



SCHOOL OF NURSING AND ALLIED HEALTH PROFESSIONS
RADIOLOGIC SCIENCES

**Radiography Program
Indiana University Kokomo
Program Handbook
2022-2023**

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Section I: University
and Program General
Information

Introduction

Welcome to the Indiana University Kokomo, Radiography Program. This handbook is to inform and guide you of the requirements and policies to which you must adhere as you progress through the program.

This program is designed to provide you with the knowledge and experience necessary to pursue a career in Radiography. Graduates of this program are eligible to become a Registered Radiographer after passing the written certification examination administered by the American Registry of Radiologic Technologists (ARRT). The Indiana State Department of Health (ISDH) recognizes your success on the ARRT certifying examination and you can be awarded a general Radiographer operator license through application with the ISDH. The ISDH operator's license is necessary to practice in the state of Indiana. All other states also recognize the ARRT registration and most have reciprocity with the state of Indiana. For state specific information, you will need to contact that state's government office which can be located through the [American Society of Radiologic Technologists' Legislation, Regulations and Advocacy webpage](#).

Radiographers are an integral part of the health care delivery team. This program is dedicated to help you learn to be a productive member through mastering clinical objects and didactic education.

Mission Statement

The Radiography Science Program at Indiana University Kokomo upholds the mission statement of IU Kokomo by preparing highly qualified, entry level Radiographers. As a health-related science, Radiography is dedicated to the health and welfare of the community through the diagnosis of disease. The program will meet the radiologic health needs and expectations of the communities in its region through partnerships in clinical education with regional healthcare facilities.

Philosophy

The faculty believes that educational opportunities should be provided in the preparation of technologists for entry level positions into the field of radiography. The curriculum for the associate of science degree in radiography is designed to meet the standards of the **Joint Review Committee on Education in Radiologic Technology (JRCERT)** and to provide a foundation in liberal arts and science for personal growth.

Educational objectives are developed to provide an atmosphere that combines didactic instruction in the technical components of radiologic science with appropriate clinical experiences. As the student progresses through the educational program, opportunities are provided which allow for the assumption of increased responsibility for patient care to foster independence. Achievement of program goals and learning outcomes are assessed using a variety of methods to ensure effective student preparation for a career in the radiologic sciences and to ensure program achievement of the JRCERT Standards for retention, graduation, national registry examination success (ARRT), job placement, and employer satisfaction.

Faculty members are chosen for their demonstrated professional ability and academic preparation. Dedicated to improving radiologic science as a profession, they are committed to expanding their own teaching and professional abilities. IU Kokomo faculty will demonstrate ethical and professional conduct per the ARRT Code of Ethics.

Applicants to the Radiography Program should have an interest and ability in the life, physical and behavioral sciences, and should possess a desired contribution to health care. Students are chosen based on academic ability and interest.

Graduates of the Radiography Program are expected to ethically respond to the needs of their patients with technical competence and compassion. They are aware of the need to up-date their knowledge and skill through active participation in professional societies, continuing education activities and lifelong learning.

Goals for Radiography Program 2020 - 2024

1. To provide the healthcare community of north central Indiana & beyond with entry-level radiographers who display professionalism.
2. To provide students opportunities that will allow them to communicate effectively.
3. To provide students opportunities that will allow them to think critically and solve problems.
4. To provide educational experiences that produce clinically competent individuals prepared for employment as entry-level radiographers.

Administration and Program Officials

Dean of Nursing & Allied Health Professions – Dr. Susan Hendricks	765-455-9288
Program Director – Heidi Sebastian, MPM, RT (R)(CT)	765-455-9565
Clinical Coordinator – Anna Miller, BS, RT (R)(CT)	765-455- 9234
MIT Coordinator – Patricia Davis, MBA-ITM, RT(R)(MR)	765-455-9434
Assistant Professor Christine Rassel, MPM, RT(R)(M), ARDMS, RVT	765-455-9578
Program Administrative Assistant – Donna Bevington, BS	765-455-9490

The Program is accredited by the JRCERT. Please see index “B” for JRCERT contact information. The Radiography Program will make every attempt to comply with all Standards established by the JRCERT (see Appendix B). Indiana University Kokomo maintains institutional prerogative rights. Students may contact the JRCERT at any time concerning the program’s adherence to and administration of the JRCERT Standards.

Career Options

Radiographers find employment in a variety of medical areas ranging from physician’s offices to medical centers. Other areas of employment can be found in education, sales of radiology related equipment and accessories, and radiology information systems. Radiographers can specialize in other areas of the radiologic and image sciences such as magnetic resonance imaging, ultrasound, nuclear medicine, computerized tomography, DEXA, radiation therapy, interventional technology, mammography, PACS, education and administration. Most of these specializations require additional course work, education, and clinical experience.

Student Learning Outcomes

The Radiography Program at Indiana University Kokomo has established student outcomes that we expect from our graduates. These outcomes are as follows:

1. Students will demonstrate professional and ethical behaviors according to the ARRT (American Registry of Radiologic Technologists) Code of Ethics while in the clinical education setting.
2. Students will demonstrate a desire for life-long learning through completion of a portfolio and accumulation of professional development.
3. Students will operate complex radiographic equipment to produce quality images (Relates to ARRT Code of Ethics, Tenant 4: “The radiologic technologist practices technology founded upon

theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.”).

4. Students will be able to perform basic patient care skills and assessments.
5. Students will be able to assess the patient’s condition, interpret medical data, and assist the radiologist/physician by communicating data and assisting with procedures.
6. Students will demonstrate knowledge and practice radiation protection by applying ALARA principles in their practice.
7. Students will select appropriate technical factors to assure quality images and patient care.
8. Students will develop organizational and critical thinking skills to increase efficiency in the performance of radiographic examinations.
9. Students will be able to communicate effectively and apply interpersonal skills with patients, peers, physicians, and other vital members of the healthcare team.
10. Students will demonstrate positioning skills in the clinical area which allows the students to work in routine, emergency, and trauma situations while completing the procedure with speed and accuracy.

Student Rights, Responsibilities, and Conduct

Applications to and enrollment in the university constitute the student’s commitment to honor and abide by the practices and policies stated in the university’s official announcements, bulletins, handbooks, and other published materials and to act in a manner that is mature and compatible with the university’s function as an institution of higher learning. The Indiana University *Code of Student Rights, Responsibilities, and Conduct* is available in electronic format at: <https://studentcode.iu.edu/> Students are expected to read this document and, by their enrollment, agree to its contents and additional Indiana University Kokomo Policies found in the Radiography Handbook. A signed copy of acknowledgement will be kept on file for each student.

During your participation in the Radiography Program, you have the right to:

- Ask for help or time of faculty and program officials
- Ask questions at any time
- Refuse requests for personal information
- Present feedback on issues or topics including negative factors
- Ask for a fair evaluation
- Be treated with respect
- Negotiate differences and conflicts
- Refuse to participate in a clinical examination due to ethical cause
- Make mistakes and takes responsibilities for them

Academic and Professional Standards

A. Special Academic Regulations for Students in the Radiography Program

Professional, mature conduct is expected of all students. Any form of academic or personal misconduct is in direct conflict with professionalism and will result in dismissal from the program in which the student is enrolled. Students may find more information regarding the IU Code of Conduct and the IU Kokomo Complaint and Disciplinary Procedures on the Dean of Students webpage.

The Radiography/Medical Imaging Department chooses the most stringent course of action regarding misconduct. A student dismissed from his or her clinical site will also be dismissed from the Radiography Program. The program will follow University policy for students who have been dismissed. “Any person who has been dismissed for academic reasons from the last institution at which that person was registered as a regularly admitted student (not a transient student) may enter IUK only after at least one

Fall or Spring semester has passed since the student was dismissed. Exceptions to this rule may be granted by the IU Kokomo Faculty Senate Admissions Committee.” (<https://www.iuk.edu/academic-affairs/academic-resources/readmission-policy.html>) This does not assure the student will gain readmission.

Radiologic Sciences Philosophy

The Radiologic Sciences programs at IU Kokomo believe in personal honor based on integrity, common sense and respect for civil law, social norms, professional standards, and moral responsibility. We expect our students to always conduct themselves honorably and professionally, both in the didactic and clinical setting.

B. Program Academic Standards

GRADING SYSTEM:

Examinations are given regularly, in accordance with the lesson plans of each instructor. At the end of each grading period, final achievement in a particular course is indicated by a letter grade that is translated into the 4.0 grading system as follows:

Grade	Scale	GPA Point Value
A	95 - 100%	4.0
A-	93 - 94%	3.7
B+	91 - 92%	3.3
B	85 - 90%	3.0
B-	83 - 84%	2.7
C+	81 - 82%	2.3
C	75 - 80%	2.0

Note that the University continues the GPA and grade scale below a “C”. However, the program does not. Please see IUK academic Bulletin for complete list of grade scale for the University ([Indiana University Bulletin 2022 - 2023](#)).

Professional Behaviors

Below are the behaviors that are expected of the students from Indiana University Kokomo.

1. Be prepared; read your assignments ahead of time and anticipate clinical situations.
2. Ask questions; there are no foolish questions. The question you do not ask will be the question your patient asks. See #1.
3. Demonstrate initiative; Even if you do not believe others are aware, they are.
4. Follow proper dress code. Look professional and act professional. Your patients will notice. You are representing yourself, your faculty, and your university.
5. Enhance your learning. Take advantage of opportunities and facilities your university and clinical affiliates provide.
6. Manage personal and professional issues properly. Seek assistance when needed especially in clinical situations.
7. Maintain confidentiality per HIPAA rules (<https://www.hhs.gov/sites/default/files/hipaa-simplification-201303.pdf>).
8. Respond appropriately to the needs of others. Patients are real people – someone’s parent or child.
9. Use your time effectively and efficiently.

10. Demonstrate self-confidence.
11. Be tactful in speaking or listening.
12. Be adaptable; life is about change no matter how painful in the moment.
13. Be dependable; good attendance and punctuality are part of being a professional; others are relying on you.

Keys to Success in a Radiography Program

1. Have a positive attitude.
2. Read your assignment before coming to class. Utilize any learning outcomes provided by your professor as you read. This will help you know where to focus your attention. Make notes of any areas you are having difficulty with, so you are prepared to ask questions and seek clarification during the lecture time.
3. Review each lecture the same day it is given. Reread the assignment while using your notes. This may help you remember points stressed in lecture which you didn't write down.
4. Study the course material every day rather than for longer periods several times each week. By reviewing the material on a regular basis, you are better prepared for examinations/quizzes and for class lectures/discussions/clinical assignments.
5. Learn to apply the concepts being taught in lecture, and do not just memorize answers to homework problems/questions. Exam problems/questions are almost always different from homework problems/questions, but they require mastery of the same concepts. The ARRT Certification examination is a great example of you needing to understand how to apply concepts.
6. If there is a formula used to solve a problem/question, put it in your memory and/or learn how to derive the formula. Keep a list of these key concepts and formulas for each course. Review this list daily.
7. Be an active learner by staying alert and focused in class. If you have read the material prior to coming to class, you will be able to take notes more effectively.
8. Don't rely on the Power Points provided to have all the information needed for the examination/quiz. You spent money on the textbook, and you should get your money's worth from it.
9. Keeping up daily helps you be better prepared for examination/quizzes/discussions **AND** for your clinical assignments.

Professional Registration and Indiana State Licensure

A. Professional Registration

Graduates of the Radiography program who meet the required clinical standards are eligible to apply to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Successful completion of the ARRT examination earns the initial certification to practice as a Registered Technologist, R.T. (R). Renewal is required annually. Certified RTs have continuing education requirements mandated by the ARRT. For further information regarding registration, certification, continuing education, and the Continuing Qualification Requirements (CQR) process, please contact the American Registry of Radiologic Technologists

(ARRT): American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
(651) 687-0048
www.arrt.org

B. State Licensure/Indiana Licensure State Licensure

Most states require that individuals who operate radiographic equipment be approved by the state in which they are working. For information regarding specific state requirements outside of Indiana, please contact the appropriate state agency. A list of state contacts can be found at the [ASRT's Legislation, Regulation and Advocacy webpage](#).

Indiana Licensure

The state of Indiana requires that anyone operating radiographic equipment be approved by the State. Students in an approved radiography program are required to obtain an Indiana State Permit that remains valid until six (6) months after the graduation date. The application process for a student permit is initiated by the IU Kokomo Radiography for students who have been admitted to the Professional Program. Upon graduation and successful completion of the ARRT examination, the graduate will be eligible for Indiana State Licensure. For further information regarding Indiana state licensure, please talk with a faculty member or contact:

Indiana State Department of Health
Division of Medical Radiology Services
2 North Meridian Street, 4th Floor Selig
Indianapolis IN 46204
(317) 233-1325 (ISDH Main Switchboard)
Email: MedicalRadiology@isdh.in.gov
<http://www.in.gov/isdh/23279.htm>

Conflicts of Interest

We, at Indiana University Kokomo, realize our students are mature individuals and expect to be treated as such. In that regard, we expect you to conduct yourself in a professional and ethical manner. To ensure that the student's clinical competencies and achievements are being evaluated fairly, students are not permitted to date or establish a relationship with any Registered Technologist or other medical professional who may have influence over your clinical site. If any student develops this conflict of interest, he/she will be removed from that clinical facility. Students engaged in any type of employment, volunteer activities, sports, or other educational endeavors, must be scheduled so as not to interfere with the clinical or academic portions of this program.

Americans with Disabilities

If you require an accommodation, academic adjustment, or special service due to a disability, please inform your instructor. You may visit the Accessibility Center (Kelley Student Center, Room 200) for assistance.

<https://www.iuk.edu/career-services/accessibility-services/index.html>

<https://www.iuk.edu/career-services/accessibility-services/faculty-staff/index.html>

Non-Discriminatory Statement

Indiana University Kokomo admits qualified students under policies of equal education opportunities and provides its services without regard to sex, age, race, religion, ethnic origin, veteran status, disability, or other legally protected status in accordance with EEOC guidelines.

<https://www.iuk.edu/affirmative-action/>

<https://policies.iu.edu/policies/ua-01-equal-opportunity-affirmative-action/index.html>

Every attempt is made to follow the University's admission policy. Due to the strenuous requirements of the radiology profession, students must meet certain physical requirements. Physical and mental limitations documented on the applicant's physical examination record may require further consideration if there is the possibility that they may affect performance or successful completion of the program.

Felony and Misdemeanor Convictions

The American Registry of Radiologic Technologists (ARRT) will not allow individuals with certain felony or misdemeanor convictions to take the ARRT Radiography examination to become a Registered Radiologic Technologist. There are exceptions, depending on the nature of the conviction. A "Pre-application Review of Eligibility" form may be obtained from the ARRT in advance to determine if an individual can become eligible to become registered. **Please contact the ARRT if you have any questions** (<https://www.arrt.org/pages/resources/ethics-information>).

The Indiana Department of Health also has restrictions on the issuance of licenses to individuals who have been convicted of a felony or other crimes (410 IAC 5.2-4-3). Individuals who have been convicted should contact The Indiana Department of Health to determine her/his eligibility to become licensed by the State of Indiana as a radiographer (<http://www.in.gov/pla/>).

Under some extenuating circumstances, per our contractual agreement with clinical affiliates, anyone may be disallowed to participate in educational and / clinical activities at the discretion of that clinical site. The program will make attempts to place such students at other sites if this situation occurs. However, it is not guaranteed that another place can be found, and the student will be withdrawn from the program. HIPAA violations, prior incidences, and/or institutional policies at that site have caused issues in the past.

Recruitment

The program's course offerings can be accessed via the Indiana University Kokomo website and the Indiana University Kokomo Bulletin. If requested, information on the web will be printed by IUK staff. IUK encourages the use of web-based material as choice of information distribution:

<https://www.iuk.edu/nursing/allied-health/radiography/index.html>

and [Indiana University Bulletin 2022 - 2023](#).

Admissions

All students who have met the general requirements for admission into the Radiography Program will be considered. Students must have completed the following to be considered:

1. Be admitted in good standing to Indiana University.
2. Complete a clinical visitation and submit a clinical experience essay.
3. Submit a letter of intent after starting the last prerequisite course(s).

The Program Selects students based on the following areas of evaluation:

- A. GPA of all attempted courses* at Indiana University only
- B. GPA of Science and Math grades at the university level at Indiana University only
- C. Interview with Selection Committee
- D. Essay of clinical visit (300 – 500 words)
- E. Number of prerequisites completed at "C" or better: Prerequisites passed at IU Kokomo will be awarded 2 points/course. Others will be awarded 1 point per course passed with "C" or above.
- F. Credit hours completed at "C" or better
- G. Employment in a health care facility

- H. Students re-applying for the program will be awarded additional points
*Please see Indiana University Kokomo policy on course articulation for courses that can be used in calculations. Those applicants with the highest total scores in all the above areas will be formally offered a position in the program. Total number of openings will be dependent upon the number of clinical setting positions.

Re-admission

Any student who withdraws or is dismissed from the Radiography program for any reason must re-apply for admission to the Radiography program. All formal steps in the admission process will be expected and followed.

Re-entry into the Radiography program will depend on the student's competency, clinical experience openings and program sequencing. If the student is out of the program for more than one year, all previously accomplished clinical mastery will have to be re-mastered through clinical competencies.

Transfer Students

Any student wishing to transfer into the program must apply for admission to Indiana University Kokomo. Transfer credits will be evaluated, and transfer of credit will occur through Indiana University Kokomo policy. Such transfer will be subject to the availability of an appropriate clinical placement and student admission policy.

Non-Traditional Students

Completion of the program depends on completion of all program requirements. Any student needing extra time to complete the program will be considered on an individual basis in concert with the JRCERT Standards and Indiana University Kokomo policies.

Withdrawal

The program adheres to the University's "Withdrawal" policy. Please refer to the Indiana University Kokomo handbook and bulletins for time sequencing. Failure to follow University policy may result in a grade of W/F (Withdraw/F) with a grade of F appearing on your academic record.

Tuition, Fees, and Course Related Charges

Current tuition costs, fees, and related charges per course hour can be found in the Indiana University Kokomo student handbook, semester bulletins and the office of student admissions. This information is also available online at <https://www.iuk.edu/bursar/tuition-and-fees/index.html>.

The average cost for a full-time, in-state student based upon two (2) fifteen (15) credit hour semesters is approximately \$4000.00 plus applicable course fees. The 2022 – 2023 mandatory fee rate is \$333.37 for in-state students and \$666.74 for out of state students. A minimum of 77 credit hours are needed to graduate from the Radiography Program with an associate degree.

Additional Fees

Students are charged fees in addition to tuition, for certain courses, to help defray expenses which are unique for that particular course. These fees help cover the cost for supplies, dosimetry monitoring, and liability insurance for students. Radiography students will need to purchase uniforms ("scrubs") as described in the dress code policy. Books for core courses will be approximately \$870.00 for the entire program.

Refunds

A schedule of refunds for tuition and fees can be found in the Indiana University Kokomo student handbook, semester bulletins and the office of student admissions. This information is also available online at <https://www.iuk.edu/bursar/refund-schedule.html>

Academic Standards

If a student does not earn a “C” or better in any of the required core Radiography courses during the first two semesters, the student will be dismissed from the program.

Subsequent semesters (Fall and Spring of Second Year): Because courses are prerequisites and/or co-requisites of each other, a student who does not earn at least a “C” in core didactic Radiography content courses after the first two semesters, must wait for a year until that course is offered again. A student may have the opportunity to retake a core didactic (non-clinical) Radiography course **one time**. A second grade of less than a “C” in a core program course will result in dismissal from the program. If a student fails to take the course(s) the next time available, they will not be eligible to take the course and will not be allowed to graduate. All students will be advised of their status. A minimum GPA of 2.00 is required to continue in the radiography program. All Indiana University Kokomo policies concerning incomplete grade and academic probation will be adhered to.

Clinical Academic Standards: Any student receiving a “C-” or lower in **ANY** semester of Clinical Experience, including R 290 Comprehensive Clinical Experience will be dismissed from the program.

Graduation Requirements

To earn an Associate of Science degree in Radiographic Science, the student must:

- Successfully complete all prerequisite courses with a grade of “C” or above
- Complete all courses in the Radiography core curriculum with a grade of “C” or above
- Complete all clinical requirements and competencies
- Meet attendance requirements
- Satisfy all financial obligations to the University including returning dosimeter badge
- Have a minimum of a 2.0 cumulative GPA for all attempted courses
- The Program Director will determine final graduation status

Professional Development

Radiography Program students are required to obtain **15 points** of professional development for their personal portfolios during their progression in the program. This will be considered part of the course – R290 Comprehensive Experience. Students can acquire these points by:

- Membership in the American Society of Radiologic Technology (ASRT) **and/or** the Indiana Society of Radiologic Technology (ISRT). (2 points maximum)
- Documented attendance at local, state, or national seminar or conference. (One point per conference)
- Participate in IUK Imaging club (must attend at least two meeting – one per semester to receive one point/year: two points maximum)
- Participation at Radiologic or Indiana University Kokomo functions or community events
- Community service – approved by IUK Radiologic Sciences faculty
- Completion of a portfolio each semester (1 point per semester’s work at “C” or better; 6 total points maximum)
- Earned Merit award from clinical site (6 total points maximum)

Student Representation

Each class is asked to elect a spokesperson to represent the class. This person is expected to be part of the Radiography program's advisory and student selection committees.

Professional Organizations

Students are encouraged to join the local, state, and national radiologic societies.

ASRT: www.asrt.org Indiana State Society: www.isort.org

Name Change

It is imperative that student records display the legal name of the student. If for any reason a name change occurs, the student must go to the Office of the Registrar and complete an application for change of name. A copy of this form needs to be given to the Radiography program to update your records.

Phone Number and Address Changes

It is the student's responsibility to notify the Program of a change in phone number or address. The student should access the "Change Name" application in One.IU. and the IU Kokomo Office of the Registrar should be notified.

Addendum

New and revised policies, procedures and information may be added to the handbook. This information will be made available to you. It is your responsibility for adding any new information to your handbook.

SECTION II: CLINICAL

EDUCATION AND

EXPERIENCE

Clinical Overview

Clinical education for the Radiography student is the translation of the application of the theories and skills taught in the didactic area and laboratory settings into a patient-based setting. The Clinical Coordinator assigns students' clinical rotation. The Clinical Preceptor schedules the daily assignments for each separate facility.

Clinical Requirements

Students in the Radiography program must meet the following while rotating through the clinical sites:

1. Students must be free from contagious diseases and chemical dependence.
2. Students must have an annual physical examination, testing for TB infection, flu vaccination, and 10 panel urine drug screening annually by a medical professional at their own expense and submit results to a program official through Castle Branch.
3. The physical exam, testing for TB infection, and 10 panel urine drug screening must be repeated on or before the anniversary of admission into clinical portion of program.
4. The flu vaccination must be completed annually during the fall semester as assigned by the program's clinical coordinator.
5. Students must present proof of immunizations: MMR, Varicella, Hepatitis B, Tdap, and COVID-19.
6. Students must not have been convicted of a felony, without restoration of their civil rights.
7. Students must meet the physical requirements below:
 - ❖ **Standing** – Standing is required 95-100 % of the time throughout the assigned clinical hours. Essentially, the position cannot be performed without the ability to stand for long periods of time.
 - ❖ **Walking** – Walking is required 90-100% of the time during the course of the assigned clinical hours.
 - ❖ **Climbing** – Climbing is sometimes required to move from unit to unit or floor to floor within an institution.
 - ❖ **Pushing** – Pushing is required for moving patients to and from the x-ray table and or department.
 - ❖ **Pulling** – Pulling is required for both short and long durations when moving patients onto tables and when transporting to and from units. X-ray equipment including tubes, monitors and accessories may require significant physical exertion.
 - ❖ **Lifting** – Lifting of 25-50 lbs. X Over 50 lbs. X
Most significant: must be able to assist patients to and from the x-ray table, wheelchair, and cart.
 - ❖ **Carrying** – Carrying is a very consistent physical demand. Students will carry image receptors and other medical supplies on a regular basis.
 - ❖ **Exposure to Disease** – Disease exposure will occur on a daily basis while in clinical education. It involves caring for patients with known and unknown risk factors and potential infections or harmful diseases.
 - ❖ **Handling Repulsive Tasks** – Radiography students are frequently involved with handling and disposing of body secretions such as blood, stool, urine, etc. The general cleaning and maintenance of an incontinent patient is a real possibility.
 - ❖ **Working in Confined Places** – Students may experience working in confined spaces on a daily basis.
 - ❖ **Exposure to Harmful Radiation** – Radiation producing devices are used daily.
 - ❖ **Visual** – Must be able to read physician orders, warning labels and printed instructions

- ❖ **Auditory** – The student must be able to respond to codes or verbal expressions from patients and physicians for proper patient care needs.

Reference: <https://www.onetonline.org/link/details/29-2034.00>

Clinical Education Affiliations

The following facilities are the clinical sites for the Radiography program at Indiana University Kokomo:

Community Howard Regional Hospital Kokomo, Indiana	Dukes Memorial Hospital Peru, Indiana
IU Health Arnett Clinic – Greenbush Lafayette, Indiana	IU Health Arnett Hospital Lafayette, Indiana
IU Health Frankfort Hospital Frankfort, Indiana	IU Health Tipton Hospital Tipton, Indiana
Logansport Memorial Hospital Logansport, Indiana	Pulaski Memorial Hospital Winamac, IN
Woodlawn Hospital Rochester, Indiana	

Clinical Hours

1. The usual clinical hours begin at 8 AM. That means students should arrive a few minutes early in time to park and walk into the Radiology Department. Students will obtain exact times from the Clinical Preceptor at each facility.
2. Students are scheduled at a clinical facility for seven (7) hours per day, not including lunch. You will be allotted thirty (30) minutes for a lunch time.
3. Students will not be assigned clinical rotations on any Indiana University Kokomo observed holiday.

Clinical Hours

1st year

Fall (R181)	224
Spring (R182)	224
Summer (R281)	196

Clinical Hours

2nd year

Summer (R282)	196
fall (R283)	280
Spring (R290)	<u>280</u>
TOTAL	1400

Clinical Travel

The driving distance for the clinical sites may vary. Each student may be required to attend any and all of the sites. It is the student’s responsibility to provide travel to and from the clinical affiliate. This information is discussed with prospective students during the interview process prior to being admitted to the program. A signed acknowledgment form is kept with their interview documentation.

Weather Related Closings

Indiana University Kokomo and the Radiography program may experience weather related delays and closings. Delays and closing will be made by the University’s Administration in consultation with local and state law enforcement. Students will be advised each year where weather related bulletins can be located.

Traveling to and from clinical experience may bring a different set of circumstances than the weather closings for didactic courses at the Indiana University Kokomo campus. If IUK is closed, the Radiography program is closed. If a student must travel out of their county of residence to Lafayette or Logansport, it

will be the policy of the Program that the status of Ivy Tech Community College (ITCC) will determine if the student should report for clinical education or leave early. If ITCC in Lafayette /Logansport is closed due to inclement weather, the students at Lafayette, Logansport, Rochester, and Winamac will be excused from clinical education that the responsibility of the student to listen to local weather-related closings at their clinical sites.

A reported delay in opening the high school of a clinical affiliate will not justify a delay in the Radiography students being tardy to their clinical assignments. It is the responsibility of the student to plan accordingly and allow extra time for travel during times of inclement weather.

Should inclement weather happen during the student's scheduled clinical hours and the Clinical Preceptor and/or Department Supervisor decide it is in the best interest of the student to be sent home early, the student must notify the IU Kokomo Radiography Clinical Course Instructor of the dismal from clinical. The student may need to make up clinical hours to ensure they have successfully met the course outcomes.

Professional Liability Insurance

Students may be required to provide liability insurance. Typically, liability insurance is secured through the University. However, liability insurance policies are fluid, and the student may be responsible for providing insurance. Students may purchase an individual policy through the companies such as: HPSO (<http://www.hpso.com/individuals/professional-liability/student-malpractice-insurance-coverage-description>).

Clinical Policies and Procedures

I. Attendance, Punctuality and Vacations

1. While in the clinical setting, which begins in the Fall semester of the first year, students will have the semester breaks and legal holidays that are recognized by Indiana University Kokomo. Students will also observe holidays recognized by the clinical facility at which they are scheduled.
2. During clinical education students will observe the regular semester breaks as their vacation periods.
3. Students may not miss more than three (3) days from clinical assignments in one semester. When a student misses more than 1 days, one day is considered a personal day, and does not need to be made-up. The other days must be made up to pass the clinical course. Personal days may not be accumulated from one semester to the next except as per below of this section. Any clinical absence due to any reason other than extended illness must be made up before the beginning of the next semester. Failure to do so will result in an incomplete grade in clinical experience. Clinical experience is a prerequisite for the next clinical rotation and the fact that courses are offered only on a yearly basis, the student will have to wait an entire year or longer to complete that clinical course (depending on number of clinical openings). The student who does not satisfactorily complete the clinical rotation during the semester may complete the didactic courses for that semester upon approval of the Program Director. Students will be required to sign-in on a daily basis at each clinical site.

The protocol for reporting an absence is as follows:

- a. Notify Clinical Site (clinical preceptor, radiology department manager/director) **and** the IU Kokomo Radiography Clinical Course Instructor at least one (1) hour prior to designated reporting time.
- b. Notify Program Director/Clinical Coordinator if absence will be more than one day.

*Abuse of this rule could result in expulsion from the clinical facility and/ or the Radiography program.

4. If a student has a need for time off or for any other special arrangement the student must first obtain permission from the Clinical Coordinator/Program Director and Clinical Preceptor.
5. Students should arrive at the clinical facility at or before the scheduled starting time. It is advisable to allow a 10-minute window before the scheduled time to allow for preparations and room assignments.
6. Tardy will be classified as more than 10 minutes late for a scheduled clinical assignment. Four (4) times tardy will count as one day's absence. The Clinical Coordinator may assign the student a full eight hours of make-up time for the fourth tardy. A student late by more than 30 minutes will be required to make-up the missed time. This will need to be arranged with the clinical preceptor and clinical coordinator. This policy will also include students leaving early from clinical sites without permission of the clinical preceptor or department supervisor. Any student tardy five times in one semester will be placed on probation. If a student misses more than four (4) days of clinical experience in two consecutive semesters, they will be dismissed from the program with due process.

**** Banking time may be permitted on an individual basis with prior approval from the Program Director and/or Clinical Coordinator. However, **banking hours may not exceed 10 hours per day and total didactic and clinical hours may not exceed 40 hours per week!****

II. Bereavement

1. A student may request up to three (3) clinical days of bereavement time for the death of immediate family. Immediately family is defined as spouse, children, parents, parents-in-law, siblings, siblings' in-law, grandparents, and grandchildren. Students will be required to provide proof of relationship and death.
2. A student may request one (1) clinical day of absence at the death of any non-immediate family member. Students will be required to provide proof of relationship and death.
3. Refer to I. Attendance, Punctuality and Vacations, #3 regarding allotment for clinical hours missed.

III. Clinical Hours and Rotations

1. During the didactic and clinical courses, students will not be scheduled for more than a total of forty (40) hours per week. The JRCERT has approved clinical hours not to exceed ten (10) hours / day and forty (40) hours per week, including didactic hours. Normal hours for the program are from 7 AM to 7 PM.
2. Meetings related to educational programs sponsored by radiology organizations may substitute for clinical education time on an individual basis. One (1) hour of time will be for each fifty (50) minutes of educational time. Clinical education is scheduled as 5:1, meaning five hours of clinical is equivalent to one-hour course credit.
3. Under NO circumstances may a student work or perform duties of a staff radiographer for pay during the time set as "clinical" requirements. Students who have obtained a limited radiographer license from the State of Indiana may work as per their license, but not during scheduled clinical course hours. Any violation of this policy will result in immediate suspension, pending dismissal from the Program and sanctions from certifying and licensing organizations.
4. A student may not leave the clinical experience Medical Imaging department without notifying the clinical preceptor or technologist in charge.
5. If a student becomes ill during clinical hours, they will notify the Clinical Preceptor or Radiology supervisor **and** the faculty of record for that course.
6. Student will observe all clinical facility policies and procedures including breaks and lunches. Occasionally, due to emergencies or heavy caseloads, these may be missed, and only be compensated by early release from clinical on a less busy day with the permission of the clinical preceptor.

7. Student may be prohibited from performing clinical experience at facilities if they have close relatives working as an employee at the facility (mother, father, spouse, sibling, etc.).
8. Students who are sent home from clinical for any reason must notify the IU Kokomo Radiography Clinical Course Instructor. The student may need to make up clinical hours to ensure they have successfully met the course outcomes.

IV. Appearance Code

1. All students will wear **Clean, Royal Blue** scrub tops and pants (skirts or scrub dress may be approved on an individual basis). It is suggested that at least two tops and two pairs of pants be purchased to allow for laundry time.
 - a. Students choosing to wear a skirt or scrub dress must wear hosiery of any type or tights that are of a single, solid color with no designs or openings. Both hosiery and tights must be free from runs or holes of any kind.
 - b. Students choosing to wear a dress or skirt cannot wear only knee-high hose or only wear socks. They must wear hosiery or tights which enclose the toes, as toeless options are not acceptable.
2. All students are to wear appropriate undergarments including underwear, bra. They should not be visible through the student's scrubs.
 - a. Students need to be sure that undergarments do not show through or are not visible in other ways.
 - b. Undergarments should not be visible at any time students are performing their clinical job duties.
 - c. Undergarments are to be clean.
3. White or Royal Blue lab coat may be worn. Lab coats can be either long or short in style and includes scrub jackets.
4. Long undershirts may be worn under your scrubs if permitted by your clinical site. Undershirts must be solid white or solid black.
5. Black or White, unadorned, non-mesh shoes with closed toe and heel are required. They may be tennis shoe style but may not have more than a manufacture logo in color. No designs should be present in the shoe or its logo.
 - Shoes are considered part of the Personal Protective Equipment (PPE) under OSHA code 1910.136
6. Name badges and dosimetry badges are to be displayed whenever in the clinical facility.
7. Students may not display jewelry that is obscene, or advocate sexual, racial, ethnic, religious discrimination, or the use of tobacco, alcohol, or illegal drug use.
8. No visible body piercing is allowed other than the ear lobe (2 maximum per ear).
 - a. No more than two earrings per ear are permitted will participating in clinical education.
 - b. No gages are to be worn in the earlobe.
 - c. Facial adornments (i.e.: tongue, nose, lip) are not permitted in the clinical sitting.

V. Hygiene

During rotations at the clinical settings students will have close contact with patients and personnel. It is of utmost importance that proper personal hygiene be used.

1. Students are expected bath or shower daily. Body Odor can be offensive to patients and staff. You are encouraged to use a deodorant/antiperspirant.
2. The student's hair should be moderate in length and clean. If hair is shoulder length or beyond, then it must be securely worn back for both the safety of the patient and the student.
3. Hair color and hairstyles must be appropriate for the business setting. Clinical sites will not allow students to attend with unnatural hair colors (i.e., No pink or blue streaks, etc.).

4. Individuals wearing either a beard or mustache must keep them well groomed. These students must be able to don a mask without the interference of facial hair. Clinical affiliate policy should be followed in this regard.
5. Excessive jewelry shall not be worn. A wedding and/or engagement ring may be worn. Other rings and ornamentation will be addressed at individual clinical affiliates.
 - a. Students may not display jewelry that is obscene, or advocate sexual, racial, ethnic, religious discrimination, or the use of tobacco, alcohol, or illegal drug use.
 - b. Students will adhere to their policies at clinical affiliates.
6. Earrings worn shall be post-type and shall not be interfere with clinical experience. This is for the students benefit in cases dealing with children and difficult or unruly patients.
 - a. No more than two earrings per ear are permitted will participating in clinical education.
 - b. No gages are to be worn in the earlobe.
 - c. No tongue piercing or facial ornamentation should be worn during clinical education.
7. Fingernails should be kept short and groomed.
 - a. No bright colored fingernail polish.
 - b. **Artificial and gel nails are prohibited** to be worn during clinical education in conjunction with CDC recommendations. <http://www.cdc.gov/mmwr/PDF/rr/rr5116.pdf>
 - c. Wearing of fingernail polish is strongly discouraged. Per CDC recommendations, "Freshly applied nail polish on natural nails does not increase the microbial load from periungual skin if fingernails are short; however, chipped nail polish can harbor added bacteria (165,166)."
8. Excessive use of perfume or cologne should not be worn. In a clinical setting, some patient may exhibit allergies to certain fragrances; it is recommended that perfumes and colognes not be worn. This includes body sprays and scented lotions.
9. All uniforms are to be laundered regularly, neat, in good repair and of appropriate fit. Uniforms are to reveal no bare skin in the trunk region.
10. Students should be mindful of patient care and courtesies. One noticeable objection has occurred often from patients and peers about students who smoke or have recently returned from a smoking environment to clinical assignment. Please be respectful to those patients and make every attempt to eliminate smoking odors. All of our clinical settings have a no smoking policy.

Telephone/Other Electronic Communication Devices Protocol

1. The telephones in the Radiology departments and the Program Offices are for professional and business communications only. Personal phones in these areas should be limited to emergencies only.
2. Excessive outside phone calls will not be tolerated by the clinical affiliates and program. This may be grounds for clinical probation and/or suspension.
3. Personal cellular phones are not permitted to be used while inside the clinical affiliate.
4. Clinical sites will furnish each student with a policy concerning phone etiquette.

Electronic Devices

1. Students are not permitted to wear any electronic device capable of transmitting personal data during clinical experience (i.e.: Apple watch, Samsung Gear, LG Smart Watches, etc.).
2. Students are not to text or use cell phones for any purpose while on duty in clinical sites.
3. Students are not to use personal tablets or computers for purposes outside of clinical duties or documentation.

4. Any observed or reported inappropriate use of cell phones or other electronic devices will result in a 3% reduction of clinical education grade in the semester of the incident.
5. Students violating HIPAA or other regulations involving confidentiality will be suspended immediately and may be dismissed following an investigation of the incident. Students are allowed to file a grievance as appropriate through the grievance process.
6. Cell phones must be turned off and in the student's book bag/purse while attending class: didactic or clinical.
7. Students are to use facility resources for activities which are directly related to patient care ONLY.
 - a. Students may never access websites (i.e.: Facebook/Twitter/YouTube/Hotmail/Yahoo/Google, etc.) for personal use while at clinical assignments.
8. Students may not transmit any identifiable PHI via email or any social media.
9. Students may not take any pictures anywhere in the clinical facility without permission of their clinical site instructor/Manager/Director/Supervisor.

Image ID Markers

Students are required to purchase a set (1 right and 1 left) of radiopaque markers to be used with the radiographic images they produce in the clinical setting.

1. Students will be assigned a unique identifier which must be present on the radiopaque markers they purchase.
2. Each student has an individualized identity for the markers they are required to purchase. Therefore, the markers may only be used by the designated student.
3. Students are encouraged to purchase more than one (1) pair of radiopaque markers.
4. Students must have ID markers with them while in the clinical sites. Failure to have markers may result in the student not being able to complete clinical competencies. Completions of clinical competencies are required each semester for maintaining good standing in the Program.

Clinical Grading Policy

Each professor has the right to set their own scale, but the recommended structure is:

I. Scale

1. The grade scale for each course is recommended:
**100 — 95% = A; 94 — 93% A-; 92 — 91% B+; 90 — 85% = B; 84 — 83% B-; 82 -81% C+; 80 — 75 % = C;
 Below 75% = F**

Any grade below a "C" on the final grade will demonstrate a lack of clinical competency.

A student receiving a "C-" or lower in **ANY** semester of Clinical Experience, including R 290 Comprehensive Experience **will be dismissed from the program**. A passing score on the ARRT Radiography certification examination is a scaled 75. Setting a score of 75% as a passing score for radiography courses is the program's means of challenging students to maintain high standard set forth in our mission statement and that set by the ARRT radiography certifying examination.

II. Competency evaluations

1. Students are to complete their portion of the competency form in **BLUE** ink.
2. All competency evaluations must be completed satisfactorily in order for the student to graduate.
3. Each semester's competencies must be completed per syllabus. Failure to complete less than 75% of the established clinical competencies for a semester will result in the student earning a failing grade (F) for the semester. Failing clinical education will result in dismissal from the program.

4. The student must schedule simulated lab tests that are missed with the instructor of record.
5. Any student who alters or falsifies clinical records and/or grades shall be dismissed from the Program by the appropriate procedures, which include a faculty review of the student's total performance.

III. Demerits

1. Demerits are issued to students who are cited for policy and/or procedure violations at Indiana University Kokomo and its clinical affiliates. Immediate dismissal with appeal may result depending on the severity of the behavior.
2. Demerits can be received for violations which include, but is not limited to, the following:
 - Failure to wear proper uniform, name tag and dosimetry badge at the clinical sites
 - Failure to have ID markers
 - Failure to adhere to clinical affiliate policies and procedures
 - Jeopardizing patient care
 - Inappropriate behavior which violates clinical site policies or ARRT Code of Ethics.
 - Competencies and progression evaluations not available to the program or turned in past due dates.
 - Dosimetry badges not worn in the clinical settings or presented for readings on time.
 - Failure to notify Clinical Preceptor and Program officials of absence or tardiness.
 - Disruptive behavior in class or clinical experience.
 - Sharing test information present or past
 - Negative attitude toward instructors, staff, patients, colleagues
 - Insubordination to staff or instructors
3. The demerit form will become part of the student's permanent record.
4. Two demerits equal one letter grade reduction in the clinical experience grade and will warrant the student to be placed on Probation. A written notification of this probation will be given to the student and the student will be advised by the Clinical Coordinator / Program Director.
5. A third Demerit will result in suspension from the Program for two weeks. The Program Director will advise the student of the written suspension and possible alternatives/ consequences.
6. Demerits are accumulative from semester to semester. See above for grade deduction. The fourth (4th) demerit will cause dismissal of the student from the program. Demerits may be appealed through the normal program grievance process.
7. If a student is dismissed from the program due to excessive demerits, they will not be allowed in the Radiography program for a period of five (5) year.
8. Any student dismissed from the Radiography program seeking readmission must first file an Ethics Review Pre-application with the ARRT (<https://www.arrt.org/pages/resources/ethics-information>)

IV. Merits

Merits are given to students for written compliments, professionalism, excellent patient care, or outstanding performance during stressful or unique situations. Merits will appear in the student's portfolio and contribute to their professional component for graduation.

V. CPR

All students will maintain a current American Heart Association CPR for Basic Life Support Provider card throughout the program. The student is scheduled in a clinical setting as part of the medical profession and is highly likely to encounter an emergency situation. This is also a requirement of the clinical sites.

VI. Administration of Pharmacologic Agents: Oral and Intravenous Contrast Agents

The goal is to ensure the highest quality of patient care and safety while providing maximum learning experience. Students are not allowed to start intravenous lines or inject contrast media.

VII. Substance abuse

Any student suspected of substance abuse during clinical education may be asked to submit to a drug test by the site. With due cause and prior consultation of the IUK faculty, the student will be required to submit to this testing. This is in keeping with Part II, Subsection H (22) of the Indiana University ***Code of Students Rights, Responsibilities, and Conduct***. Drug tests that have positive results will require the student to meet with the Program Director, Clinical Coordinator, and Dean of Nursing and Allied Health Professions. The student may be suspended or dismissed from the Program: <https://protect.iu.edu/iu-police-department/index.html>

All of our clinical education affiliates require drug screening and a background check before patient contact. You may be required to submit to random drug testing at the clinical site you are assigned. Please note that you will be obliged to comply with their request, or you will not be permitted to continue clinical education at that site.

VIII. Background check

All students are required to complete an annual background security check. The program will provide you with the package code for Castle Branch. This procedure will be at the student's expense. Returned information will be shared with all applicable clinical education sites. Findings of conviction or charges for felonies or certain misdemeanors will be discussed and the student will be advised to contact the ARRT to determine their eligibility status to write the ARRT certification examination.

A copy of this may be found in the "Forms Section" of this handbook. Results of a background check and drug screening are being required of all persons who may have contact with patients. The results and dissemination are part of FERPA and will be handled accordingly.

IX. Drug Screening

All students are required to take and submit results of a 10-panel urine drug screening test. The test must be administered within 60 days of the start of clinical education and must be repeated annually. Cost for this screening is included in the package the student must purchase from Castle Branch, Inc. for their background check and required documentation trackers. Please see Program official for list of screened substances.

SECTION III: DIDACTIC

EDUCATION

Required Courses for Graduation in Radiography Program

General Education Prerequisite Courses		Credits
W131	Written Communication	3
M105 or higher	College Algebra or higher Mathematics	3
S121	Verbal Communication	3
A215	Human Anatomy	5
P215	Human Physiology	5
M185	Medical Terminology (online)	2
CPR		
Total		21
AHLT- Core Courses		Credits
R100	Orientation to Radiography	2
R101	Radiographic Procedures I	4
R102	Principles of Radiography	3
R181	Clinical Experience I	3
R201	Radiographic Procedures II	4
R202	Principles of Radiography II	3
R207	Seminar in Radiography	3
R208	Topics in Radiography	2
R182	Clinical Experience II	3
R281	Clinical Experience III	3
R282	Clinical Experience IV	3
R205	Radiographic Procedures III	4
R222	Principles of Radiography III	3
R250	Physics Applied to Radiography	3
R260	Radiobiology and Protection	3
R200	Pathology	2
R283	Clinical Experience V	4
R290	Comprehensive Experience VI	4
Total		56
Total Credits for Graduation		77

While every effort is made to provide accurate and current information, Indiana University Kokomo reserves the right to change rules, policies, fees, curricula, and other programs described to reflect faculty or administrative action.

Textbooks

The recommended text for each course is included in the course syllabus. Books are available at the campus bookstore. Professors may use “e-text” or other approved electronic materials.

Professional Development Portfolio

Radiography students are required to prepare a portfolio during their academic experience as a method of establishing outcomes for their future education and career. These portfolios are mandated prior to successfully graduating from the Program. Information is available to the student via the Program Director and Clinical Coordinator. A total of 15 points will be needed for graduation requirements of this portfolio. See Professional Development section of this handbook for point listing. The faculty may approve additional opportunities to earn portfolio points.

Course Didactic Grading

1. The grading scale for didactic courses is the prerogative of each professor following Indiana University Kokomo general guidelines per the Indiana University Kokomo Faculty Handbook.
2. **Students who do not earn at least a “C” in all courses the first two semesters of the core radiography program, will not be allowed to continue and be administratively withdrawn from program.**
3. Students who do not earn at least a “C” in one didactic content course, after the first two semesters may retake that course ONE time. The student must retake the course the next time it is available. Failure to retake the course the next time the course is available will make the student ineligible to take the course and prevent them from graduating from the program. **Failing to make at least a “C” in more than one didactic content course or the same course twice shall result in program dismissal.**
4. Please see End Of Course Grade Appeal Process policy for instructions to appeal the end of a course grade within the Radiography Program core courses.
5. The academic probation process will be administered as defined in the Indiana University Kokomo student handbook. On-line reference can be found at the following address:
<https://www.iuk.edu/academics/bulletin.html>

Academic Excellence

The Radiography Program in conjunction with Indiana University Kokomo will recognize outstanding performance in academic endeavors. Student will be honored on the Dean’s list per the University’s policy and procedure.

Academic Advisement

Professional advisors are available to assist students who are working on the prerequisites for a professional program. Once admitted to a professional program, students are advised by faculty within the program. *It is the student’s responsibility to seek guidance and ensure they are on course to meet degree requirements.*

Grades will be made available. Students will be advised if their performance is not meeting minimum standards of a letter grade of “C” or better. Students are always encouraged to consult an instructor, at any time, if concerned about their performance or grade.

Academic Suspension

Failure to maintain the defined standards of progress in the Radiography Program or upon well documented violations of the policies and procedures in this handbook or Indiana University Kokomo handbook can lead to student’s suspension from the Program. The student does have the right and privilege to pursue a suspension according to *the Code of Student Rights, Responsibilities and Conduct*. Any student dismissed for just cause may receive a refund as outlined in the Indiana University Kokomo refund policy.

SECTION IV:

RADIATION SAFETY

AND HEALTH

Radiation Safety Procedures

All students must protect himself/herself, patient, visitors, and other associates from ionizing radiation by practicing radiation safety and ALARA techniques. Repeat radiographs constitute a situation in which a particular responsibility for patient welfare exists. It is program's policy that if a student at any time, for any reason, retakes a radiograph, **DIRECT SUPERVISION IS REQUIRED. THERE IS NO EXCEPTION TO THIS POLICY. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN DISCIPLINARY ACTION.**

A Program goal is to have no student exposure exceed an exposure of 125 mrem per year. The Program **STRONGLY** encourages the students to use all means possible to avoid holding patients during radiation exposures. In keeping with **JRCERT Standard 5.3**: Students must understand basic radiation safety practices prior to assignment to clinical settings. As students progress in the program, they must become increasingly proficient in the application of radiation safety practices. Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedures when an immobilization method is the appropriate standard of care.

I. Education

1. Students will be required to read material covering radiation and radiation safety/protection prior to attending any clinical experiences.
2. Faculty will review the material and provide supplemental material appropriate for students prior to any attendance in clinical experience including but not limited to ALARA concepts, dose limitations, basic limitation, and reduction methods and regulatory agencies.
3. Demonstrate basic knowledge through writing and practical application assessments.

II. Monitoring

- A. Each student will be issued a dosimetry badge for monitoring radiation dosage.
- B. Dosimetry badges will be worn on the collar outside a lead apron at all times while in the clinical setting.
- C. Absence of the Dosimetry badge will constitute a violation of program policy, which requires the student's removal from the clinical site until the dosimeter is available. The time missed must be made up.
- D. Monitoring reports are sent to the Program Director and will be shared with the student within thirty (30) school days following receipt of the data.
- E. Report any accident or lost badge immediately to the Program Director or Clinical Coordinator. High readings may be discussed with the clinical education sites. Lost badges will be replaced as soon as possible, and the cost incurred will be paid for by the student.
 - a. Students will not be allowed to attend the clinical setting until the lost badge has been replaced.
- F. Any dose equal to or exceeding NCR dose limitations (**Level I -125 mrem/q** or **Level II — 375 mrem/q**) will require the student to have a counseling session with the program director and/or radiation safety officer (medical advisory).
- G. Dosages recorded at or above Level II -30% of Federal Limits or higher – 1500 mrem/month will be investigated per NRC regulations.
- H. Students whose dosage exceeds Level I, but not Level II will participate in a discussion concerning dose reduction and radiation /protection safety. Students whose dosage exceeds Level II, **MUST**:
 - a. Write a history of their clinical activities to attempt to identify the cause of the excess dose;
 - b. Attend a remedial session covering radiation safety and doses and, finally,
 - c. Be required to write a paper on the subject of radiation safety: hazards and reduction methods.

III. Supervision

1. Each clinical affiliate must have a clinical preceptor for the supervision, instruction, and evaluation of the students. Supervision can be direct or indirect and is defined as follows:
Direct- the clinical preceptor or supervising technologist is present in the radiographic room when a student is performing any examination.
Indirect – allows a student to perform radiographic procedures without the presences of a qualified technologist(s) if clinical mastery has been demonstrated and documented, but with the technologist NEAR and immediately available to assist if necessary.
2. Students are **NOT** allowed to retake (repeat) radiographs without a registered technologist, RT(R), physically present in the room. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.
3. Students are not allowed to perform mobile or surgical radiographs without direct supervision.

IV. Declaration of Pregnancy

The United States Nuclear Regulatory Commission (NRC) has identified a radiation limit of 0.5rem for fetal exposure during the gestation period. The reason the NRC has established this limit is to protect the embryo/fetus from unnecessary radiation levels that may put the developing fetus at risk. The Department of Radiography is committed to working with students who choose to declare a pregnancy while enrolled in the program. The decision to declare a pregnancy is completely voluntary and the student may revoke in writing the declaration of pregnancy at any time. No action will be taken by program officials unless a declaration is made in writing even if appearance may indicate a possible pregnancy.

The student who elects to declare pregnancy must complete the **Declaration of Pregnancy Form**. The declaration form data includes an estimation of date of conception and anticipated due date. The form includes a statement indicating that the declared student is aware of the risks of radiation and that dose equivalent limit to the embryo/fetus for each month of pregnancy is 0.5 mSv (50 mrem) (5.0 mSv or 0.5 rem for entire gestation period). Once a student declares pregnancy, a fetal monitor badge will be supplied to the student and fetal exposure will be monitored throughout the pregnancy or until such time as the student revokes the declaration.

1. Any student who becomes pregnant during Radiography, is strongly encouraged to contact the Program Director. Declaration of pregnancy is voluntary. Should the student declare her pregnancy a written declaration form will be provided. The Program Director (RSO) will review applicable radiation safety and protection measures that should be strictly followed through the entire gestation. Please see pregnancy Declaration Form, page 74.
2. Once a declaration form is completed, a second monitoring device for the fetus shall be provided. This badge is to be worn at the **waist under** any protective apparel. NCRP Guideline, according to publication # 116, limits exposure to 50 mrem (0.5mSv) per month or 500 mrem (5mSv) for the entire gestation.
3. The Fetal monitoring device will be read on a monthly basis.
4. Allow the student to limit her involvement in fluoroscopic and mobile procedures and to take precautions to minimize her radiation exposure by using appropriate shielding and protective measures.
5. A review of radiation protective measures will take place between the student and Program Director (RSO).
6. The student shall not be terminated from the program as result of declaring pregnancy.
7. The pregnant student will be provided a copy with the Regulatory guide 8.13 of the Nuclear Regulatory Commission (See the U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure following this section).

8. Students who do not disclose a pregnancy are assuming all risks associated with continuing in the program and progress through the program will not be modified.
9. Students may withdraw declaration of pregnancy at any time, once she declares it. A withdrawal of pregnancy form must be completed to be official. This form can be found on page 75 of the Radiography handbook. <https://www.nrc.gov/docs/ML0037/ML003739505.pdf> and <http://pbadupws.nrc.gov/docs/ML0037/ML003739548.pdf>

V. MRI Safety Protocol

1. Students will abide by clinical site MRI Safety Protocols during their clinical rotations and/or observations.
2. All students will view MRI Safety Videos and complete an MRI Screening Form in Clinical Orientation In-services for R181 and R283 in the Fall Semester each year.
3. Students will attend MRI Safety lecture and complete an MRI Screening Form in R208 in the Spring Semester before being scheduled for MRI rotation in R281/282 Summer Semester.
4. Students will attend MRI Lecture in R222 Fall Semester.

Health and Occupational Safety Policies and Procedures

I. Communicable Disease <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

1. Pre-acceptance health testing and physical are required for all Radiography students prior to beginning the clinical portion of this program. Student must obtain a medical examination at their expense and submit the results to the Castle Branch, Inc.
2. Immunizations are:
 - a. TB Skin test (PPD) - 2 steps or QuantiFERON- Gold TB Test. Chest x-ray if PPD is positive.
 - b. MMR vaccinations - 2 vaccinations and/or a Titer are required
 - c. Tdap – within last 10 years
 - d. Varicella/Chicken Pox - 2 doses of single-antigen varicella vaccine at least 28 days apart, if not previously vaccinated, or the second dose if they have received only 1 dose, unless they have a medical contraindication, **OR** proof of immunization by titer.
 - e. Hepatitis B vaccination (3 injections) or form for declining.
 - f. COVID-19
 - g. Flu (Influenza)

II. Infectious Disease

1. Any student who is diagnosed with an infectious disease should immediately notify a Radiography Clinical Course Instructor so that an assessment can be made, and any necessary precautions implemented to protect the health of the student, patients, and other personnel at the clinical site.
2. Each assessment will be made on a case-by-case basis.
3. A student returning to the clinical assignment after being released from a medical problem, may be required to present a doctor's release, or be examined by the health department of a clinical affiliate.
4. If the doctor's release indicates restrictions, which would prohibit the student from performing their normal functions in the clinical experience, the student may return with the approval of the Program and the clinical affiliate officials.

III. Infection Control

The purpose of the infection control policy is to ensure the safety of the patients, families, students, and other health care workers from infectious diseases. Infection control is the use of techniques and precautionary measures in order to prevent the transmission of contagious, and nosocomial infections. Students shall use Standard Precautions on every patient.

1. Practice good hand washing techniques before and after each patient contact.

2. Read infection control policy at each and every clinical site.
3. Remove jewelry.
4. Always wear clean, laundered clothing.
5. Follow isolation techniques when posted.
6. Follow Standard precaution with all patients.
7. Wear personal protective equipment (PPE) clothing when prescribed.
8. Wear gloves when needed or anticipated.
9. Dispose of all contaminated wastes into proper disposal sites or containers.
10. Clean all surfaces with an approved disinfectant (see clinical department guidelines).
11. Adhere to Radiography Program Hygiene Policy and Procedures regarding fingernail polish and artificial/gel nails.

IV. Standard Precautions

All students prior to clinical rotation will be given instruction on the use of standard precautions. Students must document attendance of a minimum of two (2) sessions prior to graduation.

V. HIPAA Administrative Simplification

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Title II) require the Department of Health and Human Services to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addresses the security and privacy of health data. Adopting these standards will improve the efficiency and effectiveness of the nation's health care system by encouraging the widespread use of electronic data interchange in health care. Please go to <https://www.hhs.gov/hipaa/for-professionals/index.html> for further information.

Students will be required to read assigned material, attend lectures, be provided with written material, and be tested on HIPAA regulations and confidentiality. All students will be required to sign a confidentiality statement and be presented with the possible consequences of breaches of medical confidentiality whether they are unintentional or intentional. Policies concerning confidentiality may vary from site to site so therefore all students will abide by the specific policies of the clinical site they are assigned for clinical experience as well as federal laws concerning HIPAA. Failure to follow HIPAA laws and confidentiality policies may result in dismissal from the program and prosecution from the clinical site(s) and or Indiana University.

SECTION V: GRIEVANCE

AND DISCIPLINARY

INFORMATION

Grievance and Disciplinary Policies and Procedures

I. Grievance

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

1. Complaints shall be addressed by the Clinical Preceptor at the clinical site in an attempt to resolve the issue(s). The Program Director and/or Clinical Coordinator shall be notified of the problem verbally.
2. If an understanding regarding the issue or complaint at the clinical site cannot be reached, the student will provide, in writing, to the Program Director and Clinical Preceptor a description of the event. The grievance shall be in written during non-clinical hours and presented within five (5) days of the incident. The Program officials will pursue and attempt to resolve the issue(s). A decision will be rendered within 2 weeks (14 days).
3. Students have the right to contact the **Joint Review Committee on Education in Radiologic Technology (JRCERT)** concerning the program's policies, procedures or activities that are **not in compliance** with JRCERT Standards. The JRCERT address and phone number is listed in Appendix "B" of this handbook. Complaints of non-compliance with JRCERT Standards will address through the JRCERT due process procedures. JRCERT web site is: <http://www.jrcert.org/>
4. Any non-JRCERT issue will be addressed in writing to the Program Director, and it will be managed according to the Indiana University Kokomo Handbook in accordance with the *Code of Student's Rights, Responsibilities, and Conduct*. If a student is not satisfied with the decision of the IU Kokomo Program Director, they may appeal to the Dean of Nursing and Allied Health Professions, and then to the Vice Chancellor of Academic Affairs at IU Kokomo.
5. According to the rules of Indiana University Kokomo, the student will follow steps 1-3 as prior listed before seeking administrative intervention at Indiana University Kokomo with issues regarding complaints. It is understood that administrative intervention is to be accomplished through the grievance procedures outlined in the Radiography Program Handbook, and the IU *Code of Student's Rights, Responsibilities, and Conduct*, not through contact with a clinical or the radiology department head regarding any issue of dispute. In each of these steps, the student will have five (5) days from the previous decision to present their case in writing to the next person. The Program Director will have two (2) weeks (14 days) after receiving the written complaint to respond. The Vice Chancellor of Academic Affairs will render a decision within 30 days of formally receiving the student's written complaint.

II. Disciplinary action

The successful completion of the program depends on the completion of all Program and University requirements. Part of the completion process is to successfully complete all clinical experience requirements. Indiana University Kokomo must rely on the clinical affiliates to provide the clinical facilities for the clinical experience courses. It is of the utmost importance that we maintain a positive working relationship with these affiliates. In order to avoid confusion, the student must abide by the rules of conduct of these affiliates while in their clinical setting. Policies and procedures will include but are not limited to punctuality, attendance, health and safety policies/protocols, lunches and breaks, equipment care, and patient care procedures. Each patient and facility have legal rights of confidentiality and prerogatives. Any student found in violation of these rights will jeopardize their status in the Program upon due process.

1. At the clinical site, the Director/ Manager of Radiology and the Clinical Preceptor have the authority to verbally reprimand, place on probation, or dismiss a student from their assigned

clinical experience site temporarily or permanently for unethical behavior or for not complying with policies and procedures. A disciplinary form will be completed by the site and submitted to the Program Director who decides if further action is warranted.

2. If the student is dismissed from an affiliate that he/she is assigned, then he/she will not be allowed to continue clinical rotation at that site for the length of the suspension regardless of the level of the student's grades in other areas.
3. The student may be allowed to complete didactic course work for that semester at the discretion of the Program Director. All procedures of grievance will be followed.
4. Any student suspension will be managed through the Program Director, the involved clinical affiliate, and Indiana University Kokomo, as necessary.
5. Clinical days missed due to suspension must be made up by the student.
6. It is a requirement that the clinical experience courses of the program are completed before the graduate can sit for the certification examination in Radiography given by the American Registry of Radiologic Technologists (ARRT). Before practicing general radiography in the State of Indiana a candidate must pass the ARRT registry examination in Radiography.

III. Grounds for dismissal

Grounds for dismissal from the Radiography program include, but are **not limited** to the following:

1. Failing to meet minimum program standards of grades and GPA.
2. Insubordination.
3. The conviction and/or known use of possession of illegal drugs, controlled substances, and unauthorized alcoholic beverages.
4. Failure to accomplish clinical objectives, competencies, and assignments.
5. Cheating, dishonest conduct, misconduct, forgery, alteration, or misuse of university or clinical affiliate records or property.
6. Harassment.
7. Physical or verbal abuse or the intent to injure another person.
8. Theft.
9. Breaches of confidentiality in the clinical setting including HIPAA.
10. Performing duties of a radiologic technologic when not in a student capacity
11. Failure to adhere to policy of the Radiography Program and clinical affiliates including:
 - a. Retaking images without a registered technologist present in the room.
 - b. Performing ionizing examination without a registered technologist RT(R) in the immediate area
12. Unprofessional or unethical conduct as specified in the ARRT Code of Ethics and/ or the clinical affiliate's policies
13. Truancy or habitual tardiness.
14. Arson.
15. Positive drug screen for non-prescribed or illegal substances.
16. Any positive background screening affecting patient care or patient contact.

Note: The above listings are not meant to be exclusive. Other similar situations may result in disciplinary actions including probation and dismissal from the Program.

** For a more complete list refer to the *Code of Student's Rights, Responsibilities, and Conduct* from Indiana University: <http://www.indiana.edu/~code/>

SECTION VI: PROGRAM

POLICIES AND

PROTOCOLS

Attendance - Clinical Experience

POLICY

To successfully complete clinical experience, it is imperative that the student not miss more than three days each semester.

PROTOCOL

1. Students may not miss more than three (3) days from clinical experience in any one semester. A student will have 1 personal day each semester. Two days more may be missed but must be made up to pass any clinical experience course. If the student has an absence of more than one clinical day in a row due to unavoidable circumstances, that absence could be considered one occurrence at the discretion of the program faculty. The last week of each semester is set-aside for students who need to make-up missed time. Students who have not missed more than one day will not be required to attend clinical during this last week.
2. Personal days may not be accumulated and used in any other semester.
3. Clinical Experience begins in the Fall Semester of the program's first year. Students will observe legal holidays and breaks that are recognized by Indiana University Kokomo. Students will also observe holidays or other special days of the clinical affiliate they are assigned to at the time of the occasion.
4. All clinical absences due to any reason other than an extended illness must be made up before the beginning of the next semester. Failure to do so will result in an incomplete grade in clinical experience for that semester.
5. A student missing more than three (3) days must retake the entire semester's clinical rotation the next time the course is offered. Since clinical experience rotations are only offered on a yearly basis, the student will have to wait an entire year to complete that clinical course. A student who does not satisfactorily complete the clinical experience rotation during a semester may complete the didactic courses for that semester upon approval of the Program Director.
6. Students will be required to sign-in daily at each clinical affiliate site. The student is not allowed to sign for another student.
7. To report an absence, the student will notify the Clinical Preceptor or Department Supervisor and the IU Kokomo Radiography Clinical Course Instructor at least 1 hour prior to reporting time.
8. If the absence is more than one day, the student must notify the Faculty of Record. Abuse of this rule could result in suspension or expulsion from the clinical affiliate and/ or Program.
9. If a student has a need for time off or other special arrangements, the student must first obtain permission from the Clinical Coordinator and approval of the affiliate's Clinical Preceptor.
10. Students will **not** be assigned or allowed to participate more than forty (**40**) hours a week or ten (**10**) hours a day in clinical experience and didactic education combined.
11. Students will be assigned one (1) week of "non-traditional clinical hours (off-shift)". This rotation will be for one (1) week in the summer sessions (R281 or R282). The assigned times will be no later than 11 PM. The summer sessions are used since no Radiography didactic course content work is required during the summer sessions.

Punctuality – Clinical Experience

POLICY

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

PROTOCOL

1. Students are encouraged to arrive at the clinical site 10 minutes before the scheduled starting time to allow for preparations and scheduling assignments.
2. Tardy at the clinical sites will be ten (10) minutes. A student late by more than 30 minutes will be required to make-up the missed time. This will need to be arranged with the Clinical Preceptor and Clinical Coordinator. This policy will also include students leaving early from clinical sites without permission of the clinical preceptor or department supervisor.
 - a. Four (4) times tardy will count as one day's absence. The Clinical Coordinator may assign the student a full eight hours of make-up time for the fourth tardy. If a student misses more than four (4) days of clinical experience in two consecutive semesters, they will be dismissed from the program with due process.
 - b. Any student tardy five (5) or more times in one semester will be placed on probation. This rule applies for leaving early from a clinical site. The student may leave early with the permission of the Clinical Preceptor.
3. If a student is less than ten (10) minutes late, the student will be allowed to make-up that time on the same day with the approval of the Clinical Preceptor. The time should be equal to amount tardy.

Vacations

POLICY

Vacations shall be taken according to college Calendar.

PROTOCOL

1. Students will be given a schedule of holidays and breaks at the beginning of each semester. A yearlong University calendar can be found on the Indiana University Kokomo web site: www.iuk.edu
2. During clinical experience students will observe the regular semester breaks as their vacation periods.
3. While in the clinical settings, which begins in the fall semester of the first year, students will have the semester breaks and legal holidays that are recognized by the University.
4. Students will also observe holidays and special days recognized by the clinical affiliate during their rotation at that affiliate.

Bereavement

POLICY

Students are allowed three (3) clinical days for bereavement of an immediate family member.

PROTOCOL

1. Follow protocol for clinical absence by contacting the Radiography Clinical Course Instructor.
2. A student may request up to three (3) days of bereavement time for the death of immediate family. Immediate family is defined as: spouse, parents, siblings, children, grandparents, grandchildren, parents-in-law and sibling in laws. Students will be required to provide proof of relationship and death.
3. A student may request one (1) clinical day of absence at the death of any non-immediate family member. Students will be required to provide proof of relationship and death.
4. Refer to Attendance – Clinical Experience Policy and Protocol regarding allotment for clinical hours missed.

Policy/Procedure Violation

POLICY

Violation of school policy shall result in the issuance of a demerit by the Clinical Preceptor or program official

PROTOCOL

1. The demerit form is signed by the student, Clinical Preceptor, Clinical Coordinator, and Program Director.
2. The student may be issued a verbal warning before a formal written demerit.
3. Serious violation will not be issued a verbal warning before a written demerit. Please see Grounds for Dismissal Policy.
4. The demerit form will become part of the student's permanent record.
5. The student may receive a demerit form for violation of policy or procedure in the Student Handbook or at the clinical education site.
6. A grade deduction will be made after two (2) demerits. Two Demerits will warrant the student to be placed on Probation. A written notification of this probation will be given to the student and advised by the Clinical Coordinator / Program Director.
7. A third Demerit will result in suspension from the Program for two weeks. The Program Director will advise the student of the written suspension and possible alternatives/ consequences.
8. Demerits are accumulative from semester to semester. See above Policy/Procedures Violation – Demerits for grade reduction details. The fourth (4th) demerit will cause dismissal of the student from the program. Demerits may be appealed through the normal program grievance process.
9. If a student is dismissed from the program due to excessive demerits, they will not be allowed in any of the IU Kokomo Radiographic Science programs for a period of five (5) year.

Clinical Grade Adjustment

All Clinical Experience time missed during a suspension must be made up including laboratory course material. Students will not be allowed to make-up didactic tests or quizzes.

***** Students are not allowed to attend clinical educational during a suspension.**

Radiation Safety

POLICY

All students must protect themselves, the patient, visitors, and other associates from ionizing radiation by practicing radiation safety and ALARA techniques. Repeat radiographs constitute a situation in which a particular responsibility for patient welfare exists. It is program policy that if a student at any time, for any reason, retakes a radiograph, **DIRECT SUPERVISION IS REQUIRED. THERE IS NO EXCEPTION TO THIS POLICY. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN DISCIPLINARY ACTION.** The Program Goal is to have no student exposure exceed 125 mrem per year. The Program **STRONGLY** encourages the students to use all means possible to avoid holding patients during radiation exposures. They should always consider using immobilization devices and non-radiology individuals to help hold the patient during exposures. The program understands that is not always possible.

PROTOCOL

1. Each student will be issued a Dosimetry device for monitoring radiation dosage. The device will be exchanged quarterly. IU Kokomo currently uses Mirion Technologies as the provider. These devices are TLD (Thermal Luminescent Devices). The term "film badge", may be used frequently identify the TLD or OSL (Optically Stimulated Luminescence) by many people in the radiology department.

2. Dosimetry badges will always be worn on the collar outside the lead apron while in a clinical setting. The only exception will be a fetal dosimetry monitor which is worn at the waist underneath the lead apron.
3. Absence of the dosimetry badge will constitute a violation, which requires your removal from the site until the badge is available. Time missed must be made up.
4. Dosimetry reports are sent to the Program Director and will be shared with the student within thirty (30) school days following receipt of the data. For high readings (above 125 mrem/quarter) the clinical affiliate may be contacted. All radiation records will be maintained as part of the student's permanent record.
5. Dosages will be monitored. Any reading that exceeds the national council on radiation protection and measurements (NCRP) dose limitation will be investigated and reported per national regulatory commissions requirements (NRC).
6. Report any accident or lost badge immediately to the Program Director/ Clinical Coordinator. Lost badges will be replaced as soon as possible, and the cost incurred for the replacement will be billed to the student. Students are not allowed to participate in any ionizing areas while not wearing a dosimetry monitor no matter the reason. Students may attend clinical education and participate in non- patient care areas such as PACS/ quality control or office areas. Loss of a monitoring device does not excuse students from achieving clinical comps and assigned activities for the semester.
7. Each clinical affiliate must have a clinical preceptor for the supervision, instruction, and evaluation of the students. Supervision may be direct or indirect as follows:
Direct – the clinical preceptor or the supervising technologist is present in the radiographic room when the student is performing and examination
Indirect – allows the student to perform radiographic procedures without the presence of a qualified technologist, but with the technologist near to assist as needed or retakes of procedures if necessary.
8. Students are required to follow the affiliate's procedures for wearing and using protective accessories. At no time is a student to intentionally expose another human for experimental reasons.
9. Retake (repeat) radiographs must be taken with a registered technologist, RT(R), physically present in the room (**Direct Supervision**).
10. Students are not allowed to perform mobile or surgical examinations without **direct supervision**.
11. Students making radiation exposures in the IU Kokomo energized lab must wear their dosimetry monitor device or will not receive permission to participate.
12. Student doses in excess of NRC Level One exposure (125 mrem/q) will be advised and means of reduction discussed. Level Two exposure (375 mrem/q) will require reporting the event to the NRC. The student will be asked to A. Write a history of their clinical activities to attempt to identify the cause of the excess, B. Attend a remedial class covering radiation safety and doses, and, finally, 3. Be required to write a paper on the subject of radiation safety: hazards and reduction methods. The program will be following the recommendations by the NRC if they are suggested by the NRC.

MRI Safety

POLICY

All Radiography Students are required to attend MRI Safety lectures prior to MRI observations or rotations.

PROTOCOL

1. Students will abide by clinical site MRI Safety Protocols during their clinical rotations and/or observations.
2. All students will view MRI Safety Videos and complete an MRI Screening Form in Clinical Orientation In-services for R181 and R283 in the Fall Semester each year.
3. Students will attend MRI Safety lecture and complete an MRI Screening Form in R208 in the Spring Semester before being scheduled for MRI rotation in R281/282 Summer Semester.
4. Students will attend MRI Lecture in R222 Fall Semester.

Clinical Hours and Rotations

POLICY

Students will be given a clinical schedule at the beginning of each semester assigning hours and location. During the didactic and clinical courses, students will NOT be scheduled for more than forty hours per week, or ten (10) hours in one day. The JRCERT recognizes traditional assignment as any scheduled clinical hours between 5:00 AM and 7:00 PM weekdays.

Clinical hours are typically considered seven hours per day with a half an hour for lunch.

1. The usual clinical hours are 8 AM – 3:30 PM. That means students should be ready for assignment at 8 AM. The exact hours may vary from time to time depending on the student's clinical objectives, competencies, and the institutions' hours of operation. Students will obtain exact times from the Clinical Coordinator prior to their respective semesters' competencies and objectives. Examples of this includes off-shift rotations, trauma, surgery, and fluoroscopy competencies if not available at usual clinical hours.
2. Students will not be assigned or permitted clinical rotations on any Indiana University Kokomo observed holiday.
3. All students will be assigned to a minimum of 3 different clinical sites (9 total approved sites). Due to their volume and variety of procedures, the program has designated Community Howard Health Hospital and IU Arnett Hospital as required rotation sites. Students will complete a Clinical Experience at one of these designated sites. Our other approved affiliate hospitals and clinics offer similar clinical experiences and will be assigned equally through-out the program to ensure timely and equitable learning opportunities for the cohort.
4. The program does not provide an opportunity for students to rotate through Mammography, as we cannot assure equitable opportunities for all students with regard to our clinical affiliates being able to support a rotation for both male and female students in their Mammography departments.

PROTOCOL

1. Each student will be given their assignment of clinical hours and location for each semester. Written documentation of the cohort's clinical assignments will be posted in SM106. Each clinical site is also sent the name of the student(s) and all clinically related material, immunizations, TB results etc.
2. Students in the first year of the Radiography program attend clinic on Tuesday and Thursday during the Fall and Spring semesters (AHLT- R 181 & AHLT – R 182). Students in the second year of the Radiography program attend clinic on Monday, Wednesday, and alternating Fridays (AHLT – R 283 & AHLT – R 290) during the Fall and Spring semesters. During Summer Semesters I and II

(AHLT – R 281 and R 282), students attend clinical experience Monday – Friday. Students will be assigned Evening rotations for five days total during the summer semesters. The evening or off-shift rotation will be no later than 11 PM. The student’s limited off-hour objectives are to experience the variance in work patterns, exam types, and the atmosphere of evenings. Second year students will rotate and /or have assignments in the following areas in the Radiology department: fluoroscopy, surgery, portables, CT, MRI, NM, US, and Radiation Therapy. To meet objectives in Clinical Experience III (R281) and Clinical Experience IV (R 282) students will be assigned a non-traditional clinical assignment / off shift rotation.

3. Students may attend seminars/ continuing education sessions related to medical imaging sponsored by ASRT recognized organizations for clinical education time on an individual basis. One (1) hour of clinical time will be given for each fifty (50) minutes of educational time attended.
4. Under **NO** circumstances may an IU Kokomo Radiography student work or perform the duties of a staff radiographer for pay during the time set as “clinical” requirements. Any violation of this rule will result in immediate suspension, pending dismissal from the program. Indiana State Board of Health has established guidelines for using ionizing radiation on humans and penalties. Students must have a valid ISBOH Student Radiography Permit.
<http://www.in.gov/isdh/23279.htm>
5. A student will not leave the radiology department before their scheduled time without notifying the Clinical Preceptor or supervising Technologist. They must also notify the instructor of record per the course syllabus.
6. If a student becomes ill during clinical hours, they will notify the Clinical Preceptor or supervising Technologist before leaving. They must also notify the instructor of record per the course syllabus.
7. Students will observe the departmental policies and procedures. Occasionally, due to emergencies or heavy caseloads, breaks and lunches may be altered or missed entirely. At the discretion of the Clinical Preceptor, the student may be released early from clinical on slow days. This time will to be expected to be made up.
8. A maximum of 25% of the student’s total clinical clock hours may be spent in evening and weekend assignments.
9. The program’s utilization of clinical assignments must be clearly identified in appropriate program publications and must be made known to prospective and enrolled students.
10. The timing of assignments must be correlated with the didactic curriculum.

Non-Traditional Clinical Assignments

The purpose of assigning students to evening rotations is to provide a different but essential learning environment which:

1. Allows students to experience radiographic operations on shifts other than the typical day shift.
2. Provides opportunities for students to work closely with critically ill, trauma, and other patient types not normally seen during a weekday.
 - a. Developing proficiency on managing clinical site priorities based on the RIS worklist.
3. Provides additional opportunities for students to participate in portable and surgical procedures.
 - a. Developing proficiency in portable examinations.
4. Aids the development of independent judgment and teamwork activities.

Appearance Code

POLICY

Students will report to clinical sites in proper and professional attire by following the appearance code for the Radiography Program

PROTOCOL

1. All students will wear Clean, **ENTIRELY Royal Blue** scrub tops and pants (skirts or scrub dress may be approved on an individual basis). It is suggested that a minimum of two (2) shirts and two (2) pairs of pants be purchased to allow for laundry time. Entirely Royal Blue means there cannot be any other color sewn onto the uniform such as a boarder, pocket etc.
 - a. Students choosing to wear a skirt or scrub dress must wear hosiery of any type or tights that are of a single, solid color with no designs or openings. Both hosiery and tights must be free from runs or holes of any kind.
 - b. Students choosing to wear a dress or skirt cannot wear only knee-high hose or only wear socks. They must wear hosiery or tights which enclose the toes, as toeless options are not acceptable.
 - c. All students are to wear appropriate undergarments including underwear, bra. They should not be visible through the student's scrubs.
2. Students need to be sure that undergarments do not show through or are not visible in other ways.
 - a. Undergarments should not be visible at any time students are performing their clinical job duties.
 - b. Undergarments are to be clean.
3. White or Royal Blue lab coats/scrub jackets may be worn. Lab coats may be either long or short style. White or Black long sleeve tops maybe worn under scrub tops. White or Black under shirts should be considered for students with noticeable chest hair.
4. Solid white or solid black, unadorned, non-mesh, soft-soled shoes with closed toe and heel are required. They may be tennis shoe types but may not have more than a manufactures logo in color. No designs should be present in the shoe or its logo. Shoes are considered part of the Personal Protective Equipment (PPE) under Occupational Health and Safety Administration (OSHA) code 1910.136.
5. Name Badges and Dosimetry Badges are to be worn and properly displayed at all times.
6. Students may not display jewelry that is obscene, or advocate sexual, racial, ethnic, religious discrimination, or the use of tobacco, alcohol, or illegal drug use.
7. No visible body piercing other than in each ear lobe.
 - a. A single earring or pair (maximum 2 in any lobe) may be worn during clinical experience courses while at the clinical site.
 - b. No gages are to be worn in the earlobe.
 - c. Tongue rings and other facial adornments are NOT to be worn while performing clinical experience activities or at the clinical sites. You will be asked to remove these items, if you cannot, then you will be asked to leave the clinical education sites. This will be counted as an unexcused absence.
8. No visible tattoos or body art are permitted.

Hygiene

POLICY

During rotations at the clinical sites, the student shall maintain proper hygiene.

PROTOCOL

1. Students should bath/shower daily. The use of a mild deodorant is strongly encouraged.
2. The student's hair should be moderate in length and clean. If hair is shoulder length or longer, it must be securely worn back for both the safety of the student and the patient.
3. Hair color and hairstyles must be appropriate for the business setting. Clinical sites will not allow students to attend with unnatural hair colors (i.e. No pink or blue streaks, etc.).

4. Individuals wearing either a beard or mustache must keep them well groomed. These students must be able to don a mask without the interference of facial hair. Clinical affiliate policy should be followed in this regard.
5. Excessive jewelry shall not be worn. A wedding and/or engagement ring may be worn. Other rings and ornamentation will be addressed at individual clinical affiliates.
 - a. Students may not display jewelry that is obscene, or advocate sexual, racial, ethnic, religious discrimination, or the use of tobacco, alcohol, or illegal drug use.
 - b. Students will adhere to their policies at clinical affiliates.
6. Earrings worn shall be post-type and shall not be interfere with clinical experience. This is for the students benefit in cases dealing with children and difficult or unruly patients.
 - a. No more than two earrings per ear are permitted will participating in clinical education.
 - b. No gages are to be worn in the earlobe.
 - c. No tongue piercing or facial ornamentation should be worn during clinical education.
7. Fingernails should be kept short and groomed.
 - a. No bright colored fingernail polish.
 - b. **Artificial and gel nails are prohibited** to be worn during clinical education in conjunction with CDC recommendations. <http://www.cdc.gov/mmwr/PDF/rr/rr5116.pdf>
 - c. Wearing of fingernail polish is strongly discouraged. Per CDC recommendations, "Freshly applied nail polish on natural nails does not increase the microbial load from periungual skin if fingernails are short; however, chipped nail polish can harbor added bacteria (165,166)."
8. Excessive use of perfume or cologne should not be worn. However, daily bathing and use of deodorant/antiperspirant is encouraged. Because some patients may be sensitive to odors or allergic to certain fragrances. It is recommended that perfumes and colognes not be worn at all, this includes, but is not limited to body sprays and scented lotions.
9. All uniforms are to be laundered regularly, neat, in good repair and of appropriate fit. Uniforms are to reveal no bare skin in the trunk region.
10. Students should be mindful of patient care and courtesies. One noticeable objection has occurred often from patients and peers about students who smoke or have recently returned from a smoking environment to clinical assignment. Please be respectful to those patients and make every attempt to eliminate smoking odors. All of our clinical settings have a no smoking policy.

Telephones and Other Electronic Communication Devices

POLICY

Clinical affiliation sites are places of business and therefore students should always use proper phone etiquette. Students should also limit personal phone calls to a minimum.

PROTOCOL

Telephones

1. The telephones in the Radiology departments and the Program Offices are for professional and business communications only. Personal phones in these areas should be limited to emergencies only.
2. Excessive outside phone calls will not be tolerated by the clinical sites/ program and may be grounds for clinical probation or suspension.
3. Personal cellular phones are not allowed in the clinical education sites or didactic classrooms. Cell phones may interfere with telemetry monitors and patient care. Cellular phones may be used outside the clinical site buildings during permitted breaks.
4. Students are to follow clinical affiliate protocol and etiquette when answering the phone.

5. Each professor at Indiana University Kokomo has domain over their own course and classroom. Access to cell phones/texting and laptop computers is left up to the individual professor. Indiana University Kokomo encourages that phone be put on vibrate during normal didactic course content presentations. Laptops may also be used. This is in conjunction with the Indiana University ALERT system and campus security. All electronic devices may be required to be turned-off during testing. The professor is encouraged to have the internet running and or have a cell phone on for the IU ALERT system.

Electronic Devices

1. Students are not permitted to wear any electronic device capable of transmitting personal data during clinical experience (i.e.: Apple watch, Samsung Gear, LG Smart Watches, etc.).
2. Students are not to text or use cell phones while on duty in the clinical setting.
3. Students are not to use personal tablets or computers for purposes outside of clinical duties or documentation.
4. Any observed or reported inappropriate use of cell phones or other electronic devices will result in a 3% reduction of clinical education grade in the semester of the incident.
5. Students violating HIPAA or other regulations involving confidentiality will be suspended immediately and may be dismissed following an investigation of the incident. Students are allowed to file a grievance as appropriate through the grievance process.
6. Cell phones must be turned off and in the student's book bag/purse while attending class.
7. Students are to use facility resources for activities which are directly related to patient care ONLY.
 - a. Students may never access websites (i.e.: Facebook/Twitter/YouTube/Hotmail/Yahoo/Google, etc.) for personal use while at clinical placements.
8. Students may not transmit any identifiable PHI via email or any social media.
9. Students may not take any pictures anywhere in the clinical facility without permission of their clinical site instructor/Manager/Director/Supervisor.

Jury Duty

POLICY

Jury Duty Policy allows students to fulfill their civic and professional obligation to participate in this legal process if summoned.

PROTOCOL

The IU Kokomo Radiologic Science Programs program believes in fulfilling the obligation of jury duty and will support students who are called to serve. Upon receiving a summons for jury duty, the student must notify the clinical coordinator and/or program director of the days of obligation.

Students are required to call the IU Kokomo Radiography Clinical Course Instructor following the policy for reporting clinical absences. Jury duty will not count against personal time. In most cases, jury duty lasts one week or less. Students are given up to 3 days to fulfill their civic obligation.

If more time is needed, the circumstances will be reviewed on an individual basis. Students must document the required jury duty by bringing in a letter from the court documenting the dates of their service upon returning to school.

Clinical Competencies

POLICY

Students must complete assigned competencies by the end of each semester to pass the clinical experience courses.

PROTOCOL

1. Students are to complete their portion of the competency form in BLUE ink.

2. All competency evaluations must be completed satisfactorily in order for the student to graduate from the Radiography program.
3. Each semester a minimum of 85% of all assigned clinical competencies must be mastered. Failure to master a minimum of 85% each semester will result in the students earned grade for this course to be affected as follows:
 - a. Mastery of 80-84 % will result in a one letter grade penalty. This makes a "B" the highest letter grade that a student may score.
 - b. Mastery of 75-79 % will result in a two-letter grade penalty. This makes a "C" the highest letter grade that a student may score.
 - c. Failure to Master less than 75% of assigned competencies in any semester will result in an incomplete or failure (F) for that semester.
4. All laboratory simulations must be completed before the end of each semester. Failure to do so will result in an incomplete or failure (F) for the course.
5. Any student who knowingly alters or falsifies clinical records and/ or grades shall be dismissed from the program by appropriate procedures.
6. The grade scale for each clinical experience course is
100 — 95% = A; 94 — 93% A-; 92 — 91% B+; 90 — 85% = B; 84 — 83% B-; 82 -81% C+; 80 — 75 % = C; Below 75% = F
7. Grades will be calculated using combinations of cognitive, psychomotor, and affective domains. Each Professor will provide a syllabus two weeks prior to each course via Canvas. They will review the syllabus with the students prior to any due assignment.
8. Any grade below a "C" on the final grade will demonstrate a lack of clinical competency. A student receiving a "C-" or lower in **ANY** semester of Clinical Experience, including R 290 Comprehensive Experience will be dismissed from the program.
9. Demerits will be issued to students who do not follow policies and procedures at the University or any clinical affiliate. Two demerits will equal one (1) grade reduction.
10. Merits will be given by the Clinical Preceptors for outstanding performance. Merits will be added into the student's professional portfolio.

Grievance (Against Others)

POLICY

Students must demonstrate due respect to all physicians, technologists, and program officials who provide their educational experience regardless of personal feelings. In the event that instructions adversely affect the safety of the student, patient, or violate accepted program standards, faculty rules, and applicable law or shows a pattern of harassment, the student may submit a grievance.

Complaint Procedure

The procedures for imposing disciplinary sanctions are designed to provide students with the guarantees of due process and procedural fairness. Radiography students maintain the right to file a complaint concerning actions or decisions of faculty or staff members of the Department of Radiography which are claimed to violate rights established in the IU Student Code of Rights, Responsibilities and Conduct. Complaints of discrimination or harassment do not fall under this code and should be taken to the University Affirmative Action Officer. Students may seek advice by meeting with the IUK Dean of Students, Program Director, or Dean of Nursing and Allied Health Professions or designee.

PROTOCOL

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

1. Complaints shall be addressed with the Clinical Preceptor at the affiliate site in an attempt to resolve the issue(s). The Program shall be notified of the problem verbally within five (5) regularly scheduled workdays. The Clinical Coordinator will document the issue(s) for any possible future reference and will follow up with the Program Director.
2. If an understanding regarding the issue or complaint at the clinical site cannot be reached, the student will provide, in writing, to the Program Director and Clinical Coordinator a description of the event. The grievance shall be in written during non-clinical hours and presented within five (5) days of the incident. The Program officials will pursue and attempt to resolve the issue(s). A decision will be rendered within 2 weeks (14 days).
3. Students have the right to contact the **Joint Review Committee on Education in Radiologic Technology (JRCERT)** concerning the program's policies, procedures or activities that are **not in compliance** with JRCERT Standards. The JRCERT address and phone number is listed in Appendix "B" of this handbook. Complaints of non-compliance with JRCERT Standards will address through the JRCERT due process procedures. JRCERT web site is: <http://www.jrcert.org/>
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive Suite 2850 Chicago, IL 60606-3182
Phone: (312) 704-5300 Fax: (312) 704-5304
4. Any non-JRCERT issues will addressed in writing to the Program Director, and it will be managed according to the Indiana University Kokomo Handbook in accordance with the *Code of Student's Rights, Responsibilities, and Conduct*. If a student is not satisfied with the decision of the IU Kokomo Program Director, they may appeal to the Dean of Nursing and Allied Health Professions and then to the Vice Chancellor of Academic Affairs at IU Kokomo.
5. According to the rules of Indiana University Kokomo, the student will follow steps 1-3 as prior listed before seeking administrative intervention at Indiana University Kokomo with issues regarding complaints. It is understood that administrative intervention is to be accomplished through the grievance procedures outlined in the Radiography Program Handbook, and the IU *Code of Student's Rights, Responsibilities, and Conduct*, not through contact with a clinical or the radiology department head regarding any issue of dispute. In each of these steps, the student will have five (5) days from the previous decision to present her /his case in writing to the next person. The Program Director will have two (2) weeks (14 days) after receiving the written complaint to respond. The Vice Chancellor of Academic Affairs will render a decision within 30 days of formally receiving the student's written complaint.

Grievance (Course Grades)

POLICY

Students have the right to request mediation for impositions of grades earned in a course. The appeal must be with the academic unit or division of origination.

INDIANA UNIVERSITY KOKOMO RADIOLOGIC SCIENCES

End of Course Grade Appeal Process

The grade must be appealed in the academic unit in which it was taken. If the course is in the Radiologic Sciences division, then the process below will be the process followed. However, if a student takes a course not in radiologic sciences, then they must follow that academic units' policy. For example, if the student had a dispute in chemistry, they would follow the School of Sciences grade appeal policy.

1. If a student does not agree with a grade that he or she received in a course, the student should meet with the faculty member about the grade in question. The student should address the issue in writing within two weeks of receiving the grade. The faculty member will send the student a response to the grade appeal in writing within two weeks of the appeal meeting.

2. If the student is not satisfied with the faculty decision (finding), the student must meet with the Program Director/Dean of the faculty member's department. The Program Director/Dean will send the student a response to the grade appeal in writing within two weeks of the appeal meeting.
3. If the student is not satisfied with the Program Director/Dean's decision (finding), the student should request in writing, to the Program Director that they wish to have their grade appealed to the Radiologic Sciences Grade Appeal Committee. The Program Director will set up a grade appeal hearing with Dean of Nursing and Allied Health Professions, Dean Hendricks, within two weeks of receiving the written request for a hearing.
4. The Radiologic Sciences Grade Appeal Committee will be composed of at least 2 faculty members from the Radiologic Sciences and at least 1 faculty member from the School of Nursing and Allied Health Professions. The faculty members will be at the Program Director and Dean Hendrick's discretion. The Radiologic Sciences Grade Appeal Committee will send the student a written response to the grade appeal in writing within two weeks (14 days) of the hearing. This will be the final appeal.

Disciplinary Action

POLICY

The successful completion of the program depends on the completion of all clinical experience courses. Indiana University Kokomo must rely on affiliates to provide clinical facilities for clinical experience courses. It is paramount that we maintain a positive working relationship with these affiliates. In order to avoid confusion, the student must abide by the rules of conduct of the affiliates while in the clinical settings. These would include but limited to patient care, equipment care, punctuality, and breaks.

PROTOCOL

1. At the clinical site, the Director/ Manager of Radiology and the Clinical Preceptor have the authority to verbally reprimand, place on probation, or dismiss a student from their assigned clinical temporarily or permanently for unethical behavior or not complying with institutional policies. A disciplinary form will be completed by the above and submitted to the Program Director who decides if further action is necessary.
2. If the student is dismissed from the affiliate, he/she will not be allowed to continue clinical rotation for the length of the suspension regardless of her/his grades in any other area.
3. The student may be allowed to complete didactic courses for that semester at the discretion of the Program Director.
4. All student suspensions will be handled through the Program Director, the involved clinical affiliate, and Indiana University Kokomo, as needed.
5. Days missed due to suspension must be made up by the student.
6. If the student wishes, he/she may appeal the suspension or dismissal through the grievance procedure.
7. Students who have been suspended, dismissed, or expelled from an educational program preparing them for the ARRT examination in Radiography are required to submit to an ethics review through the ARRT (<https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-review-preapplication>).
8. It is a requirement that the clinical education courses of the program be completed before the graduate can sit for the registry administered through the American Registry of Radiologic Technologists (ARRT).

Grounds for Dismissal

POLICY

Indiana University Kokomo and the Radiography Program shall enforce the rules and philosophy of the American Registry of Radiologic Technologists (ARRT) and the Code of Ethics. Students are required to abide by the policies set forth in the Radiography Program Handbook, the ARRT Code of Ethics and the Indiana University Kokomo *Code of Student Rights, Responsibilities and Conduct Handbook*. Certain breaches of the policies will result in immediate dismissal. Here is a list of some of these breaches:

PROTOCOL

1. Failing to meet minimum program standards of grades and GPA.
2. Insubordination.
3. The conviction and/or known use of possession of illegal drugs, controlled substances, and unauthorized alcoholic beverages.
4. Failure to accomplish clinical objectives, competencies, and assignments.
5. Cheating, dishonest conduct, misconduct, forgery, alteration, or misuse of university or clinical affiliate records or property.
6. Harassment.
7. Physical or verbal abuse or the intent to injure another person.
8. Theft.
9. Breaches of confidentiality in the clinical setting including HIPAA.
10. Performing duties of a radiologic technologic when not in a student capacity
11. Failure to adhere to policy of the Radiography Program and clinical affiliates including:
 - a. Retaking images without a registered technologist present in the room.
 - b. Performing ionizing examination without a registered technologist RT(R) in the immediate area
12. Unprofessional or unethical conduct as specified in the ARRT Code of Ethics and/ or the clinical affiliate's policies
13. Truancy or habitual tardiness.
14. Arson.
15. Positive drug screen for non-prescribed or illegal substances.
16. Any positive background screening affecting patient care or patient contact.

****These are NOT meant to be a complete list, be a representative sample.** Please see the Indiana University Kokomo *Code of Student Rights, Responsibilities and Conduct Handbook* for a complete list of academic and personal misconducts that may be applicable to this policy.

Criminal Charges Policy

If a student is brought up on any criminal charge while in the program, they MUST:

1. Inform the Program Director or Clinical Coordinator immediately. The Program will work with the University, Hospital and Clinical Administration and help the student to work with the ARRT to determine if:
 - a. If is necessary for the student to take a leave of absence until the issue is resolved and full rights are restored to the student.
 - b. The student will be eligible to sit for the national licensure examination.
 - c. The student may continue their education at the clinical sites.
 - d. The student must be dismissed from the program.
2. A student who fails to disclose a criminal charge to the Program Director or Clinical Coordinator while enrolled in the program is subject to dismissal from the program immediately.

Health and Safety

POLICY

This policy is to ensure the health and safety of the student, patient, families, and other health care workers. Students must complete a physical form at the beginning of the program. Students must follow all protocols regarding communicable and infectious diseases, infection control and standard precautions.

Immunizations and Health Insurance

All Students entering the radiologic sciences are required to document their immunization history and provide proof of health insurance via Castle Branch. Students who do not comply with these requirements are subject to being flagged by the university. They also are ineligible to participate in clinical education activities while non-compliant. Students must also submit to an annual background check, physical examination, proof of immunizations, flu vaccination, and 10 panel urine drug screening. This allows students to be in compliance with the program's clinical affiliates and Indiana University requirements. Indiana University Kokomo uses Castle Branch, Inc. as the agency contracted with to provide evidence of compliance.

Health and Occupational Safety Policies and Procedures

I. Communicable disease

Pre-acceptance health testing and physical are required for all Radiography students prior to beginning the clinical portion of this program. Student must obtain a medical examination at their expense and submit the results to the Castle Branch, Inc.

II. Infectious Disease

1. Any student who is diagnosed with an infectious disease should immediately notify a Radiography Clinical Course Instructor so that an assessment can be made, and any necessary precautions implemented to protect the health of the student, patients, and other personnel at the clinical site.
2. Each assessment will be made on a case-by-case basis.
3. A student returning to the clinical assignment after being released from a medical problem, may be required to present a doctor's release, or be examined by the health department of a clinical affiliate.
4. If the doctor's release indicates restrictions, which would prohibit the student from performing their normal functions in the clinical experience, the student may return with the approval of the Program and the clinical site officials.

III. Infection Control

The purpose of the infection control policy is to ensure the safety of the patients, families, students, and other health care workers from infectious diseases. Infection control is the use of techniques and precautionary measures in order to prevent the transmission of contagious, and nosocomial infections. Students shall use Standard Precautions for all patients.

1. Practice good hand washing techniques before and after each patient contact.
2. Read infection control policy at each and every clinical site.
3. Remove jewelry
4. Always wear clean, laundered clothing.
5. Follow isolation techniques when posted.
6. Follow Standard precaution with all patients.
7. Wear personal protective equipment (PPE) clothing when prescribed.
8. Wear gloves when needed or anticipated.
9. Dispose of all contaminated wastes into proper disposal sites or containers.
10. Clean all surfaces with an approved disinfectant (see clinical department guidelines).
11. Adhere to Radiography Program Hygiene Policy and Procedures regarding fingernail polish and artificial/gel nails.

IV. Standard Precautions

All students prior to clinical rotation will be given instruction on the use of standard precautions. Students must document attendance of a minimum of two (2) sessions prior to graduation.

V. HIPAA Administrative Simplification

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Title II) require the Department of Health and Human Services to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addresses the security and privacy of health data. Adopting these standards will improve the efficiency and effectiveness of the nation's health care system by encouraging the widespread use of electronic data interchange in health care. Please go to

<http://www.hhs.gov/ocr/privacy/index.html> for further information.

Students will be required to attend lecture, be provided with written material, and be tested on HIPAA regulations and confidentiality. All students will be required to sign a confidentiality statement and be presented with the possible consequences of breaches of medical confidentiality whether they are unintentional or intentional. Policies concerning confidentiality may vary from site to site so therefore all students will abide by the specifics policies of the clinical site they are assigned for clinical experience as well as federal laws concerning HIPAA.

Failure to follow HIPAA laws and confidentiality policies may result in dismissal from the program and prosecution from the clinical site(s) and or Indiana University.

PROTOCOL

1. Pre-acceptance health testing and a physical are required for all potential students prior to beginning clinical experience courses. Students must obtain a medical examination at their own expense and submit results to the Program through Castle Branch.
2. All newly accepted students must provide the following:
 - a. **Tuberculosis (PPD/TST) skin test within six months** of beginning clinical experience. A two-step process is necessary for clinical education sites. If the student has had previous positive PPD tests, a chest x-ray will be ordered. The student will have to **repeat** this examination on or before the commencement of the second year of clinical experiences.

OR

A negative blood test for **QantiFERON – TB Gold test (QFT-G)**

OR

If more than more than six months have lapsed between TB tests, students will be required to complete a two-step TB test. A two-step Mantoux test requires four (4) visits to the agency. The time limit between 1st and 2nd Mantoux test is 14 – 21 days.
 - b. **Positive TB Tests** are handled as follows:
 1. If a student's TB test is positive, a negative chest x-ray is required within three months prior to the start of the first day of core radiography courses **PLUS**, yearly documentation of absence of TB symptoms by their health care provider/ doctor.
 2. Any student who has a positive TB test and has questionable / possible symptoms of the disease **MUST** be cleared by their health care provider and will be required to submit an updated chest x-ray report
 3. If the student converts from a negative to a positive TB test after admission, a negative chest x-ray will be required.
 - c. **Tdap** vaccination dated within 10 years and must remain current while in the program

- d. **Chicken Pox (varicella)** 2 doses of single-antigen varicella vaccine at least 28 days apart, if not previously vaccinated, or the second dose if they have received only 1 dose, unless they have a medical contraindication, **OR** proof of immunization by titer.
 - e. **MMR (Measles, Mumps, Rubella)**. Students are considered compliant by meeting one of the following:
 - 1. Two (2) separate MMR vaccinations; **OR**
 - 2. A titers for MMR that demonstrate immunity.
 - f. **Hepatitis “B”** vaccination (3 injections) or form for declining.
 - g. **COVID-19** vaccination.
 - h. A current **American Heart Association CPR** for Basic Life Support Provider card current throughout the program.
 - i. **Flu** (Influenza) vaccination.
3. Any student who is diagnosed with an infectious disease should immediately notify the Radiography Clinical Course Instructor so that an assessment can be made, and any necessary precautions implemented to protect the health of the student, patients and other associates of the clinical affiliate.
 4. Assessment of the situation will be made on a case-by-case basis.
 5. A student returning to the clinical assignment after being released from a medical problem, may be required to present a doctor’s release or be examined by the health department of a clinical affiliate.
 6. If the doctor’s release indicates restrictions, which would prohibit the student from performing their normal functions in the clinical experience, the student may return with the approval of the Program and the clinical affiliate officials. This is necessary to prevent transmission of contagious diseases and nosocomial infections.
 7. Practice good hand washing techniques before and after every patient.
 8. Always adhere to the Radiography Program Policies and Procedures for Appearance and Hygiene.
 9. Always follow Standard Precautions and posted isolation procedures.
 10. Properly dispose of all contaminates and clean surfaces with approved substances.

Student Health Insurance

POLICY

All Radiography students enrolled are required to have comprehensive health insurance coverage.

PROCEDURE

All Radiography students will provide verification of their comprehensive health insurance to the Program annually with the submission of their physical examination, immunizations, background check, and drug screen results in Castle Branch, Inc.

Rationale:

1. Students are required to undergo an annual physical examination by a certified medical practitioner.
2. Students are required to submit annual proof of current immunizations as required by the program per clinical affiliate agreements. Please see Health and Occupational Safety Policies and Procedures for specific requirements.
3. If a student is injured during an educational activity, the injury must be reported. If on IU property, an IU incident report must be filed. If at an affiliated hospital, that hospital's reporting procedures should be used. Copies of all reports are to be filed in the student's program file. This includes accidents that may be related to direct patient care such as hurting your back

lifting a patient or contact with a TB patient. If treatment of the injury is required, the student should use personal judgment as **STUDENTS ARE RESPONSIBLE FOR THE COST OF TREATMENT** and this supports the need for students to carry comprehensive health insurance coverage while enrolled in the Radiography program. You may consult the clinical site, as any person would, but the clinical site is not responsible for any treatment. Please refer to Incident Reports in Clinical Experience Policy and Protocol.

4. Having comprehensive health insurance coverage should help offset the above expenses when an in-network provided is utilized.

Background check and OIG /GSA Check

PROTOCOL

Students will submit an annual background check as a part of the health and safety requirements. The campus has decided that all programs with public contact (Allied Health, Nursing and Education) will use Castle Branch. as the provider of screening information. Failure to complete the check will result in students not being able to attend clinical experiences education.

If there is a positive finding, the student will be advised to contact the ARRT, if they have not already done so, to see if they are eligible to take the ARRT examination. The program will need verification from the ARRT that the student is eligible for the ARRT examination. Any positive finding will be discussed with the student, Program Director, and Clinical Coordinator. After this discussion, the student will be given the first right of refusal. If they do not want the information given to the clinical site, then the student will be advised that the program will not provide the clinical affiliate with this information, the student cannot participate in clinical education, and they will be dismissed from the program. If the student states that the program may relay the information to the clinical affiliate, then, depending on the nature of the violation (if it has an impact on patient care/contact), the clinical affiliate will be advised and given the opportunity to accept or reject the student.

Limited Criminal Background Check and OIG/GSA

All clinical affiliates utilized by the Radiography Program at Indiana University Kokomo require verification of criminal history before students may be placed in their facility for the purpose of clinical experience and education.

- The Social Security Act provides the authority to exclude health care providers, individuals, and businesses who have engaged in fraud or abuse from receiving payment for services under Medicare, Medicaid and other Federal health care programs.
- The Office of Inspector General (OIG) maintains the list of parties excluded from participating in Federal health care programs (<http://www.gsaig.gov/>).
- The General Services Administration (GSA) identifies those who are excluded throughout the U.S. Government from receiving Federal contracts and from Federal financial and nonfinancial assistance and benefits.
- Federal regulations under Homeland Security now also require that business entities check a list called Specially Designated Nationals and Blocked Persons (SDN).

Based on the requirements of these facilities, as well as state and federal regulations, all students accepted into the Radiography Program must complete a criminal history check and an OIG/GSA check annually. The criminal history report will be rechecked on an annual basis while enrolled in the Radiography program. The specifics of the process are discussed in the letter of admission and at radiography orientation events.

A student's past criminal history may impact their admission to IU Kokomo Radiography program and limit the number of suitable clinical sites and/or affect ability to obtain certification/ licensure as a registered ARRT Radiographer and obtain an Indiana Radiology/Radiography Student Permit.

If the checks are not completed the student will be prohibited from participating in the clinical components and thus be unable to proceed with the Radiography curricula. If the checks are completed with a positive finding some or all the program's clinical affiliates may prohibit the student from attending clinical experience at their site. The student must make an appointment with the Program Faculty to discuss their options and whether they may be able to complete required clinical experiences. These experiences are required to complete the program and take the ARRT Radiographer certification examination. Students may appeal any positive findings using the program's grievance procedure.

Substance and Drug Screening

POLICY

Students entering the core radiography program will submit a 10-panel urine substance screening as a part of the health and safety requirements. Students will not be allowed to participate in clinical experiences at our affiliate clinical sites without completing this requirement. This cost is included in the package students purchase from Castle Branch.

PROTOCOL

The drug screen is to be completed within sixty (60) days prior to the start of Clinical Education in the Radiography program. If a drug screen is positive:

1. If positive for illegal substance or for a substance that is not prescribed for the student by a health care provider, the student will **NOT** begin or continue in the program.
2. If positive for a controlled substance that has been prescribed, the Program Director or designee will determine the safety and appropriateness for practice in the clinical setting. In addition, any student in any clinical setting may be asked to produce a urine specimen for an immediate drug screen if there is reason to believe the student may be under the influence of substances that may impair clinical judgment. The cost of the drug screen will be at the student's expense. A student will be immediately removed from the clinical site and suspended from the program if they have a positive test. The student will be dismissed if the substance was not prescribed by a licensed medical practitioner. The student has the right of appeal under the program's grievance procedure.

Pregnancy

POLICY

Any female student who becomes pregnant during her education in the Radiography Program has the option of whether or not to inform the Program Director or any other Program official about her pregnancy.

PROTOCOL

1. If the student chooses to declare her pregnancy, the declaration needs to be in writing before the program can consider her pregnant. This policy will be followed despite any obvious physical condition or lack of confirming pregnancy.
2. A second monitoring device for the fetus shall be provided. The fetal monitoring badge will be worn at the waist, under all lead protective accessories. NCRP guidelines limit the exposure to 50 mH (0.5 mSv) per month or 500 mH (5 mSv) for the entire gestation. They should become familiar with information contained in the US NRC Regulatory Guide 8.13 (1987), *Instruction Concerning Prenatal Radiation Exposure found in Appendix A, of this handbook*.
3. The declared student will have an advising session with the Program Director to review all radiation safety and protection measures.
4. The Program Director will advise the clinical affiliate of the declared pregnancy to help secure appropriate scheduling and monitoring by the Clinical Preceptor.

5. The pregnant student will be allowed to be limited in her involvement in fluoroscopic and mobile procedures and take precautions to minimize her radiation exposure by applying appropriate radiation reducing techniques and using protective accessories.
6. The student shall not be terminated from the program on the basis of being pregnant. The student may, however, decide to pursue options on her own. These options are available to any student in the program.
7. Students presenting valid medical excuses to modify clinical or didactic education will be treated the same as any other student with a valid medical request for exception.
8. The student will be provided with the Regulatory GUIDE 8.13 of the Nuclear Regulatory Commission (see the U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure in Appendix A of this handbook).
9. A monitoring badge is **NOT** a means of radiation protection. Declared Pregnant student is responsible for practicing ALARA by employing good radiation safety practices including properly wearing the assigned external radiation monitoring device and promptly reporting any suspected external exposure that substantially differs from assigned clinical education.

In keeping with the United States Nuclear Regulatory Commission Regulatory Guide 8:13, if a student becomes pregnant it is her choice whether to notify the Radiography Program and the applicable clinical education site of her pregnancy.

Once a student has declared her pregnancy she may, if she chooses, withdraw her declaration of pregnancy by utilizing the form found on page 75 of this handbook. The Program Director will monitor the student's radiation dosage to ensure that compliance with stated radiation standards.

NRC pregnancy guideline can be found at:

<https://www.nrc.gov/docs/ML0037/ML003739505.pdf>. Please see Section VIII: Program Forms of this Handbook.

Attendance and Tardy Didactic

POLICY

The program has adopted the same requirements for attendance in all **didactic content courses**. The follow will be followed during all these core radiography didactic content courses.

Student Attendance Policy - Didactic

1. Students without excused absences shall be permitted two (2) absences from a course during the semester.
2. If a student has absences in excess of two (2) their final grade point total will be reduced by 2 percent (2%) per occurrence.
3. Students seeking excused absences must present document to the professor no later than the first day they return to class. Typical excused absences are illness/hospitalization with physician excuse, court appointments etc. The professor in each class will have the final say as to the validity of the excuse.
4. There will be no deduction of points from a student's final grade for excused absences.
5. The student is responsible for contacting their professors for any work missed whether excused or unexcused absence. All materials must be submitted to the professor within one week of returning, unless specified by the professor of that course. Failure to submit material on-time, will result in a zero (0) for that material.
6. It will be at the discretion of the professor(s) to allow make-up tests. If a student misses an examination without an excuse and is allowed to make it up, 10% percent will be deducted from that examination's final total. This is addition to stipulations in #2 above.

7. If a student has a valid excuse for missing an examination, the program encourages each program professor to allow the student to make-up all written examinations without penalty.
8. Lab Finals are not to be made-up. A zero (0) score should be entered for that score.

Student Tardy Policy - Didactic

The program has adopted the same requirements for tardiness in all **didactic content courses**. The follow will be followed during all these core radiography didactic content courses.

1. Students without excused tardy shall be permitted two (2) tardy from a course during the semester. Tardy will be considered more than 10 minutes late according to the clock in the Radiography classroom.
2. If a student has tardiness in excess of two (2) their final grade point total will be reduced by 2 percent (2%) per occurrence.
3. Students seeking excused tardiness must present documentation to the professor no later than the first day they return to class. Typical excused tardiness would be illness / with physician excuse, court appointments, etc. The professor in each class will have the final say as to the validity of the excuse.
4. There will be no deduction of points from a student's final grade for excused tardiness.
5. The student is responsible for contact their professors for any work missed whether excused or unexcused. All materials must be submitted to the professor by the end of that class period, unless specified by the professor of that course. Failure to submit material on time will result in a zero (0) for that material.
6. It will be at the discretion of the professor(s) to allow tardy students to take an examination that has already begun. If a student is late without an excuse on the day of an examination without an excuse 2% percent will be deducted from that examination's final total. This is in addition to stipulations in #2 above.
7. If a student has a valid excuse for being late for an examination, the program encourages each program professor to allow the student to make-up all written examinations without penalty.

PROTOCOL

1. Attend class. Each faculty member reserves the right to impose a penalty for non-attendance. Please see each course syllabus.
2. Make up examinations must be arranged with the faculty member at the faculty's convenience. The faculty has the decision as to whether or not an examination may be made up.
3. There will be no make-up examinations on the final examination.

Didactic Grading

POLICY

The grade scale for the academic portion of the Radiography Program core courses will allow for faculty discretion in setting grade standards. The Program attempts to use the ARRT registry scaled score as a guideline for determining minimum didactic scores. Examination opportunities should not be missed.

PROTOCOL

1. Students may be allowed to make-up examinations at the discretion of the faculty. Final examination will not be allowed to be made-up.
2. Students who fail to earn at least a "C" in any core course material will not be allowed to continue in the program. The student may re-apply for admission the next year. They must complete the application process as any other student.
3. The Grading scale percentages for all Radiography core didactic courses is suggested to be the following, but will be provided by each professor on the course syllabus:
 100 - 95 = A 94 – 93 = A- 92 – 91 = B+ 90 – 85 = B

84 – 83 = B- 82 – 81 = C+ 80 – 75 = C **74 – 70 = D; Below 70 = F** * **Note you must have a grade of “C” or better in order to continuing with next semester’s courses.**

4. Failure to maintain a minimum GPA of 2.00 in the core courses or University will be grounds for disciplinary action. Please refer to academic probation of the Indiana University Kokomo Handbook.
5. Failure to maintain the defined standards of progress in the Radiography program or upon well-documented violations of policies and procedures in this handbook or University handbooks can lead to suspension from the Program.

End of Course Grade Appeal Process

The grade must be appealed in the School or Program in which it was taken. If the course is in Radiologic Sciences, then the Grievance (Course Grades) Policy found in this Handbook will be followed. However, if a student takes a course not in radiologic sciences, then they must follow that school or divisions policy. For example, if the student had a dispute in chemistry, they would follow the School of Arts and Sciences grade appeal policy.

Ionizing Laboratory

POLICY

Student shall abide by Federal regulations and Indiana State laws as well as the procedures set forth by the Radiography Program at Indiana University Kokomo.

PROTOCOL

1. **DO NOT INTENTIONALLY EXPOSE ANOTHER HUMAN.** Violation of this protocol will be grounds for immediate suspension or dismissal.
2. **All exposures must be made with a faculty member present in the energized lab. Practicing positioning or manipulating equipment without making exposures is permitted as below. This supports JRCERT Standard 5.3, 2021.**
3. Personal Dosimetry badges **must** be worn when making exposures.
4. There **MUST** be a Radiologic Sciences faculty member in the SM 106 offices (or no more than two minutes away from lab) while students are present in the lab to practice. Exposures are to be made only when a faculty member is with the student(s) in the lab. This support JRCERT Standard 5.3, 2021.
5. Anyone using the ionizing lab must have permission of a Radiography faculty member.
6. Students who are in the lab without direct supervision will need to get permission from a faculty member. The door will be locked. Please see guide # 4 above for distance /time restriction for lab practice.
7. No food or drinks are allowed in the energized lab or control room.
8. **Do not** bring anyone not directly associated with the Radiography Program into the ionizing lab when the machine is energized.
9. Use all radiation, electrical, and chemical precautions when using the ionizing equipment.
10. If the equipment does not appear to be working properly, please tell a faculty member immediately. Do use or try to repair the equipment.
11. If you want to “borrow” any accessories, please get permission first and return the borrowed item to where you found it, in the condition you found it.
12. If you do not know how to work a piece of equipment or accessory, ask a faculty member before using.
13. Clean the room(s) and put accessory items back where they belong.
14. Make sure the doors are locked while you are in the lab and when you leave the laboratory. Inform a faculty member when you leave.

Incident Reports in Clinical Experience

POLICY

Incident reports are utilized in the clinical sites when an error or accident has occurred. It is the responsibility of the student to follow hospital policy and procedures. A policy manual will be made available to students by all clinical affiliates. In the event an incident occurs, the student shall notify the Clinical Preceptor or responsible technologist if the Clinical Preceptor is not immediately available. Any cost involved with the incident will be at the student's expense unless other arrangements are made with the clinical affiliate.

PROTOCOL

1. Immediately notify the clinical preceptor/supervisor and faculty of record for the course.
2. Follow department policy and procedure to complete any incident report documentation accurately and completely.
3. If it is the student who is injured, follow clinical affiliate protocol concerning treatment including any follow-up tests or emergency treatment.
4. The student may refuse any treatment at their own discretion. Please follow clinical affiliate protocol when selecting this option.
5. The student has the right to seek out medical consultation with their personal medical provider.
6. Participate in any follow-up education or instruction.
7. Report the incident to the Program Director/ Clinical Coordinator.
 - a. Complete Student – Faculty Conference incident report.

Social Networking and Media

POLICY

Indiana University Kokomo is a strong proponent of freedom of speech and other expressions. Students should be aware that federal HIPAA policies do not end at the clinical sites. Remember that if you violate confidentiality rules, such as slander or libel, you will be held responsible for your actions and statements and can be prosecuted to the fullest extent of the law. Posts on Social Networking sites should not conduct or condone activities which violate the American Registry of Radiologic Technologists' Standards of Ethics. For details, please see the ARRT Standards of Ethics at <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

Policy/Procedures Violation – Demerits

POLICY

A violation of any school policy or clinical site procedure shall result in the issuance of a "Demerit" form by the clinical preceptor or program faculty member. This form must be signed by the student, Clinical Preceptor, Clinical Coordinator, and Program Director. Demerit forms will become part of the student's permanent record. A student may receive a demerit form for violation of any stated policy in the STUDENT HANDBOOK and Clinical Site Procedures. As to not be too onerous the accumulative effects for the demerits will have a rolling one-year timeframe. This means that if the student does not have a demerit in a year or more from the last demerit, the student will be allowed to "start fresh" for demerit action / accumulation. Demerit accumulation during the program will result in the following actions:

<u>Number of Demerit forms</u>	<u>Clinical Grade Adjustment</u>
2	One letter grade lower (Clinical experience) and placed on probation
3	Two (2) letter grades lower and suspended one week from Clinical Experience/Lab

Dismissal from Program* Students have the right to appeal via the grievance policy per Student handbook

All Clinical Experience time missed during suspension must be made-up including laboratory course work. Students will not be allowed to make-up didactic tests and quizzes.

****Students are not allowed to attend clinical experience during a period of suspension.**

Non-Traditional Rotations

POLICY

The JRCERT has defined traditional rotation assignments for clinical education/ experience to be between the hours of 5 AM and 7 PM weekdays.

PROTOCOL

The criteria listed below have been adopted to support evening clinical learning experiences for students at Indiana University Kokomo. There are no weekend rotation assignments.

1. A maximum of 25% of the student's total clinical clock hours may be spent in evening assignments. IU Kokomo will attempt to schedule all evening rotations during the summer clinical experiences (R 281 and R 282). The program chooses to schedule evening rotations in the summer because there are no core didactic courses during these semesters. This scheduling should allow for students to complete hours up to 11 PM and not have to arrive for an early core didactic course the next morning. If a didactic course is scheduled for the next day, an evening rotation, even if voluntary by a student, cannot end later than 11 PM. The program evening hours will be defined as any scheduled hours after 1 PM. NO student should be scheduled for later than 11 PM and no day will be more than 10 hours / 40 hours per week including any didactic hours. Clock hours combined in both summer sessions are 405 hours. The program has chosen to assign no more than 40 total hours in the entire program. The student may request additional hours, but those hours cannot exceed previously stated JRCERT maximums.
2. Student to qualified RT staff will not exceed 1 to 1 ratio. The evening rotation is for acquiring experience what off peak hour procedures and activities that a radiographer is responsible for and is NOT for replacing staff.
3. All students will be assigned a non-traditional rotation during summer Clinical Experience (R 281 or R 282) and be expected to meet clinical expectations in an equitable manner. See Evening Objectives for expectations of all students during this rotation.

SECTION VII:

PROGRAM FORMS

Program Handbook Agreement

I have read and understand the Indiana University Kokomo Radiography Handbook. The contents have been fully explained and all pertinent questions have been answered.

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

Print Full Legal Name

Student Signature

Date

- The policies, procedures and protocols of this handbook are in effect immediately. Indiana University Kokomo reserves institutional purgatives to alter, correct, or delete material in this handbook at any time. This handbook should be considered a supplement to the Indiana University Kokomo Bulletin, Indiana University's Code of Student Rights, Responsibilities and Conduct, or Indiana University Kokomo Handbook. Any and all changes made to this handbook will be made available to all students.

Authorization to Release Reference Information

I authorize the Program Director in the Radiography Program at Indiana University Kokomo to release any or all information concerning my performance while enrolled as a student in the Program.

This information will only be released to prospective employers or educational institutions of which I have given the Program Director, or any other instructors as referenced.

This information may be in written or verbal with no other conditions.

_____ All Information

_____ GPA

_____ Attendance

_____ Punctuality

_____ Rated Clinical Abilities

_____ Technical Abilities

_____ Interpersonal Communications

_____ Ethical Conduct

_____ DO NOT RELEASE ANY INFORMATION

Student's Signature

Date

Resend of all or parts of this release: _____

Student's Signature

Date

Professional Development

Name of Event _____

Location _____

Date of Event _____

Time/Number of Hours _____

Student's Signature _____

Authorized Event Signature _____

Reflection (Please use back of form if additional space is needed):



Merits

This certifies that _____ displayed

Excellent performance and professionalism in the clinical setting. This student is being

Recognized for the following:

Date _____

Signature _____

Demerits

Student's Name _____

I understand I have received a demerit for the following:

Inappropriate behavior in the clinical setting _____

Competencies and progressive evaluations not available/ complete _____

Failure to wear dosimetry badge in clinical setting _____

Dosimetry badge not turned in on time _____

Failure to complete attendance form at clinical site _____

Failure to appropriate display name badge _____

Failure to properly notify Clinical Preceptor/ Program faculty of absence or tardiness _____

Failure to display ID markers at clinical site _____

Failure to adhere to clinical affiliate policies and procedures _____

Failure to be conform to dress code at clinical site _____

Over usage of perfume, cologne, or after save _____

OTHER (please describe):

Student's Signature _____

Program Official Signature _____

Date of Occurrence _____

Program Signature _____ Date reviewed _____

Physical Demands and Requirements

I have read the physical demands and requirements for the Radiography Program at Indiana University Kokomo listed in the Student Handbook and declare that I meet, and I am able to perform all of the requirements. I have completed the program's physical form for immunization and disease exposure. I have a physician's signature as part of my verification.

Student's Signature

Date

Radiography Imaging Laboratory Rules

As a student of the Radiography Program at Indiana University Kokomo I understand and will adhere to the following rules during any time I spend in the Imaging lab.

1. No one is to be in the Imaging Lab without permission from the program's faculty
2. Any unauthorized or inappropriate use of the lab may lead to a suspension or withdrawal from the program
3. No ionizing exposures will be made without direct program faculty supervision
4. Under **NO** circumstances will exposures be made on human beings
5. Radiation dosimetry badges must be worn at all times when ionizing radiation is used
6. The lab must be left in a clean and orderly fashion after use is complete
7. No food or drinks will be allowed in the lab or darkroom areas

Student's Signature _____

Date _____

Retaking Images and Mobile Examinations

As a student of the Radiography Program at Indiana University Kokomo, I understand that students are **NOT ALLOWED** at any time to:

1. Retake (repeat) any radiograph of patients without an RT(R) physically present in the examination room
2. Perform beside or other mobile radiographic examinations without a registered radiologic technologist immediately available. Immediately available means that a radiographer must in the room or adjacent room to where you're imaging
3. Students are to wear aprons when performing any mobile exam
4. Students are not allowed to hold an image receptor or accessory while the beam is energized
5. Students are strongly discouraged from holding patients while the beam is energized. They should exhaust all other immobilizations first

I understand that this policy is a requirement to be in compliance with the Standards and Guidelines of an Accredited Education program by the JRCERT.

I realize that violations of this rule may jeopardize my status in the Radiography program.

Student's Signature _____

Date _____

Grounds for Suspension and/or Dismissal

I have read and understand that the following actions are considered grounds for suspension and/or dismissal from the Radiography Program at Indiana University Kokomo.

Suspensions and/or dismissals from the program can occur at any time for violation of any one of the grounds listed below or in the Indiana University Kokomo student *Code of Student Rights, Responsibilities, and Conduct* handbook: <https://studentcode.iu.edu/> . Providing patient information to unauthorized persons(s) can be viewed as a federal offense per HIPAA regulations and prosecuted as such.

1. Failing to meet minimum program standards of grades and GPA.
2. Insubordination.
3. The conviction and/or known use of possession of illegal drugs, controlled substances, and unauthorized alcoholic beverages.
4. Failure to accomplish clinical objectives, competencies, and assignments.
5. Cheating, dishonest conduct, misconduct, forgery, alteration, or misuse of university or clinical affiliate records or property.
6. Harassment.
7. Physical or verbal abuse or the intent to injure another person.
8. Theft.
9. Breaches of confidentiality in the clinical setting including HIPAA.
10. Performing duties of a radiologic technologic when not in a student capacity
11. Failure to adhere to policy of the Radiography Program and clinical affiliates including:
 - a. Retaking images without a registered technologist present in the room.
 - b. Performing ionizing examination without a registered technologist RT(R) in the immediate area
12. Unprofessional or unethical conduct as specified in the ARRT Code of Ethics and/ or the clinical affiliate's policies
13. Truancy or habitual tardiness.
14. Arson.
15. Positive drug screen for non-prescribed or illegal substances.
16. Any positive background screening affecting patient care or patient contact.

Student's signature implies awareness of these policies before entering clinical experience phase of the Program.

Student's Signature

Date

Declaration of Pregnancy

In accordance with the National Regulatory Commission's (NRC) regulations in 10 CFR.1208, "Dose to the Embryo/Fetus", I am declaring that I am pregnant.

My estimated date of conception was: ____/____/____

My estimated due date is: ____/ ____/ ____

I have received a copy and read the Pregnancy Policy and the Regulatory Guide 8.13 of the NRC. I understand the contents of these documents and have had ample opportunity to ask questions. I have received appropriate explanations of my concerns regarding ionizing radiation and my pregnancy.

I understand the radiation dose to my embryo/fetus during my entire pregnancy will be limited to 50 mrem (0.5 mSv) / month and 500 mrem (5 mSv) during the entire gestation period unless the dose has already been exceeded between the time of conception and submitting this form. I also understand that meeting the lower dose limit may require a change in clinical rotations or responsibilities during my pregnancy.

I understand that I will be required to purchase and diligently wear a dosimetry monitor at the waist, under radiation protective garments for the duration of my pregnancy.

Student's Full Legal Name, Printed

Student's Signature

Date

Program Signature

FOR USE WITH 10 CFR 835

Withdrawal of Pregnancy DECLARATION

I am voluntarily withdrawing my previous declaration of pregnancy. I understand that as a result of signing and submitting this form, any restrictions that have been imposed as a result of the previously submitted "Declaration of Pregnancy" will be lifted.

Date of Pregnancy Declaration: _____

Printed Name: _____

Signature: _____

Date of Withdrawal: _____

Program Official signature

Date

Incident Reports in Clinical Experience

Incidents, accidents, and illness occur. It is my responsibility to report any of these to the Clinical Preceptor or supervisor at the site I am participating in clinical experience. Incidents may include exposure to body fluids even if standard precautions are followed. I will follow clinical affiliate policy and protocol when documenting the event.

If I am injured or become ill during clinical experience, I will be responsible for any associated costs not covered by the clinical affiliate. I do have the right to refuse any treatment or tests.

The University and / or faculty are in no way responsible for any claims for expenses that may result from an action, incident, accident, or illness associated with a student at while at a clinical affiliate.

Student's Signature

Date

Disciplinary Action

Student Name _____

Clinical Site _____

Date of Issue _____

Issue or incident discussed with student: _____

Assistance offered to student

Student response

Action to be taken

Signature of student does not imply admittance of wrongdoing or agreement with disciplinary action. It only signifies that the issue/ incident and disciplinary action were discussed.

Student

Date

Clinical Coordinator

Date

Program Director

Date

Criminal Background Check

Indiana University Kokomo has made the decision that all programs, departments, divisions, and schools within the campus shall use Castle Branch, Inc. as our vendor to perform a limited background and criminal history <https://www.castlebranch.com/>. Many of the clinical sites utilized by the Radiologic Sciences programs require verification of a criminal history before students may be placed in their facility. Based on the requirements of these facilities, as well as state and federal regulations, all students accepted into the majors of the Radiologic Science Programs must complete a limited background check and an OIG/GSA review as part of Homeland Security requirements. The program will need the information that is contained in our Radiography Program's package code (IA03Full).

Package Code: IA57Full

County-Criminal
Residency History
Social Security Alert
NW-Sexual Offender Index
NW-Healthcare Fraud & Abuse Scan
NW-Patriot Act
Drug Test
Medical Document Manager
CPR

These requirements are driven by patient concerns and need to comply with new Department of Homeland Security regulations. The extent of the background checks is to comply with all requirements.

The cost of the checks will be the students' responsibility.

A student's past history may impact her/his admission to the radiography program. All positive results will be reviewed by the Program Director or his designee to determine the safety and appropriateness for practice in the clinical setting. The results will be discussed with the student. Although a positive finding does not automatically result in the dismissal of a student from the program (it will depend on the finding specifics), it may result in the student not being able to complete her / his clinical experiences. The student may voluntarily withdraw from the program instead of having the results released to a clinical site if they desire.

SECTION VIII: Appendix

Appendix A: NRC 8.13 Instruction Concerning Prenatal Exposure

Reference <http://www.ehs.ucr.edu/radiation/regulatoryguide8.13.pdf>




U.S. Nuclear Regulatory Commission

Regulatory Guide 8.13 — Instruction Concerning Prenatal Radiation Exposure

A. INTRODUCTION

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

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

This regulatory guide is intended to provide information to pregnant women, and other personnel, to help them make decisions regarding radiation exposure during pregnancy. This Regulatory Guide 8.13 supplements <http://www.ehs.ucr.edu/radiation/regulatoryguide8.29.pdf> , “Instruction Concerning Risks from Occupational Radiation Exposure” (Ref. 1), which contains a broad discussion of the risks from exposure to ionizing radiation.

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

The information collections in this regulatory guide are covered by the requirements of [10 CFR Parts 19](#) or [20](#), which were approved by the Office of Management and Budget, approval numbers 3150-0044

and 3150-0014, respectively. The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

B. DISCUSSION

As discussed in [Regulatory Guide 8.29 \(Ref. 1\)](#) , exposure to any level of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific certainty regarding the relationship between low dose exposure and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. At the occupational dose limit for the whole body of 5 rem (50 mSv) per year, the risk is believed to be very low.

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

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

C. REGULATORY POSITION

1. Who Should Receive Instruction

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

2. Providing Instruction

The occupational worker may be given a copy of this guide with its Appendix, an explanation of the contents of the guide, and an opportunity to ask questions and request additional information. The information in this guide and Appendix should also be provided to any worker or supervisor who may be affected by a declaration of pregnancy or who may have to take some action in response to such a declaration.

Classroom instruction may supplement the written information. If the licensee provides classroom instruction, the instructor should have some knowledge of the biological effects of radiation to be able to answer questions that may go beyond the information provided in this guide. Videotaped presentations may be used for classroom instruction. Regardless of whether the licensee provides classroom training, the licensee should give workers the opportunity to ask questions about information contained in this Regulatory Guide 8.13. The licensee may take credit for instruction that the worker has received within the past year at other licensed facilities or in other courses or training.

3. Licensee’s Policy on Declared Pregnant Women

The instruction provided should describe the licensee's specific policy on declared pregnant women, including how those policies may affect a woman's work situation. In particular, the instruction should include a description of the licensee's policies, if any, that may affect the declared pregnant woman's work situation after she has filed a written declaration of pregnancy consistent with [10 CFR 20.1208](#).

The instruction should also identify who to contact for additional information as well as identify who should receive the written declaration of pregnancy. The recipient of the woman's declaration may be identified by name (e.g., John Smith), position (e.g., immediate supervisor, the radiation safety officer), or department (e.g., the personnel department).

4. Duration of Lower Dose Limits for the Embryo/Fetus

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

5. Substantial Variations Above a Uniform Monthly Dose Rate

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

D. IMPLEMENTATION

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

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

REFERENCES

1. USNRC, "Instruction Concerning Risks from Occupational Radiation Exposure," [Regulatory Guide 8.29, Revision 1](#) , February 1996.
2. National Council on Radiation Protection and Measurements, *Limitation of Exposure to Ionizing Radiation*, NCRP Report No. 116, Bethesda, MD, 1993.

APPENDIX: QUESTIONS AND ANSWERS CONCERNING PRENATAL RADIATION EXPOSURE

1. **Why am I receiving this information?**

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

The regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus. This instruction provides information to help women make an informed decision whether to declare a pregnancy.

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

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

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

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

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

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

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

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

6. Are there any risks of genetic defects?

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

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

You may ask your employer for a job that does not involve any exposure at all to occupational radiation dose, but your employer is not obligated to provide you with a job involving no radiation exposure. Even if you receive no occupational exposure at all, your embryo/fetus will receive some radiation dose (on average 75 mrem (0.75 mSv)) during your pregnancy from natural background radiation.

The NRC has reviewed the available scientific literature and concluded that the 0.5 rem (5 mSv) limit provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers. If this dose limit is exceeded, the total lifetime risk of cancer to the embryo/fetus may increase incrementally. However, the decision on what level of risk to accept is yours. More

detailed information on potential risk to the embryo/fetus from radiation exposure can be found in References 2-10.

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

Only the licensee can tell you what effect a written declaration of pregnancy will have on your job status. As part of your radiation safety training, the licensee should tell you the company's policies with respect to the job status of declared pregnant women. In addition, before you declare your pregnancy, you may want to talk to your supervisor or your radiation safety officer and ask what a declaration of pregnancy would mean specifically for you and your job status.

In many cases you can continue in your present job with no change and still meet the dose limit for the embryo/fetus. For example, most commercial power reactor workers (approximately 93%) receive, in 12 months, occupational radiation doses that are less than 0.5 rem (5 mSv) (Ref. 11). The licensee may also consider the likelihood of increased radiation exposures from accidents and abnormal events before making a decision to allow you to continue in your present job.

If your current work might cause the dose to your embryo/fetus to exceed 0.5 rem (5 mSv), the licensee has various options. It is possible that the licensee can and will make a reasonable accommodation that will allow you to continue performing your current job, for example, by having another qualified employee do a small part of the job that accounts for some of your radiation exposure.

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

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

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

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

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

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

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

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

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

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

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

If you have declared your pregnancy in writing, you should promptly inform the licensee in writing that you are no longer pregnant. However, if you have not formally declared your pregnancy in writing, you need not inform the licensee of your non-pregnant status.

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

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

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

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

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

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

18. Where can I get additional information?

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

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

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

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

Form Letter for Declaring Pregnancy

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

DECLARATION OF PREGNANCY

To: _____

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

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

(Your Signature)

(Your Name Printed)

(Date)

<http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf>

APPENDIX B: Radiologic Technology Agencies and Accreditation

The IUK Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology. The program is committed to follow and abide by the JRCERT Standards of accreditation and educational standards. A complete list of JRCERT Standards, policies and procedures can also be found at the following:

Joint Review Committee on Education in Radiology Technology

20 North Wacker Drive
Suite 2850
Chicago, IL 60606-3182
312-704-5300

www.jrcert.org

** As a student, you may contact the JRCERT if you believe the program has not attempted to comply with the JRCERT Standards of Accreditation. **

The Program will follow the clinical requirements established by the American Registry of Radiologic Technologist (ARRT). The Program Director can provide students with a copy of the ARRT clinical competencies requirements. Examples of ARRT certification material can be obtained from the following **addresses:**

The American Registry of Radiologic Technologists

1255 Northland Drive
St. Paul, MN 55120-1155
651-687-0048

www.arrt.org

The Radiography Program will follow the curriculum established by the American Society of Radiologic Technologists. The ASRT provides educational products and leadership for Radiologic Technologists.

The American Society of Radiologic Technologists

15000 Central Ave. S.E.
Albuquerque, NM 87123-3917
800-444-2778

www.asrt.org

APPENDIX C: Confidentiality of Medical Records and Patient Information

April 2003 the federal government revised rules for medical records confidentiality and patient information. This is known as **HIPAA**, the Health Insurance Portability and Accountability Act. This act serves as part of the National Standard to Protect the Privacy of Personal Health Information. A complete copy of this rule and others concerning medical information and patient privacy rights can be found at the following web address: <http://www.hhs.gov/ocr/privacy/> .

To help ensure compliance the IUK radiography program has adopted a policy concerning communicating patient’s health information. Each clinical education site will also have a written policy concerning HIPAA and release of medical information. Students **MUST** adhere to the HIPAA policy specific to each clinical site while at that site.

All medical information (including all radiology related material and images) is the property of the institution serving the patient. This information is maintained for the benefit of the patient, medical staff and institution. N It is everyone’s responsibility to safeguard medical records and its contents against loss, defacement, tampering and use by unauthorized individuals.

Patient information is to be exchanged by and to authorized personnel only.

The release of any information must be approved by the clinical education site. Each site will have distribution and dissemination policies concerning release and forms for authorization.

Under NO circumstance may a student release any portion of patient’s medical information without prior authorization from the clinical education site. Students are not to discuss patient information out of the clinical education sites unless for specific medical learning situations with program officials including the program director, clinical coordinator, didactic faculty and/ or medical advisor.

The only medical information or patient history to be discussed with the patient is that which is needed to completely and accurately treat the patient.

Never discuss patient cases, personnel matters or other sensitive material associated with a clinical education site in inappropriate areas such as hallways, lounges, cafeteria, or other non-patient care areas. This is especially true away from the clinical site. Patient information is not allowed to be given to anyone, including family members, friends, or legal counsel, without proper authorization. Please speak to each clinical site’s supervision for specific policies and procedures.

Deliberately disseminating or releasing any medical information may be grounds for suspension and/or dismissal from the radiography program.

The clinical education site and individual may seek compensation from any student violating HIPAA rules and regulations.

Refer any inquiries about medical information to the clinical preceptor, department supervisor or other appropriate clinical education site personnel.

I have read and understand this policy concerning Confidentiality of medical information and patient confidentiality.

Signed _____ Date _____

APPENDIX D: Indiana University Kokomo Sexual Harassment Policy and Complaint Procedures

Harassment on the basis of sex is a violation of section 703 of Title VII of the Civil Rights Act of 1964 as well as Title IX of the Education Amendments of 1972. Indiana University does not tolerate sexual harassment of students or employees. Men and women who believe they are victims of sexual harassment as well as those who observe sexual harassment should report such incidents at the earliest possible time. Indiana University will promptly investigate every sexual harassment complaint, respond, and take corrective action to stop the harassment and prevent the misconduct from recurring. Violation of this policy will result in corrective action, up to and including dismissal. The severity of the corrective action will depend on the circumstances of the particular case.

Once a person in a position of authority has knowledge, or should have had knowledge, of conduct constituting sexual harassment, Indiana University is exposed to liability. Therefore, any supervisor, manager or faculty member who is aware of any unlawful sexual harassment and condones it, by action or inaction, will also be subject to corrective action.

IUK POLICY APPLIES TO: University faculty, staff and students.

POLICY:

Indiana University Kokomo does not tolerate sexual harassment and responds to every complaint, providing proper remediation when harassment is determined.

This Policy serves to support the University's commitment to the principles of equal educational and employment opportunities for all persons and to positive action toward the elimination of discrimination in all aspects of university life. (<http://stopsexualviolence.iu.edu/>)

Other Supporting document from Indiana University:

<http://www.indiana.edu/~affirm/pdf/Policies%20&%20Procedures/Sexual%20Harassment%20Policy.pdf>

University Policies Regarding Equal Opportunity and Affirmative Action

See the following links for official Indiana University policies regarding equal opportunity and affirmative action. For more information, contact the Indiana University Kokomo Office of Affirmative Action:

<https://www.iuk.edu/affirmative-action/>

<https://policies.iu.edu/policies/ua-01-equal-opportunity-affirmative-action/index.html>

may be found at the following web site:

IU Kokomo at <https://www.iuk.edu/affirmative-action/complaints-grievances.html>

Indiana University's official EEO/AA policy [Policy Against Sexual Harassment](#) (PDF)

[IU Discrimination Policy Webpage](#)

Indiana University's official policy against sexual harassment including definitions and enforcement principles. For questions regarding this policy or to raise a complaint of sexual harassment, please contact the IU Kokomo [Office of Affirmative Action](#).

[Americans with Disabilities Act \(ADA\) Policy](#) may be found at the following IU Kokomo website:

<http://iuk.edu/career-services/accessibility-services/index.php>

Indiana University's official ADA policy: <https://policies.iu.edu/policies/ua-02-americans-disability-act/index.html>

APPENDIX E: American Registry of Radiologic Technologists Code of Ethics

The Code of Ethics of the American Registry of Radiologic Technologists (ARRT) shall serve as a guide to the students' conduct as it applies to interactions with patient, peers, physicians, and other health care team members during their educational experiences.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory and directive-specific standards for acceptable professional conduct for all present Registered Technologists and Applicants. For a copy of these rules please see the Program Director and/ or the ARRT web site: www.arrt.org.

Revised September 1, 2020; The American Registry of Radiologic Technologists