

# PRESENTATION COLLEGE

## Radiologic Technology Program

### Student Handbook



<http://www.presentation.edu/index.php?gf-download=2019%2F10%2FRT-student-handbook-2019-2020-May-2019-revision.pdf&form-id=81&field-id=13&hash=dddd9cdcba2a78cabb3d9929a2546fe57d793ff8793c9464a7d3fa74c509e9c9>

Revised May 2019

PRESENTATION COLLEGE  
RADIOLOGIC TECHNOLOGY  
STUDENT HANDBOOK

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STUDENT HANDBOOK INDEX

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## PREFACE

As of July 1, 1997, the sponsor of this program of radiologic technology is Presentation College, 1500 North Main Street, Aberdeen, South Dakota, 57401-1299. Our two main clinical affiliates are Avera St. Luke's Hospital, 305 South State Street, Aberdeen, SD 57402-4450 and Mayo Health Systems - Mankato, 1025 Marsh Street, Mankato, MN 56001-4700. Students are assigned to several other sites for a variety of clinical experiences. Presentation College employs the faculty of the program, who are in turn responsible for curriculum planning, course content, coordinating classroom teaching and supervised clinical education.

Our program does not accept transfer students unless the prerequisite of 30 academic credit hours at Presentation College or an equivalent institution has been satisfied, they meet all of the other necessary requirements.

All of the rules and regulations / policies and procedures included in this manual are required by one or more of the following organizations:

1. The Joint Review Committee on Education in Radiologic Technology (JRCERT) requires that all programs comply with the Standards for an Accredited Educational Program in Radiologic Sciences. A copy of the Standards can be found on-line at [www.jrcert.org](http://www.jrcert.org)
2. **The American Society of Radiologic Technologists (ASRT) formulates the required curriculum outline of academic instruction.**
3. The American Registry of Radiologic Technologists (ARRT) requires both cognitive and clinical competencies for students to be eligible to take the certification examination. Students are responsible for application and making all arrangements associated with the examination.
4. Each Radiology Department has rules and regulations / policies and procedures that must be followed by students.
5. The Advisory Committee meets yearly or as needed to discuss statistics and outcome measures, prioritize items for improvements and assign tasks to committee members to carry out at specified times.

## PRESENTATION COLLEGE MISSION

Welcoming people of all faiths, Presentation College challenges learners toward academic excellence and, in the Catholic tradition, the development of the whole person.

## MISSION OF THE RADIOLOGIC TECHNOLOGY PROGRAM

The mission of the Radiologic Technology Program at Presentation College is to develop medical imaging practitioners who are competent in radiography and computed tomography delivering compassionate patient care and limiting radiation exposure.

## GOALS & OBJECTIVES OF THE PROGRAM

1. Students will be clinically competent.  
Student Learning Outcomes:
  - 1.1 Students will apply positioning skills in the clinical setting.
  - 1.2 Students will follow radiation protection principles.
  - 1.3 Students will provide appropriate patient care.
2. Students will communicate effectively as an active member of the health care team.  
Student Learning Outcomes:
  - 2.1 Students will demonstrate oral communication skills.
  - 2.2 Students will demonstrate written communication skills.
3. Students will apply critical thinking.  
Student Learning Outcomes:
  - 3.1 Students will critique images to determine diagnostic quality.
  - 3.2 Students will perform non-routine procedures.
4. Students will demonstrate professionalism  
Student Learning Outcomes:
  - 4.1 Students will understand professional growth.
  - 4.2 Students will demonstrate professional behavior.

## PROGRAM DIRECTOR'S PERSONAL GOALS

### FOR RADIOGRAPHY STUDENTS

The ARRT Exam is not written for memorization. You must become a “thinking technologist”, one who can correlate information from different courses and apply this to a specific procedure and patient.

Some hints for classroom success:

Read test questions carefully.

Problems – see if your answer is feasible.

Read assigned material.

Prepare for review prior to class time.

Prepare for positioning lab demonstration prior to class time and put it into practice.

Some hints for clinical success:

At first observe how the technologists performs the exams, then try to do more each day. Watch how they position a part, try to position the next time, with their supervision. Watch how they set technical factors on the control panel; ask questions, set technique for the next exam of the same, then have them check it before making the exposure. Get involved, transport patients and/or set up for the next exam. When it is slow in the department, practice positioning each other and study/review radiology topics.

## CLINICAL AFFILIATIONS

AVERA ST. LUKE'S HOSPITAL Aberdeen, SD

<http://www.avera.org/st-lukes-hospital/about/>

SANFORD ABERDEEN MEDICAL CENTER

Aberdeen, SD

<http://www.sanfordhealth.org/About>

MAYO CLINIC HEALTH SYSTEM

Mankato, MN Fairmont, MN St. James, MN

<http://mayoclinichealthsystem.org/about-us/mission-and-values>



## NON-DISCRIMINATION STATEMENT

Presentation College Radiologic Technology Program does not discriminate because of race, disability, religion, creed, sex, national origin, or marital status.

## RADIOLOGIC TECHNOLOGY PROGRAM STUDENT POLICIES

Students are required to comply with all Program and Department Rules and Regulations/ Policies and Procedures.

In accordance with the ARRT, students not completing all degree requirements for the educational program will not be eligible to take the ARRT certification examination, this includes volunteer community service or service learning project(s).

If a student's academic and/or clinical performance has not been satisfactory, remediation will be initiated and the student will be placed on clinical probation until requirements are met.

A student does NOT need to be a probationary or suspension status to be terminated from the program. Under Due Process and Appeals Mechanism policy reasons that a student can be discharged from duties without prior warning are listed but are not limited to these causes.

If it becomes evident to the Staff Technologists and the Program Director that a student's attitude and/or aptitude for a career in Radiologic Technology is unsuitable, the student will be so advised and requested to withdraw from the program in the best interest of both themselves and the program.

## ACADEMIC

### APPLICATION PROCESS:

#### Entrance Requirements:

- ACT score  $\geq 18$  (may be waived upon Radiologic Technology Appeal Committee)
- Minimum cumulative GPA of 2.50 (2017-2018 or before College Catalog) 2.75 (2018-2019 or after College Catalog)
- At least a "C" in all \*RT courses (including Anatomy and Physiology and Medical Terminology)
- Health form and the following immunizations must be completed and submitted: Tetanus, Polio, MMR, Tuberculosis skin test, Hepatitis B
- Current in CPR throughout the clinical experience
- All students entering an Allied Health program must meet that program's listed Technical Standards. These standards are required levels of communication skills, motor skills, and visual acuity (See below)
- Proof of Health Insurance

### APPLICATION MATERIALS:

- Students who have completed the necessary general education requirements and have successfully completed Fundamentals of Rad Science (RT133) and Rad Science Ethics & Patient Care (RT293) with a "C" or greater are eligible to apply to the RT program.
- Complete the Health Form located on the Presentation College Radiologic Technology Website.
- Complete Radiologic Technology application located on the Presentation College Radiologic Technology Website.
- Students are required to have completed a minimum of (2) 4-hour shadow experiences and submit 3 references.

Please submit all application materials to:

Presentation College  
Radiologic Technology Program Director  
1500 N. Main St.  
Aberdeen, SD 57401

Program acceptance will be based on Radiologic Technology Program Applicant Rubric

Category	Points Awarded	Points Awarded	Total Points Possible	Notes
<b>Academic Preparedness</b> <ul style="list-style-type: none"> <li>- BI213 Anatomy &amp; Physiology I Lecture *</li> <li>- BL211 Anatomy &amp; Physiology I Lab *</li> <li>- BI293 Anatomy &amp; Physiology II Lecture *</li> <li>- BL291 Anatomy &amp; Physiology II Lab *</li> <li>- BI162 Medical Terminology *</li> <li>- RT133 Fundamentals of Rad Science *</li> <li>- RT293 Rad Science Ethics &amp; Patient Care *</li> <li>- EN113 College Composition I</li> </ul>	A = 4 points A- = 3.5 points B+ = 3 points B= 2.5 points B- = 2.0 points C+ = 1.5 points C = 1.0 points  One (1) point will be deducted for each retake of a course listed; this will also include loss of points for each W that appears		32	
<b>GPA</b> (Cumulative GPA 2.50 *)	Cumulative GPA X 10 (Cumulative GPA below 2.50 will be awarded zero points)		40	
<b>Reference #1</b> <b>Reference #2</b> <b>Reference #3</b> RT133 Fundamentals of Rad Science Paper <ul style="list-style-type: none"> <li>- Job Shadow Reflection Grade</li> </ul>	Reference: 5 total points Points will be averaged from the reference form. (points may be adjusted due to attached letter) Reflection Grade: A = 4 points A- = 3.5 points B+ = 3 points B= 2.5 points B- = 2.0 points C+ = 1.5 points C = 1.0 points		9	
<b>Composite ACT *</b>  <b>Prior Degree</b>  <b>Health Care Related Certification</b>	0 -18 1 point      18-20 2 point 21-25 3 points 26-30 4 points      31-36 5 points  BS Degree 5 points    AS Degree 4 Points Certificate 3 Points  Total points will be awarded by committee based on certification and years of service. Maximum of 5 points.		10	
<b>Total Points</b>				

\*indicate program requirements.

## TECHNICAL STANDARDS

In order to ensure patient safety and welfare, the student must have:

1. Sufficient eyesight to observe patients, manipulate equipment and accessories and evaluate images for quality.
2. Sufficient hearing to communicate effectively with members of the healthcare team and patients.
3. Sufficient gross and fine motor coordination to manipulate equipment and accessories, lift a stack of radiographic cassettes and respond promptly to patient's needs.
4. Satisfactory verbal and written skills to effectively and promptly communicate in English.
5. Satisfactory intellectual and emotional functions to ensure patient safety and to exercise independent judgment and discretion in the performance of assigned responsibilities.
6. Physical Requirements to proficiently be successful in the duties assigned in clinical.  
(As detailed below in the following tables.)

In a regular workday assignment in clinical, the student must be aware of the requirements listed below in the tables that would be necessary to be successful in the learning environment as a student and be able to complete the required competencies assigned during their clinical.

Sit	0-1 Hours at a time
Stand	.5 – 3 Hours at a time
Walk	.5 – 3 Hours at a time
Bend/Stoop	Continuously
Reach above shoulder level	Continuously
Kneel, Duration 30 seconds	Frequently
Balance	Frequently
Twist	Continuously
Keyboarding/Mousing	Frequently
Pushing equipment	Frequently

Student may be required to carry and lift loads from the floor, from 12 inches from the floor, to shoulder height and overhead. Students may be required to push/pull a force to move a load.

Physical Demand for	Lifting/Carrying/Pulling	Carrying/lifting weight and pushing/pulling force:
Light		Occasionally 20 lbs. Frequently 10 lbs. Constantly Negligible
Hand Dexterity		Utilize /control use of both hands during equipment manipulation/patient care. Possess ability to grasp.

<b>Environmental Factors</b>	<b>Yes</b>	<b>Explanation</b>
<b>Being around moving machinery</b>	Yes	X-ray tubes, portable x-ray units
<b>Exposure to marked changes in temperature and humidity</b>	Yes	Surgery
<b>Wearing personal protective equipment</b>	Yes	Isolation precautions- Patient Care, Lead protective apparel
<b>Exposure to blood, body fluids and waster</b>	Yes	Patient care, x-ray examinations
<b>Exposure to radiation</b>	Yes	X-ray examinations
<b>Exposure to other hazards ( i.e. mechanical, electrical, burns, or explosives)</b>	Yes	Chemicals

<b>Emotional/Psychological Factors</b>	<b>Yes</b>	<b>Explanation</b>
<b>Stress: Exposed to stressful situations</b>	Yes	Workload fluctuations, surgery duty, emergency trauma exams, performance of exams on children, altered patient condition situations.
<b>Concentration: Must be able to concentrate on work tasks amidst distractions.</b>	Yes	Patient distractions, physician demands and orders, complicated examinations, trauma exams with multiple tasks and orders at one time.
<b>Must exert self-control.</b>	Yes	Must be able to display control and confidence even under stress or amidst distractions. Must exert selfcontrol at all times when dealing with patients, family members, physicians, students and co-workers.

<b>Sensory Requirement:</b>		<b>Yes/No</b>	<b>Explanation</b>
<b>Speech</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Yes	All aspects of patient care. Communication with patients, family members, physicians and other health care staff and students.

<b>Vision</b>	Are there specific vision requirements for this career/job.	Yes	The ability to visualize and distinguish specific anatomy on TV monitors and on diagnostic images. The ability to visualize settings on x-ray equipment and medical equipment and to discern small print on the hospital computer screens.
<b>Hearing</b>	Ability to receive detailed information through oral communications, and to make fine discriminations in sound; i.e. making fine adjustments on machine parts, using a telephone, and taking blood pressures.	Yes	All aspects of patient care including, but not limited to: patient assessment and education, medical equipment alarms, operational sounds of department X-ray rooms and portables.
<b>Smell</b>	Ability to recognize hazards, i.e. smell of 'electrical' overheated wire or detect smell of smoke/fire.	Yes	Safety of patient / staff/students is everyone's responsibility.

**ADMISSION:**

Students desiring a position in the Bachelor of Science or Associate of Science program will be evaluated by the Radiologic Technology program officials of Presentation College. Evaluation will be based on math and science background, a minimum cumulative GPA of 2.50 minimum (Presentation College Catalog 2017-2018 or before) and 2.75 minimum (Presentation College Catalog 2018-2019 or after), ACT composite of 18, progression in all prerequisite courses, essay, and references. Candidates accepted will be admitted to radiologic technology classes and associated clinical which are conducted at Avera St. Luke's Hospital (Aberdeen), Mayo Clinic Health Systems - Mankato, and other clinical sites. Limited positions are available each year, therefore candidates are not guaranteed clinical placement.

**ADMITTED TO THE PROGRAM:**

Once accepted into the Radiologic Technology program, students must meet the following requirements:

1. The health form and the following immunizations must be completed and submitted to the program director:
  - a. Tetanus (booster every 10 years)
  - b. Polio (proof of initial series)
  - c. Measles, Mumps, Rubella or titer/screening showing immunity (if born after 1956, you must have two doses of MMR)

- d. Tuberculosis skin test (if there is a positive result, students must have a negative chest x-ray); this is an **annual requirement**.
  - e. Hepatitis B (proof of series of three)
2. Current in American Heart Association Healthcare Provider CPR throughout the clinical experience.
  3. Background check before acceptance into the program.  
**Note:** Persons who have been convicted of a felony or misdemeanor offense (excluding minor traffic violations) may not be eligible to write the national certifying exam. Applicants should contact the American Registry of Radiologic Technologists (ARRT) to determine eligibility.
  4. Proof of Health Insurance

All items must be verified and submitted to the program director prior to the first day of clinical.

### BACKGROUND CHECKS

Students accepted into the program are required to have a background check prior to their first day of their clinical experience. All students will be sent the information on how to complete this background checks annually. Background checks will be completed through Viewpoint and/or Minnesota State Law requires Minnesota students to have a background check completed prior to entering their clinical experience. Even upon approval from the ARRT for certification from the Ethics Committee an employer/institution may not hire based on previous criminal history. I.e. misdemeanor/felony conviction

### ADMISSION AND PROGRESSION

- Students applying and progression in the Radiologic Technology Program are required to have a 2.50 cumulative grade point average or higher if the student entered on Presentation College Catalog 2017-2018 or before, at the end of each semester. Students to apply and progress in the Radiologic Technology Program are required to have a 2.075 cumulative grade point average or higher if the student entered Presentation College Catalog 2018-2019 or after.
- At least a **“C”** in all RT courses and BI162 Medical Terminology, BI213/BL211 Human Anatomy and Physiology I, and BI293/BL291 Human Anatomy and Physiology II, are required for progression in the major.
- Failure to meet these criteria will result in dismissal from the program. Students may apply for re-entry, although the program will readmit only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, technical standards, and professional suitability.
- **No student will be allowed to enter or re-enter after twice receiving less than a “C” in any \*RT course (BI162, BI213/BL211, BI293/BL291 RT293, and RT133) or after receiving less than a “C” in any two RT courses.**
- Students desiring placement into the Radiologic Technology Program must complete two half-days observing in a Radiology Department.

- Students who are dismissed from the program may appeal, in writing, to the Radiology Program Director. The appeal should include a recommendation from the academic advisor and/or course instructor. The final decision will be decided by the Radiology Program Appeal Committee and may be approved or denied based on individual circumstances and an evaluation of the request.

## APPEAL PROCESS

Students may appeal decisions in writing based on admission and progression policies to the Radiology Program Director. The appeal should include a recommendation from the academic advisor and/or course instructor. The final decisions will be decided on by the Radiology Program Appeal Committee and may be approved or denied based on individual circumstances and an evaluation of the request.

The Radiology Program Appeal Committee consists of the Dean of Health and Natural Sciences, Radiologic Technology Program Director, Radiologic Technology Clinical Coordinator, and other Radiology Program Full and/or Part Time Faculty. If a split decision occurs a faculty member outside the Radiology Program will be asked to vote on the decision. This faculty member has to be agreed on by the majority of the Radiology Program Appeal Committee.

Students who appeal and are allowed to provisionally progress must meet with the program director to complete a written contract detailing:

- which requirement was not met
- the process the student will take to meet the requirement
- the length of time the student has to meet the minimum requirement

If the student does not meet the minimum requirement in the time allotted in the written contract, the student will not be allowed to progress in the Radiologic Technology Program. During the provisional time of acceptance, students may be subject to certain clinical and/or academic requirements or limitations. Any student accepted into the under provisional status must meet minimum program acceptance standards within one academic year (two semesters). A formal letter of provisional acceptance stating the terms of the admission to the program will be sent to the student and placed in the student's official academic file.

Students who are dismissed from the program may appeal, in writing, to the Radiology Program Director. The appeal should include recommendation from the academic advisor and/or course instructor. The final decision will be decided by the Radiology Program Appeal Committee and may be approved or denied based on individual circumstances and an evaluation of the request.



GRADING SCALE: The grading scale for every course in the program is as follows:

A	95-100
A-	94
B+	93
B	88-92
B-	87
C+	86
C	78-85
C-	77
D+	76
D	71-75
D-	70

An academic average of 78% or higher is required in each course to remain in the Program. Failure to meet this criterion will result in dismissal from the Program.

### EXPECTATIONS DURING CLASS

#### BEHAVIOR:

Your respect for the efforts of your fellow students to maintain an environment conducive to learning is required. Repeated disruptive or distracting behavior will result in dismissal from the class.

#### ATTENDANCE:

The faculty defines attendance as not just being present. It means you will be at your assigned duty area participating in what needs to be done; anticipating patient needs, offering assistance and taking the initiative to get things ready.

1. If you know you must be absent or late, please notify the instructor ahead of time. This is merely a professional courtesy.
2. Attendance is expected and critical in your education. Absences are inconsistent with being a professional. Absences and tardiness will reflect negatively when reported by the instructor for recommendations.
3. Attendance is highly encouraged. Students should be aware that experience has clearly demonstrated that good class attendance is strongly correlated with good performance on examination. If you have to be absent, you are responsible for getting class notes before the next class period.
4. Students must attend classes if they are assigned clinical duty on the same day. If a student does not report to class, he/she will be considered

unexcused and will not be allowed to retake any missed tests unless a substantial excuse is submitted to the instructor before the end of the day.

#### ACADEMIC HONESTY:

Inherent in the mission of Presentation College is the strong belief in the principle of academic integrity. Students' actions reflect their moral character and, by extension, the College's reputation. Therefore, all students are expected to recognize and abide by the following:

It is a major responsibility of students and faculty to promote academic integrity. The College will not tolerate violations by cheating, plagiarism, fabrication and other academic misconduct.

**Please review complete policies and procedures for Academic Integrity in the College Catalog.**

#### GRADUATION AND CERTIFICATION:

Prior to their final semester in the Bachelor of Science or Associate of Science curriculum, students may apply for graduation. Students must have a minimum cumulative GPA of 2.50 for students entering Presentation College 2017-2018 or before and 2.75 for students entering Presentation College 2018-2019 or after in order to graduate. All students will be required to complete all graduation requirements. **Note:** RT442 RT Senior Seminar has a course requirement of obtaining a minimum of 75% HESI conversion score. All graduates are eligible to take the national certifying examination. **Note:** Persons who have been convicted of a felony or misdemeanor offense (excluding minor traffic violations) may not be eligible to write the national certifying exam. Applicants should contact the American Registry of Radiologic Technologists (ARRT) to determine eligibility.

The Bachelor of Science in Radiologic Technology program, offered at the Aberdeen and Fairmont campuses, is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). In addition, a Radiologic Technology completion program is available online.

## CLINICALS

Clinical is a career learning experiences that are critical to entry level skills. Attendance is mandatory and make up can be difficult to arrange. Attendance at clinical is viewed as a behavioral indication of the student's sense of responsibility and accountability.

Students should not leave their assigned areas to go anywhere without permission of the R.T. that they are assigned to work with.

If you are unsure of some procedure or have any doubt about anything, ask! Do NOT take the responsibility – you may be wrong.

Remember at all times that you are a student and NOT an employee. In order to learn, you must gain experience. In order to do that, you must have the initiative and drive to gain the practical experience and confidence in yourself.

Should there be a question of additional exams, additional images, correct exam ordered, the student will check with the R.T. supervisor. The supervisor may then contact the necessary person regarding the exam being performed.

If the student notices a problem with equipment or stocked supplies he/she should immediately tell their supervisor and/or the Radiology Director.

Students are to work in their assigned area unless otherwise directed by the Clinical Instructor or supervising R.T. In their room. R.T.s and students assigned to certain areas are responsible for keeping that room, dressing room, and restroom clean and neat. In order to do this, they should be checking after each patient exam is completed. You are also responsible for making sure that ALL supplies and laundry are stocked well for the entire day.

R.T.s and students assigned to portables and surgery are responsible for the cleanliness of ALL portable equipment.

Neither the student nor the R.T. is to render interpretations of images or reveal findings to the patient or other persons.

Students are to follow the directions of the R.T.s

When an R.T. answers a question for you, instructs you or checks images, you are not to ask another R.T. their opinion.

You are not to take offense when corrected, instructed, or given constructive criticism. Everyone is here to help you.

After ALL extra orders are finished you may study in an approved area at each clinical site. , but NOT while procedures are in progress, or if the department is busy.

Radiographic equipment is extremely expensive. Familiarize yourself with the equipment when you are assigned to that area. Handle all equipment and accessory devices (lead aprons, gloves, positioning sponges, cassettes, grids, grid holders, and so on) with care.

## DIRECT AND INDIRECT SUPERVISION

### A. Direct Supervision

Direct Supervision of the students performing medical imaging procedures includes the following:

1. A qualified radiographer\* reviews the request for the radiographic examination to determine the capability of the student to perform the exam with reasonable success.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is present during the conduct of the procedure.
4. A qualified radiographer checks and approves images prior to the dismissal of the patient.
5. A qualified radiographer is present during the performance of any and ALL repeat exposures for any and ALL unsatisfactory images.
6. Students will notify the clinical instructor or department manager of the specific clinical site if the qualified radiographer refuses to personally accompany the student while repeating the exposure.
7. A student exposing a patient to ionizing radiation without adequate supervision may be subject to disciplinary action leading to suspension or termination.

\*A qualified radiographer possesses ARRT certification and active registration in the pertinent discipline with practice responsibilities in areas such as patient care, quality assurance, or administration. Such practice responsibilities take place primarily in clinical education settings.

### B. Indirect Supervision

1. After the student has passed a competency evaluation on a particular procedure (under direct supervision) the student is permitted to perform that procedure under indirect supervision.

2. Indirect supervision is provided by a qualified radiographer immediately available to assist students regardless of the level of the student achievement. Immediately available is the presence of a qualified radiographer adjacent to the room or location where a radiographic or fluoroscopic procedure is being performed.
3. This availability applies to ALL areas where ionizing radiation equipment is in use, i.e. includes use of mobile radiographic or fluoroscopic equipment.
4. A qualified radiographer MUST be present during the performance of any and ALL repeat exposures of any and ALL unsatisfactory images. Students will notify the chief technologist of department manager if the qualified radiographer refuses to personally accompany the student while repeating an image. In the rare event that an unqualified radiographer is employed and supervising the student, that radiographer must make repeat exposures.
5. A student exposing a patient to ionizing radiation without adequate supervision may be subject to disciplinary action leading to suspension or termination.

#### STUDENT HOLD POLICY

Students must understand basic radiation safety practices prior to assignment to clinical settings. Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

#### COMP POLICY

Upon completion of a 'comp' exam with a technologist, it is the **student's responsibility to initiate an email** to the technologist that same day/week in a timely manner in order for the technologist to 'recall' all the specifics of that exam. If you ask them to complete the evaluation after 2 weeks, they do not have to complete them and that 'comp' exam will be discounted.

#### **What to include in the email:**

1. Title of exam (be specific, i.e. Pediatric lower extremity)
2. Accession # for the exam.
3. Include your name in the body of the email as well.

### EVALUATION CRITERIA FOR OBSERVED, ASSISTED AND PERFORMED

1. Each student is expected to observe, assist, perform, or comp., on the average of one exam per hour minimum during clinical duty. Certain rotations, such as transporter are exceptions. All time in clinical education should be accounted for.
2. The student will receive a grade based on the amount of exams done in that semester, and the number of hours that the student had for clinical experience for that semester.

NOTE: not more than 100% will be given for the total O/A/S grade at the end of a semester.

Example: 100 exams in 200 hours = 50%

200 exams in 200 hours = 100%

3. With the use of Trajecsys exams all exam should be documented as: O/A/P.
4. All students are encouraged to do as many solo exams (with appropriate supervision) as possible, because this is the best way to build self-confidence.
5. The student scheduled in a given area / room should be the one doing the greatest portion of exams in that room.
6. The student should perform at least one (two is preferable) exams solo before going on to a competency for that exam.
7. If there is an exam which is not witnessed often in the clinical setting, students should be practicing positioning each other during slow days so that they are ready when a physician orders the exam for a patient.
8. The student should always inform the supervising technologist when leaving a scheduled area; this is a common courtesy and builds professional skills upon entry into the workforce.
9. If a student's room is down or there is nothing going on in the scheduled room, the student should see if there is another room that could use help. If this is not possible, then find something constructive to do with that time such as stocking rooms or reviewing positioning or technique.
10. Student to R.T. ratio is 1:1 in a given room at the same time.

## PERSONAL APPEARANCE, ATTITUDES, AND HYGIENE

The following standards are designed to promote a professional appearance. Don't concern yourself with unprofessional appearance or unethical behavior of OTHERS. YOU need to develop a personal sense of pride in your chosen profession and dress and act accordingly.

You must be neat, clean, and tidy. Your personal appearance must never be in question when working in such close proximity with patients and other personnel. For the sake of co-workers, as well as patients, you should be concerned with offensive body odors.

## UNIFORMS

All students are required to dress in a manner that enhances the patients, visitors, and communities' confidence in them as competent members of our healthcare team.

### REGULATIONS:

The RT program uniform consists of:

1. Navy scrub pants of an appropriate length.
2. Navy scrub shirt.
3. Only a long or short-sleeved white and black shirt may be worn under a navy scrub shirt.
4. Navy scrub jacket may be worn over a navy scrub shirt.
5. Jacket, top, or pants must have a pocket for scissors, pen, markers, and so on.
6. Scrub uniforms must always be clean and neat – A FRESH ONE DAILY.
7. Clean, neutral colored shoes worn exclusively for clinical experience.
8. Socks that come above the ankles
9. Scrubs may be worn to and from the clinical site.
10. Students do not need to wear scrubs if only attending a class, yet must follow guidelines of the hospital for dress code.
11. Tattoos must be covered while on duty.
12. Nails must be kept short, neatly trimmed, no polish. No acrylic nails are allowed during clinical duty or clinical labs. (Long nails could scratch or bruise patients)
13. Jewelry
  - 13.1. A total of two rings will be permitted; they must be conservative. A wedding band & engagement ring will be considered as one.
  - 13.2. Bracelets are not permitted.
  - 13.3. Necklaces, if worn, must be worn on the inside.
  - 13.4. Earrings should look professional. Hoops are not permitted. Two earrings, studs only will be permitted in each ear.
  - 13.5. Facial piercings and tongue rings are not permitted.
14. Colognes and perfume should not be worn.
15. Make up should be worn in moderation.
16. A watch with a second hand should be worn.

**ENFORCEMENT OF POLICY:** Failure to comply with these regulations will necessitate the student being sent out of the clinical area until he/she can meet the dress code. The student will make up the time lost from the clinical area if he/she needs to leave in order to meet the dress code. A demerit will be issued at the time of the infraction.

**SURGERY SCRUB CLOTHES** are worn only when a student goes into surgery. Remember to put your film badge on the scrub top. **NEVER WEAR SURGERY SCRUB CLOTHES OUTSIDE THE HOSPITAL.** (Hospital owned surgical scrubs must be worn in the surgical suite, your personal scrubs from home are not allowed.)

**HAIR:** Hair that is longer than shoulder length must be worn in such a style that the hair will not fall forward from the neck when a student leans forward. Long hair must be gathered in the back. Eyes cannot be shadowed by hair. Hair must be clean, styled, and trimmed appropriately.

Male students must be clean shaven or maintain clean and trimmed beard/mustache.

**SMOKING:** Smoking is **NOT** permitted at any clinical setting or on the grounds. If any clinical instructor or staff radiologic technologist smells cigarette smoke on you or your clothing, you may be dismissed for the day. Clinical time will be made up and scheduled by the clinical instructor.

**EATING/DRINKING/CHEWING:** Eating or drinking is **NOT** permitted in the hallways, x-ray rooms or in the office area. Gum or tobacco chewing is not allowed while a student is on clinical rotations. Although hospital or department policies may vary.

#### R/L MARKERS

The student will be provided initialed right and left markers at the beginning of their senior year. They should be with you at all times and used correctly on all images of patients you have positioned. Be responsible! There will be a \$10.00 replacement fee to be paid for by the student.

#### RADIATION MONITORING DEVICES

Film badges are issued to the students at the beginning of clinical training. When on duty, they should be worn on the collar and outside the lead apron. When off duty, it is the student's responsibility to care for the badge; badges should not be left in vehicles, taken into tanning booths, or left in any other area that would alter the actual dose received by the student.

**EACH STUDENT IS RESPONSIBLE FOR CHANGING THE FILM BADGE PER PRESENTATION COLLEGE POLICY.** You will risk a demerit in your clinical grade if the badge



is not handled properly and/or not turned in on or before the date. If the film badge is lost the student will be responsible for the replacement fee.

Radiation dose reports are read by the Program Director or Clinical Coordinator. The student will be responsible for checking their radiation dose from the designated radiation monitoring company and hand in the quarterly report as described in syllabus. If a student has exceeded the 125 mRem dose limit, the student will be required to have a counseling session with the Clinical Coordinator or Program Director, the session will be documented and placed in your program file.

If a badge has been mishandled, the individual student must report this to the Clinical Coordinator prior to processing the badge. The Clinical Coordinator will document the occurrence and issue any follow-up instructions to the student along with any documentation. Examples of mishandled badges include: left in an area near primary beam, accidentally washed or left on a uniform top on a dashboard of a car in the summer.

## MRI SAFETY POLICY

Purpose: A comprehensive MRI Safety Policy to ensure the safety for our Radiologic Technology Students.

### Student MRI Safety Requirements

1. All students must be screened prior to entering MRI Zone III by a trained MRI personnel.
2. To complete MRI safety education and training checklist for Level I personnel.
3. To complete the MRI safety requirements for all clinical sites the student will utilize throughout their clinical experience.
4. Clinical instructors must ensure completion of training.
  - a. Obtain a completed MRI Screening form completed by trained MRI personnel.

### MRI Student Screening

1. All individuals must undergo MRI screening for metallic objects, using an established questionnaire.
2. The initial screening process will require completion of a MRI Screening Form that is specifically designed to determine if there are any contraindications for the individual to enter the MRI magnetic field.
3. A screening form will be completed in the MRI Department prior to students entering MRI Zone III yearly.

4. All MRI Screening forms will be evaluated by trained MRI personnel to determine if there are any contraindications for the MRI study.

#### Ensuring Safety from Static Magnetic Field Risks

1. The MRI area will be made up of zones I-IV
  - A. Zone I is the Radiology Reception/waiting area used by the general public and patients.
  - B. Zone II is the waiting area and prep/screening room. A second MRI screening will be completed when residing within this zone.
  - C. Zone III is the area/ante room just before entering the magnet room. May possibly have a ferromagnetic wand or detectors of MRI screening conducted in Zone III just prior to entering Zone IV.
  - D. Physicians, nursing staff, and other unauthorized staff are not allowed beyond Zone III unless thoroughly screened by MRI personnel. Prior to entering Zone IV, MRI Technologist will ensure that all unauthorized staff and equipment/supplies has been screened and all ferromagnetic items have been removed from their person.
  - E. Zone IV is the MRI magnet room where an MRI study is done. Only patients, personnel, or equipment/supplies who have been properly screened by MRI personnel may enter this environment.
2. To assure the security of Zone III & IV, access will be tightly controlled by keyed access or a proximity badge reader. Access to Zone IV will only be allowed for MRI Department personnel, thoroughly screened patients, thoroughly screened patient family members, thoroughly screened other authorized medical personnel or thoroughly screened equipment and supplies.
3. Entry-ways to the MRI suite will be labeled clearly with visible signs warning of the presence of the magnetic field and the exclusion from entry by individuals with implanted metal objects such as pacemakers, implanted electronic devices, ferromagnetic tools or equipment such as a wrench, scissor, screwdriver, watch, fire extinguisher, wheelchair, patient cart, non-aluminum gas cylinders, etc.

#### ID BADGES

Students will be required to have their Presentation College Clinical ID badge visible on them at all times. If students are given ID badges from their respective hospital or other clinical site, they will be required to have both badges visible at all times, unless otherwise requested by the clinical site. Name badges are issued at the beginning of clinical duty and must be worn and visible at all times. Name badges should be taken home and worn in and out of the hospital for

security, however, it must NOT be worn while off duty. In the event your badge is lost, the student is responsible for the replacement cost.

### TIME KEEPING

Students will be responsible for recording attendance at each clinical rotation. Students will be required to punch in/out using the facilities designated computer or on their mobile device ONLY if GPS is allowed. If failure to allow GPS the student will be counted as absent. If a student leaves before his or her scheduled time out, (s)he is responsible for changing their logged punch on the Trajecsyst website and punching in and out at the various clinical sites. Clocking in/out on mobile devices will only be allowed at designated clinical locations. The preferred method of recording attendance is using the facilities computers in order for clinical instructors to track student location.

Time exceptions are not allowed for students to enter into Trajecsyst. The student must have a technologist sign when they clocked in/out of the facility (this maybe different than the time shown on the schedule) on the designated form located under documents in Trajecsyst and handed into the clinical instructor. This can include instances of forgetting to clock in/out or leaving the clinical site for testing.

### ATTENDANCE

Attendance for required scheduled clinical hours is mandatory; all clinical hours must be made up in the same semester. An incomplete contract will be issued if clinical time is not made up in a given semester. Under ordinary circumstances, a student has until the last day to add/drop a class in the next regular semester to make up time and complete the requirements for the clinical course. For attendance in didactic courses, see individual course syllabi. Students CANNOT work for pay during scheduled hours that fulfill their clinical requirements.

Breaks in academic and clinical schedules will follow the Presentation College academic calendar.

### STUDENT EMPLOYMENT POLICY

In order for the program to provide a timely, appropriate, and educationally valid clinical experience for each admitted student. The program cannot allow any student fulfilling their clinical shift while at the same time being employed by that facility to 'fill – in' as a staff member when needed to cover a shift for that facility. Students cannot be on the 'clock' for both: student and employee. 'Double dipping' is not allowed. Disciplinary Action will result if the student breaches this policy. In the event a student is hired PRN or casual while a student they must sign the Student Employment Policy stating they understand this policy. See Appendix C for Policy acknowledgement form.

## VISITORS

Students are not allowed to have visitors during clinical duty hours or class time. If you wish to have anyone visit the Radiology Department, permission must be granted by the Director of Radiology. If you wish to have anyone visit the classroom, permission must be granted by the course instructor.

## TARDINESS

Tardiness will not be tolerated. ONE MINUTE or more is considered tardy. This will be acknowledged on your attendance record.

In the event the student is tardy, the student is expected to stay the same number of minutes on the same day.

## DEMERIT POLICY

The demerit system will be tracked on a semester basis and will be reported on each semester clinical grade. If there is a habitual pattern of behavior throughout the clinical component a student is subject to compounded disciplinary action.

A student will be given two verbal warnings of an infraction before a demerit is given. The verbal warnings will be documented. For example, when a student receives a third infraction in a given semester, a demerit will be given.

1 demerit = -2% of your total clinical grade for that semester.

For each additional infraction, another -1% will be taken off.

Examples of infractions are, but are limited to:

- Tardy (one minute late is considered tardy)
- Leaving early without permission
- Dress code violation
- No film badge

Example: tardy twice counts as two verbal warnings. A student's third tardy results in -2% of the semester clinical grade. A student's fourth tardy results in an additional -1% of the semester clinical grade, and so on.

## SCHEDULES

Clinical schedules are posted in the schedule folder in the Radiology Department. Please do not throw schedule pages away! At the end of a week, simply place that schedule sheet in back of the others. This copy of the schedule is used to record absence to match with the time & attendance records. Rotations will be assigned by the Clinical Instructor.

The maximum required hours of clinical and academic involvement is limited to not more than 40 hours per week. In the unlikely event that one would need to exceed this standard, the student MUST voluntarily do so in writing.

#### WEEKEND DUTY

Students may be assigned weekend clinical duty as part of their assigned semester clinical hours. Students must plan ahead to avoid conflicts on weekend duty. A student must exchange a weekend assignment for another student's weekend assignment. Partial weekends, a Saturday or a Sunday, may also be exchanged. A student may not use bonus time off for graded DTP exams on a weekend or evening shift.

Students may also be assigned a Saturday or Sunday as clinical duty as a result of absence due to illness, personal time off, suspension, inappropriate dress code, and so on.

Once a student is assigned make-up hours, the student MUST report for clinical duty as if it were on the original schedule. Failure to do so may result in termination or suspension.

#### ABSENCE DUE TO ILLNESS

If a student will be absent, he/she MUST follow this procedure:

1. Contact the Radiology Department prior to the start of the shift.

AND

Contact the Clinical Instructor via phone. If you cannot reach the Clinical Instructor please send him or her an email.

**\*\*Remember BOTH individuals must be contacted. \*\***

2. If a student becomes ill during clinical assignment hours, he/she MUST report to the R.T. Supervisor in person and then the Clinical Instructor.
3. Make-up clinical hours will be assigned by the Clinical Instructor. Make-up hours are usually completed on a Saturday or Sunday.
4. All assignments and/or exams which the student missed during his/her illness will be made up at a rate determined by the Clinical Instructor or Academic Instructor. (Whichever is applicable)

## ABSENCE DUE TO DEATH IN THE FAMILY

Two days off are granted for a death in the immediate family. This includes husband/wife, child, brother/sister, mother/father, or grandparent. This time does not need to be made up. However, time must be made up for absence due to the death of great-grandparents, aunts/uncles, friends, or significant others. This will be considered an excused absence if the student calls in as an absence due to illness. A student is to notify the Program Director and Clinical Instructor in the event of a death in the family.

## INCLEMENT WEATHER

In the event of inclement weather, students are urged to make an attempt to report to their assignment. If a student decides that conditions warrant staying out, the student must report as previously covered in the Absence Due to Illness policy.

When the campus is closed due to inclement weather, there will be no academic classes or clinical duty.

Campus closure decisions are made by the Vice President of Academics in Aberdeen and the Director of the Fairmont Campus in Fairmont. Students are informed by radio and/or television.

Clinical time missed because of campus closure will not need to be made up.

If a student is in attendance on a snow day, the student may deduct hours from a future scheduled clinical date.

In times of inclement weather, students are encouraged to use caution in traveling to clinical sites. If a student feels unsafe traveling due to inclement weather or poor road conditions, they need to contact their clinical instructor (PC) and the radiology staff supervisor as soon as possible. If a "do not travel" warning has been issued by SD students <http://www.safetravelusa.com/sd/>, MN students <http://hb.511mn.org>, OR the city in which clinical is assigned. Students will be prohibited from traveling to their assigned clinical site. In this case, the clinical hours will not need to be made up.

## STUDENT ATTENDANCE TO SEMINARS/MEETINGS

Students who attend educational seminars and/or meetings shall abide by the following guidelines and policies:

1. If attending while on student time and/or College expense, attendance to ALL education sessions is MANDATORY.
  - 1.1. Proof of attendance will be required by an authorized certificate and/or papers written on the topic presented.

- 1.2. If time cannot be accounted for, this time will be made up as clinical time by the student.
- 1.3. If the student fails to attend a session, the student forfeits any future chance of seminar/meeting attendance on student time and/or College expense.
2. Students under the age of 21 are responsible for observing and obeying state laws regarding drinking alcoholic beverages. Any illegal acts are the responsibility of the individual.
3. Students are responsible for any damages incurred at a seminar/meeting which are the direct result of the student's actions.
4. Presentation College and/or any of its employees are not liable for any physical or personal damages or injuries during or en-route to or from a seminar/meeting.

### PROFESSIONALISM

Patient Care is the utmost concern. Treat each one with equal dignity and respect and offer the best care possible. Patients are NOT to be left unattended at any time.

You are to treat your peers and instructors with respect. Professional, ethical conduct is essential. (Back stabbing is not acceptable)

You are to show respect to all physicians, staff employees, patients, and families! NEVER get into a verbal disagreement with the aforementioned.

Noise must be kept to a minimum; remember that you represent the institution as well as our profession of Radiology. Loud talking and laughing in hallways: 1) carries into the rooms; 2) humiliates, degrades and worries patients. IT IS NOT ALLOWED.

Do not impose your religious beliefs on others (patients, staff, or otherwise).

### CONFIDENTIALITY

Patient charts and information are confidential. Information concerning a patient should not be accessed or discussed with anyone unless it is necessary for the care of that patient.

A patient should NEVER be discussed in a public place (this includes such areas as the Cafeteria, Radiology Office, and so on.)

Confidentiality also means files, not only of the patients but also in the Director of Radiology's Office, Radiologist's Office, Program Director's Office, Clinical Instructor's Office, and so on.

Breaching confidential information is grounds for IMMEDIATE dismissal.

## TELEPHONE USAGE

We discourage personal phone calls; however, when the situation arises, use a phone in the clinical setting which is seldom used and please keep incoming and outgoing calls to a minimum in length of time and number. **You are not allowed to have your cell phone on you while in any clinical setting.**

## COMPUTER USAGE

If allowed to bring per department policy, personal computers are to be used for educational purposes only. Students are not allowed to check personal email, Facebook, or any other noneducational site.

## SOCIAL MEDIA

Due to the potential for harm, students are asked to use social media platforms and other forms of electronic/digital communication (email, texting, etc.) with caution. The following policies will be enforced:

1. In no instance should students communicate any patient health or treatment status (this includes pictures, diagnostic imaging, etc.) via social media. This is a direct violation of HIPAA rules and a potential breach of confidentiality.
2. Communication via text/email may be acceptable to some Radiology faculty, staff, and clinical instructors. This communication must not include any patient health or treatment status. Students must recognize the preferred method of communication with Radiology faculty, staff, and clinical instructors and abide by it.
3. Students are discouraged from participating in social media (Facebook, Twitter, Snapchat, etc.) with Radiology faculty, staff, and clinical instructors. Students are encouraged to like/follow medical and Radiology Facebook pages and Twitter accounts (i.e. SDSRT, ASRT etc.)

## SAFETY

Safety rules shall be followed for the sake of patients and workers. The student's cooperation in seeing that all safety precautions are observed will result in a better environment for all. The following are some safety rules:

1. Report or correct any unsafe conditions that you observe. (If there is any material on the floor, pick it up or see that it is removed.)
2. Always walk and keep to the right of a hallway. Be particularly cautious at intersections.
3. The hospital is not a place for horseplay or practical jokes. Serious injury could result.
4. Defective or broken equipment should be reported at once.
5. Report all injuries to the Department Head or Supervisor immediately.
6. Keep informed on fire/severe weather/disaster plans.



7. Know the positions of alarm boxes and fire extinguishers and know methods of evacuating patients.
8. Avoid wet hands when handling electrical equipment.
9. Remember safety rules and body mechanics when using wheelchairs, carts, beds, and other equipment used by patients.
10. Keep informed on infection control and safety policies.

### JRCERT MAMMOGRAPHY POLICY

The radiography program sponsored by Presentation College has revised its policy, effective January 1, 2017 regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.

### GENDER SENSITIVE EXAMINATION POLICY

The program supports equitable learning opportunities for all students and ensures that all students are afforded the same opportunities for gender sensitive procedures. The program recognizes that certain imaging procedures are gender sensitive. Therefore, to ensure equitable learning opportunities for all students, no student shall perform any procedure that is sensitive to gender.

### VENIPUNCTURE POLICY

Each student must successfully perform venipuncture on four (4) separate patients/simulations. Prior to completing any competencies, student must have completed venipuncture class under supervision of technologist/instructor and perform one simulated venipuncture.

A student is normally permitted only one stick per patient. At the hospital's discretion, a supervising staff member may authorize an additional attempt by the student. Under no circumstances is a student permitted a third attempt at a needle stick.

**Reminder:** Students are never to inject contrast or perform a venipuncture without a technologist present in the room.

The Venipuncture Competency Form on Trajecsys is the form that will be used to verify competency.

Follow venipuncture competency procedure

- If you did not perform any of the following, i.e. venipuncture, paracentesis, thoracentesis, lumbar punctures: Do **Not** clean up after another student, technologist, physician, and healthcare worker's venipuncture tray/supplies.
  - Why? To reduce your risk factor of any unnecessary exposure to blood – body pathogens.
- The hospital/clinic may add additional venipuncture policies or requirements, as deemed necessary and students are required to abide by all policies.

**BLOOD BORNE PATHOGENS**

A. Radiography faculty and students of Presentation College will follow the Infection Control Policies of the clinical agency in which they are currently engaging in the educational process.

B. Radiography faculty and students will routinely use appropriate standard precautions with all patients, equipment and potentially infectious materials to prevent skin and mucous membrane exposure to blood and body fluids including:

1. Routine use of suitable eye protection and the use of other personal protective equipment/apparel as deemed appropriate by faculty and/or agency staff.
2. Disposal of all sharps in an approved sharps container and of all disposable contaminated materials in red garbage bags.
3. Refraining from direct patient care and the handling of patient-care equipment until exudative lesions or weeping dermatitis resolves.
4. Immediate reporting of a blood or body fluid spill to the instructor and/or staff in order that agency procedures may be implemented.

C. Radiography faculty and students will exercise the following exposure procedure when necessary:

If the needle stick or contact with blood or body fluids occurs the student or faculty member will immediately report to the emergency department at that specific health care facility.

**\*\*\*\*\*Such medical treatment will be rendered at the expense of the individual student.**

D. The Radiography Program will keep records of immunizations and testing required by clinical agencies to meet the dictates of regulatory agencies and supply such records to clinical agencies as requested and necessary.

### INTRAVENOUS INJECTION OF CONTRAST MEDIA

Intravenous injection is mandatory. This is a requirement for eligibility to take the ARRT certification exam. Students will perform venipuncture (placing a needle or angiocath in a vein) ONLY if:

1. They have had proper instructions, under the supervision of a registered radiologic technologist or radiologist,
2. There is an R.T. present in the room and supervising the entire dose of intravenous injection or infusion, and
3. the radiologist, or other physician, is in or near the Radiology Department at the time of the injection.

### PREGNANCY POLICY

The National Council on Radiation Protection and Measurements (NCRP) recommends that the dose equivalent to the embryo/fetus from occupational exposure to the expectant mother should be limited to 500 mrem for the entire gestation period. The embryo/fetus may not receive any more than 50 mrem in any month. Through proper instruction and practice of all radiation safety precautions, it is certainly possible to limit occupational exposure to less than 500 mrem and prevent the fetal dose equivalent from being surpassed.

Students enrolled in the Program are instructed in proper safety precautions and personnel monitoring prior to being admitted in any ionizing radiation areas. Students are required to abide by ALL safety precautions and to remember the importance of keeping radiation exposure as low as practical through a combination of reduced time, increased distance, and use of shielding.

Although declaration is voluntary, students are encouraged to inform as early as possible the Program Director and the Clinical Coordinator of a pregnancy, in confidence.

**If** a student chooses to declare pregnancy, she must submit a written “declaration of pregnancy” statement to the Program Director. A student may revoke declaration of pregnancy at any time. The student must submit a written statement to revoke the “declaration of pregnancy” to the Program Director.

Upon notification of a student’s pregnancy:

The student's exposure history will be reviewed with the student, the Program Director, and the Clinical Coordinator.

The student will be counseled by the Program Director and the Clinical Coordinator, or delegated agent, regarding the nature of potential radiation injury associated with in-utero exposure, the regulatory limits established by the NCRP, and the required preventive measures to be taken throughout the gestation period to minimize dose to the fetus.

If the anticipated fetal dose is less than 500 mrem over the gestation period, the student may continue without restrictions. If the fetal dose is expected to exceed 500 mrem, the student may:

Voluntarily elect to continue the Program without restrictions, but the Clinical Coordinator will evaluate the student's exposure level quarterly.

The student may choose to take an immediate leave of absence, with the understanding that she may return to the Program at the beginning of the semester of the following year in which she is currently enrolled.

The student will verify in writing whether she chooses to continue through the planned rotations or take an immediate leave of absence.

Neither Presentation College nor the Clinical Education Setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the Program during pregnancy.

Appendix A: Voluntary Form Letter for Declaring Pregnancy

Appendix B: Voluntary Form Letter for Revocation of Pregnancy Declaration

## LIBRARY

Presentation College Library has over 1,000 current health related books. They subscribe to the Radiologic Technology Journal and Seminars in Radiologic Technology. The library director, assistant librarian and library staff are available to teach classes related to the use of the library and the services provided by Presentation College's Library.

Books and journals are available to the students. They may check them out from the Program's library for a period of 30 days and may renew them also. Students failing to return overdue materials will receive one written notice only. Failure to respond to the notice will not be tolerated and disciplinary action will be taken. If a book is lost or damaged, the student must reimburse the Program for the current cost of the book.

The Hospital library is staffed by staff development personnel. The students may check out books for two weeks and may renew them for one additional two-week period. The journals are

to be left in the library, but copies of the article of interest may be made with the copier which is located in the library.

The radiologists and other physicians loan books, journals, and other materials to students.

The local library can also be accessed by students by using a public library card. Students can make interlibrary loan requests at any of the libraries.

## PROFESSIONAL DUES

All junior and senior students will become members of the ASRT. South Dakota Students are members of the SDSRT and the Minnesota Students are members of the MSRT. Currently, the dues are paid through clinical fees.

## GRIEVANCE POLICY

A grievance may be defined as any dissatisfaction or feeling of injustice which a student may experience with his or her clinical duty or academics. The grievance procedure has been established to be used without fear of retaliation.

The Program Director is the designee available to assist students with the Grievance Procedure. The Grievance Committee will consist of two persons chosen by the student and four persons selected by the Program Director. The entire Grievance Procedure is limited to 20 working days; however, the problem may be resolved at any step or may be withdrawn at any time.

Procedures:

Step 1:

Student:

Informally submit grievance to the immediate supervisor.

Immediate Supervisor:

1. Investigate grievance immediately.
2. Handle grievance within two working days.
3. Discuss with student.
4. If the student wishes to proceed further with the grievance, the student has three working days to respond.

Step 2:

Student:

If not satisfied after Step 1, submit the specifics of the grievance in writing to the Program Director.

Program Director:

1. Investigate grievance immediately.
2. Consult with Administrative representative.
3. Make decision within two working days.
4. Discuss with student.
5. If the student wishes to proceed further with the grievance, the student has three working days to respond.

(Step one may be eliminated if immediate supervisor is the Program Director)

Step 3:

Student:

If the problem is not resolved at the second step, the Allied Health Department Chair should be contacted to assist the student with the resolution of the grievance. However, if you do not wish the Allied Health Department Chair to assist you with the resolution, the Allied Health Department Chair will assist you with the written presentation of your complaint to the Grievance Committee. The letter, including the student's rationale for continuing the grievance, will be submitted to each member of the Grievance Committee.

Committee:

1. Talk the problem over with the student and clinical staff/faculty member, separately.
2. Bring them together, if necessary, in an effort to resolve the problem.
3. A recommendation will be presented after five working days to student and Allied Health Department Chair.

Step 4:

Associate Dean of Health and Natural Science:

1. Evaluate the recommendation of the Grievance Committee and review it with the student.
2. Make decision within five working days and disseminate to the student and the Grievance Committee.
3. Decision will be final.

(Step four will be evaluated by the Vice President of Academics if the Allied Health Department Chair is the Program Director)

A copy of the Standards for an Accredited Educational Program in Radiologic Sciences can be found on-line at [www.jrcert.org](http://www.jrcert.org)

If a student feels that a policy or procedure of the program is not in compliance with the JRCERT Standards, the first step in addressing this grievance is to notify the Program Director. If the grievance procedure has been followed and the student still believes that a change must take place in order to be in compliance, then the Joint Review Committee on Education in Radiologic Technology can be contacted by writing to:

JRCERT  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Telephone number: (312)-704-5300  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)  
Web-site: <http://www.jrcert.org>

Upon notification of a complaint to the JRCERT about the Presentation College (PC) Radiologic Technology Program, the Program Director (PD) and Academic Dean will respond to the JRCERT within a timely manner.

Appropriate response will include:

1. Notify the Advisory Committee of said complaint and call for a meeting to review/resolve the complaint.
2. Acknowledge in writing to the JRCERT the PC response to the complaint and provide an action plan within 30 days of receipt of the complaint.
3. Investigate specific issues related to the complaint. For example, if a student alleged that he was performing unauthorized exams as directed by a staff technologist, the Program Director may question the student, technologist, or others about the alleged situation.
4. Meet with the student to discuss the complaint if the student has been identified and agrees to the meeting.
5. Provide the JRCERT a report of final outcome of resolution of the complaint.
6. Maintain a permanent written record of all complaints and subsequent proceedings in the office of the Vice President of Academics and the Program Director's office in JRCERT files.

## HEALTH SERVICES

Health records of students are maintained in the student's file at Presentation College in the Program Director's office.

### TUBERCULIN TEST:

Annually, students will be tested in Employee Health for tuberculosis. The Clinical Instructor of the main clinical affiliate will maintain these records and notify the student when the annual test is due.

### HEPATITIS B:

The initiation of the Hepatitis B immunization series is required to start clinicals in any of the Allied Health Programs. The series must be completed within the first year. All expenses incurred for this series are the responsibility of the student.

### Reporting Exposure to or Contraction of Communicable Diseases:

A list of communicable diseases is included in the Employee Health Section of the Infection Control Procedure Manual (yellow binder), which is made available to the

students. Students should report exposure to or contraction of communicable disease to their immediate supervisor.

If there are questions as to the appropriateness of your returning to clinical assignments or classes due to signs or symptoms of infectious disease, such as respiratory infection, acute diarrhea, herpes simplex, streptococcal, sore throat, pharyngitis, measles, mononucleosis, mumps, and so on, report this to your supervisor. If necessary, consultation with the Infection Control Nurse or the Emergency Department Physician will assist in evaluating the situation. Your condition and your clinical assignment will be taken into consideration to avoid infecting our patients, visitors, other students, or hospital employees.

## STUDENT COUNSELING

The Program Director and Clinical Instructor, and Academic Instructor encourage students to see them at any time regarding any questions, problems, or comments. Students may approach these individuals during clinical assignment hours in the Radiology Department or office as well as before or after class sessions.

Counseling regarding clinical deficiencies is handled through evaluation forms. Each student is counseled; clinical and academic performances are discussed between the Program Director and the individual student and the Clinical Instructor and the individual student.

Personal counseling services are suggested only if the person's problem affects their performance in the Program, then they may contact Rebecca Christiansen, PC counselor, at (605) 229-8524 or student services who in turn may refer them to a local social services or mental health center. Resources are available offering counseling services on a prorated basis according to the client's income.

## CLINICAL EVALUATIONS

The students are evaluated continually throughout their clinical experience time. A weekly evaluation is completed throughout the clinical experience. At midterm and at the end of each semester a comprehensive evaluation is compiled by the Clinical Instructor. The comprehensive evaluation is comprised of all previous evaluations by the Registered Technologists that work with the students.

## ACCIDENTS OR INJURIES

If a student is involved in an accident or witnesses an accident or injury while within the Hospital which involves a student, employee, patient, or visitor, they shall report it immediately to the supervisor of that area. If the person is seriously injured, no attempt should be made to move him/her until approved by a physician or supervisor. If you are injured while on duty or a patient who is under your care is injured, you must report this immediately to your supervisor, complete and sign an Occurrence Report Form and submit this to the Radiology Department Director



within 24 hours of the accident. This documentation of the occurrence must include the time the injury occurred, a complete description of the incident and the names of witnesses. If the incident involves a patient, the nurse in charge of the patient should be notified. Students or visitors, if injured on Hospital property, are encouraged to be seen by a physician.

Students will be responsible for any fees charges by the physician and for any prescriptions filled at the pharmacy.

#### HEALTH INSURANCE

Each student is responsible for securing health insurance to be in effect for the duration of the college experience. He/she will be personally responsible for any health care costs that arise in the course of the academic program and/or any other activities associated with Presentation College.

#### DRUG POLICY

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by students is prohibited. According to Federal guidelines, Presentation College, Avera St. Luke's Hospital, Mayo Health Systems, Sanford Health Aberdeen and all clinical sites will enforce this policy and will take action for violations. Penalties can include fines and imprisonment. Students are subject to loss of financial aid as well as termination from the program. Any student suspected to be under the effect of drugs or alcohol as indicated per clinical site policy will be subject to an on-the-spot drug/alcohol test, to be paid for by the student. Any student who is found to be under the influence of drugs or alcohol will be immediately dismissed from the program. A refusal will be counted as a positive test. For further information, see the detailed drug policy in the Presentation College Student Handbook and/or the main clinical affiliate's Administrative Manual.

#### DUE PROCESS AND APPEAL MECHANISM

##### A. DISCIPLINARY ACTION

Presentation College Radiologic Technology program officials reserve the right to discipline students for unsatisfactory performance and/or personal conduct and infractions of the hospital's policies and/or program policies.

Incidents that are serious and may be cause for discipline, suspension and/or dismissal, with or without the benefit of previous warnings include, but are not limited to, include the following:

1. Unsatisfactory performance of duties.
2. Infraction of a Hospital policy.
3. Improper safety practices.
4. Repeated tardiness or leaving early.

5. Chronic unexcused absences.
6. Repeated abuse of sick leave.
7. Unprofessional or unethical conduct.
8. Violation of Program dress code.
9. Insubordination.
10. Violation of Hospital infection control practices.
11. Inconsiderate or abusive treatment of patients, visitors or staff members.
12. Consistent negative attitude.
13. Cheating in Program courses.
14. Failure to accomplish clinical assignments and objectives.
15. Failure to attend scheduled classes on the same day as assigned clinical duty.

## B. DISCIPLINARY PROCEDURE

Depending on the conduct, the following disciplinary process may be taken for any violation of policy or for resolution of unsatisfactory student practices. The disciplinary process will not necessarily be taken in any progressive order or fashion. Rather, Presentation College may choose to follow the steps of a progressive disciplinary process only in those situations when it decides to do so, in its sole discretion. The use of a progressive disciplinary process in any situation does not bind nor require that Presentation College use that a progressive disciplinary process with any other student.

1. Verbal Warning:  
The instructor or supervisor presents initial warning to the student as soon as possible after the violation has occurred. Documentation of verbal warning shall be kept by the supervisor.
2. Written Notice:  
If the unsatisfactory practice is not improved following verbal warning, written notice of the disciplinary action describing the unsatisfactory performance shall be given to the student within a reasonable period of time. The Documentation Form is to be used for this record, forwarding one copy to the student and retaining a Program file copy. The written Documentation Form should include a statement whether suspension and/or termination is being considered.
3. If future action is necessary, suspension or termination process may be used.

## C. SUSPENSION

Presentation College Radiologic Technology Program officials reserve the right to suspend students. Whether or not a student is suspended will be determined by The Radiology Program Appeal Committee consists of the Dean of Health and Natural Sciences, Radiologic Technology Program Director, Radiologic Technology Clinical Coordinator, and other Radiology Program Full and/or Part Time Faculty. If a split

decision occurs a faculty member outside the Radiology Program will be asked to vote on the decision. This faculty member has to be agreed on by the majority of the Radiology Program Appeal Committee. In the absence of committee member (s) the remaining individuals will have the authority to proceed with the suspension of said student.

The number of days suspended will depend on the severity of the infraction and will be decided by the committee members present. The length of suspension normally ranges from 1-5 days. Immediately after the committee has made their decision, the student will be advised of the suspension in writing. During the suspension period, the student will not be allowed to attend regular clinical days, but will be required to attend class. Make-up time for clinical hours missed will be made up on the following Saturday(s).

#### D. TERMINATION FOR CAUSE/IMMEDIATE DISMISSAL

The Program reserves the right of immediate dismissal for unsatisfactory actions of any of its students. Reasons that any student can be discharged from duties without prior warning include, but are not limited to, the following:

1. Inconsiderate or abusive treatment of patients, visitors or staff members.
2. Gross misuse of time, equipment or recognized routine.
3. Theft.
4. Violation of confidential information policy.
5. Insubordination.
6. Conviction and/or know use of, distribution of and/or possession of illegal drugs or controlled substances.
7. Intoxication while on duty.
8. Three days absence from scheduled clinical duty without notice of absence.
9. Failure to maintain program criteria
10. Cheating in Program courses.

The immediate dismissal causes listed shall be documented by the clinical instructor and reported to the Radiology Program Director. All requests for immediate dismissal are to be reviewed by the previously stated committee. If the committee concurs with the request, the Program Director or designee will present the decision in writing to the student. The student will be terminated from enrollment in the Program immediately following the conference with the committee. The termination proceedings will be filed in the student's file.

#### E. APPEALS PROCEDURE

The student may request an appeal in writing within one week following receipt of the decision of the previously stated committee. The request for an appeal must be submitted to the Vice President of Student Services. The request for an appeal must include a statement of the grievance and the goal being sought by the student.

Within two weeks, the student should receive a letter from the Vice President of Student Services specifying the date and place of the formal appeal hearing. The hearing will be held no sooner than one week and no longer than two weeks (if possible) following the date that this letter is received from the Vice President of Student Services.

The appeal hearing will be attended by the Program Director, Vice President of Student Services, Vice President of Academics, Dean of Health and Natural Sciences, Clinical instructor, and additional staff members who are directly involved with the issue, the student and a person or persons of his or her own choosing at his or her own expense (may include an attorney).

### STUDENT RECORDS

Records of graduates and current students are kept on file in the Program Director's office. Files are secured in a locked room when unattended. The records are available upon request by the student for review. The Program Director MUST be present when a student wishes to review all or part of their record. No portion of the file will be removed from the office. Records shall not be opened to third party inspection without expressed written consent of the student/graduate. This policy is designed to comply with the regulations under the Family Education Right to Privacy Act of 1984.

### JOB PLACEMENT

The Program Director, Clinical Instructor, and Academic Instructors, will be happy to assist students in locating jobs for employment after graduation. Notices of job openings are received often throughout the year and are forwarded as e-mails and/or posted on bulletin boards. **NO APPLICANT, STUDENT, OR GRADUATE IS PROMISED A JOB BY THE PROGRAM, SPONSOR, OR AFFILIATE.**

### CONTINUED EDUCATION

Upon completion of this Program in Radiologic Technology, a graduate may enter the fields of Radiation Therapy, Nuclear Medicine, Mammography, Diagnostic Medical Sonography, Computed Tomography, or Magnetic Resonance Imaging. The Program Director, Clinical Instructors, and Academic Instructors will be happy to assist students interested in special imaging modalities.

### GENERAL STUDENT POLICIES

Keep the lounge clean and tidy. If you bring dishes from the Cafeteria, take them back. A lunch break must be taken during any scheduled shift. Supervising technologist will inform the student

when to take the lunch break. Make-up of missed clinical hours cannot be done by “not taking your lunch/supper break” to tally up hours for hours missed.

If there is any change of a student’s address, phone number, marital status, and/or medical history, he/she must inform the Program Director and Clinical Instructor immediately.

#### PROGRAM HANDBOOK

This program handbook will be available for student access through the Presentation College Radiologic Technology Website.

#### SANFORD POLICY

- A. Any violation of laws, rules or regulations, or SANFORD policies and procedures and/or willful misconduct or negligence by a student or faculty member, may result in termination of this Agreement. In light of this provision, all faculty and students should be advised of this provision and the adverse impact on the entire College if there is any violation of the laws, rules or regulations of Sanford’s policies and procedures.
- B. SANFORD reserves the right to remove from the Training Program any student or faculty member whose work, conduct, or health may have a detrimental effect on patients or the organization, and/or reserve the right to refuse acceptance of any student or faculty member who has previously been discharged by SANFORD for reasons which would make affiliation undesirable.” As with the prior comment, all students and faculty should be advised of this provision and the consequences of their actions that have a detrimental effect on patients or Sanford.

**ANY STUDENT FOUND TO BE IN VIOLATION OF  
POLICIES AND REGULATIONS STATED IN THE  
STUDENT HANDBOOK WILL BE SUBJECT TO  
SUSPENSION OR DISMISSAL**

## Appendix A

### Voluntary Letter for Declaring Pregnancy

This form letter is provided for your convenience. To make your declaration of pregnancy, you may copy and fill in the blanks in this form letter and give in the Program Director AND the Clinical Coordinator or you may write your own letter.

#### Declaration of Pregnancy

To: \_\_\_\_\_  
(Name current Program Director and Clinical Coordinator)

I am voluntarily declaring that I am pregnant. I believe I became pregnant in

\_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 500 mrem. If I find out that I am not pregnant, or if my pregnancy is terminated, I will promptly inform you in writing that my pregnancy has ended. This promise to inform the Program Director and Clinical Coordinator in writing when your pregnancy has ended is optional.

\_\_\_\_\_  
(Your signature)

\_\_\_\_\_  
(Your name printed)

\_\_\_\_\_  
(Date)

## Appendix B

### Voluntary Form Letter for Revocation of Pregnancy Declaration

This form letter is provided for your convenience. To make your revocation of your declaration of pregnancy, you may copy and fill in the blanks in this form letter and give in the Program Director AND the Clinical Coordinator or you may write your own letter.

#### Revocation Declaration of Pregnancy

To: \_\_\_\_\_  
(Name current Program Director and Clinical Coordinator)

I am voluntarily revocation of declaring that I am pregnant.

\_\_\_\_\_  
(Your signature)

\_\_\_\_\_  
(Your name printed)

\_\_\_\_\_  
(Date)

## Appendix C

### Presentation College Radiologic Technology Program

#### Policy: Student employment as PRN 'student tech'

##### ***Policy Explanation:***

Programs must have a process in place to provide valid clinical experiences to all students admitted to the program as stated in the JRCERT program's accreditation standard 1.3.

##### **JRCERT Standard**

**1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.**

*A meaningful clinical education plan assures that activities are educationally valid and prevents the use of students as replacements for employees.*

##### ***Summary of Policy***

The program cannot allow one student fulfilling their clinical shift while at the same time being employed by that facility to 'fill – in' as a staff member when needed to cover a shift for that facility.

Students cannot be on the 'clock' for both: student and employee. 'Double dipping' is not allowed.

Disciplinary Action will result if the student breaches this policy.

##### **Student's Acknowledgement of Policy**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed)

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