



Drexel University

College of Nursing and Health Professions

Associate of Science

RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT HANDBOOK

**Drexel University
Philadelphia, PA 19102
Updated December 2008
Previously Updated September 2008**

WELCOME

The Faculty and Staff of Drexel University, College of Nursing and Health Professions, Radiologic Technology Program welcomes you as a student Radiographer. We hope you will find this to be a warm, friendly environment in which to learn.

You are entering the field of Radiologic Technology. This will be an entirely new world for many of you. As a student Radiographer, you will be part of a large medical team working in a branch of medicine known as Diagnostic Radiology. Radiographers assist physicians known as Radiologists, who specialize in the use of x-rays and other forms of ionizing and non-ionizing radiation to diagnose and treat various diseases and injuries. You will play a vital role in a science dedicated to saving lives and alleviating human suffering.

The education of Radiographers is somewhat different than the education provided in other academic settings. Part of your education will be didactic (classroom) while the other portion will be a practical clinical experience. You will be working with Staff Physicians and Radiographers. At the completion of your education, you will be qualified to work in a hospital, clinic, physician's office, public health institution or an industrial medical clinic.

As a student, there will be a number of things expected of you. You will be given responsibilities you have not had before and it will be necessary for you to maintain high professional standards. While the Faculty and Staff will be here to assist and guide you, in many respects your own motivation and determination will decide how successful you are within the Radiologic Technology Program.

LaVetta Reliford, MSRS, RT(R), ARRT
Director of Radiologic Technology Program

The Program is accredited by:

JOINT REVIEW COMMITTEE on EDUCATION in RADIOLOGIC TECHNOLOGY
20 North Wacker Drive, Suite 900
Chicago, Illinois 60606
(312) 704-5300

DISCLAIMER: These program regulations are subject to change at the discretion of the Program Director and faculty. Should changes be required, they will not be made capriciously, but for valid and necessary reasons.

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CONTACTS AND RESOURCES

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- Kent Lambert, MS CHP, Associate Professor Director, Radiation Safety (215) 762-4050, kent.lambert@drexel.edu
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- Ronald DeFelice, BS, RT(R), Instructor, Drexel rondifelice@aol.com

Clinical Sites

- Hahnemann University Hospital, Broad and Vine, Philadelphia, PA 19102
Main Phone: (215) 762-7000
- Mercy Fitzgerald Hospital, 1500 Lansdowne Avenue, Darby, PA 19023
Main Phone: (610) 237-4000

UNIVERSITY RESOURCES

Locating a Telephone Number: The University's on-line telephone directory (available at <http://www.drexel.edu/search/>) lists the name, telephone number, e-mail address and location of all faculty and staff. You can also call the Center City **Campus Operator** at (215) 762-7000.

DrexelOne Portal: <http://one.drexel.edu/cp/home/loginf>

Blackboard Web Site: <http://drexel.blackboard.com/>

Drexel University's Academic Policies: <http://www.drexel.edu/provost/policies/>

Student Resource Center: <http://www.drexel.edu/src/>

Student Life: <http://www.drexel.edu/StudentLife>

HIPAA: <http://webcampus.drexelmed.edu/hipaa-cnhp>

Immunization Clinic

In support of our students' continued good health and the health of our University community. Drexel University requires all students to comply with our immunization policy. (Immunization forms are available at www.drexel.edu/ch)

For your convenience, there will be an on-campus immunization during the first day of each orientation session.

Drexel University requires the following

- MMR vaccine
- Hepatitis B vaccine
- 2-Step PPD screening (Radiologic Technology Program requires this to be updated annually)
- Varicella (chicken pox)
- Tetanus (within the last eight to ten years)
- Meningococcal

Student Immunization Program
Email: Adriane Dalton ad424@drexel.edu

Phone: 215.762.1410 Fax: 215-762-4523

Website: http://www.drexel.edu/cchc/studentlife/Departments/student_Immunization_Program

INTRODUCTION

About This Handbook

This program-specific handbook contains detailed information and guidelines for students regarding Drexel University's College of Nursing and Health Professions Associate of Science, Radiologic Technology Program policies and requirements. Students are responsible for complying with both the contents of this Program handbook, as well as the University's Student Handbook, and the Drexel University's academic policies.

* <http://www.drexel.edu/studentlife/slhandbook.htm>

* <http://www.drexel.edu/provost/policies/>

Mission and Values Statement of CNHP

The College of Nursing and Health Professions is committed to excellence in education through its educational program which is:

- **Rigorous:** The faculty and staff undertake a continuous review process for the program and its educational elements, in order to revise the program to provide the highest quality of educational experience for our students.
- **Relevant:** The faculty and staff of the program constantly assess changing market forces and the evolving requirements of the post-baccalaureate and graduate programs that our students progress to after graduation from our program. The majority of the full-time faculty participates in the teaching efforts of the graduate nursing, physician assistant studies, and radiologic technology and physical therapy programs. These faculty members are able to serve as effective mentors for our students because of their familiarity with those health professions programs.
- **Student Friendly:** The College of Nursing and Health Professions offers high quality educational programs in convenient and contemporary formats including access to academic web-based courses.

The College of Nursing and Health Professions is committed to being a challenging and rewarding learning environment for all students. The Dean is dedicated to sharing information and data on all aspects of the college's operation with faculty, staff and students. The sharing environment of the college of Nursing and Health Professions encourages all members of the college community to participate in the decisions and activities of the College. Such an atmosphere of openness and respect for students, staff, faculty, community partners, and health professionals is a central element of the College of Nursing and Health Professions.

PROGRAM POLICIES & PROCEDURES

RADIOLOGIC TECHNOLOGY PROGRAM

PROGRAM DESCRIPTION

The Associate of Science Degree in Radiologic Technology is a 21-month program. Upon successful completion of the program, graduates are eligible to take the certification examination offered by the American Registry of Radiologic Technologists

PHILOSOPHY

The Radiologic Technology Program was established to prepare specialists trained in the art and science of medical imaging who would participate in the care of other human beings and do so as competent, sensitive, and caring individuals who carry out their charge in such a way so as to maintain the dignity of human life. The program is committed to providing a quality educational opportunity that prepares individuals to be competent for entry-level staff radiographic employment. A quality and comprehensive curriculum is maintained through competent faculty who utilize quality facilities. Instruction begins with classroom exercises, leading to laboratory experiences and clinical applications. Faculty undertakes the responsibility to develop the leadership potential of these specialists in order to strive for continued excellence, as this is vital to providing the needed balance in the evolution of health care.

MISSION STATEMENT

The mission of the Radiologic Technology Program is to provide:

- a progressive academic and clinical educational environment for qualified students to prepare them as competent and compassionate radiologic health care providers;
- the knowledge and skills needed to meet and/or exceed minimum entry level requirements to perform radiologic technology.

GOALS

1. Recruit and select qualified individuals with potential for success.
2. Students/Graduates will demonstrate the knowledge and skills of a clinically competent radiographer.
3. Students/Graduates will demonstrate effective communication, critical thinking and problem-solving skills.
4. Students/Graduates will recognize the significance of professional growth and development.

TERMINAL OBJECTIVES

1. Provide the academic and clinical foundation for success on the ARRT Examination in Radiology.
2. Prepare graduates to perform entry level skills of a radiographer.
3. Provide an academic foundation for upper level baccalaureate education.
4. Provide an environment conducive to the development of critical thinking, decision making, career planning and lifelong learning skills.
5. Prepare students for the study of radiography with an appropriate background in liberal arts, mathematics, communication values.

TUITION AND FEE GUIDELINES

The Radiologic Technology Program operates on a flat fee for the program; all students are considered full-time students unless registered for less than 4 credits per quarter. *Students should contact the Bursar's Office for current program fee rates. The following information is an abbreviated form of information available at http://www.drexel.edu/bursar/billing_information.html

Full-time undergraduate students are charged annual tuition & fees based on the student's major and the cumulative credits a student has earned, which determines a student's classification (i.e. freshman, senior).

The following is the credit/classification table:

<u>Classification</u>	<u>Cumulative Credits</u>
Freshman	0.0—39.5
Sophomore/Pre-Junior	40.0—96.0
Junior	96.5—129.5
Senior	130.0+

The annual tuition is divided by the number of terms the student is entitled to attend and participate in during the academic year, provided that it follows the normal attendance schedule.

Normal Attendance Schedule

The Normal Attendance schedule means attending classes during class quarters; the normal schedule attendance cycles for a Radiologic Technology student are displayed on the grid:

Concentration	Billing Class	Cycle for Class and Year
2 year No CO-OP	FR	CCCC
	SO	CCC

<u>Key</u>
C= Class Attendance
V= Vacation
X= No Scheduled Attendance

All students will be billed when registration occurs. Any student adjusting their schedule after billing has occurred will receive an adjusted bill in the next billing period.

Financial impact of not attending according to the normal scheduled attendance cycle

Any deviation from the normal attendance schedule may result in additional tuition and charges. Additionally, charges from the normal attendance cycle may reduce your financial aid.

Paperless Billing

Effective fall 2006, Drexel University students no longer receive paper billing statements. Instead, when a new billing statement is available, students receive an email notification which links them to their DrexelOne account to view the latest ebill. As with paper billing, it remains the responsibility of the student to check for the latest ebill and pay it on or before the due date.

Students needing additional information concerning tuition, fees, and ebills should contact the bursar at bursar@drexel.edu and/or <http://www.drexel.edu/bursar/>

ADMISSION POLICY

Drexel University, College of Nursing and Health Professions, Radiologic Technology Program is committed to equal opportunity for all applicants and students, and does not discriminate against anyone on the basis of race, color, creed, religion, age, gender, sexual orientation, national origin, citizenship, ancestry, disability, marital status, or veteran status.

Students are admitted each fall according to the Radiologic Technology Program application date. To be admitted to the program after completing the University application, students must provide the following:

1. High School Diploma or GED
2. Proof of passing grades of a C or better in
 - a. Algebra
 - b. Geometry
 - c. Biology
 - d. Chemistry and/or Physics (Physics is preferred)
3. SAT score of 1150 or above
4. Official copies of High School and College transcripts with a 2.5 GPA
5. Applicant's need to be able to comply with the Program's Technical Standards
6. Students who have obtained 24 hours of acceptable college credits are exempted from SAT and/or ACT score reporting.

*Only core course material will be accepted toward the above acceptance process. Student should contact the program director for further information.

* *Department reserves the right to conduct an interview with each candidate.*

TRANSFER POLICY

Transfer Students

- A. Students who transfer from another radiologic technology program must meet the following entrance criteria:
1. Complete a Drexel University/College of Nursing and Health Professions Application for Admissions.
 2. Submit a copy of high school transcripts or GED scores and transcripts from any colleges/universities previously attended.
 3. Submit a copy of current radiologic technology program transcripts.
 4. Submit copies of all clinical competencies performed at the previous radiologic technology program.
 5. Forward a letter of recommendation from the transferring program chairperson (director).
- B. Students who transfer from another program at Drexel University.
1. Meet with present program director.
—Receive letter from program director indicating student's standing within the present program.
 2. Meet with the Associate of Science Radiologic Technology program advisor.
—Obtain a **Change of Curriculum** form.
 3. Meet with Associate of Science Radiologic Technology program director.
—Return copies of signed paper work to Radiologic Technology Program advisor and Registrar.
 4. Maintain contact with Radiologic Technology program.
—Maintain current address and phone number until the start of the program
- * The Radiologic Technology program must be able to contact the student for questions or to send student information and updates before the program begins.
- * Students on academic probation and/or have a GPA of less than 2.5 will not be considered for admission to the Radiologic Technology Program

Technical courses will be evaluated by the program director based on credit hours, course content, contact hours, date taken, and all other pertinent data.

STUDENTS WHO HAVE BEEN DISMISSED FROM OTHER RADIOLOGIC TECHNOLOGY PROGRAMS FOR ACADEMIC OR BEHAVIOR PROBLEMS WILL NOT BE GIVEN ADVANCED PLACEMENT IN THE PROGRAM AND MUST APPLY TO THE PROGRAM UNDER THE NORMAL APPLICATION PROCESS.

WITHDRAWAL

Students may elect to withdraw from the Radiologic Technology Program. Students must withdraw according to the University procedure and by the designated deadline date.

CURRICULUM
1st Year

FALL QUARTER—1st year		
COURSE #	COURSE TITLE	CREDITS
UNIV 101	Drexel Experience (G)	1
RADI 195	Clinical Practicum I (C)	1
RADI 100	Introduction to Radiologic Technology I (C)	2
MATH 100	Math (S)	3
RADI 150	Principles of Radiographic Exposure I (C)	2
RADI 164	Radiographic Procedures I (C)	3
RADI 193	Methods of Patient Care I (C)	2

WINTER QUARTER—1st year		
ANAT 101	Anatomy & Physiology I (S)	5
RADI 153	Principles of Radiographic Exposure II (C)	2
RADI 165	Radiographic Procedures II (C)	3
RADI 196	Clinical Practicum II (C)	1
RADI 194	Methods of Patient Care II (C)	1
RADI 102	Introduction to Radiologic Principles II (C)	1
UNIV 102	Drexel Experience (G)	1
HSCI	Clinical Health Informatics (G)	3

SPRING QUARTER—1st year		
ANAT 102	Anatomy & Physiology II (S)	5
RADI 132	Radiologic Physics I (C)	3
RADI 166	Radiographic Procedures III (C)	3
RADI 154	Principles of Exposures III (C)	2
RADI 197	Clinical Practicum III (C)	1
ENGL 101	Expository Writing & Reading (S)	3

SUMMER QUARTER—1st year		
ANAT 103	Anatomy & Physiology III (S)	5
RADI 198	Clinical Practicum IV (C)	2
RADI 133	Radiologic Physics II(C)	3
ENG 102	Persuasive Writing & Reading (S)	3

(G) Represents general education courses. (S) Represents radiographic support courses. (C) Represents radiographic core courses.

CURRICULUM
2nd Year

FALL QUARTER—2nd year

COURSE #	COURSE TITLE	CREDITS
ENG 103	Analytical Writing & Reading (S)	3
RADI 203	Principles of Exposures IV (C)	2
ANAT 202	Cross-sectional Anatomy (S)	3
RADI 200	Radiographic Procedures IV (C)	3
RADI 215	Radiation Biology (C)	3
RADI 291	Clinical Practicum V(C)	2

WINTER QUARTER—2nd year

RADI 202	Radiographic Procedures V (C)	1
RADI 201	Medical Imaging (C)	2
RADI 222	Pathology (C)	3
RADI 292	Clinical Practicum VI (C)	2
PSY 101	Intro to Psychology (G)	3
RADI 204	Principles of Radiation Protection (C)	2

SPRING QUARTER—2nd year

CS 161	Introduction to Computers (S)	3
*	Humanities Elective (G)	3
RADI 221	Quality Assurance (C)	2
RADI 293	Clinical Practicum VII (C)	2
RADI 223	Registry Review (C)	1
PSY 240	Abnormal Psychology (G)	3

(G) Represents general education courses. (S) Represents radiographic support courses. (C) Represents radiographic core courses.

ADVISEMENT AND ROSTERING

All first-time freshmen are registered for UNIV 101 for the first quarter of their collegiate experience. After the midpoint of the fall quarter, students will begin to be assisted in the development of a roster for the winter quarter by the academic advisor. Each student is expected to actively participate in the advising process.

Once the student and academic advisor have developed a roster for the next academic quarter, it is important that the student inform the advisor of any changes in course selection. Courses may be offered only during certain quarters, and careful planning is critical to timely completion of degree requirements. A student planning to withdraw from a course should make an appointment with the faculty academic advisor to determine the impact of the withdrawal on the Program progression, full-time status, and/or financial aid eligibility. Failure to officially withdraw from a course can result in a student receiving a grade of "F."

It is important that a strong professional relationship be established between the student and academic advisor because the academic advisor's role is one of assisting the student in completing the program of study.

The availability of academic advisement does not reduce the student's responsibility for academic decisions. Final responsibility for attaining degree requirements rests solely with the student.

Academic Advisor

Upon entering the Associate of Science, Radiologic Technology program, each student is assigned an academic advisor who will serve as a guide and supporter throughout the student's tenure in the program. Sessions will be scheduled with the advisor several times during their educational experience and as needed. However, should any difficulties arise that may impact upon the student's education; the student is expected to make an appointment with the advisor promptly. Communication is an important aspect of professional development. Although the student is expected to handle situations to the best of the student's own ability, there may be times when it is better to make an advisor aware that a difficult situation is beginning. Talking with an advisor maintains a channel of communication in the event that changes in the student's status may be made.

The role of the academic advisor is to assist the student with:

1. Program planning
2. Strategies or approaches to successful goal achievements
3. Comprehension of the complete requirements of the program
4. Maintenance of satisfactory academic progress and professional development
5. Referrals, as needed, to counseling services for educational, personal or emotional difficulties

In addition, the advisor is informed about the student's academic progress. The student and advisor should review the potential need for additional intervention in the event of the student's substandard performance.

Other resources available to each student include:

1. The Director of Student Life Services (215-762-8518)
2. The Student Counseling Center (215-762-7625)
3. The Center for Student Academic Resources (215-762-7682)

EDUCATIONAL SUPPORT SERVICES

The Tutorial Services Program provides free educational assistance for any Drexel University student who is enrolled for credit at extension 7682.

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable federal and state laws, Drexel University ensures people with disabilities will have an equal opportunity to participate in its programs and activities.

Students with disabilities requesting accommodations and services at Drexel university need to present a current accommodation verification letter (AVL) to faculty before accommodations can be made. AVL's are issued by the Office of Disability (ODS). For addition information, contact ODS at www.drexel.edu/ods

Office of Disability Services
3201 Arch Street, Suite 210
Philadelphia, PA 19104

Mailing Address:
3141 Chestnut Street, 81-210
Philadelphia, PA 19104

Phone 215.895.1404
TTY 215.895.2299 (Reserved for those who are deaf or hard of hearing)
Fax 215.895.1402
E-mail disability@drexel.edu

PROFESSIONAL ORGANIZATIONS

Information concerning the various professional societies will be provided by the Program Director. Attendance at professional society meetings/seminars is encouraged and may be mandated at specific times.

RADIOLOGIC TECHNOLOGY STUDENT SOCIETY

There are many opportunities to become involved in student organizations and student governments. The Radiologic Technology Program at Drexel University Center City Hahnemann Campus, student body has formed a Society. The purpose of the society is recognition of the Radiologic Technology Student Body, networking with others with the same interests, and serving as a resource for those in the field of Radiologic Technology. Goals for the Radiologic Technology Student Society can be found at www.drexel.edu/cchc/studentlife/Campus_Life/Student_Organizations under student organizations link.

PROGRAM GRADING POLICY AND SYSTEM

The grading scale for the Radiography Program is as follows:

A+	= 4.0	96—100
A	= 4.0	92—95
A-	= 3.7	90—91
B+	= 3.3	87—89
B	= 3.0	84—86
B-	= 2.7	82—83
C+	= 2.3	79—81
C	= 2.0	76—78 * See Below
C-	= 1.7	74—75
D+	= 1.3	71—73
D	= 1.0	68—70
F	= 0.0	below 68

*** Note: The grading scale for Clinical courses is different; see clinical grading policy and systems page 45.**

The student will:

- 1 Achieve a minimum grade of “C” in all Radiologic Technology Program degree courses, general education and/or support courses at each quarter level prior to progressing to subsequent Radiologic Technology Program courses. Failure to attain a grade of “C” or better will necessitate re-mediation of the failed course. *Students should refer to program course descriptions, prerequisites, and eligibility to remain in the program. See page 20.*
 - a Students must repeat Radiologic Technology Program core and support courses in which less than a “C” grade is achieved before progressing to the next Radiologic Technology Program course. *Students should refer to program course descriptions for prerequisites, and eligibility to remain in the program. See page 20.*
- 2 Students must repeat before graduating any general education courses which are required by the Radiologic Technology Program in which less than a “C” grade is achieved. *Students should refer to program course descriptions, prerequisites, and eligibility to remain in the program. See page 20.*
- 3 If a student fails to receive a grade of “C” in any Radiologic Technology Program core and support courses for the second time he/she will be dismissed from the Radiologic Technology Program with no option to return. *Students should refer to program course descriptions, prerequisites, and eligibility to remain in the program. See page 20.*
- 4 Student will be dismissed from the Associate Degree Radiologic Technology Program for achieving of a grade less than a “C” in three different Radiologic Technology Program courses. *Students should refer to program course descriptions, prerequisites, and eligibility to remain in the program. See page 20.*

Students who fall in the above categories should meet with the Director to review remediation options and other alternatives.

STUDENT RESPONSIBILITIES IN THE CLASSROOM

1. Come adequately prepared for class.
2. Attend all classes as scheduled.
3. Request instructor/student conference when needed.
4. In the event that a student is unable to be present for an examination or quiz, the student must contact the course instructor upon his/her return to school to reschedule the examination.
5. Act as a role model for the health profession at all times.
6. Cheating in any form is not tolerated. Any student found exhibiting either of the following types of behavior during, or in the preparation of, any assignment, quiz, project, report, test or final examination will receive a zero for the assignment and will be recommended for dismissal.
 - a. Cheating, defined as the act of obtaining or providing information, data, or clinical documentation improperly or by dishonest or deceitful means.
 - b. Plagiarism, defined as copying or imitating the language, ideas or thoughts of another author and presenting these as one's original work; the copying of a theme or section from a book or journal without giving credit in a footnote; or copying from a manuscript of another person.
7. Refrain from using abusive, provocative, or profane language or gestures.
8. Refrain from eating or drinking in the classroom.
9. Observe the principle of mutual respect in the contact with patients, visitors, and employees and in working relationships with faculty and other students.
10. Develop an appreciation for high personal standards in conduct and achievements.
11. Avoid creating or being a party to a disturbance or physical violence.
12. Be responsible for the condition of the instructional area during and at the completion of a class.

EDUCATIONAL PROCESS

The education of the health care professional occurs most efficiently in a health professions university where the general education as well as the professional education of the individual can occur through an integrated set of learning experiences.

The general education of the student must be directed to the development of a well-rounded individual who will function as an aware, sensitive, concerned, and involved member of society. Professional education activities must ensure that the learner not only knows "how to" but just as importantly knows the "why" and "when to" of his specialized skills.

The importance of the educational activities must also be balanced with the needs of the learner. The education process must be flexible so as to permit each individual the opportunity to become what he/she is capable of being.

The program must be able to certify that the student has demonstrated achievement of the minimal competencies needed to safely and effectively provide radiologic care, and that the student is able to satisfy the appropriate credentialing standards.

PROGRAM ASSESSMENT PLAN

Assessment Philosophy

The program is committed to providing a quality educational experience for all students. The program goal is to prepare students to be competent for entry-level staff radiography employment. Periodic assessment of learning provides an indication of student competency development and identifies program effectiveness through program outcome assessment.

Assessment Plan

Scheduled lecture, written tests, laboratories and clinical competency evaluations ensure attainment of program outcomes.

PROGRAM OUTCOMES

Affective Domain: Demonstrate professional behaviors that are consistent with the delivery of humanistic, moral and ethical patient care.

Cognitive Domain

1. Demonstrate the ability to comprehend, apply and evaluate information and concepts relevant to the entry-level skills of a radiographer.
2. Analyze the finished radiographs for quality and acceptability, and demonstrate sound problem-solving techniques in correcting unacceptable radiographs as an entry-level competent radiographer.

Psychomotor Domain: Deliver competent radiographic practice with entry-level skill related to fluoroscopic, general and mobile radiographic procedures.

ANNUAL INSTRUCTORS' ASSESSMENT

The program faculty feel that effective skills are important in the making of a good Radiologic Technologist. Patient care, organizational skills and a genuine awareness of fellow co-workers are desirable traits for the student.

Each summer quarter, the student will be evaluated by the Clinical Instructors. A standardized form will be used by all of the Instructors. The student will be evaluated on personal appearance, dependability, punctuality, initiative, professional demeanor, attitude, interpersonal relationships, patient perception, technical skills, self-confidence, professional performance/teamwork, and professional independence, among other expected skills.

The student will have the opportunity to review his/her evaluation from the faculty and compare it to his/her own with the Clinical Coordinator. Counseling on those traits in which improvement may be needed will also occur. Should a student continually demonstrate undesirable traits despite repeated counseling, further action will be taken by the Program, which may include dismissal. The student will be permitted to comment on the form, should he/she disagree with the contents of the evaluation.

TERMINAL COMPREHENSIVE EXAMINATION

In preparation for the national certifying examination in radiography, students are required to take a final comprehensive written examination at the end of the sixth clinical education course. Students who are unsuccessful the first time will retake a different version of the failed examination until a passing grade is achieved. The terminal comprehensive examination must be completed by the last academic day or a grade of "F" will be assigned to the course. The student must achieve a score of 85% or higher in order to receive a grade in this course.

ATTENDANCE AND PUNCTUALITY POLICY

Our curriculum is designed to enable the student to integrate the didactic portion of the program with patient care in a progressive manner. Attendance and promptness to both class and clinical assignments is not only mandatory but highly valued in order for the student to receive the best education and successfully complete the program. The Radiologic Technology Program is designed to develop professional characteristics and skills for the effective and efficient delivery of radiologic services. A significant portion of the educational process in radiography is the development of a strong sense of responsibility to each patient, fellow radiographer, radiology department, and hospital. Continuity of clinical activities and performances is necessary in order to achieve the stated objectives for each clinical rotation.

Students learn more effectively in an environment of mutual respect where intellectual inquiry is fostered, and self-involvement is encouraged. It is the responsibility of the Faculty to provide opportunities for learning, and of equal importance is the student's responsibility to actively participate in the learning process.

A professional Radiographer is an integral part of the health care team, and as such, must demonstrate a responsible attitude. The work ethic necessary for this role is derived from self-discipline and a realization of one's obligations to patients, co-workers, and oneself. Developing maturity is exemplified in the correct use of sick time. The number of incidents of absence and lateness per quarter will be recorded in each student's file as part of their permanent record and may affect their clinical grade.

Students are expected to attend and participate in all scheduled didactic and clinical education classes. Students should schedule all appointments, medical and other, during times when they are not participating in didactic or clinical education experiences. Absenteeism in any one course per term exceeding 25 percent of the total class hours may result in failure in that course. Students must notify the appropriate faculty member in the event of an extended absence from classroom courses or absence on a test day. All communication regarding absenteeism and/or test make-up scheduling should be communicated directly with the course instructor first and foremost.

The Faculty does recognize that unforeseen situations may arise over which the student has no control such as illness, death in the immediate family, and personal matters (see time off section below). A case of extenuating circumstances/extended illness such as those requiring hospitalization will be handled through the program director and special arrangements will be made. Although excused absences are granted, the student must achieve a passing grade point average in order to pass the course.

Students should refer to page 48 for information about the University calendar, scheduled holidays and breaks and other time off conditions recognized by the program.

ELIGIBILITY TO REMAIN IN THE PROGRAM

To progress forward in the Program students must:

1. Earn a minimum grade of “C” in all courses.
2. Consistently maintain a minimum **term** and **cumulative** GPA of 2.0
 - A student whose **term** GPA falls below the required 2.0 for two consecutive quarters will be dismissed from the program.

Students will be placed on Academic Programmatic Probation for two consecutive quarters before being dismissed. Students are encouraged to speak with the program director concerning the above. Student’s status within the University may not be affected by this dismissal; students need to check with their academic advisor.

- A student whose **cumulative** GPA falls below the required 2.0 for two consecutive quarters will be dismissed from the program.

Please be advised that due to the nature of the Radiologic Technology Program curriculum, the Radiologic Technology Program department’s Academic Probation policy is different from the University’s. Student’s status within the University may not be affected by this dismissal; students need to check with their academic advisor.

Students must be eligible to successfully complete the Program within 32 months from the time they begin their first concentration course.

3. A student may not progress to the next curricular course (didactic, clinical rotations) until all temporary grades are converted to final course letter grades.
4. Students that receive a total of three course failures in the didactic and/or clinical course will be dismissed from the program.

ELIGIBILITY FOR CLINICAL PLACEMENT

Eligibility for clinical placement requires that each student meet the following criteria:

1. Maintain current cardio-pulmonary resuscitation competency for healthcare professional. Students who do not meet these requirements will be unable to attend clinical education assignments.
2. Criminal background check and child abuse checks.
Conviction of any offense other than a minor traffic violation may impair one’s ability to continue in the Radiologic Technology Program or meet eligibility requirements for the American Registry of Radiologic Technologists Examination in Radiography.

CONTINUANCE OF ACTIVE STATUS POLICY

The Radiologic Technology Program is a competency-based program involving didactic, laboratory and clinical course. The program is designed to assist students in the achievement of entry-level radiographer skills. Students will be given some latitude in achieving competence. Assessment of competency is an ongoing process throughout the curriculum. In order to ensure quality patient care, students are expected to possess acceptable levels of knowledge, skills and attitudes. Students are subject to course failure if unable to meet this expectation as documented in the Program handbook.

CONTINUED ENROLLMENT

In order to continue active status in the Radiologic Technology Program, all students must:

1. Adhere to overall University policies.
2. Adhere to program policies as set forth in the Radiologic Technology Student Handbook.
3. Maintain at least a cumulative and term grade point average of 2.0.
4. Attain at least a "C" in all courses.
5. Meet each quarter's curriculum requirements as specified by the program.
6. Meet all clinical objectives of the program.
7. Complete and update health records as required by the University.
8. Adhere to all attendance and behavioral policies of the program.
9. Maintain professional CPR certification.

RE-EXAMINATION

Students are expected to maintain a passing grade in each course throughout the time spent in the Program. Students who fail a course will not have the option to take a re-examination for any Program course.

FINAL EXAMINATIONS

For seniors in the Spring Quarter

As per Drexel University's policy, in the Spring Quarter ONLY, senior undergraduate students in their last quarter of academic work who have applied for a degree may arrange to be exempted from a final examination if the student's estimated grade for the entire term, as indicated by the instructor on the last day of the term, is passing and is sufficiently high so that his/her cumulative average will meet the grade point average required for graduation. (2.0: "C")

NOTE: Under this policy the only reason for not granting the exemption from a final examination are:

1. that the student's final grade is not passing
2. that the student's cumulative average will not meet the grade point average required for graduation
3. that the course normally does not require a final examination

**This policy does not apply to RADI 223 and RADI 293 which require final examinations and/or competency examinations.*

SENIOR PRIVILEGE

The Radiologic Technology Program does **not** honor Drexel University's senior privilege policy.

GRADUATION

The graduation ceremony represents each and every student's completion of a goal in his or her life. For you, as one of our students, it means you have completed 21-months of education to be able to sit for the American Registry of Radiologic Technologist (ARRT) and become a Registered Technologist.

We do understand that managing a rigorous course load while managing other aspects of your life is challenging and that this can have an adverse effect on your course work at times. If it is at all possible, we hope that you will be able to repeat any courses you were unable to successfully complete and move on with your coursework in good time. However, if you are unable to meet the requirements for graduation (see handbook and webpage for policy), you will be unable to graduate.

The only exception to this policy is what is called a "walk through" which means that a student who is expected to graduate will be able to participate in the ceremony, but will not receive a diploma until the credits are earned. This exception can only be applied if a student will complete the requirements by the fall quarter directly following the spring "walk through." See below for a summary of this policy.

A student who wishes to attend the commencement ceremony held at the end of the spring term, but who will not have completed all degree requirements by that time, must meet the following criteria to be eligible to be considered a "walk-through."

Requirements must be met by the end of the **following** summer or fall term.

http://www.drexel.edu/provost/src/walkthrough_criteria.asp

The position of Drexel University, and therefore the position of the Associate of Science, Radiologic Technology Program is that any student whose academic workload can not be completed by the fall quarter following their normal graduation date must be excluded from graduation ceremonies (and "walk through") until the next spring quarter. This means that any student whose course work continues into the next winter/spring must apply for graduation and "march" at the end of the spring quarter following completion of course work.

Guidelines for graduation are in place to uphold the standards and the integrity of the University and the program within the College of Nursing and Health Professions.

RADIOLOGIC TECHNOLOGY PROGRAM PINNING CEREMEMONY

The Radiologic Technology Program pinning ceremony will follow the same guidelines as the University graduation policy. Within the Associate of Science, Radiologic Technology Program any student whose academic course work can not be completed by the fall quarter following their normal graduation date must be excluded from the Radiologic Technology Program pinning ceremony until the next spring quarter. This means that any student whose course work continues into the next winter/spring will participate in the Radiologic Technology Program pinning ceremony within that spring quarter.

COMPLAINTS, GRIEVANCES, APPEALS PROCESS

The Associate of Science, Radiologic Technology Program at Drexel University recognizes the right of students enrolled in the program to ask for clarification on policies and procedures, and to express valid complaints/grievances arising from the multiplicity of interactions in an academic environment, and to file appeals when decisions are made by faculty and administration, all without fear of recrimination.

The initial approach and philosophy that the University/College takes toward student complaints/grievances is that before a student seeks recourse from the formal Grievance/Appeal Process, he/she should first exhaust the immediate means of resolution between the parties involved. Stakeholders within our University community deserve an opportunity to resolve a student issue within their respective areas of responsibility and, quite simply, good organizational practice holds that those closest to, most invested in, and most familiar with a problem are in the best position to solve the problem.

Types of student issues/concerns are generally defined as

- *Information/Clarification* (Student simply needs information, clarification, better understanding, explanation, and direction about an expectation.)
- *Complaint* (Student is displeased and feels that “the promise” has not been kept in providing an educational service. Student is not looking for personal remediation but hopes that improvements will be made on a particular policy, procedure, or practice; student looks for future gain for self or others.)
- *Grievance* (Formal action taken by student asking for some type of remediation.)
- *Appeal* (Decision has already been handed to a student by a University/College official, and he/she chooses to appeal the ruling.)

The Office of the Dean has a well developed protocol to handle any student complaint/grievance/appeal. This process is facilitated by the Assistant Dean of Academic and Student Affairs. The organizational steps and timelines of an appeal generally of an *academic nature* are as follows:

- 1. Student works to resolve issue with faculty member. (If the issue involves a faculty member.)**
 - a. Step 1 should take no longer than two weeks*
 - b. Every effort should be made to resolve an issue directly with the individual faculty member, especially as it relates to assessment of course work and clinical evaluations. When this is not possible and/or did not resolve the issue, individuals may file a complaint, in writing, to the academic department head/program director.
 - c. If the issue does not involve a faculty member, the student may move to step two of this process.

- 2. Academic Program Director works to resolve issue with student**
 - a. Step 2 should take no longer than two weeks*
 - b. Students are encouraged to first discuss the complaint/grievance/appeal with the program director before filling a formal and written complaint/grievance/appeal
 - c. If the student is not satisfied with a resolution or decision, a formal and written complaint/grievance/appeal may be made. This should include three important items:
 - i. The exact nature of the complaint/grievance/appeal
 - ii. Supporting information that a problem exists
 - iii. Suggested remediation or resolution to the issue
 - d. If the issue is not resolved, the student may move to step three of this process.
 - e. If the issue is related to the program director, the student should seek counsel from the Associate Dean or Dean of the College.

(continued)

- 3. Any appeal to the Program Director's actions is presented to the Dean of the College.**
 - a. Assistant Dean of Academic and Student Affairs reviews the complaint/grievance/appeal from the student. Student will be contacted no later than one week with direction on next steps.
 - b. After a preliminary review, the student may be asked to file a formal and written complaint/grievance/appeal. This must be filed within two weeks of the first presentation to the Dean's office. This should include:
 - i. The exact nature of the complaint/grievance/appeal
 - ii. Supporting information that a problem exists or wrong decision has been made
 - iii. Suggested remediation or resolution to the issue
 - c. The Dean of the College will review the formal complaint/grievance/appeal. **In most cases, the Dean will formally respond to the student in writing within two weeks of the appeal.**
 - d. Once the Dean's decision or advice has been rendered, the student has five days (5) to make a formal appeal of the Dean's decision to the Provost of the University.
 - e. The formal appeal to the Provost must be in writing and include:
 - i. The exact nature of the appeal
 - ii. Supporting information that a wrong decision has been made by the Dean
 - iii. Suggested remediation or resolution to the issue

The Assistant Dean of Academic and Student Affairs in the College will send the student a formal letter outlining how to prepare and send an appeal to the Provost's office once officially notified by the student that an appeal will take place.

- 4. Review of Appeal by the Provost**
 - a. The Provost of the University or designee will receive the formal appeal sent by the student.
 - b. Depending on the nature of the issue, the student will hear back from a representative of the Provost's office within a week.
 - c. **Decision timeline from the Provost's office is variable.**
 - d. Decision made by the Provost is final.

A system is in place at the College to maintain records of such complaints/grievances/appeals and their resolutions. Furthermore, the information becomes a valuable resource to work to develop educational and student/faculty development programs that foster best teaching/learning practices.

Complaints/Grievances of generally non-academic issues, except for reports of academic dishonesty, are adjudicated by the *Office of Student Conduct and Community Affairs*. The University has a detailed process in place to handle complaints/grievances related to student conduct and student life. For a review of the process go to <http://www.drexel.edu/studentlife/judicial/>.

LEAVE OF ABSENCE

A student:

- 1 May be granted a leave-of-absence based on the University's policy and at the discretion of the program director.
- 2 Will be subject to the University, College of Nursing and Health Professions, and Radiologic Technology Program policies, procedures, and curriculum in effect at the time of his or her return from the leave-of-absence.
- 3 Will be assessed fees at the current tuition rate.
- 4 The student returning from leave-of-absence is subject to changes in the graduation requirements in accordance with the official policies of the Radiologic Technology and the College of Nursing and Health Professions in effect at the time of return.
- 5 Returning from a Leave-of-Absence
 - a At least thirty days before the conclusion of a leave-of-absence, the student must submit a written request to the program director, with a copy to the Office of the University Registrar, either:
 - 1) Stating the student's desire to renew the leave for another period (maximum of one year) or
 - 2) The intent to be reinstated.
 - b If reinstatement if requested:
 - 1) The program will inform the program's Academic Advisor in writing whether it supports or does not support the student's return based upon whether or not the student has met the program's conditions for reinstatement.
 - 2) A student returning from leave-of-absence must demonstrate current competency.

CURRENT COMPETENCY

Any student experiencing an interruption of his or her studies before beginning the clinical phase of the curriculum is required to demonstrate current competency in the content and skills for the program prior to returning to the clinical portion of the curriculum.

DISMISSAL

A student may be recommended for dismissal from the Program if the student:

1. Receives three (3) course failures in the course of didactic and/or clinical education.
2. Fails the same professional course twice
3. Fails to meet the criteria for professional behavior.
4. Fails to meet the terms and conditions of the program as specified in this Radiologic Technology program handbook.
5. Engages in serious professional misconduct (i.e. academic dishonesty, harassment, endangerment of the life of a patient, forgery, etc).
6. Is placed on academic programmatic probation two (2) times during the course of enrollment in the Radiologic Technology Program.
7. Is dropped for poor scholarship by action of the University.

PROGRAM READMISSION

Students dismissed from the Program for academic, ethical and/or Program Professional Conduct Code issues are not eligible for readmission.

* All circumstances will be evaluated by the Director.

* Grievance Policy: the program follows the University handbook.

Appeals Policies: www.drexel.edu/provost/policies

CLINICAL EDUCATION GUIDELINES & POLICIES

PROFESSIONAL CONDUCT EXPECTATIONS

ARRT STANDARDS OF ETHICS

Preamble: *The Standards of Ethics* of the American Registry of Radiologic Technologists shall apply solely to persons holding certificates from the ARRT and who either hold current registration by the ARRT or formally held current registrations by the ARRT and/or seek reinstatement of registration by the ARRT (collectively, “Registered Technologists”), and to persons applying for examination and certification by the ARRT in order to become Registered Technologists (“Applicants”). The *Standards of Ethics* are intended to be consistent with the Mission Statement of the ARRT, and to promote the goals set forth in the Mission Statement.

A. Code of Ethics

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Radiologic Technologists and Applicants may evaluate their professional conduct as it relates to patients, health care consumers, employees, colleagues, and other members of the health care team. The “Code of Ethics” is intended to assist Radiologic Technologists and Applicants in maintaining a high level of ethical conduct and in providing for their protection, safety and comfort of patients. The “Code of Ethics” is inspirational.

1. The Radiologic Technologist conducts himself/herself 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 principle 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 regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which it has been 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 from the physician to aid in the diagnosis and treatment/management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self, and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient’s right to quality radiologic technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.

B. Rules of Ethics

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all present Registered Technologists, Registered Radiologist Assistants, and Candidates. Certification is a method of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Registered Technologists and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. **The Rules of Ethics are enforceable.** Registered Technologists, Registered Radiologist Assistants, and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

There are 22 Rules of Ethics that a Radiologic Technologist must be responsible for knowing. They are referenced in Appendix A. They detail unethical behavior including but not limited to convictions, fraud, mental incompetence, harmful behavior. All students are encouraged to review Appendix A.

CNHP EXPECTATIONS

Professional Conduct

The University and hospital expect every student to observe basic rules of good workplace behavior. Most of these are common sense rules. As a member of the hospital team, it is important that you understand the policies and procedures of the Program and the consequences of inappropriate workplace behavior.

Behaviors inconsistent with those described will be brought to the attention of the Program in the form of verbal and written anecdotal reports. Misconduct will be handled in accordance with the procedures outlined in the Drexel University, College of Nursing and Health Professions Handbook. Performance not compatible with appropriate workplace behavior will be documented. Behaviors subject to clinical course failure include, but are not limited to the following examples:

1. Deliberate inattention to patient care.
2. Any practice resulting in harm to a patient.
3. Failure to fulfill the responsibilities of a student radiographer to an extent that causes or potentially causes injury to a patient; or waste, damage or loss of material, supplies, equipment or other property.
4. Failure to report an injury or incident concerning a patient.
5. Divulging confidential information concerning patients or their care.
6. Soliciting or accepting tips from patients or any other persons.
7. Rude or discourteous behavior.
8. Chronic or habitual absenteeism/tardiness.
9. Unauthorized absence from duty/failure to report absence.
10. Falsification of hospital or program forms or records.
11. Tampering with clinical attendance sign-in sheets or falsifying reported clinical time.
12. Refusal to carry out orders or instructions (insubordination to faculty, physicians, supervisors, and/or staff technologists).
13. Failure to follow the policies of the clinical site (i.e., smoking, sleeping, gambling etc.).
14. Failure to adhere to other rules, regulations and/or policies of the Program.
15. Use of profane or abusive language.
16. Unauthorized use of, removal of, theft of, or intentional damage to the property of the hospital, a patient, employee, or student.
17. Threatened or actual physical violence.
18. Bringing in, having in possession, or being under the influence of an intoxicant, narcotic, or mood altering substance on hospital or university property.
19. Disorderly or immoral conduct.
20. Failure to follow protocol in the performance of radiologic procedures (e.g., improper use of film badge, improper use of film identification and markers).
21. Failure to seek out appropriate clinical supervision while performing radiologic procedures and repeat images.
22. Failure to meet academic education requirements.
23. Failure to meet clinical education requirements.
24. Cheating on any examination or independent test.

TECHNICAL STANDARDS

In keeping with the goals of the Radiologic Technology Program, the highest priority is placed upon developing graduates who are competent, caring technologists possessing the skills of life-long learning needed to incorporate new knowledge and methods into their practices and to adapt to a changing medical environment. The faculty has determined that certain technical standards are prerequisites for admissions, progression, and graduation for the Radiologic Technology Program.

An individual must be able to independently, with or without reasonable accommodation, meet the following technical standards of general abilities and specifically those of observation; communication; motor, intellectual, conceptual, integrative, and quantitative abilities; as well as essential behavioral and social attributes. Individuals unable to resolve deficiencies in these technical standards, with or without reasonable accommodation, are counseled to pursue alternate careers.

In addition to academic standards, the following technical standards are required for admission to the radiography curricula:

A. Motor Ability

A student must develop the psychomotor skills reasonably needed to perform or assist with procedures, treatments, management and operation of diagnostic equipment utilized in the general and emergent care of patients required in practice as a Radiologic Technologist.

The prospective Radiologic Technology student must possess sufficient strength, motor coordination and manual dexterity to be able to:

1. Grasp securely with two functional upper limbs
2. Stand and walk up to 85% of work time.
3. Reach above shoulder level intermittently for 90% of work time.
4. Lift up to 25 pounds unassisted.
5. Transport, move, lift or transfer patients from a wheelchair or gurney to an x-ray table or to a patient bed and physically place patients in the proper position for the examination according to established standards necessary to diagnostic procedures.
6. Walk without assistance of canes, crutches, walkers and /or humans
7. Twist, bend, stoop/squat, and move quickly

B. Language capabilities

Possess the ability to verbally communicate.

C. Communication Ability

The student must communicate effectively both verbally and non-verbally to elicit information and to translate that information to others. Each student must have the ability to read, write, comprehend and speak the English language to facilitate communication with patients, their family members, and other professionals in health care settings. In addition, the student must be able to maintain accurate patient records and present information in a professional, logical manner. The student must communicate effectively verbally and in writing with instructors and other students in the classroom setting as well.

Technical Standards continued next page

TECHNICAL STANDARDS continued

D. General Abilities

The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be integrated, analyzed, and synthesized in a consistent and accurate manner. A student must also possess the ability to perceive pain, pressure, temperature, position, vibration, and movement that are important to the student's ability to gather significant information needed to effectively evaluate patients. A student must be able to respond promptly to urgent situations that may occur during clinical training activities and must not hinder the ability of others members of the health care team to provide prompt treatment and care to patients.

E. Observational Ability

The student must have sufficient capacity to make accurate visual observations and interpret them in the context of laboratory studies, medication administration, and patient care activities. In addition, the student must be able to document these observations and maintain accurate records.

F. Ability to Manage Stressful Situations

The student must be able to adapt to and function effectively in stressful situations in both the classroom and clinical settings, including emergency situations. Students will encounter multiple stressors while in the Radiologic Technology Program. These stressors may be, but are not limited to personal, patient care/family, faculty/peer, and or program related.

G. Intellectual, Conceptual, Integrative, and Quantitative Abilities

The student must be able to develop and refine problem-solving skills that are crucial to practice as a radiologic technologist. Problem solving involves the ability to comprehend three-dimensional relationships and understand the spatial relationships of structures; to measure, calculate, reason, analyze, and synthesize objective and subjective data; and to make decisions that reflect consistent and thoughtful deliberation and sound clinical judgment. A student must have the capacity to read and comprehend medical literature. Each student must demonstrate mastery of the above skills and the ability to incorporate new information from peers, teachers, and the medical literature to formulate sound judgment in patient assessment and diagnostic planning.

H. Behavioral and Social Attributes

Flexibility, compassion, integrity, motivation, effective interpersonal skills, and concern for others are personal attributes required of those in the radiologic technology practice. Personal comfort and acceptance of the role of a dependent practitioner functioning under supervision is essential for education and practice as a radiologic technologist. The student must possess the emotional health required for full use of the student's intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities in the classroom setting, as well as those in the clinical setting attendant to the diagnosis and care of patients; and the development of mature, sensitive, and effective relationships with patients and other members of the health care team. Each student must have the emotional stability required to exercise stable, sound judgment and to complete assessment and interventional activities. The ability to establish rapport and maintain sensitive, interpersonal relationships with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for practice as radiologic technologists. The student must be able to tolerate physically taxing loads and still function effectively under stress; adapt to changing environments; display flexibility; graciously accept constructive criticism; manage difficult interpersonal relationships during their education; and learn to function cooperatively and efficiently in the face of uncertainties inherent in clinical practice.

CLINICAL EDUCATION EXPERIENCE

Philosophy of Clinical Education

The role of the Radiographer has grown in complexity with the development of more sophisticated procedures and equipment in the field of Radiology. It is the philosophy of the Program Faculty to provide the Radiography students with optimum clinical experiences and to ensure that the students have the opportunity to perform all routine types of radiographic procedures in the appropriate proportions. Furthermore, the philosophy of the Program Faculty is to provide demonstration, supervision, observation, counseling and evaluation in the clinical setting whereby the student will effectively:

1. Apply knowledge of the principles of radiation protection for the patient, self, and others.
2. Apply knowledge of anatomy, positioning, and radiographic technique, to accurately demonstrate anatomical structures on a radiograph.
3. Determine exposure factors to achieve optimum radiographic images with a minimum of radiation exposure to the patient.
4. Examine radiographs for the purpose of evaluating technique, positioning and other pertinent technical and pathological qualities.
5. Participate in radiologic quality assurance programs.
6. Exercise discretion and judgment in the performance of medical imaging procedures.
7. Provide patient care essential to radiologic procedures, as well as recognize emergency patient conditions and initiate first aid and basic life-support procedures.
8. Establish interpersonal communications with the patient and other members of the health care team.
9. Maintain patient confidentiality at all times.

Competency-based Clinical Education

Competency-based clinical education (CBCE) is directed toward preparing individuals to perform specified tasks as a radiographer under realistic conditions and to perform these tasks at a level of accuracy and speed required of entry-level radiographers. The goal of clinical education, therefore, is to provide students with the opportunity to achieve competency in the duties of a radiographer before leaving the clinical education program.

Competency by definition is the required minimum standard of performance of a specified radiographic procedure. Clinical education which is competency-based must be founded upon a set of tasks that are performed by radiographers in the field. For each task performed, there are certain skills, knowledge and attitudes that a student must competently demonstrate. Competency is not just a manipulative skill but includes cognitive and affective development as well. Components:

Cognitive: Classroom and acquired knowledge

Psychomotor: Clinical or motor skills

Affective: Emotions, values, attitudes, and characteristics

CLINICAL EDUCATION GUIDELINES

Overview

Drexel University is committed to providing a comprehensive clinical education experience, which is essential to prepare a student for entry into the radiologic technology profession. The clinical curriculum is composed of seven (7) sequentially linked competency-based clinical education courses, which increase in complexity and requirements. Details outlining all clinical education requirements are published in individual clinical syllabi.

Objectives of Clinical Education

The student will observe, practice and actively demonstrate the professional skills required of a radiographer by:

1. Performing the required number of competency examinations established for each clinical course.
2. Evaluating patient examination request forms accurately.
3. Preparing the radiographic room appropriately.
4. Supporting, assisting, evaluating, questioning, observing and informing the patient.
5. Accurate positioning of the patient for the procedure.
6. Practicing good radiation protection.
7. Using equipment and exposure technique charts correctly.
8. Appropriately processing and accurately evaluating images.
9. Demonstrating a professional level of record-keeping and computer skills.
10. Maintaining patient confidentiality in compliance with HIPAA regulations.
11. Examine gender, cultural, age and socioeconomic factors that influence patient compliance with procedures, diagnosis, treatment and follow-up of patients.
12. Adapt procedures to meet age-specific, disease-specific and cultural needs of patients.
13. Assess the patient and record patient histories.
14. Assess patient using the ABCs of CPR and demonstrate basic life support procedures.
15. Maintain HIPPA compliance while completing all didactic and clinical education activities.

The student will observe, practice, and demonstrate learning and growth in professional behavior by:

1. Demonstrating an ability to work with others.
2. Communicating a caring attitude to the patient.
3. Accepting constructive criticism willingly and contributing toward improvement.
4. Demonstrating an effective use of time by working systematically and efficiently.
5. Adhering to Program policies and requirements.
6. Demonstrating ethical conduct while respecting the patient's rights, values and confidentiality.
7. Demonstrating initiative in clinical responsibilities.
8. Demonstrating dependability and responsibility in clinical assignments.
9. Presenting an appearance and demeanor that communicates professionalism and competence.
10. Demonstrating interest in the Profession of Radiologic Science by joining a professional organization.
11. Performing community service by attending health fairs, visiting local schools, and participating in Information Sessions and other events for the Radiologic Technology Program.

PERFORMANCE EXPECTATIONS

The Radiologic Technology faculty accepts the rules and regulations governing student conduct as set forth in the Drexel University, College of Nursing and Health Professions Student Handbook. The philosophy of the Radiologic Technology program reflects a commitment to the belief that every human being has dignity and possesses an intrinsic value. Further, it affirms that the purpose of the program is to prepare the student to be a caring person who assumes responsibility and accountability for his or her actions. Therefore, it is appropriate that, in addition to the prohibited actions and unacceptable behavior described in the Handbook, the faculty expects the following behaviors from students enrolled in the Radiologic Technology Program:

1. The student will interact with patients, peers, clinical personnel and instructors so that neither they nor the student will be diminished personally.
2. The student will keep all information confidential concerning patients.
3. The student will be prepared for every clinical experience, since he/she is legally accountable for the health care he/she provides.
4. The student will promote an atmosphere in the classroom and clinical setting, which facilitates learning by attending, being prompt and actively participating.
5. The student shall conform to and display professional behaviors as a health care worker. Those professional behaviors identified by the ARRT Code of Ethics are promoted and expected by the faculty of the Radiologic Technology department.

Routine Duties

1. Students are assigned to various clinical areas in the department by program faculty.
2. Students are responsible for all technical assignments given by their supervising staff technologist.
3. Students will not leave their assigned clinical area until all work assigned to the room has been completed and approved by their supervising staff technologist.
4. Students will assist the radiology staff in proper care of the patient.
5. Students will perform all other duties of a staff technologist as directed by their immediate supervisor. This includes care of equipment and cleaning and stocking the radiographic rooms.
6. Repeat examinations are ONLY performed under the guidance and direct supervision of a registered technologist.
7. Students are required to call the clinical faculty and the university whenever absence is anticipated for any reason. Also see Attendance and Punctuality Policy.

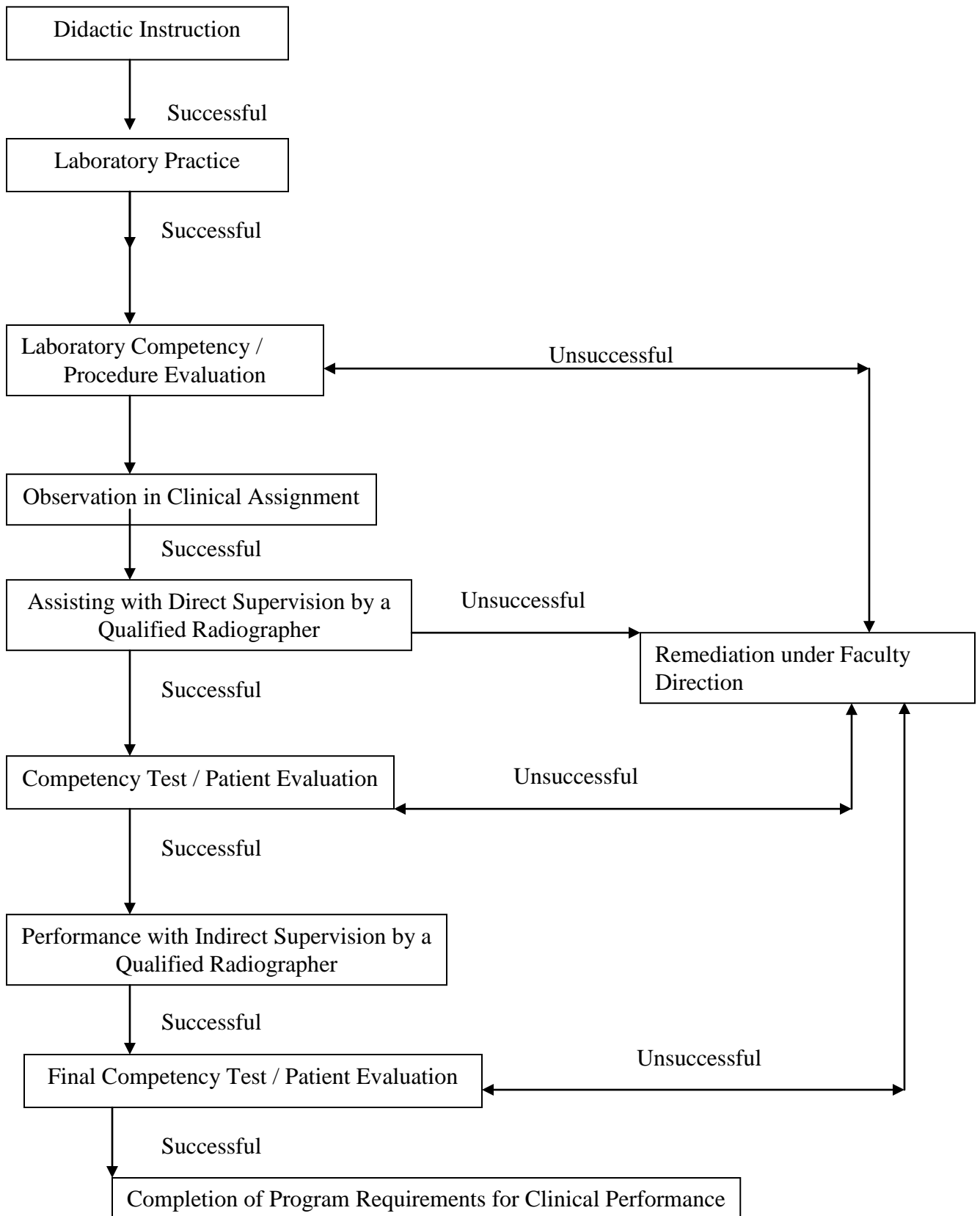
STRUCTURE OF CLINICAL EDUCATION

Clinical education should reflect the progression of required competencies from a basic level to an advanced level over the entire educational program. This is accomplished through a valid plan for clinical experiences. As evidenced on the flowchart, cognitive, psychomotor and affective aspects of the curriculum are integrated throughout clinical education.

LEARNING PROGRESSION

1. Required didactic (classroom)
2. Laboratory experience
3. Live Patient Simulation experiences in the laboratory
4. Simulated experiences in the clinical setting
5. Observation of qualified radiographers in the execution of their duties
6. Transition from passive observation to active participation by assisting the radiographer in performing the procedure. The rate of student progress depends on the student's ability to comprehend and perform. Progress is determined by timeliness and efficiency with completion of radiographic procedures.
7. Competency evaluation in the clinical setting
8. Experience in performing procedures with indirect supervision of radiographers
9. Final competency evaluations in the clinical setting

COMPETENCY BASED CLINICAL EDUCATION FLOWCHART



REGULATIONS GOVERNING CLINICAL EDUCATION

1. Clinical assignments are posted on the student bulletin board.
2. Students are to be signed in by faculty at 8:30 am and must stay in clinical assignments thereafter. Students will be signed out at the end of the day (4:30 pm). If they fail to be signed out, the student will not receive pm clinical credit.
3. Students are expected to report to their clinical assignment on time and prepare the room by cleaning and stocking it. If an x-ray examination is already in progress, they are to assist the Technologist.
4. Students will be present in their assigned radiographic area whenever an examination is being performed.
5. Students will address all patients and doctors with respect, i.e., Miss, Mrs., Ms., Mr., or Dr. Students will not use first name to address patients and/or doctors.
6. Students may never leave a patient unattended.
7. Any information which is learned regarding the diagnosis, prognosis, or personal life of a patient is classified/confidential information and must not be discussed outside the professional realm of duty.
8. Students will label each film with a lead marker indicating the right or left side.
9. Students are not permitted to take repeat radiographs without a staff technologist presence.
10. Proper dress code is required at all times in the clinical area.
11. Students are not permitted to chew gum in the clinical area.
12. Students are assigned a one-hour lunch period and are expected to return on time.
13. Students may not place or receive personal phone calls on any department telephone. A pay telephone is located conveniently in the department.
14. Students are not permitted to accept gratuities from patients.
15. Students are to refrain from personal conversations or remarks while in the presence of patients.
16. Students may not congregate in any patient-care area of the department.
17. During periods of inactivity, the reading of textbooks and professional literature is encouraged. Novels and crafts are not permissible in the clinical area.
18. Students are not permitted to bring food and/or drink to any part of the Radiology Department, clinically assigned area, and/or to any classroom.
19. Students must remain in the clinical area and may only leave with the permission of their Staff Technologist and the Control Desk Supervisor or when dismissal is announced.
20. Students may not leave any clinical area for the day unless they are dismissed by the Program Director, Clinical Coordinator, or Clinical Instructors.

CLINICAL ASSESSMENT CRITERIA

Upon completion of half of the clinical quarter (mid-term), faculty will review student performance based on staff technologist rotation evaluations, patient competency evaluations, and Clinical Instructor progress reports in accordance with stated clinical objectives. A final written assessment will be reviewed with each student and a final grade will be calculated.

Clinical education outcomes involve affective, cognitive, and psychomotor skills identified below. Clinical grading is based on the student's progress toward:

1. meeting specific clinical education objectives identified for each clinical course.
2. outcome development.

Affective Domain

Appreciate and value the imaging department as an essential, professional discipline of the health care system in the delivery of patient care services. Students are expected to:

1. Adhere to program policies regarding honesty, attendance and clinical performance.
2. Demonstrate respect and compassion for patients.
3. Demonstrate appropriate professional interactions with fellow students, instructors, facility personnel and patients.
4. Demonstrate appropriate professional behaviors unrestricted by concerns of socioeconomic status, cultural diversity, sexual orientation, disease status and religious beliefs.
5. Adhere to the professional ideal, with confidence, discretion and accountability.

Cognitive Domain

Recognize and describe principles of effective and safe radiographic practice as related to fluoroscopy, general, and mobile radiography. Students will develop the following cognitive skills relative to their curricular progression.

1. Identify and describe principles of ethical conduct as identified in the professional Code of Ethics.
2. Develop technical knowledge appropriate and relative to curricular progression.
3. Recognize quality radiographs relative to curricular progression.
4. Utilize and apply technique charts and procedure manuals.
5. Identify patient needs and assist them in an appropriate manner.

Psychomotor Domain

Observe, assist, and/or perform effectively and efficiently all assigned exams in scheduled work areas at the medical imaging facility. Students, with appropriate clinical supervision, are expected to:

1. Assist technologists as needed.
2. Perform required patient competency evaluations in preparation for final competency assessments.
3. Perform all duties as assigned.

CLINICAL SUPERVISION

Until students achieve the program's required competency in a given procedure, all clinical assignments should be carried out under the **DIRECT SUPERVISION** of qualified radiographers. The following are parameters of direct supervision:

1. The qualified radiographer reviews the request for examination in relation to the student's level of achievement.
2. The qualified radiographer evaluates the condition of the patient in relation to the student's level of achievement.
3. The qualified radiographer reviews and approves the radiographs.

INDIRECT SUPERVISION is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

("Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is performed. This availability applies to all areas where ionizing radiation equipment is in use.

THEREFORE, STUDENTS ARE NOT PERMITTED TO DO MOBILE RADIOGRAPHY WITHOUT A RADIOLOGIC Technologist (RT) REGARDLESS OF THE STUDENT'S LEVEL OF COMPETENCY).

REPEAT RADIOGRAPH POLICY

In support of professional responsibilities for provision of quality patient care and radiation protection, **unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer regardless of the student's level of competency.**

Clinical Competency

This clinical evaluation system is a standardized method of measuring the student's ability to optimally produce a diagnostic radiograph for a specific anatomical part utilizing proper positioning, patient care, anatomy, technique, radiation protection, and equipment manipulation.

The clinical competency evaluation system is divided into two main parts: Category and Final Evaluation.

I. Category Evaluation

The goal of the evaluation is to determine the student's competency on routine views of all parts of the anatomy. This evaluation takes place in both a mock setting and an actual patient setting.

The following steps are taken in evaluating the student's competency in a given area:

- A. Radiographic Positioning and Anatomy is taught by a designated Faculty member in the didactic setting, utilizing texts and audiovisual aids.
- B. A group demonstration is performed by the Procedures Instructor in a designated radiographic room at an assigned time each week. Students are responsible for any missed information in lab. The Instructor will not demonstrate positioning for those students who have missed lab.
- C. The students practice the positioning on one another in preparation for testing.
- D. The student, at a designated time is scheduled to perform the specific radiographic procedure in a simulated situation in a designated radiographic room while a Clinical Instructor evaluates the student's competency according to clinical competency evaluation criteria.

**If the student should fail the competency, the student then receives remedial instruction followed by re- examination in that specific procedure the following week.

- E. Once a student has passed a particular competency evaluation in a mock setting, he/she may ask to be evaluated in a real-life patient care setting.
- F. Failure to shield a patient or to ascertain the chance of pregnancy will result in automatic failure.

Each student has a certain number of patient evaluations to complete per quarter. Certain evaluations are mandatory and required for graduation. Failure to complete the correct number will result in a grade of zero for each exam not performed and those exams will be added to the following quarter's requirement. The student must complete all required competency evaluations by the end of your senior year. All required competencies must be completed at end of winter quarter of the senior year.

II. Final Evaluation

Students, in the fourth and the seventh quarter will be given a Terminal Competency Final Evaluation. The purpose of this evaluation is to obtain a final analysis of the student's competency by evaluating him/her on a cross-section of examinations.

The student will meet with the Clinical Coordinator at a designated time and perform various exams throughout the day. All lab evaluations should be completed in order to be eligible for final evaluations.

The student will be evaluated on positioning skills, patient interaction, technical factors, knowledge of anatomy and radiographic quality.

Failure in any of the above examinations will result in remedial instruction and re-examination.

CLINICAL GRADING POLICY AND SYSTEM

DESCRIPTION OF CLINICAL GRADING

Clinical Rotation Evaluation

The Program faculty has developed specific behavioral objectives concerning the clinical performance expected of each student in the assigned radiographic room. These objectives are designed to direct the performance of the students in the following areas: patient care, equipment manipulation, positioning skills, radiation protection and professional adjustment.

The objectives are given to the student at the beginning of the program and there is instruction along the way as to the expectations of these objectives. The objectives are posted in the radiographic laboratory and detailed in Appendix C. The Staff are informed of their need to utilize these objectives in their instructing, demonstrating, and evaluating of the student's performance.

Clinical rotation evaluations allow the Faculty to determine the progression rate of students during their clinical education as to whether they are able to meet specified pre-defined clinical performance objectives. Information is kept in the Radiology Department to assist the Staff Technologist in the evaluation process. This information includes expectations of the student's abilities with regard to equipment manipulation, patient care, positioning, radiographic critique, etc. These exceptions are stated with reference to time spent in the Program.

In-services are given to the Staff Technologists regarding the importance of the student clinical objectives and the need for the Staff Technologist to adequately supervise, observe and evaluate the student's performance relative to the clinical objectives. Staff Technologists play an integral role in the student's clinical experience by directly supervising and giving initial and reinforced clinical instruction in the following areas:

1. patient care
2. professional adjustment
3. radiation protection
4. positioning skills
5. equipment manipulation and technique

The evaluation is filled out by the technologist who in turn will give the evaluation to the clinical coordinator. All evaluations must be submitted no later than 5 days following the end of the rotation. It is the student's responsibility to make sure that each technologist completes the evaluation on time (**within 5 days of the end of that month**). Five points will be deducted from the evaluation grade for each evaluation handed in late. Evaluations should have date and month of rotation. Five points will be deducted from the evaluation grade if an evaluation is submitted without date/month of rotation. Should there be any deficiencies noted, the Clinical coordinator privately discusses it with the student and makes recommendations on how the student may improve his or her performance.

Staff Radiographers are encouraged to discuss the evaluations with the student. The evaluations are made available to the students to encourage improvement in needed areas. All clinical rotation evaluations are documented and filed in the student's permanent record. Should the student feel that the evaluation is not truly representative of his/her performance, but rather a personality conflict, the Clinical Coordinator will then discuss the evaluation with both parties and document the conclusion (s), if any. The student may write comments concerning the evaluation and those comments will remain with the evaluation as long as it exists. The final decision regarding the evaluation will be made by Program officials.

DESCRIPTION OF CLINICAL GRADING COMPONENTS

Monthly Log Sheets

Each student is required to document all cases he/she has observed, assisted with, and performed during each of the clinical rotations.

Failure to turn in completed and required log sheet will result in an automatic deduction of 3 points from the room evaluation grade.

Technologist Evaluation (room, equipment, Rotation)

- An evaluation of the student's ability to successfully complete the Objectives and the Clinical Performance Expectations for the clinical assignment

Clinical Seminar

- An evaluation of activities intended to reinforce the clinical experience and connect didactic information

Written Clinical Final

- A written evaluation of radiographic positioning associated with the clinical experience

Laboratory Competency Testing

- An evaluation of the student's ability to perform radiographic procedures in the laboratory setting

Clinical Instructor's Evaluations

- An evaluation of the student's affective, cognitive and psychomotor skills associated with an effective Radiologic Technologist

Clinical Competency Testing

- An evaluation of the student's ability to perform radiographic procedures in the clinical setting

Terminal Competency Final

- An evaluation of the student's overall skill and ability as an emerging Radiologic Technologist

CLINICAL GRADING COMPONENTS (percentage breakdown)

The clinical grade will be determined in the following manner:

First Year	Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter
Technologist Evaluation (room, equipment, Rotation)	15%	15%	15%	15%
Clinical Seminar	15%	15%	15%	
Written Clinical Final *	--	--	--	20%
Laboratory Competency Testing	30%	30%	30%	--
Clinical Instructor's Evaluations	20%	20%	20%	20%
Clinical Competency Testing	20%	20%	20%	20%
Terminal Competency Final	--	--	--	25%

Second Year	Fall Quarter	Winter Quarter	Spring Quarter
Technologist Evaluation (room, equipment, Rotation)	15%	15%	15%
Clinical Seminar	15%	15%	15%
Laboratory Competency Testing	30%	--	--
Written Clinical Final*	--	30%	--
Clinical Instructor's Evaluations	20%	20%	20%
Clinical Competency Testing	20%	20%	10%
Terminal Competency Final	--	--	40%

*Written Clinical Final grades must be 85 % or higher to pass.

Students who pass it at midterm may retake the final to get a better score. However, the most recent score is considered the final score.

CLINICAL EVALUATIONS

1st Year (Radiology)

Fall Quarter – 2
Winter Quarter – 10
Spring Quarter – 10
Summer Quarter – 12

2nd Year (Radiology)

Fall Quarter – 10
Winter Quarter – 10
Spring Quarter – Finals

1st Year Fall Quarter (Sept. to Dec.)

Four Clinical Evaluations

1. Chest
 - a. Routine (PA and Lateral)
 - b. Oblique
 - c. Decubitus
 - d. Lordotic
 - e. Stretcher (supine/erect)
 - f. Chair (erect with lateral)
2. Cardiac Study
 - a. Supine/erect
 - b. Decubitus
 - c. Lateral
 - d. Dorsal decubitus
3. Upper Extremity
 - a. Fingers
 - b. Hand
 - c. Wrist
 - d. Elbow
 - e. Forearm
 - f. Humerus

1st Year Winter Quarter (Jan. to Mar.)

Ten Clinical Evaluations

1. Upper Extremity
 - a. Shoulder Girdle
 - b. Clavicle
 - c. AC joints
 - d. Scapula
2. Lower Extremity
 - a. Foot
 - b. Ankle
 - c. Tibia/fibula
 - d. Knee
 - e. Pelvis
 - f. Femur
 - g. Hip

B. 1st Year Spring Quarter (Apr. to June)

Ten Clinical Evaluations

1. Vertebral column
 - a. Cervical spine
 - b. Thoracic spine
 - c. Lumbar spine
 - d. Sacrum
 - e. Coccyx
 - f. Scoliosis
 - g. Ribs
 - h. Sternum-SC joints

2nd Year Fall Quarter (Sept. to Dec.)

Ten clinical Evaluations

1. Urinary System
2. Fluoroscopy
 - a. Barium Swallow
 - b. Barium Enema
 - i. Single contrast
 - ii. Double contrast
 - b. Upper GI
 - i. With and without small bowel
3. Head Work
 - a. Skull
 - b. Facial Bones
 - c. Orbits
 - d. Nasal Bones
 - e. Mandible/TMJ
 - f. Sinuses
 - g. Salivary glands

2nd Year Winter Quarter (Jan. to March)

Ten Clinical Evaluations

1. Bronchogram
2. Hysterosalpingogram
3. Arthrograms
4. ERCP
5. Mammography/Breast Localization
6. CT
7. MRI
8. US
9. Trauma

2nd Year Spring Quarter (April to June)

Final Evaluation

CLINICAL GRADING SCALE

Due to the high standards required to deliver quality patient care, students must achieve a higher level of excellence in their clinical education than in the didactic portion of the program. Therefore, the following grade scale is utilized for the clinical practicum:

Clinical

A+	= 4.0	98—100
A	= 4.0	96—97
A-	= 3.7	94—95
B+	= 3.3	92—93
B	= 3.0	90—91
B-	= 2.7	88—89
C+	= 2.3	86—87
C	= 2.0	84—85
C-	= 1.7	82—83
D+	= 1.3	80—81
D	= 1.0	77—79
D	= 1.0	74—76
F	= 0.0	below 74

SIGN IN/OUT POLICY

One of the primary responsibilities of a professional radiographer is regular, punctual attendance. In order to instill good work habits, students are required to be signed in and out everyday with program faculty. Failure to sign in and/or out will result in an **entire** unexcused day. **FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN COURSE FAILURE. TAMPERING WITH OR FALSIFICATION OF TIME RECORDS WILL RESULT IN DISMISSAL.** This action will be carried from quarter to quarter. The following is the Signing In/Out Policy:

1. Clinical hours are 8:30 a.m. – 4:00/4:30 p.m. (dependent on the Clinical site assignment). Students are required to be present. Students are expected to be in the scheduled area at the specified time and to remain in the scheduled area for the specified time.
2. Students will be signed in at 8:30 a.m. and signed out at 4:00/4:30 p.m. (dependent on the Clinical site assignment) each day by a Clinical Instructor.
3. Students with scheduled time off in the morning hours must sign in with Clinical Instructor by 1:00 p.m.
4. Students with scheduled time off in the afternoon hours must sign out with Clinical Instructor at 12:00 p.m.

Lateness

5. Students arriving after 8:30 am (or after 1:00 p.m.) must report to a Clinical Instructor upon arrival, provide the reason for lateness, and sign a lateness warning (See Lateness Policy below).

LATENESS POLICY

Lateness reflects unprofessional and irresponsible behavior. Three (3) late offenses per quarter will be counted as one absence in the clinical attendance factor. Any student who arrives at a clinical assignment more than two (2) hours late will be considered absent for that day.

REQUIRED TIME OFF (RTO)

Students are allowed two (2) RTO days per quarter. RTO time can be used for unscheduled or scheduled time off.

- a. For unscheduled RTO, you must notify the Clinical Coordinator, Marcita Walton AND the Clinical Instructor at the hospital to which you are assigned at least 15 minutes prior to the scheduled time of arrival.
- b. For scheduled RTO, you must submit a written request to the Clinical Coordinator, Marcita Walton at least 2 business days in advance of the scheduled time of arrival.

Failure to properly report the use of RTO is a violation of policy and will result in an unexcused absence which will be reflected on your final grade.

Contact Numbers:

In the event that you will be absent from the Clinical site, you must call the Clinical Coordinator, Marcita Walton AND the Clinical Instructor at the hospital to which you are assigned.

- Marcita Walton, MHS. RT(R), ARRT, (215) 762-8442
Clinical Coordinator
- Babu C. Varkey, B, Com, BPEd, RT(R), (215) 762-3653
Clinical Instructor, Hahnemann University Hospital
- Barbara Young, BS., RT(R), (610) 237-4828
Clinical Instructor Mercy-Fitzgerald Hospital

Interview Day

Seniors (2nd Year Radiologic Technology Students, fall, winter or spring quarter) are permitted one additional RTO day for interviews—either job-related or further education (school) interviews. This may be utilized in two ½ day increments.

All interview time must be scheduled in advance and the student is required to provide documentation upon returning to school.

POLICY ON STUDENT EMPLOYMENT

Students who accept employment situations while enrolled in the program may do so during hours in which the student is not engaged in assigned educational activities. During work assignments, the student may not wear the approved student uniform, may not wear the approved student identification badge, and may not wear the student radiation dosimeter. Students working in an affiliated clinical education site may not supervise other students. Students are advised that their work schedule may not interfere with their classroom or clinical performance.

CONDITIONS FOR TIME OFF

University academic calendar is followed by the Program: <http://www.drexel.edu/provost/calendars/>

Bereavement

Five days for immediate family (father, mother, spouse, sister, brother, child, grandparents)

*Documentation must be returned to the Clinical Coordinator.

Jury Duty

The Radiologic Technology Program recognizes jury duty obligations. The student may be excused for duty. The student must notify faculty as soon as the court has notified him/her. The student must submit a letter from the court verifying jury duty.

*** All inquires and scheduling should be done through Drexel University's Clinical Coordinator.**

Hazardous Weather Conditions

There may be instances of extreme inclement weather which would require the closing of School. Due to the nature of our academic program, the Radiologic Technology Program will institute a phone tree process to communicate information concerning students' clinical and classroom cancellations and closures. This process will be initiated by the Director and additional information and/or questions should be directed to this individual.

*The University has set forth guidelines for inclement weather; however this process usually doesn't address hazardous weather closures affecting clinical assignments within the College of Nursing and Health Professions. Students are instructed to use the process listed above.

DRESS CODE

Students are required to present a professional appearance during all scheduled clinical assignments.

It is the patient's right to be treated with dignity and care by clean individuals. It is, therefore required that each student practice appropriate personal hygiene.

Students must wear approved uniforms in the clinical area. Approved uniforms consist of the following:

Male:

1. approved scrub pants
2. approved scrub top
3. white hospital shoes, closed toe and heel and white socks.

Female:

1. approved scrub pants
2. approved scrub top
3. white hospital shoes, closed toe and heel and white socks.

All Students:

The following items are considered part of the uniform and as such must be on your person daily

1. current radiation monitor
2. radiographic markers
3. Drexel ID badge
4. name tag indicating year of graduation from the Radiologic Technology Program

The following policies concerning clinical appearance will be in effect at all clinical sites unless otherwise specified:

1. Uniforms will be neat, pressed and clean at all times. The pant length will cover the top of the shoes. No rips, tears or holes will be tolerated.
2. An all white crew neck undershirt or long sleeved turtleneck may be worn under the uniform top.
3. A white lab coat may be worn as part of the uniform. Lab coats will be kept clean, white stain-free and neatly pressed. The Drexel student identification patch must be sewn onto the upper left sleeve.
4. Hospital shoes with closed toe and heel will be solid white. Athletic shoes are acceptable, but must also be solid white, all leather, low cut. Regardless of style, footwear must be kept clean and in good repair.
5. Simple post earrings (in the ear only), wedding ring, and a watch are acceptable. Any exposed body jewelry (including tongue), other than that worn in the ear is prohibited.
6. Fingernails must be short and neatly trimmed. Artificial nails or nail tips are not permitted. Nail polish, if worn, must be clear or light in color. Hand washing is required following contact with each patient.
7. Hair must be neat in appearance, worn up or secured off the face and of a natural or pleasing color.
8. Make-up and perfume will be applied sparingly.
9. Proper personal hygiene (breath and body) should be practiced at all times.
10. Official identification badges shall be worn on the uniform so that the student's identity is readily visible to the patient.
11. Beards should be neat, clean and well groomed, not of extreme length and should not interfere with the performance of clinical education assignments. Mustaches are permitted; otherwise facial hair should be shaven daily.
12. Tattoos must be sufficiently covered.

*Any student not in uniform as described above will be sent home and considered absent for that day.

SCRUB SUITS

Scrub suits other than the uniform, will be worn only when required by the individual rotation or department.

Lab coats or appropriate institutional coverings must be worn over scrub suits when the student is not present in the surgery areas. Shoe covers and masks may not be worn outside surgery areas unless specifically instructed to do so.

Hospital-issued scrub suits of any kind are not for personal use and may not be worn outside the assigned area of use.

PHONE CALLS

Cell Phone Usage in the Clinical Education Setting

The objective of the electronic communication devices (cell phone) Policy is to ensure optimum patient care during the completion of clinical assignments by promoting a safe, cooperative, and professional healthcare environment, and to promote and enhance:

- efficient operation of the clinical affiliation (Mercy Fitzgerald and Hahnemann University hospitals)
- the ability of others to do their jobs
- a friendly clinical environment for hospital employees, students and faculty
- the individual student's ability to practice competently
- the community's confidence in the in the hospital's ability to provide quality patient care

To act in accordance with the above, students are not permitted to make or receive personal calls while completing clinical education assignments. Students are not permitted to carry or use electronic communication devices during clinical assignments. Students *are* permitted to keep their electronic communication devices in their lockers away from patient care areas.

Any student in violation of the above policy will receive a warning and be dismissed from the clinical education setting for the day. Dismissal from the clinical education setting will be reflected as unexcused time-off with the deduction of points removed from the student's final clinical grade. Continuous infraction of the policy will result in dismissal from the program.

Emergency phone calls

In case of an emergency, a student may receive a message through the Office of Clinical Education (215-762-8442, Marcita Walton), Radiologic Technology Program Coordinator (215-762-7936, Jeannie Richter), or Radiologic Technology Program Academic Advisor (215-762-7979, Susan Lowenstein) and for an emergency situation (e.g., a child care issue) one of the persons mentioned will contact the student directly. At no time will ANY call (inside or outside) be transferred to a student.

SMOKING

In order to provide a healthier, cleaner and safer environment for all students, NO ONE is permitted to smoke on any clinical facility's premises. If the clinical facility provides a designated area for smoking, students may use that area at lunch periods only. EXTRA BREAKS ARE NOT PERMITTED.

USE OF ALCOHOL OR DRUGS

Intoxicating beverages or drugs are not permitted on Hospital or University grounds. Students under the influence of either while present in school or clinic will be dismissed from the program immediately. The Program adheres to the zero tolerance policy of the University.

DISCIPLINARY ACTION

All students are expected to adhere to and abide by the ARRT Standards of Ethics, Performance Expectations, Professional Conduct, the Radiologic Technology Program's Policies on Attendance, dress code, and all grading policies.

Failure to do will necessitate implementation of the following

Counseling/ Warning System

Warnings are given for failure to adhere to and abide by the ARRT Standards of Ethics, Performance Expectations, Professional Conduct, the Radiologic Technology Program's Policies on Attendance, dress code, and all grading policies. Any student receiving a warning notice will be counseled regarding the incident by the program Director. An accumulation of two written warnings may affect the student's final clinical grade. A review of the student's suitability for the profession will also be considered.

Suspension Policy

Suspension days are given for repeated warnings and/or serious failure to adhere to and abide by the ARRT Standards of Ethics, Performance Expectations, Professional Conduct, the Radiologic Technology Program's Policies on Attendance, dress code, and all grading policies.

Suspension days are from clinical assignments will considered unexcused absences and will affect the student's final grade. The length of suspension will be determined by the Academic Standing Committee of the Program and/or the Program Director according to the type and severity of the infraction.

Performance not compatible with appropriate workplace behavior such as, but not limited to the examples listed under Professional Conduct will necessitate immediate suspension.

Dismissal Policy

Disciplinary action of dismissal is carried out due to grave failure to adhere to and abide by the ARRT Standards of Ethics, Performance Expectations, Professional Conduct, the Radiologic Technology Program's Policies on Attendance, dress code, and all grading policies.

Students who fail to satisfy the academic, clinic and/or disciplinary requirements will be referred for dismissal. Recurrent performance not compatible with appropriate workplace behavior such as, but not limited to the examples listed under Professional Conduct will necessitate immediate dismissal.

COUNSELING DOCUMENTATION POLICY/FORM

All students are expected to adhere to and abide by the ARRT Standards of Ethics, Performance Expectations, Professional Conduct, the Radiologic Technology Program's Policies on Attendance, dress code, and all grading policies.

Failure to do so will necessitate counseling of the student and documentation.

Such counseling will be documented as follows:

Student's Name: _____ Date: _____

Course/Clinical Site: _____

Faculty Member: _____

Reason for Counseling:

Student's Response:

Program Recommendations:

Faculty Signature

Student's Signature

RADIATION POLICIES

RADIATION MONITORING POLICY

The Radiography Program has developed procedures and policies concerning radiation monitoring of the student radiographers so as to be in accordance with state and federal regulations. Some of the major items of the policy are listed below and additional instruction for the use, care, and wearing of these badges is given during the program orientation lectures.

1. All students must wear the designated radiation monitoring badge at all times while assigned to a clinical radiation area of Hahnemann University Hospital, Mercy Fitzgerald Hospital and/or any additional clinical affiliation acquired by Drexel University.
2. Radiation monitoring badges are to be worn at the collar level and outside of the lead apron.
3. It is each student's responsibility to exchange the film badge promptly every other month.
4. Monthly reports of the badge exposures are kept in the Department of Radiation Safety and are available for inspection by appointment.
5. Students must immediately report any and all unusual incidences concerning the radiation badge to the program director.
6. Students may not in any way deliberately tamper with the film badge so as to give a false or erroneous radiation reading. Proof of such tampering would result in disciplinary action.
7. In accordance with the National Council on Radiation Protection Report #48, "No person shall be employed specifically to hold patients, nor shall members of the Radiology Department who are classified as radiation workers, be asked to do so." A student within the Program of Radiologic Technology shall not be permitted to hold or restrain patients during radiographic exposures.

In instances where patient restraining must be used, the student is encouraged to employ restraining devices such as tape, sandbags, sheets, etc. In the event these devices fail, students are encouraged to solicit assistance from non-radiology workers such as aides, orderlies, nurses, clerical staff or members of the patient's family. Such persons shall be provided with a protective apron and gloves and are instructed to position themselves such that the unattenuated useful beam does not strike any part of their body.

8. The radiation monitoring badge should NOT be worn when a student has radiographic procedures performed for diagnostic or therapeutic purposes.

PREGNANCY POLICY

A student enrolled in the School will be required to participate in clinical education activities which include performing radiographic examinations that require the use of ionizing radiation. A potentially harmful situation arises when a pregnant female is exposed to radiation. Exposure to such a student to ionizing radiation from either external or internal sources would also involve exposure of the embryo or fetus. In addition, numerous studies have shown the embryo/fetus to be more sensitive to radiation than an adult.

The curriculum will include courses in radiation protection and biology. In these courses students learn that all clinical education activities include the potential for students to receive “occupational exposure” to ionizing radiation when participating in the performance of radiographic examinations. Each student’s occupational exposure will be monitored on a monthly basis. Federal laws place limits on the amount of monthly occupational exposure an individual can receive. Federal regulations further regulate the amount of “occupational exposure” a pregnant student (or technologist) can receive throughout her pregnancy.

- **Students have the option of declaring or not declaring their pregnancy to the University (Program). Drexel University strongly recommends the student declare their pregnancy to optimize the safety of the fetus.**
- **Declaration of pregnancy is not mandatory to remain in the program.**

In order for the Associate of Science, Radiologic Technology program to recognize a student as being pregnant, for the purpose of exposure limits, the student should declare to the College that she is pregnant. Notification should be made to the AS, Radiologic Technology program “in writing” to the Program Director or Clinical Coordinator. The student may request a declaration of pregnancy form from the department if desired.

The Pregnancy Policy of the School is described below:

1. A pregnant student that “declares” her pregnancy, should submit “in writing” to the Program Director or Clinical Coordinator.
2. The declaration of “pregnancy” will allow the Program Director and Radiation Safety Officer to provide additional counsel to the student regarding ways to protect herself from ionizing radiation to include fetal risk factors associated with radiation exposure incurred while she is completing her clinical education.
3. Following counseling she will be issued a second “fetal” radiation monitor. The badge should be worn at waist level and under lead apparel when lead apparel is required.
4. The student will not be permitted to receive a cumulative radiation dose exceeding 500 millirems (5.0 millisievert [mSv]) during the gestation period after declaration. The following will be done to ensure that the limit is not exceeded.* *monthly equivalent dose limit not exceeding 50 millirems (0.05 rem)*
 - a. the film badge reports will be carefully monitored during the gestation period noting averages and trends that may cause the cumulative exposure to exceed the limit. The results will be monitored and shared with the student by the Radiation Safety Officer following receipt of each exposure report.
5. The “declared” pregnant student will also be required to meet with the Program Director to discuss the didactic and clinical education implications of her pregnancy. The available options are listed below.

Once the student has “declared her pregnancy,” the following options are available to the student:

OPTION #1

If the student so decides, she may continue her progression through the program, fulfilling all didactic and clinical education responsibilities:

- a. Review of protection practices with the Radiation Safety Officer.
 - b. Adhere strictly to the Associate of Science, Radiologic Technology's program activated Laboratory rules and regulations for radiation protection.
 - c. Adhere strictly to the rules and regulations of the clinical code of conduct for clinical assignments (if applicable).
 - d. The student shall participate in all scheduled clinical rotations as assigned with the outlined exceptions.
 - e. The student shall be required to wear scrubs and/or maternity uniform acceptable for Drexel University, Associate of Science Radiologic Technology Program.
- If the predicted dose exceeds 50 millirems (.05mSv) per month, the clinical experience or procedures assigned will be modified to limit the dose to the 50 millirems recommended limit per month and 500 millirems per gestation period.
 - Changes in assignments may cause student's educational course time to be extended. All students must complete all requirements.

OPTION #2

If the student so decides, she may continue her progression through the program with the exception of Operating Room, Portable, and Fluoroscopy clinical rotations.

- a. Students must adhere to categories a through f in option #1.
 - b. A plan for completing the Operating Room, Portable and Fluoroscopy rotation course requirements after the student's delivery will be formulated. Graduation would take place following the fulfillment of all clinical and didactic education courses requirements.
- If the predicted dose exceeds 50 millirems (.05mSv) per month, the clinical experience or procedures assigned will be modified to limit the dose to the 50 millirems recommended limit per month and 500 millirems per gestation period.
 - Changes in assignments may cause student's educational course time to be extended. All students must complete all requirements.

OPTION #3

If the student so decides, she may withdraw from Clinical Practicum Course(s).

- a. The student elects to withdraw from clinical course(s) and remain in didactic courses.
(This would include withdrawal from Laboratory Sessions)
- b. A plan for completing all clinical course requirements after the student's delivery will be developed. Graduation would take place following the fulfillment of all clinical and didactic education course requirements.
 - Changes in assignments may cause student's educational course time to be extended. All students must complete all requirements.

OPTION #4

If the student so decides, she may request a leave of absence not to exceed one (1) year.

*** The program will reserve space for the student in the next accepted class and it would be necessary to submit an application for re-admission to the program.**

- a. Graduation would take place following the fulfillment of all clinical and didactic education course requirements.

DREXEL UNIVERSITY
COLLEGE OF NURSING AND HEALTH PROFESSIONS
RADIOLOGIC TECHNOLOGY PROGRAM
PREGNANCY AGREEMENT FORM

I verify by my signature below that:

1. I have declared pregnancy and notified the Radiologic Technology Program's radiation safety officer.
2. I have been advised by program faculty regarding the risks associated with radiation exposure to the fetus and the protective measures available. I have also been advised to read the appendix to NCR 8.13.
3. I have ordered or received an additional film badge and understand that I will wear this film badge at waist level to monitor the radiation dose to the fetus.
4. It has been explained to me that wearing a 0.5mm lead equivalent protective apron can reduce the dosage to the abdomen/pelvis by more than 88% at 75kVp. It has also been explained to me that a lead apron of 1.0mm lead equivalent should be worn when the beam is above 75kVp.
5. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the program faculty. Furthermore, I understand that should additional questions arise, I may again consult with the faculty.
6. I understand the program strongly recommends that the student consult with her physician before returning to the clinical assignments.

I do understand the risks involved to me and the fetus during pregnancy-related radiation safety and select the following program option. (Please check and initial)

_____ Options # 1

_____ Options # 2

_____ Options # 3

_____ Options # 4

I have read the enclosed pregnancy statement and understand its content.

Signed: _____ *Date:* _____

DREXEL UNIVERSITY
COLLEGE OF NURSING AND HEALTH PROFESSIONS
RADIOLOGIC TECHNOLOGY PROGRAM

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 or you may write your own letter.

DECLARATION OF PREGNANCY

To: LaVetta Reliford, MSRS, RT(R)

Director of Radiologic Technology

Drexel University, College of Nursing and Health Professions

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 clinical assignment during my pregnancy.

Student's Name (Print): _____

Drexel Student ID#: _____

Date Notification Received: _____

Estimated Delivery Date: _____

(Continued)

Drexel University
Associate of Science, Radiologic Technology Program

12/08

If I have declared pregnancy I understand that my occupational radiation exposure will not be allowed to exceed 50 millirems (.05mSv) per month during my pregnancy.

If I find that I am not pregnant, I will promptly inform the radiation safety officer in writing that my pregnancy has ended.

Signed: _____ Date: _____
Radiation Safety Officer

Signed: _____ Date: _____
Director
Radiologic Technology Program

My signature acknowledges that I have received counseling on radiation safety measures to protect my unborn child and that I have read Regulatory Guide 8. 13.

Signed: _____ Date: _____

**ADDITIONAL PROGRAM
AND/OR UNIVERSITY
INFORMATION**

E-MAIL AND ELECTRONIC COMMUNICATION

The Radiologic Technology Program, the College of Nursing and Health Professions, and Drexel University utilize electronic forms of communication such as e-mail and postings on secure World Wide Web (www) sites to officially communicate with the student.

1. The faculty, staff, and administration may communicate individual messages to group e-mailings concerning schedule changes, forms, lecture materials, reminders, University and College announcements, etc.
2. The RADT program and other official university sources will direct its email communications to the student at the student's official Drexel university e-mail account ONLY.
3. Every student is fully responsible for all electronic communications sent by the RADT program.
4. Each student must check for official e-mail a minimum of every 24 hours.
5. In Addition, the student is required to check the Blackboard course and class shells for RADT program and course-specific information. Follow instructor's expectations for frequency of checking Blackboard.
6. Failure on the part of students to check for official communications and to respond appropriately to those messages may have severely deleterious consequences for which students will bear personal responsibility.
7. The student is expected to activate the official university student e-mail accounts immediately.
 - a. Each student is to activate his or her account by following the instruction available the website, <http://www.drexel.edu/IRT/services/accounts/>
 - b. Instructions for viewing University e-mail from either University campus sites or from off-campus (i.e., home) via a student's individual internet services provider (ISP) are available from the University website at <http://www.drexel.edu/IRT/support/email.html> under E-mail menu on the web page.

CURRENT ADDRESS AND TELEPHONE

It is essential that each student keep the program and the university advised of his or her current mailing address and telephone number so that important mailings or messages can be delivered in a timely fashion.

1. The student may also review and change demographic data online in the BannerWeb for students account accessible through the Drexel One Portal <https://one.drexel.edu/cp/home/displaylogin>
2. If a student's address changes, the student must make both the changes through the Bannerweb for student's account and notify the RADT program directly.

COMMUNICATION DEVICES

1. Cell phone use is not permitted in prohibited university/hospital areas.
2. All pagers, cellular telephones and other electronic hailing devices are to be turned off or set to a silent or vibratory signal.
 - a. No lectures, seminars or laboratory sessions are to be interrupted.
 - b. If there is an extreme situation that requires the student to receive notification, the student is to notify the course director beforehand.
 - c. Absolutely no cell phones are allowed within the clinical setting.

SHUTTLE BUSES

Complimentary shuttles for students and employees of the university operate between the

1. University City Main Campus
2. Center City Hahnemann Campus
3. Queen Land Medical Campus
4. Shuttle information is available at http://www.drexel.edu/facilities/shuttle_frame.htm
5. A University I.D. Card is required to ride the shuttles.

LIBRARY

The main health services library is located in the New College Building

1. It has extended hours for most of the year.
2. The library has texts, journals, audio-visuals, computer-assisted instructional packages, online reference searching, and Macintosh and Windows computers for student use.
3. There are lounge-style areas, individual study carrels, and study rooms for small groups.
4. There is also a 24-hour study area.
5. Additional library facilities are located on the other University campuses.
6. The student should contact the library information desk for details or visit the library's website at <http://www.library.drexel.edu/services/services.html>

PARKING

The University operates several parking garages on and adjacent to the campus. Competitive monthly rates are available through the parking office. More information is available at

<http://www.drexel.edu/depts/parking/index.html>

STUDENT HEALTH POLICY

Any student who becomes ill or is injured while at school will report to the Program Director, Clinical Coordinator, or one of the Clinical Instructors who will refer the student to the Department of Employee and Student Health Services where appropriate medical action may be taken. If the student is recommended to go home, he/she must inform program faculty before he/she leaves and a minimum of 1/2 day absence will be used if sent home.

See the University Student Handbook for information regarding Student Health Services.

COMMUNICABLE DISEASES

If a student is exposed to a communicable disease while in school, the student must report this incident to the Program Director, Clinical Coordinator, or one of the Clinical Instructors **immediately**. The student will then be referred to Student and Employee Health so that appropriate medical action may be taken.

In the event a student contracts a communicable disease outside the institution, he/she must notify the Program Director, Clinical Coordinator or one of the Clinical Instructors as soon as possible.

Before the student may return to the program, a physician's note must be presented to the Program Director, Clinical Coordinator, or one of the Clinical Instructors stating it is safe for the student to return to school and the clinical area. Any restrictions placed on the individual should also be noted in the physician's statement.

INJURY POLICY

If a student is injured in the clinical education setting he/she must use the following procedure in seeking treatment:

1. The student must immediately report any injury to a faculty member. If a faculty member is unavailable, the incident must be reported to a department supervisor and the appropriate incident forms (Department/Hospital AND Program forms) must be completed.
2. Depending on the severity of the injury, the student should seek treatment at Employee and Student Health or the emergency room.
3. In the instance of exposure to blood or bodily fluids, Infection Control as well as the emergency room should be notified and the appropriate protocol should be initiated.
4. The faculty member will document the incident and follow-up care should also be documented.

INFECTION CONTROL POLICY

The department is visited by many patients each day. Many times, exposure to an individual patient who has a potentially infectious disease is learned about after the patient has left the department. **Every** patient should be handled as if infectious. Blood and bodily fluid contamination is a critical concern in the performance of many radiographic procedures and the delivery of quality patient care.

The following policy is the Radiology Department Infection Control Policy and is in effect in order to minimize the potential for contamination. The hospital as well as the University adheres to the Universal Precautions policy of the Center for Disease Control and it is applicable to all students, faculty, and staff. "Blood and bodily fluid precautions must be consistently used for all patients regardless of their blood borne infection status. Blood and certain bodily fluids of all patients are considered potentially infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens."

RADIOLOGY DEPARTMENT INFECTION CONTROL POLICY

Statement of Purpose:

To assure the protection of all patients, staff and students from any communicable disease and/or infection.

I. Personnel.

- A.** Any personnel with skin, respiratory, gastrointestinal or other infections or anyone suspected of having a communicable disease must report it to his/her immediate supervisor, who may send the employee/student to Employee Health Services or to the Emergency Room (ER).
- B.** Any personnel/student who is stuck with a dirty needle or exposed to blood and/or bodily fluids will be sent to Employee Health Services or to the ER to be examined.
- C.** Personnel shall attend an Infection Control related in-service annually.
- D.** Personnel with routine blood/bodily fluid exposure are encouraged to receive the Hepatitis B vaccine.

II. Hand washing

- A.** All personnel/students must exercise proper hand washing techniques using the hospital-approved soap.
- B.** Hands must be washed before and after handling each patient to prevent cross infection.
- C.** Rings and jewelry should be removed to prevent the harboring of microorganisms.
- D.** Nails should always be clean.
- E.** Cuts and/or sores on fingers or hands should be protected to avoid contamination.
- F.** After hand washing, hands should be dried and the faucet turned off by using the paper towel.

III. Protective Apparel

A. Isolation

- 1. Personnel/student will refer to the Infection Control Manual located in each respective area of the department regarding proper procedures for specified isolation precautions.

B. Special Procedures

- 1. The radiologist and assistant will don the appropriate sterile apparel while performing an invasive procedure. The patient will be draped in the appropriate sterile fashion. These procedures include:
 - a. Percutaneous Transhepatic Cholangiogram
 - b. Percutaneous Nephrostomy
 - c. Abscess Drainage
 - d. All Arteriography
 - e. Pulmonary Arteriogram
 - f. Inferior Venacavagram
 - g. Renin Collection
 - h. Lymphangiogram
- 2. Procedures that DO NOT require complete sterilization attire except the use of sterile gloves are:
 - a. Shuntograms -the patients are draped in the appropriate sterile fashion.
- 3. Thoracentesis, paracentesis, biopsies, athrograms and myelograms require the patient be draped with sterile Busse Drape and the radiologists wear sterile gloves.
- 4. Clean technique is exercised when performing arm and leg venography. Gloves will be worn by the radiologist.
- 5. Protective goggles, mask or glasses should be worn while performing invasive studies where splashes or splatters are possible to prevent contamination resulting from splashing of blood or bodily fluids.
- 6. Gloves should be worn when coming in contact with blood, bodily fluids and/or soiled equipment.

IV. Supplies and Equipment

- A.** Drape packs; gown packs, towel packs, procedure trays and basins are sterilized in SPD and wrapped in cloth of double thickness. Expiration date for all sterilized equipment is 30 days after processing.
- B.** Drape and gown packs are stored on carts in each procedure room. The excess packs are stored in the large blue SPD cart.
- C.** Sterile procedure trays, basins and towel packs are stored on shelves in a closed closet.
- D.** Daily patient linen is stored on a shelf in each procedure room.
- E.** All other sterile materials and supplies for patient use are stored on SEP carts in a closed area.

RADIOLOGY DEPARTMENT INFECTION CONTROL POLICY continued

V. Disinfection/Sterilization of Equipment

- A. Catheters are not to be resterilized or re-used after they have been used on a patient.
- B. Catheters may be resterilized if they have been removed from a sterile package BUT HAVE NOT been used on a patient.
- C. Balloon catheters may not be resterilized or re-used due to the sensitivity and integrity of the balloon.
- D. Guide wires may be resterilized if they have not been used on a patient or damaged.
- E. All materials used on non-disposable trays are cleaned with a detergent and sent to SPD for sterilization. The sterile trays are then returned for patient use.
- F. Bardex catheters used for Barium Enemas ARE NOT to be resterilized for patient use. The Bardex catheter MUST be discarded after single use and placed in a red plastic bag for proper disposal.

VI. Environmental Services

- A. Care Support Associates provide daily coverage.
- B. Red trash bags are placed in wastebaskets in all procedure rooms for those waste products that have been splashed or splattered with blood or bodily fluids. Clear trash bags are placed in wastebaskets in all procedure rooms for all other/regular trash.
- C. All stationary x-ray equipment is cleaned with a hospital approved disinfectant if visibly soiled.
- D. Floors are wet mopped and buffed daily. X-ray tables, towers and horizontal surfaces are disinfected daily and PRN.
- E. Technologists and nurses will disinfect x-ray tables, towers, and horizontal surfaces at the completion of each case.

VII. Infectious Waste Management

- A. The department of Radiology will follow the hospital policy in the Hospital Policy and Procedure Manual.
- B. All soiled linen is placed down the linen chute for disposal.

VIII. Needles and Sharps -Universal Precautions

- A. Red SHARPS containers are located in every procedure area throughout the department.
- B. Radiology personnel shall adhere to the Hahnemann University-Hahnemann Universal Blood and Bodily Fluids .Policy P.A 308.

IX. Isolation Procedures

- A. Communications
 - 1. The physician completes a patient's x-ray request noting the type of isolation precautions.
 - 2. Floor personnel will notify x-ray personnel if the patient is in isolation upon arrival to the x-ray department.
 - 3. All x-ray requests should be marked ISO-ACTION.
- B. Preparations and Precautions
 - 1. X-ray examinations for isolation patients should have priority.
 - 2. Isolation patients should be scheduled in the late afternoon depending upon the emergency of the study.
 - 3. All appropriate isolation materials should be provided to any employee transporting the patient.
 - 4. All technical and professional personnel handling the patient will don the appropriate isolation attire as specified in the Infection Control Manual.
 - 5. All cassettes that become soiled should be wiped clean with disinfectant prior to leaving the procedure room.
 - 6. Patients in strict respiratory isolation ARE NOT to be transported to the radiology department until the designated room for their study is unoccupied.
- C. Disinfection of Materials and Area
 - 1. All equipment that is soiled with infective material such as cassettes, calipers, the table, towers and/or portable machines must be cleaned with the approved disinfectant.
- D. Disposal of Contaminated Materials
 - 1. All soiled linen must be placed in a linen bag and sealed.
 - 2. All materials used on a patient in Blood and/or Bodily Fluid Precautions are to be placed in a red plastic trash bag, double bagged and sealed. All equipment—tables, towers, horizontal surfaces—must be cleaned with either full strength bleach or in dilution of 10:1 (100 cc of bleach per gallon of water).

HEPATITIS B VIRUS

Hepatitis B (HBV) is a serious viral infection of the liver. In the United States alone, 300,000 new cases of Hepatitis B are diagnosed each year. Hepatitis B is spread through contact with blood and bodily fluids and is far more contagious than AIDS. Long term Hepatitis B infection can lead to cirrhosis, cancer, liver failure and eventually even death.

Hepatitis B is transmitted through sexual contact, sharing IV needles and from mother to baby. In the health care setting, HBV is most often transmitted through breaks in the skin (needle sticks, human bites, non-intact skin or spray to mucous membranes).

After exposure it takes two to six months for HBV to develop. Symptoms may be completely absent, mimic a mild flu (fatigue, loss of appetite, aching muscles and joints), or symptoms may be more severe depending upon the liver's involvement.

The Hepatitis B vaccine is developed from a yeast base and therefore contains no human blood products. It is very pure and very safe. Side effects are mild and may include soreness of the arm, mild aching and/or headache. The vaccine is very effective. Approximately 96% are protected for HBV after completion of the vaccine series. An anti-HBs test can be administered one month following the final vaccination to prove effectiveness.

HBV vaccine is given into the muscle of the upper arm. It is a series of three injections given over a six month period. A booster may be required seven to ten years after vaccination or in the event of a future exposure.

Half of the people infected with HBV are unaware of it and contact with these patients' blood and/or bodily fluids puts health care workers at an unrecognizable risk. It is estimated that 12,000 health care workers are infected with the Hepatitis B virus each year because of work related exposures. Approximately 200 health care workers die every year because of long term infection. HBV **is** preventable through vaccination. The Center for Disease Control and OSHA strongly recommend that health care workers be immunized against the disease.

All students are required to receive the Hepatitis B Vaccine series due to the risk and possibly unavoidable occupational exposure to blood or other potentially infectious materials. If a student has already been vaccinated or prefers to receive their vaccination from their family physician, documentation certifying this must be supplied to program faculty as well as the office of Employee and Student Health. Failure to provide such evidence will necessitate that the student be removed from all clinical assignments until documentation is supplied, which may result in a failing clinical grade.

Overview of Joint Review Committee on Education In Radiologic Technology (JRCERT) Standards

The Joint Review Committee on Education in Radiologic Technology (JRCERT) believes that the accreditation process offers a means of providing public assurance that a program meets standards and of stimulating programmatic improvement. The JRCERT Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) require a program to articulate its purpose and scope; demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of its purposes; document its effectiveness in accomplishing its purpose; and provide assurance that it can continue to meet accreditation standards. Using these STANDARDS, the goals of the accreditation process are to protect the student and the public, stimulate programmatic improvement, provide protective measures for federal funding or financial aid, and promote academic excellence.

There are nine (9) standards a program is expected to meet. Each standard includes a series of objectives that the program must meet to demonstrate compliance with the standard and to maintain accreditation.

Standard 1: Mission/Goals, Outcomes, and Effectiveness

The program, in support of its mission and goals, develops and implements a system of planning and evaluation to determine its effectiveness and uses the results for program improvement.

Standard 2: Program Integrity

The program demonstrates integrity in representations to communities of interest and the public, in pursuit of educational excellence, and in treatment of and respect for students, faculty, and staff.

Standard 3: Organization and Administration

Organizational and administrative structures support quality and effectiveness of the educational process.

Standard 4: Curriculum and Academics Practices

The program's curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.

Standard 5: Resources and Student Services

The program's learning resources, learning environments, and student services are sufficient to support its mission and goals.

Standard 6: Human Resources

The program has sufficient qualified faculty and staff with delineated responsibilities to support the program's mission and goals.

Standard 7: Students

The programs and sponsoring institution's policies and procedures serve and protect the rights, health, and educational opportunities of all students.

Standard 8: Radiation Safety

Program policies and procedures are in compliance with federal and state radiation protection laws.

Standard 9: Fiscal Responsibility

The program and the sponsoring institution have adequate financial resources, demonstrate financial stability, and comply with obligations for Title IV federal funding, if applicable.

* Information acquired from Standards for an Accredited Educational Program in Radiologic Sciences, 2001.
JRCERT
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Email: mail@jrcert.org / www.jrcert.org

Non-Compliance with JRCERT Standards

Policy:

Students who have direct knowledge of or suspect non-compliance with JRCERT STANDARDS should first contact the director of the Radiological Technology Program. If not satisfied, the student should contact the Dean of the College of Nursing and Health Professions. The University also has a Hotline to report suspected violations of law or university policies. Students, faculty, or staff who want to report such violations anonymously can call 1-866-358-1010.

There are two pathways to report observed or suspected non-compliance with JRCERT STANDARDS. The Office of the Dean has a well developed protocol to handle any student complaint/grievance/appeal. This process is facilitated by the Assistant Dean of Academic and Student Affairs. The organizational steps in the complaints/grievances/appeals process are:

Pathway One

- c. Student works to resolve issue with faculty member.
- d. Academic Program Director works to resolve issue with student's complaint
- e. Any appeal of Program Director's actions is presented to the Dean.
- e. Assistant Dean of Academic and Student Affairs reviews the appeal on behalf of the Dean.
- f. Dean makes final decision on appeal. (Associate Deans consulted as needed)
- f. Appeal may be sent to the Provost if the appellants are not satisfied with the decision of the Dean. (Provost's decision is final)

Pathway Two

The University also has a *Hotline* to report suspected violations of law or university policies. Main Campus is 1-866-358-1010; Drexel University College of Medicine is 1-866-936-1010.

Both pathways handle complaints in a timely manner and work toward resolution. Both pathways have systems in place to maintain records of such complaints and their resolutions and also work to develop educational and student/faculty development programs to work toward the best teaching/learning practices.

PROGRAM COMPLETION

GRADUATION REQUIREMENTS

Upon successful completion of all Program requirements (including financial obligations) the student will be awarded an Associate in Science Degree. Successful completion of the Program allows the student to apply and sit for the American Registry of Radiologic Technologist's (ARRT) Registry Examination in Radiography. Successful completion of the ARRT examination allows the individual to achieve the status of Registered Technologist, Radiography, R.T. (R).

To meet the University's graduation as well as the ARRT examination eligibility requirements, the student MUST have:

1. Met all financial obligations of the University
2. Completed all Program courses with a minimum grade of C
3. Earned a cumulative grade point average of 2.0 or above
4. Satisfied all competency examination requirements as indicated on the "Radiographic Procedure and Competency Grade Record"
5. Completed all required clinical education assignments
6. Received a grade of 85% or higher on the Terminal Comprehensive Examination, associated within RADT 223 – Registry Review Course
7. Completed the Program's exit interview survey

LIMIT: If for some reason a student is unable to complete and graduate from the program within the regular 21 months he/she must complete all requirements of the program within a limit of 32 months.

ELIGIBILITY FOR CERTIFICATION

Candidates must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics. The Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and applicants. The Rules of Ethics are intended to promote protection, safety and comfort of patients. Registered Technologists and applicants engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of said conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described. One issue addressed by the Rules of Ethics is the conviction of a crime, including felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking tickets (see Appendix A). All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilty is made or returned, but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. All potential violations must be investigated by the ARRT to determine eligibility.

Additional information concerning eligibility may be found in the ARRT Rules and Regulations, ARRT Standards of Ethics as well as the ARRT Examinee Handbook.

GRADUATION AWARDS

Exceptional Humanistic Traits

-Awarded to the student who has demonstrated exceptional humanistic traits.

Outstanding Performance and Dedication to the Profession

-Awarded to the student who displayed outstanding dedication to the profession by his/her performance.

Outstanding Leadership Abilities

-Awarded to the student who demonstrated outstanding leadership qualities.

Quality Assurance Award

-Awarded to the student who continuously strives and achieves excellence in the technical area.

Faculty Award

-Awarded to the student who has demonstrated an intense desire and motivation to achieve a professional career.

Highest Academic Average

-Awarded to the student who has the highest cumulative Grade Point Average (GPA).

Perfect Attendance Award

-Awarded to the students who have had perfect attendance during the course of study.

Anatomy Award

-Awarded by the Department of Anatomy to the student who achieved the highest academic average in the anatomy courses.

Clinical Competency Award

-Awarded to the student who has had excellent clinical achievement in the study of radiological sciences and has exceeded minimum requirements.

Mallinckrodt Award of Excellence

-This award honors students who have demonstrated excellent academic and clinical achievement in the study of radiological sciences. Students are recognized nationally by Mallinckrodt Imaging.

**EVIDENCE OF CONTINUING EDUCATION (ECE)
AND PROFESSIONAL ORGANIZATIONS**

When you graduate from the Program and successfully complete the ARRT'S Examination in Radiography, you have then earned the title: Registered Radiologic Technologist, R.T. (R). The ARRT requires every registered Radiologic Technologist to file a Renewal of Registration on a yearly basis. A condition of the ARRT'S biyearly Renewal of Registration requires a technologist to show documented proof that 24 hours of continuing education credit (CEC), relevant to Radiologic Technology, was completed during the preceding two year time period (biennium). As a new graduate, you are required to begin accruing CEC after passing the ARRT Certification Examination in Radiography.

The following professional organizations can provide registered radiologic technologists an avenue with which to earn continuing education credit (CEC) required of the ARRT for Renewal of Registration:

1. **Philadelphia Society of Radiologic Technologists, Inc. (Phila. SRT)**
 - An affiliate of the American Society of Radiologic Technologists (ASRT)
 - Local monthly meetings/Annual Student Day and Student Techni-bowl
 - Quarterly News Letter (Central Beam)
 - Fee: \$5.00/year for Student; \$25.00 or \$30.00/year for Technologist

2. **Pennsylvania Society of Radiologic Technologists (PSRT)**
 - An affiliate of the American Society of Radiologic Technologists (ASRT)
 - Biannual News Letter (Keystone Target Practice)
 - Spring convention & Student Techni-bowl Championship
 - Fee: \$10.00/year for Student; \$30.00/year for Technologist

3. **American Society of Radiologic Technologists (ASRT)**
 - National society sponsoring ECE credit for Radiologic Technologists.
 - Membership includes a subscription to Radiologic Technologist.
 - Annual convention
 - Fee: \$30.00/year for Student; \$85.00 (initial) \$80.00/year for Technologist.

4. **International Society of Radiographers & Radiological Technologists (ISRRT)**
 - Annual international convention
 - Biannual newsletter
 - Fee: \$24.00 for Technologists for a three year membership.

**Society fees should be verified by the student*

An individual completing CE credit or activities that have been pre-approved by any of the following organizations is recognized by the ARRT as meeting the requirements of "Category A" CEC:

- American College of Radiology (ACR)
- American Healthcare Radiology Administrators (AHRA)
- American Society of Radiologic Technologists (ASRT)
- Canadian Association of Medical Radiation Technologists (CAMRT)
- Society of Diagnostic Medical Sonography (SDMS)
- Society of Nuclear Medicine Technologists Section (SNM-TS)
- Society of Vascular Technology (SVT)

**EVIDENCE OF CONTINUING EDUCATION (ECE)
AND PROFESSIONAL ORGANIZATIONS (continued)**

Any individual completing CE credit or activities that have been pre approved by the American Nurses Association (ANA) through the American Nurses Credentialing Center (ANCC), or the American Medical Association (AMA) Category 1 and which are “relevant” to the Radiologic Sciences are recognized by the ARRT meeting the requirements of “Category B” CEC.

Completion of an “approved academic course” is awarded 12 “Category A” CEC per academic quarter credit and 16 “Category A” CEC per academic quarter hour. “Approved” academic courses are as follows:

- biologic sciences
- education methodology
- physical sciences
- management
- radiologic and health/medical sciences
- computer science
- social sciences
- mathematics
- communication (verbal & written)

Passing an “entry-level” ARRT certification examination in a discipline not previously passed for which the individual is eligible (i.e., Radiation Therapy, Nuclear Medicine (NMTCB), Dosimetry Examination (MDCB), or Sonography (ARDMS) or passing an ARRT advanced level examination not previously passed and for which the individual is eligible to take (i.e., Mammography (M), Cardiovascular-Interventional (CV), Magnetic Resonance Imaging (MR), Computed Tomography (CT), Quality Management (QM), or Ultrasonography (U) will satisfy the ARRT’S 24 CEC requirement for Renewal of Registration in a biennium.

STUDENT AGREEMENT FORM

I have read Drexel University's Radiologic Technology Program Handbook. I understand all the policies and procedures for the classroom, laboratory, clinical environments (all hospital departments and outpatient clinics) as well as those set by the University. I agree to abide by all rules/regulations and will perform all duties required of me.

Student Signature: _____

Date: _____

APPENDICES

APPENDIX A

**ARRT STANDARDS OF
ETHICS**

ARRT STANDARDS OF ETHICS

PART TWO

B. RULES OF ETHICS

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all present Registered Technologists, Registered Radiologist Assistants, and Candidates. Certification is a method of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Registered Technologists and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. **The Rules of Ethics are enforceable.** Registered Technologists, Registered Radiologist Assistants, and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain: reinstatement of certification or registration as issued by ARRT; employment in radiologic technology; or a state permit, license, or registration certificate to practice radiologic technology. This includes altering in any respect any document issued by the ARRT or any state or federal agency, or by indicating in writing certification or registration with the ARRT when that is not the case.
2. Subverting or attempting to subvert ARRT's examination process. Conduct that subverts or attempts to subvert ARRT's examination process includes, but is not limited to:
 - i. conduct that violates the security of ARRT examination materials, such as removing or attempting to remove examination materials from an examination room, or having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination of ARRT; or disclosing information concerning any portion of a future, current, or previously administered examination of ARRT; or disclosing what purports to be, or under all circumstances is likely to be understood by the recipient as, any portion of or "inside" information concerning any portion of a future, current, or previously administered examination of ARRT;
 - ii. conduct that in any way compromises ordinary standards of test administration, such as communicating with another Candidate during administration of the examination, copying another Candidate's answers, permitting another Candidate to copy one's answers, or possessing unauthorized materials; or
 - iii. impersonating a Candidate or permitting an impersonator to take the examination on one's own behalf.
3. Convictions, criminal proceedings, or military court-martials as described below:
 - i. Conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Offenses that occurred while a juvenile and that are processed through the juvenile court system are not required to be reported to ARRT.
 - ii. Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest).
 - iii. Military court-martials that involve substance abuse, any sex-related infractions, or patient-related infractions.

4. Failure to report to the ARRT that:
 - i. charges regarding the person's permit, license, or registration certificate to practice radiologic technology or any other medical or allied health profession are pending or have been resolved adversely to the individual in any state, territory, or country (including, but not limited to, imposed conditions, probation, suspension, or revocation); or
 - ii. that the individual has been refused a permit, license, or registration certificate to practice radiologic technology or any other medical or allied health profession by another state, territory, or country.
5. Failure or inability to perform radiologic technology with reasonable skill and safety.
6. Engaging in unprofessional conduct, including, but not limited to:
 - i. a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice; or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice;
 - ii. any radiologic technology practice that may create unnecessary danger to a patient's life, health, or safety; or
 - iii. any practice that is contrary to the ethical conduct appropriate to the profession that results in the termination from employment.
 - iv. Actual injury to a patient or the public need not be established under this clause.
7. Delegating or accepting the delegation of a radiologic technology function or any other prescribed healthcare function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.
8. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness; use of alcohol, drugs, chemicals, or any other material; or as a result of any mental or physical condition.
9. Adjudication as mentally incompetent, mentally ill, a chemically dependent person, or a person dangerous to the public, by a court of competent jurisdiction.
10. Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.
11. Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient; or engaging in sexual exploitation of a patient or former patient. This also applies to any unwanted sexual behavior, verbal or otherwise, that results in the termination of employment. This rule does not apply to pre-existing consensual relationships.
12. Revealing a privileged communication from or relating to a former or current patient, except when otherwise required or permitted by law.
13. Knowingly engaging or assisting any person to engage in, or otherwise participating in, abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.
14. Improper management of patient records, including failure to maintain adequate patient records or to furnish a patient record or report required by law; or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record.

15. Knowingly aiding, assisting, advising, or allowing a person without a current and appropriate state permit, license, or registration certificate or a current certificate of registration with ARRT to engage in the practice of radiologic technology, in a jurisdiction which requires a person to have such a current and appropriate state permit, license, or registration certificate or a current and appropriate registration of certification with ARRT in order to practice radiologic technology in such jurisdiction.
16. Violating a rule adopted by any state board with competent jurisdiction, an order of such board, or state or federal law relating to the practice of radiologic technology, or any other medical or allied health professions, or a state or federal narcotics or controlled-substance law.
17. Knowingly providing false or misleading information that is directly related to the care of a former or current patient.
18. Practicing outside the scope of practice authorized by the individual's current state permit, license, or registration certificate, or the individual's current certificate of registration with ARRT.
19. Making a false statement or knowingly providing false information to ARRT or failing to cooperate with any investigation by ARRT or the Ethics Committee.
20. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding the individual's education, training, credentials, experience, or qualifications, or the status of the individual's state permit, license, or registration certificate in radiologic technology or certificate of registration with ARRT.
21. Knowing of a violation or a probable violation of any Rule of Ethics by any Registered Technologist, Registered Radiologist Assistant, or Candidate and failing to promptly report in writing the same to the ARRT.
22. Failing to immediately report to his or her supervisor information concerning an error made in connection with imaging, treating, or caring for a patient. For purposes of this rule, errors include any departure from the standard of care that reasonably may be considered to be potentially harmful, unethical, or improper (commission). Errors also include behavior that is negligent or should have occurred in connection with a patient's care, but did not (omission). The duty to report under this rule exists whether or not the patient suffered any injury.

From ARRT *Standards of Ethics*

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Students are encouraged to read more about the ARRT *Standards of Ethics* at www.arrt.org

APPENDIX B

**UTILIZATION OF THE
ENERGIZED LABORATORY**

UTILIZATION OF THE ENERGIZED LABORATORY

Forward:

This data was assembled in order to assure safe and correct use of the energized x-ray laboratory. These rules and procedures are to be strictly followed by all faculty and students. The laboratory is here to facilitate instruction and/or research. The laboratory shall be used only for these purposes.

Description:

The laboratory is located in Room 3611 of the New College Building on the Center City campus of Drexel University. It consists of a single-phase 240 MA High Frequency generator and a bucky table. In addition, there is an upright, wall-mounted bucky with manual tray and 10 to 1 Grid and numerous positioning aids and protection devices. There are four view boxes in the examination room and four view boxes in the adjacent room. There is a Fuji CR system and a Fuji Dryplix 2000 film processor.

Rules and Procedures:

1. The door to the laboratory is to remain locked at all times except during scheduled utilization.
2. NEVER make energized exposures with any person in the laboratory room and without checking to be sure there are no personnel in the area.
3. All students and faculty will wear film badges during all energized lab sessions.
4. Keep the door between the laboratory and the classroom closed during all energized exposures.
5. Do not remove anything from this lab facility.
6. Put all accessories, positioning aids, linens, etc. away in their proper place when you have finished utilizing them.
7. NO food or beverages are to be taken into the laboratory.
8. Students are absolutely forbidden to make radiographic exposures on human subjects (including themselves) in the laboratory. To do so violates departmental policy and state regulations and could subject the student to immediate dismissal from the program.
9. All accidents, no matter how minor, must be reported to the supervising faculty member immediately, and the use of the equipment discontinued until the problem is corrected.
10. No "holding" of radiographic phantoms during exposure. All persons (students, faculty, visitors) must fit completely behind the protective barrier during any exposure.
11. During the energized exposures, only persons essential to the performance of the exam should remain in the laboratory. For the purpose of observation, only those persons who fit completely behind the barrier are permitted.
12. No exposures will be made which exceed the recommended tube capacity. Personnel will refer to the tube-rating chart when in doubt.
13. Violations of rules and procedures, or unauthorized use of laboratory facilities will result in disciplinary action and/or possible dismissal from the program.