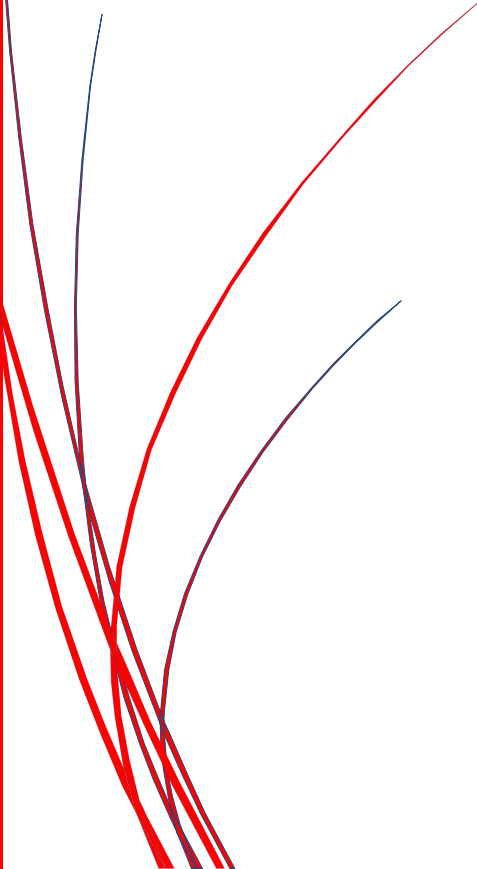


A thick red vertical bar runs down the left side of the page. A red arrow-shaped graphic points to the right from the top of this bar, containing the text '2019-2020'.

2019-2020

URG/ RGCC Radiologic Technology Student Handbook Radiologic Technology Student Handbook

A series of thin, curved lines in red and blue originate from the bottom left and sweep upwards and to the right, creating an abstract, organic shape.

Tracey Boggs, D.H.Ed. R. T. (R)(T) ARRT
Chris Barker, M.S. R. T. (R) ARRT
Revised 8/2019

Table of Contents

	Page
Introduction	
Program Officials.....	6
Accreditation.....	6
Provisions.....	6
Mission.....	7
Goals	7
Assessment.....	7
General Information.....	8
Career Outlook.....	8
Integrity	
ADA Statement.....	9
Notice of Nondiscriminatory Policy	9
Harassment Policy	9
Rio Grande Community Code	9
Non-compliance with JRCERT Standards Policies.....	10
JRCERT STANDARDS for an Accredited Educational Radiography Program.....	10
ARRT Policy.....	11
Academic Integrity Policy	11
Professional Behavioral Expectations of Radiologic Technology Students.....	12
Student Records Confidentiality Policy.....	13
Student Records and Information Release Authorization Form.....	14
Health & Safety	
Communicable Disease Policy	15
Personal Counseling.....	15
Mental Health Statement.....	15
Emergency Preparedness	16
Tobacco Use Policy	16
Student Substance Abuse Policy.....	17-21
Substance Abuse Policy Drug & Alcohol Testing Authorization & Release.....	22
Student Substance Abuse Policy Agreement.....	23
Student Substance Abuse Policy Refusal to Test Form.....	24
Physician Information & Release to Return Form.....	25
Health Requirements.....	26
Radiation Safety Policy.....	26
Personnel Monitoring Device Program	26
Personnel Required Monitoring.....	26
Frequency of Monitoring	27
Wear of Monitoring Devices	27
Use of Monitoring Devices.....	27
Deceptive Exposures.....	27
Limits in Dose.....	28
Correction of Dose Readings Due to Lead Garments.....	28

Table of Contents

	Page
Health & Safety	
Notification of Over Exposure.....	28
Radiation Dosimetry Reports.....	28
Investigational (ALARA) Levels.....	29
Determination of Prior Occupational Exposure.....	29
Reports of Radiation Exposure	29
Annual Personnel Exposure Reports	30
Pregnant Worker Monitoring.....	31
Declaration Process.....	31
Actions Upon Declaration.....	31
Questions & Answers Concerning Radiation Exposure	32-36
Declaration of Pregnancy Form.....	37
Fetal Dose	38
URG/RGCC Declaration of Damaged or Lost Personnel Monitoring Device Form ...	39
Quality Assurance.....	40
Magnetic Resonance MRI Safety Screening Policy	40
Academic Services, Policies, & Procedures	
Program Requirements	41
Advising	41
Change in Major.....	41
American Society of Radiologic Technology Membership.....	41
Radiologic Technology Curriculum	42
Drug and Alcohol Testing.....	43
BCI & FBI Background Checks	43
ARRT Ethics Review Pre-Application.....	43
Required Tutoring.....	43
Grading Scale	44
Radiographic Academic Progression Requirements	44
First-Year Radiographic Academic Program Exam.....	44
Distance Education Policy	45
Radiographic Lab Policy	45
Graduation Requirements	46
Incomplete Policy	46
Pinning Ceremony	46
Candidacy for Certification	47
Annual Registration	47
Withdrawal Policy	48
Academic Probation and Suspension	48
Dismissal Policy	49-50
Appeal Procedures	50
Student Grievance Policy	50
Non-Academic Grievance Policy.....	50
Automatic Program Dismissal.....	50

Table of Contents

	Page
Academic Services, Policies, & Procedures	
URG/RGCC Radiologic Technology Withdrawal Re-Admission Policy.....	51
Request for Voluntary Termination Form	52
Radiologic Technology Application for Re-Admission Consideration	53
First Semester Academic Dismissal Re-Admission Policy.....	54
Second Attempt Policy Form	55
Clinical Education	
Clinical Sites.....	56-57
Patient/Healthcare Center Information Confidentiality Policy.....	58
Patient/Healthcare Center Information Confidentiality Agreement	59
Student Placement in Clinical Rotations Policy.....	60
Student Professional Liability Insurance	61
Clinical Setting Orientation	61
Holding Policy.....	61
Special Imaging Modalities Clinical Rotations Policy.....	62
Clinical Education Modality Sites.....	63-64
Clinical Site Policies	
Clinical Site General Rules	65
Infection Control Practices	65
Dress Code	66
Hygiene Policy	66
Personal Relationships Policy.....	67
Clinical Education Policies	
Minimum Performance Standards	68
Cloud-based Record Keeping	68
Clinical Marker Replacement	69
Number of Excused Absences	69
Tardiness	69
Additional Attendance Guidelines.....	70
Clinical Make-up Time	71
Other Applicable Clinical Policies.....	71
Clinical Policy Violations	72
Student Acknowledgement of Violation of Program/Clinical Policies	73
Special Circumstances Request Policy	74
Special Circumstances Request Application	75
Clinical Competency Evaluation Policy	76
Clinical Competency Retraction Policy.....	76
Clinical Education Direct Supervision.....	76
Clinical Education Indirect Supervision Policy.....	77
Clinical Education Unsatisfactory Radiographs Policy.....	77

Clinical Education Policies
 Quality Radiographs Policy77

Radiologic Technology Student Handbook Receipt..... 78

References..... 79

INTRODUCTION

Program Officials

Program Director:

Tracey Boggs, D.H.Ed., RT (R)(T) ARRT
tboggs@rio.edu
740-245-7447

Clinical Coordinator:

Chris Barker, M.S., RT (R) ARRT
cbarker@rio.edu
740-245-7319

Accreditation

The Rio Grande is accredited by the North Central Association of Colleges and Schools. The Radiologic Technology program is approved by the Ohio Board of Regents and the Ohio Department of Health. The program is also accredited by:

Joint Review Committee on Education in Radiologic Technology.
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300
www.jrcert.org

Provisions

Information regarding the University of Rio Grande/Rio Grande Community College (collectively “Rio Grande”) admission policies, transfer credit, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, graduation requirements, and student services can be found in the Rio Grande Course Catalog which is available at <https://www.rio.edu/catalog/>

In addition, Rio Grande provides additional policies, rules and regulations for students in the Rio Grande Student Handbook available at <https://www.rio.edu/life-at-rio/>

The Radiologic Technology Student Handbook will be reviewed annually to ensure continuous improvement of the Radiologic Technology Program’s policies, procedures, and educational offerings.

Rio Grande reserves the right to change the admission requirements, policies, educational offerings, and any other policies or procedures. The most current Radiologic Technology Handbook supersedes prior handbook policies, procedures, and educational offerings.

Mission

In accordance with the mission of the University of Rio/Rio Grande Community College, the Radiologic Technology program is designed to prepare students to be competent, entry-level radiographers and to contribute to the healthcare team.

Goals

- Students will demonstrate clinical competence.
- Students will demonstrate critical thinking skills.
- Students will demonstrate effective communication skills.
- Graduates will demonstrate professionalism.

Assessment

The Radiologic Technology Program Administration performs annual assessment of student learning and program effectiveness outcomes in support of its mission. The plan evaluates clinical competence, critical thinking, communication skills, and professionalism. Data are analyzed and results are shared with the Radiologic Technology Advisory Committee to foster continuous program improvement. Annual Program effectiveness data is found at

<https://www.rio.edu/healthandbehavioralsciences/radiologic-technology/>

The program periodically evaluates its assessment plan to assure continuous program improvement.

General Information

The Radiologic Technology program's professional/general-education curriculum prepares students to enter the workforce as entry-level radiographers after graduation. Graduates from the program will have earned an Associate of Applied Science Degree in Radiologic Technology and are eligible to apply for the National Certification Exam in Radiology through the American Registry of Radiologic Technologists upon graduation from the program.

Radiographers are individuals who are educated about delivering ionizing radiation. The radiographer is responsible for producing and evaluating radiographs, and applying radiation safety standards at all times. Radiographers also provide patient education and support, and must possess a high level of interpersonal skills. Radiographers are employed by hospitals, clinics, mobile imaging units, urgent care centers, and diagnostic imaging centers.

Career Outlook

The career of a radiographer can be an exciting because of the numerous paths that can be chosen once certification is obtained. Initially, radiographers are employed by hospitals, clinics, mobile imaging units, urgent care centers, or diagnostic imaging centers. Once employed, radiographers can cross train or earn advance certification in the following areas: Mammography, Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Angiography, Quality Management, and Bone Densitometry. Graduates may also choose to continue their degree by enrolling in advanced certification programs such as Nuclear Medicine, Radiation Therapy, or Diagnostic Medical Sonography. Radiographers can be employed in the medical sales area of equipment and supplies. Likewise, radiographers can become clinical instructors, departmental managers, or teachers. Radiologic technology is not only an area that is diversified but also is an area that pays well for a two-year degree.

According to United States Bureau of Labor Statistics (2016), the employment of radiographers is expected to increase by about 12% from 2016 to 2026, faster than the average for all occupations. This growth is expected; because, the population is increasing and also aging which results in a need for more diagnostic exams. Radiologic technologists held about 230,500 jobs in 2016. The average mean wage in the state of Ohio was \$56,920/year or \$27.37/hour in 2018 and median pay in the United States was \$59,520/year (U. S. Bureau of Labor Statistics, 2019).

INTEGRITY

ADA Statement

If a student wishes to be identified as having a physical, mental, or learning disability that may or may not require reasonable accommodation/s, he/she must register with the Office of Accessibility. These registered students should identify themselves to their instructors and provide a written statement from the Accessibility Office that indicates appropriate accommodations. The process of a student self-proclaiming the need for accommodation should occur as early in the semester as possible. The office of accessibility phone is 245-7439 and is located in Rhodes Student Center.

Notice of Nondiscriminatory Policy

Under Title IX of the 1972 Education Amendments, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity operated by Rio Grande. Title IX ensures equal access to those programs and activities for our students and employees of all gender identities. Rio Grande is dedicated to providing a safe environment for students, faculty, and staff.

Furthermore, Rio Grande affirms that policies and practices relating to housing, academic, and social life, and employment are applied without regard to race, color, gender, sexual orientation, genetic information, religion, disability, age, marital status, national or ethnic origin, socioeconomic status, veteran status, or political affiliation or other characteristics protected by federal, state, or local law. Inquiries in this regard should be directed to the President of Rio Grande.

Harassment Policy

Rio Grande strongly disapproves and expressly prohibits any form of harassment or discrimination based on race, color, national or ethnic origin, ancestry, sexual orientation, gender, gender identity, genetic information, religion, disability, age, marital status, socioeconomic status, political affiliation, veteran status, or any other characteristic protected by applicable federal, state, or local laws. It is the policy of Rio Grande to investigate thoroughly and remedy any known incidents of harassment. In order to accomplish this, harassment or discrimination must be brought to the attention of Rio Grande's administration. For additional guidelines on the harassment, bullying, and/or discrimination policies refer to the Rio Grande Student Handbook.

Rio Grande's Community Code

Any student, who is engaged in conduct or voluntarily or knowingly remains in the presence of someone, who is engaged in conduct which is detrimental to Rio Grande's mission, is subject to disciplinary action. For additional guidelines on Rio Grande's Community Code refer to Rio Grande's student handbook.

Non-Compliance with JRCERT Standards Policy

The Radiologic Technology program has the responsibility of investigating complaint/s regarding allegations of non-compliance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards in a timely manner with appropriate resolutions of the complaint/s. The standards are a series of objectives that the program must meet to demonstrate compliance and to maintain accreditation with JRCERT. The JRCERT Standards are kept in the Program Director's Office and are available for review upon request. "Students have the right to submit allegations against the program if there is reason to believe that the program has acted contrary to JRCERT standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students. The individual must first attempt to resolve the complaint directly with institution/program officials by following the grievance procedures provided by the institution/program" (JRCERT, 2014) Hence, any allegation must first be made in writing and presented to the Program Director who then is responsible for investing and resolving the complaint using published grievance procedures. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRCERT (JRCERT, 2014).

Joint Review Committee on Education in Radiologic Technology.
20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182
312.704.5300 or 312.704.5304 (fax)
www.jrcert.org

JRCERT STANDARDS for an Accredited Educational Radiography Program

Standard 1: Integrity The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard 2: Resources The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard 3: Curriculum and Academic Practices The program's curriculum and academic practices prepare students for professional practice.

Standard 4: Health and Safety The program's policies and procedures promote health, safety, and optimal use of radiation for students, patients, and the general public.

Standard 5 Assessment The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data

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

Specific objectives of the STANDARDS are available for review in the Program Director's Office.

ARRT Policy

In accordance with 3.01 and 3.02 of the Certification process of the American Registry of Radiologic Technologists, students must be in compliance with the Standards of Ethics and ARRT Rules and Regulations. It is the responsibility of the student to meet or make inquiries into his/her compliances to be eligible for certification. For further information concerning the Standard of Ethics or ARRT Rules and Regulations, students may log onto www.arrt.org

Academic Integrity Policy

Rio Grande seeks to nurture a high standard of academic honesty and integrity in students, faculty, and staff. Rio Grande expects all persons to present and represent their own original work and to fully and properly credit sources of information used in the preparation of their own original work.

It is the responsibility of every student to familiarize themselves with Rio Grande's academic integrity standards as claims of ignorance, unintentional error, or the demands of academic work do not excuse violations. For the complete policy, please refer to Rio Grande's Course Catalog.

Professional Behavioral Expectations of Radiologic Technology Students

Appropriate professional behaviors are expected of all students and apply equally at Rio Grande and in the clinical setting.

1. Students will demonstrate dependability and punctuality by:
 - a. Attending all classes, labs, and clinical days.
 - b. Arriving for classes, labs, and clinical days at stated times.
 - c. Contacting instructors by phone prior to absence from clinicals.
 - d. Completing assignments on time.
 - e. Accepting responsibility for their actions.

2. Students will work efficiently and respectfully with peers, faculty, Radiology Department staff, and other healthcare workers by:
 - a. Communicating respectfully.
 - b. Respecting personal differences of others.
 - c. Avoiding use of offensive statements or language.
 - d. Demonstrating a positive attitude toward constructive criticism and feedback.
 - e. Maintaining professional behavior and ethical conduct.
 - f. Turning cell phones off or to vibrate mode.

3. Students will work efficiently and respectfully in the clinical setting by:
 - a. Staying in assigned areas.
 - b. Breaking for lunch when clinical instructor grants permission.
 - c. Accepting assignments from the clinical instructor and technologists.
 - d. Taking full advantage of clinical time by completing tasks and staying involved.
 - e. Minimizing personal business during the clinical setting.
 - f. Attending to the safety and comfort of patients.
 - g. Maintaining patient confidentiality.

4. Things to remember:
 - a. Clinical sites view student clinical rotations as an opportunity to audition future employees.
 - b. Student grades reflect the mastery of the educational material and competence of skills.
 - c. Students and program faculty are considered invited guests within the clinical education sites.
 - d. Any breach of conduct that may jeopardize this relationship is considered extremely serious.
If a student is found to be at fault, dismissal from the program is likely.

Student Records Confidentiality Policy

Rio Grande is committed to fully respecting and protecting the rights of students under the Family Educational Rights and Privacy Act (FERPA). These rights generally include the right to inspect, review and seek amendment to the student's education records and the right to provide written consent before personally identifiable information from education records is disclosed. Under FERPA, students have the right to file a complaint with the US Department of Education concerning alleged failures to comply with FERPA. Please see the Student Records Confidentiality/Rights under FERPA section of Rio Grande's Student Handbook for details and more information.

Students will be provided with a Student Records and Information Release Authorization form that will give the student the opportunity to choose to consent or not consent the release of his or her information.

**STUDENT RECORDS AND INFORMATION
RELEASE AUTHORIZATION**

In accordance with the Federal Education Provisions Act of 1975, program faculty is permitted to release only the following information concerning a student or graduate:

1. date of attendance
2. degree awarded
3. content of course work completed

In order to provide additional information to potential employers or educational institutions upon their request, a signed release is required from the student or graduate.

I, _____, **do** hereby authorize
(Print name)

the University of Rio Grande/ Rio Grande Community College Radiologic Technology Program Faculty to release information concerning my academic and clinical performance, behavioral and cognitive abilities, and attendance. I understand that this information **will** be released to potential employers or educational institutions in writing and/or orally upon request. If at any time I decide to withdraw my consent, I must do so in writing.

I, _____, **do not** hereby
(Print name)

authorize the University of Rio Grande/ Rio Grande Community College Radiologic Technology Program Faculty to release information concerning my academic and clinical performance, behavioral and cognitive abilities, and attendance. I understand that this information **will not** be released to potential employers or educational institutions in writing and/or orally upon request. If at any time I decide to consent, I must do so in writing.

(Signature)

(Date)

TBoggs
Reviewed 8/2019

HEALTH & SAFETY

Communicable Disease Policy

Because of the Rio Grande's policy to provide non-discriminatory educational services, while ensuring the rights of the student and taking the necessary precautions to safeguard the health of all students, and because a variety of infectious/communicable diseases exist that vary in degree of communicability and in severity of potential health risks (chicken pox, measles, mononucleosis, tuberculosis, leprosy, A.I.D.S., etc.) Rio Grande will:

- A. Provide information about various infectious/communicable diseases.
- B. Encourage informed and responsible individual conduct to promote a wellness oriented lifestyle.
- C. Decrease the risk of contagion of infectious disease.
- D. Encourage student to report to Health Services if he/she has acquired or been exposed to any communicable disease.

Each student who has an infectious/communicable disease will be allowed classroom attendance as long as:

1. He/she is physically able to satisfy course requirements.

For complete guidelines on the communicable disease policy refer to Rio Grande's Student Handbook.

Personal Counseling

Rio Grande provides referral assistance to community based resources and services for students requesting interpersonal counseling. A professional counselor may also be available on campus to students on an as needed, per request basis, whenever feasible. Students with personal or emotional issues (family conflicts, relationship issues, stress management, self- defeating thoughts or behaviors, etc.) are encouraged to immediately contact the Director of Health Services, at campus extension 7350. The Health Services Office is located in Rhodes Student Center. Confidentiality will be strictly maintained for individuals and groups seeking counseling assistance at all times. For further information concerning personal counseling, please see Rio Grande's Student Handbook.

Mental Health Statement

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Services are available to assist you with addressing these and other concerns you may be experiencing. Contact the office of Accessibility (740-245-7439) to learn more about the confidential mental health services available to you.

Emergency Preparedness

Rio Grande Emergency Preparedness' Statement as found in the Emergency Operations Plan is as follows:

Preparedness to cope with the effects of an emergency situation includes many diverse but interrelated elements, which must be woven into an integrated emergency management system within the campus setting. Certain situations may also involve departments of local government and private support agencies.

Emergency situations necessitate a sudden escalation in the material needs of the community and a reorganization of resources and personnel in order to address proper response. Many lives can be lost in the confusion and disorganization that accompanies the lack of a full planning effort.

Planning for population protective action must be a cooperative effort to avert or minimize the effects of natural, technological, hazardous materials, civil, and/or attack-related disasters; to protect lives and property; and to restore the stricken area to its pre-disaster status with minimum social and economic disruption.

This plan is a statement of policy regarding emergency management and assigns task and responsibility to University officials and department heads, specifying their roles during an emergency or disaster situation. It is developed and authorized pursuant to section 5502.271 and chapter 3750 of the Ohio Revised Code and Rio Grande.

For more information concerning the Rio Grande's Emergency Operations Plan, please see the following link <https://www.rio.edu/campus-police/> or contact campus police at 740-245-7286.

Tobacco Use Policy

In addition to the tobacco policy found in Rio Grande's Student Handbook, students must also abide the policies concerning tobacco use as stipulated at each clinical site. For more information concerning Rio Grande's Tobacco Use Policy, please refer to Rio Grande's Student Handbook.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Program**

Student Substance Abuse Policy

SCOPE

The University of Rio Grande and Rio Grande Community College (collectively “Rio Grande”) hereby adopt the following **Student Substance Abuse Policy**. This Policy is applicable to all students of Rio Grande who participate in a classroom or clinical experience which requires drug and/or alcohol testing. If a clinical site’s policy contains greater restrictions, those greater restrictions apply to the students assigned to that site.

This Policy prohibits the distribution, possession, sale, or use of any drug or controlled substance as defined by sections 2925.01, 3719.01 and 4729.01 of the Ohio Revised Code, except in accordance with a valid pharmaceutical prescription, including but not limited to while in the classroom, on clinical assignment or otherwise. Engaging in prohibited conduct constitutes grounds for disciplinary action, up to and including expulsion, as set forth in the Rio Grande student handbook.

PURPOSE

The Student Substance Abuse Policy is intended to:

- Establish and maintain a safe, healthy learning environment for all students.
- Provide a safe, healthy environment for patients while providing care, as applicable.
- Preserve the reputation of Rio Grande, including the reputation of its employees.

Rio Grande recognizes substance abuse as a serious problem affecting students and will enforce all rules and/or policies regarding alcohol and illegal drugs. All programs affiliated with Rio Grande support and will cooperate with authorities at the local, state, and federal levels regarding the regulation of alcohol and drug abuse. Students will not be afforded protection from prosecution under federal, state or local law for engaging in acts that violate this Policy.

RELEVANT POLICIES

Possession/Use of Illegal Drugs or Alcoholic Beverages

A student, while at school or in a clinical setting, shall not possess, use, transmit, conceal, be under the influence of, or show any sign of consumption/use of any alcoholic beverage, illegal drug, hallucinogen, barbiturate, amphetamine, or paraphernalia. Possession and/or use shall include, but is not limited to any of the following:

1. Drugs, alcohol and/or objects carried or concealed on one's person;
2. Drugs, alcohol and/or objects contained in one's personal belongings;
3. Drugs, alcohol and/or objects contained in a vehicle owned or driven by such person;
4. An odor of drugs/alcohol and/or displaying physical signs of drug/alcohol use;
5. Use of alcohol/drugs as verified by a drug screen, or the refusal by a student to submit to a reasonable suspicion and/or random drug screen.
6. Any positive alcohol screen at a level of .04% or greater, and/or any positive drug screen for which there is no medically acceptable explanation for the positive result.

Prescribed Medication

Students shall notify a program Director or Administrator when taking prescribed medication which might hinder the safe and efficient performance of their classroom and/or clinical assignment. Upon request, the student must inform the Director or Administrator of the name(s) of the medication(s) or drug(s) being prescribed and the prescribing physician.

In addition, if a student is taking a prescribed drug which might hinder the safe and efficient performance of their classroom and/or clinical assignment, the student must obtain a release to return to school and/or the clinical setting from the prescribing health care professional. Specifically, the prescribing health care professional must affirm that the student is able to perform safely, without impairment caused by the drug or medication. If a release cannot be obtained, the student may be suspended from certain classroom or clinical participation.

Over-The-Counter Medication

Students are advised to check with a health care provider when taking any over-the-counter medication to determine if the medication may cause or give the appearance of causing side effects which might hinder the safe and efficient performance of their classroom and/or clinical assignment. This information will be handled in a confidential manner.

Suspicious Behavior

If a student suspects or observes suspicious behavior in another student, he/she **must** report this either to an Instructor, Director or Administrator. Every effort will be made to maintain confidentiality in peer reporting; however, in some circumstances confidentiality may not be assured.

Cost of Drug/Alcohol Testing

Students at Rio Grande are responsible for bearing the cost of drug and/or alcohol testing in all pre-admission or pre-clinical settings. Conversely, affiliated clinical agencies or Rio Grande will bear the cost of random or reasonable suspicion drug and/or alcohol tests.

Refusal to Submit to Drug/Alcohol Testing

A student will be disciplined, up to and including suspension and/or expulsion from Rio Grande, if: (a) the student refuses to submit to drug/alcohol testing; or (b) the student's drug/alcohol testing results are positive.

A refusal to submit includes excessive delay (over four hours) on the part of the student in providing a specimen, or not supplying a sufficient quantity to test.

Drug and Alcohol Testing

Students may be subject to drug and alcohol testing in four circumstances:

1. Pre-Admission
2. Reasonable Suspicion
3. As Required Before or During Assigned Clinical Experiences
4. Random selection

Pre-Admission Testing:

Upon acceptance into a course or program which contains a classroom or clinical component requiring drug and/or alcohol testing, applicants/students will be required to pass an entrance drug screening and alcohol test, as well as a background check (FBI & BCI), as a condition of active admission to Rio Grande.

Reasonable Suspicion Testing:

Reasonable suspicion means there is some evidence to suggest that a student has engaged or is engaging in substance abuse. Evidence may come from a professional or expert opinion, layperson, scientific test, or other source. Facts which could give rise to reasonable suspicion include, but are not limited to:

- Observable phenomena, such as direct observation of drug use, possession of drug paraphernalia, and/or physical symptoms or manifestations of being under the influence of a drug, including, but not limited to, erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings or inappropriate responses to stimuli.
- Information that a student has caused or contributed to an accident, or where a student shows signs of impairment after any accident while performing activities affiliated with or in a covered course or program.

- Arrest, conviction, or acceptance of responsibility for being in possession of, or being found guilty of a drug, alcohol or controlled substance related offense, including but not limited to DUI, public intoxication, etc.
- Evidence that the student has altered or tampered with a previous drug or alcohol test, or who had attempted to substitute a specimen.

Before or During Assigned Clinical Experiences:

Students at Rio Grande, who are assigned to a classroom or clinical experience as part of the established curriculum may be required to undergo one or more drug screening and/or alcohol tests. This is determined by and under the procedures established by the clinical site.

Random Selection:

Rio Grande reserves the right to institute random selection drug and/or alcohol testing where deemed appropriate for a particular program, clinical and/or classroom experience. Any random selection drug testing program instituted under this provision will be conducted pursuant to the following procedures:

Rio Grande will adopt a uniform selection process that removes discretion in selection from any Director/Clinical Coordinator/Clinical Instructor or Designee.

Random selection testing will take place throughout the academic year. There will be no pattern to when random testing will be conducted. Random testing will be unannounced, and all students in the class, clinical or program will have an equal chance of being selected for testing from a random pool of participants in the same class, clinical or program. Likewise, students shall remain in the pool even after being selected and tested. Therefore, a student may be selected for a random drug and/or alcohol test more than once during the academic year.

If a student is selected for random testing, the student will be notified by the Program Director/Clinical Coordinator/Clinical Instructor or designee and will be directed to report to the designated collection site at the designated time for testing.

Testing Procedure:

All drug and alcohol testing will be conducted by a qualified laboratory in accordance with established methods and procedures. Confidentiality as well as the integrity of the sample will be protected by the testing facility. Testing may be conducted with blood, urine, breath, hair sampling, or a buccal smear. The procedure for collection will involve a witness, securable containers, and chain of custody procedures that ensure that the samples are protected from tampering, and that the analysis of them is done in accordance with accepted medical standards.

Testing shall screen alcohol and drugs that are either illegal or which are prone to abuse. Positive tests will be confirmed by the qualified laboratory by a second test from the original sample. If the second test is also positive, the student will be subject to disciplinary action, up to and including dismissal.

Evidence that the student has altered or tampered with a test, or evidence that the student attempted to substitute a specimen will be automatically deemed a positive test result.

Appeal

A student may appeal discipline, including suspension and/or expulsion from Rio Grande through the “Appeal of Sanction and the Right to a Hearing” procedure outlined in the student handbook.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Program**

Drug and Alcohol Testing Authorization and Release

I hereby authorize the physician, laboratory, clinic or other agent selected by Rio Grande to collect and test my specimen for the presence of drugs, alcohol, or other similarly prohibited substances. The drug and alcohol testing procedures have been explained to me and I fully understand the implications of a positive drug or alcohol test with respect to my academic status.

I authorize the release of the results of my drug and/or alcohol test to Rio Grande, or any of their respective agents. I agree to hold Rio Grande, its officers, agents, and employees harmless in collecting, interpreting and applying test results for the purpose of the Student Substance Abuse Policy.

Student Signature

Date

Printed Name

Date

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Program**

Substance Abuse Policy Agreement

I, _____, agree to abide by the Student Substance Abuse Policy. I understand that a refusal to undergo drug and/or alcohol testing, or a refusal to sign this agreement will result in immediate discipline, up to and including suspension and/or expulsion from Rio Grande.

Student Signature

Date

Printed Name

Date

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Program**

Student Substance Abuse Policy Refusal to Test

I, _____, hereby refuse to submit to a drug and/or alcohol test as required under the Student Substance Abuse Policy. I recognize that this refusal will result in discipline, up to and including suspension and/or expulsion from Rio Grande.

Student Signature

Date

Printed Name

Date

UNIVERSITY OF RIO GRANDE-RADIOLOGIC TECHNOLOGY PROGRAM
Rio Grande, Ohio

Physician Information
And Release to Return

Students at the University of Rio Grande/Rio Grande Community College have the obligation to notify the Director of the Radiologic Technology program when taking prescribed medication which might hinder the safe and efficient performance of their classroom and/or clinical assignment. The student must inform the Director of the Radiologic Technology program of the name(s) of the medication(s) or drug(s) being prescribed and the prescribing physician. In addition, if a student is taking a prescribed drug which might hinder the safe and efficient performance of their classroom and/or clinical assignment, the student must obtain a release to return to school and/or the clinical setting from the prescribing health care professional. Specifically, the prescribing health care professional must assure the Radiologic Technology program that the student is able to perform without impairment caused by the medication or drug in the academic and/or the clinical setting. In light of these obligations, please supply the following:

Name(s) of the medication(s) or drug(s) being prescribed:

Will this prescription hinder the safe and efficient performance of classroom and/or clinical assignment?

Yes No

If this prescription will hinder the safe and efficient performance of classroom and/or clinical assignment, when do you anticipate that the student will be released to return to the school or clinical setting?

I hereby certify that the Student is able to perform without impairment caused by the medication or drug in the academic and/or the clinical setting effective _____(date).

Prescribing Physician Name: _____ Date: _____

Signature: _____

TBoggs
Reviewed 8/2019

Health Requirements

- **Vision Capabilities:**
 - Normal or corrected refraction within the range of 20/20 to 20/60.
 - Distinguish between color shades.
- **Hearing Capabilities:**
 - Possess normal or corrected hearing abilities within 0-45 decibel range.
- **Motor Capabilities:**
 - Maneuver large radiographic equipment weighing between 100-150 lbs without assistance.
 - Lift a minimum of 25 lbs. without assistance using proper body mechanics.
 - Assist in lifting patients using proper body mechanics.
 - Stand for extended periods of time.
 - Walk without assistance long distances maneuvering radiographic equipment or transporting patients.
- **Language Capabilities:**
 - Communicate verbally with patient, patient families, coworkers, and other medical personnel.
- **Mental Capabilities:**
 - Think and act quickly to emergency situations.
 - Cope with stress.
 - Comprehend daily work activities.

Radiation Safety Policy

Ohio Quality Assurance Program as provided by Ohio Medical Physics Consulting is as follows:

Personnel Monitoring Device Program

Reference: OAC 3701:1-38-10, OAC 3701:1-38-12, OAC 3701:1-38-14, OAC 3701:1-38-20

Personnel Requiring Monitoring

Personnel who are likely to exceed 10% of the annual dose limits specified in OAC 3701:1-38-12(A) during the course of a year will be monitored. Women who declare their pregnancy and are likely to exceed 1 mSv during gestation will be monitored. Any radiation worker participating in fluoroscopic or mobile or portable x-ray procedures shall be required to wear an individual monitoring device unless the Radiation Expert or IRRP demonstrates it is unlikely the person will receive a dose in excess of 10% of the annual dose limits specified in OAC 3701:1-38-12(A).

Frequency of Monitoring

Personnel will have monitors exchanged (or electronic dosimeters read) no less than quarterly. Fetal monitors for declared pregnant women will be exchanged (or electronic dosimeters read) on a monthly basis.

Wear of Monitoring Devices

When one device is issued, the monitor shall be worn at the collar/neck level, outside of any leaded garment.

When two devices are issued, one monitor shall be worn at the collar/neck level outside of any leaded garment and the other device at the waist level underneath any leaded garment.

When a fetal monitor is issued, it shall be worn at the waist underneath any leaded garment.

When an extremity monitor is issued, the monitor shall be worn on the extremity likely to receive the highest exposure. The monitoring device shall be oriented to measure the highest dose to the extremity being monitored.

Use of Monitoring Devices

Monitoring devices are to remain at the facility in a designated area when not in use. Devices assigned by this facility are not to be worn at any other institution.

Deceptive Exposures

Personnel are required to notify the IRRP when exposure of a monitoring device has occurred which does not accurately reflect dose to the wearer. These situations might include, but are not limited to, leaving a monitoring device in an x-ray room, wearing another person's monitor, removing the monitor from the facility, and damage to the monitor. The IRRP or his/her representative will investigate the incident and account for any inaccurate readings from the monitor.

Limits on Dose

In one year, an individual can receive no more than:

- 1) A total effective dose equivalent of 50 milliSievert (5,000 mrem) or
- 2) A sum of the deep dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye of 500 milliSievert (50,000 mrem) or
- 3) A lens dose equivalent of 150 milliSievert (15, 000 mrem) or
- 4) A shallow-dose equivalent of 500 milliSievert (50,000 mrem) to the skin of the whole body or to the skin of any extremity.

Minors may be exposed to no more than 10% of the above limits.

The embryo/fetus of a declared pregnant worker will not exceed 5 milliSieverts (500mrem) during gestation.

Correction of Dose Readings Due to Lead Garments

When a protective apron is worn while working with radiation generating equipment, the effective dose equivalent for external radiation shall be determined as follows:

- 1) When only one individual monitoring device is used and it is located at the neck outside the protective apron, the reported deep dose equivalent value multiplied by 0.3 shall be the effective dose equivalent for external radiation.
- 2) When two individual monitoring devices are worn, one under the protective apron at the waist and the other outside the protective apron at the neck, the effective dose equivalent for external radiation shall be assigned the value of the sum of the deep dose equivalent reported for the individual monitoring device located at the waist under the protective apron multiplied by 1.5 and the deep dose equivalent reported for the individual monitoring device located at the neck outside the protective apron multiplied by 0.04.

Notification of Overexposure

If a monitored individual is exposed to greater than the limits stated above, the Ohio Department of Health will be notified in accordance with OAC 3701:1-38-21 (C).

Radiation Dosimetry Reports Policy

In order to comply with the Family Educational Rights and Privacy Act, each student will be given a confidential ID number for his/her individual radiation monitoring purposes. The Radiation Dosimetry reports will be posted using these confidential numbers and will review the reports within 30 days of Program Director's receipt of the reports.

Investigational (ALARA) Levels

The IRRP or his/her designee will review monitoring records on no less than a quarterly basis to determine if an individual has exceeded the following administrative limits:

Level 1:

A cumulative total effective dose equivalent of 5 milliSievert (500 mrem).

A cumulative lens dose equivalent of 15 milliSievert (1,500 mrem).

A shallow-dose equivalent of 50 milliSievert (5,000 mrem).

If a person exceeds these limits, the IRRP will note the trend and determine if further action is required, such as a review of the person's work practices or workload.

Level 2:

A cumulative total effective dose equivalent of 15 milliSievert (1,500 mrem).

A cumulative lens dose equivalent of 45 milliSievert (4,500 mrem).

A cumulative shallow-dose equivalent of 150 milliSievert (15,000 mrem).

If a person exceeds these limits, the IRRP or his/her designee will investigate the cause of the elevated readings and determine if any corrective actions are required. A written memorandum of the investigation and its findings will be generated for record.

Determination of Prior Occupational Exposure

An individual who is likely to receive more than 10% of the annual occupational dose will have a determination made for any prior occupational dose received in the same calendar year that monitoring will commence at this facility. If the individual has given permission to obtain his/her prior monitoring records, a request will be made to obtain the records. The total dose received at other facilities will be subtracted from the annual limits on dose stated above to ensure that the individual does not exceed the total dose limit for the year. If the individual does not authorize release of his/her records or if no response to a request for records has been received, the IRRP will assume that the allowable dose limit for the individual is reduced by 12.5 millisievert (1,250 mrem) for each quarter in which records are unavailable.

Reports of Radiation Exposure

Personnel who receive a dose greater than 1 milliSievert (100 mrem) to any organ or tissue or 1 milliSievert (100 mrem) total effective dose in a calendar year will receive a written report of their exposure for that calendar year. Personnel who leave the employ of the facility may request a written report of prior exposure and receive such report within 30 days of the request or within 30 days of such time when the person's exposure data is available, whichever is later.

Annual Personnel Exposure Report

Calendar Year:

This report is furnished to you under the provisions of Rule 3701:1-38-10 of the Ohio Administrative Code. You should preserve this report for further reference.

Facility: University of Rio Grande/Rio Grande Community College

Participant Name: _____

Participant Number: _____

Deep Dose Equivalent (DDE): _____ mrem

Lens Dose Equivalent (LDE): _____ mrem

Shallow Dose Equivalent (SDE): _____ mrem

Extremity Dose: _____ mrem

Committed Effective Dose Equivalent (CEDE): _____ mrem

Total Effective Dose Equivalent (TEDE): _____ mrem

It was determined that there was no intake of radioactive material for the reporting period.

The annual dose limits for a monitored worker, as established by the Ohio Department of Health, are as follows:

1. A total effective dose equivalent of 50 millisievert (5,000 mrem).
2. The sum of the deep dose equivalent and the committed dose equivalent to any individual organ or tissue, other than the lens of the eye, of 500 millisievert (50,000 mrem).
3. A lens dose of 150 millisievert (15,000 mrem).
4. A shallow dose equivalent to the skin of the whole body or the skin of any extremity of 500 millisievert (50,000 mrem)

With my signature, I acknowledge receipt of this report.

Date

TBoggs
Reviewed 8/2019

Pregnant Worker Monitoring

Reference: OAC 3701:1-66-02 (B)(12),OAC 3701:1-38-12

Declaration Process

Option 1: No declaration of Pregnancy: If a woman chooses not to declare her pregnancy, no precautions are taken and the normal dose limits of OAC 3701:1-38-12 apply. The student will continue the Radiologic Technology program uninterrupted and without modification.

Option 2: Voluntary Declaration of Pregnancy: A declaration of pregnancy is a voluntary process on the part of the woman. If a woman chooses to declare her pregnancy, it must be done so in writing using the attached form, with the form given to her supervisor or the IRRP/RSO. If she chooses, the declaration may be done in confidence. See Actions Upon Declaration. The student will continue the Radiologic Technology program uninterrupted with modifications. The Clinical Coordinator will work with the student

Option 3: Withdrawal of Pregnancy Declaration: A woman may undeclared her pregnancy at any time, for any reason, but it must be done in writing to her supervisor or the IRRP/RSO. A pregnancy declaration automatically expires one year after it is signed. The student will continue the Radiologic Technology program uninterrupted and without modification.

No process exists, nor is required, for a woman to receive special consideration when she is attempting to become pregnant.

A woman considering declaration will have an opportunity to read the “Questions and Answers” document that is attached to this policy. She will also be given an opportunity to discuss the issue with the IRRP, RSO or Radiation Expert, as appropriate, when weighing her decision whether to declare the pregnancy or not.

Actions Upon Declaration

A fetal monitor, to be exchanged or read on a monthly basis, will be ordered for the woman to wear at her waist, underneath any leaded garment. Her deep dose reading will be limited to 5 mSv (500 mrem) for the duration of gestation. If it has been determined that the embryo or fetus has already been exposed to 5 mSv (500 mrem), all further occupational irradiation must cease until the end of the pregnancy.

Once declared, the woman will no longer handle, prepare or administer Iodine-131 for the duration of the pregnancy. If the woman’s monthly average deep dose reading is below 0.5 mSv (500 mrem), then no other special precautions need be taken other than the normal safe operating procedures. At the discretion of the woman’s supervisor, considerations may be made to limit the woman from certain duties, if staffing and workload levels permit, but there is no obligation to do so. If a woman’s monthly deep dose reading exceeds 0.5 mSv (500 mrem), radiation safety staff will limit or modify the woman’s duties so readings will be less than 0.5 mSv (500 mrem) per month.

QUESTIONS AND ANSWERS CONCERNING PRENATAL RADIATION EXPOSURE**1. Why am I receiving this information?**

The Ohio Department of Health's regulations require that registrants or licensees instruct individuals working with machine generated radiation sources or licensed radioactive materials in radiation protection as appropriate for the situation. The instruction below describes information that occupational workers and their supervisors should know about the radiation exposure of the embryo/fetus of pregnant women. The regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus. This instruction provides information to help women make an informed decision whether to declare a pregnancy.

2. If I become pregnant, am I required to declare my pregnancy?

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

3. If I declare my pregnancy in writing, what happens?

If you choose to declare your pregnancy in writing, the facility must take measures to limit the dose to your embryo/fetus to 5 millisievert (500 mrem) during the entire pregnancy. This is one-tenth of the dose that an occupational worker may receive in a year. If you have already received a dose exceeding 5 mSv (500 mrem) in the period between conception and the declaration of your pregnancy, an additional dose of 0.5 mSv (50 mrem) is allowed during the remainder of the pregnancy. In addition, OAC 3701:138-12 (H)(2) requires the facility to make efforts to avoid substantial variation above a uniform monthly dose rate so that all the 5 mSv (500 mrem) allowed dose does not occur in a short period during the pregnancy. This may mean that, if you declare your pregnancy, the facility may not permit you to do some of your normal job functions if those functions would have allowed you to receive more than 5 millisievert (500 mrem), and you may not be able to have some emergency response responsibilities.

4. Why do the regulations have a lower dose limit for the embryo/fetus of a declared pregnant woman than for a pregnant worker who has not declared?

A lower dose limit for the embryo/fetus of a declared pregnant woman is based on a consideration of greater sensitivity to radiation of the embryo/fetus and the involuntary nature of the exposure. Several scientific advisory groups have recommended (References 1 and 2) that the dose to the embryo/fetus be limited to a fraction of the occupational dose limit.

5. What are the potentially harmful effects of radiation exposure to my embryo/fetus?

The occurrence and severity of health effects caused by ionizing radiation are dependent upon the type and total dose of radiation received, as well as the time period over which the exposure was received. The main concern is embryo/fetal susceptibility to the harmful effects of radiation such as cancer. According to the International Council on Radiation Protection Publication 84, doses of less than 10 millisievert (1,000 mrem) to the embryo/fetus do not increase the risk of cancer, nor are any other fetal effects more likely.

6. Are there any risks of genetic defects?

Although radiation injury has been induced experimentally in rodents and insects, and in the experiments was transmitted and became manifest as hereditary disorders in their offspring, radiation has not been identified as a cause of such effect in humans. Therefore, the risk of genetic effects attributable to radiation exposure is speculative. For example, no genetic effects have been documented in any of the Japanese atomic bomb survivors, their children, or their grandchildren.

7. What if I decide that I do not want any radiation exposure at all during my pregnancy?

You may ask your employer for a job that does not involve any exposure at all to occupational radiation dose, but your employer is not obligated to provide you with a job involving no radiation exposure. Even if you receive no occupational exposure at all, your embryo/fetus will receive some radiation dose (on average 0.75 mSv [75 mrem]) during your pregnancy from natural background radiation. Regulatory agencies have reviewed the available scientific literature and concluded that the 5 mSv (500 mrem) limit provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers. If this dose limit is exceeded, the total lifetime risk of cancer to the embryo/fetus may increase incrementally. However, the decision on what level of risk to accept is yours. More detailed information on potential risk to the embryo/fetus from radiation exposure can be found in References 2-10. It should be noted that no pregnancy is risk free—there is a 15% chance of miscarriage, a 4-10% risk of genetic abnormality and a 2-4% of major malformation with every pregnancy, regardless of radiation exposure.

8. What effect will formally declaring my pregnancy have on my job status?

Only your facility's radiation safety staff can tell you what effect a written declaration of pregnancy will have on your job status. As part of your radiation safety training, the radiation safety staff should tell you the facility's policies with respect to the job status of declared pregnant women. In addition, before you declare your pregnancy, you may want to talk to your supervisor or your radiation safety officer or IRRP (Individual Responsible for Radiation Protection) and ask what a declaration of pregnancy would mean specifically for you and your job status. In many cases you can continue in your present job with no change and still meet the dose limit for the embryo/fetus. For example, most commercial power reactor workers (approximately 93%) receive, in 12 months, occupational radiation doses that are less than 5

mSv (500 mrem) (Ref. 11). The facility may also consider the likelihood of increased radiation exposures from accidents and abnormal events before making a decision to allow you to continue in your present job. If your current work might cause the dose to your embryo/fetus to exceed 5 mSv (500 mrem), the facility has various options. It is possible that the facility can and will make a reasonable accommodation that will allow you to continue performing your current job, for example, by having another qualified employee do a small part of the job that accounts for some of your radiation exposure.

9. What information must I provide in my written declaration of pregnancy?

You should provide, in writing, your name, a declaration that you are pregnant, the estimated date of conception (only the month and year need be given), and the date that you give the letter to your supervisor. A form letter that you can use is included at the end of these questions and answers.

10. To declare my pregnancy, do I have to have documented medical proof that I am pregnant?

Regulations do not require that you provide medical proof of your pregnancy. However, regulations do not preclude the facility from requesting medical documentation of your pregnancy, especially if a change in your duties is necessary in order to comply with the 5 mSv (500 mrem) dose limit.

11. Can I tell the facility orally rather than in writing that I am pregnant?

No. The regulations require that the declaration must be in writing.

12. If I have not declared my pregnancy in writing, but the facility suspects that I am pregnant, do the lower dose limits apply?

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

13. If I am planning to become pregnant but am not yet pregnant and I inform the facility of that in writing, do the lower dose limits apply?

No. The requirement for lower limits applies only if you declare in writing that you are already pregnant.

14. What if I have a miscarriage or find out that I am not pregnant?

If you have declared your pregnancy in writing, you should promptly inform the individual to whom you turned your written declaration to that you are no longer pregnant. However, if you have not formally declared your pregnancy in writing, you need not inform the facility of your non-pregnant status.

15. How long is the lower dose limit in effect?

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

16. If I have declared my pregnancy in writing, can I revoke my declaration of pregnancy even if I am still pregnant?

Yes, you may. The choice is entirely yours. If you revoke your declaration of pregnancy, the lower dose limit for the embryo/fetus no longer applies

17. What if I work under contract at a licensed facility?

The regulations state that you should formally declare your pregnancy to the facility in writing. The facility has the responsibility to limit the dose to the embryo/fetus.

18. Where can I get additional information?

The references to this Appendix contain helpful information, especially Reference 3, NRC's Regulatory Guide 8.29, "Instruction Concerning Risks from Occupational Radiation Exposure," for general information on radiation risks. This document is available at www.nrc.gov. For information on legal aspects, see Reference 7, "The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children—What Can the Employer Do?" which is an article in the journal Radiation Protection Management. You may contact your facility IRRP, RSO or Certified Radiation Expert at the contact numbers that are posted in the restricted areas in the facility. You may also telephone the Ohio Department of Health at 614-644-2727.

Dosimetry References

1. National Council on Radiation Protection and Measurements, Limitation of Exposure to Ionizing Radiation, NCRP Report No. 116, Bethesda, MD, 1993.
2. International Commission on Radiological Protection, 1990 Recommendations of the International Commission on Radiological Protection, ICRP Publication 60, Ann. ICRP 21: No. 1-3, Pergamon Press, Oxford, UK, 1991.
3. USNRC, "Instruction Concerning Risks from Occupational Radiation Exposure," Regulatory Guide 8.29, Revision 1, February 1996.11 (Electronically available at www.nrc.gov/NRC/RG/index.html)
4. Committee on the Biological Effects of Ionizing Radiations, National Research Council, Health Effects of Exposure to Low Levels of Ionizing Radiation (BEIR V), National Academy Press, Washington, DC, 1990.
5. United Nations Scientific Committee on the Effects of Atomic Radiation, Sources and Effects of Ionizing Radiation, United Nations, New York, 1993.
6. R. Doll and R. Wakeford, "Risk of Childhood Cancer from Fetal Irradiation," *The British Journal of Radiology*, 70, 130-139, 1997.
7. David Wiedis, Donald E. Jose, and Timm O. Phoebe, "The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children—What Can the Employer Do?" *Radiation Protection Management*, 11, 41-49, January/February 1994.
8. National Council on Radiation Protection and Measurements, Considerations Regarding the Unintended Radiation Exposure of the Embryo, Fetus, or Nursing Child, NCRP Commentary No. 9, Bethesda, MD, 1994.
9. National Council on Radiation Protection and Measurements, Risk Estimates for Radiation Protection, NCRP Report No. 115, Bethesda, MD, 1993.

DECLARATION OF PREGNANCY

In accordance with the Ohio Department of Health rule 3701:1-38-12, I am declaring that I am pregnant. I believe I became pregnant in_____ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 5 millisievert (500 mrem) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy. I understand that if my monthly fetal monitor reading is 0.5 millisievert (500 mream), my job or job responsibilities may not change at all.

I have had an opportunity to read “Questions and Answers Concerning Prenatal Exposure” and have my questions answered. I understand that I will be issued a fetal monitor that is to be worn at my waist underneath any lead garment and that the monitor must be exchanged or read in a timely manner on a monthly basis.

_____ Printed Name

_____ Signature

_____ Date of Submission

Fetal Dose Monitoring Worksheet/Report

This form will be used to track the fetal dose of declared pregnant workers. Estimated doses will be used to determine fetal dose for the period from inception to declaration, based on review of dosimetry records. Maintain this form on file after monitoring is complete.

<i>Monitoring Period</i>	<i>Fetal Dose Monitor Reading</i>	<i>Estimated Dose?(Y/N)</i>	<i>Reviewed by:</i>
<i>TOTAL FETAL DOSE:</i>			

TBoggs
Reviewed 8/2019

**University of Rio Grande/ Rio Grande Community College
Declaration of Damaged or Lost Personnel Monitoring Device**

I, _____, declare that my personnel
(Print Name)

monitoring device has been damaged or lost. I have notified the University of Rio Grande/Rio Grande Community College Radiation Safety Officer immediately upon becoming aware of this fact. I now request that the personnel monitoring device lab be contacted immediately so that a replacement personnel monitoring device can be issued to me. I acknowledge and agree that I am not permitted to attend my clinical rotation until I receive a replacement device and that all missed clinic time must be made up according to the guidelines set forth in the Radiologic Technology Student Handbook.

Please explain the relevant facts surrounding the damage or loss of your personnel monitoring device.

(attach additional pages or documents as necessary).

I agree that, if further facts regarding the damage or loss of my personnel monitoring device come to my attention or if I hereafter locate the device, I will immediately notify and/or deliver the device to the Radiation Safety Officer.

Student Signature

Date

Radiation Safety Officer Signature

Date

TBoggs
Reviewed 8/2019

URG/RGCC QUALITY ASSURANCE

In accordance with the Ohio Administrative Code Chapter 3701:1-66-04(B) (3) the following procedures are to be implemented in the event that individual/individuals are occupationally over-exposed to radiation:

1. Tracey Boggs, Program Director of the Radiologic Technology Program at Rio Grande should be contacted by immediately based on the quickest accessibility. Individuals may contact the Program Director by phone at (740) 245-7447, work or (740) 533-1972, home or e-mail at tboggs@rio.edu. Individuals may also contact the Program Director in person.
2. Rio Grande will contact the individual in writing including the participant's name, participant number, and dose information. The report will also include the statement: "This report is furnished to you under the provisions of rule 3701: 1-38-10 of the Ohio Administrative Code. You should preserve this report for further reference.
3. An investigation will be conducted by Rio Grande and/or an outside agency to determine the nature and amount of the occupational radiation overexposure. The individual will be removed from all occupational radiation exposure until the investigation is completed and corrective action is taken. Corrective actions will be taken to eliminate the risk of future overexposures.

Magnetic Resonance (MRI) Safety Screening Policy

Rio Grande has established a safety screening process for students having potential access to the magnetic resonance environment. This assures that students are appropriately screened for magnetic wave or radiofrequency hazards.

During student's second year, students may voluntarily elect to observe other modalities. Students are to be made aware of the Magnetic Resonance Imaging (MRI) policy and are to be screened using the Magnetic Resonance (MRI) Student Screening Form in order to prepare for a MRI observation.

It is the student's responsibility to request to be screened daily before he or she starts his or her MRI observation. Additionally, any student status changes prior to the start of the MRI observation may require rescreening of the student to ensure the student's health and safety. Students are responsible for making any status changes known to the program faculty and clinical staff.

The Clinical Coordinator will provide the MRI Student Screening Form to students who elect to observe in MRI.

ACADEMIC SERVICES, POLICIES, & PROCEDURES

Program Requirements

Students selected for the Radiologic Technology program must, prior to the beginning of classes:

1. Observe in an Imaging Department for at least six (6) contact hours. Documentation and submission of the approved Observation Validation Form is required. This requirement may be waived at the Program Director's discretion.
2. Submit a completed Radiography Physical Examination & Medical History Form. Form will be provided.
3. Submit complete childhood immunization and booster records.
4. Submit proof of varicella zoster live-virus vaccine or reliable history of varicella (chicken pox) or serologic evidence of immunity.
5. Submit proof of receiving Hepatitis B vaccine series.
6. Submit a copy of current CPR certification.
7. Maintain a 2.0 cumulative GPA.
8. Earn a minimum of a "C" or better in Principles of Human Anatomy & Physiology I & Pharmacology & The Human Body, Sectional Anatomy, and/or Standards for Patient Care, if taken.

Advising

Each student that has been accepted to Rio Grande will be assigned an academic advisor. The Program Director and/or the Clinical Coordinator will be the academic advisor/s to the radiologic technology students. The students will receive guidance in academic, behavioral, and clinical areas.

Each semester, the Program Director will update each student's Radiologic Technology Advising Form to audit curriculum progression, GPAs, and clinical rotations of each student. The Program Director and/or Clinical Coordinator will use the advising form and/or the student's transcript for advising. In addition, the Clinical Coordinator will review clinical evaluations with each student. The student is responsible for ensuring that he or she is completing all program and graduation requirements.

Change of Major

Any student wishing to change his/her major must complete a Change of Major Form and submit it to the Office of Records. For additional advising information, please see Rio Grande's Course Catalog.

American Society of Radiologic Technology (ASRT) Membership

Students will be required to join the American Society of Radiologic Technologist at the beginning of their second year. The student membership costs \$ 35.00. The ASRT provides students with valuable resources including but not limited to: scholarships, study tools, exam preparation, five practice board exams, employment roadmap, and job bank.

Radiologic Technology Curriculum First Year

Fall

AHC 13303	Medical Terminology I
BIO 10104	Principles of Human Anatomy & Physiology I
LA 10001	Gateway to Success
MTH 21404	Introduction to Probability & Statistics*
RAD 10101	Introduction to Radiologic Sciences
RAD 10202	Radiation Physics
RAD 11103	Radiographic Positioning & Imaging Procedures I
RAD 11401	Clinical Education

Spring

AHC 10202	Standards for Patient Care**
AHC 22403	Pharmacology & the Human Body
RAD 11204	Radiographic Positioning & Imaging Procedures II
RAD 11304	Imaging & Processing I
RAD 11502	Clinical Education I

Summer

RAD 21102	Radiographic Positioning & Imaging Procedures III
RAD 21204	Clinical Education II

Second Year

Fall

ENG 11103	Composition I*
RAD 21302	Radiobiology & Radiation Protection
RAD 21402	Imaging & Processing II
RAD 21503	Clinical Education III
RAD 21701	Radiologic Pathology
RAD 21801	Basic Radiographic Seminar

Spring

AHC 10401	Sectional Anatomy
COM 11103	Fundamentals of Speech
ENG 11203	Composition II or ENG 21403 Business & Technical Writing
PHR 21403	Medical Ethics
RAD 11601	Computed Tomography
RAD 21802	Radiographic Seminar
RAD 21903	Clinical Education IV

Program Total: 68 credit hours

*Placement determined by COMPASS test.

** Students must take RAD section of AHC 10202.

Drug and Alcohol Testing

RAD students are subject to random drug and alcohol testing. Students are responsible for testing fee. Students must pass random/drug alcohol test.

BCI and FBI Background Checks

RAD students are subject to BCI and FBI background checks. Students are responsible for background check fees. Students must receive a BCI & FBI background checks with clear results.

ARRT Ethics Review Pre-Application

A RAD student's eligibility for certification application is the student's sole responsibility not Rio Grande's. Completion of the Radiologic Technology program at Rio Grande alone does not guarantee a student's eligibility for certification if a student has been involved in a criminal proceeding or has been charged with or convicted of a crime.

Any student who has been involved in a criminal proceeding, or has been charged with or convicted of a crime, or does not receive a clear BCI or FBI background check with clear results, is required to submit a pre-application to the American Registry of Radiologic Technologists (ARRT) for an ethics review. Students are responsible for pre-application fees.

If the ARRT determines that a student is ineligible to take the ARRT exam as determined by the ethics review, the student is required to withdraw from the RAD program immediately. The student is not eligible for re-admission or may not re-apply until such time the ARRT determines a student has eligibility.

Required Tutoring

For each course taken, a student who scores below an 80% on an exam will be required to go to the Jenkins Center for Student Success for two hours each week/course until the next exam is taken and a minimum of 80% is earned.

If the student fails to earn the 80% on the next exam, he or she will be required to return to the Jenkins Center for Student Success for three hours each week/course until the next exam is taken and a minimum of 80% is earned.

The goal of required tutoring is to provide academic support outside of the classroom for students who are struggling with the material. In addition, the Jenkins Center provides an environment free from outside responsibilities and distractions so students can focus on understanding the material.

Students are required to sign in at the Jenkins Center for Student Success and to ask for tutoring assistance. Attendance will be monitored and verified.

Grading Scale

Varies per course and is located on each course syllabus.

Radiographic Academic Progression Requirements

- All RAD courses must be taken in sequential order.
- The student must earn a minimum of a “C” or better in all RAD courses.
- The student must earn a minimum of a “C” in Principles of Human Anatomy & Physiology I, Pharmacology & the Human Body, Sectional Anatomy, and Standards for Patient Care to continue in the sequence.
- A minimum cumulative GPA of 2.0 must be maintained throughout the program.
- The student must successfully complete all 68 credit hours in order to graduate.
- All ARRT competencies must be completed.
- All radiation monitors must be returned or a Declaration of Damaged or Lost Personnel Monitoring Device form must be submitted.
- The student must receive background checks, BCI and FBI, with clear results and pass random drug/alcohol tests. Students are responsible for all testing, background checks, and certification fees.

Failure to meet any of the above Radiographic Academic Requirements will result in the student’s dismissal from the program. The student may be eligible to reapply to the program the next calendar year.

First- Year Radiographic Academic Progression Exam

The First Year Radiographic Academic Progression Exam will consist of content from RAD 10101 Introduction to Radiologic Sciences, RAD 10202 Radiation Physics, RAD 11103 Radiographic Positioning and Imaging Procedures I, RAD 11204 Radiographic Positioning and Imaging Procedures II, RAD 11304 Imaging & Processing I, and AHC 10202 Patient Care. The exam will follow the ARRT content specifications as a topical outline and guide.

The First Year Radiographic Academic Progression Exam will be administered at week 5 of summer semester. A minimum score of 80% must be achieved in order to successfully transition into the second year of the program.

For students earning below 80%, the exam will be given once more at week 9 of summer semester for those students only. Students earning a minimum of 80% are not required to take the exam again.

If a student is absent for the week 5 exam no make-up will be given. The student will take the exam once, at week 9.

Students earning a score of 75 – 79% will be placed on academic probation for Fall semester and must pass the first exam in RAD 21801 Basic Radiographic Seminar. Failure to pass the first exam in RAD 21801 will result in academic dismissal from the program.

Students earning a score at or below 74% will be academically dismissed from the program.

Distance Education Policy

The Radiologic Technology program currently offers one online course, Introduction to Radiologic Sciences and two hybrid courses, RAD 11103 Radiographic Positioning & Imaging I and RAD 11303 Imaging & Processing I. Only students who are accepted into the Radiologic Technology program can enroll into this course. Students must have access to reliable high-speed Internet. Blackboard, a course management system that is password protected, will be used to ensure the identity and privacy of students. Because this is an online or hybrid course, it is subject to an Internet/hybrid fee. Tuition and Fees can be found at <http://www.rio.edu/business-office/Tuition-and-Fees.cfm>

Faculty identify enrolled students through the course registrations and through Blackboard course rosters. Per course rosters are uploaded directly from student information system to Blackboard daily using a secured File Transfer Protocol. Each student is provided a unique username, using numbers not names, and unique password. Students are instructed to change passwords whenever necessary. Rio Grande uses Microsoft Active Directory and LDAP for user authentication. For additional information regarding Practices for Verification of Student Identity, please contact Campus Computing & Networking.

Radiographic Lab Policy

Students should adhere to the following lab rules:

- A. The lab should only be used when a program faculty member (qualified radiographer) is readily available.
- B. The equipment is never to be used to radiograph any human.
- C. Dosimeters are to be worn if exposures are made.
- D. Keep door to classroom closed when making exposures.
- E. Students should wear modest clothing during laboratory sessions.
- F. All students are expected to participate.
- G. Students are expected to keep the lab neat and clean by wiping down the table, placing imaging plates behind wall, and returning supplies to their designated areas.
- H. Students are to turn off equipment including the circuit breaker and close lab doors upon completion of lab.

Graduation Requirements

To earn an Associate of Applied Science in Radiologic Technology, the student must:

- Meet all Rio Grande graduation requirements.
- Earn a minimum cumulative GPA of 2.0.
- Earn a minimum of a “C” in each RAD course.
- Complete all General Education courses.
- Complete all ARRT competencies.
- Return all personnel radiation monitors or submit a Badge Replacement Form. A halt will be placed on the student’s account until personnel radiation monitors or Badge Replacement form is submitted.

A student will be ineligible to graduate from the Radiologic Technology program and ineligible to take the National Certification Examination in Radiology through the American Registry of Radiologic Technology until all course requirements have been satisfied.

Incomplete Policy

A student requesting an incomplete for a course must follow the Rio Grande’s Incomplete Grade Request Policy. For more information, refer to Rio Grande’s Catalog or contact the Registrar’s Office.

Pinning Ceremony

During the 5th semester, a pinning ceremony will be held to recognize student achievements. The first and second year students are required to attend.

Dress Code:

- Second-year students will wear red scrub tops and black pants.
- First-year student will wear red scrubs.

Candidacy for Certification

Certification is the one-time process of initially recognizing individuals who have satisfied certain standards within a profession. A person is certified by ARRT after completing educational preparation standards, complying with the ethical and character standards, and passing a certification exam.

Upon completion of all required courses and graduation from the Rio Grande Radiologic Technology Associate Degree Program, the student is eligible to take the American Registry of Radiologic Technology Board of Registry exam. Once the exam has been passed, the student may use the initials R.T. (R) after his/her name.

Annual Registration

Registration is the annual procedure required to maintain registration of the certification. ARRT registrants are those who, having already fulfilled the requirements for initial certification, continue to meet the requirements for annual registration. The ARRT annually registers the certificates of individuals who meet the following three criteria: agreeing to comply with the ARRT Rules and Regulations, continuing to comply with the ARRT Standards of Ethics and meeting the Continuing Education Requirements. Only radiographers who are currently registered and have renewed within the past year may designate themselves as ARRT Registered Technologists and use the initials “R.T. (R)” after their names.

Withdrawal Policy

To withdraw from the Rio Grande the student must obtain a withdrawal form from the Records Office and complete the withdrawal process. The withdrawal process must be completed by every student wishing to terminate his/her total class schedule. Withdrawals may not be accomplished by proxy or telephone. The withdrawal policy is the sole responsibility of the student. For complete university withdrawal guidelines please see the catalog.

In addition, a student withdrawing from the Radiologic Technology program must meet with the Program Director to discuss the withdrawal, receive advisement, and fill out the Radiologic Technology Student Request for Voluntary Termination form. If applicable, it will also be the student's responsibility to inform the Clinical Coordinator of his/her withdrawal in order to be removed from clinical rotations.

Academic Probation and Suspension

The policies for academic probation and suspension may be found in the Rio Grande's catalog. A student may be suspended from the program for any violation of the Radiologic Technology program's policies or Rio Grande's policies.

Dismissal Policy

Rio Grande's Student Handbook outlines the reasons for dismissal from the University. These reasons also apply to the Radiologic Technology Program. After a careful review with any or all of the following: Program Director, Clinical Coordinator, and/or the Imaging Director, and/or Clinical Instructor, a radiologic student may be suspended and/or dismissed for any violation including but not limited to the following policies.

- A. Failing to adhere to policies stated in the Radiologic Technology Student Handbook or notified revisions.
- B. Engaging in academic dishonesty or attendance fraud.
- C. Performing unsatisfactorily or demonstrating behavior that is disruptive or detrimental at a clinical site.
- D. Posing a threat to the welfare of any patient, employee, or other person at a clinical site or is detrimental or disruptive to the performance of a clinical affiliates activities.
- E. Demonstrating any willful act or conduct detrimental to patient care, safety of a patient, or hospital operations.
- F. Possessing or using unauthorized hospital records or copying or falsifying hospital records.
- G. Failing to adhere to Patient/ Healthcare Center Information Confidentiality Policy.
- H. Attempting theft or theft.
- I. Being under the influence of drugs or alcohol during clinical rotations.
- J. Refusing to follow the instructions of personnel at the clinical sites.
- K. Demonstrating unprofessional conduct.
- L. Failing to maintain clinical proficiency.
- M. Providing or injecting medicine or contrast media without direct supervision.
- N. Deceptively exposing personnel monitoring devices.

Appeal Procedures Policy

First Level

Appeal policies for **clinical site** include:

1. The suspended or expelled student may not contact the Clinical Affiliates. All communication must be through the Program Officials.
2. The Clinical Affiliate will inform Rio when a student is not performing satisfactorily or is demonstrating behavior that is disruptive or detrimental at the clinical site. The Clinical Affiliate has the sole discretion to determine whether the continued presence of any student poses a threat to the welfare of any patient, employee, or other person at the clinical site, or is disruptive to the performance of the Clinical Affiliate's activities, or if such privileges are no longer in the best interest of the Clinical Affiliate. Student privileges at the Clinical Affiliate will be immediately suspended and the student will be immediately removed from the Clinical Affiliate.
3. Students are not entitled to any due process rights prior to the suspension or expulsion decision as agreed upon through the Affiliation Agreement between Rio Grande and the Clinical Affiliate.
4. The student will be required to change majors as he/she cannot complete the clinical portion of the program.
5. The student may appeal this decision in which case, the appeal policies for the program should be followed.

Appeal policies for the **program** include:

1. Within five regular academic calendar days of the receipt of the suspension or expulsion letter, the student must submit a written request asking for a meeting with the Program Director for re-admission consideration. The Program Director will schedule a meeting within 15 regular academic calendar days of receiving the written request. The student may not attempt to meet with the Program Director or Clinical Coordinator before the scheduled meeting or outside of the designated meeting location. The student must also include in his/her written request the reason/s for the suspension or expulsion, any supportive evidence, and reason/s why re-admittance should be considered.
2. The student may not involve the clinical site or employees in a non-clinical issue.
3. After meeting with the student and reviewing the evidence, the Program Director will make a decision to accept or reject the request. A written decision will be provided to the student within 10 regular academic calendar days from the conclusion of the meeting.
4. If the student's request for re-admission is denied, the student may appeal to the second level of the University's Academic Grievance Policy within five regular academic calendar days after receipt of the Program Director's written decision. All further appeals will then follow the University's Academic Grievance Policy.
5. If the student's request is accepted, the student will resume the program at the next convening scheduled class. The student will be required to makeup all missed class work. The manner in which the makeup material will be assigned is at the discretion of the instructor but in a way to be beneficial to integrating the student back into the classroom. In addition, the student is required to makeup all missed clinical time in accordance with Clinical Make-up Time Policies as written in the Radiologic Technology Student Handbook.

6. A student who has been expelled from the program may not re-apply for admission into the program for a period of five years.

Student Grievance Policy

The program will abide by the Student Grievance Policy as set forth in the Rio Grande Student Handbook.

Non-Academic Grievance Policy

For any grievance that that is not covered under the Rio Grande Academic Grievance or Non-Academic Grievance Policy as set forth in the Rio Grande Student Handbook which may negatively affect the quality of the program (e.g. cleanliness of the room), the following procedure is to be followed:

1. The student is to verbally inform the Program Director of his or her concern.
2. If a student perceives that his or her concern has not been resolved, the student is required to submit his or her concern in writing to the Program Director within five regular academic calendar days after verbally informing the Program Director of his or her initial concern. The Program Director will have 15 regular academic calendar days to reply.
3. If the student is not satisfied with the Program Director's decision, the student may appeal in writing within 5 regular academic calendar days to the Chair, School of Health & Behavioral Sciences. The Chair will have 15 regular academic calendar days to reply.
4. If the student is not satisfied with the Chair's decision, the student may appeal the decision in writing to the Dean, School of Health & Behavioral Sciences. The Dean will have 15 regular academic calendar days to reply with a final decision.

Voluntary Termination Policy

Any student wishing to voluntarily leave the program after successfully completing the first semester must fill out the Radiologic Technology Student Request for Voluntary Termination form and submit it to the Program Director before the start of the next semester.

In the future, any student wishing to re-apply to the program must follow the Radiologic Technology Withdrawal Re-Admission Policy.

Automatic Program Dismissal

Upon successful completion of a semester, a student who fails to enroll in the next sequential semester or fails to submit the Student Request for Voluntary Termination form, the student will be automatically dismissed from the program.

In the future, any student wishing to re-apply to the program must reapply following the Radiologic Technology Withdrawal Re-admission Policy.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Withdrawal Re-Admission Policy**

A student in good standing who voluntarily withdraws from the program may apply for re-admission for the next immediate academic school year. However, the following applies:

1. A decision to re-admit a student will be made by the Radiologic Technology Program Director and/or Clinical Coordinator. Criteria include, but are not limited to:
 - a. Availability of space during the semester requested for readmission.
 - b. Determination of any revisions that have been made to the Radiologic Technology curriculum, policies, or procedures.
 - d. Student's likelihood of successfully completing the program.
2. Any student who is not re-admitted into the next fall incoming class but at a later date may be required to retake all RAD courses, select RAD courses, or RAD 28801-4 courses to ensure current knowledge, understanding, and competency of practices and theories in the field.
3. Complete and submit the Radiologic Technology Application for Re-Admission form by April 1 of the academic year in which re-admission is sought.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Student Request for Voluntary Termination Form**

I, _____, request that my enrollment in the Radiologic Technology Program be terminated effective immediately due to

_____.

In the event that I wish to be considered for re-admission, I understand that I am required to submit the Radiologic Technology Application for Re-Admission Consideration form by April 1 of the academic year that I wish to be re-admitted. I further understand that any student not re-admitted into the next fall incoming class but at a later date may be required to retake all RAD courses, select RAD courses, or RAD 28801-4 courses to ensure current knowledge, understanding, and competency of practices and theories in the field.

Radiologic Technology Student

Signature: _____

Date: _____

Radiologic Technology Program Director

Signature: _____

Date: _____

TBoggs
Reviewed 8/2019

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Application for Re-Admission Consideration**

This form must be received by the Program Director of the Radiologic Technology Program or post-marked by **April 1** of the year that the student wishes re-admittance.

Please **print** the following information.

1. Student's Full Name

2. Address

3. Home Telephone Number

4. Date of Request

5. Semester/Year of Last Enrollment in the Radiologic Technology Program

6. Reason for Withdrawal

7. Semester/ Year Requested for Re-admission

You are required to submit your most recent unofficial college transcripts with the application.

TBoggs
Reviewed 8/2019

First Semester Academic Dismissal Re-Admission Policy

A Radiologic Technology student who is academically dismissed during the first semester from the program and would like to be considered for re-admittance must complete the following courses before re-applying:

AHC	13303	Medical Terminology I
AHC	10202	Standards for Patient Care*
BIO	10104	Principles of Human Anatomy & Physiology I
AHC	22403	Pharmacology & the Human Body
MTH	21404	Introduction to Probability & Statistics
PHYS	10404	Principles of Physics

*Students must take RAD section of AHC 10202.

1. Earn a minimum of a “C” in:
 - a. AHC 13303 Medical Terminology I
 - b. AHC 10202 Standards for Patient Care
 - c. BIO 10104 Principles of Human Anatomy & Physiology I
 - d. AHC 22403 Pharmacology & The Human Body
 - e. MTH 21404 Introduction to Probability & Statistics
 - f. PHY 10404 Principles of Physics
2. Meet all current admission and academic requirements.
3. Re-apply for the next fall incoming class. The student application will be processed with all other applications received. Re-applying does not guarantee re-admittance into the program.

If re-admitted, a student must:

1. Repeat the first semester course/s in which a failing grade was earned. A student may only repeat the course/s one time to earn a passing score of “C”. Failure of the courses a second time results in a student becoming ineligible for future re-admittance.
2. Retake all first semester RAD courses in which a passing grade was earned with the exception of RAD 10101 Introduction to Radiologic Technology.
3. A student will be required to attend class. In the event of 2 or more absences without a physician’s excuse or approval of the Program Director, the student will be dismissed from the program.
4. Sign the Radiologic Technology Second Attempt Policy Form.
5. Any student who is not re-admitted into the next fall incoming class but at a later date will be required to retake all RAD courses, completed and failed, to ensure current knowledge, understanding, and competency of practices and theories in the field.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Second Attempt Policy Form**

I, _____, understand and agree to the following policies if admittance is granted for the fall semester:

1. I am required to repeat the first semester course/s in which a failing grade was earned. I understand that I may only repeat the course/s one time to earn a passing score of "C". Failure of the courses a second time results in me becoming ineligible for future re-admittance.
2. I understand that I am required to retake all first semester RAD courses in which a passing grade was earned with the exception of RAD 10101 Introduction to Radiologic Technology.
3. I understand that I will be required to attend class. I agree that in the event of 2 or more absences without a physician's excuse or approval of the Program Director that I will be dismissed from the program.
4. If applicable, I understand that because I was not re-admitted into the next fall incoming class but at a later date that I will be required to retake all RAD courses, completed and failed, to ensure current knowledge, understanding, and competency of practices and theories in the field.

Student

Signature: _____

Date: _____

Radiologic Technology Program Director

Signature: _____

Date: _____

TBoggs
Reviewed 8/2019

CLINICAL EDUCATION

Rio Grande's Clinical Sites

Clinical Dayshift 8:00 am-4:30pm

Holzer Clinic – Athens

2131 East State Street
Athens, OH 45701
Phone # (740) 589-3100

Zachary Weber, Clinical Instructor

Holzer Clinic – Gallipolis

90 Jackson Pike
Gallipolis, OH 45631
Phone # (740) 446-5289

Erica Jividen, Clinical Instructor

Holzer Medical Center – Gallipolis

100 Jackson Pike
Gallipolis, OH 45631
Phone # (740) 446-5000

Brittani Harrison, Clinical Instructor

Jessica Fisher, Clinical Instructor

Holzer Clinic – Jackson

280 Pattons ville Road
Jackson, OH 45640
Phone # (740) 395-8801

Cheryl Ruff, Clinical Instructor

Ladina Metzler, Clinical Instructor

Holzer Medical Center - Jackson

500 Burlington Road
Jackson, OH 45640
Phone # (740) 288-4625

Pam Crabtree, Clinical Instructor

Holzer Clinic-Liberty Circle

96 TWP Rd 369
Proctorville, OH 45669
Phone # (740) 886-9370

Kim Barton, Clinical Instructor

Holzer Clinic – Meigs

88 East Memorial Drive

Pomeroy, OH 45769

Phone # (740) 446-5163

Mary Adams, Clinical Instructor

Holzer Clinic- Sycamore

4th Avenue & Sycamore Street

Gallipolis OH, 45631

Phone # (740) 446-5244 Ext. 5955

TBA, Clinical Instructor

OhioHealth O’Bleness Hospital

55 Hospital Drive

Athens, OH 45701

Phone# (740) 593-5551

Elizabeth Jones, Clinical Instructor

Pleasant Valley Hospital

2520 Valley Drive

Point Pleasant, WV 25550

Phone # (304) 675-4340

Amanda Barkey, Clinical Instructor

Patient /Healthcare Center Information Confidentiality Policy

Students must maintain patient confidentiality in a professional manner. Students must not divulge confidential patient information to anyone. Unauthorized possession, use, copying, or falsification of confidential patient information is prohibited. Students must also keep information about healthcare centers and healthcare professionals confidential. Breach of patient/healthcare center information confidentiality may result in dismissal from the program. Before students are permitted into the clinical sites, each student must sign and submit the Patient/Healthcare Center Information Confidentiality Agreement. The form must be submitted to the Program Director or Clinical Coordinator.

**Patient/Healthcare Center Information
Confidentiality Agreement**

The undersigned hereby acknowledges and agrees that, in accordance with University policy and applicable law, s/he must (a) act professionally and maintain the privacy, confidentiality, and integrity of patient information which comes into his or her possession or to which he or she has access and (b) not improperly use patient information or disclose patient information to anyone who does not have a legal right to access that information. Unauthorized possession, use, disclosure, copying, or modification of patient information is prohibited. Also, the undersigned hereby acknowledges and agrees that s/he must maintain the privacy, confidentiality, and integrity of information about healthcare centers and healthcare professionals. The undersigned understands that s/he will be held responsible for his or her actions that may result in any breach of privacy, confidentiality, or integrity of the information described herein. In the event that the undersigned has any question as to the proper use or disclosure of information regarding a patient, the healthcare center or a healthcare professional, s/he will immediately and prior to any use or disclosure of such information contact the privacy officer listed below and abide by that officer's direction regarding the proper use or disclosure of the information.

I, _____ (printed name), acknowledge and agree to the requirements set forth above.

Student's signature

Date

Witness

Print

Privacy Officer:

Name: Tracey Boggs M.Ed. R. T. (R) (T)
Address: P.O. Box 500
Rio Grande, OH 45674
Phone: 740.245.7447
Email: tboggs@rio.edu

TBoggs
Reviewed 8/2019

Student Placement in Clinical Rotations Policy

The clinical education courses will be conducted at a variety of hospitals, clinics, and diagnostic imaging centers within a 60-mile radius of the University. Students are responsible for their own transportation to and from the various clinical education sites, as well as any associated costs. Students are also responsible for fees associated with cost of computer-based clinical grading and record keeping. Students may be rotated through up to four different clinical sites to ensure that the students are exposed to a variety of exams and sufficient volume of exams including mobile, surgical, and trauma examinations to achieve the clinical competencies as required by the ARRT and to ensure equitable learning opportunities for all students.

Clinical placement is non-discriminatory in nature. The Clinical Coordinator and/or Program Director will determine clinical rotations based on commuting distance, needed competencies, and work ethic. The number of students assigned to the clinical education setting must not exceed the number of clinical staff assigned to the radiography department. Likewise, the student to radiography clinical staff ratio must be 1:1. The students will also not be used as replacements for employees.

To ensure timely, appropriate, and educationally valid clinical experiences to all students admitted to the program, clinical education courses will be scheduled for dayshift from 8:00-4:30 p.m. on the following days:

First Year:

Fall: Friday

Spring: Monday, Wednesday

Summer: Monday, Tuesday, Thursday, Friday

Second Year:

Fall: Tuesday, Thursday, Friday

Spring: Tuesday, Thursday, Friday

Students will not be scheduled for more than 40 hours per week which includes classes and clinical education rotations. In addition, for the safety of students and patients, not more than ten clinical hours shall be scheduled in any one day. Hours exceeding these limitations must be voluntary on the student's part.

Students are not to exceed three rotations at any one clinical affiliate during the entirety of clinical education (Intro, I, II, III, and IV). This will ensure fair and equitable clinical opportunities for all students.

Student Professional Liability Insurance

The University of Rio Grande/Rio Grande Community College provides student professional liability insurance for the Radiologic Technology Students while at the clinical sites only participating in curriculum activities including holidays and between semesters. The insurance does not cover students in transit to or from the clinical sites.

The clinical affiliate will provide students with access to first aid, emergency care, and medical assessment for illness, accidents, or incidents that occur at the clinical site and that require immediate attention. Students will be responsible for the cost of any such care.

Clinical Setting Orientation

Students are required to attend clinical orientations at their assigned clinical sites to ensure that students are oriented to the clinical setting policies and procedures in regard to their health and safety. Orientation includes, but is not limited to, fire, electrical, and chemical hazards, emergency preparedness, medical emergencies, HIPAA, and Standard Precautions. The Clinical Coordinator will inform students of dates and time of orientations. Failure to attend orientation will result in the inability to begin clinical rotations.

In accordance with the Holzer Health Systems Affiliation Agreements with Rio Grande, the students who are assigned to a Holzer Health System clinical site are also required to meet Holzer Health Systems requirements, to complete training, student acknowledgements, and the student application packet prior to starting their clinical experiences. All students will be scheduled for this training during the fall semester.

In accordance with the Ohio Health O'Bleness Affiliation Agreement with Rio Grande, the students who are assigned to O'Bleness clinical site are also required to meet Ohio Health O'Bleness requirements and to complete the New Student Onboarding Process training prior to starting their clinical experiences. All students will be scheduled for this training during the fall semester and as may arise which will be conducted on-line by O'Bleness.

Holding Policy

Many regulatory guides forbid the holding of patients or image receptors during radiologic examinations by persons who are occupationally exposed to ionizing radiation. These persons include radiographers and student radiographers. Only after consideration of the use of restraining devices or sedation which must be ordered by a physician, the decision to hold a patient is made. A patient may be held by a person accompanying the patient or any non-radiation worker. Any persons holding a patient during a radiologic exam will be provided a lead apron.

Special Imaging Modalities Clinical Rotations Policy

As an option during the clinical rotations of the program, students shall have equal opportunity to rotate through each special imaging modality which includes: Angiography, Mammography, CT, MRI, Diagnostic Medical Sonography, Nuclear Medicine, and Radiation Therapy. The objective of each rotation is to expose a student to work responsibilities which are typical in the specialized areas. This will allow a student to explore possible areas of future interest so that he/she can gather information to help guide him/her in the correct direction of a career path.

Each student will have an Observation Form for each Special Imaging Modality. This form will be filled out by a Registered Radiographer in the specialized area indicating student observation.

As an option during the 4th or 5th clinical rotations of the program, students shall have equal opportunity to rotate through a one week evening shift (T, R, F) at a hospital based clinical site. Evening shift is not available at a clinic based clinical site. Only one student is permitted on a single evening shift rotation and the rotation cannot be scheduled during the first or last week of a semester.

Clinical Education Modality Sites

Holzer Clinic- Athens

2131 East State Street
Athens, OH 45701

- Computed Tomography
- Sonography
- Mammography
- Magnetic Resonance Imaging
- Nuclear Medicine
- Bone Densitometry

Holzer Medical Center- Gallipolis

100 Jackson Pike
Gallipolis, OH 45631

- Computed Tomography
- Sonography
- Mammography
- Magnetic Resonance Imaging
- Nuclear Medicine
- Bone Densitometry
- Angiography

Holzer Medical Center for Cancer Care-Gallipolis

170 Jackson Pike
Gallipolis, OH 45631

- Radiation Therapy

Holzer Clinic- Jackson

280 Pattons ville Road
Jackson, OH 45640

- Magnetic Resonance Imaging

Holzer Medical Center- Jackson

500 Burlington Road
Jackson, OH 45640

- Computed Tomography
- Sonography
- Mammography
- Nuclear Medicine

Holzer Clinic-Meigs

88 East Memorial Drive

Pomeroy, OH 45769

- Mammography
- Bone Densitometry

Holzer Clinic- Emergency Department-Meigs

41861 Pomery Pike

Pomeroy, OH 45769

- Computed Tomography

Ohio Health O'Bleness Hospital

55 Hospital Drive

Athens, OH 45701

- Computed Tomography
- Sonography
- Magnetic Resonance Imaging
- Nuclear Medicine
- Bone Densitometry

Pleasant Valley Hospital

2520 Valley Drive

Point Pleasant, WV 25550

- Computed Tomography
- Sonography
- Mammography
- Magnetic Resonance Imaging
- Nuclear Medicine
- Bone Densitometry

CLINICAL SITE POLICIES

Clinical Site General Rules

Students are assigned to the clinical sites for an educational experience. Students must adhere to the following rules:

- A. Students are to park in assigned employee parking lots.
- B. Students are allowed one thirty-minute lunch break. Omission of any of the lunch break cannot be used to shorten the clinical day.
- C. Interruption of the clinical education experience by personal visits is not permitted. Person(s) visiting a student during clinical hours is only permitted during lunch break.
- D. Students are not permitted to use cell phones during clinical work hours. Cell phones may interfere with some patient monitoring equipment. Cell phones are only permitted for use during the lunch break in appropriately designated areas.
- E. Students should avoid discussion of any negative experiences encountered in the clinical setting or academic setting on any social networking or blog. Students are bound by federal regulations regarding the discussion of patient, hospital, and hospital personnel communications (HIPPA).

Infection Control Practices

Students must adhere to the following infection control practices to limit the spread of infectious microorganisms at the clinical site:

- A. Students will wash hands that are visibly soiled with soap and water before and after performing radiographic examinations.
- B. Alcohol based hand sanitizer may be used when hands are not visibly soiled and when soap and water are not immediately available.
- C. Radiographic equipment (i.e. table, wall receptor) is to be cleaned after contact with each patient.
- D. Linens (pillowcases, etc) are to be changed after contact with each patient.

Dress Code

Students are to maintain a professional appearance at clinical sites. Students must adhere to the following clinical dress code:

Students must wear the appropriate scrub uniform.

First-year Students

- Holzer & PVH: red scrubs
- O’Bleness: gray scrub tops and red scrub pants

Second-year Students:

- Holzer & PHV: red and black scrubs
 - O’Bleness: gray scrub tops and red/black pants
- A. A solid white lab coat is optional. Long or short-sleeved solid white or black shirts may be worn under the scrub top. The Clinical Coordinator will approve uniforms.
 - B. Students must wear the appropriate scrub uniform. The color of the scrubs are 1st year- red and 2nd year – red & black. A solid white lab coat is optional. Hoodies are not to be worn. Long or short sleeved solid white or black shirts may be worn under the scrub top. Uniforms will be approved by the Clinical Coordinator.
 - C. Students must wear predominately white leather athletic shoes.
 - D. Students must wear the Rio Grande’s identification name tag.
 - E. Students must wear their radiation monitoring device at the chest level.
 - F. Students are permitted to wear jewelry as long as it is in good taste and does not interfere with clinical performance and safety. Students are not permitted to wear tongue rings, nose rings, or any other visible jewelry that is applied through body piercing, with the exception of earrings. Earrings are limited to two per ear.
 - G. Tattoos cannot be visible.

Hygiene Guidelines

Students are to maintain a professional appearance at clinical sites. Students are expected to adhere to the following hygiene and grooming guidelines:

- A. Hair must be clean and neat. Long hair must be tied back. Facial hair must be kept clean and trimmed. Unnaturally colored is prohibited.
- B. Dental hygiene must be practiced and halitosis should be prevented.
- C. Hickies should not be visible. If they are not covered, the student will be sent home.
- D. It is recommended that fingernails be kept clean and short. Longer fingernails increase the risk of tearing protective gloves, scratching or gouging patients during positioning. Nail polish may be worn if it is well manicured. Artificial fingernails (tips, acrylics, etc) are not permitted in the clinical sites. Artificial fingernails increase the risk of transmission of pathogens to patients. Artificial fingernails must be removed to adhere to infection control practices of clinical sites.
- E. Students are not to wear perfume or cologne due to patient reactions or allergies.

Personal Relationships Policy

The Radiologic Technology Program seeks to avoid favoritism or conflicts of interest among students. Therefore, a student who is a relative or who is involved in a personal relationship with a clinical site employee will not rotate through or work directly for the clinical site employee with whom he or she is related or involved. Students must adhere to the following personal relationships policy:

- A. This policy defines a relative as a spouse, parent, child, sibling, sibling-in-law, parent-in-law, aunt/uncle, niece/nephew, or grandparent.
- B. A personal relationship is defined as a relationship between individuals who currently have a relationship of a romantic nature.
- C. Students are required to disclose such relationships. In addition, if a personal relationship develops between a student and clinical site employee, the student is required to bring it to the attention of the Clinical Coordinator and/or Program Director. Upon learning of such a relationship, an attempt will be made to immediately transfer the student to a comparable clinical site. No student may be placed at a Clinical Affiliate who is at maximum student capacity in accordance with the JRCERT policies. If a clinical site is not available due to required staff to student ratios as required by the JRCERT, the student will be removed from the clinical site until clinical site availability occurs. All missed clinical time must be made-up in accordance with the Clinical Make-up Time Policy.

CLINICAL EDUCATION POLICIES

Minimum Performance Standards

Students must meet minimum performance standards to satisfactorily progress through the clinical education courses. Generally, these performance standards include, but are not limited to:

- A. Students must earn a “C” or better in all clinical education courses. This calculation includes graded evaluations from the Clinical Instructor and Clinical Coordinator.
- B. Successful completion of the required number of radiographic Mandatory and Elective competency evaluations per semester.
- C. All clinical time must be completed unless a student has requested special circumstances.
- D. All clinical forms must be received and/or electronically submitted to the Clinical Coordinator at the designated times throughout each semester.
- E. Students must return their radiation dosimeter at the appropriate times.
- F. Students must adhere to all clinical policies in this handbook.

Cloud-based Record Keeping

To improve efficiency of clinical grading and record keeping, much of the clinical activity will be computer based and completed using the website [www. trajecsys.com](http://www.trajecsys.com)

- A. Students are responsible for a one-time fee of \$150 for this computer-based service. This fee will need to be paid before the start of clinical rotations or the student will not be permitted to attend clinicals.
- B. Students’ clinical time, location, patient activity, competencies, and evaluations will all be electronically monitored and can be done so in real-time.
- C. The Clinical Coordinator, clinical site supervisors, and students will all log in and complete the students’ clinical records. Trajecsys is a password protected site to verify student identity and protect privacy of students.
- D. An in-depth tutorial of this service will be given during the students’ clinical orientation.
- E. Students will clock in and out on Trajecsys using an available computer in the clinical site imaging department. Phone clock in and clock out are not permitted.
- F. Students are responsible for keeping accurate clinical records on Trajecsys including daily log sheets of examinations.
- G. Trajecsys is checked daily by Program Faculty. Students failing to log procedures routinely into Trajecsys will be subject to a lowering of the clinical grade.

Clinical Marker Replacement

Students will be responsible for the ordering and the cost of replacement clinical markers. Additional markers are to be ordered through Radon Medical Imaging Corp. at 1-866-723-6698. The item number is TA-7 1" R & L 3 Initials ¼". Cost is \$22.00 plus tax and shipping and handling.

All orders are to be placed within 1 week of losing clinical markers. Failure to order markers will result in the student be removed from the clinical site until such time he or she receives his or her markers. All missed time must be made up according to the Clinical Makeup Time Policy.

Students will be provided R & L temporary markers without initials. If a student loses the temporary markers, he or she will charged the cost of \$12.30 to his or her Rio Student Account to replace the temporary markers.

Clinical Attendance

Number of Excused Absences

Each student is allowed a total of five (5) days of excused absences for the entirety of clinical education (Intro, I, II, III, and IV). The student will be advised if the allowed 5 excused absences is exceeded. The following applies if the student exceeds the allotted 5 excused absences:

- On the 6th occurrence = verbal warning.
- 7th occurrence written warning (*Student Acknowledgement of Violation of Program/Clinical Policies Form*) and the final clinical grade will be lowered by one whole letter grade.
- 8th occurrence will result in clinical dismissal.

Tardiness

Late arrivals to clinical will not be tolerated and will demonstrate a pattern of unprofessional behavior. If a student is going to be late, the student must notify both the Clinical Coordinator and Clinical Instructor. One minute pass the starting time will be considered tardy. All late arrival times must be made up by the student. A student, who is a minimum of 15 minutes late, must make up 1 hour of clinical time.

The following applies if the student exceeds three (3) tardies for entire clinical education (Intro, I, II, III, and IV).

- 1st tardy = verbal warning.
- On the 2nd tardy = written warning (*Student Acknowledgement of Violation of Program/Clinical Policies Form*) and the final clinical grade will be lowered by one whole letter grade.
- 3rd tardy will result in clinical dismissal.

Additional Attendance Guidelines

Students must adhere to the following:

- A. Clinical days are to be completed during assigned hours according to the Rio Grande's academic semester calendar (i.e start/end dates). There will be no clinicals on Rio Grande's holidays/breaks unless the student submits the Special Circumstances Request Application according to the Special Circumstances Request Policy. If Special Circumstances are granted, program faculty will not be physically present; however, students will still be able to contact them during the makeup assignment. Students are covered by Rio Grande's liability during holidays/breaks.
- B. Clinical sites will follow Rio Grande's closings and/or delays for inclement weather only.
- C. Students must report to the clinical site and clock in on Trajecsys by 8:00 a.m.
- D. Students will be scheduled for 8.5 hours per clinical shift, which includes one half hour lunch break per shift.
- E. Students wishing to eat breakfast at their clinical site may do so before the scheduled start time of 8:00 a.m.
- F. Students will report to the Clinical Instructor at their time of arrival to obtain their room assignments and duties for the day.
- G. Students will clock out at 4:30 p.m. on the Trajecsys website.
- H. Clinical Instructors electronically verify and approve student time records. Any clinical time not verified and approved will be recorded as an absence.
- I. If a student requests to leave early, the request must be approved by both the Clinical Coordinator and the Clinical Instructor.
- J. Students must notify by phone call to both the Clinical Coordinator and Clinical Instructor of any absence by 8:00 a.m. Email notifications are not permitted.
- K. Excused absences are given for official Rio Grande sponsored activities such as field trips, conference attendance, athletic, and academic competitions. Job or school interviews should be scheduled outside of clinical and class hours. If this cannot be arranged, any missed clinical time and coursework must be made up.
- L. Student athletes must provide a game schedule to both the Clinical Coordinator and Clinical Instructor at the start of the clinical rotation.
- M. Student athletes are required to make-up all missed clinical time.
- N. Students are expected to participate in RAD faculty arranged field trips. If a student is unable to participate, he or she may be required to submit an assignment such as a research paper related to the field-trip topic. If the field trip falls on a clinical day, a student who fails to attend the field trip must report to clinicals as scheduled or the day will be counted as an unexcused absence.
- O. Students may be asked to provide documentation/written excuse for an absence to both the Clinical Coordinator and Clinical Instructor.

Clinical Make-up Time

All required clinical days will need to be completed each semester. Any absences will need to be made-up according to the following clinical make-up time policy:

- A. Make-up time will be attempted M-F with normal dayshift hours (8:00 a.m. – 4:30 p.m.) first as the student to staff ratio permits. Make-up time cannot be performed before 8:00 a.m.
- B. M-F evening hours may be used up to and no later than 8:00 p.m.
- C. In addition, for the safety of students and patients, not more than ten clinical hours shall be scheduled in any one day. Hours exceeding this limitation must be voluntary on the student's part.
- D. Make-up time cannot be scheduled in a manner that would require more than 40 hours per week unless the scheduling is voluntary on the student's part.
- E. Students and student athletes will seek approval of make-up time with both the Clinical Coordinator and Clinical Instructor to avoid scheduling conflicts with other students.

Other Applicable Clinical Policies

- A. Students must use anatomical lead markers on all radiographic examinations performed.
- B. It is ultimately the students' responsibility to initiate the competency process and record pertinent clinical records. Clinical Instructors supervise your work and records submitted.
- C. In the event that a student is not able to make up their missed clinical time due to an extended illness, hospitalization, etc., he/she will need to submit a Special Circumstances Request Application.

Clinical Policy Violations

Students will be required to meet with the Clinical Coordinator and sign the *Student Acknowledgement of Violation of Program/Clinical Policies Form* anytime that they violate handbook or clinical site policies. The form will then be signed by the Program Director and the completed form will be placed in the Clinical Coordinator's student's file. Any violation or repeated violations may subject students to dismissal from the program. These violations include, but are not limited to:

- A. Inappropriate use of clinical time. This includes, but is not limited to: not being in assigned areas, not using time constructively, and not volunteering assistance.
- B. Failure to make-up absences.
- C. Poor clinical attendance.
- D. Tardiness.
- E. Failing to adhere to policies stated in the Radiologic Technology Student Handbook or notified revisions.
- F. Engaging in academic dishonesty, cheating, forgery, record falsification, or attendance fraud.
- G. Performing unsatisfactorily or demonstrating behavior that is disruptive or detrimental at a clinical site.
- H. Posing a threat to the welfare of any patient, employee, or other person at a clinical site or is detrimental or disruptive to the performance of a clinical affiliates activities.
- I. Demonstrating any willful act or conduct detrimental to patient care, safety of a patient, or hospital operations.
- J. Possessing or using unauthorized hospital records or copying or falsifying hospital records.
- K. Failing to adhere to Patient/ Healthcare Center Information Confidentiality Policy.
- L. Attempting theft
- M. Being under the influence of drugs or alcohol during clinical rotations.
- N. Refusing to follow the instructions of personnel at the clinical sites.
- O. Demonstrating unprofessional conduct.
- P. Failing to maintain clinical proficiency.
- Q. Providing or injecting medicine or contrast media without direct supervision.
- R. Deceptively exposing personnel monitoring devices.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Student Acknowledgement of Violation of Program/Clinical Policies**

The Radiologic Technology Student Handbook outlines the policies and procedures students are required to abide by in order to successfully proceed throughout the program. In the event that a policy is broken, this acknowledgement serves as the warning notification and students are required to sign this form to become aware of their violation/s and are placed on probation. The final clinical grade will be lowered by one letter grade as a result for each violation. Subsequent violations will subject students to dismissal from the program.

Infraction/s:

I, _____, have read and understand the violation/s of the policy and/or procedure I committed as stated in the Radiologic Technology Student Handbook and I am aware that I have been placed on clinical probation and the final clinical grade will be lowered by one letter grade as a result for each violation. Subsequent violations of this policy and/or procedure will be subjecting me to dismissal from the program.

Student's signature

Date

Clinical Coordinator Signature

Date

Program Director Signature

Date

TBoggs
Reviewed 8/2019

Special Circumstances Request Policy

A student may request special circumstances including but not limited to illness, injury, or pregnancy. The student must fill out the Special Circumstances Request Application and submit it to the Clinical Coordinator or Program Director at the time of the special circumstances. In the case of special circumstances is granted, a student will receive an Incomplete for the semester with the understanding that all classwork and missed clinical time must be made up by the student before he or she may graduate. The Program Director and Clinical Coordinator will work with the student to schedule makeup hours in a beneficial manner. The Radiologic Technology Program Director and/or Clinical Coordinator reserve the right to accept or deny any request for special circumstances.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Special Circumstances Request Application**

I, _____, request that special circumstances for missed clinical time be considered.

Identification/Explanation of Special Circumstances:

I understand that I must sign and submit this application to the Radiologic Technology Program Director or Clinical Coordinator at the time of special circumstances for consideration of missed classwork and clinical time to be given. I understand that the form must be signed by the physician whose care that I am currently under for treatment.

If approved, I understand that I will receive an Incomplete for the semester and that I must make-up all missed time before I can graduate. In addition, I understand that the Program Director and Clinical Coordinator will work with me to schedule makeup hours in a beneficial manner and it is the discretion of the Radiologic Technology Program Director and/or Clinical Coordinator to accept or deny the request. Submission of the application does not guarantee that consideration for special circumstances will be granted.

Radiologic Technology Student's Signature

Date

Physician's Signature

Date

Radiologic Technology Program Director's Signature

Date

Radiologic Technology Clinical Coordinator's Signature

Date

TBoggs
Reviewed 8/2019

Clinical Competency Evaluation Policy

Students are required to successfully complete the required number of radiographic A.R.R.T. Mandatory and Elective competency evaluations per semester. The competency evaluations determine whether a student is progressing through clinical education at a successful pace and is becoming competent in performing examinations under indirect supervision. These evaluations may be completed by any registered radiographer, preferably by the Clinical Instructor. Students must perform these evaluations under the direct observation of a registered radiographer, preferably by the Clinical Instructor. Students not attaining the required number of competency evaluations per semester may be considered not progressing sufficiently through the program and must meet with the Clinical Instructor and/or Clinical Coordinator at the end of the semester. If it is considered that a student had ample opportunities to achieve the required number of competencies and did not, the student will receive a failing clinical grade and will be subject to dismissal from the Program. This can be objectively determined because the number and types of radiographic examinations on any given day are tracked at our clinical sites. If it is reasoned that there were circumstances beyond a student's control, for example having to share competencies with other students, a student will not receive a failing clinical grade.

Clinical Competency Retraction Policy

After the Clinical Instructor and/or qualified radiologic technologist complete mandatory and elective competency evaluations of a student, the student should be able to demonstrate the competencies thereafter. In clinical situations where a student repeatedly makes errors on radiographic examinations that he/she has achieved competency on the Clinical Coordinator and/or Clinical Instructor reserve the right to retract those competencies and have the student attempt them again in the presence of the Clinical Instructor and/or Clinical Coordinator.

Clinical Education Direct Supervision Policy

All medical imaging procedures must be performed under the direct supervision of a qualified radiographer until a radiography student achieves competency.

Explanation: The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement;
- evaluates the condition of the patient in relation to the student's knowledge;
- is present during the conduct of the procedure; and
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved.

Clinical Education Indirect Supervision Policy

All medical imaging procedures performed under the indirect supervision of a qualified radiographer after a radiography student achieves competency.

Explanation: For radiography, the JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Clinical Education Unsatisfactory Radiographs Policy

All unsatisfactory radiographs must be repeated by students and performed under the direct supervision of a qualified radiographer.

Explanation: For radiography, the JRCERT requires that a qualified radiographer must be present during the conduct of a repeat radiograph. The presence of a qualified radiographer during the repeat of an unsatisfactory radiograph assures patient safety and proper educational practices.

The Radiologic Technology program will survey students at the end of each semester to monitor if the policies are being employed at each clinical site.

Clinical Instructors at each clinical site will be required to sign the Direct/ Indirect & Unsatisfactory Radiograph Policy form to verify that they have been informed of the policies implementation.

Students will be surveyed at the end of each semester to monitor if the policies are being followed at each clinical site.

Quality Radiographs Policy

Students are to make every effort to produce high quality radiographs. This includes, but is not limited to, accurate radiographic positioning, selection of technical factors, and applying radiation protection measures. Students will be taught to use anatomical lead markers, apply gonadal shielding when appropriate, select optimal technical factors, and collimate the x-ray beam. This will take patience and practice on the students' part, and it is understood that mistakes will be made. However, periodically, the Clinical Coordinator will review radiographs that the students have performed to evaluate these aspects to determine whether the student is progressing in these areas.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Student Handbook Receipt**

I,

_____, (printed name)

acknowledge that I have read and understood the contents of Rio Grande’s Radiologic Technology Student Handbook. I also acknowledge that I agree to abide by the policies and procedures contained therein.

If any of the policies or procedures contained in Rio Grande’s Radiologic Technology Student Handbook conflict with any of the policies or procedures contained in Rio Grande’s Student Handbook, then I understand that the policies and procedures in Rio Grande’s Student Handbook will supersede and take precedence over any conflicting policies and procedures.

I also acknowledge that Rio Grande reserves the right to change any of the policies or procedures contained in Rio Grande’s Radiologic Technology Student Handbook with or without notice. However, Rio Grande will make every effort to keep students informed and aware of any changes that may occur.

I understand that this is not a contract or agreement with any legally binding effect, and in signing this I am simply acknowledging that I have received Rio Grande’s Radiologic Technology Student Handbook, read its contents, and understood its contents.

Student’s Signature

Date

TBoggs
CBarker
Revised. 8/2019

References

Joint Review Committee on Education in Radiologic Technology. (2104). *Standards for an accredited educational program in radiography*. Retrieved from <http://www.jrcert.org/programs-faculty/jrcert-standards/>

U.S. Bureau of Labor Statistics, Division of Occupational Employment Statistics, (2018). Radiologic and MRI Technologist. *Wages*. Retrieved from <https://www.bls.gov/ooh/healthcare/radiologic-technologists.htm#tab-5>