demonstrated and performed in a laboratory setting. Prerequisites: RADI 104, 105, 121, 141 and 142.

- Required Course Book: Same textbook as RADI 104

***RADI 122: Radiation Protection and Biology (3 credits)***

Explores radiation protection practices and policies that ensure the safety of patients, radiation personnel, and the general public including the proper usage of protective devices and equipment operation. Included is a discussion of the federal and state laws regarding radiation safety as well as the basic principles of radiation biology and the genetic and somatic effects of radiation on the human body. Pre-Requisites: RADI 104, 105, 121, 141, and 142.

- Required Course Book: Same textbook as RADI 121

### ***RADI 143: Principles of Radiographic Imaging II (2 credits)***

Continuation of RADI 141. Knowledge and skills necessary to apply the principles of radiographic exposure and technique. Students will learn the components of various pieces of x-ray equipment and how this aids in x-ray production. Prerequisites: RADI 104, 105, 121, 141 and 142.

- Required Course Book: Same as RADI 141

\*\*\*SLA (Structured Learning Assistance) is required for this course

For more information on SLA visit: <http://www.ferris.edu/HTMLS/academics/sla/>

### ***RADI 144: Principles of Radiographic Imaging II Lab (1 credit)***

Demonstration of knowledge learned from RADI 143 to produce quality radiographs. Students will demonstrate on various pieces of radiographic equipment. Prerequisites: RADI 104, 105, 121, 141 and 142.

- Required Course Book: Same as RADI 141

### **Summer Semester**

### ***RADI 108: Radiographic Imaging Procedures (2 credits)***

Introduction to the specialized procedures and equipment used in the radiology department. Students will also learn radiographic examinations of the GI, urinary and biliary system. Prerequisites: RADI 106, 107, 122, 143 and 144.

- Required Course Book: Same textbook as RADI 104

### ***RADI 109: Radiographic Imaging Procedures Lab (1 credit)***

Radiographic examinations of the upper and lower GI, urinary system, and biliary system will be demonstrated and performed by the student in a laboratory setting. Students will demonstrate competency on specialized radiographic equipment. Prerequisites: RADI 106, 107, 122, 143 and 144.

- Required Course Book: Same textbook as RADI 104

### ***RADI 170: Radiographic Quality Assurance and Processing (1 credit)***

An understanding and overview of how radiographic imaging processing, basic concepts and principles of quality assurance are used in the radiology department. Prerequisites: RADI 106, 107, 122, 143 and 144.

- Recommended Course Book: Quality Management in the Imaging Sciences, 4<sup>th</sup> edition , Author Jeffrey Papp PhD RT(R) (QM), ISBN-10: 0323057616, ISBN-13: 978-0323057615, Estimated Cost: \$58

### ***RADI 171: Image Processing Lab (1 credit)***

Demonstration of radiographic proficiency in the use of the computed radiography, PACS, and QA test tools in a laboratory setting. Prerequisites: RADI 106, 107, 122, 143 and 144.

- Required Course Book: Same textbook as RADI 104 and 170

### ***RADI 172: Digital Imaging (1 credit)***

This course provides an overview of the components, principles, and operation of digital imaging systems, including factors that impact image acquisition, display, archiving, and retrieval. Guidelines for selecting exposure techniques and evaluating images within a digital system are described. Prerequisites: RADI 106, 107, 122, 143 and 144.

- Required Course Book: None

## **Radiography Program Courses for Second Year**

### **Fall Semester:**

### ***RADI 202: Radiographic Pathology (1 credit)***

This self-paced course investigates various pathologic processes that are commonly identified by radiographic examinations and procedures as well as the radiographic methods of their diagnosis and treatment. Competency in medical terminology needed. Pre-Requisites: RADI 108, 109, 170, 171 and 172.

- Required Course Book: Text Book Comprehensive Radiographic Pathology, 5<sup>th</sup> edition, Author, Ronald L. Eisenberg MD JD FACR and Nancy M. Johnson BA RT(R)(CV)(CT)(QM) MEd, ISBN-10: 0323078478 ISBN-13: 978-0323078474 Workbook: ISBN-10: 0323078494 ISBN-13: 978-0323078498, Estimated cost: \$125

**\*\*\*This Course requires both the text and workbook**



***RADI 203: Advance Concepts in Radiography I (1 credit)***

This course will provide an analysis and overview of radiation concepts, theory and positioning. Students will build upon concepts learned during the first year to gain a greater understanding of the process required to produce a quality radiograph in a patient care setting. Prerequisites: RADI 108, 109, 170, 172 and 172.

- Required Course Book: None

***RADI 211: Pharmacology for Radiographers (1 credit)***

An exploration of the terminology, types, administration, and effects of drugs and pharmaceuticals commonly used in the radiology department. Pre-Requisites: RADI 108, 109, 170, 171, and 172.

- Required Course Book: None

***RADI 291: Clinical Practicum I (9 credits)***

The first of three clinical practicum courses providing opportunity for learning basic skills and their application to the radiographic process within the clinical site. Students perform basic radiographic procedures under the supervision and guidance of ARRT registered technologists as well as show competence in film processing, film filing and retrieval, patient care skills, and radiation protection procedures. Pre-Requisites: RADI 108, 109, 170, 171 and 172.

- Required Course Book: None

**Spring Semester:**

***RADI 204: Principles of Computed Tomography (2 credits)***

This course provides an introduction to the principles of computed tomography imaging and cross-sectional anatomy. Prerequisites: RADI 202, 203, 211 and 291.

- Required Course Book: None

***RADI 213: Advance Concepts in Radiographic Imaging II (1 credit)***

This course builds upon RADI 203 with further analysis and overview of radiation concepts, theory, and positioning. Students have the opportunity to gain a more complex understanding of the process required to produce a quality radiograph in a patient care setting. Prerequisites: RADI 202, 203, 211 and 291. Typically offered Spring only.

- Required Course Book: None

***RADI 292: Clinical Practicum II (9 credits)***

A continuation of RADI 291, this practical course provides opportunity for learning advanced skills and radiographic procedures and applying these skills to the radiographic process within the clinical site. Students perform radiographic procedures under the supervision and guidance of ARRT registered technologists. Pre-Requisites: RADI 202, 203, 211 and 291.

- Required Course Book: None

**Summer Semester:*****RADI 212: Radiology Management (1 credit)***

This self-paced course is constructed to give the student a basic understanding of the principles and practices necessary for the management of a modern radiology department. It includes an introduction to personnel, financial, customer service, technology, decision making, planning, administrative, and regulatory considerations and issues which successful radiology managers must confront. Pre-Requisites: RADI 204, 213 and 292.

- Required Course Book: None

***RADI 223: Advance Concepts in Radiographic III (1 credit)***

This course builds upon RADI 213 with further analysis of radiation protection, theory and their relationship with advanced modalities. Students will have the opportunity to gain mastery of the process required to produce a quality radiograph in a patient care setting. Prerequisites: RADI 204, 213 and 292.

- Required Course Book: None

***RADI 293: Clinical Practicum 3 (6 credits)***

A continuation of RADI 292, this course provides the student with the opportunity to learn and practice procedures in advanced imaging modalities. The student will gain experience in such modalities as C.T., M.R.I., ultrasound, and mammography as well as have the opportunity to experience angiography, nuclear medicine, radiation therapy, and heart catheterization. Students perform all radiographic procedures under the supervision and guidance of ARRT registered technologists. Pre-Requisites: RADI 204, 213 and 292.

- Required Course Book: None

***RADI 299: Radiography Review (1 credit)***

This capstone course provides an assessment of educational outcomes and is intended to prepare the student to successfully pass the national ARRT registry examination. The primary focus of this course is test taking skills and a review of previous course material pertinent to the registry examination. It also aids the student in identifying academic strengths and weaknesses and creating a personal study plan. Pre-Requisites: RADI 204, 213, and 292.

- Recommended Course Book:

- Mosby's Comprehensive Review of Radiography, 5<sup>th</sup> Edition, William J. Callaway, ISBN 10: 0323054331, ISBN 13: 978-0323054331 Estimated Cost: \$45
- Lange Q &A, Radiography Examination, 9<sup>th</sup> Edition, D.A. SAIA, ISBN 10: 0071787216, ISBN 13: 978-0071787215, Estimated Cost: \$45
- Rad Review Easy: <http://radrevieweasy.com/> Estimated Cost: \$40
- Corectec: <https://www.corectec.com/index2.html> Estimated Cost: \$100

***Additional Radiography Courses:******RADI 297: Special Studies in Radiography (1 credit)***

This special studies course has been designed to allow students to work closely with a faculty member to pursue a topic of specialized interest. Topics for study and project requirements will be negotiated jointly between the faculty member and the student. Typically Offered On Demand.

## **Radiography Program Expenses:**

### **Tuition:**

Current Tuition Costs are located on the Ferris State University Home page:  
<http://ferris.edu/HTMLS/administration/businessoffice/tuition-rates.htm>

### **Other Expenses:**

<b><u>First Year Expense</u></b>		<b><u>Second Year Expense</u></b>	
Lead Markers	\$20	Clinical Shoes	\$70
Scrub Uniforms x2	\$100	Lab Coat (optional)	\$50
Lab Coat (optional)	\$50	Scrub Uniforms x5	\$250
Calculator	\$30	ARRT Cert. Exam	\$200
Sharpies-Perm. Marker	\$10	Exam Photo	\$20
Immunizations- all	\$270	Printer Paper/Ink Cartridge	\$70
Criminal Background (x2) & Immunization Tracker	\$101	CPR-recertification	\$30
CPR Certification	\$50	Certification Review Exam	\$50
Laptop/Computer	\$1,500	Immunizations-boosters	\$50
Printer	\$300		
Printer Paper/Ink Cartridge	\$35		
Ring Binders x5	\$30		
Finger Printing Fee	\$40		
Drug Testing	\$50		
<b>Total Cost First Year</b>	<b>\$2,586</b>	<b>Total Cost Second Year</b>	<b>\$790</b>

\*\* This expense sheet does not include the cost of purchasing a health insurance policy

\*\*\* This also does not include the cost of relocating to another area for internship,  
i.e. housing

\*\*\*\* Additional miscellaneous expenses, such as professional membership dues and out-of-town seminars that are part of the student's professional development may be encountered during the two-year program. An attempt is made to inform the student in advance so this will not be burdensome. Cost of any of the above is subject to change without notice.

\*\*\*\*\* Students attending continuing educational activities may acquire additional cost for meeting, workshop, course etc.

# ***Radiography Program Student Handbook***

## *SECTION 4: Resources, Services & Policies*

## **I. Academic Services:**

### **a). FSU Learning Resources Center**

The FLITE library on the main campus maintains reference books, periodicals and audio-visual aids related to radiography and are available for student use. Current hours and information regarding FLITE can be found on the FLITE Homepage at:

<http://ferris.edu/library/>

The program also maintains a reference library in the lab (VFS 105) that students may use.

### **b). Computer Resources**

Students have access to a computer located in the radiography laboratory (VFS 105). The FLITE library also has computers available for student use.

### **c). Copy Services**

Students who wish to make copies of printed materials while on campus should purchase a copy card from one of the card dispensers. A copier is available for student use in the FLITE building and in the Dean's office located on the second floor of the College of Health Professions. Cost for use in the Dean's office is 10 cents per copy.

### **d). Tutoring / Remedial Instruction**

Tutoring and remedial instruction in the radiation sciences is available to all radiography students on an individual basis, as needed by requesting assistance of the program faculty. Instructors may initiate remedial instruction when deemed to be in the best interest of the student. In addition to this, students may receive additional help at no cost from the Academic Support Center. Services include:

- Individual tutoring on a variety of topics
- Study skills assistance and workshops

More information on the Academic Support Center can be found at:

<http://www.ferris.edu/HTMLS/colleges/university/ASC/>

### **e). Student Learning Assistance or SLA**

In addition to tutoring services the program offers SLA with several of its classes. SLA is required for RADI 121 and RADI 143. All students scoring an 80% or lower are required to attend SLA.

<http://www.ferris.edu/HTMLS/academics/sla/>

**f). Counseling and Student Assistance**

The Counseling Center is available to all students at FSU and is located in the Birkam Health Center. For more information on the services available to students please see:

<http://www.ferris.edu/HTMLS/studentlife/PersonalCounseling/>

Program faculty may schedule a private conference with students if deemed necessary. Students should seek assistance from any of the instructors as needed.

**g). Health/ Liability Insurance**

Students enrolled in the Radiography Program are covered by liability insurance during the clinical experience. This plan does not provide any other coverage. It is mandatory that students maintain adequate health insurance during enrollment. Students' medical insurance coverage serves as the primary coverage if a student is injured. Health insurance may be purchased through Birkam Health or other private sector. For information on Health Insurance see Birkam Health:

<http://www.ferris.edu/HTMLS/studentlife/HCenter/homepage.htm>

**h). Health Services**

First year students needing medical assistance can do so at Birkam Health Center or Mecosta County Medical Center. For more information on the service available at Birkam Health see:

<http://www.ferris.edu/HTMLS/studentlife/HCenter/homepage.htm> or

You may also visit United Health Care Insurance online or call the company at (800) 767-0700.

For more information on the services available at Mecosta County Medical Center see:

[www.mcmcbr.com/](http://www.mcmcbr.com/)

**i). Bookstore**

Students may purchase books through the James L. Lundberg Bookstore. More information is available on the bookstore webpage:

<http://ferris.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&storeId=24060&langId=-1>

## **j). Career Services**

Students may obtain help in finding employment by contacting Career Services. Services include:

- Resume writing/portfolio building
- Mock interviews
- Career fairs and workshops

For more information on employment services available to students visit:

<http://www.ferris.edu/careerservices/>

## **k). Student Services**

The Timme Center houses all offices for student services including:

- Financial aid/scholarship information
- Cashier/account information
- Residential Life
- Telecommunications
- Dining Services
- Registration information

For more information on student services visit:

<http://www.ferris.edu/HTMLS/administration/businessoffice/timme.htm>

## **l). Scholarships**

There are a number of academic and/or need based scholarships available to students in the Radiography Program. The Financial Aid Office is available to help students with finding scholarship opportunities or see the following websites for more information:

ASRT:

[www.asrt.org/](http://www.asrt.org/)

MSRT:

<http://msrt.org/>

College of Health Professions:

<http://ferris.edu/admissions/financialaid/scholarship/scholarship.htm>



**m). Radiography Organizations Webpages:**

American Society of Radiologic Technologist:

[www.asrt.org/](http://www.asrt.org/)

Michigan Society of Radiologic Technologist:

<http://msrt.org/>

JRCERT:

[www.jrcert.org/](http://www.jrcert.org/)

American Registry of Radiologic Technologist:

[www.arrt.org/](http://www.arrt.org/)

**n). Graduation Services:**

The Graduation ceremony for the Radiography Program is held at the end of the Spring Semester in May of the second year. Students should be advised they are not officially done with the program until the end of summer semester. Students must complete a graduation application online in order to graduate. Any questions pertaining to the graduation ceremony, tickets, etc. should be directed to the College of Health Professions Deans office at 231-591-2270. For more information regarding the graduation ceremony for the College of Health Professions visit the University home page at:

<http://www.ferris.edu/HTMLS/statewide/resources/graduation.htm>

**o). Parking**

Students must register any vehicle on University property with Public Safety. This includes any students coming to campus for any activities during the second year. Both registration and parking passes may be obtained at the public safety office or online. For more information see:

<http://www.ferris.edu/HTMLS/othersrv/campussafety/parkingservicesregulations.htm>

## **II. University Policies**

University Policies that affect the student include the following links from the Ferris State University Homepage under:

***University Policies:***

<http://www.ferris.edu/htmls/staff/policies/>

***Student Code:***

<http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>

***Student Affairs Policies:***

<http://www.ferris.edu/HTMLS/administration/studentaffairs/homepage.htm>

***University Academic Affairs Policies:***

<http://www.ferris.edu/HTMLS/academics/advising/Section3/homepage.htm>

***Emergency Preparedness:***

[http://www.ferris.edu/HTMLS/othersrv/campussafety/emergency\\_preparedness.html](http://www.ferris.edu/HTMLS/othersrv/campussafety/emergency_preparedness.html)

***College of Health Professions Policies:***

<http://www.ferris.edu/HTMLS/colleges/alliedhe/Policies.htm>

***Miscellaneous Policies:***

<http://www.ferris.edu/HTMLS/staff/policies/miscpolicy.htm>

## **Student University Policies**

### **A). Academic Integrity**

The program expects honest participation in academic endeavors and fosters an environment in which optimal learning can take place, which is consistent with the mission of the University and program. Academic misconduct is destructive in the learning environment and cannot be condoned.

### **B). Overview: Code of Student Community Standards**

Ferris State University exists to afford quality educational programs and experiences for the benefit of the students and communities it serves. In order to operate effectively, the University community requires a system of order in which its members, including the faculty, students, administration, and staff, support the educational functions and objectives of the University. It is the responsibility of each member of the University to promote standards of personal integrity that are in harmony with the educational mission of the institution.

As a member of the University community, students are expected to respect and value the rights of others, support the academic environment, and encourage the proper use of University facilities. Students are expected to observe national, state, and local laws as well as University rules, regulations, and policies. However, in developing this policy, the University wishes to reaffirm its traditional support of freedom of speech, freedom of inquiry, and freedom to dissent.

The Code of Student Community Standards, which is the official policy of the University, is comprised of principles and policies on Student Rights, Student Dignity, Misconduct, Victims' Rights, Alcohol and Other Drug Policies, Disciplinary Procedures, and other principles and procedures.

<http://www.ferris.edu/HTMLS/administration/studentaffairs/studenthandbook/overview/homepage.htm>

### **C). Definitions: Code of Student Community Standards**

#### **Definitions**

For the purposes of this code, the following definitions shall apply.

1. The term "University" means Ferris State University
2. The term "student" includes the following:
  - a. A person who has been notified of his/her acceptance for admission to Ferris State University, who is admitted and enrolled in any credit-bearing course or program in any school or division of Ferris State University, or who is a continuing student between academic periods.
  - b. A person who resides in Ferris State University housing, whether or not that person is enrolled in any school or division of Ferris State University.

- c. A person who has withdrawn after allegedly violating the policies regarding misconduct, who is not officially enrolled in any credit-bearing course or program but who has a continuing relationship with Ferris State University.
3. The term “faculty member” means any person hired by the University to conduct classroom responsibilities.
4. The term “Director of Student Conduct” means the Director and all appropriate designees, including hearing committees.
5. The term “Vice President for Student Affairs” means the Vice President and all appropriate designees.
6. The terms “University official” or “staff member” includes any person employed by the University, performing assigned administrative, professional, or para-professional responsibilities.
7. The term “University property” includes all land, buildings, facilities, and other property that is owned, used, or controlled by the University, including adjacent streets and sidewalks.
8. The term “business days” is defined as all days, excluding those when the University officially is not in session. Non-session days are identified as those that occur between the last day of final examinations of one semester and the first day of classes of the following semester, including official closing days for Thanksgiving, Memorial Day, and the Fourth of July.

<http://www.ferris.edu/HTMLS/administration/studentaffairs/studenthandbook/overview/definitions.htm>

## **D). Student Rights & Responsibilities: Code of Student Community Standards**

### **Student Rights**

Each Ferris State University student has the right to the following:

1. The freedom to exercise all his or her citizenship rights, without University interference or fear of University disciplinary action for such activity.
2. All the rights guaranteed by the Constitution and laws of the United States and the State of Michigan.
3. Freedom from discrimination or harassment on the basis of race, sex, age, religion, national origin, disability, sexual orientation, or gender identity under federal and state laws.
4. Information pertaining to his or her academic standing, graduation requirements, and course requirements.
5. Confidentiality of his or her records, consistent with federal and state laws, and University policies.
6. Join associations of their common interest(s).
7. Peacefully protest, demonstrate, or picket as long as it does not disturb the functions or operations of the University.
8. Initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the University academic community.

9. Be provided all pertinent information that may be considered part of his or her hearing.
10. Not to be falsely accused of violating policies of the *Code of Student Community Standards*.

#### **E). Student Responsibilities**

Ferris State University, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. Enjoyment of the freedoms described here depends in part on a student maintaining effective communication with the University.

Ferris State University expects all students to maintain a current local and permanent address. Addresses may be updated with the Timme Center for Student Services. It is the student's responsibility to regularly check his/her mail and respond to University notice appropriately. The University has developed general regulations concerning student conduct, which safeguard the right of every individual student to exercise fully the freedom to learn without undue interference.

<http://www.ferris.edu/HTMLS/administration/studentaffairs/studenthandbook/overview/rights.htm>

#### **F). Academic Misconduct: University Policies**

The university may discipline a student for academic misconduct, which is defined as any activity that tends to undermine the academic integrity of the institution. Academic misconduct includes, but is not limited to, the following:

- **Cheating**

A student may not use unauthorized assistance, materials, information, or study aids in any academic exercise, nor should a student give assistance, materials, information, or study aids to another student in any academic exercise.

- **Fabrication**

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations of the sources of information.

- **Facilitating Academic Dishonesty**

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic misconduct.

- **Interference**

1. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
2. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

- **Plagiarism**

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she quotes or paraphrases another person's words, either oral or written and whenever he or she borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

- **Violation of Course Rules**

A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.

- **Violation of Professional Standards and Ethics**

A student must not violate the professional standards or ethical code related to one's intended profession as defined by the academic program or department.

<http://www.ferris.edu/HTMLS/administration/studentaffairs/studenthandbook/general/homepage.htm>

## **G). Personal Misconduct On or Off University Property**

The University may discipline a student for the following acts of reported personal misconduct which occur on University property or at a University-sponsored function. Additionally, the University may discipline a student for the following acts of reported personal misconduct that are *not* committed on University property or acts that arise from University activities that are being conducted *off* the University campus or if the misconduct a) undermines the security of the University community, b) adversely affects the Ferris State University community and/or the pursuit of its objectives, or c) compromises the integrity of the educational process. Such acts include, but are not limited to, the following:

**1. Acting as an Accessory**

Acting as an accessory to any unlawful act or the violation of any University policy. Threatening or attempting to engage in any unlawful act or violation of any University policy or being present when a violation of policy occurs.

**2. Advertising/Solicitation**

- a. Any posting of advertising materials must be done by authorized University staff only. For any posting of advertising materials within Ferris' Housing facilities approval must be given by the Office of Student Leadership and Activities, with the final approval authority resting with the Housing Services Office. See the Office of Student Leadership and Activities for posting policy procedures. The stuffing of mailboxes is not permitted.
- b. Solicitation is not permitted in University buildings and/or grounds, excluding any approved University sponsored charity fundraiser programs. University Housing reserves the right to individually approve or deny activities. University housing may not be used for business purposes.

**3. Actions That Endanger**

Actions that endanger the student, the University community, or the academic process.

**4. Computer and Information System Misuse**

Unauthorized and/or inappropriate use of computers is prohibited. Such use includes, but is not limited to: damaging or altering records or programs, furnishing false information or invading the privacy of another user by using files, programs, or data without permission, engaging in disruptive and annoying behavior, or engaging in any unauthorized use of or access to computer hardware, software, accounts, or passwords. Additionally, any and all actions in violation of the Digital Millennium Copyright Act are prohibited.

**5. Damage To or Destruction Of Property**

Damage to, destruction, or misuse of property belonging to the University or others.

**6. Dishonest Conduct**

Including, but not limited to, false accusation of misconduct; intentionally misrepresenting the truth; forgery, alteration, or misuse of any University document, record, or identification; abuse of the disciplinary system; and giving to a University official information known to be false.

**7. Disorderly Conduct**

Behavior that interferes with teaching, research, administration, or other University or University-authorized activity or that disrupts the University environment either during an event or incident or as a result of an event or incident.

**8. Failure to Comply**

- a. Failure to comply with the directions of authorized University officials in the performance of their duties
- b. Failure to identify oneself when requested to do so

- c. Failure to comply with reasonable requests of other students
- d. Failure to comply with the terms of the disciplinary sanction

**9. Game Processing (Hunting)**

Students are not permitted to process (butcher/clean/hang) game (deer, rabbits, fish, etc.) or hides anywhere in or near the residence halls, University apartments/suites, or elsewhere on campus.

**10. Guests**

Students are responsible for the actions of their guests and are responsible for ensuring their guests adhere to all University policies.

**11. Harassment**

Behavior that creates a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, feelings of personal safety, or adversely affect a person's living conditions.

**12. Hazing**

Hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade, or intimidate the person due to an affiliation with a group or organization, regardless of the person's consent.

**13. Initiating or Circulating a Report**

Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency or catastrophe, knowing that the report is false; making a false report or threat concerning a fire or that a bomb or other explosive has been or may be placed in any University building or elsewhere on University property; or transmitting such a report to an official agency, students, or others.

**14. Intoxication**

Intoxication is defined as being under the influence of alcohol or other drugs, regardless of age, where such behavior causes a disturbance or other concern to the University.

**15. Lewd, indecent, or obscene conduct**

**16. Parking**

Parking on driveways, roadways, sidewalks, lawns and within yellow zones, posted or not, is prohibited. All motor vehicles shall park only in the lot(s) assigned by the parking permit the vehicle was issued by the Department of Public Safety. Any violation of the University Parking Policy and Procedures may result in a ticket issued by the Department of Public Safety and/or disciplinary action.



## **17. Personal Identification and Key Security**

- Ferris students are required to carry their student ID at all times. All students (and their guests) are required to provide identification upon request of a University official, including student staff members.
- Additionally a student may not duplicate and/or disseminate his/her student ID or University housing key. It is expected that students will take proper precautions to ensure the safety of their student ID, University housing key, and residence hall room, suite or apartment.
- A student may not use or possess another student's ID or key.

## **18. Physical Harm/Abuse of any Person, Including the Following:**

- Physical behavior that endangers the health or safety of another person
- The use of physical force or violence to restrict the freedom of action or movement of another person.
- Physical behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in University sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.
- Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in University sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

## **19. Possession of Firearms or Other Weapons**

Answers to questions or issues related to firearms or other weapons may be located in the University's Campus Violence and Weapons Prohibition policy, which you will find at:

<http://www.ferris.edu/htmls/administration/buspolletter/bpl0319.pdf>.

## **20. Release of Access Codes**

Release of access codes for University computer and duplicating systems and other University equipment to unauthorized persons; use of an access code for a purpose other than that for which the code was originally authorized and/or intended.

## **21. Rioting**

Rioting is defined as acting with violence and/or aiding, encouraging, and/or participating in a riot.

## **22. Sexual Misconduct**

Sexual misconduct, as defined by the University Sexual Assault policy in Section IV of this handbook, including unwelcome or unwanted touching.

### **23. Unauthorized Entry**

Unauthorized entry, use, or occupancy of University facilities including, but not limited to, residence hall space, suite, or apartment; refusal to vacate a University facility when directed to do so by an authorized official of the University.

### **24. Unauthorized Fireworks**

Unauthorized possession, use, manufacture, distribution, or sale of fireworks, incendiary devices, flammable or combustible materials, or other dangerous explosives on University Property is prohibited.

### **25. Unauthorized Possession or Use of Alcoholic Beverages**

The use or possession of alcoholic beverages is prohibited by Ferris State University in the following areas:

- On or off University property, or in the course of a University activity or student organization activity, when the possession or use is contrary to law and/or University policy.
- On or off University property, when possession or use creates a danger to self or others, including, but not limited to, the sale, gift, or transfer of alcohol to minors.
- In or on any property of the University frequented by the public, except in areas specifically designated by the President of the University.

### **26. Unauthorized Possession or Use of Illegal Drugs or Controlled Substances (real or implied)**

The term “controlled substance” is defined by Michigan law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. The following actions are prohibited by Ferris State University:

- Use or possession of any drug, controlled substance, or drug paraphernalia on or off University property or in the course of a University activity or student organization activity, contrary to law or without a valid and legal prescription for such drugs or controlled substances.
- Use of University facilities to manufacture, process, or distribute any drugs or controlled substance contrary to law.
- Sale, attempted sale, gift, or transfer of drugs, controlled substances, or drug paraphernalia, whether or not such sale, gift, or transfer occurs on or off University property or in the course of a University activity or student organization activity.
- Production, manufacture or use of any substance that is used as a drug on or off University property.
- Abuse or misuse of any prescription drug, the unauthorized possession of prescription medication or the sale or attempted sale of a prescription drug.

- Students may not be present in a room where illegal drugs or controlled substances are present or being used.
- The use, possession, or cultivation of marijuana for medical purposes is not allowed in any University housing or on any University property.

**27. Unauthorized Taking or Possession**

Unauthorized taking or possession of University property or services; unauthorized taking or possession of the property or services of others.

**28. Verbal Abuse of Another Person**

Speech which materially and substantially disrupts the operation of the University or infringes on the rights of other, including the following:

An expressed or implied threat to:

- i. Interfere with an individual's personal safety, academic efforts, employment or participation in University sponsored activities; or
  - ii. Injure that person or damage his or her property and, under the circumstances, causes the person to have reasonable apprehension that such harm is about to occur; or,
  - iii. Cause harm to the community
- a. Inflammatory speech, spoken or written inflammatory communication which is inherently likely to provoke a violent reaction by the listener or listeners toward the speaker.

**29. Violation of other published University regulations, policies, or rules.**

**30. Any violation of any local, state, or federal law is against University Policy.**

<http://www.ferris.edu/HTMLS/administration/studentaffairs/studenthandbook/general/Personal.htm>

**H). Student Dignity and Harassment Policy**

**Statement of Principles**

The University expects all students and employees to conduct themselves with dignity and respect for students, employees, and others. It is each individual's responsibility to behave in a civil manner and to make responsible choices about the manner in which they conduct themselves. Harassment of any kind is not acceptable at the University. The University does not condone or allow harassment of others, whether engaged in by students, employees, supervisors or administrators, or by vendors or others doing business with the University. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, or adversely affect a person's living conditions.

To assist with the understanding of what harassment is, this Code of Community Standards contains specific definitions of two of the more prevalent types of harassment — racial harassment and sexual harassment.

### **Definition of Racial Harassment**

Racial harassment includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

- The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
- Physical or verbal conduct, intentional or otherwise, that has the purpose or effect of (or explicitly or implicitly threatens) interference with an individual's personal safety, academic efforts, employment, or participation in University sponsored activities; or
- The conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, learning or living environment.

### **Definition of Sexual Harassment**

Based on the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement;
- Submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, living or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

### **Other Types of Harassment**

The attributes of racial harassment described above are also the attributes of most other types of harassment. Harassment may be based upon a person's status that is protected by law (e.g., religion, veteran status, handicap, etc.) or may be based on some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at the University.

## **Harassment Concerns**

Any person who believes that he/she has been subjected to harassment of any kind (sexual, racial, or otherwise) should approach the individual whom he/she believes responsible. He/she should identify the specific behavior, explain that he/she considers the behavior to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, an Academic Dean, the Dean of Student Life, the Director of Multicultural Student Services, or the Equal Opportunity Director should be contacted.

If approaching the individual is not possible (e.g., the person who believes that he/she has been subjected to harassment is uncomfortable or uncertain as to how the situation should be handled or is concerned that the situation may become volatile) or if approaching the individual does not resolve the matter, it should then be reported immediately to an Academic Dean, the Director of Multicultural Student Services, the Director of Student Conduct, or the Equal Opportunity Director. If, for some reason, the person who believes that he/she has been subjected to harassment is uncomfortable discussing the situation with any of these individuals, the situation should be reported to any member of the University Administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this policy will be subject to discipline up to and including suspension or dismissal. Discipline may include, but is not limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this policy will be subject to discipline, up to and including suspension or dismissal.

<http://www.ferris.edu/HTMLS/administration/studentaffairs/studenthandbook/administrative/>

## **I). Disruptive Behavior Policy Statement**

The College of Health Professions strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

1. The instructor is in charge of the course. This includes assignments, due dates, methods and standards of grading, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.
2. The instructor is in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is

encouraged, but the manner in which the class is conducted is a decision of the instructor.

3. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal.

4. If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the Allied Health Sciences Dean's Office and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the "Student Conduct and Discipline Policy." Available on-line at [www.ferris.edu/htmls/administration/Student Affairs/studenthandbook](http://www.ferris.edu/htmls/administration/Student%20Affairs/studenthandbook).)

5. Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as quality of classroom participation has been incorporated into the instructor's grading policy for all students. (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)

6. Students as well as employees are bound by the University's policy against harassment, in any form. Harassment will not be tolerated. (Policy available at: [www.ferris.edu/diversity/ONCampus/Employee.htm](http://www.ferris.edu/diversity/ONCampus/Employee.htm).)

7. The office of the student's dean will be notified of any serious pattern or instance of disruptive behavior.

<http://www.ferris.edu/HTMLS/colleges/alliedhe/docs/pdf/Disruptive-Behavior.pdf>

## **J). What is the Family Educational Rights and Privacy Act (FERPA)?**

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student the University will notify the student in writing

of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the University disclosures of personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, contract employee, or a clinical/internship facility); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ferris State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

<http://www.ferris.edu/HTMLS/studentlife/reslife/general/faq/FERPA.htm>

## **K). Student Complaint Policy**

Ferris State University is committed to assuring a supportive process that invites student feedback in a manner that promotes a positive learning environment. Students should follow established policies and procedures to resolve their complaints. College leaders are responsible for maintaining records of student complaints and providing an annual report to the Provost's Office (see section 5). If a complaint alleges discrimination or harassment, the student may follow other processes to have the situation resolved, including contacting Student Affairs or the Office of Equal Opportunity (see sections 1.2 through 1.4). This policy and the associated procedures apply to areas within Academic Affairs, including all of the Colleges, the Library, the Faculty Center for Teaching and Learning, the Charter Schools Office, and the Center for International Education.

## **Guide for Students to Resolve their Complaints Related to Academic Affairs**

### **1. Overview and Introduction**

This document outlines ways students may communicate complaints within the Division of Academic Affairs at Ferris State University.

#### **1.1 The Code of Student Community Standards**

This Code states that “each Ferris State University student has a right to initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the University academic community.” This can be located at:

<http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>

#### **1.2 Documents and Policy**

If the student’s complaint concerns another student or student services, such as transcripts, housing, or university recreation, the student should refer to the Student Affairs complaint policy and procedures here:

[http://www.ferris.edu/htmls/administration/StudentAffairs/judicial/OSC\\_student\\_complaint\\_policy.pdf](http://www.ferris.edu/htmls/administration/StudentAffairs/judicial/OSC_student_complaint_policy.pdf)

#### **1.3 Claims of Harassment or Discrimination**

If a student’s complaint alleges discrimination or harassment, including sexual harassment, the student is encouraged to contact the Office of Student Conduct within Student Affairs, call (231) 591-3619, or email [theosc@ferris.edu](mailto:theosc@ferris.edu). If the complaint is about a student; or, if the concern relates to a Ferris employee or other campus visitor, the student should contact the Office of Equal Opportunity in McKessy House, the Office of the General Counsel of the University, on the Big Rapids Campus, telephone (231) 591-2152, or email [EqualOpportunity@ferris.edu](mailto:EqualOpportunity@ferris.edu).

#### **1.4 Grade Appeals**

Separate policies exist for appealing a grade. You will find the grade appeal process here:

<http://www.ferris.edu/htmls/administration/academicaffairs/policyLetters.html>

#### **1.5 General Procedure in Expressing Student Concerns**

Academic Affairs – Student Complaints – Revised March 25, 2011 Page 2

Students should first express a concern to the individual closest to the problem who has the ability to remedy the situation. For example, if the concern relates to a course, the instructor is the appropriate first step. If the concern relates to advising, then the advisor should be contacted. If the student does not know who to contact, s/he may contact the Dean’s office of the college to get guidance on where to express the concern. Contact information for each college will be found here: <http://www.ferris.edu/htmls/colleges/>. Each college will provide a “contact” link to the Dean’s office on their College’s home page. Suggestions that may help students approach faculty or advisors constructively are provided at the end of this document (see section 7). Some colleges have additional information on their websites concerning the complaint process, so students are encouraged to look for this additional guidance. In addition, although ten (10) business days is allowed for action at each step in the process, all are encouraged to address student complaints as quickly as is feasible. Each academic college follows the following procedures:



## **2. Complaints Against Faculty or Advisors**

**Note: Refer to the appropriate sections for the timelines.**

### **2.1 Step 1 – Direct discussion with instructor, advisor, or other appropriate individual**

The first step is for the student to discuss the concern/complaint directly with the individual who is closest to the issue or with whom the student has a concern. Students are encouraged to talk with this person as early as possible. The complaint does not need to be in writing at this stage of the process. Many situations can be satisfactorily addressed, or misunderstandings clarified, at this level. When this occurs, no further action is required. The student is advised to record the date when s/he approached the individual with whom there is a concern to resolve the problem, as this information will be required at later stages of the process.

### **2.2 Step 2 – Department Head/Director Review**

This step must involve the first level of administration above the individual against whom the complaint is filed, hereinafter referred to as the Department Representative. In the event that a concern/complaint cannot be adequately addressed through direct discussion at step 1, the student may take another step by contacting the department head or director of the program area. At this step, the student must submit a written statement to the Department Representative. Whenever the complaint is received, the Department Representative is expected to assure that the student has made an effort to resolve the problem with the individual with whom s/he has a concern. In cases where there is not a department head, or director, the complaint should be directed to an assistant or associate dean, or other designated individual. Students enrolled through other locations (not in Big Rapids) should express their complaints through the colleges where their major is located or the college or area where the concern exists.

Step 1 – Direct discussion with instructor, advisor, or other appropriate individual, if not resolved, proceed to step 2.

Step 2 – Department Head/Director will review the case after step 1 is accomplished. A formal complaint in written form is required (refer to instructions). Again, if not resolved, move to step 3.

Step 3 – Dean's Review is the final step as the decision is final only after the other steps are completed. A formal written complaint is required that is up to date.

**Student's Written Statement** The written statement should identify the student; instructor, advisor, or other party(ies) to the complaint; course (as appropriate); a factual description of the problem; and any other relevant information, such as past efforts to address the problem. Typically, the student will also meet with the department representative after the recipient of the complaint has had an opportunity to review the written statement. The written statement may be provided in electronic form, such as e-mail or fax. The student is encouraged to submit a written complaint as close to the time of the concern as possible. All complaints must be received within one calendar year. The department representative will ask the individual against whom the complaint has been filed to review the written statement of complaint and to file a written response. The individual against whom the complaint has been filed will have ten (10) business days to respond. If the Department Representative does not receive a response

from the individual within the 10-day time allotted, s/he should proceed to take appropriate action. The department representative may also meet with any involved individuals to discuss the situation and to review any relevant materials. Following the department representative's review, s/he is authorized to undertake whatever action and/or discussion may be called for within the limitations of relevant University, College, and/or Program policies and procedures. That action may involve denying the complaint, working out a solution, referring the matter to another office, or some other appropriate action. The Department Representative should complete action within ten (10) business days of receiving the response from the individual against whom the complaint was filed. If the department representative concludes that the student has engaged in dishonesty or other violation of Ferris's code of student responsibilities, the department representative may initiate action with student judicial services. The department representative is not authorized to change the student's grade.

### **2.3 Step 3 – Dean's Review**

In the event that the student or the individual against whom the complaint was filed is dissatisfied with the resolution at the department representative's level, s/he may appeal that decision to the Dean's office of the College. A student wishing to pursue this level of appeal should submit a written statement to the dean or his/her designate. The dean should assure that the student's complaint has been through earlier steps in the process before taking any action, and records the dates when these steps were taken. The dean (or designee) will review the complaint and the record of review at the department level and will adjudicate the case. The Dean or his/her designate should complete any action within ten (10) business days. **The dean's decision is final and is not subject to further appeal.** Any complaints that reach the dean's office are subject to the annual official student complaint reporting required of Academic Affairs units (see section 5). Thus, the annual report to the Provost's Office should include any written complaints that reached the Dean's Office for resolution or action.

## **3. Complaints Against Administrators (such as department heads, directors, etc.)**

**Note: Refer to the appropriate sections for the timelines.**

### **3.1 Step 1 – Direct discussion with administrator**

The first step is for the student to discuss the concern/complaint directly with the individual who is closest to the issue or with whom the student has a concern. Students are encouraged to talk with this person as early as possible. The complaint does not need to be in writing at this stage of the process. Many situations can be satisfactorily addressed, or misunderstandings clarified, at this level. When this occurs, no further action is required. The student is advised to record the date when s/he approached the individual with whom there is a concern to resolve the problem, as this information will be required at later stages of the process.

### **3.2 Step 2 – Supervisor Review**

In the event that a concern/complaint cannot be adequately addressed through direct discussion at step 1, the student may take the next step by contacting the individual's immediate supervisor. The Dean's Office or the Office of Academic Affairs will be able to provide the name and contact information for this person if the complainant does not know who this individual is. (For example, typically a department head is supervised by a dean.) At this step, the student must submit a written statement to the Supervisor. Students enrolled through other

locations (not in Big Rapids) should express their complaints through the colleges where their major is located or the college or area where the concern exists.

### **Student's Written Statement**

The written statement should identify the student; administrator, or other party(ies) to the complaint; a factual description of the problem; and any other relevant information such as past efforts to address the problem. The written statement may be provided in electronic form, such as e-mail or fax. The student is encouraged to submit a written complaint as close to the time of the concern as possible. All complaints must be received within one calendar year.

The Supervisor will ask the individual against whom the complaint has been filed to review the written statement of complaint and to file a written response. The individual against whom the complaint has been filed will have ten (10) business days to respond. If the Supervisor does not receive a response from the individual within the 10-day time allotted, s/he should proceed to take appropriate action. The Supervisor may also meet with any involved individuals to discuss the situation and to review any relevant materials. Following the Supervisor's review, the Supervisor is authorized to undertake whatever action and/or discussion may be called for within the limitations of relevant University, College, and/or Program policies and procedures. That action may involve denying the complaint, working out a solution, referring the matter to another office, or some other appropriate action. The Supervisor should complete action within ten (10) business days of receiving the response from the individual against whom the complaint was filed. If the supervisor determines that the student has engaged in dishonesty or other violation of Ferris's code of student responsibilities, the supervisor may initiate action with student judicial services.

### **3.3 Step 3 – Dean's Review**

In the event that the student or the individual against whom the complaint was filed is dissatisfied with the resolution at the supervisor level, s/he may appeal that decision to the Dean's office of the College. The Dean is responsible for assuring that earlier steps have been followed and records the dates when these steps were taken. A student wishing to pursue this level of appeal should submit a written statement to the dean or his/her designee. The dean (or designee) will review the complaint and the record of review at the department level and will adjudicate the case. The Dean or his/her designate should complete any action within ten (10) business days. **The dean's decision is final and is not subject to further appeal.** Any complaints that reach the dean's office are subject to the annual official student complaint reporting required of Academic Affairs units (see section 5). Thus, the annual report to the Provost's Office should include any written complaints that reached the Dean's Office for resolution or action.

### **4. Complaints Against Deans**

If the student's complaint concerns the dean, the complainant is advised to initiate his concern orally with the Dean to seek a remedy to the concern. The student is advised to record the date when s/he approached the Dean to resolve the problem. If the student is not satisfied with the Dean's decision on a matter that concerns the dean, the student is authorized to provide a written statement of the complaint to the Provost or his/her designee. Details of the situation and the efforts to remedy the problem must be included in the written statement. The provost's

office will make its recommendations within ten (10) business days. **The decision of the Provost's Office is final and is not subject to further appeal.**

### **5. Reporting Guidelines for Colleges**

Annually, every academic college and unit (such as the International Center or FLITE) is required to submit a summary report to the Provost's Office regarding the types and number of complaints received during the academic year. These reports will be due June 30 each year and include a summary of the actions taken to resolve the complaints and to avoid similar ones in the future. Included in the summary should be the nature of the complaint, the date that each step of the process was completed, and the information about how the complaint was resolved. A template is provided on the Academic Affairs shared drive for this purpose. In addition, each College is required to maintain its student complaint log electronically for a minimum of 5 years so that the University may refer to these archived documents if necessary. Only complaints that reach the dean's level need to be included in the annual report.

### **6. Communications/Policy Information Sharing**

Each year the Provost's Office is encouraged to review the Student Complaint Procedures with the Deans' Council and the Academic Leadership Council, to assure that all current representatives in those groups are aware of this policy.

### **7. Advice on Approaching Others with Your Complaint**

Expressing a concern is never easy, but it is important both in the academic environment and in other settings. Problems are always best remedied directly with the person with whom you have the concern. You will benefit from developing your skills in the area. In the work context, your colleagues will appreciate knowing that you address your concerns directly with them rather than with their supervisors. When you approach another, explain how the problem is affecting you and avoid accusing others. For example, you might say that "I felt diminished when you pointed out in class in front of my peers that my homework had been done wrong" or "Requiring me to work with a team that is not near has made it difficult for me to complete the required assignments." Avoid using "you" in sentences like: "You diminished me in front of my peers," or "You were unfair to assign me to a team that was not nearby." Instead, frame your complaint from the view of how it is impacting you . . . how it is impairing your ability to complete your assignments, how it made you feel, or other personalized approaches. In addition, be prepared to ask for the "remedy" that you desire. In the examples provided here, you may simply ask: "I would appreciate it if you would not point me out in class for things I have done wrong, as I am trying to do my best;" or "I was embarrassed that you pointed out my weaknesses in front of my colleagues." Or, "Would you allow me to work on this assignment independently, because it is not possible for me to coordinate a meeting schedule with these students?" It is often also desirable to ask for the "remedy" you desire. For example, you may ask that the instructor review his assessment of your homework assignment; or give you another opportunity to correct the assignment, if you did not understand the requirements; etc.

***Ferris State University  
Radiography Program  
Student Handbook***

*SECTION 5:  
Program Policies  
& Procedures*

## American Registry of Radiologic Technologist or ARRT Guidelines

Upon completion of the Radiography Program at Ferris State University students are eligible to take the registry. Certification is the initial recognition of an individual who satisfies certain standards within a profession. Employers, state licensing agencies, and federal regulators look at the ARRT credential as an indication that a person has met a recognized national standards for their discipline.

Candidates for ARRT certification must meet basic education, ethics, and examination requirements to become eligible. Candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures by completing competency requirements established for the discipline. Students completing the Radiography Program will meet the requirements outlined by the ARRT and are eligible to take the exam with the Program Coordinators authorization.

Every candidate for certification must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." ARRT investigates all potential violations in order to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military court martials as described below:

- Felony
- Misdemeanor
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do *not* need to be reported.

Additionally, candidates for certification are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board.

Students with any breach in the Code of Ethics must complete a pre-ethics application to determine if they are eligible to take the registry. The program cannot determine if an individual will be allowed to take the registry. Students are advised to complete the pre-ethic applications prior to beginning the program. The program must report any violations that occur while the student is in the program; this includes the student being dismissed from the program. Students should be aware that a national background check is done by the ARRT before a student can take the exam. Any student not reporting violations will be in breach of the code of ethics and will be subject to disciplinary action.

For more information regarding the Registry or to complete a pre-ethics application visit the ARRT webpage at: <https://www.arrt.org/> or call the main number at (651) 687-0048.

## **American Society of Radiologic Technologist (ASRT) Code of Ethics**

As radiographers, we must adhere to strong Professional Standards. Ethical professional conduct is expected of every individual registered by the American Registry of Radiologic Technologists. The ASRT Code Ethics is a guide to the level of professionalism expected by anyone that is a Radiographer and may be found on the web page:

<http://www.asrt.org/main/standards-regulations/ethics>.

All students are expected to follow the Code of Ethics at all times throughout their career. By exhibiting high standards of ethics and pursuing professional development opportunities, radiographers demonstrate their commitment to quality patient care. The Code of Ethics is as follows:

- 1). The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
- 2). The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- 3). The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- 4). The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- 5). The radiologic technologist assesses situations, exercises discretion and judgment, assumes responsibility for professional decisions and acts in the best interest of the patient.
- 6). The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- 7). The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
- 8). The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- 9). The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- 10). The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

## PROGRESSION POLICY

### ADMISSION POLICY:

First year enrollment is limited to 50 students. The following qualifiers must be met for the student to apply to the program:

- Required courses for admission to program include:
  - A grade of a B- or higher in both MATH 115 (or Math ACT subscore of 24 or higher) and BIOL 109
  - A grade of C- or higher in English 150
  - A grade of C or higher in MRIS 102 (or demonstrate competency)
  - A student must maintain a college GPA of 2.5 (or a High School GPA of 2.8).
- Applicants will be considered ineligible for the program with **two unsuccessful** attempts (including a “W”) in ENG 150, MATH 115, MRIS 102, and BIOL 109 (see above).
- Admission to the program is determined by priority date (Application date to the program) and completion of the student’s qualifiers (see above).
- For more information on admission to the Radiography program visit :  
<http://ferris.edu/HTMLS/colleges/alliedhe/Admission-to-the-Clinical-Programs.htm>

### ○ PROGRESSION POLICY: -

- A grade of “C” or higher is required for all Radiography program requirements.
- Any student that receives less than a “C” in one radiography course must stop the radiography program sequence. They may return to repeat the course the next time it is offered (**if a seat is available in the program**).
  - A student receiving a grade of less than a “C” (including a “W”) in any **two** radiography courses (or two unsuccessful attempts in the same RADI course) will be dismissed from the program.
- *Any student with a conviction record is advised to contact the American Registry of Radiologic Technologist at 651-687-0048 or [www.arrt.org](http://www.arrt.org) in regards to his/her ability to take the registry upon completion of the program.*
- *Students may need to relocate for clinical internship during the second year of the program.*
- *Students may need to work weekends and afternoon shifts during the second year of internship. Internship is 40 hours a week for three semesters. Internship hours are unpaid.*
- *All general education requirements must be completed before internship. Any student not completing all general education requirements will not be allowed to enter internship.*



## **Pre- Reqs for Radiography Program Admission**

The Radiography Program requires five criteria for admission:

- BIOL 109 Basic Human Anatomy and Physiology
- MATH 115 or ACT score of 24 or higher
- ENGL 150 English Composition
- Medical Terminology Competency or MRIS 102
- Minimum GPA of 2.5

Once a student meets the criteria, they may complete an application for admission into the program. Information pertaining to the application process may be found on the web link:

<http://www.ferris.edu/HTMLS/colleges/alliedhe/Admission-to-the-Clinical-Programs.htm>

Students are only admitted into the program during the fall semester. Students are required to attend all mandatory meetings and any unexcused absence will result in the student forfeiting his/her seat. Any consideration of “emergency” absences is at the discretion of the program coordinator. Any student relinquishing his/her seat must reapply for admission into the Radiography Program for the following year.

Students must complete a background check and all immunization requirements prior to starting the program. Any student not completing these requirements will forfeit their seat and will need to reapply for admission to the program for the following year.

Once admitted into the program, students must:

- Attend 3 mandatory meetings:
  - Spring: upon admittance into the program in March
  - Fall: prior to starting classes in August
  - Late Fall: Clinical information meeting in November
- Purchase uniform and supplies
- Submit Immunization Form, with required documentation
- Complete background check
- Maintain a Ferris GPA of a 2.5 or higher
- Provide health insurance coverage
- Provide proof of current CPR

## **Alternate Status**

Enrollment in the Radiography Program is restricted due to the limited clinical resources that are required to operate a quality, accredited educational program. It is at the program coordinator's discretion to accept a number of alternates in addition to those accepted into the program.

Alternate status means that if a student that has been accepted into the program and is unable to begin the program in the fall semester, the next alternate on the list will be contacted to fill that position.

1. In the event a position becomes available during or at the end of the summer term, the position(s) will be filled with the next available alternate(s), according to his/her rank.
2. The alternate must successfully complete all of the required steps (criminal background check, immunization records) as outlined in the new student orientation prior to the beginning of the fall semester.
3. In the event that a position does not become available, the alternate will need to go through the application process again in January.

## **Academic Advisor**

Students entering into the Radiography Program will be assigned a radiography faculty member as an academic advisor. Students must meet with their academic advisor during the fall and spring semesters during the first year of the program. Any student not meeting with their radiography advisor will have a hold placed on their account and will not be allowed to register for classes. The student must contact their assigned academic advisor and set up an appointment prior to their assigned registration date (located in MyFSU). Radiography advisors cannot remove business and housing holds on the students account. Students must contact the department indicated by the phone number next to the hold.

## **Unpaid Accounts**

Students that have not paid their account in the business office will have classes dropped. When a radiography class has been dropped it is the student's responsibility to re-register for the courses once they have paid their bill. Students losing a seat in their desired lab cannot be placed back into that lab section that they were dropped from if the lab is full. The student will need to re-register for a new lab section or find another student that is willing to switch lab sections. Instructors cannot put a student into a lab section. Students that are at internship and have been dropped from a class will be sent home from clinical and will not be allowed to return until they have paid their bill and have re-registered for the class. Any time missed due to being sent home will need to be made up by the student. Scheduling arrangements will need to be made by the clinical coordinator along with the ACI. The student should be aware that this may delay them graduating.

## Immunizations, Health Insurance and CPR

Appropriate documentation must be provided both before admission into the program and again towards the end of the spring semester prior to clinical internship. The student must submit proof of immunizations, health insurance and CPR training online via [www.castlebranch.com](http://www.castlebranch.com). This information will be retained by castlebranch in compliance with current rules of confidentiality. Verification that the documentation is complete will be provided to the clinical site prior to internship. Students will not be allowed to begin internship until appropriate documentation is completed.

The following are required for admission into the program and must be maintained throughout both years of the program.

Immunizations:

- MMR (mumps, measles, rubella)
- Tetanus (within 10 years)
- TB
  - Negative two-step skin test administered 1-3 weeks apart or clear Chest x-ray report following last positive test result (within the past 12 months)
  - Annual renewal TB testing also required
- The Hepatitis B vaccine series
- Varicella: Chicken Pox (2 vaccines or positive antibody titer)
- Criminal Background Check:
  - [www.Castlebranch.com](http://www.Castlebranch.com)
  - click on “students” and insert the code
    - 1<sup>st</sup> Criminal Background Check and Immunization tracker prior to starting program using code: **ei76**
    - 2<sup>nd</sup> Criminal Background Check only prior to leaving for internship using code: **ei76bg**
- Completed Release of Records Form
- Proof of Medical Insurance
- CPR: Each student must have current CPR certification before entering internship.
  - Only accept: The American Heart Association (Health Care Provider)
    - 1 man, 2 man, adult, child and infant and AED training
- Influenza which includes H1N1/H1N2 (annually)
- N95 mask fitting (will be performed at the internship sites, may be required to wear mask if refuse testing or may not be allowed in high risk areas.)

\*\*Nicotine and drug test may be completed at internship site, any student testing positive for nicotine or drugs may be prohibited from attending clinical at the site or may be removed from the site. All clinical sites are smoke free environments.

\*\*\*Please note, if any of the above records expire while at internship, it is the student’s responsibility to update their records via [www.castlebranch.com](http://www.castlebranch.com).

## **Student Records, Storage and Security**

All academic and clinical student records, immunizations, schedules, and evaluations will be retained by the clinical coordinator at Ferris State University. Confidentiality of student records shall be consistent with the Family Rights and Privacy Act of 1974 and specific Ferris State University policies. All student records will be maintained in a secured and locked environment or online. Records from students graduating from the program will be maintained for one year and stored in the radiography lab storeroom or online for several years via Castlebranch. Copies of all documentation, kept in the student portfolio, include, but are not limited to:

- Attendance records
- Clinical hours
- Evaluations/competency
- Immunization records
- Demerit or merit forms
- Dosimetry reports

## **Course Requirement Completion**

Clinical sites will not accommodate a student's class schedule while at internship. Due to this, all first year radiography courses, CHP Core Requirements and University General Education must be completed before the student can complete the second year of the Radiography Program. Any student not successfully completing these courses will forfeit their spot at the clinical site and will need to wait until the course is offered again to begin their clinical internship. Students should be advised that they may not be assigned the same clinical site if they forfeit their spot.

## **FERPA**

In order to abide by the student rights under FERPA, the Radiography Program faculty and staff must have permission to discuss any student information with a parent or legal guardian. Consent from the student must be given to the University and/or program and must include:

- Records(s) to be released
- Purpose of the disclosure
- Party/parties to whom disclosure may be made
- Signature of the student and date signed

If a student does not give permission to release any information to their parents/legal guardian, the program cannot discuss any issues with these individuals about the student. For more information on FERPA see:

<http://www.ferris.edu/htmls/staff/forms/datasecurity/FERPA-Staff-Reference-Sheet.pdf>

## **Class Officers**

In the fall semester of the first year the students will be asked to elect a President, Vice President, Secretary and Treasurer to represent the class. Class officers will act as a liaison between the program faculty and students. The primary function of these officers are:

- 1). To present views and/or concerns to the program faculty and advisory committee.
- 2). To report activities to the class.
- 3). Plan, coordinate and oversee any class events, activities, fund raisers, etc.

## **Program Advisory Board**

The Radiography Program's Advisory Committee functions in accordance to the institutional guidelines and supports the mission and goals of the program. The committee is composed of representatives of clinical education agencies, academic interest, institutional representatives, radiography students, alumni, and/or communities of interest.

The committee meets annually, unless concerns are raised, in which the committee will meet bi-annually. The committee distributes an agenda and meeting minutes are taken and sent out for review. The committee's responsibilities are to conduct program review, planning, evaluation, and give input on key issues occurring in the field of radiography as well as to review program goals and outcomes.

A first year and second year radiography student will also serve on the committee and are generally represented by the class president. If this individual is unable to serve, another representative among the class officers will be asked to act as a replacement.

## **Academic Standards Policy**

### **A). Grade Scale:**

The following grade scale is adhered to by all radiography courses at Ferris State University. Students should be advised that the Radiography Program has a stricter grading scale than the University.

#### **Grading Scale**

95 – 100%	A
92 - 94	A-
89 - 91	B+
86 - 88	B
83 - 85	B-
80 - 82	C+
77 - 79	C
74 - 76	C-
71 - 73	D+
68 - 70	D
65 - 67	D-
Below 65	F

Students may view their grades at any time via FerrisConnect/Blackboard. Any student having concerns with his/her grade should contact the instructor for that course.

### **B). Withdrawal Process:**

- Students are advised to meet with the instructor of the class prior to completing the withdrawal process.
- A student that wishes to withdraw from the Radiography Program or any RADI class is advised to meet with the program coordinator before completing the paperwork for the withdrawal process.
- A student who withdraws must return all program/clinical site property (including ID badges, dosimeters etc.)
- The student must follow the guidelines set forth by the University for the withdrawal process.
- The student is responsible for applying for any refunds that may be due and meet any outstanding debts to the University by the end of the two week notice period.
- The student should also be aware that they may not continue on in the Radiography Program if they withdraw from a radiography class. The student will need contact the program coordinator for approval in order to have a seat in the program (if available).
- If a student is allowed to return to the program they will need to wait until the course is offered again (the following year) before they can register for the course.

### C). RE-ENTRY PROCESS

Re-entry into the Radiography Program is handled on a case-by-case basis. Any student dismissed or leaving the Radiography Program will need to schedule an appointment with the Program Coordinator. **A student may re-enter the program only once.**

### D). Program Dismissal

Any student dismissed from the Radiography Program will not be allowed to re-enter in the program. The student should also be aware that the Program Coordinator is required to contact the ARRT to report any breach of the Code of Ethics. The following are examples of actions which may lead to immediate dismissal from the program but are not limited to:

1. Unprofessional behavior or dishonest behavior
2. Falsification of any records or exams
3. Unlawful possession, use, or distribution of illicit drugs or alcohol
4. Theft
5. Failure to abide by program/hospital dress regulations
6. Indifferent attitude toward any person/patient
7. Insubordination
8. Poor program/clinical attendance
9. Consistent failure to phone the program/clinical site when unable to be there at the appointed time
10. Any breach of personal rules and regulations of the University or hospital
11. Felony conviction
12. Any infractions of Ethics as outlined by the ASRT Code of Ethics
13. Breach of patient confidentiality or HIPPA (HIPAA) violation
14. Any patient safety concerns i.e. repeated overexposure, patient neglect
15. Inappropriate use of the internet at the clinical site
16. Academic or clinical failure
17. Abusive treatment, harassment, threats, etc. of classmates, patients, visitors, faculty and staff
18. Discrimination against anyone associated with the hospital or University because of race, color, national origin, gender, handicap, creed, or disability
19. Unauthorized possession of any weapon on hospital or University premises
20. Disorderly conduct or fighting on University or hospital premises
21. Malicious gossip or derogatory attacks concerning anyone associated with the clinical facilities or University, this includes any social networking site
22. Willful damage of the University or hospital property
23. Maximum amount of demerit's due to failure to abide by the Radiography Programs Demerit Policy

### **E). Dismissal Procedure:**

- 1). The program coordinator/clinical coordinator must be notified immediately of any unprofessional activity of the student(s).
- 2). Documentation of these incidents must be sent to the program coordinator.
- 3). The program coordinator will review all facts and documentation related to the student's violation of program regulations or professional standards.
- 4). If warranted, the student will be notified of the dismissal by the program coordinator.
- 5). The student will be given an outline of the specific reasons for dismissal.
- 6). Student may appeal program decisions by following the Student Conflict Resolution Policy.
- 7). Once a student has been dismissed from the program, they may not continue in the program or re-enter. A failing grade of an "F" will be given to the student for all radiography courses he/she is enrolled in.
- 8). The student must return all items belonging to the program or hospital immediately.
- 9). If dismissal is not warranted, the student will be reprimanded according to the Demerit System.

### **Dean's Office**

Any student not progressing in the Radiography Program for any reason is advised to meet with the academic advising assistant or educational counselor in the College of Health Professions. Students may make an appointment by calling (231) 591-2270 or they may go directly to the Dean's office on the second floor of the College of Health Professions and make an appointment.

### **Graduation Requirements**

Students must complete all of the required courses listed on the program checksheet. i.e. general education and radiography courses. Student must complete all assigned clinical hours (see academic calendar) and required competency (see master checklist and patient care competency). Students must submit a portfolio with all required documentation in RADI 299. All students must also complete 3 continuing education requirements. CE's may be earned by the following examples:

- Attending a state or national meeting
- Attending an approved training ,workshop, inservice at the hospital or internship site.
- Attending an approved wellness program
- Radiographic Journals
- Attendance at a registry review
- Any other approved educational activities by the Program Coordinator

\*All CE requirements must be met by the end of summer semester. Proof of earned CEs must be kept in portfolio under the CE requirements tab. Failure to meet any of these requirements will result in a delay in graduation.

\*\*It is the students responsibility to fill out the graduation application with the Dean's office in spring semester of the second year indicating they are graduating from the radiography program. Any questions in regards to graduation must go through the Dean's office at 231-591-2270.



## **Demerit System**

A Demerit system will be in place to guide and reprimand students as it pertains to professional conduct and performance. It is the student's responsibility to conduct themselves appropriately in the professional sequence. The guidelines are as follows:

- A student is dismissed from the program after receiving a total of 4 demerits.
- Students, when warranted, are given a warning prior to being issued a demerit.
- A student is penalized a 5% deduction from the overall semester grade for each demerit in the class in which it occurred.
  - For on campus students: a demerit will be assigned to which ever class the infraction occurred.
    - If the infraction occurs outside the didactic class (i.e. open lab), the demerit will be applied to that lecture period in which the student indicates on the sign in form.
    - For more than one demerit being issued in the same class, an additional reduction of 5% for each demerit will be applied to the student's final grade.
  - For off campus students, demerit(s) will be issued to the following courses: RADI 291, 292, and 293.
  - Extreme circumstances may result in immediate dismissal/demerit from the Radiography Program.

The radiography intern may EARN a DEMERIT through EACH of the following (but is not limited to) as documented by the ACI, Faculty, clinical coordinator, or program coordinator:

- Poor radiation protection practices of self/others:
  - Film badge protocols not followed
  - Lack of shielding
  - Excessive repeat radiographs
  - Unnecessary high exposure to patients (i.e., exposure index)
- Excessive tardiness
- Failure to contact program/clinical site when absent
- Failure to give proper notice to instructor/ACI when requesting personal time off
- Poor personal hygiene
- Not in uniform according to dress code policy
- Not using lead markers according to department policy
- Lack of professional conduct (including, but not limited to):

- Rolling of eyes
- Insubordination (inefficient use of time, not following instructions, roaming, low # of exams performed)
- Sighing
- Sexual harassment
- Breach of confidentiality
- Disrespect toward Ferris faculty, staff, supervisors, ACI
- Dishonesty
- Profanity
- Behaviors not in the best interest of the program, patient, hospital
- Peer or patient complaint
- Use of cell phone during classroom, laboratory or clinical time
- Reception of personal phone calls during classroom, laboratory or clinical time
- Leaving the class/clinical before scheduled time
- Not following programs/hospital protocol
- Not maintaining a clean work area
- HIPPA violation

## **Demerit Procedure**

- A demerit form may be requested from any program faculty or the student may access it from FerrisConnect/Blackboard.
- The demerit form will be filled out documenting the events that resulted in a demerit being given.
- The student must review and sign the demerit form.
- The program coordinator/clinical coordinator must be notified immediately of any unprofessional activity of the student.
- A copy of the documentation must be sent to the program coordinator.
- The program coordinator will review all facts and documentation related to the student's violation of program regulations or professional standards.
- If warranted, the student will be notified of the demerit by the program coordinator and a meeting will be scheduled.
- A deduction will be made in the student's grade in the appropriate course following the demerit guidelines.
- Student may appeal program decisions by following the Radiography Program Student Conflict Resolution Policy.
- Documentation will be housed in the students file located in the clinical coordinators office.

## **Merit System (Clinical Only)**

A student is awarded one (1) hour of clinical time off for EACH Merit earned. There is a maximum of four (4) Merits allowed per semester.

The radiography intern may EARN a MERIT through the following as documented by the ACI, clinical coordinator, or program coordinator:

- Perfect attendance (i.e., student does not use ANY of the 3 personal/sick days given in a semester).
- No tardies (i.e., student is on time and prepared for internship as scheduled).
- Student staying beyond schedule time to help with a patient exam
- Total of 20 or MORE mandatory and elective exams completed in a semester
- Receive a letter of appreciation/commendation from ACI, radiologist, manager, or patient. The patient cannot be a relative and solicitation is not allowed.
- Any additional activities that the ACI feels warrant a Merit.

Approval for any time off due to a Merit being awarded must be approved by ACI. See attendance policy.

## **Radiography Program Student Conflict Resolution**

Students are encouraged to attempt to resolve disagreements with faculty members, administrators, and other students prior to proceeding on to the following process.

This procedure has been designed to address grievances regarding conduct related to:

- the academic setting including, but not limited to, classroom and practicum sites
- academic performance and progress concerns
- right to privacy issue
- And any allegations not in compliance with JRCERT.

This means of resolving disagreements in no way replaces any University policy or procedure that is available to students, faculty members, or administrators. Individuals who utilize this process retain all rights to access other grievance procedures available within and outside the University.

Students are to follow this procedure if they believe that they have a grievance and seek remedy for it:

1. Submit a written detailed account of the situation, including copies of support documentation and suggested remedies to the Radiography Program Coordinator. If the faculty member involved (the respondent) is the Radiography Program Coordinator, this information should be submitted to the department head. The written account must be submitted within 5 days of the occurrence.
2. The Radiography Program Coordinator (or department head) must acknowledge receipt of the written account, notify the respondent(s) [faculty member(s), department head, student(s)] of the complaint, and notify the grievant student and respondent in writing of a meeting or meetings scheduled to discuss the situation within 48 hours of receipt of the written account. The meeting(s) to discuss the situation must occur within five (5) working days of receipt of the written account.
3. A meeting with the Radiography Program Coordinator and all parties involved will occur no later than 5 working days of the written account. It is during this meeting that the Radiography Program Coordinator will discuss the situation and attempt to assist the involved parties in resolving the disagreement. If the student is not satisfied with the result of this meeting he/she must submit a written account of events to the Department Head within five (5) working days.
4. The Department head will schedule a meeting to discuss the situation with the student within 48 hours of the written account. The Radiography Program Coordinator, Department Head, and all parties involved will meet and have a written disposition of the meeting(s). The Department Head will submit a written account of events and submit a written decision to the student within five (5) working days.

5. Students who are not satisfied with conclusions reached at the meeting may elect to meet with the Dean of College of Health Professions. Students must petition the Dean and a meeting with the Department Head, Radiography Program Coordinator, and all parties involved will be scheduled. The Dean will make a decision on the issue and inform the student, faculty member, and Department Head in writing within five (5) business days of the meeting.
6. If the student does not agree with the decision of the Dean, he/she may petition the office of the VPAA according to the respective policies and procedures of that office.

\*If the complaint occurs at the end of the semester, the business day count will continue into the next semester, including summer semesters

## **Portfolio Policy**

Each student will be required to create a portfolio which they will maintain throughout the Radiography Program. Portfolios include important documentation from the first and second year in the program, including assessment data, immunization records, and clinical documentation. Portfolios will be reviewed during lab periods on campus and during clinical site visits each semester. Students will be notified in advance of when the portfolio will be reviewed. Any student with an unorganized or incomplete portfolio will be given a demerit. All portfolios will be handed in for review during in RADI 299. All required documentation must be in the portfolio in order for the student to graduate from the program. Any portfolio not in order or missing items will be returned to the student to find the item and put the information in order.

Any incomplete portfolios will indicate that a student has not met the graduation requirements for the program and the student will not receive their diploma and they will not be allowed to take the registry. It is the student's responsibility to obtain the required documentation for their portfolio.

The following information must be included in the portfolio in order to graduate:

- **First Year Information:**
  - Portfolio Checksheet
  - Radiation Protection Brochure and Rubric
  - Evaluation Forms
  - Immunization Records
- **Second Year Information:**
  - Master Checklist
  - Masters
  - Evaluations
  - Radiation Reports
  - Time Sheets
  - Time-off Requests Forms
  - Student Log Book
  - Patient Care Information
  - St. Catherine Test and Scantrons
  - CE Graduation Requirements Tab
  - Other

**\*\*\*See portfolio instructions for more detailed information on what is required in the portfolio in order to graduate.**

## **Attendance Policy**

Students must be familiar and comply with all policies and procedures of Ferris State University, Radiography Program, and its affiliating Medical Imaging Departments and clinics. Students failing to comply with these policies will be subject to Disciplinary Procedures, as outlined in this manual.

Students are expected to be present and on time for all scheduled class, laboratory, clinical, and test sessions. Absences/tardies/early dismissals hinder the student's learning experience and can be a distraction for fellow classmates.

### **A). First Year Students/ On Campus:**

#### **I). Classroom Policy for Attendance, Tardy and Early Dismissal**

It is the student's responsibility to notify an instructor of an absence or tardy issues a minimum of 30 minutes prior to the scheduled start time of the class or lab. It is also the student's responsibility to contact the instructor to review work missed.

Remember, professionalism is a determination with site placement for clinical internship. Any student not contacting the instructor in regards to a missing class period will be subject to disciplinary procedures. Emergency situations will be reviewed on a case by case basis by the instructor and/or program coordinator.

#### **A). Attendance for Classroom**

##### **a). Excused Absence**

Students are advised to notify the instructor prior to missing class, when possible. Any student missing class must provide documentation within 24 hours of the student returning to class. An excused absence will not result in a deduction to the students' grade. Students with the following documentation will be given an excused absence:

- a). University sponsored event in which an excused form from the University is provided to the instructor.
- b). Death in the family. Appropriate verification will be needed such as obituary, or funeral card. A death in the family is defined as immediate family:
  - a. Spouse
  - b. Natural or adopted child
  - c. Natural or adopted parent
  - d. Adopting step-parent
  - e. Brother and sister, whole blood or half

- f. Grandparent
- g. Grandchild
- h. Mother-in-law, Father-in-law

c). Extended hospitalization or medical leave. Appropriate verification from physician and hospital. (Doctors' appointments are not considered excused.)

d). Students who are commuters: During dangerous weather conditions in which driving is considered unsafe by local police authorities. Area schools must be closed.

e). Being called to testify in a court case. (Not your own or for being arrested.) Verification is required.

f). Jury duty. Verification is required.

g). Active military duty. Verification required.

h). Clinical site visits with prior approval from instructor. Verification required

\*\*\*Birkam Health Center slips will not be accepted as an excused absence.

\*\*\*\*Students should be aware that due to the strict schedule of the program it will be difficult to make up assignments, test, etc. missed from time off. The program will work with individuals to the best of their ability but it may be in the best interest of the student to withdraw from the program and continue the sequence the following year, if a seat is available.

## **b). Unexcused Absences**

Unexcused absences are subject to penalty and are defined as but not limited to the following:

- a). Childcare problems.
- b). Incarceration/jail.
- c). Employment.
- d). Lack of sleep, motivation, etc.
- e). Doctors' appointments scheduled during class time.



f). Not notifying instructor of missed class time.

**c). Penalty for Absences**

Students will incur the following grade deductions for any unexcused absence:

1 day = without penalty

2 day = 1 % deduction in the final grade

3 day = 2 % deduction in the final grade

4 day = 3% deduction in the final grade

more than 4 days = 1% additional deduction of final grade for each day missed

**B). Tardy Policy for Classroom**

A student is considered tardy if he/she arrives after the doors for the classroom have been closed. This includes any breaks that may occur during the class time.

2 tardies = 1 absence

4 tardies = 2 absences

6 tardies = 3 absences

Policy continues as tardies are acquired

**C). Leaving Early Policy for Classroom**

A student must authorize leaving class early with the instructor. If a student chooses to leave class early it will be counted as a tardy.

**D). Cell Phone Usage Policy for Classroom**

A student should turn the ringer off of his/her cell phone while in class. If a cell phone rings during class time the student will receive a demerit for the class.

**E). Snow Days/Power Outages**

The Radiography Program follows the University Policy for on-campus students. If the University has cancelled classes for the Big Rapids campus, students are not expected to report to class or lab. Due to a strict schedule for the lab period, students missing a lab period due to weather or power outages will need to make arrangements with the program to make up the lab hours missed.

## **F). PANDEMIC POLICY**

### **Pandemic Plan for notification of potential course interruption for first year radiography students**

In the case of a pandemic event due to H1N1 virus or other potential adverse situation, the Radiography Program has determined that it is prudent to develop a plan of action to meet the needs of the students. The Radiography Program has determined that all classes and labs will continue as scheduled. In the event that the instructor is unable to be present for class, the information will be posted on-line or another instructor from the program will present the material during the normally scheduled class time. Students are urged to check FerrisConnect regularly for updates regarding the status of their class. Students should be aware that if a lab is cancelled they will be required to make up that lab period on another day. Make up labs will occur during availability of the room and will be posted for the students to make arrangements to use this facility. Lab times will be posted on FerrisConnect with instructions on how to complete the lab assignment.

Students contracting an illness must obtain a physician's note to make up any class material missed during their absence. Students are reminded that they should not attend class if they are exhibiting symptoms of the illness. Students exhibiting symptoms should contact the instructor for the class period they will miss and are advised to seek medical care. Students diagnosed with an illness requiring them to miss a class/lab period will be allowed to make up material as long as a physician's note is provided. Students will be marked as unexcused and will not be allowed to make up material if they do not produce a physician's note.

## **II). Labs Policy on Attendance, Tardies and Leaving Early**

### **A). Attendance for Lab**

The lab policy for absences follows the same excused and unexcused guidelines as the classroom. Any student missing a lab period for excused or unexcused absences must make up all of the material missed.

### **B). Tardy for Lab**

It is highly encouraged that students arrive to lab 5 minutes early. Lab is to begin on time as there is much content to cover. Any student who is 15 minutes or more late for lab will not be allowed to participate in the scheduled lab and will need to make arrangements for a make-up lab (see make up lab policy). If a student is tardy (arriving after the lab door has been closed) to lab they will lose 25% of the total points for that week's lab.

### **C). Leaving Early Policy for Lab**

A student must authorize leaving class early with the instructor. If a student chooses to leave class early it will be counted as a missed lab period and the student must make arrangements to make up any material missed.

### **D). Missed Lab**

Labs are vital to the students learning and success, therefore all labs must be completed. If a student fails to make up a lab the student will receive an "F" for his/her lab grade. Any missed labs must be made up within one week. Any student not making up their lab will be given a zero for their lab and an "F" for their final lab grade. Make up evaluations must be completed within a week of the scheduled lab. Any student not completing an evaluation will receive a zero and will be dismissed from the program. Repeat evaluations that are not made up may result in dismissal from the program.

### **E). Make-up Labs**

A student will receive a 50% deduction in the total number of points for a make-up lab. A student will not be penalized if prior arrangements have been made for a missing lab. Any make up lab must be done within a week of your normally scheduled lab time or a missed lab will be recorded, which will result in a lab grade of "F".

### **F). Out-of-uniform**

If a student arrives to lab out of uniform the student will be sent home and required to make-up the lab. See make-up lab policy and dress code policy.

### **G). Non-printed Lab**

Students not prepared for lab will be subject to the same penalty as a tardy. 25% of the total possible lab points will be deducted for any student showing up to lab without their lab worksheets.

### **H). Switching Lab Time**

Students must participate in their scheduled lab time. Any student that is unable to attend his/her scheduled lab time must have permission to attend another lab time from the instructor **prior** to their scheduled lab time. Any student not making prior arrangements for another lab time will fall under the make-up lab policy.

### **I). Student's Lab Supplies**

Student must have the following with them at all times:

- Sharpies
- Left and Right Markers
- Text Book
- Calculator
- Tape
- Small Notebook

Any student that does not have all of the lab supplies with them will be considered to be out of uniform. The student will be sent home and required to make-up the lab. See make-up lab policy and dress code policy.

### **J). Cell Phone Usage Policy for Lab**

A student should turn the ringer off of his/her cell phone while in lab and keep the phone in the classroom portion of the lab. Any student caught with a cell phone outside the classroom portion of the lab during their scheduled lab time will receive a demerit and a tardy will be issued resulting in at 25% deduction in their total lab points.

### **III. Clinical Policy on Attendance, Tardies and Leaving Early**

The Radiography Program requires clinical attendance in accordance with Academic Calendar for the second year or internship portion of the program. Additional parameters of attendance policy include:

#### **A). Time Sheets**

Students are required to keep a record of their daily attendance at the internship site. The Adjunct Clinical Instructors at each clinical site will verify all daily attendance records by reviewing and signing the time sheet every two weeks. The student will retain a copy of all time sheets in their portfolio.

#### **B). Calendar**

The students on clinical internship will follow the semester schedule as indicated on the Academic Calendar provided to the student in this manual. Any student not attending clinical on an assigned day will be issued an unexcused absence.

#### **C). Rotations**

Student clinical schedules cannot exceed forty hours per week. Students are required to work 1 week of afternoons and/or 1 weekend for the academic calendar. Regular and prompt attendance is expected. The ACI at each site will determine the schedule for each student including rotations through various departments and the time students will begin and end their shift. This schedule is based on the Academic Calendar provided in this manual. It is the student's responsibility to review his/her schedule and to report on time. Any student not aware of their scheduled time, will be issued an unexcused absence, and will be required to use a personal day for time missed.

#### **D). Personal Days**

In addition to the scheduled breaks and school holidays, the student will be allocated three (3) personal days off each semester, including summer semester. To be considered a personal day, the student must inform the Adjunct Clinical Instructor at least 48 hours in advance of their intent to be absent. The student's absence for personal days will not affect his or her grade. A "time-off request" form must be completed and signed by the ACI prior to having the time off. A copy of the time off request form must be placed in the portfolio.

#### **E). Sick Days**

Sick days are considered part of the 3 personal days allocated per semester. In the case of illness, the ACI should be notified as soon as possible prior to the intern's scheduled time to report to the clinical site for that day. A "time-off request" form must be

completed upon returning to the clinical site and a copy retained for the portfolio. A student failing to notify their ACI in regards to missing clinical in a timely manner will be issued a demerit.

#### **F). Excused Absence**

Excused absences are defined under classroom policies. A student that has an excused absence will be allowed to use a personal day or make up the scheduled time at the site pending ACI approval.

If the Adjunct Clinical Instructor deems that a student's attendance has extenuating circumstances which may merit special consideration, the ACI must inform the clinical coordinator prior to the last day of the semester. A plan to resolve attendance and academic issues shall be cooperatively developed between involved parties.

#### **G). Unexcused Absence**

Unexcused absences are defined under classroom policies for absences. A student will be issued a demerit and receive a 5% reduction for the grade in the Clinical Practicum courses for every unexcused absence, i.e. RADI 291, 292, or 293. For example, if the student's clinical grade is 95% and he/she had three unexcused absences for the semester, they would receive an overall clinical grade of 80% ( $95\% - 15\% (3 \times 5\%) = 80\%$ ). If the student's clinical semester grade is below 77% (C) by program policy, he or she will not be allowed to progress through the program.

#### **H). Tardiness**

It is also imperative that students are at the clinical sites on time. Excessive tardiness will not be tolerated by the clinical sites or the University. Tardiness is defined as arriving at the clinical site in the students assigned rotation after the scheduled start time. (Individual hospital policy may supersede this policy.) Three tardies in any semester will count as one unexcused absence, and the clinical grade will be adjusted as described above. Students will be issued a demerit for excessive tardiness.

If a student is going to be late or absent, it is his or her responsibility to notify the clinical site at least ½ hour prior to the start of his or her scheduled shift. Failure to do so is considered a serious breach of professional conduct and results in a demerit being issued. (Students arriving early or requesting to working late may not count this time for their assigned clinical time hours.)

#### **I). Breaks**

The supervising technologist will schedule student breaks, depending on department workload. A student must have approval prior to leaving an assigned clinical area. Students are allocated a 30 minute lunch and two 15 minute breaks, unless otherwise

instructed by the clinical site (hospital policy may supersede). Students leaving early for break or arriving late from break will be issued a tardy, see tardiness policy. Excessive tardiness will result in a demerit being issued.

#### **J). Overtime**

At times it may be necessary for a student to stay later than his/her assigned time. If a student is involved in a case where it would not be in the patient's best interest for the student to leave, students may stay over their assigned time. It is not the program's policy to allow the accrual of "overtime". Due to strict supervision guidelines, program officials prefer that students maintain hours consistent with those reflected in the student clinical schedule in order to assure adequate supervision of students. In extenuating circumstances, early arrival or staying over the scheduled time will require special permission from the clinical instructor on site. Any hours over the scheduled time will need to be adjusted in the time period to ensure the student's hours do not exceed 40 hours for a scheduled week.

#### **K). Snow Days**

The Radiography Program does not recognize snow days as a legitimate day off and, therefore, clinic days will not be canceled. Every attempt will be made by the intern to attend their internship site without risking one's life. A personal day may be used if the student feels that the weather conditions are warranted unsafe.

#### **L). Compensatory Time**

Compensatory time can be earned according to the merit system. Students must make prior arrangements with the site when taking time off with the merit system. Students are required to complete a leave of absence form for any time off due to a merit being awarded. Merit hours are not counted as absences.

#### **M). Leave of Absence**

##### ***1). Bereavement Leave***

A radiography intern who is absent from clinical internship as a result of the death of a member of the immediate family shall, upon notification of the ACI and the clinical coordinator, and completion of Leave of Absence Request form, be entitled to release time not to exceed three (3) regularly scheduled days of clinical attendance. Immediate family is herein defined as follows:

- a. Spouse
- b. Natural or adopted child
- c. Natural or adopted parent
- d. Adopting step-parent
- e. Brother and sister, whole blood or half

- f. Grandparent
- g. Grandchild
- h. Mother-in-law, Father-in-law

Any intern, only upon proper advance authorization from the Adjunct Clinical Instructor and clinical coordinator, may be granted bereavement leave for deceased persons not listed above.

## **2). *Military Leave***

Ferris State University Radiography Program will follow all state and federal regulations concerning reservist and guard military active duty. The program coordinator, clinical coordinator, and ACI will be notified prior to clinical internship as to the status of military active duty. Two weeks of military active duty should be taken during semester break if at all possible. The Leave of Absence Request form should be filled out and authorized by the ACI at least 1 month prior to the requested time off (See Leave of Absence Form). Students may use up to 3 personal days per semester for time missed from clinical for military duty. Arrangements for any hours above this time will need to be authorized by the program and clinical coordinator in conjunction with the ACI. Students should be aware that any hours missed from clinical may delay their graduation date.

## **3). *Jury Duty***

A student called for jury duty should notify the ACI immediately and fill out the Leave of Absence Request form at least 1 month prior to the scheduled court date. (See Leave of Absence Form). Arrangements for any hours missed due to jury duty will need to be authorized by the program and clinical coordinator in conjunction with the ACI. Students may elect to use their personal days instead of making up the time for Jury Duty. Students should be aware that any hours missed from clinical may delay their graduation date.

## **4). *Medical Leave***

Any student needing to take a medical leave may do so by providing the proper documentation from a physician. Documentation must be submitted immediately to the program coordinator for approval. Arrangements will be made with the internship site in regards to time off once documentation is in place. The student will be responsible for making up any internship hours missed due to the medical leave. A student may use their 3 personal days to cover a portion of the time they have missed.

In order to return to clinical, the student must provide documentation from their physician to the program coordinator. Once documentation has been provided, arrangements will be made with the site for a schedule that falls under the programs policy of no more than 40 hours a week. Students should be aware that any hours missed from clinical may delay their graduation date.



**N). Out-of-uniform:**

If a student arrives to clinical out of uniform the student will be sent home and the time missed will be an unexcused absence. Students being sent home from clinical for being out of uniform will receive a demerit. See dress code policy.

**O). Pandemic Policy****Pandemic plan for notification of potential course interruption for second year radiography students**

All FSU Radiography students are expected to follow the infection control policy at their clinical facility. Students that have been exposed to a highly communicable disease and have developed symptoms of the disease should be instructed not to report to their clinical site. Students missing clinical must provide documentation from a physician to return to their clinical site. Documentation must be sent to the program officials in order to be cleared to return back to clinical. Students should also be aware that if they exhibit symptoms of a communicable disease they may also be sent home by the clinical facility. Students will be required to provide documentation from a physician in order to return to their clinical site.

If at any time the student to staff ratio falls below a 1 to 1 ratio the student will be sent home. If a student is sent home due to staffing issues the student and ACI must contact FSU program officials immediately. Under no circumstances should a student be utilized as staff during a pandemic situation. Determination of the student to return to the clinical site will be made by the program officials when staff shortages subside.

FSU program officials will determine any modifications to the student's rotation due to a pandemic situation. If it is determined that the student will be unable to return to the clinical site to which they were originally assigned, a search for a suitable clinical site will commence.

**P). Hospital Job Actions or Strikes**

In the event of a hospital action or strike at an assigned clinical education site, the clinical coordinator will make every attempt to work out a schedule that will accommodate the interns at this site. If the clinical coordinator and ACI are unable to work out a schedule that is conducive to learning and meets all the programs requirements the student will be removed from the site immediately. Students will need to wait for further instructions from the program coordinator. All attempts will be made to place the student at another clinical site. The student should be aware that in this event they may need to delay their clinical internship and make up time later in the program which will delay graduation.

## **Policy on Homework, Test and Quizzes**

### **A). Homework**

Homework is expected to be turned in on time. If any homework assignments are turned in after the assigned time the student will receive a score of “0” for that assignment.

### **B). Quizzes**

Students will not be allowed to make up a quiz unless they have an excused absence. A quiz must be taken within 48 hours upon the student returning back to campus/internship or a score of “0” will be recorded.

- Quizzes on campus will be returned to the student in their student file.
- Students may also argue questions on a quiz. This must be done via Ferris Connect/Blackboard within 48 hours of the quiz being returned for consideration. Students must show documented proof to support their argument. Students are not to interrupt classroom time, quizzes, or test to argue test questions. No exceptions. An email must be sent to the instructor regarding the student’s question.

### **C). Test**

Students will not be allowed to make up a test unless they have an excused absence. Test must be made up within 48 hours upon the student returning back to campus or a score of “0” will be recorded.

- The instructor will have a copy of the test for students to view. The test will be housed in the instructor’s office for the student to view at later dates. Students must make appointments to view the test.
- Students that wish to argue questions on a test may do so via FerrisConnect/Blackboard within 48 hours of the test grades have been posted for consideration. No credit will be given to students who ask other instructor’s or faculty members for help when arguing a question. Students must show documented proof to support their argument. This means the student must show the page number and statement in the book in order to earn credit.

## **Dress Code Policy**

### **Policy on Uniforms:**

Students are required to wear proper uniform attire at all times in the laboratory and clinical setting. Students will be sent home and issued an unexcused absence if they are not in uniform or are unprepared. Any student not adhering to the dress code policy will be issued a demerit.

A professional career requires a personal attitude of responsibility and commitment. This career responsibility will be reflected through academic and clinical courses.

### **Uniform**

- Students must wear a personnel monitoring device at collar level at all times in the laboratory and clinical setting (see pregnancy policy for placement during pregnancy).
- Students must purchase at least one set of scrubs for on campus and a minimum of 3 pairs of scrubs for off campus.
- Students must be in professional attire which includes: Non-wrinkled scrubs, clean and neat appearance.
- Scrub sets on campus must be of a navy blue solid color, no prints allowed, any brand is allowed. A white, gray, black or navy t-shirt material may be worn underneath the scrub.
- Students in the clinical setting will adhere to the dress code established by the hospital including the color of scrubs that will be worn.
- No printed shirts, jeans, belts, etc. are allowed under the scrub attire.
- Scrubs must be well fitting and adequately hemmed. Scrubs are not to be rolled at the waist or rolled up at the ankle.
- Student's undergarments should not be shown. No bra straps, underwear, boxers, etc.
- No excessive jewelry, long earrings, gold chains, tongue rings, hats, bandanas, etc.
- Nails should be well kept and no longer than 1/8<sup>th</sup> inch. No chipped nail polish, no outlandish colors.
- No open toed shoes are allowed. Shoes must be clean and in good condition. Tennis shoes are recommended.
- Hair must be of natural color (i.e., no bright colors). Hair must be pulled back away from face. No outlandish hair styles (i.e., Mohawk).
- Equipment :
  - Markers: Right and Left Markers with the individuals initials
  - Sharpie
  - Calculator
  - Lab Assignment or Portfolio
  - Text books
  - ID Badge (for internship site only)

- No gum
- No scented perfume, lotions or sprays
- Failure to abide by the dress code will result in Demerits as described in the Merit/Demerit system.

### **Radiographic Identification Markers**

- A set of Right and Left Markers with the students initials will be provided to the student at the beginning of the fall semester.
- If at any time a student loses their markers, it is the student's responsibility to purchase a new set with their initials on them.
- The student must have these markers with him/her at all times while in clinical and in the radiography lab on campus.
- The student may not loan these markers to anyone else as they identify the student's work.
- Failure to have markers on site may result in the student being sent home which will result in an unexcused absence.
- Failure to have markers at the clinical site will result in the student being issued a demerit.

### **Radiography Lab Rules and Regulations for On Campus Students**

1. NEVER expose any person to ionizing radiation under any circumstances.
2. A film badge must be worn during all lab sessions. Remove your badge and store it appropriately at the end of each lab session. If you are caught outside of the lab with your film badge on, one point will be deducted from your lab grade. Failure to abide by this policy will result in a demerit.
3. Film Badges must be worn when operating all radiographic equipment including Fluoroscopy, C-arm and the portable machine. All film badges must be located on the top, outside collar of the lead apron. Any student not wearing his/her film badges or not wearing them correctly will be issued a demerit.
4. Before making a radiographic exposure, ensure that all individuals (fellow students, instructors, etc.) are behind a protective barrier.
5. Federal and State law prohibits any radiographic exposure without a qualified instructor present in the lab. All instructors must be registered.

6. If you suspect that you have been exposed to ionizing radiation (x-rays) in the radiography lab, immediately notify an instructor. Students will be taken to the Radiation Safety Officer, Brad McCormick to fill out the appropriate paper work.
7. All equipment controls must be turned off and main line switches locked at the end of each laboratory session by a qualified lab instructor.
8. Report any equipment malfunctions to an instructor immediately.
9. Report any unsafe or hazardous conditions (exposed wires, liquid spills, etc.) to an instructor immediately.
10. No film or radiograph should be discarded -- place all film in the blue container provided by the processor.
11. Place all image receptors and ancillary equipment in their appropriate storage bin.
12. Laboratory neatness is the responsibility of everyone. At the end of the lab session, replace and organize all equipment.
13. Please exhibit professional behavior and courtesy in the lab at all times.
14. Food is not allowed in any lab area. Drinks are not permitted outside of the classroom area.
15. Smoking is not allowed anywhere in the College of Health Professions building. This includes devices designed to help individuals quit smoking.
16. Do not move phantoms without assistance from an instructor. Any student placing the phantom on the floor, storage bins, etc. will be issued a demerit.
17. Any student leaving the building with their film badge must see the RSO and fill out the appropriate paper work.
18. Radiation badges are collected each month and mailed in to monitor the student's radiation dose.

19. Radiation dosimetry reports are received on a monthly basis. Reports are housed in the radiography lab and may be viewed at any time by the instructors and students. Students having any questions regarding their radiation reports are instructed to set up a meeting with an instructor. Any student with a high radiation dose reading will be instructed to meet with the program coordinator and RSO.
20. The Michigan Department of Community Health book on Ionizing Radiation Rules is kept in the lab 105B. Students may view this at any time.
21. Radiation Safety Board is posted in the radiography lab. The Radiation Board consists of the MSDS sheets, RSO contact information, Michigan Community Health Rules for Control of Ionizing Radiation for Machines, Department of Health Ionization Radiation Information and Radiation Safety Machine Certificates.
22. Students are instructed to practice radiation safety while working with any equipment. The 3 Cardinal Rules; time, distance and shielding should always be adhered to. This includes wearing a lead apron and/or thyroid collar anytime a student operates the C-arm, portable and fluoroscopy equipment.
23. A demerit may be given for failing to observe any of these rules of laboratory operation and professionalism.
24. Chronic abuse of these rules may result in disciplinary action up to and including expulsion from the program.
25. See pregnancy policy if you declare your pregnancy and would like to make accommodations for the lab.

## **RADIATION SAFETY**

The following rules have been established for the students' protection against ionizing radiation in the laboratory and clinical internship. The Radiography Program adheres to the principle of As Low As Reasonably Achievable (ALARA). These rules are established for the student and must be strictly followed.

### **A). Personnel Monitoring Device**

- First and second year students will receive a radiation dosimeter to monitor radiation exposure.
- The student must wear the dosimeter at all times while in the clinical area and during laboratory experience when exposures are made.
- The proper location of the dosimeter is at collar level, facing forward, and outside the lead apron when worn.
- The student must report, to the RSO, lost or damaged badges, or any other exposure to the badge that does not reflect the student's exposure.
- Students are responsible for exchanging dosimeters in a timely manner.

### **B). Radiation Exposure Reports**

- A monthly/quarterly dosimetry report will be maintained in the laboratory and at each clinical site.
- The program faculty and ACI's will monitor these reports. ACI's must notify the clinical coordinator immediately of any readings of 20 millirems or higher for any given month. (E.g. If reported quarterly, then divide by 3)
- All ACI's must review and initial each students dosimetry report.
- Access to radiation reports may be given at any time. It is the students' responsibility to ask an instructor or lab coordinator to see his/her radiation reports on campus and contact the Radiation Safety Officer (RSO) for the clinical site. All radiation reports will be available for the students' review and should be initialed by the student for documentation.
- Students may address questions about the report to the program faculty and ACI.
- Student dosimetry reports are part of the permanent student record. On campus dosimetry reports are housed in the radiography lab. Clinical students are responsible for maintaining a copy of these reports in their portfolio.
- First year students that receive an exposure of 20 millirems in any month will be notified by the program and RSO and action to reduce radiation exposure will be taken when necessary.
- Second year students completing internship will receive notifications from the RSO at the clinical site. It is the responsibility of the second year student, in conjunction with the ACI, to notify the clinical coordinator if the exposure for any given month is 20 millirems or higher. Action to reduce radiation exposure will be taken when necessary by faculty working with the institution the student is completing their internship with.

### **C). Holding a patient or phantom**

- At the clinical site a student should never hold or support a patient during exposure, nor should the student hold or support a cassette during exposure.
- With the exception of fluoroscopic and mobile studies, students are required to stand outside the room when taking an exposure.
- During activation of the tube, the student must not be in a direct visual line with either tube or patient. The student may not observe the patient during exposure from an adjacent room or hall unless through a lead glass protective window. The student must not view around a door, nor through a crack between door and wall.
- During an exposure or procedure, the student will not place himself or herself in direct line with the central ray/primary beam, regardless if they are wearing a lead apron or have a lead shield between the tube and themselves. The tube must, in all cases, be pointing away from the student's body.
- Under no circumstances will the student permit themselves or fellow students (or any other human being) to serve as patients for test procedures or experimentation.
- Non-technical staff (non healthcare, workers, patients, family, etc.) assisting the patient during the radiographic exposure should be supplied with an apron and gloves at all times. Steps should be taken to ensure that female non-technical staff, within child-bearing age, assisting the patient during the radiographic exposure are not pregnant.

### **D). Fluoroscopic Procedure**

During fluoroscopic procedures, the following procedures will prevail:

- A lead apron will be worn at all times, or the student must be behind a lead protective screen and not in visible line with either tube or patient.
- The film badge will be worn as noted above.
- The student should stand as far from the patient and tube as possible, consistent with the conduct of the examination. This often entails taking at least two steps back and standing behind the radiologist whenever practical.
- Lead gloves must be worn by student if his/her hands will be exposed in the primary beam. Thyroid shields and lead glasses should be worn whenever possible while working in fluoroscopy areas.

### **E). Mobile/Surgical Radiography**

When performing mobile radiographic procedures, the following will prevail:

- A lead apron will be worn with personnel monitoring device outside at collar level.
- Stand as far from the patient and tube as possible, minimum 6 feet from source.
- Must be done under direct supervision with a registered radiologic technologist.



## PREGNANCY POLICY

Female students who become pregnant or suspect pregnancy should inform the Program Coordinator immediately. The first trimester is known to be the most radiosensitive time for a fetus. Thus, it is beneficial, but not required, to meet with the Radiation Safety Officer (RSO) of the program or clinical site as soon as possible to review safety practices and monitoring options. Students have the right to declare, not declare, and un-declare their pregnancy at anytime. This is in accordance to both the state and federal laws. Student confidentiality will be maintained at all times.

1. It is up to the pregnant radiation worker to decide whether or not she will formally declare her pregnancy to the Radiation Safety Officer (RSO).
  - a. She may choose to declare her pregnancy to the RSO. The RSO will meet with the pregnant worker to review radiation safety procedures, the risk to the fetus, and NRC Regulatory Guide 8.13.
  - b. She may choose not to declare her pregnancy to the RSO. In this case, only the radiation limits for adult radiation workers will be in effect, not the limits for the fetus. Undeclared pregnant workers are protected under the regulations for adult radiation workers.
  - c. Declaration of pregnancy will remain into effect until the declared pregnant woman withdraws the declaration in writing to the RSO.
2. All female occupationally exposed to ionizing radiation will be given a copy of NRC Regulatory Guide 8.13 as part of the process of becoming a certified radiation handler.
3. A special situation arises when a radiography student becomes pregnant. Under these conditions, radiation exposure could also involve exposure to the embryo or fetus. A number of studies have indicated that the embryo or fetus is more sensitive than the adult, particularly during the first four months of pregnancy. This can be a problem since many students are unaware of their pregnancy during the first month or two of gestation. Hence, the NRC and the State of Michigan require that all occupationally exposed individuals be instructed concerning the potential health protection problems associated with prenatal radiation exposure.
4. The maximum permissible exposure for a declared pregnant occupationally exposed individual during the entire gestation period is 500 mrem. There are relatively few clinical applications where radiation levels are high enough that a fetus would receive this dose before birth. If a radiography student is pregnant, she may notify the Radiation Safety Officer, and then declare the pregnancy in writing in order for the prenatal exposure limits to take effect. The pregnant

radiography student will then meet with the RSO and a complete assessment of her radiation exposure potential will be made. The written declaration is made by completing a Declaration of Pregnancy form, which is maintained in the records by the RSO.

5. If notification is not made in writing, the radiation exposure limits remain at the occupational level; that is, 5 rem per year. An individual may “un-declare” her pregnancy at any time, but this also should be documented.
6. Declared pregnant student will be assigned two personnel monitoring devices, one for the whole body, worn at collar level, and one for the fetus, normally worn on the abdomen (placed under wrap-around lead apron). The two personnel monitoring devices will be exchanged on a monthly or quarterly basis, depending on type of device. Exposures must be maintained beneath a cap of 50 mRem per month in order to prevent exposure spikes.
7. Students progression in the program when pregnancy is declared:
  - First and second year students will be given the option to withdraw from the program and return the following year on a date determined by the program coordinator.
  - First and second year students that wish to complete the didactic or clinical portion of the program have the right to do so. It is the student’s responsibility to meet with the program coordinator/clinical coordinator and faculty members to determine a schedule to make up any missed didactic or clinical time due to pregnancy/childbirth. Students must provide a note from the doctor for any missed class/lab time and releasing them from medical leave. Any student continuing with the program will perform all required procedures without modification.

### **Incident Reports**

- Students must comply with hospital and University policies for reporting unusual occurrences. This pertains to any incident including injury to student.
- A student with any concerns or problems related to safety issues should seek immediate assistance from supervising radiographer, ACI, faculty or staff.
- An incident report must be completed in the department and program faculty must be contacted. Students must follow University and hospital protocol for reporting an incident. Students should follow hospital protocol for follow up of incident.
- A copy of the incident report must be sent to the program and/or clinical coordinator.
- For questions concerning injury see the Health/ Liability Insurance.

***Ferris State University  
Radiography Program  
Student Handbook***

*SECTION 6:  
Clinical Education  
Plan*

## CLINICAL PLACEMENT PROCESS

1). In the first semester of the Radiography Program, the clinical coordinator will have a mandatory student meeting to outline the clinical placement process and timetable with the new (first year) radiography students. This meeting will take place in early November.

- At the clinical meeting the following will be provided:
  - a. A list of all available clinical sites along with the names and phone numbers of the Adjunct Clinical Instructors.
  - b. A copy of the PowerPoint on how to do a clinical site visit
  - c. Student Clinical Site Visit Form
  - d. Clinical Preference Form
  - e. Students will sign up for which clinical sites they would like to visit
    - Students will be advised to sign up for a minimum of three clinical sites
    - Students may sign up for as many clinical sites as they wish to visit
    - All students will be made aware that:
      - Students may need to relocate in order to complete clinical internship.
      - Students may also be required to work weekends and/or afternoons during clinical internship.

2). The clinical coordinator and program coordinator will meet to review which clinical sites students will be assigned to visit. Site visits are based on but not limited to:

- a. Student's choice of clinical site
- b. Student needs and reasons for choosing site:
  - 1) Family responsibilities
  - 2) Financial constraints
  - 3) Convenience
  - 4) Personal connection with site
- c. Faculty professional opinion
- d. Outside influences
- e. Other intangible factors

3). Students will be notified by email as to which sites they may visit.

4). Students wishing to visit sites they were not assigned may meet with the program coordinator and clinical coordinator to justify why they need to visit the site.

5). Students will be advised to begin site visits mid-December through the end of February.

6). At the end of February the students will be asked to fill out the Clinical Preference Form with their choices for clinical sites, and any reasons they have for their choices.

The Clinical Preference Form must be returned to the clinical coordinator.

- Student Clinical Site Visit Form for each clinical site visited must be attached to the clinical preference form when submitted
- Students should be aware that they are not ranking their choices on this form, they are listing where they are willing to intern

- 7). Once all the Clinical Site forms are received by the clinical coordinator, the Placement Committee (radiography faculty) will meet to place students at clinical sites. These decisions will be made using (but not limited to) the following criteria:
  - a. Student's choice of clinical site
  - b. Student needs and reasons for choosing site:
    - 1) Family responsibilities
    - 2) Financial constraints
    - 3) Convenience
    - 4) Personal connection with site
  - c. Faculty professional opinion
  - d. Outside influences
  - e. Other intangible factors
- 8). Any faculty disagreements concerning placement of students will be settled by majority rule.
  - In case of a tie student names will be placed in a hat and a draw will take place
  - If a student cannot be placed with one of their 3 choices the student will meet with the program coordinator and clinical coordinator and additional site visits will be arranged
- 9). The clinical coordinator will call/email the clinical sites to confirm placement of the students.
- 10). After all committee decisions have been finalized, the students will be notified through email of their clinical site.
  - Clinical site placement may not be finalized until the end of spring semester
- 11). Any student or clinical site questions about the process and/or outcomes should be addressed by the clinical coordinator.
- 12). The clinical sites will receive copies of current immunizations, CPR, and background checks (if anything appears on the background check) at the end of May.
- 13). Students will be notified by their clinical site in the summer semester of any requirements/orientation that needs to be completed. Students are advised if they have not heard from their ACI by the end of July they should contact the site.
- 14). If a student is required to attend orientation prior to the start of internship, they will be given a personal day to use fall semester for each day in orientation.

### Current Clinical Sites

<input type="checkbox"/> Allegan General Hospital	Allegan
<input type="checkbox"/> Bell Hospital	Ishpeming
<input type="checkbox"/> McLaren Central Michigan Hospital	Mt. Pleasant
<input type="checkbox"/> Covenant Healthcare	Saginaw
<input type="checkbox"/> Dickinson County Health Care System	Iron Mt.
<input type="checkbox"/> Spectrum-Gerber Memorial Hospital	Fremont
<input type="checkbox"/> Holland Community Hospital	Holland
<input type="checkbox"/> Huron Memorial Hospital	Bad Axe
<input type="checkbox"/> McLaren-Lapeer Region Hospital	Lapeer
<input type="checkbox"/> McLaren Medical Center	Mt. Clemens
<input type="checkbox"/> Mecosta County Medical Center	Big Rapids
<input type="checkbox"/> Mercy Hospital	Cadillac
<input type="checkbox"/> Mercy Hospital	Muskegon
<input type="checkbox"/> Munson Medical Center	Traverse City
<input type="checkbox"/> McLaren-Northern Michigan Hospital	Petoskey
<input type="checkbox"/> North Ottawa Community Hospital	Grand Haven
<input type="checkbox"/> Otsego Memorial Hospital	Gaylord
<input type="checkbox"/> Pennock Hospital	Hastings
<input type="checkbox"/> Portage Health System	Hancock
<input type="checkbox"/> St. Francis Hospital	Escanaba
<input type="checkbox"/> Spectrum Health (Downtown)	Grand Rapids
<input type="checkbox"/> Spectrum Health (North)	Reed City
<input type="checkbox"/> Sturgis Hospital	Sturgis
<input type="checkbox"/> Tawas St. Joseph Medical Ctr.	Tawas
<input type="checkbox"/> War Memorial Hospital	Sault Ste.Marie

## **Clinical Policies**

### **A). Hospital Orientation**

All students must attend hospital orientation before they can start clinical rotations. All students must have the hospital orientation checklist completed and signed. Once completed students should place checklist in their portfolio. Students are advised to contact clinical coordinator if any subject area on the checklist is not completed. The clinical coordinator will make arrangements to supply the student with additional information. See the Appendix for Hospital Orientation Checklist.

### **B). Clinical Day**

The length of scheduled clinical day shall be no **less** than 8 and never exceed **more** than 10 hours unless extenuating circumstances dictate otherwise. Extenuating circumstances shall be discussed with the adjunct clinical instructor and clinical coordinator so that a course of action may be developed. Work week may not exceed 40 hours.

### **C). Clinical Scheduling**

The clinical student schedule is under the direction of the clinical coordinator and the adjunct clinical instructor. Evening and weekend clinical rotations are determined by the Adjunct Clinical Instructor with the approval of the clinical coordinator and shall be assigned judiciously and justified by specific educational benefit not provided by typical day shifts. Clinical schedules are: 40 hours a week, day shift position. The student may be required to work 2 weeks of afternoons, and 2 weekends each semester. Sites that have more than one student may stagger shifts according to work load. The ratio of staff to students prior to a student competency in a given examination or procedure shall not exceed 1:1.

### **D). Clinical Rotation**

Rotation of students in areas other than diagnostic radiology is under the discretion of the clinical coordinator and the adjunct clinical instructor based on the progress and experience of the student. It is encouraged, especially in the summer semester when interns show good progress toward completing masters, that opportunities for participation in paradiographic imaging disciplines be provided.

### **E). Clinical Study Time**

Within the clinical work week, interns shall be provided three hours of, on site, release time. This provides each student the opportunity to attend class, conduct independent study, complete computer based program assignments, take tests, work on case studies, or perform other program related activities. During these designated times, the interns shall not be expected to perform clinical procedures or other work duties. Students not receiving study time are advised to contact the clinical coordinator.

## **F). Breaks/Lunch/Activities**

Any student leaving their assigned clinical area for any reason must obtain permission from the supervising RT (R) or ACI.

## **G). Clinical Supervision**

Student radiographers shall be supervised at all times. There shall be no more than one student for each certified radiographer (ARRT).

All radiographs taken by students shall be monitored and evaluated by a certified radiographer or quality control technologist prior to submission of the radiographs to the radiologist for interpretation.

*Students shall not take the place of staff radiographers.*

## **Definitions of Supervision**

1. **Direct Supervision:** Until the student radiographers achieve the required proficiency in a given procedure all clinical assignments shall be carried out under the direct supervision of qualified, certified radiographers. The following are the parameters of direct supervision:
  - a. A qualified, certified radiographer reviews the request for the radiographic procedure to determine the student's ability to perform the procedure and to determine if assistance is needed.
  - b. The qualified certified radiographer evaluates the condition of the patient in relation to the student's proficiency.
  - c. The qualified certified radiographer reviews and approves the completed radiographs.
  - d. Unsatisfactory examinations shall be repeated only under direct supervision and in the presence of a qualified supervising radiographer, regardless of the student's level of competency.
2. **Indirect Supervision:** Once a student has completed a procedural competency, he or she may be able to perform subsequent procedures under indirect supervision. A qualified certified radiographer shall be immediately available to assist the student regardless of the level of achievement. This means the radiographer must be in close proximity (within shouting distance) to the room in which the exam is being performed. Telephones, beepers, electronic devices, etc. are not considered immediate availability.
3. **Mobile/Surgery exams must be done under direct supervision regardless of mastery of exams.**



## **H). Repeat Radiographs**

The policy of Ferris State University is that an unsatisfactory radiograph taken by a student must be repeated in the presence of a registered radiographer. Any student's failure to comply with this policy will result in immediate disciplinary action.

## **I). Student Employment**

Students may work while completing their clinical internship. Students are advised to limit the amount of hours worked and may not request that the clinical site work around their work schedule.

Students that are working as a student technologist may do so if hours worked are outside of clinical hours. Any exams completed during hours at work will not be allowed to be counted as a competency. Any hours worked may not be counted towards student clinical hours. Students cannot be substituted as regular staff while participating in the clinical component of the program.

## **Clinical Masteries (Procedural Proficiencies) Process and Grading**

1. All performance grades will be the responsibility of the student to complete. All Master Forms must be signed by the evaluating RT (R), student, and ACI.
  - If any master forms do not have all the required signatures they will be considered incomplete.
2. The following are the minimum number of Masters to be completed each semester:
  - a. 13 mandatory, 5 electives must be completed by the end of the fall semester (18 total)
  - b. 12 mandatory, 5 electives must be completed by the end of the spring semester (17 total)
  - c. 12 mandatory, 5 electives must be completed by the end of the summer semester (17 total)

\*\*Out of the 15 electives: One elective **MUST** come from the head section, and two **MUST** come from the fluoroscopy section with one of these being either a UGI or BE.
3. The recommended number above represents the minimum number of Masters necessary for each semester. Any additional Masters obtained in any semester will count toward the total for the next semester. If a student fails to obtain the minimum number of Masters required for a semester, he or she will receive a grade of “Incomplete” until the number of Masters is obtained. If the student fails to obtain the minimum number of Masters within the next semester, the “Incomplete” grade will automatically be changed to an “F”, and the student will not progress through the program. All Masters (37 mandatory and 15 elective) must be completed before the student is eligible for graduation.
4. Purpose: The clinical assignments are the most meaningful and important activities in which students are engaged. During this time, the student will be performing different diagnostic examinations. The student will be transferring knowledge from theory to application of skills in performing diagnostic radiographic procedures. As time progresses and experience is gained, the level of the student's competencies will increase. The clinical competencies are designed to prepare the student for entry level job competencies upon completion.

5. Process: The process by which the student will attain competency on any radiographic examination has a minimum of six steps: (1) cognitive understanding, (2) simulation, (3) observation, (4) performance, (5) mastery, (6) re-evaluation.

Steps 1 and 2 are performed and evaluated during the first-year, on campus didactic and laboratory portion of the program. By successfully completing the first year of the radiography program, the student is allowed to progress into the clinical internship portion. It is during this internship that steps 3 through 6 are completed.

To successfully complete step 3 of the process, the student must observe a registered technologist performing a given examination. The number of exams to be observed before the student is allowed to progress is determined by the Adjunct Clinical Instructor.

After the student has successfully completed the observation step of the process, he or she will be allowed to perform the examination **under direct supervision** of a registered technologist. To be under direct supervision, a registered technologist must physically be in the radiographic room observing the student and the patient throughout the entire duration of the exam. **There are no exceptions to this policy.**

When the student has performed the appropriate number of examinations (as determined by the ACI), the student may attempt to “Master” that exam. After a student masters a given exam, he or she is allowed to perform that exam under **indirect supervision** (a registered technologist must be within shouting distance).

Periodically throughout the competency process, the adjunct clinical instructor or visiting Ferris faculty may re-evaluate a student on ANY mastered exam. If it is determined that a student is not competent to perform given exam, the master will be taken away and the student will have to re-start the process of mastering the exam.

The following are guidelines for the evaluation of a student as to their clinical competency and the completion of the “Master” form.

- a) Masters may only be completed by an ARRT registered technologist.
- b) Students should not be allowed to attempt a Master until he or she is properly prepared as determined by the Adjunct Clinical Instructor.
- c) Masters should never be done with any coaching or assistance from a technologist or other student. If the student needs the technologist to step in, the process should be terminated.

- d) A Mastered procedure should be completed as outlined by the Radiology Department Protocol for that exam.
  - e) Any extenuating circumstances (i.e., patient condition) should be documented on the Master form.
  - f) Masters must be completed on patients, unless approval has been given to simulate from the ACI and Clinical Coordinator.
  - g) The student must notify the technologist of their intention to perform a Master before they start the procedure. If a procedure has previously been started, the student may not attempt a competency on that procedure.
  - h) If a student attempts a Master and fails to complete any of the areas as described, they will be required to repeat the entire procedure and will not earn a master for the exam.
  - i) If any radiographs must be repeated for any reason, the student must obtain the repeat under the direct supervision and guidance of the technologist and the exam will not count as a master.
  - k). Once a student has completed the requirements for mastering the exam, and is deemed competent, the student is responsible for having the master sheet filled out
- 6. To be eligible for graduation, each intern must show competency on 52 (37 mandatory and 15 optional) competencies.
  - 7. Simulations may be done at the clinical site by the ACI. Before any simulations occur, the ACI must consult with the clinical coordinator for approval. Simulations cannot be completed until the summer semester. No more than 2 exams may be simulated unless approval for more is given by the clinical coordinator.
  - 8. Mastery sheets will be retained in the portfolio. Visiting Ferris faculty will review the portfolio upon visitation and the portfolio will be graded for completeness/neatness at the end of the semester. All mastery sheets must have the student, RT (R), and ACI signature in order to be accepted as a master. If any signature is missing the student will not be allowed to use the form as a master and will need to redo the exam.
  - 9. If a student is not demonstrating the level of competency for an exam that has already been mastered at any time, the student may have the master taken away. The student will need to go through the mastery process again. The clinical coordinator should be contacted prior to any master being taken away from a student.

## **Clinical Educational Objectives**

Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in the clinical setting, concepts of team practice, patient-centered clinical practice, and professional development shall be discussed, examined, and evaluated.

Clinical practice experiences shall be designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement shall assure the wellbeing of the patient preparatory to, during, and following the radiologic procedure.

### **Clinical Objectives**

Within the curriculum model of the program, at the conclusion of the structured, sequential, clinical practice learning experiences, the student will be able to:

1. Assess and evaluate priorities in daily clinical practice.
2. Perform imaging procedures under the appropriate level of supervision.
3. Establish concepts of team practice that focus on organizational theories, roles of team members, and conflict resolution.
4. Adapt to changes and varying clinical situations.
5. Establish patient-centered clinically effective services for all patients regardless of age, gender, disability, ethnicity, and culture.
6. Establish appropriate and effective written, oral, and non-verbal communication with patients, the public, and members of the health care team (peers, physicians, nurses, administration, etc.).
7. Provide patient and family education appropriate to comprehension level of patient/family.
8. Interact with the patient and family in a manner that provides the desired psychosocial support.
9. Assess and evaluate psychological and physical changes in the patient's condition, and formulate appropriate actions.
10. Adapt procedures to meet age-specific, disease-specific, and cultural needs of patients.
11. Monitor the patient and document patient histories.
12. Assess patient using the ABCs of CPR, and demonstrate basic life support procedures.
13. Respond appropriately to patient emergencies.
14. Interpret patient side effects and/or complications of radiologic procedures, (contrast administration, etc.), and take appropriate actions.

15. Document care in the patient's record.
16. Apply standard and transmission-based precautions.
17. Synthesize the technologies and methodologies for the performance of radiologic procedures.
18. Analyze, apply, and demonstrate competency in the principles of radiation protection standards.
19. Apply the principles of total quality management.
20. Report equipment malfunctions and select appropriate corrective actions according to department protocol.
21. Evaluate procedure orders for accuracy and follow up to make corrective changes.
22. Demonstrate safe, ethical, and legal practices.
23. Demonstrate awareness and operate within the radiographer's Scope of Practice and Standards, regardless of personal beliefs and the appropriateness of the patient's care.
24. Apply principles of transferring, positioning, immobilizing, and appropriate restraining of patient.
25. Demonstrate knowledge of the institution's procedures and respond to emergencies, disasters, and accidents.
26. Distinguish the chain of command in emergencies, disasters, and accidents.
27. Differentiate between emergency and non-emergency procedures.
28. Identify and respond appropriately to rapid physiological changes in the patient's condition.
29. Adhere to national, institutional, and/or department standards, policies, and procedures regarding care of patients, provision of radiologic procedures, and the reduction of medical errors.
30. Demonstrate competency in the selection of technical factors to produce quality diagnostic images with lowest radiation exposure possible.
31. Evaluate images for appropriate clinical information, image quality, and patient documentation.
32. Demonstrate competency in determining corrective measures to improve inadequate images.

***Ferris State University  
Radiography Program  
Student Handbook***

*Appendix*

FERRIS STATE UNIVERSITY  
Radiography Program  
Requirements Checklist

1. The following reports must be upload online via [www.CertifiedBackground.com](http://www.CertifiedBackground.com) no later than August 1, 20\_\_:

Requirements:	Online Submission Date:
I. CPR Certification	
II. Release of Records Form	
III. Immunizations: Varicella, MMR, Tetanus, Hepatitis B & TB	
IV. 1 <sup>st</sup> Criminal Background Check	<i>Complete Online Only</i>
V. Other Requirements: Online Training by GCN (Blood-Bourne Pathogens, FERPA- Higher Ed, HIPAA & Hazard Communications)	

2. The following reports must be upload online via [www.CertifiedBackground.com](http://www.CertifiedBackground.com) no later than April 30, 20\_\_:

I. Health Insurance (either submit health insurance card or insurance waiver form)	
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3. The following reports must be upload online via [www.CertifiedBackground.com](http://www.CertifiedBackground.com) no later than September 5, 20\_\_:

Requirement:	Online Submission Date:
Student Acknowledgement Form	

4. The following reports must be upload online via [www.CertifiedBackground.com](http://www.CertifiedBackground.com) each year no later than November \_\_:

Requirement:	Online Submission Date:
Influenza Immunization (annually)	

5. The following reports must be upload online via [www.CertifiedBackground.com](http://www.CertifiedBackground.com) no later than April 30, 20\_\_:

Requirements:	Online Submission Date:
I. Health Insurance (prior to clinical internship)	
II. 2 <sup>nd</sup> Criminal Background Check	<i>Complete Online Only</i>



REQUIREMENTS:	DETAILS:
CPR CERTIFICATION	<ul style="list-style-type: none"> <li>▶ Recommend the American Heart Association Health Care Provider Course (Or other provider: however, must be at least a 2 year certification must have one person, two person, adult, child and infant and Defibrillator training) <ul style="list-style-type: none"> <li>◦ 1. Copy both front and back of your card required</li> <li>◦ 2. Card must be signed</li> <li>◦ 3. Renewal date will be set based on expiration of certification</li> </ul> </li> </ul> <p>*Should try and complete this sometime in July, otherwise will have to renew during internship</p>
HEALTH INSURANCE	<ul style="list-style-type: none"> <li>▶ Provide a copy of your current health insurance card or proof of coverage <ul style="list-style-type: none"> <li>◦ 1<sup>st</sup> Year: If decide to opt out <ul style="list-style-type: none"> <li>• Health insurance waiver form must be uploaded online via <a href="http://www.CertifiedBackground.com">www.CertifiedBackground.com</a> no later than April 30, 20__</li> </ul> </li> <li>◦ 2<sup>nd</sup> year: <b>Cannot</b> opt out <ul style="list-style-type: none"> <li>• Must be uploaded online via <a href="http://www.CertifiedBackground.com">www.CertifiedBackground.com</a> no later than April 30, 20__</li> </ul> </li> <li>◦ *Both sides of insurance card are required <ul style="list-style-type: none"> <li>• <i>Verification of coverage from the provider is required if the name on the document does not match (for example, a student's parents or their maiden name appears on the document)</i></li> </ul> </li> </ul> </li> </ul>
IMMUNIZATIONS:	
INFLUENZA (annually)	<ul style="list-style-type: none"> <li>▶ Submit documentation of flu shot administered during the current flu season <ul style="list-style-type: none"> <li>◦ Declination is <b>NOT</b> acceptable</li> <li>◦ Includes H1N1</li> <li>◦ Renew every year, 1 year from original administered date</li> </ul> </li> </ul>
VARICELLA (Chickenpox)	<ul style="list-style-type: none"> <li>▶ Two vaccines OR positive antibody titer</li> <li>▶ Follow up action for negative or equivocal titer: single booster <b>AND</b> repeat titer</li> <li>▶ Series in process is acceptable (the individual will provide documentation of vaccination &amp; the next actions will be scheduled according to CDC guideline)</li> <li>▶ We will accept <b>ANY</b> titer result documented by a medical professional</li> </ul>
MEASLES, MUMPS, & RUBELLA (MMR)	<ul style="list-style-type: none"> <li>▶ MMR listed as a single requirement- 2 vaccines <b>OR</b> 3 component positive antibody titers</li> <li>▶ Follow up action for negative or equivocal titer: Single booster</li> <li>▶ Series in process is acceptable (the individual will provide documentation of vaccination &amp; the next actions will be scheduled according to CDC guidelines)</li> <li>▶ We will accept <b>ANY</b> titer result documented by a medical professional</li> </ul>
Tetanus, Diphtheria, & Pertussis (Tdap)	<ul style="list-style-type: none"> <li>▶ Tdap booster administered within past 10 years.</li> <li>▶ The date of renewal will be set 10 years from the administered date</li> </ul>
HEPATITIS B	<ul style="list-style-type: none"> <li>▶ Three vaccination series <b>OR</b> positive antibody titer</li> <li>▶ Declination is <b>NOT</b> acceptable (<i>Absolutely No exceptions</i>)</li> <li>▶ Follow up action for a negative or equivocal titer: Single booster <b>AND</b> repeat titer</li> <li>▶ Series in process is acceptable (the individual will provide documentation of vaccination &amp; the next actions will be scheduled according to CDC guidelines)</li> <li>▶ We will accept <b>ANY</b> titer result documented by a medical professional</li> </ul>
TUBERCULOSIS (TB)	<p><b>Initial TB Testing</b></p> <p>IF NEGATIVE:</p> <ul style="list-style-type: none"> <li>◦ 1. Negative two-step skin test administered 1-3 weeks apart within the past 12 months</li> </ul> <p>IF POSITIVE:</p> <ul style="list-style-type: none"> <li>◦ 1. Clear Chest x-ray report following last positive test result, administered within the past 12 months</li> </ul> <p><b>Renewal TB Testing</b></p> <p>IF NEGATIVE:</p> <ul style="list-style-type: none"> <li>◦ 1. Negative one-step skin test</li> </ul> <p>IF POSITIVE:</p> <ul style="list-style-type: none"> <li>◦ 1. Clear Chest x-ray report</li> </ul>

## HEALTH INSURANCE WAIVER FORM

### ACKNOWLEDGEMENT OF RESPONSIBILITY FOR MEDICAL COSTS INCURRED

I, \_\_\_\_\_, hereby certify that I understand that I am responsible for any medical care costs that may be incurred related to injuries or illness that occur during and/or as a result of my radiography education experience. These costs will be fully or partially covered by a health insurance policy that will be in force during my clinical experience or by me personally.

☐ I do not plan to carry health insurance during the 1<sup>st</sup> year of the radiography program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

### ***RELEASE OF INFORMATION FORM***

I, \_\_\_\_\_, give my consent to release the above requested information to the Radiography Program within the College of Health Professions at Ferris State University, which may be shared with any clinical affiliate I attend.

In addition, I understand that my social security number may be required in order to obtain a radiation dosimetry badge and/or gain access to patient information systems in some clinical settings. I hereby give my permission for the Radiography Program to provide this information to the appropriate agencies at their discretion.

My Social Security Number: \_\_\_\_\_

I understand that this information will be kept confidential and will only be used for the purpose of decisions related to program admission and for clinical placement as a requirement of the radiography program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# FSU Radiography Program

Final Semester On-Campus

Year: 20\_\_\_\_

## STUDENT PROFILE

(Please Print)

### Student Information: (full given name)

First Name: \_\_\_\_\_ Middle \_\_\_\_\_ Last: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_

Best E-Mail Address: \_\_\_\_\_

Social Security Number: (for film badge) \_\_\_\_\_

Date of Birth: (For film badge) \_\_\_\_\_

### Internship Information Only:

**Where would you like your mail sent during your year of internship?** (If you do not currently have a local address please contact your ACI when you do.)

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Preferred Name at Clinical: \_\_\_\_\_

\* All information is kept completely confidential and is only for the use of the Radiography Program to assess students and their academic needs.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Explain the incident that occurred:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Student Signature

Date

Faculty Signature \_\_\_\_\_

Date

# Ferris State University Radiography Program

## Portfolio Check Sheet

Student Name: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Mandatory Student Portfolio 1 <sup>st</sup> Year Info.	Yes	No	Comments
Portfolio Checksheet			
Radiation Brochure & Rubric			
First Year Evaluation Forms			
Immunization Records			
Mandatory Student Portfolio 2nd Year Info.	Yes	No	Comments
Master Checklist			
52 Masters Complete <ul style="list-style-type: none"> <li>37 Mandatory</li> <li>15 Elective</li> </ul>			
5 Clinical Evaluations <ul style="list-style-type: none"> <li>2 Fall</li> <li>2 Spring</li> <li>1 Summer</li> <li>PM/Weekends</li> </ul>			
Rad. Reports <ul style="list-style-type: none"> <li>Monthly or quarterly</li> </ul>			
Time Sheets			
Time off Request			
Student's Patient Log Book			
Patient Care Information i.e. ARRT General Patient Care Checklist and competency sheets			
St. Catherine Tests & Scantron Sheets			
CE Graduation Requirements (3 total)			
Other: Hospital Orientation, Certificates, awards, Radiation Safety Assignment, etc.			

### Missing Items Tracking Sheet:

Missing Item	Date Contacted	Date Material Rec.	Initials	Comments

## **FSU Radiography Program**

### **STUDENT PORTFOLIO INSTRUCTIONS**

Each student will be required to create a portfolio which will be maintained throughout the next two years of the Radiography Program. The portfolio will help you to stay organized and it will help us check your progress during your didactic and clinical experience. You will need a 2" binder and insertable tab sheets. This student portfolio must be turned in at the end of your second year. If you are ***missing any information it will prevent you from graduating from the Radiography Program.*** We are asking you to start this process now to make the transition easier. We will be reviewing your Portfolio during clinical site visits and at the end of each semester when you are on campus. Please make tabs for the following sections:

- **First Year Information:**
  - Portfolio checksheet
  - Radiation Protection Brochure and Rubric
  - Evaluation Forms : 14
  - Immunization Records/ CPR card
  
- **Second Year Information:**
  - Master Checklist
  - Masters (kept in order of master checklist)
  - Evaluations
  - Radiation Reports
  - Time Sheets
  - Time-off Requests Forms
  - Student's Patient Log Book
  - Patient Care Information
  - St. Catherine Test and Scantrons
  - CE Graduation Requirements
  - Other

***\*\*\*THESE SECTIONS MUST BE KEPT IN THIS ORDER!!!!!!***

## **First Year Information:**

### **Portfolio Checklist:**

Do not fill out this form, this will be used at the end of the second year to verify information in your portfolio by an instructor.

### **Radiation Protection Brochure and Rubric:**

You will be required to complete a radiation protection brochure in RADI 122 in Spring Semester. You must place the brochure and grading rubric for this assignment in your portfolio.

### **Evaluations:**

During each semester for RADI 105, 107, and 109 you will be evaluated over positioning and anatomy. You will be required to place all of these evaluations in your portfolio. If an evaluation form is lost you will be required to make-up that exam in order to assure that the exam was completed.

#### *Fall Semester:*

##### *RADI 105:*

- Upper Ext.
- Lower Ext.: Foot- Tib/Fib
- Lower Ext.: Knee – Pelvis
- Abd./Chest

#### *Spring Semester:*

##### *RADI 107:*

- Shoulder Girdle
- C-spine/T-spine
- Lumbar/Sacrum/Coccyx
- Bony Thorax
- Skull
- Facial Bones
- Sinuses

*Summer:*

*RADI 109:*

- Upper and lower GI
- Radiography Day
- Final Eval

Total number of Evals: 14

### **Immunizations:**

The required list of immunization records and current copy CPR card for the Radiography Program must be kept in this section of your portfolio. All records must be up to date. Any records that expire during internship will result in immediate removal from the hospital site unless students have an updated record placed in their portfolio and sent to the clinical coordinator for his/her records.

### **Second Year Information:**

#### **Master Checklist:**

Pull a copy of the Master List from Ferris Connect file called "Portfolio" and place in the tab section called "Master Checklist". The Master Checklist should have an updated log of all your current procedures (masters and electives). This listing will help you to record your Mandatory and Elective procedures that are needed for Graduation. This is an easy tool that will aide you in remembering what exams you have Mastered. You must have initials from the tech that completed your master on your master checklist.

#### **Masters:**

Pull the copy of the new version for "Masters" from the Ferris Connect file. The Masters have been changed to a yes/no version rather than a point system. You must obtain a yes in all the categories to "Master" the exam. Each master must have the evaluator, ACI's signature and student's signature.



**Evaluations:**

Your ACI must review your evaluation with you and have you sign before it is mailed/faxed back to us. Please make a copy of your evaluation to keep in your portfolio.

**Total Evals:**

Fall semester : 1 Mid Term , 1 Final Eval

Spring: 1 Mid Term , 1 Final Eval

Summer: 1 Final Eval

**\*\*Weekend/PM rotation Evaluation:** Completed when you rotate to an off shift.

**Radiation Report:**

A copy of each month and/or quarterly Film Badge Reading Report must be placed in your portfolio. All names and ID's must be crossed off with black permanent marker except yours. Any student having above a minimum "M" reading must contact either the program coordinator or clinical coordinator immediately. Recommendations will be determined based on the incident that occurred with consultation of the clinical instructor and RSO of the clinical internship.

**Time Sheets:**

Pull a copy of the "time log form" from the file Portfolio. Each month you must record your arrival/departure time in the log provided. Those of you recording on time cards may make a copy of your time card. (If you have copy of your time cards you will not need your ACI signature.)

**Time off Request:**

Pull a copy of the "Time Off Request Form" anytime you are using a personal day, call in sick, or miss clinical due to another emergency. This must be submitted to your ACI for their signature.

## **Student's Patient Log Book:**

In order to show equality between the sites we must show that each student is receiving an equal number of exams. In order to do this we must have each student record all of the exams that they have completed. Pull the Student Log Information from the Portfolio section. There is a section for each area of the body. Upper/Lower Extremities, etc. You must record all of the information provided on the Log each week and place this in your portfolio ***throughout the entire internship.***

**Patient Care Information:** ARRT General Patient Care Checksheet, and Patient Care Lab competency sheets from RADI 109 and 171. Any patient care information obtained during the second year of internship.

## **ST. Caths:**

St. Caths answer key and booklet must be placed in your portfolio and returned at the end of the program.

## **CE Graduation Requirements:**

Students must complete CE per graduation requirements and keep proof of CEs earned in their portfolio. All students must also complete **3 continuing education requirements**. CE's may be earned by the following examples:

- Attending a state or national meeting
- Attending an approved training ,workshop, inservice at the hospital or internship site.
- Attending an approved wellness program
- Radiographic Journals
- Attendance at a registry review
- Any other approved educational activities by the Program Coordinator
- Fuji, Kodak or Philips vendors sometimes offer free CEs online.

\*All CE requirements must be met by the end of the summer semester.

Failure to meet any of these requirements **will result in a delay in graduation.**

**Other:**

Hospital Orientation Checksheet, Certificates earned, HIPPA training documentation, Radiation Safety Assignment, etc.

**\*\*** Demerit's will be given for any unorganized and incomplete portfolios. Portfolios will be checked off each semester on the second clinical site visit with the exception of summer semester. Summer semester the portfolio will be handed in for review during the last week of internship.

**\*\*\***Portfolios are due at the end of the summer semester. Portfolios must be complete and in order. Any portfolio not in order or missing items will be returned to the student. Any incomplete portfolios will indicate that a student has not met the graduation requirements for the program and the student will not receive their diploma and they will not be allowed to take the registry.

Final Score:

## Radiography: First Year Evaluation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Examination (body part)				
Projection				
Exposure factors, calipers				
Film size, speed, placement				
Proper position				
Tube-part-film alignment				
Correct tube angle				
Radiation Protection				
Correct use of markers				
Breathing technique				
Speed of exam				
Review of anatomy				
Repeat	Yes / No	Yes / No	Yes / No	Yes / No
Subtotal Points (R=50% pts.)				
Repeat Points (+/-)				
Total Points				
Comments:				

Student Signature: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Grading: Each projection is worth 20 points.

10 categories:    2 = satisfactory    1 = partial proficiency    0 = unsatisfactory

\*Any projection with a grade below 85% will be repeated.

Repeats will receive only half the earned points per view.

**Ferris State University  
Radiography Program  
Clinical Affiliation Preference Form**

Please list the names of the hospitals you would agree to intern at during your clinical practicum. It is recommended you list at least **three (3)** hospitals you are willing to intern at below:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Please indicate any specific needs, reasons, or information that may affect the decision concerning your placement:

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\*\*\*Please sign and return this form by **the last Friday in February.** You must also attach your clinical site visit form for each of the sites you have chosen. If a form is not attached the site will not be considered for placement. The student will be notified at the **end of spring semester** for their clinical assignment. The clinical site will be informed of these assignments prior to student notification. The program does not guarantee placement of clinical sites listed above. The program has the right to place students in clinical site deemed most appropriate for that individual. Students may need to relocate in order to complete internship. Students are also aware that that they may not be offered a job at the internship site that they attended. Students should contact career services in regards to job assistance.

Student Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Ferris State University  
Radiography Program  
Student Clinical Site Visit Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Site Visited: \_\_\_\_\_

Please check when completed:

\_\_\_\_\_ Spent 8 hours in the Radiology Department observing procedures

\_\_\_\_\_ Toured the entire hospital or clinic

\_\_\_\_\_ Met with Clinical Instructor

\_\_\_\_\_ Interviewed at least 2 radiographers in the department

\_\_\_\_\_ Interviewed with another student

\_\_\_\_\_ Interviewed with a department administrator and/or radiologist

List the exams/procedures observed:

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinical Instructor Signature

\_\_\_\_\_  
Date

Please comment on what you liked about your visit to the clinical site:

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What didn't you like about your clinical site visit?

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**Ferris State University Radiography Program  
ARRT General Patient Care Verification Checklist**

<b>General Patient Care Checklist</b>	<b>Completed in Course:</b>
CPR Certified	Date of Renewal:
Vital Signs: Blood Pressure, Pulse, Pulse Oximetry, Respiration & Temperature	RADI 105
Sterile and Medical Aseptic Technique	RADI 109
Venipuncture	RADI 109
Transfer of Patients	RADI 105
Care of Patient Medical Equipment: Oxygen tank and IV tubing	RADI 105

\*CPR Certification Verified Online.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verification of Competency Completed

By: \_\_\_\_\_ Date: \_\_\_\_\_



**FERRIS STATE UNIVERSITY  
RADIOGRAPHY PROGRAM  
CASE STUDY PRESENTATION**

**What you will need:**

- 1 radiographic series with no pathology
- 1 radiographic series of the same area with pathology. Must meet same age criteria. (Do not compare pediatric Patient to an adult)
- 1 image of the area of interest that is not typically done with the series  
\*\*\*\*Examples: Tomo, CT, MRI, Ultrasound, Nuc. Med, Surgery film, Angio, special view...
- Typed report or PowerPoint: 1 copy for you to read from, 1 copy for us (see below for info to include.)

**What is included in your report?**

**Routine Projections:**

Be able to discuss position and projection for procedure. You must be able to identify key anatomy on the radiographs. It is suggested you label each radiograph with important anatomy. Also include, SID used, centering point, and routine projections for your hospital. Be prepared to discuss differences between your hospital routine and what is stated in your text.

**Pt. Information:**

History (Hx.), Age, Body habitus, Diagnosis (Dx.), any other pertinent information. You will do two separate pt information descriptions, one for non-pathology case and one for the pathology case.

**Radiograph Critique:**

Brightness, Receptor exposure, Contrast, Spatial resolution, Distortion, Proper ID, marker placement, Exposure Index, technique, artifacts, Positioning to include proper position, any positioning errors and how to correct errors. Please include imaging vendor (Fuji, Agfa, Kodak, etc.). **You should have TWO critiques. One for the non-pathology and one for the pathology. It is best to set it up so you have the pt. info for non-pathology followed by the non-pathology critique, then the pt. info for the pathology followed by the pathology critique. Please see rubric.**

**Radiation Safety Considerations:**

Collimation, shielding, any repeats taken, etc.

**Related Pathology case:**

Compare the Pathology and non-pathology films to one another. Discuss pathology. Give definition and show on film. Explain if technique must be altered due to additive or destructive pathology. Any contraindications that would require change in technique or series due to pathology.

### **Related Special projection/procedure:**

This can be a general diagnostic special view (special projection not routinely taken, or tomography) **-OR-** CT, MRI, US, NM, Special Procedures. You must show a photo from the book, internet or radiograph that describes the view to be used and explain why it would be used. Give general information of why and how the view will aide in diagnosing. This view can be from a different patient, not from your pathology patient, but must be related to what you have discussed.

### **Theory:**

Discuss a theory that is somehow related to your case. Use your text book as a guide. Theories must be related to your case.

*Examples of theories that may be used:*

- 15% Rule*
- 30% rule*
- Rule of Thumb*
- Density Maintenance Formula*
- Grid Conversion Factor*
- IRS Conversion*
- Anode Heel Effect*
- Filters*
- Collimation/Lead Blockers*
- PA vs. AP*
- Focal Spot Size*
- Ways to reduce patient dose, increase detail, reduce distortion, etc.*
- AEC selection*

If you are uncertain of what theory you would like to use or would like input on a theory contact the clinical coordinator and they can help you with your theory.

### **General Directions:**

Your case study presentation will be over an exam listed below. At sites where there is more than one student, communicate so that no one does the same exam—draw them out of a hat if need be. **If the same theory or exam is used at the same site the students involved will be deducted 5 pts. Off their total score.** There is no reason for you not to communicate with the other students at your site. Also, the same theory cannot be used by the same individual more than once. **A 5-point deduction will result in a student reusing the same theory.**

You will turn in a typed paper with the above information on it—it can be in a PowerPoint, or outline form. The paper must be typed and professionally done (Free of grammatical, punctuation, and spelling errors.)

Case Studies will be presented when the Ferris instructors visit your site. One (1) fall semester, two (2) spring semester, and **one (1) summer semester**. A case study should be between 10-15 min each.

**CASE STUDY GRADE:**

The Case Study Grade is WORTH 35 POINTS and will be calculated into your final grade.

*Breakdown of Scoring for Case Study:*

TOPIC AREA	POINT VALUE
Routine Projections	2
Non-Pathology Patient Information	1
Non-Pathology Radiograph Critique	6
Pathology Pt. Information:	1
Related Pathology case and critique	6
Related Special projection/procedure:	4
Theory:	6
Anatomy Identified	5
Quality of work (neatness, grammar, etc):	4
<b><u>TOTAL</u></b>	<b><u>35</u></b>
Penalty for same topic or theory	-5   -10   -15
<b><u>Total Score</u></b>	_____/35

<u><i>Fall Semester</i></u>	<u><i>Spring Semester</i></u>	<u><i>Summer Semester</i></u>
Abdomen Chest Finger Wrist Hand Forearm Elbow Humerus Toe Calcaneus Foot Ankle Tib/fib Knee Femur Hip	Shoulder Scapula Pelvis L-spine T-spine C-spine Coccyx Sacrum Ribs Sternum SI joints AC joints  *The following may be used but only if one of the above is not available. If you opt for one of these it will be verified by your ACI by the clinical coordinator before you may use it: Upper Ext. Lower Ext. Chest Abdomen	GI GU Head work Biliary system  * Positions from the Previous semesters may be used if one of the above is not available. If you opt for one of these it will be verified by your ACI by the clinical coordinator before you may use it.

## MERIT FORM

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Actions that warrant the receiving of the MERIT:**

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\_\_\_\_\_  
**Signature of Person Initiating Action**

\_\_\_\_\_  
**Signature of ACI**

**Ferris State University**  
**Hospital Orientation Checklist**

The following criterion has been covered during the hospital orientation:

<b>Policies and Procedures:</b>	<b>Yes</b>	<b>No</b>
Hazards i.e. Fire, electrical and chemical		
Emergency Preparedness		
Medical Emergencies		
HIPAA		
Standard Precautions including communicable diseases		
Body Mechanics		
Sexual Harassment		
Substance Abuse		
Other:		

I \_\_\_\_\_ have attended the hospital orientation on \_\_\_\_\_  
Student Name Date

and have covered the above criterion established by state and federal requirements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACI Signature

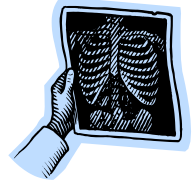
\_\_\_\_\_  
Date

**Clinical Forms Timeline:**

<b>Forms</b>	<b>As Needed</b>	<b>Mid-Semester</b>	<b>Monthly</b>	<b>End of Fall Semester</b>	<b>End of Spring Semester</b>	<b>End of Summer Semester</b>
Master (competency) form	X					
Master Form Log	X					
Patient Care Log			X	X	X	X
Mid-Semester Evaluation: Fall, Spring semester only		X				
Final Evaluation: Fall, Spring and Summer				X	X	X
Trauma Eval.				X	X	X
Evaluation of the Clinical Coordinator						X
Student Evaluation of Internship						X
Program Evaluation						X
Leave of Absences	X					
Personal Time off	X					
Dosimetry report			X	X	X	X

It will be the sole responsibility of the intern to see that these forms are completed and provided to the appropriate authority and to retain a copy in the portfolio.

**FERRIS STATE UNIVERSITY  
RADIOGRAPHY PROGRAM  
Competency Evaluation Form**



**NAME** \_\_\_\_\_ **HOSPITAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EXAM** \_\_\_\_\_

CRITERIA	Y	N/A	N	COMMENTS
Proper patient ID				
Proper Tube/Part/ Film alignment; Equipment use				
Proper Technique/AEC selected				
Film ID/Markers visible				
Patient Care /exam modifications/ communication				
Proper Positioning				
Radiation protection demonstrated				
Produced diagnostic image				
Confidence in doing the exam/Timeliness <b>TIME:</b> _____				
Student identifies anatomy as indicated by RT(R)				
Sterile technique maintained				
Other:				

\_\_\_\_\_  
signature of RT(R)      date

\_\_\_\_\_  
signature of student      date

\_\_\_\_\_  
Signature or initials of ACI      date

**Remember:**

- Clinical staff and students are required to follow the direct/indirect supervision policy as stated in the clinical manual.
- Any repeat radiographs must be done under direct supervision.
- All mobile and surgical exams fall under direct supervision

- **The following are general guidelines for student performance during a competency evaluation:**

**Proper Pt. ID**

- \* Determined procedure and dept. routine
- \* Clinical history taken
- \* Requisition/paperwork/computer requirements completed
- \* Properly identified pt. using dept. protocol
- \* Displayed professionalism
- \* Explained procedure to pt.
- \* Provide for pt. modesty/properly gowned pt.
- \* Gave proper instructions
- \* Provide good overall pt. care

**Proper Tube/Part/Film alignment; Equipment use**

- \* Utilized proper SID and OID
- \* Demonstrate competence in using tube locks, IR size
- \* Used a grid when appropriate
- \* Safely operate mobile unit and operate all controls

**Proper technique/AEC selected**

- \* Utilized measurements, technique charts, department protocols to properly set exposure factors

**Film ID/Markers visible**

- \* Correct pt. name on radiographs
- \* R or L in proper area

**Patient care/ exam modifications/communication**

- \* Was able to adjust for any emergent or unpredicted situation
- \* Kept patient informed during exam giving reassurance and instructions
- \* Maintained pt. modesty

**Proper positioning**

- \* Provided for procedural and emergency; supplies where necessary
- \* Position the pt. correctly
- \* Position the part being examined properly
- \* Remove any artifacts

**Radiation Protection Demonstrated**

- \* Film badge worn properly (student)
- \* Used shielding when appropriate
- \* Collimated efficiently
- \* Selected exposure factors to provide diagnostic film with minimal exposure
- \* Demonstrated proper use of lead apron, thyroid collar, gloves, etc. when appropriate

**Produced Diagnostic Image**

- \* Final radiograph is of diagnostic quality and can be forwarded to radiologist for interpretation
- \* Able to discuss radiographic quality in terms of density, contrast, detail, and distortion

**Confidence in doing exam/timeliness**

- \* Performed exam in a smooth manner, minimizing pt. movement
- \* Performed exam with good overall speed and proficiency
- \* *Please indicate approximate time it took to complete exam.*

**Identify Anatomy as indicated**

- \* Able to identify anatomy as requested by evaluating technologist

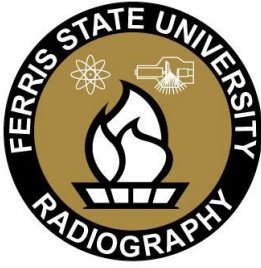
**Sterile technique maintained**

- \* Where appropriate followed department guidelines for asepsis/universal precautions, etc.

**Other**

- \* Please indicate any concerns/comments pertaining to master evaluation. Use additional space as needed





## Trauma Competency Evaluation: Off Shift Rotation

Name of Student: \_\_\_\_\_ Date (s) \_\_\_\_\_

***The grading scale is as follows: 3 highest to 1 being the lowest***

Objective	3	2	1	Comments
Demonstrates the ability to communicate effectively with healthcare personnel in the Emergency Department and the Radiography Department	3	2	1	
Locates the crash cart within the radiography department.	3	2	1	
Demonstrates the ability to act in an appropriate manner when faced with a trauma/emergent situation according to department protocol.	3	2	1	
Initiates appropriate procedures in the event of a "code" or other emergent situation.	3	2	1	
Appropriately modifies the radiographic exam to fit the trauma situation and the needs of the patient.	3	2	1	
Demonstrates appropriate techniques in the handling of patients who are immobilized (backboard, sling, cast, other immobilizers)	3	2	1	
Demonstrates proper practice of universal precautions when handling an emergent situation.	3	2	1	
Demonstrates competent use of mobile radiography equipment.	3	2	1	

**Additional Comments:**

\_\_\_\_\_

Signature of Supervising Technologist: \_\_\_\_\_

**Performance Evaluation  
Ferris State University  
Radiography Program Student Evaluation**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Hospital: \_\_\_\_\_

Semester: Fall                      FINAL

Please circle the number in each category that accurately demonstrates the student's performance.

5=excellent      4=Above Average      3=Average      2=Below Average      1= Poor

(\*If student receives below a 3 please give feedback. You may use back of form for additional comments.)

							Comments:
1).	Organization of Work	5	4	3	2	1	
2).	Assessment of Exam	5	4	3	2	1	
3).	Quality of Positioning	5	4	3	2	1	
4).	Technical Considerations	5	4	3	2	1	
5).	Radiation Protection	5	4	3	2	1	
6).	Equipment Usage	5	4	3	2	1	
7).	Quantity of Work	5	4	3	2	1	
8).	Patient Communication	5	4	3	2	1	
9).	Punctuality	5	4	3	2	1	
10).	Self-confidence	5	4	3	2	1	
11).	Appearance	5	4	3	2	1	
12).	Attitude toward Constructive Criticism / Instructor	5	4	3	2	1	
13).	Ability to make sound ethical choices	5	4	3	2	1	
14).	Initiative	5	4	3	2	1	
15).	Appropriate terminology used in Radiology setting	5	4	3	2	1	
16).	Able to critique own films	5	4	3	2	1	
17).	Cooperation	5	4	3	2	1	
18).	Team Work	5	4	3	2	1	
							Total Score: _____ / 70

Strengths:

Weaknesses:

Goals:

**Clinical Evaluation Rubric for Performance Evals**

1).	Organization of Work	5	4	3	2	1
	Ability to perform work in a logical and efficient sequence in an accurate and desirable speed.	Learns and performs rapidly and efficiently	Works at a steady pace and is efficient	Works well but not at a desirable speed, at times efficient but not consistent	Does not work at a desirable speed, not efficient most of the time.	Often hinders patient flow, not able to keep up with flow or exam
2).	Assessment of Exam	5	4	3	2	1
	Ability to apply knowledge and skills to accurately read requisition, identify errors, and assess patient needs	Able to perform exam without error and assess patient needs, does not require assistance	Able to perform exam with few errors and assess patient needs, occasionally requires assistance	Needs some guidance and assistance for exam	Makes careless errors and needs frequent reminders	Constantly makes careless and repeated errors
3).	Quality of Positioning	5	4	3	2	1
	Accurately positions patient and meets protocol established by hospital for exam	Consistently accurate, no repeats	Accurate, very few repeats	Quality of work is acceptable for level of learning	Work is inconsistent, makes errors	Constantly making errors and having repeats
4).	Technical Considerations	5	4	3	2	1
	Meets protocol for techniques established by hospital for proper radiographic image quality	Learns rapidly, is accurate and able to adapt to conditions	Good, learns well, usually accurate, needs little guidance	Does well , usually accurate, requires some guidance	Slow to learn, does not make appropriate technical changes	Needs constant instruction and guidance, not able to make changes on own.
5).	Radiation Protection	5	4	3	2	1
	Ability to follow safe radiographic safety measures to protect the patient and self	Always follows safe radiographic safety measures to protect the patient and self	Usually follows safe radiographic safety measures to protect the patient and self	Seldom follows safe radiographic safety measures to protect the patient and self	Very rarely follows safe radiographic safety measures to protect the patient and self, makes few errors adding to patient dose	Never follows safe radiographic safety measures to protect the patient and self, makes several errors adding to patient dose
6).	Equipment Usage	5	4	3	2	1
	Follows protocol established for various pieces of equipment in the Radiology Department	Always follows protocols, is able to operate all pieces of equipment without error	Usually follows protocols, is able to operate most pieces of equipment without error	Usually follows protocols, but is unable to operate all pieces of equipment without assistance from tech.	Rarely follows protocols, is unable to operate all pieces of equipment without assistance from tech, causes damage to equipment	Never follows protocols, damages equipment due to lack of knowledge and skills
7).	Quantity of Work	5	4	3	2	1
	Produces adequate amount of exams, demonstrates room readiness and performs other job duties outlined in the Radiology	Exceeds in exams required, room ready without being directed and completes other task	Above average in the number of exams required, room ready without being directed, or little	Average number of exams completed, room ready with little assistance is needed, most task complete with	Below average number of exams completed, room rarely ready with assistance is needed with most task	Most exams not completed, room not ready, assistance is needed with

	Department	without direction	assistance is needed and completes other task with little direction	little direction		almost all task
<b>8).</b>	<b>Patient Communication</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Demonstrates courtesy, confidence, and strong communication skills and establishes a good rapport throughout exam and department.	Always conducts oneself in a positive manner	Usually conducts oneself in a positive manner	Occasionally negative attitude, but usually caring towards patient	Indifferent attitude, uncaring demeanor with patient	Inappropriate language or statements, rude, uncaring
<b>9).</b>	<b>Punctuality</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Attends clinical on assigned date, promptly notifies ACI of absences/tardies and reports to clinical on time, including breaks and lunches	Always punctual, never tardy or absent or lost from department.	Rarely late, tardy or absent from department, calls in if not on time or ill.	Tardy, absent or lost from department but not on a frequent basis.	Frequently late, absent, or lost from department.	Excessive tardiness, absenteeism, lost from department.
<b>10).</b>	<b>Self-confidence</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Confidence in one's own judgment and ability, and able to apply knowledge and skills to practical applications.	Always Confident in one's self and able to apply knowledge and skills to practical applications.	Usually Confident in one's self and able to apply knowledge and skills to practical applications.	Usually Confident in one's self and able to apply knowledge and skills when guided	Not confident in one's self, needs constant guidance	Has no confidence in one's ability, unable to apply knowledge and skills in any situation
<b>11).</b>	<b>Appearance</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Follows the hospital and schools protocol for dress code, including appropriate uniform, name tag, and personal hygiene.	Always adheres to dress code, professional appearance, well groomed, in uniform.	Usually well groomed, professional in attire, occasionally out of uniform	Occasionally out of uniform, untidy	Doesn't adhere to uniform policy all the time, inappropriate dress, poor hygiene.	Extremely poor hygiene, out of uniform, unacceptable dress. Does not meet dress code policy.
<b>12).</b>	<b>Attitude Const Criticism</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Able to make positive changes to one's self based on opinions of others and exercise self-control.	Makes positive changes to one's self based on suggestions from others	Usually makes changes to one's self based on suggestions from others	Attitude is acceptable, accepts some criticism	Negative attitude, rarely accepts criticism	Negative attitude, doesn't accept criticism
<b>13).</b>	<b>Ability to make sound ethical choices</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Makes appropriate moral decisions and uses good judgment.	Always makes appropriate moral decisions and uses good judgment.	Usually makes appropriate moral decisions and uses good judgment.	Occasionally makes appropriate moral decisions and uses good judgment.	Seldom makes appropriate moral decisions and uses good judgment.	Never makes appropriate moral decisions and uses good judgment.

14).	Initiative	5	4	3	2	1
	Readiness to begin working without being prompted, motivation and enthusiasm demonstrated in department	Looks for things to do at all times, always busy, willing to help	Usually looks for things to do at all times, usually busy, willing to help	Doesn't perform well independently, but will complete task when asked.	Does only assigned task when asked, unwilling to do other task	Puts forth not effort, indifferent to workload, unwilling to do assigned task
15).	Appropriate terminology used in Radiology setting	5	4	3	2	1
	No longer using layman terms, explains exams/procedures in a professional manner	Always explains exams/procedures in a professional manner	Usually explains exams/procedures in a professional manner without guidance	Sometimes explains exams/procedures in a professional manner without guidance	Seldom explains exams/procedures in a professional manner, usually requires guidance from tech.	Never explains the exam in a professional manner
16).	Able to critique own films	5	4	3	2	1
	Ability to review, and make corrective adjustment to radiographs taken	Always able to review, and make corrective adjustment to radiographs taken without assistance	Usually is able to review, and make corrective adjustment to radiographs taken without assistance	Makes suggestions to improve images, but needs guidance on what changes to make	Very rarely is able to make suggestions to improve images on own and requires assistance on what changes to make	Is unable to evaluate films and make changes necessary without the assistance of others
17).	Cooperation	5	4	3	2	1
	Demonstrates ability to work well and communicate with hospital staff, shares in work load and shows interest in assignments.	Always shows an interest and willingness to work, never complains	Usually shows an interest and willingness to work, complains very little	Usually shows an interest and willingness to work, complains, needs guidance to do work	Shows very little interest, complains often, occasional conflict with coworkers	Not part of the team, unwilling to work, conflicts with coworkers
18).	Team Work	5	4	3	2	1
	Recognizes the importance of working together to achieve a common goal, is a team player.	Always listens to, shares with and supports the efforts of others.	Usually listens to, shares with and supports the efforts of others.	Often listens to, shares with and supports efforts of others but at times is not a team member	Generally works alone, rarely listens or supports other members of the team.	Always works alone, does not support efforts of the department.

## LEAVE OF ABSENCE REQUEST

NAME: \_\_\_\_\_

CLINICAL SITE: \_\_\_\_\_

DATE: \_\_\_\_\_

# of Days or Hours	Type	First Day Off	Expected Return Date
	Jury Duty*		
	Bereavement Leave**		
	Military Leave***		

\* Court slip needs to be attached.

\*\* Indicate on reverse side relationship, date of death, date of funeral, and place where funeral service is to be held.

\*\*\* Copy of Military Orders needs to be attached.

**Jury Duty and Military Duty requests will be due one month prior to such duty.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACI Signature

\_\_\_\_\_  
Date

<b>FERRIS STATE UNIVERSITY</b>							
<b>RADIOGRAPHY PROGRAM</b>							
<b>PERSONAL TIME OFF REQUEST</b>			<b>DOCUMENTATION OF TIME OFF</b>				
ALL requests <i>MUST</i> be submitted at least 24 hours in advance for PERSONAL TIME OFF							
ALL students <i>MUST</i> document SICK TIME OFF when returning to clinical							
Complete this form in it's entirety							
<b>Student name</b>		<i>print</i>					
	personal time off						
	illness						
<b>Date submitted to ACI</b>		<i>date</i>					
	personal time off						
	illness						
<b>Date(s) of Time Off</b>		<i>date(s)</i>	<i>from</i>			<i>to</i>	
<b>Signature of student</b>		<i>sign</i>					
<b>Signature of ACI</b>		<i>sign</i>					
		<i>date</i>					

All 37 Mandatory's and 15 Electives (out of 34) must be completed in order to graduate

Imaging Procedure		M	E	Tech Initials	Date		Imaging Procedure	M	E	Tech Initials	Date
<b>Chest and Thorax</b>							<b>Spine and Pelvis</b>				
Chest Routine		M					Cervical Spine	M			
Chest AP (wheelchair or stretcher)		M					Thoracic Spine	M			
Ribs		M					Lumbar Spine	M			
Chest Lateral Decubitus			E				Cross-Table (Horizontal Beam) Lateral Spine	M			
Sternum			E				Pelvis	M			
Upper Airway (Soft-Tissue Neck)			E				Hip	M			
<b>Upper Extremity</b>							Cross-Table (Horizontal Beam) Lateral Hip	M			
Thumb or Finger		M					Sacrum and/or Coccyx		E		
Hand		M					Scoliosis Series		E		
Wrist		M					Sacroiliac Joint		E		
Forearm		M					<b>Abdomen</b>				
Elbow		M					Abdomen Supine (KUB)	M			
Humerus		M					Abdomen Upright	M			
Shoulder		M					Abdomen Decubitus		E		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*		M					Intravenous Urography		E		
Clavicle		M					<b>Fluoroscopy Studies****</b>				
Scapula			E				Upper GI Series, Single or Double Contrast		E		
AC Joints			E				Contrast Enema, Single or Double Contrast		E		
Trauma: Upper Extremity (Non Shoulder)*		M					Small Bowel Series		E		
<b>Lower Extremity</b>							Esophagus		E		
Toes			E				Cystography/Cystourethrography		E		
Foot		M					ERCP		E		
Ankle		M					Myelography		E		
Knee		M					Arthrography		E		
Tibia-Fibula		M					Hysterosalpingography		E		
Femur		M					<b>Mobile C-Arm Studies</b>				
Trauma: Lower Extremity*		M					C-Arm Procedure (Requiring manipulation to obtain more than one projection)	M			
Patella			E				Surgical C-Arm Procedure (Requiring manipulation around a sterile field)	M			
Calcaneus			E				<b>Mobile Radiographic Studies</b>				
<b>Cranium***</b>							Chest	M			
Skull			E				Abdomen	M			
Paranasal Sinuses			E				Orthopedic	M			
Facial Bones			E				<b>Pediatric Patient (Age 6 or younger)</b>				
Orbits			E				Chest Routine	M			
Zygomatic Arches			E				Upper Extremity		E		
Nasal Bones			E				Lower Extremity		E		
Mandible			E				Abdomen		E		
Temporomandibular Joints			E				Mobile Study		E		
							<b>Geriatric Patient (Physically or Cognitively Impaired as a result of aging)</b>				
							Chest Routine	M			
							Upper Extremity	M			
							Lower Extremity	M			

\*Trauma is considered a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient's condition.

\*\*\* Cranium Studies Section: Students must select one elective from this section.

\*\*\*\* Fluoroscopic Studies Section: Students must select either an Upper GI or Contrast Enema **PLUS** one other elective procedure



# Ferris State University Radiography Program

Patient Log for Week of: \_\_\_\_\_

Imaging Procedure	#	Of	Exams	Imaging Procedure	#	Of	Exams
Unassisted, Assist or Observe	UA	A	O	Unassisted, Assist or Observe	UA	A	O
<b>Chest and Thorax</b>				<b>Spine and Pelvis</b>			
Chest Routine				Cervical Spine			
Chest AP (wheelchair or stretcher)				Thoracic Spine			
Ribs				Lumbar Spine			
Chest Lateral Decubitus				Cross-Table (Horizontal Beam)			
Sternum				Lateral Spine			
Upper Airway (Soft-Tissue Neck)				Pelvis			
<b>Upper Extremity</b>				Hip			
Thumb or Finger				Cross-Table (Horizontal Beam)			
Hand				Lateral Hip			
Wrist				Sacrum and/or Coccyx			
Forearm				Scoliosis Series			
Elbow				Sacroiliac Joint			
Humerus				<b>Abdomen</b>			
Shoulder				Abdomen Supine (KUB)			
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*				Abdomen Upright			
Clavicle				Abdomen Decubitus			
Scapula				Intravenous Urography			
AC Joints				<b>Fluoroscopy Studies****</b>			
Trauma: Upper Extremity (Non Shoulder)*				Upper GI Series, Single or Double Contrast			
<b>Lower Extremity</b>				Contrast Enema, Single or Double Contrast			
Toes				Small Bowel Series			
Foot				Esophagus			
Ankle				Cystography/Cystourethrography			
Knee				ERCP			
Tibia-Fibula				Myelography			
Femur				Arthrography			
Trauma: Lower Extremity*				Hysterosalpingography			
Patella				<b>Mobile C-Arm Studies</b>			
Calcaneus				C-Arm Procedure (Requiring manipulation to obtain more than one projection)			
<b>Cranium***</b>				Surgical C-Arm Procedure (Requiring manipulation around a sterile field)			
Skull				<b>Mobile Radiographic Studies</b>			
Paranasal Sinuses				Chest			
Facial Bones				Abdomen			
Orbits				Orthopedic			
Zygomatic Arches				<b>Pediatric Patient (Age 6 or younger)</b>			
Nasal Bones				Chest Routine			
Mandible				Upper Extremity			
Temporomandibular Joints				Lower Extremity			
				Abdomen			
				Mobile Study			
				<b>Geriatric Patient (Physically or Cognitively Impaired as a result of aging)</b>			
				Chest Routine			
				Upper Extremity			
				Lower Extremity			

## TIME SHEET

DATE	DAY	TIME IN	TIME OUT
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		

DATE	DAY	TIME IN	TIME OUT
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		

DATE	DAY	TIME IN	TIME OUT
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		

DATE	DAY	TIME IN	TIME OUT
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		

ACI signature: \_\_\_\_\_

### Curriculum Grid for JRCERT

Professional Curriculum	Program
<b>Clinical Practice</b>	
Clinical Practice	RADI: 291, 292, 293
Procedural Performance	RADI: 104, 105, 106, 107, 108, 109, 291,
Clinical Competency	RADI: 291, 292, 293
<b>Digital Image Acquisition and Display</b>	
Basic Principles of Digital Radiography	RADI: 171, 172, 203, 223
Image Acquisition	RADI: 171, 172, 203
Image Acquisition Errors	RADI: 171, 172, 203
Fundamental Principles of Exposure	RADI: 171, 172, 203
Image Evaluation	RADI: 171, 172, 203
Quality Assurance and Maintenance Issues	RADI: 170, 171, 172, 203, 213
Display	RADI: 171, 172, 203, 213
Data Management	RADI: 171, 172, 203, 213
<b>Ethics and Law in the Radiologic</b>	
Ethics and Ethical Behavior	RADI: 104, 141, 212
Ethical Issues in Health Care	RADI: 104, 141, 212
Legal Issues	RADI: 212, 213, 223
Legal Doctrines	RADI: 212
Patient Consent	RADI: 212
<b>Human Structure and Function</b>	
Anatomical Nomenclature	RADI: 104, 203
Chemical Composition	RADI: 104, 213
Cell Structure and Genetic Control	RADI: 122, 213
Metabolism	RADI: 122, 213
Tissues	RADI: 104, 122, 213
Skeletal System	RADI: 104, 105, 106, 107, 122, 223
Muscular System	RADI: 104, 122, 223
Nervous System	RADI: 106, 122, 213
Sensory System	RADI: 104, 122, 213
Endocrine System	RADI: 104, 122, 213
Digestive System	RADI: 106, 107, 122, 223
Cardiovascular System	RADI: 108, 122, 213
Lymphatic System and Immunity	RADI: 104, 122, 223
Respiratory System	RADI: 104, 105, 122, 213
Urinary System	RADI: 108, 109, 122, 223
Reproductive System	RADI: 104, 108, 122, 213

Introduction to Sectional Anatomy	RADI: 108, 204, 213
<b>Image Analysis</b>	
Image Appearance Standards	RADI:104, 105, 106, 107, 108, 109, 141, 142, 143, 203, 213, 291,
Imaging Standards	RADI:104, 105, 106, 107, 141, 142, 143,
Image Appearance Characteristics	RADI:104, 105, 106, 107, 141, 142, 143,
Procedural Factors	RADI:104, 105, 106, 107, 141, 142, 143,
Corrective Actions	RADI:104, 105, 106, 107, 141, 142, 143,
<b>Imaging Equipment</b>	
X-ray Circuit	RADI: 121, 143, 213
Radiographic Equipment	RADI: 141, 142, 213
Diagnostic X-ray Tubes	RADI: 141, 213
Image Intensified Fluoroscopy	RADI: 108, 109, 171, 213
Quality Control	RADI: 170, 171, 213
Modality Exploration and Radiation Therapy	RADI: 108, 223
<b>Introduction to Computed</b>	
Components, Operations, and Processes	RADI: 204
Radiation Protection	RADI: 204
<b>Introduction to Radiologic Science and Health Care</b>	
The Health Science Professions	RADI: 141
The Health Care Environment	RADI: 141
Quality Management	RADI: 170
Hospital Organization	CCHS 101
Radiology Organization	RADI: 141
Accreditation	RADI: 141
Regulatory Agencies	RADI: 141
Professional Credentialing	RADI: 141
Professional Organizations	RADI: 141
Professional Development and Advancement	RADI: 141
<b>Medical Terminology</b>	
The Word-Building Process	MRIS 102
Medical Abbreviations and Symbols	MRIS 102
Radiologic Technology Procedures and	MRIS 102
Understanding Orders, Requests, and Diagnostic	MRIS 102

<b>Patient Care in Radiologic Sciences</b>	
Health Care Team	RADI: 104, 105, 106, 107, 108, 109
Professionalism and Communication in Patient	RADI: 104, 105, 106, 107, 108, 109
Patient/Radiographer Interactions	RADI: 104, 105, 106, 107, 108, 109
Safety and Transfer Positioning	RADI: 104, 105, 106, 107, 108, 109
Evaluating Physical Needs	RADI: 104, 105, 106, 107, 108, 109
Infection Control	RADI: 104, 105, 106, 107, 108, 109, 171,
Medical Emergencies	RADI: 108, 143, 203
Trauma	RADI: 108, 109, 203
Contrast Studies	RADI: 108, 109, 211, 213
Reactions to Contrast Agents	RADI: 108, 211
Tubes, Catheters, Lines, and Other Devices	RADI: 104, 105, 203
Mobile and Surgical Radiography	RADI: 108, 109, 143, 171
<b>Pharmacology and Venipuncture</b>	
Drug Nomenclature	RADI: 211
Methods of Drug Classification	RADI: 211
General Pharmacologic Principles	RADI: 211
Six Rights of Drug Safety	RADI: 211
Drug Categories of Relevance to Radiography	RADI: 211
Contrast Agents	RADI: 108, 211
Routes of Drug Administration	RADI: 108, 211
Venipuncture	RADI: 108, 109, 223
Current Practice Status	RADI: 108, 109, 171
<b>Principles of Imaging</b>	
Exposure Factors	RADI: 141, 142, 203, 213
Brightness Digital Display/Density (Film)	RADI: 141, 142, 213
Contrast	RADI: 141, 142, 213
Recorded Detail/Spatial Resolution	RADI: 141, 142, 223
Distortion	RADI: 143, 144, 203
Exposure Latitude	RADI: 143, 144, 203
Beam-Limiting Devices	RADI: 141, 142, 203, 223
Beam Filtration	RADI: 141, 142, 203
Scattered and Secondary Radiation	RADI: 141, 142, 203
Grids	RADI: 141, 142, 213
Exposure Factor Formulation	RADI: 141, 142, 143, 144, 203

<b>Radiation Biology</b>	
Introduction	RADI: 122, 203, 223
Molecule	RADI: 122, 203
Basic cellular biology	RADI: 122, 203
Types of ionizing radiation	RADI: 122, 203
Radiation Energy Transfer	RADI: 122, 213
Radiation Effects	RADI: 122, 213
Radiosensitivity and Response	RADI: 122, 213, 223
<b>Radiation Production and</b>	
Structure of the Atom	RADI: 121, 203
Nature of Radiation	RADI: 121, 122
X-ray Production	RADI: 143, 223
Interactions of Photons with Matter	RADI: 122, 213
<b>Radiation Protection</b>	
Introduction	RADI: 122, 203
Justification for radiation protection	RADI: 122, 203
Potential biological damage of ionizing	RADI: 122, 203
Objectives of a radiation protection program	RADI: 122, 203
Sources of radiation	RADI: 122, 203
Legal and ethical responsibilities	RADI: 122, 212
Units, Detection, and Measurement	RADI: 122, 223
Surveys, Regulatory/Advisory Agencies and	RADI: 122, 213
Personnel Monitoring	RADI: 122, 223
Application	RADI: 122, 223
Patient Protection	RADI: 122, 104, 105, 106, 108, 171
<b>Radiographic Pathology</b>	
Definitions/Terminology	RADI: 104, 106, 108, 202, 213
Classifications (Definition, Examples, Sites,	RADI: 202, 213
Causes of Disease (Process, Examples)	RADI: 202
Radiologic Pathology (Definitions, Etiology, Examples, Sites, Complications, Prognosis, Radiographic Appearance, Procedural and Technique Considerations, Appropriate Imaging Modality)	RADI: 104, 106, 108, 143, 144,
<b>Radiographic Procedures</b>	
Standard Terminology for Positioning and	RADI: 104, 105, 106, 107, 108, 109
General Considerations	RADI: 104, 105, 106, 107, 108, 109
Patient Considerations	RADI: 104, 105, 106, 107, 108, 109
Positioning Considerations for Routine	RADI: 104, 105, 106, 107, 108, 109
Procedural Considerations for Contrast Studies	RADI: 104, 105, 106, 107, 108, 109
Additional Imaging Modalities and Radiation	RADI: 108

Educational programs in radiography are **required** to incorporate mathematical/logical reasoning and written/oral communication as general education elements in their curricula. There must be a minimum of 15 credit hours of general education coursework. Each program is required to submit information regarding the courses

<b>Required Post-secondary General Education</b>	<b>Credit Hour</b>	<b>Course Number</b>	<b>Course Title</b>
Mathematical/Logical Reasoning (required)	3	MATH 115 or ACT of 24 or higher	Intermediate Algebra
Written/Oral Communication (required)	3	ENGL 150	English I
	3	ENGL 250	English 2
	3	COMM 121	Fund. Of Public Speaking
<b>Total Hours for Required Post-secondary</b>	<b>12</b>		

In the spaces below, list the additional post-secondary general education coursework students are required to complete that meets/exceeds the 15 hours

<b>Category (See Below)</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
Natural Sciences	BIOL 109	Basic Human Anatomy and Physiology	4
Social/Behavioral Sciences	SOC 121/Psyc 150	Introduction to Sociology or Introduction to	3
Core Curriculum	CCHS 101	Orientation to Health Care	3
Core Curriculum	CCHS 102	Safety Issues in Health Care	1
<b>Total Hours for Additional Post-secondary General Education Courses</b>			<b>11</b>

Categories:

- Mathematical/logical reasoning
- Written/oral communication
- Arts and humanities
- Information systems
- Social/behavioral sciences
- Natural sciences

**Ferris State University Radiography Program  
Student Acknowledgement Form**

The Student Acknowledgement Form must be uploaded online via [www.CertifiedBackground.com](http://www.CertifiedBackground.com) no later **no later than September 5, 20**\_\_\_\_

Please initial below as you read each statement:

- 1.) \_\_\_\_\_ I have received and thoroughly read the Radiography Student Handbook. I comprehend all of the policies and regulations contained therein and the responsibilities to be undertaken.
- 2.) \_\_\_\_\_ I have read the pregnancy policy in the Radiography Student Handbook and understand the procedure and rights I have as a student.
- 3.) \_\_\_\_\_ I comprehend and the Radiography Programs Disciplinary System and am aware of the consequences for program violations.
- 4.) \_\_\_\_\_ I have read the lab rules and regulations and agree to abide by the programs Lab Policy.
- 5.) \_\_\_\_\_ I comprehend that while performing my job duties I may be exposed to radiation and blood, body fluids. I will use appropriate protective equipment's and report any incidents immediately to the acting supervisor and clinical coordinator.
- 6.) \_\_\_\_\_ I understand the clinical placement process. I also understand that I may have to relocate in order to complete my clinical internship.
- 7.) \_\_\_\_\_ I understand that it is my responsibility to adhere to the dress code policy and that failure to do so will result in disciplinary action.
- 8.) \_\_\_\_\_ I understand that by signing this form I give my consent to release any requested medical information, including but not limited to, immunization records, CPR and insurance card and background check information to the College of Health Professions at Ferris State University. I understand this information will also be shared with the clinical affiliate I attend for my Radiography Internship.
- 9.) \_\_\_\_\_ I understand that it is my responsibility to update all information in my portfolio and submit the necessary information online via [www.CertifiedBackground.com](http://www.CertifiedBackground.com) by the specified due date. I understand any missing information may prohibit me from graduating on time.

I have read, understand, and agree to abide by all of the policies, procedures and regulations contained within this student handbook. I understand that these policies may be modified or eliminated by the program faculty with sufficient notification in writing to all students and that I will be governed by these changes. I understand it is my responsibility to update my handbook with any changes that are made.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date