

**IVY TECH COMMUNITY COLLEGE
MARION
SCHOOL OF HEALTH SCIENCES**



**PROGRAM
STUDENT HANDBOOK
ACADEMIC YEAR
2022 – 2023**

**IVY TECH COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES
MEDICAL IMAGING PROGRAM
STUDENT HANDBOOK**

Non-Discrimination and Equal Opportunity Policy

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all protected classes – race, religion, color, sex, ethnicity, national origin, physical and mental disability, age, marital status, sexual orientation, gender identity, gender expression, veteran or military status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/ affirmative action institution. For more information review the Student Equal Opportunity, Harassment, and Non-discrimination Policy and Procedures

at https://docs.google.com/document/d/1_tEgc3NcKFTkromsQBpvOHFzzWZiJgRHhrU1nwsAR4g/preview.

Booklet Disclaimer

This Medical Imaging 2022/2023 handbook is intended to supply accurate information to the reader. The imbedded links take the reader directly to the Ivy Tech policy for further clarification. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handbook and its provisions are not in any way a contract.

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Introduction - Program Specific

Welcome to the Ivy Tech Community College, Medical Imaging Program, Marion Campus. The program offers didactic education through a hybrid distance learning model of virtual instruction and a required on-campus component. The clinical education does require attendance at approved clinical facilities.

This handbook is to inform and guide the student through the requirements and policies to which the student must adhere as they progress through the program.

This program is designed to provide the student with the knowledge and experience necessary to pursue a career in Radiologic Technology. Graduates of this program are eligible to become Registered Technologists after successful completion of the written board exam administered by the American Registry of Radiologic Technologists (ARRT). This will allow the student to be licensed by the Indiana State Department of Health in general radiography. Other states also recognize certification in general radiography but may require an additional test to work in that state. Ivy Tech Community College graduates of this program also receive an Associate of Applied Science (AAS) degree.

Radiologic technologists are an important part of the healthcare team. During this program, the student will learn through clinical experience how to communicate with others and how to help serve patients in the community while maintaining patient confidentiality and professionalism.

Accrediting Organizations

The College is accredited by the Higher Learning Commission.

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604
800-621-7440 or 312-263-0456
<https://www.hlcommission.org/>

The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

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

Ivy Tech Student Handbook

The purpose of the School of Health Sciences Handbook is to apply concepts of The Ivy Tech Community College Student Handbook to students enrolled in the School of Health Sciences. The full Ivy Tech Student Handbook is available at: <https://www.ivytech.edu/studenthandbook/index.html>

Program Philosophy – Mission, Goals, and Outcomes

MEDICAL IMAGING PROGRAM MISSION STATEMENT

The Mission of the Medical Imaging Program at Ivy Tech Community College in Marion, Indiana, is to provide accessible education and adaptive learning to deliver quality care and diagnostic images to a diverse community. Students will be prepared to enter the field as an entry-level Radiographer with commitment to professionalism, communication, and critical thinking.

PROGRAM GOALS and STUDENT OUTCOMES

1. Students will demonstrate clinical competency.
 - Students can analyze radiographic images for diagnostic quality.
 - Students can perform proper positioning technique.
2. Students will exhibit professionalism.
 - Students can adapt patient care skills to accommodate a diverse community.
 - Students can demonstrate commitment to punctuality and accountability.
3. Students will apply problem-solving and critical thinking skills.
 - Students can choose exposure factors tailored to individual patient needs.
 - Students can display critical thinking in a trauma situation.
4. Students will be able to effectively communicate.
 - Students can effectively communicate with members of a healthcare team.
 - Students can provide patient education.

Online Application Process

All Selective Admission Program applicants must use the School of Health Sciences and Nursing Online Application system. In order to be considered for admission into one of these limited enrollment programs, an application must be submitted during the application window. No paper or emailed applications will be accepted. For further information please go to this link:

<https://www.ivytech.edu/35320.html>

College General Education Outcomes

GENERAL EDUCATION OUTCOMES

The College has identified six general education areas of focus, in accordance with the state's definition of a general education, designed to provide students with the tools to be productive, responsible citizens and lifelong learners. The general education areas are:

1. Written communication
2. Speaking and listening
3. Quantitative reasoning
4. Scientific ways of knowing
5. Humanistic and artistic ways of knowing
6. Social and behavioral ways of knowing

Terminal Program Objectives – Specific to Medical Imaging

Upon completion of the program, the graduate will be clinically competent, demonstrate professionalism, display problem solving and critical thinking skills, and be able to effectively communicate.

Facilities

Teaching Facilities

All facilities and resources of the Ivy Tech Community College are available to Medical Imaging students. Students are encouraged to use support services available, as well as on-line. Instructional support services include among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and use of Ivy Learn to enhance course delivery.

Clinical/Externship Facilities

The clinical/externship experience is an integral part of the educational experience for all Medical Imaging students. The Program has affiliation agreements within each regional service area. For more information on clinical affiliates, please contact the Medical Imaging Program Chair. The clinical/externship is required for program completion. Clinical competency requirements can be found at www.arrt.org

Student Support Services

<https://www.ivytech.edu/enrollmentcenter/>

Advising

Ivy Tech Community College uses an Academic/Faculty advisor system. On admission, each degree student is assigned both an Academic and a Faculty Program advisor whose purposes are to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.
- Students may meet with their advisors during a designated registration session as or as needed during each semester.

For more information, go to <https://www.ivytech.edu/advising/>.

Health Services

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical services may be requested. If a student has a seizure or black out while on campus emergency medical services will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

Career Coaching & Employer Connection (CCEC)

The Office of Career Development Services is available to help you in a number of ways:

- Individual coaching to develop their interests, strengths, and career objectives.
- Tools to explore today's careers that provide meaningful insight into the labor market.
- Resources to develop employability skills needed to become career ready in today's global workforce.
- Support in securing career experiences in and out of the classroom.
- Employers and career opportunities in fields of interest.

For more information, go to <https://www.ivytech.edu/career-development/>

Housing

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

Transportation (refer to College COVID information for further travel information)

- All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense. [The College does not guarantee transportation to, from or during any clinical experience.](#)
- The College is not responsible for injury or loss resulting from transportation to, from, or during any clinical experience.
- Student assumes all risks in connection with ride-alongs or transportation to, from, or during any clinical experience.
- The College does not perform nor can it ensure a motor vehicle record check of third party drivers of clinical affiliates.
- A student who wants to make a complaint or report driver issues should do promptly by reporting to their instructor.
 - The instructor or program leadership should ensure that action is taken (such as reporting to the clinical educator/affiliate contact and assisting the student to identify alternate transportation means), ensuring no retaliation, so that the student can continue the clinical experience.

Disability Support Services (DSS)

Students pursuing the Medical Imaging Program must be capable of fulfilling the Essential Functions of Medical Imaging Program Students included in the Admission, Progression and Graduation Policies section of this booklet. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. DSS will also aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student's responsibility to contact the campus DSS representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with DSS if requesting specific services, academic adjustments or other accommodations for a disability. Prospective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least **one month prior to the need for accommodations**. Documentation of the disability must be on file with the DSS office prior to services being provided. Late requests may delay

accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the DSS go to <http://www.ivytech.edu/dss/> or contact Wendell Brown (abrowniii@ivytech.edu). All students are expected to meet entry requirements. Essential elements of courses and programs and licensing requirements relevant to a program curriculum cannot be waived, although they may be reasonably accommodated. Please refer to the regional contact information at the back of this handbook. If you will require assistance during an emergency evacuation, notify your instructor on the first day of class in order to be prepared for emergencies. Look for evacuation procedures posted in your classroom.

Financial Information

<http://www.ivytech.edu/financial-aid/contacts.html>

Tuition and Fees

Tuition and fees are set by the State Board of Trustees and are subject to change. Two recent programs have been established to assist students with tuition and textbook costs:

- **Ivy+ textbooks** means all required textbooks are one price.
- **Ivy+ tuition** means the student gets the same tuition rate if you enroll in 12 or more credits per semester. <https://www.ivytech.edu/tuition/>

Expenses for the Health Science student may include fees, educational materials, uniforms, and other materials/equipment for use in the clinical and classroom area. At the time of participation in any certification pathway, the Medical Imaging student will incur expense associated with obtaining the required physical examination, immunizations, tuberculosis testing, and Healthcare Provider CPR certification (American Heart Association or American Red Cross), criminal background check and drug screen. Students should also anticipate costs associated with applying for certification upon completion of the Medical Imaging Program.

Financial Aid

Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the College in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor.

Financial Obligation

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

Liability Statement

Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses within the Medical Imaging Program. The limits of liability for the Institutional Professional Liability coverage are \$1,000,000 for each medical incident and \$3,000,000 aggregate. This coverage extends to clinical/externship experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance.

Student Accident Insurance

For students registered in credit courses, the College provides no-fault accident insurance in a designated amount of \$3,000 for injuries sustained while participating in College-sponsored activities, on College premises or any premises designated by the College (i.e. clinical site). Injuries which are not deemed accidents but rather arise from an underlying sickness or health condition are generally not covered.

Examples of covered accidents include, but are not limited to, the following: · Cutting a finger while chopping an onion in culinary arts class · Getting a fleck of metal in the eye while welding in auto body repair class · Twisting an ankle while lifting a patient in nursing class · Exposure to bloodborne / airborne pathogen (i.e. needle stick sustained at clinical)

In the case of a pathogen exposure, source patient testing is covered under this policy. A source patient utilizing this insurance will need to complete the claim form in the same manner as the student.

This accident insurance is **excess insurance**, meaning all other valid and collectible medical insurance must be utilized prior to the consideration of this insurance. It is not intended to replace insurance coverage students may already have, rather, it is intended to fill in the gaps (pay for deductibles, co-pays or other eligible expenses) of a primary medical insurance policy up to the accident policy limit. Students should review their own coverage. In the absence of other insurance, this insurance becomes primary. Coverage is provided at no cost to the student. The offering and use of this insurance **does not** represent an acceptance of liability from the College.

Once the maximum policy benefit of \$3,000 is reached, the student is fully responsible for payment of medical bills. Filing a claim does not guarantee acceptance and payment of a claim. The master insurance policy issued to Ivy Tech is on file at the Systems Office. The description of the hazards insured, benefits and exclusions is controlled by the master policy. Students with questions may contact their campus student accident gatekeeper.

Withdrawals and Refunds

Withdrawal Policy

<http://www.ivytech.edu/registrar/3432.html>

From the end of the 100% refund period to the end of the week marking the completion of 75% of the course, a student may withdraw from a course online using Campus Connect or by filing a change of enrollment form at the Registrar's Office. Withdrawal from a course (with a grade of "W") will display on the student's transcript, however, the withdrawal does not affect the student's GPA in any way.

Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the financial aid office before withdrawing from a course or course.

Refund policy

In order to receive a 100% refund of tuition and fees, students must drop the course by dates posted at <http://www.ivytech.edu/registrar/3435.html>. The last day to drop with a refund is determined by the length of the course and the first day the class meets. No refunds will be given for drops or withdrawals after the posted dates. If the student withdraws from all of his/her classes during the 100% refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100% refund period, the technology fee will not be refunded.

Progression/Readmission/Stop Outs

College Progression and Readmission Policy

Please refer to the College catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the Medical Imaging Program must be in good academic standing according to College policy. <https://www.ivytech.edu/29834.html>

Progression in the Medical Imaging Program

Students are expected to progress each semester. Students who withdraw or do not successfully complete with a minimum grade of "D" all prerequisite courses to a course with a clinical/externship component will not be eligible to progress to enrollment in the clinical/externship course. Should there be any term of non-enrollment in the required sequence of courses, including failure to progress, the student will be required to demonstrate retained competency in the course objectives of any required prerequisite course(s) before continuing in the required sequence of courses.

Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and skill check-offs. Students unable to demonstrate retained competency of any required prerequisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of enrollment in any clinical/externship course in which patient safety is contingent upon retained knowledge.

Stop Outs

In any term the student is not enrolled in any required programmatic courses, the student is considered a "stop-out." Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by an accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of

the last semester in which the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission.

Re-enrollment Requirements

If accepted for re-enrollment the student is responsible for completing all necessary requirements prior to enrollment in the new cohort (examples include: initial or updated criminal background check, drug/alcohol screening, physical/immunization requirements and any other changes implemented during the student's absence from a cohort and resolution of any holds).

Credit for Prior Learning

Ivy Tech Community College proposes to acknowledge the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service.

Transferring

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar for specific information or questions related to transfer of general education credits. The College will accept in transfer any course appearing in the Indiana Core Transfer Library (CTL). For credit-bearing courses not appearing on the CTL, recommendations for transfer and applicability of credit are made by the appropriate academic faculty within that discipline. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C-" or better in the course(s) involved.

Application for Transfer Within the School of Health Sciences

Once a student accepts a position in a selective admission program, he/she/they must remain at that campus who offered the position. Due to accreditation requirements, it would be rare that a student would be able to transfer from one campus to another. Please see your Program Chair/Dean for more information.

Graduation

Certification requirements for students seeking a degree include:

- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits.
- Completion of at least 15 degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- Satisfaction of all financial obligations due the College.
- Satisfaction of program accreditation standards that may have additional requirements.

<https://www.ivytech.edu/graduation/index.html>

Attendance

College Policy

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College catalog. Instructors will also identify attendance expectations in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will utilize Ivy Advising to notify the student and the student's advisor of an attendance concern. This notification will provide a process of follow-up with the student to intervene with a potential obstacle for successful completion of the course.

Classroom and Lab Attendance Policy

Students are expected to attend all lecture and lab sessions. Attendance is necessary to maximize student-learning opportunities. Students who are absent are responsible for missed material. Attendance will be kept for the purpose of financial aid qualification. Specific expectations will be found in each course syllabus.

Externship/Clinical Attendance Policy – See Clinical Attendance Policy pages 69-70

Title IX Statement

Sexual Harassment and Assault

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html>.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html> under Confidential Employees and/or Community Resources.

Students Experiencing Pregnancy, Childbirth, or Related Conditions

Ivy Tech Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. For more information visit:

https://www.ivytech.edu/files/5.15_Students_Experiencing_Pregnancy_Childbirth_and_Related_Conditions.pdf

Student Complaint Procedures

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur.

Complaints Against Members of the College Faculty or Staff:

When a student believes he/she has a legitimate general complaint against the college, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident.

The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

If the issue is not resolved, the student can express his/her complaint in writing to the individual's supervisor, if the issue is not resolved to the student's satisfaction the student may submit his/her complaint, in writing, to the Regional Chief Student Affairs Officer or designee.

The Regional Chief Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. The resolution enacted by the Chancellor is final.

Student Rights and Responsibilities

[Code of Student Rights and Responsibilities](#)

The student appeal process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to appeal against a College employee's decision affecting that student. The College encourages students to resolve their complaints informally. The informal appeal procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in a satisfactory resolution, the College formal appeal procedure is also available.

In addition, the grade appeal process provides a mechanism for review when a student believes the final grade he or she received in a course is inaccurate. As with the student appeal process, this procedure encourages students to first attempt to resolve the appeal informally, beginning with the faculty member who issued the course grade.

The reputation of the College and the College community depends in large part upon the behavior and academic achievement of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified, and honorable manner. While enrolled at the College, students are subject to College jurisdiction. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of College representatives, is not in the best interests of the student, other students, or the College. Students who are disciplined should expect to find their sanctions enforced at all Ivy Tech campuses. All students are expected to abide by the College rules of conduct. Please refer to the [Code of Student Rights and Responsibilities](#). Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements and College policy.

Guidelines for Professional Conduct

Purpose

Safety and security is a top priority, especially in environments where direct, simulated, and/or indirect patient care is provided. It is essential that students in the School of Health Sciences recognize and comply with the many guidelines for professional conduct (which include safety-specific guidelines) that govern behaviors and decisions. Students must ensure that patients assigned to them receive appropriate attention and care in a timely fashion. These principles are reinforced in the Ivy Tech Code of Student Rights and Responsibilities, and the Health Sciences program specific Student Handbook.

The student must comply with the Code of Student Rights and Responsibilities as established by the College, in addition to providing quality, safe, non-discriminatory, legal (scope of practice) and ethical patient care, while demonstrating a high level of professional conduct. Clinical and/or related health care agency affiliates have the right to prohibit students from participating in clinical experiences based on unsafe patient care and unprofessional behavior, whether intentional or unintentional. Non-compliance with College policies, professional Health Sciences standards, clinical agency/affiliate policies and procedures, professional guidelines and expectations during college-related Health Sciences activities/events and simulation activities, and the Guidelines for Professional Conduct listed below will

be reported to the appropriate individuals and subsequent disciplinary action may be taken. Issues of non-compliance may impact the students' ability to progress in a Health Sciences program, lead to failure of a course, and/or result in dismissal from programs in the School of Health Sciences.

The Guidelines for Professional Conduct are divided into three main groups, which are outlined below. General actions are listed at the end of each category. Please discuss any questions you may regarding these and any other policies or guidelines with your Health Sciences faculty.

Disclosure of confidential patient information, clinical facilities (including clinical locations), staff and provider information, and any related information and experiences is **STRICTLY PROHIBITED**. Information disclosed through email, any form of social media, verbally, or via texting may be considered a HIPAA violation and carry penalties up to \$1.5 million (<https://www.ama-assn.org/search?search=HIPAA> . Please refer to the Social Networking Guidelines for more information ([Social Networking, Cell Phone and Class Recording Guidelines](#)).

Group I

This Category Addresses Major Compliance Issues and Appropriate Measures for Patient Care in an Educational Setting.

The following points are critical to the successful training and employment of health care professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1. The student will adhere to state and federal confidentiality laws, including but not limited to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and clinical affiliate confidentiality policies and procedures. The student will maintain confidentiality about all aspects of the clinical experience: this includes confidentiality for all patients, fellow students, clinical affiliate employees, physicians, and operations of the clinical affiliating agency. If a situation arises requiring disclosure of information by law, the student must seek out guidance from the clinical faculty member.
 - a) The student will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
 - b) The student will not remove or photocopy any part of the patient or clinical records.
 - c) The student will not use any patient identifiers, as defined by HIPAA, in written assignments.
 - d) The student will destroy any notes that were taken to provide care for the patient according to the clinical affiliate policy and will not carry those notes outside of the clinical.

- e) The student is expected to follow guidelines in the School of Health Sciences Student program specific Handbook with regard to social media, cell phones, email or other electronic media.
 - f) The student will not discuss any patient, clinical experience with patients, or clinical site on social media. Postings on social media sites are not considered private nor are they ever truly deleted, regardless of privacy settings.
 - g) Students are prohibited from taking photos or videos of patients or their health record on personal electronic devices, even if the patient or hospital staff gives you permission to do so.
 - h) The student will not access HIPAA protected information for patients/families not directly related to assigned patient care unless authorized by the clinical faculty, preceptor, or clinical agency staff.
2. The student will ensure that any communication of patient information is performed in a timely, accurate and truthful manner. Falsification of any component of the written, electronic, or oral patient record is prohibited.
 3. The student will exhibit behaviors that respect the dignity and rights of the patient regardless of socioeconomic status, sexual orientation, race, religion, age, disability, marital status, gender, cultural practices or beliefs, or nature of the health problem.
 4. The student must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical setting.
 5. The student will not abandon or neglect patients requiring health care.
 6. The student will not leave the assigned clinical unit during assigned clinical hours without permission and without providing for safe patient hand-off.
 7. The student will not perform any technique or procedure, including administration of medication, for which they are not approved and/or are unprepared by their formal Ivy Tech Community College School of Health Sciences education and experience. In some instances **AND with faculty and/or preceptor approval**, students may be allowed to perform techniques or procedures with other licensed personnel. All clinical practice policies are subject to campus and/or statewide affiliation agreements.
 8. The student will refrain from knowingly withholding action or information that creates unnecessary risk to the patient, self, or others including facility staff, peers, or faculty.

Actions Related to Non-Compliance with Group I Expectations:

Because Group I expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.

Actions:

- If non-compliance in **any** of the Group I areas is identified, the student will be required to meet with the faculty member to discuss the non-compliance issue, a written/electronic status report will be prepared, and further disciplinary action may be taken depending on the outcomes of the investigation and in compliance with the clinical evaluation tool.
 - Following a meeting with respective Health Sciences faculty, the student will be required to meet with the Program/Department Chair and/or their designee to discuss the case.
 - If after investigating the case/situation, a non-compliance with any Group I offenses is identified and validated the Program/Department Chair and/or designee will review the situation and determine any appropriate action(s) to be taken by the School of Health Sciences and the College.
 - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Health Sciences Dean.
- If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair and/or designee prior to enrolling in any future Health Sciences clinical courses.
- Recommended actions, depending on severity of the infraction, may include:
 - continued enrollment in the clinical course with no additional requirements;
 - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
 - administrative withdrawal and failure of the clinical course; or,
 - dismissal from the Health Sciences program based on final recommendations from the Program/Department Chair, Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
 - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program in their home campus or at any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences program specific Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean.

Group II

This Category Relates to General Protocol and Guidelines:

1. The student is expected to follow program guidelines regarding the attendance policy and notification of intended absence.
2. The student **must comply** with **ALL** rules, regulations, and policies of the occupational area and/or clinical agency/affiliate.
3. The student must refrain from smoking or using other tobacco products (including vapor or e-cigarettes) while in uniform, at clinical sites, or during school related events.
4. The student will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

Actions Related to Non-Compliance With Group II Expectations:

The above five items reflect appropriate responses as related to professional protocol and guidelines that are expected while in the student role and once employed in a healthcare field.

Action:

- Any behavior not meeting the expectations listed above will result in a meeting with respective Health Sciences faculty member and a written/electronic status report for the first incident which may impact the clinical grade as determined by the clinical evaluation tool.
- The student will be asked to acknowledge receipt of the warning, and should take the initiative to review what is expected and modify behavior accordingly.
- In the event that any subsequent infraction(s) occur(s) involving one of the Group II expectations and/or a previous infraction of a Group I expectation, the student will be required to meet with the faculty member to discuss the non-compliance issue and a second written/electronic status report or other documentation will be prepared.
- Based on the number and severity of the non-compliance actions, the student may be required to meet with the Program/Department Chair and/or designee. If following review of the case by the Health Sciences Dean and/or designee, additional disciplinary actions are recommended:
 - Program/Department Chair and/or designee will discuss the outcomes of the investigation with the Health Sciences Dean, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs regarding action(s) to be taken by the School of Health Sciences and the College.
 - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Program/Department Chair and/or Health Sciences Dean.
 - If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair, Health Sciences Dean and/or their designee prior to enrolling in any future Health Sciences clinical course.

- Recommended actions, depending on severity of the infraction, may include (but are not limited to):
 - continued enrollment in the clinical course with no additional requirements;
 - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
 - administrative withdrawal and failure of the clinical course; or,
 - dismissal from the Health Sciences program based on recommendations from the Program/Department Chair, Health Sciences Dean or designee, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
 - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program at their home campus or any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal to the Health Sciences Dean or designee.

Group III

This Category Is Specific To Medication Administration:

Note: Administration of medication without faculty and/or preceptor approval is addressed in Group I and will be subject to the ACTIONS described for that Group.

1. A potential medication error that is prevented by the clinical faculty and/or preceptor, designated clinical facility staff or the electronic medication administration system, will still be considered a medication error on the part of the student.
2. The student will ensure that medications are administered on time and in accordance with patient's plan of care.
3. The student will follow correct medication procedures as summarized in the "Six Rights of Medication Administration" listed below:

SIX RIGHTS

Right Patient

Right Medication

Right Dose

Right Time/Date

Right Route

Right Documentation

4. The student will be prepared to verbalize knowledge of medication uses, side effects, adverse reactions, interactions with other patient medications, and the relationship to the patient and one or more diagnosis.
5. The student will calculate proper medication dosage or safe dosage in the clinical learning environments.
6. The student will report any medication error to their Ivy Tech clinical faculty member and/or preceptor, and clinical facility staff immediately in order that appropriate action may be taken to care for the involved patient and so that appropriate clinical agency policies are followed.

Actions Related to Non-Compliance With Group III Expectations:

Medications errors are a leading cause of patient injury and must be taken seriously. Consistent with current practice guidelines, the School of Health Sciences supports the initial stance of conducting a root-cause analysis to help prevent future errors. In the event of an error, the student will be expected to meet with the faculty member to determine strategies to prevent further medication incidents. Repeated errors constitute a failure to demonstrate competence and safety in this important component of patient care and will be subject to actions that will impact the student's status in the program.

Action:

- Every medication error will be documented on a written/electronic student status report. The student is expected to participate as requested in any root-cause analysis to identify reasons for the medication error and strategies to prevent further errors.
- The student will be expected to meet with the faculty and/or preceptor and acknowledge receipt of any feedback provided, review appropriate procedures, address any related questions with the faculty and/or preceptor, and initiate precautionary measures to prevent the error from reoccurring.
- In the event that there are three (3) or more documented student status forms for medication-related errors, **occurring at any point throughout the student's enrollment in the program**, a written/electronic status report will be prepared by the faculty member and the student will be required to meet with the Program/Department Chair and/or designee.

- In cases of medication-related errors in which repeated errors or errors significant enough to endanger patient lives occurs or affect patient safety occur, the student will be required to meet with the Program/Department Chair and/or designee. If following review of the case by the Health Sciences Dean and/or designee, additional disciplinary actions are recommended:
 - The Health Sciences Dean and/or designee will discuss the outcomes of the investigation with the Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs regarding action(s) to be taken by the School of Health Sciences and the College.
 - Pending the outcome(s) and final recommendation(s), the student may be prohibited from engaging in patient care or participating in clinical activities until approved to do so by the Program/Department Chair and/or Health Sciences Dean.
 - If allowed to continue in the clinical course, the student may be required to complete remediation as prescribed by the Program/Department Chair and/or Health Sciences Dean and/or their designee prior to enrolling in any future Health Sciences clinical course.
- Recommended actions, depending on severity of the infraction, may include (but are not limited to):
 - continued enrollment in the clinical course with no additional requirements;
 - continued enrollment in the clinical course with additional remediation requirements based on final outcomes and recommendations, which may also include an appropriate reduction in the clinical grade as determined by the clinical evaluation tool;
 - administrative withdrawal and failure of the clinical course; or,
 - dismissal from the Health Sciences program based on recommendations from the Program/Department Chair, Health Sciences Dean or designee, Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Affairs, and/or the campus Chancellor.
 - In the event a student is dismissed from one Health Sciences program, he/she may not apply for admission to any other Health Sciences program in their home campus or at any other Ivy Tech Community College campus or location for a period determined by the final outcomes and recommendations of college administrators and in compliance with the Health Sciences Student Handbook.
- Further disciplinary and/or legal action may be recommended according to College policy.
- Students have the right to appeal any final decisions to the Health Sciences Dean or designee.

Social Networking Guidelines

Social media are powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but the organizations they represent. You must be mindful that anything you post on a social media site may be seen by anyone. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions ***could be the basis for disciplinary action including termination from the program.*** Furthermore, the discussion of patient information through any of these venues is a **violation of patient confidentiality and HIPAA**. You have rights afforded by state and federal law, but be aware that *not everything* you say or post online is protected. False, defamatory, harassing or intimidating postings are *not protected free speech*.

The College recognizes many students chose to participate on social networking sites. Students are reminded to use caution when posting on sites. Future employers and supervisors may have access to these internet pages, comments and photographs which may be perceived as derogatory thus impacting employment opportunities. Students are reminded **NOT** to post photographs from clinical and laboratory settings as this is considered a breach of confidentiality. Comments that may be construed as negative/derogatory concerning the College and/or clinical site experiences, operations or patients may negatively impact student status and any reference to these is strictly prohibited.

Professional Attire – See Dress Code Policy page 76

Academic Honesty Statement

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

Grading Practices

The following are the grading protocols for didactic grading:

1. There will be no make-up examinations in the classroom. Exams missed due to special circumstances will be reviewed on a case-by-case basis. Finals, if applicable, may not be missed.
2. Students who fail a class that is prerequisite for additional classes will not be allowed to register for the corresponding course. Since classes are offered on a yearly rotation, students must wait and repeat the failed course during the next cycle before advancing in the Program, unless that course does not have a prerequisite.
3. Students who fail a class that is not a prerequisite for another class will be allowed to continue into the next semester but will not be able to graduate until the class is repeated and passed satisfactorily.
4. No student will be allowed to repeat a class more than once for a total of 2 attempts.
5. The academic probation process will be administered, as it is clearly defined in the Ivy Tech Course Catalog and at www.ivytech.edu – MyIvy.
6. The grading scale for Medical Imaging Program Marion campus:
 - A = 100 – 94
 - B = 93 – 88
 - C = 87 – 84
 - D = 83 – 80
 - F = 79 and below

Evaluation of Student Learning

Methods of Evaluation in Courses

Examinations may be multiple choice, matching, short answer type, or essay. Computerized testing may be used. Quizzes, journal abstracts, mid-term and final exams, vocabulary sheets, objectives and other assignments are designed to enhance learning. Some work may be completed in Ivy Learn. Each course may have additional requirements that are addressed in the syllabus.

Technical Outcomes Assessment

The primary purpose of technical outcomes assessment is to determine the Ivy Tech graduates' mastery of the professional knowledge, comprehension, and skills required for the field the students are preparing to enter. Technical outcomes assessment also provides statewide curriculum committees with necessary information regarding the currency of the curriculum and effectiveness of student learning.

Certification/Licensure Training Disclaimer

Ivy Tech Community College cannot guarantee that any student will pass a certification or licensing exam. Student's success will be determined by several factors beyond the instruction they are given in the classroom including test-taking skills, the student's willingness to study outside of class, and satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech in providing a certification/licensure exam studies class is to assist the student in understanding the material sufficiently to provide a firm foundation for studying and preparing for the registry.

Student Requirements Associated with Clinical Affiliation Agreements

Student clinical/externship experiences are arranged by program faculty and affiliation agreements obtained with clinical affiliating agencies. These agreements outline the responsibilities and privileges of both parties. In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support.

Criminal Background and Drug Screening:

Purpose

Requiring criminal background and drug screenings prepares students to meet the requirements of healthcare facilities to allow for clinical placement. Health care facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

Organizational Scope or Audience

This policy applies to all students who will have direct patient contact within a healthcare facility or laboratory, or other setting where health care is provided. Students who do not have direct patient contact, but engage in practice-based learning within a setting where health care is provided, may have different or separate requirements.

Definitions

Drug Screening: Technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid / saliva - to determine the presence or absence of specified parent drugs or their metabolites.

Clinical and Practice-based learning: Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

Policy

Completion of a criminal background check and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background and drug screening may be done before enrollment in the professional/technical core courses, prior to the first day of clinical or externship or as required by the clinical facility and as specified by the Health Sciences and/or Nursing program. Additional criminal background checks and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses for more than 12 months. Convictions are reported to the clinical sites. Criminal charges (a criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during his/her enrollment in the Health or Nursing programs may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or graduate from the program.

Students who are not continuously enrolled in a program until completion may be required to complete additional screenings upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with non-negative findings on criminal background or drug screenings may reapply to the same or different School of Health Sciences or School of Nursing program the next available semester, but will need to comply with additional criminal background or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

Procedure

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background and drug screening, working with the contracted vendor providing the criminal background and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background and drug screening. By participating in the required criminal background and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background and drug screenings will be completed for every student.

The student will initiate the required background and drug screening with the contracted vendor of the College's choice by the due date designated by the program. Students who refuse to comply with the background and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

Based on the clinical site requirements, the background screening may include the following elements (other elements may be added if required by the clinical site):

1. County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
2. National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
3. Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
4. Social security verification and residency report
5. Maiden name and alias report

Based on clinical site requirements, the drug screening may include the following elements (other elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmane, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background and drug screenings, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the College's contracted vendor providing the background and drug screening.

If a clinical site requests additional documentation from or communication with the student, the student is responsible for presenting documentation of any clarification of the findings. This dispute/clarification process must be complete at least two weeks prior to the beginning of a course which requires a background or drug screening result. Written confirmation from the clinical site to the Dean/Program Chair is required in the final determination of this process.

Students who have a non-negative drug screening result will be allowed one rescreening at the cost of the student. This must be requested by the student in writing from their Ivy Tech email account and sent to the Program Chair. All drug screening results, including any rescreening, must be available at least two weeks prior to the beginning of a course which requires drug screening results.

Disclaimers

- Completion of a criminal background and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background and/or drug screenings than those required by the College, and students will be required to meet those standards at the cost of the student.
- Clinical affiliates can conduct additional background and drug screenings (including random drug screenings during clinical) at their discretion. Cost of this will be determined through the established affiliation agreement and may be at the cost of the student.
- Completion of background and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any corequisite courses pending resolution of the situation.

Protection of Confidential Information from the Background and Drug Screenings

Information obtained from the result of student background and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background, a copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be securely maintained by School of Health Sciences or School of Nursing in accordance with program policy.

Procedures for Determining Eligibility for Externship Placement

Eligibility for Externship Experiences with Affiliating Clinical Agencies

Eligibility for Clinical Experiences with Affiliating Clinical Agencies Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular non-negative findings on the background screen will be allowed to attend clinical. In the event there are non-negative findings on any portion of the criminal background screen, a primary clinical site will be notified and requested to make a decision on whether or not the student will be allowed to complete a rotation at the site, in light of the specific non-negative findings on the criminal background. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation. Determination by a clinical site to allow/decline a student for placement must be provided in writing to the College.

Eligibility for Clinical Experiences in Campus-Based Clinical Services

Certain School of Health Sciences and School of Nursing programs, including but not limited to Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the criminal background and drug screen results will be reviewed by the Dean/Program Chair, and a determination will be made on whether or not each student is able to participate in the patient care activities based on the results. Any recommendation by the Program Chair to not allow a student to participate in patient care activities based on the results of the criminal background or drug screen results will be reviewed and approved by the appropriate School of Health Sciences or School of Nursing Dean and the Vice Chancellor of Academic Affairs.

Non-negative Screen

Students with any non-negative result on the drug screen, and not otherwise cleared by the College's contracted screening vendor after retesting and/or screening vendor medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care.

Criminal Background Screening

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child

5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines

PURPOSE

Health care facilities and the college are obligated to document and follow up with any student who appears to be under the influence of alcohol or drugs while participating in a patient setting or in college campus activities. This policy and procedure will be used in situations where there is a reasonable suspicion that a student may be under the influence of alcohol or drugs.

ORGANIZATIONAL SCOPE OR AUDIENCE

This policy applies to all students in the Schools of Health Sciences and Nursing who will have direct patient contact within a healthcare facility or laboratory, or other setting where health care is provided, including on campus clinics and skills labs. Students who do not have direct patient contact, but engage in practice-based learning within a setting where health care is provided, may have different or separate requirements.

DEFINITIONS

Faculty designee is defined as a programmatic faculty member who may act on behalf of the dean or chair to represent the college at a clinical site. Typically this is the programmatic clinical site coordinator.

Facility designee is defined as an on-site clinical instructor, supervisor, or manager who may act on behalf of the college to facilitate the handling of a situation due to time and/or distance constraints between the college and clinical site; a situation inherent to the School of Health Sciences.

Reasonable suspicion is defined to mean that the student's instructor, supervisor, or his/her designee believes that the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the student

from performing the essential functions of his or her role in the clinical activity or which poses a direct threat to the safety of others. Other behavior which could lead to a reasonable suspicion drug or alcohol test includes but is not limited to: odor of alcohol or drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others.

Non-negative refers to findings that would include positive, dilute, dilute positive, dilute negative, and altered.

POLICY

If a clinical instructor/clinical site supervisor perceives the odor of alcohol or other substances, or observes behaviors to cause reasonable suspicion that a student is under the influence of drugs or alcohol, they will remove the student from the patient care or clinical work area and notify the appropriate faculty. Faculty must consult with the regional dean or chair or designee to validate the basis for reasonable suspicion testing.

PROCEDURE

It is recommended that two non-student individuals interact with the student to determine if there is reasonable suspicion of impairment. If drug or alcohol use is suspected, the faculty member or facility designee should take the following steps:

Remove the student from the clinical activity:

- Confront the student in a private setting and in the presence of a non-student witness;
- Discuss the suspicious behavior with the student and allow the student to explain;
- Decide whether reasonable suspicion exists for drug and/or alcohol testing;
- If reasonable suspicion is validated, inform the student they cannot participate in clinicals that day or will not be able to complete the clinical day (as applicable).
- Inform the student that he/she bears the burden of proof and advise him/her to seek an alcohol test and drug screen **immediately, but in no case more than 2 hours following removal from activity.** A **waiting period of 20 minutes** must be observed between validation of reasonable suspicion and commencement of testing.
- In the rare circumstance where it is impossible to obtain testing within the 2 hour guideline above, documentation must be provided by the student showing that they reported for testing within the shortest possible time frame not to exceed 4 hours following removal from activity.
- Inform the student that without negative results on the alcohol and drug screen, the clinical absence will be considered unexcused and further disciplinary actions may occur.
 1. Notify the student that disciplinary actions may include:

1. Dismissal from the clinical site (which may impact progression in the program)
2. Failure of the course
3. Dismissal from the program
4. Dismissal from the College

Advise the student to arrange safe and lawful transportation to the testing site and home.

- If the student is unable to arrange safe transportation, a cab will be called to transport the student, and the student will be responsible for the cost.
- If the student is unable to pay the cost of a cab, the program chair or designee will attempt to reach the emergency contact noted in the student's file.
- If the emergency contact cannot be reached, or cannot provide transportation, local law enforcement may be contacted to facilitate removal from the clinical facility.
- Complete the Report of Reasonable Suspicion of Drug/Alcohol Use form (see Appendices).
- Complete the Maxient Incident Report form per ITCC policy.

If the student agrees to drug and/or alcohol testing, the faculty member will ask the student to sign the "Consent for Screening" form (see Appendices).

Results

Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug or alcohol screening results must be delivered to the college in a manner that ensures the integrity, accuracy, and confidentiality of the information. Ivy Tech Community College may refuse to accept any test result that fails to meet the requirements of the procedure and guidelines noted in this policy.

A. Refusal to Test

If a student fails to produce the requested sample at the date and time designated, the student will be treated as if the test result was non-negative.

B. Negative Test Result

If the drug or alcohol test is negative, the student must meet with the program chair, dean, or designee to discuss the circumstances surrounding the clinical behavior before being allowed to participate in all clinical activities, and make-up any missed assignments.

C. Non-Negative/Positive Test Result

If the drug screening result is non-negative, the student will be removed from clinical pending investigation.

- If the student insists the non-negative result is due to **prescription medication**, the student will be required to provide proof of a prescription (drug, dose, frequency) and written statement (expected duration, effect, any contraindications to being in the clinical setting) from the medical provider stating that the medication was prescribed, the drug level is within prescribed limits, and there is no indication of abuse.
- If the student insists the non-negative result is due to a **medical condition**, the student will be required to obtain a written statement from the medical provider indicating plan of care.
- Students who are impaired from approved prescription medications or medical conditions will be evaluated for safety in the clinical setting and will be removed from the clinical setting until safety to practice can be established by a fit for duty exam at the student's cost.
- If medication and/or medical conditions are validated by the student's healthcare provider, and safety to practice is established to ensure both student and patient safety, the student will be provided opportunities to make-up missed clinical assignments.

D. Retesting of Drug Screen

- In the event a screening specimen is deemed insufficient, diluted, or otherwise inappropriate for testing, the student will be required to complete a new drug test at a facility designated by the college.
- If a student challenges a result, they must comply with the vendor's appeal process.

E. Post-Incident Testing

- Any student involved in an on-campus or clinical site incident which causes injury to the student, another student, visitor, clinical agency staff member, instructor, or patient under circumstances that suggest possible use or influence of drugs and/or alcohol at the time of the incident may be asked to submit to a drug and/or alcohol test.

Students will be dismissed from the School of Health Sciences/School of Nursing programs for non-negative drug and/or alcohol screening results that are not validated by a prescription and a written statement from a medical provider. The reasonable suspicion for drug screening documentation and drug and/or alcohol screening results will be noted in the student's record.

A student who is denied clinical placement or who is withdrawn from enrollment in a clinical or lab course due to non-negative drug screen not validated by a prescription or a written statement from a medical provider documenting a medical condition, may reapply to the same or different School of Health Sciences or School of Nursing program after one semester (per ASOM 4.14). To be considered for readmission to the same or different School of Health Sciences or School of Nursing program, students will need to comply with additional criminal background checks and drug/alcohol screenings as required.

Further non-negative results on drug and/or alcohol screening after readmission to the program will result in dismissal from the program with no option for readmission. College program admission and progression policies will apply.

Physical Examination and Health Records

A physical examination is required not more than one year prior to beginning your externship in order to identify health status and accommodation needs (see Appendix). The student's healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of Medical Imaging Students (included on the following pages). Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. Submission of the health records containing dates of the Hepatitis B vaccination series occurs prior to the start of the first clinical course. Students will be required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program. For information related to declination process, see [ASOM 4.15](#)

Essential Functions

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative at the beginning of each semester.** Essential Functions are listed on the Health Form (see Appendix)

Standard Precautions

According to the Universal Precautions Rule 410 IAC 1-4-7.1: *"Covered individuals, including health care workers, whose professional, employment, training, or volunteer activities or duties are performed at or on behalf of a facility, must complete the training programs which the facility is required to have employees attend under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030). Approved programs under this rule shall be as follows: (A) A blood borne pathogen training session provided by a facility or employer under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030)."* This training must include instruction in the "[Universal Precautions](#)" procedures adopted by the Indiana State Department of Health. Because students in the Medical Imaging Program may have

direct contact with blood or other body fluids, the Program is required to provide annual training in Universal Precautions to comply with agency affiliation agreements.

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

Bloodborne and Airborne Pathogens Exposure Protocol

What are Bloodborne Pathogens

Bloodborne pathogens are infection microorganisms in human blood that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Exposures may occur through needle sticks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood.

What to Do When a Bloodborne Pathogen Exposure Occurs

If you experience a contaminated needle stick or sharps cut, or are exposed to the blood or other body fluid of a patient during the course of your work, immediately follow these steps:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor
- Source testing of blood to determine infections disease status is preferred whenever possible where consent has been obtained. When exposure occurs at a clinical facility, you should follow that facility's policy as they will handle notice and consent with the source. When an exposure occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing a medical provider of his or her choosing.

For clean needle/sharp sticks, wash the affected area with soap and water. You do not need to seek medical care unless there is a visible injury which requires attention. Report the incident to your Ivy Tech instructor and clinical supervisor.

Where to Seek Treatment

- You may seek treatment at the clinical site (if equipped and willing), or an urgent care facility, emergency room, or physician office for assessment, diagnoses, and treatment. It remains your responsibility to obtain the initial appointment and any follow-ups ordered with a healthcare provider of your choice. If an incident occurs in an Ivy Tech classroom, lab or facility, an instructor cannot provide evaluation, diagnostic test or treatment beyond first aid and emergency assistance.
- Time of day and facility capability may impact where you seek treatment. The key is to know your options before an accident, and then, obtain an evaluation and treatment as soon as possible from a healthcare provider of your choosing.
- Report the incident to your Ivy Tech instructor and submit a Student Accident Report promptly.

What Happens Next?

A health care provider will provide an evaluation, diagnostic testing (if necessary), and treatment (if necessary). Diagnostic testing may include testing the source of the exposure, with his or her consent, and baseline testing of the exposed person. Testing for HIV, HBV, and HCV is typically included, along with other blood tests or diagnostic examination the health care provider recommends. If post-exposure prophylaxis (PEP) is indicated, efficacy is time sensitive. The first dose should be given as soon as possible. Optimal time to start PEP is within hours of the exposure, rather than days.

Will I need follow-up testing? This direction will come from the healthcare provider. Follow-up will depend upon the testing outcome of the source person. It is important for your health that you understand and comply with the provider's follow-up testing and recommendations.

What are Airborne Pathogens?

Airborne Pathogens are infectious microorganisms which can be transmitted through air and could cause disease. The discharged microbes may remain suspended in the air on dust particles, respiratory and water droplets.

Tuberculosis, or TB is an airborne pathogen of concern. TB is spread through the air from one person to another. The bacteria are put into the air when a person with TB disease of the lungs or through coughs, sneezes, speaks, or sings. People nearby may breathe in these bacteria and become infected.

What to do When an Airborne Pathogen Exposure Occurs

If you think you have been exposed to an airborne pathogen without appropriate Personal Protective Equipment (PPE), you should immediately contact your Ivy Tech instructor and clinical supervisor and seek testing at an urgent care clinic, emergency room, or physician office. Be prepared to tell the doctor or nurse when you were exposed to the airborne pathogen, what type of exposure you think occurred (contaminated air with or without respiratory tract droplets, mucus, or blood), and if the source patient of the contamination is being tested for airborne pathogens.

Confidentiality

As part of their affiliation with clinical agencies, students are required to comply with Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, state regulations, and facility policies with regard to privacy of patient information.

All information, which is learned about a patient, is considered to be confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats.

Written information, such as care plans, healthcare provider's notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should never contain any of the patient's name or other identifying information.

DO NOT DISCUSS PATIENT INFORMATION OR CLINICAL EXPERIENCES in public places or on social media formats even if the patient is not referred to by name. Confidentiality of patients, staff, faculty and students is to be maintained at all times.

Photocopying of any patient records or removal of patient records from the clinical facility is expressly forbidden. Photography of any patient or clinical situation is strictly prohibited.

Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties.

Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. The information can be found directly on the [JRCERT webpage](#).

Credentialing Examination: The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	number passed on 1 st attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2017	12 of 12 - 100%
Year 2 - 2018	10 of 12 - 83%
Year 3 - 2019	14 of 14 - 100%
Year 4 - 2020	13 of 15 - 87%
Year 5 - 2021	14 of 14 - 100%
Program 5-Year Average	63 of 67 - 94%

Job Placement: The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 - 2017	10 of 10 - 100%
Year 2 - 2018	11 of 12 - 92%
Year 3 - 2019	14 of 14 - 100%
Year 4 - 2020	13 of 14 - 93%
Year 5 - 2021	14 of 14 - 100%
Program 5-Year Average	62 of 64 - 97%

Program Completion: The number of students who complete the program within the stated program length. The annual benchmark established by the program is 75%.

Program Completion Rate	number graduated divided by number started the program
Year	Results
Year 1 - 2021	14 of 14
Annual Completion Rate	100%

College/Program Costs

College/Program Costs Item	Cost
Tuition* (2022-2023)	Full-time (12+ credits) \$2243.25 Less than 12 credit hours \$149.55/credit hour
Technology Fee	\$75.00 per semester
Books	Included in the Ivy+ tuition Possible charge for print options
Uniforms and other supplies	Estimate of \$300 for program
Consumable Fees (Includes dosimetry, markers, clinical tracking system, online resources, and supplies for lab)	\$565 for program
Physical Exam & Immunizations	Variable based on provider
BLS/CPR Certification (American Red Cross or American Heart Association)	AHA Course offered at start of program \$35
Background Screen & Drug Screen	\$94.96 initially, \$68.09 rescreen
Certification Examination Fees	\$225.00

**Tuition and fees subject to change without prior notification*

To see all tuition rates please follow the following link: <http://www.ivytech.edu/tuition/>

Collegewide Curriculum of Record

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF HEALTH SCIENCES
MEDICAL IMAGING PROGRAM
ASSOCIATE OF APPLIED SCIENCE
PROGRAM CODE: MEDI
2022-2023

General Education Core

IVYT 112	Student Success in Health Care	1
APHY 101	Anatomy & Physiology I	3
APHY102	Anatomy & Physiology II	3
COMM 101	Speech	3
OR		
COMM 102	Interpersonal Communication	3
ENGL 111	English Composition	3
MATH 136	College Algebra	3
PSYC 101	Introduction to Psychology	3
	OR	
SOCI 111	Introduction to Sociology	3
Total		19

Technical

HLHS 101	Medical Terminology	3
RADT 111	Orientation and Patient Care	5
RADT 112	Image Production & Evaluation I	3
RADT 113	Radiographic Positioning I & Lab	3
RADT 114	Radiographic Clinical Education I	3
RADT 115	Radiographic Positioning II & Lab	3
RADT 116	Radiographic Clinical Education II	3
RADT 117	Radiation Physics & Equipment Operation	3
RADT 201	Radiographic Positioning III & Lab	3
RADT 202	Radiographic Clinical Education III	4
RADT 203	Radiographic Clinical Education IV	4
RADT 204	Radiographic Clinical Education V	4
RADT 206	Radiobiology and Radiation Protection	3
RADT 209	Radiographic Positioning IV & Lab	3
RADT 218	Image Production & Evaluation II	3
RADT 221	Pharmacology & Advanced Procedures	2
RADT 299	General Examination Review	3
Total		55
Total Credits		74

Other Program Specific Information

Marion Campus Administration and Program Officials

- Marion Campus Chancellor
Alex Huskey _____ 1-800-554-1159 ext. 3307 adhuskey@ivytech.edu
- Marion Vice Chancellor
Kristen Isch _____ 1-800-554-1159 ext. 3418 kisch3@ivytech.edu
- Program Chair
- Kelly Jennings _____ 1-765-651-3100 ext. 3413 kjennings34@ivytech.edu
- Clinical Coordinator
Shuhad Almandil _____ 1-765-651-3100 ext. 3406 salmandil@ivytech.edu

Code of Ethics

The Code of Ethics of the ARRT shall serve as a guide to the students' conduct as it applies to patients, peers, technologists, and all other members of the health care team during their educational experience.

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

Professional Conduct

Students of Ivy Tech Community College are required to conduct themselves as professionals during clinical hours at the clinical sites. The following are behaviors expected of Medical Imaging students:

- **THE STUDENT**
The student is expected to conduct themselves as a mature, responsible, and professional individual keeping within the Code of Ethics. There is NO room for unethical or childlike behavior. Such behavior may result in disciplinary actions and/or dismissal.
- **THE PATIENT**
The patient's condition and/or diagnosis are CONFIDENTIAL! The student must not divulge any information pertaining to a patient's condition or results of testing to anyone without specific permission of the patient's referring physician or the radiologist.
- **THE PHYSICIAN**
The student will display respect to all physicians and aid them by quick and accurate service both in person and via telephone conversations.
- **THE RADIOLOGIST**
The radiologist is a physician specifically trained in the field of radiology. Students may be working with the radiologists during their clinical training. Show them the respect and professional courtesy they deserve.
- **THE CLINICAL PRECEPTOR**
Students will spend much of their time under the direct or indirect control of the on-site clinical preceptor. This is an additional responsibility to their other duties and requirements as a radiologic technologist. Demonstrate courtesy and respect for this person and understand that patient care is always a priority.
- **THE TECHNOLOGIST**
The staff technologist will be the student's primary resource during their clinical training. Treat them with respect and be helpful in aiding and assisting them whenever asked.

Conflicts of Interest

The Program realizes that at Ivy Tech Community College, the students are adults and expect to be treated as such. In return, the Program expects the students to behave in a professional and adult manner avoiding any possible conflicts of interest.

To ensure that the student's clinical abilities and competencies are being fairly and accurately evaluated, students are not allowed to date, or establish a conspicuous relationship with any registered technologists or any other medical professional at a clinical site. By doing so, it could possibly have an effect on their training as a radiographer. If any student develops this conflict of interest, the student will be removed from that clinical site.

Students engaged in any type of employment, volunteer activities, sports, or other educational effort must schedule their time for those activities so as not to interfere with any part of the academic or clinical curriculum. Outside employment is discouraged during the first year due to program load. If a

student should become employed in a radiology department, the student must not represent themselves in the work situation as a Radiologic Technology student.

Felony or Other Convictions

The American Registry of Radiologic Technologists (ARRT) will not allow individuals with certain misdemeanors or felonies to take the ARRT exam and become a registered Radiologic Technologist. Some exceptions are made, depending on the nature of the misdemeanor/felony. A "Pre-application Review of Eligibility" form can be completed in advance to determine if an individual can become registered by the ARRT. See insert in this handbook or www.arrt.org.

The Indiana State Department of Health also has certain restrictions on the issuance of licenses to individuals who have been convicted of a felony or crime. Individuals who have been convicted should contact this agency to determine if the student is eligible to become licensed by the State of Indiana as a general radiographer.

Medical Imaging Program Admission

1. Submit an Ivy Tech Community College transcript to the Medical Imaging Program at the Marion campus with the application.
2. If an applicant has previous college courses from other colleges/universities make sure the courses have been officially approved as transfers by the Registrar's office at Ivy Tech Community College. Students can view accepted transfers from other Indiana colleges and universities at www.transferin.net.
3. Successfully complete the following four (4) prerequisite courses by the end of the Spring semester. These are the courses that will be awarded points for grades. These will account for approximately 2/3 (66%) of points for admission into the program.
 - APHY 101 – Anatomy and Physiology I
 - ENGL 111 – English Composition
 - HLHS 101 – Medical Terminology
 - MATH 136 – College AlgebraThe online application system will "count" The highest of the first two grade attempts from the previous 5 years. Any courses taken more than 5 years before application may be retaken if needed.
4. Successfully complete IVYT 112 or equivalent by the end of the Summer semester before the program begins in the Fall semester. The grade for this course is not used in calculations for student selection.
5. Complete an online application for the Marion Medical Imaging Program.
 - Online application window is open March 15th through May 15th, 2023.
 - Final application deadline is May 15th, 2022.
6. Take the Pre-admission HESI and Critical Thinking test. The window to take the exam is August 1st to April 30th, 2023. This test result is approximately 1/3 (33%) of the points for admission.
 - The Pre-admission HESI and Critical Thinking test must be taken at a testing center. Students may sign up on the CASS-Self Serve Link: www.ivytech.edu/schedulenow

- The Pre-admission HESI and Critical Thinking test may be taken up to 2 (two) times in a two-year period regardless of the testing location. Only the first two scores will be considered.
- There must be 30 days between the test dates.
- The student must pay the approved testing fee each time.
- Exam scores will be valid for 2 (two) years from the date of the initial Pre-admission HESI and Critical Thinking test.
- The score will be used to determine points.
- It is recommended that the student take the Pre-admission HESI and Critical Thinking test more than 30 days before the application due date so there is time to repeat it if the student wants to attempt to achieve a higher score.

Application Details

- Students will be able to select up to 3 programs and 3 campuses each.
- Depending on their rank and offers, students could potentially receive multiple offers.
- Once a student accepts 1 offer, they are immediately withdrawn from all other offers.
- A student does have the option to withdraw his/her application entirely from the system. In this case, the student will not be placed back into the application pool for this application cycle.
- Student applications are assigned points on the following criteria: Grades, Pre-admission testing, and Certifications as applicable to the program.

Point Values

Point Scale	SCIENCE	NON-SCIENCE
A	30	15
B	20	10
C	10	5
D	0	0
F	0	0

Science Classes – APHY, CHEM, BIOL, MATH, SCIN, HLHS 101, PARM 102, SURG 203

Non-Science Classes – ENGL, PSYC, COMM, IVYT, HLHS 105

*PTAS 101 grade will be weighted x 2

CLEP/DANTES/VERIFIED CREDIT = B (Non-Science)

S/T/Pass = Letter grade of C per category

Offers of Admission

Offers of admission to the program will be emailed beginning within 1 week of the application close date and continue until program capacity is met or one week before the start of fall classes. There will be 8 Rounds of Auto-Select and 6 Rounds of Manual Selection. Each round will begin at 6am and remain open until 11:59pm the following day to either accept or reject an offer. If a student fails to respond, then the offer will expire. If a student rejects an offer three (3) times, then the student will be removed entirely from the application pool.

- Auto-Select for 2022: May 21st – June 5th
 - Round 1 – May 21st – Offers Released May 22nd – Offer Expires at 11:59pm
 - Round 2 – May 23rd – Offers Released May 24th – Offer Expires at 11:59pm
 - Round 3 – May 25th – Offers Released May 26th – Offer Expires at 11:59pm
 - Round 4 – May 27th – Offers Released May 28th – Offer Expires at 11:59pm
 - Round 5 – May 29th – Offers Released May 30th – Offer Expires at 11:59pm
 - Round 6 – May 31st – Offers Released June 1st – Offer Expires at 11:59pm

- Manual-Select for 2022: June 3rd – June 26th (may extend to start of Fall semester)
 - Round 1 – June 3rd – Offers Released June 4th – Offer Expires at 11:59pm
 - Round 2 – June 5th – Offers Released June 6th – Offer Expires at 11:59pm
 - Round 3 – June 7th – Offers Released June 8th – Offer Expires at 11:59pm
 - Round 4 – June 9th – Offers Released June 10th – Offer Expires at 11:59pm
 - Round 5 – June 11th – Offers Released June 12th – Offer Expires at 11:59pm
 - Round 6 – June 13th – Offers Released June 14th – Offer Expires at 11:59pm

Admitted Medical Imaging students will be required to do the following:

- Attend an orientation meeting, usually held in July.
- Complete a Criminal Background Screening and Drug Screening through Castle Branch. Detailed information will be sent to the students that have been selected into the program.
- Provide proof of inoculations, including a recent TB test, and physical from their physician.
- Complete CPR certification before the student starts clinicals.
- Begin Fall semester and continue through the program for 21 months (5 semesters). This includes the summer semester.

Professional Development

Medical Imaging Program students are required to obtain 20 hours of Professional Development during their enrollment in the Program. Completion of these hours must be fulfilled by the end of the 5th semester. Students can acquire Professional Development in the following ways:

- Membership and participation in the Indiana State Radiologic Society (ISRT) meetings and conferences
- Attending other radiology or health care conferences
- Help in maintaining the Medical Imaging lab
- Participation at career / health fairs
- Participation at local school functions or community events
- Community service that is representative of a healthcare function
- Any other educational function with approval from program director

Participation in church or religious activities may be applied if it meets the needs of the whole community and not be of a religious nature. Failure to complete professional development will affect the grade in RADT 299 – General Exam Review.

CLINICAL EDUCATION

Clinical education for the Medical Imaging student is the application of the theories learned in the didactic area and laboratory setting and then applied in a patient-based setting. The Program Director with the assistance of the Clinical Coordinator, assigns students in their clinical rotation. The clinical preceptor schedules assignments for the students at the facility. Medical Imaging students work closely with doctors and all other health care professionals to provide quality patient care. The following is information about clinical requirements and policies. (For complete program policies, see Section 6 of this handbook).

CLINICAL PHYSICAL & PERFORMANCE REQUIREMENTS

Students in the Medical Imaging Program must meet the following requirements for the clinical portion of the program when rotating through the clinical sites:

1. Students must be free from contagious diseases and chemical dependence. Therefore, students must have proof of required immunizations and they must have a drug screening completed before starting the program.
2. Students must have a physical examination by a medical doctor at their own expense and submit the physical form from Ivy Tech with results to the Program Director.
3. The Drug screen, TB test and CPR recertification must be repeated on or before the anniversary of admission into the clinical portion of the program each year.
4. GROSS MOTOR SKILLS
 - Move within confined spaces
 - Sit and maintain balance
 - Stand and maintain balance
 - Reach above shoulders (e.g., put away supplies)
 - Reach below waist (e.g., plug electrical appliance into wall outlets)
5. FINE MOTOR SKILLS
 - Pick up objects with hands
 - Grasp small objects with hands (e.g., syringe, pencil)
 - Write with pen or pencil
 - Key/type (e.g., use a computer)
 - Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
 - Twist (e.g., turn objects/knobs using hands)
 - Squeeze with hand (e.g., blood pressure cuff)
6. PHYSICAL ENDURANCE
 - Stand (e.g., at client side during minor or therapeutic procedure)
 - Sustain repetitive movements (e.g., CPR)
 - Maintain physical tolerance (e.g., work entire shift)
7. PHYSICAL STRENGTH
 - Push and pull 50 pounds (e.g., position clients)
 - Support 50 pounds (e.g., ambulate client)
 - Lift 50-100 pounds (e.g., pick up a child, transfer patient)
 - Move light objects weighing up to 10 pounds

- Move heavy objects weighing from 25 to 100 pounds
 - Defend self against combative client
 - Use upper body strength (e.g., perform CPR, restrain a client)
 - Squeeze with hands (e.g., operate fire extinguisher)
8. MOBILITY
- Twist
 - Bend
 - Stoop/squat
 - Move quickly (e.g., response to an emergency)
 - Climb (e.g., ladders, stools, stairs)
 - Walk
9. HEARING
- Hear normal speaking level sounds (e.g., person-to-person interview)
 - Hear faint voices
 - Hear faint body sounds (e.g., blood pressure sounds)
 - Hear in situations when not able to see lips (e.g., when masks are used)
 - Hear auditory alarms (e.g., monitors, fire alarms)
10. VISUAL
- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
 - See objects up to 20 feet away (e.g., patient in a room)
 - See objects more than 20 feet away (e.g., client at end of hall)
 - Use depth perception
 - Use peripheral vision
 - Distinguish color (e.g., color codes on supplies, charts, bed)
 - Distinguish color intensity (e.g., flushed skin, skin paleness)
11. TACTILE
- Feel vibrations (e.g., palpate pulses)
 - Detect temperature (e.g., skin, solutions)
 - Feel differences in surface characteristics (e.g., skin turgor, rashes)
 - Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
 - Detect environmental temperature (e.g., check for drafts)
12. SMELL
- Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
 - Detect smoke
 - Detect gases or noxious smells
13. READING
- Read and understand written documents (e.g., policies, protocols)
14. ARITHMETIC COMPETENCE
- Read and understand columns of writing (flow sheet, charts)
 - Read digital displays
 - Read graphic printouts (e.g., EKG)
 - Calibrate equipment
 - Convert numbers to and/or from the Metric System
 - Read graphs (e.g., vital sign sheets)
 - Tell time

- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

15. EMOTIONAL STABILITY AND INTERPERSONAL SKILLS

- Establish therapeutic boundaries
- Provide patient with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client going bad, crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)
- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers

16. COMMUNICATION SKILLS

- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports (e.g., report on client's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

17. CRITICAL THINKING

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

18. ANALYTICAL THINKING

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long term memory
- Use short term memory

CLINICAL EDUCATION AFFILIATIONS

The following facilities are the clinical sites for the Medical Imaging Program for Marion:

Marion Health Marion General Hospital Campus 441 N. Wabash Ave. Marion, IN 49652-2690 800-200-1111 765-662-1441	Parkview Wabash Hospital 10 John Kissinger Drive Wabash, IN 46992 800-346-2110
Marion Health South Marion Diagnostics 1410 W. Bella Dr. Marion, IN 46953 765-673-0370	IU Health Ball Memorial Hospital 2401 West University Ave. Muncie, IN 47303 765-747-3111
Community Howard Regional Health 3500 S. Lafountain St. Kokomo, IN 46904-9011 765-453-8413	VA Northern Indiana Healthcare 1700 E. 38 th St. Marion, IN 46952 765-677-3120
IU Health Blackford County Hospital 410 Pilgrim Blvd. Hartford City, IN 47348 765-348-0300	IU Health Imaging Center 2598 W. White River Blvd. Muncie, IN 47303 800-297-3055
Community Hospital Anderson 1515 N. Madison Ave. Anderson, IN 46011 765-298-4242	IU Health Jay Hospital 500 West Votaw Street Portland, IN 47311 260-726-7131
Marion Open MRI 2716 S Western Ave #A Marion, IN 46953 765-662-0100	Advanced Medical Imaging 2008 West Boulevard Kokomo, IN 46902 (765) 454-9766
Open Door Urgent Care 1651 E. 29 th Street Muncie, IN 47302 765-747-1164	

MERITS

Merits may be given to students for written compliments, professionalism, excellent patient care, or excellent performance during stressful or unique situations. These merits may be used as part of the student's employment portfolio.

RADIATION PROTECTION AND SAFETY

Students will be given an orientation of basic radiation safety prior to attending the clinical sites for the first rotation. Students are given an in-service and posttest during semester four to reiterate the importance of radiation protection and safety.

Students are required to exercise radiation protection at all times. At no time may a student participate in a procedure utilizing unsafe protection practices.

Radiation dosimetry badges are distributed by the Program Director. Badges are to be worn at the collar, outside of the lead apron. Badges are to be removed while having personal medical or dental radiography performed. Badges are collected and read quarterly.

Radiation protection of the patient and the student is the responsibility of the student. Students must adhere to the following safe radiation protection protocols:

- Always follow the ALARA principle.
- Do not hold patients except for emergencies. If holding is necessary, after attempting positioning restraints, then family members or other hospital personnel should be utilized.
- Always wear protective gear.
- Students must always wear radiation monitors in the clinical setting at all times. Failure to wear a radiation monitor will result in a demerit and removing the student from that clinical site until monitor is secured. Time missed must be made-up.
- Immediately report any accident or loss of radiation monitor to the Clinical Coordinator or Program Director.
- Read, initial and date radiation reports. Reports will be distributed to students after reading monitors.

SUPERVISION

Each clinical site has a clinical preceptor to supervise students in the clinical education center. Supervision may be direct or indirect depending on the student's progress in the Program.

DIRECT SUPERVISION

Direct supervision ensures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement,
- Evaluates the condition of the patient in relation to the student's knowledge,
- Is physically present during the conduct of the procedure, and
- Reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved. Students are not allowed to do bedside or portable exams without direct supervision.

INDIRECT SUPERVISION

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients. Failure to do so is grounds for dismissal.

SUPERVISION FOR REPEATED EXPOSURE

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure.

RADIATION MONITORING AND EXPOSURE

Ivy Tech Community College Medical Imaging Program has established levels of ionizing radiation exposure that it deems As Low As Reasonably Achievable (ALARA). Students will be given a dosimetry badge at the beginning of their first semester. Badges will be read on a quarterly basis. If the readings reach a certain number, the student will be given a notification and counseled. Reading(s) are in excess of the calendar quarter ALARA action levels as noted below:

	ALARA Level I	ALARA Level II
Deep, Whole Body _____	125 mrem	325 mrem
Lens of the Eye _____	750 mrem	2250 mrem
Extremity, Shallow Skin _____	1875 mrem	5625 mrem

Dosimetry badges are read on a quarterly basis.

MEDICAL IMAGING LAB

The program must also assure radiation safety in energized laboratories. Student utilization of energized laboratories must be under the supervision of a qualified radiographer who is readily available. The lab is kept locked, but students may use it while faculty is available and in the building. Other lab rules are:

- Students may not under any circumstances take images of any humans or living animals.
- No food or drinks are allowed in the lab during lab hours.
- Any unauthorized or inappropriate use of the Lab could lead to suspension or withdrawal from the Program.
- No ionizing exposures will be made without direct Program faculty supervision.
- Under No circumstances will exposures be made on human beings.
- Radiation monitors must be worn at all times when ionizing radiation is being used.

- Lab must be left in a clean and orderly fashion after use is completed.

ELECTRICAL SAFETY RULES

- All electrical equipment and appliances must be approved for use in the Medical Imaging lab.
- Follow the equipment manufacturer's instructions.
- Equipment used on or near patients or near water must have grounded plugs.
- Inspect equipment regularly, paying attention to cords and plugs. Report any needed repairs.
- Do not overload circuits by connecting too many devices to a single outlet or outlet group.
- Unplug or turn off electrical equipment before exposing external parts.
- Use only extension cords approved for the intended purpose.
- Do not attempt to repair equipment
- In case of an electrical fire, use a Class C or carbon dioxide fire extinguisher.

MRI SAFETY

Students will be taught MRI safety prior to the start of their first semester clinical rotation during student clinical orientation. This includes completing an MRI safety screening sheet which is kept in the student's secured file. All concerns are thoroughly discussed with students after consulting MRI staff at the clinical sites. Students are required to notify program staff if their screening status changes.

PREGNANCY

Any student who becomes pregnant during the training of this program has the option of whether or not to inform the Clinical Coordinator or the Program Director about their pregnancy. If the student chooses to declare the pregnancy, the declaration needs to be *in writing* before the program can consider the student pregnant. This policy will be followed despite any obvious physical condition or lack of confirming pregnancy. It is suggested that the student inform the program instructors immediately so the student can be counseled on the appropriate radiation methods and measures that can be taken to protect the fetus. The student also has the option to submit a withdrawal of declaration at any time.

Persons entering the diagnostic field of radiology are aware that they will receive some radiation exposure and should be willing to take those risks. All efforts are made by the Ivy Tech Community College Medical Imaging Program and the clinical affiliates to maintain personal exposures to the lowest possible amount. The following are methods this program uses to help the pregnant student:

- If the student chooses to declare the pregnancy, the declaration needs to be in writing before the program can consider the student pregnant. This step is voluntary. This policy will be followed despite any obvious physical condition or lack of confirming pregnancy.
- After declaring a pregnancy, a second monitoring device for the fetus will be provided.
- The pregnant student will be provided with the Regulatory Guide 8.13 of the Nuclear Regulatory Commission. (See the U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure in Appendix A).
- The student will also be given a copy of Radiation Safety for Radiologic Technologists by Lee A. Bradley.
- The student must have a statement from her attending physician that they are capable of meeting the performance standards of the program while attending the clinical courses during her pregnancy.

- The pregnant student will be allowed to be limited in the involvement in fluoroscopic procedures and to take precautions to minimize radiation exposure by using appropriate shielding and protective equipment.

The student shall not be terminated from the program solely from the result of being pregnant. The student, however, may decide to take one of the following options:

- Continue in the program as a full-time student with no modification or interruption.
- Continue in the program with modification to clinical assignments. Time missed from assignments may need to be made up.
- Continue the didactic portion of the program and take a leave of absence from the clinical portion.
- Have the option for written withdrawal of declaration.
- Withdraw from the program, in writing, and reapply at a later date. Such breaks or modifications will be determined on an individual basis in a conference with the program officials, the clinical preceptor, the student, and anyone the student elects to bring.
- The pregnant student will be provided with the Regulatory Guide 8.13 of the Nuclear Regulatory Commission.

(See the U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure following this section)

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U.S. Nuclear Regulatory Commission
REGULATORY GUIDE
Office of Nuclear Regulatory Research

INSTRUCTION CONCERNING PRENATAL RADIATION EXPOSURE

A. INTRODUCTION

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

The Nuclear Regulatory Commission's (NRC's) regulations on radiation protection are specified in 10 CFR Part 20, "Standards for Protection Against Radiation"; and 10 CFR 20.1208, "Dose to an Embryo/Fetus,"

requires licensees to “ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv).” Section 20.1208 also requires licensees to “make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman.” A declared pregnant woman is defined in 10 CFR 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

This regulatory guide is intended to provide information to pregnant women, and other personnel, to help them make decisions regarding radiation exposure during pregnancy. This Regulatory Guide 8.13 supplements Regulatory Guide 8.29, “Instruction Concerning Risks from Occupational Radiation Exposure” (Ref. 1), which contains a broad discussion of the risks from exposure to ionizing radiation. Other sections of the NRC’s regulations also specify requirements for monitoring external and internal occupational dose to a declared pregnant woman. In 10 CFR 20.1502, “Conditions Requiring Individual Monitoring of External and Internal Occupational Dose,” licensees are required to monitor the occupational dose to a declared pregnant woman, using an individual monitoring device, if it is likely that the declared pregnant woman will receive, from external sources, a deep dose equivalent in excess of 0.1 rem (1 mSv). According to Paragraph (e) of 10 CFR 20.2106, “Records of Individual Monitoring Results,” the licensee must maintain records of dose to an embryo/fetus if monitoring was required, and the records of dose to the embryo/fetus must be kept with the records of dose to the declared pregnant woman. The declaration of pregnancy must be kept on file, but may be maintained separately from the dose records. The licensee must retain the required form or record until the Commission terminates each pertinent license requiring the record.

The information collections in this regulatory guide are covered by the requirements of 10 CFR Parts 19 or 20, which were approved by the Office of Management and Budget, approval numbers 3150-0044 and 3150-0014, respectively. The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

B. DISCUSSION

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

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

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

C. REGULATORY POSITION

1. Who Should Receive Instruction

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

2. Providing Instruction

The occupational worker may be given a copy of this guide with its Appendix, an explanation of the 8.13-8.13-2 contents of the guide, and an opportunity to ask questions and request additional information. The information in this guide and Appendix should also be provided to any worker or supervisor who may be affected by a declaration of pregnancy or who may have to take some action in response to such a declaration.

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

3. Licensee's Policy on Declared Pregnant Women

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

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

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

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

5. Substantial Variations Above a Uniform Monthly Dose Rate

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

D. IMPLEMENTATION

The purpose of this section is to provide information to licensees and applicants regarding the NRC staff's plans for using this regulatory guide. Unless a licensee or an applicant proposes an acceptable alternative method for complying with the specified portions of the NRC's regulations, the methods described in this guide will be used by the NRC staff in the evaluation of instructions to workers on the radiation exposure of pregnant women.

REFERENCES

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

APPENDIX QUESTIONS AND ANSWERS CONCERNING PRENATAL RADIATION EXPOSURE

1. Why am I receiving this information?

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

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

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

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

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

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

This may mean that, if you declare your pregnancy, the licensee may not permit you to do some of your normal job functions if those functions would have allowed you to receive more than 0.5 rem, and you may not be able to have some emergency response responsibilities.

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

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

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

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

6. Are there any risks of genetic defects?

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

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

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

The NRC has reviewed the available scientific literature and concluded that the 0.5 rem (5 mSv) limit provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers. If this dose limit is exceeded, the total lifetime risk of cancer to the embryo/fetus may increase incrementally. However, the decision on what level of risk to accept is yours. More detailed information on potential risk to the embryo/fetus from radiation exposure can be found in References 2-10.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18. Where can I get additional information?

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

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

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

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

REFERENCES FOR APPENDIX

1. National Council on Radiation Protection and Measurements, Limitation of Exposure to Ionizing Radiation, NCRP Report No. 116, Bethesda, MD, 1993.
2. International Commission on Radiological Protection, *1990 Recommendations of the International Commission on Radiological Protection*, ICRP Publication 60, Ann. ICRP 21: No. 1-3, Pergamon Press, Oxford, UK, 1991.
3. USNRC, "Instruction Concerning Risks from Occupational Radiation Exposure," Regulatory Guide 8.29, Revision 1, February 1996.11 (Electronically available at www.nrc.gov/NRC/RG/index.html)
4. Committee on the Biological Effects of Ionizing Radiations, National Research Council, *Health Effects of Exposure to Low Levels of Ionizing Radiation (BEIR V)*, National Academy Press, Washington, DC, 1990.
5. United Nations Scientific Committee on the Effects of Atomic Radiation, *Sources and Effects of Ionizing Radiation*, United Nations, New York, 1993.
6. R. Doll and R. Wakeford, "Risk of Childhood Cancer from Fetal Irradiation," *The British Journal of Radiology*, 70, 130-139, 1997.
7. David Wiedis, Donald E. Jose, and Timm O. Phoebe, "The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children—What Can the Employer Do?" *Radiation Protection Management*, 11, 41-49, January/February 1994.
8. National Council on Radiation Protection and Measurements, *Considerations Regarding the Unintended Radiation Exposure of the Embryo, Fetus, or Nursing Child*, NCRP Commentary No. 9, Bethesda, MD, 1994.
9. National Council on Radiation Protection and Measurements, *Risk Estimates for Radiation Protection*, NCRP Report No. 115, Bethesda, MD, 1993.
10. National Radiological Protection Board, *Advice on Exposure to Ionizing Radiation During Pregnancy*, National Radiological Protection Board, Chilton, Didcot, UK, 1998.
11. M.L. Thomas and D. Hagemeyer, "Occupational Radiation Exposure at Commercial Nuclear Power Reactors and Other Facilities, 1996," Twenty-Ninth Annual Report, NUREG-0713, Vol. 18, USNRC, 1998.22

¹Single copies of regulatory guides, both active and draft, and draft NUREG documents may be obtained free of charge by writing the Reproduction and Distribution Services Section, OCIO, USNRC, Washington, DC 20555-0001, or by fax to (301)415-2289, or by email to <DISTRIBUTION@NRC.GOV>. Active guides may also be purchased from the National Technical Information Service on a standing order basis. Details on this service may be obtained by writing NTIS, 5285 Port Royal Road, Springfield, VA 22161. Copies of active and draft guides are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW., Washington, DC; the PDR's mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343.

²Copies are available at current rates from the U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20402-9328 (telephone (202)512-1800); or from the National Technical Information Service by writing NTIS at 5285 Port Royal Road, Springfield, VA 22161. Copies are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW., Washington, DC; the PDR's mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343.

REGULATORY ANALYSIS

A separate regulatory analysis was not prepared for this regulatory guide. A regulatory analysis prepared for 10 CFR Part 20, "Standards for Protection Against Radiation" (56 FR 23360), provides the regulatory basis for this guide and examines the costs and benefits of the rule as implemented by the guide. A copy of the "Regulatory Analysis for the Revision of 10 CFR Part 20" (PNL-6712, November 1988) is available for inspection and copying for a fee at the NRC Public Document Room, 2120 L Street NW, Washington, DC, as an enclosure to Part 20 (56 FR 23360).

FORM LETTER FOR DECLARING PREGNANCY

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

DECLARATION OF PREGNANCY

To: _____

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

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

(Your signature)

(Your name printed)

(Date)

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)

Allegations Reporting Form

The Federal Higher Education Act of 1965, as amended, provides that a student, graduate, faculty or any other individual who believes they have been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography and radiation therapy educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to Standards for an Accredited Educational Program in Radiologic Sciences or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Process

1. The individual should first attempt to resolve the complaint directly with program/institution officials by following the internal complaint procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook.
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, they may contact the JRCERT to request an Allegations Reporting Form. Chief Executive Officer Joint Review Committee on Education in Radiologic Technology 20 North Wacker Drive, Suite 2850 Chicago, Illinois 60606-3182 Ph: (312) 704-5300 Fax: (312) 704-5304 e-mail: mail@jrcert.org.
3. The Allegations Reporting Form must be completed, signed and sent to the above address. Incomplete or unsigned forms will not be considered. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through program/institution internal complaint processes.
4. Submitted allegations must relate to the Standards for an Accredited Educational Program in Radiologic Sciences. The JRCERT will not divulge the identity of the complainant (s) unless required to do so through legal process.

Allegations Reporting Form

Please print or type all information.

Name of Complainant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

Institution sponsoring the program involved:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Type of Program (Check one):

Radiography Radiation Therapy

Have you attempted to resolve these allegations through the institution's or program's due process/appeals procedures? (check one)

Yes No

Briefly explain:

If Yes, the outcome

If No, why not

Explain in clear concise terms your allegation(s). You must cite at least one **Standard/Objective** for each allegation.

You may include exhibits to support your allegation(s).

Use additional pages if necessary.

Address:
JRCERT
20 N. Wacker Dr., Suite 2850
Chicago, IL. 60606-3182

PROGRAM POLICIES

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POLICY TITLE:

Standards for Admission (College Policy)

POLICY:

The College admits to certificate, technical certificate and degree programs the following:

- high school graduates, or
- recipients of the General Educational Development (GED) credential, or
- recipients of the High School Equivalency (HSE) exam, or
- recipients of the Test Assessing Secondary Completion (TASC) credential, or
- individuals 18 years of age or older who are able to benefit from Ivy Tech's instructional programs.

Selective enrollment programs may have additional admissions requirements.

Individuals seeking to enroll at Ivy Tech Community College who are not degree-seeking and wish to enroll as courses-only students must meet course prerequisites as outlined on the Course Outline of Record; or may audit the course with prior approval from the program chair responsible for the course. Core Transfer Library (CTL) courses are not eligible for program chair exceptions and students must meet course prerequisites.

Admission to the college does not guarantee financial aid eligibility.

PROCEDURE

Students who are seeking admission as a student at Ivy Tech Community College should do the following:

1. Complete an application to the college at www.ivytech.edu.
2. Schedule a time to take the entrance test. This is required of all students and evaluates the student's ability to handle college-level course work in reading, writing and math.
3. Complete financial aid forms.
4. Sign up for orientation. All students must attend an orientation session prior to enrolling in classes.
5. Schedule a time to meet with an advisor who will discuss the course requirements in the student's intended program.

POLICY TITLE:

Admission/Selection Criteria for Limited Enrollment Programs (College Policy)

PURPOSE:

A separate admission/selection process is necessary for some programs to ensure compliance with accreditation and professional certification standards and maintain program quality based on available resources. This policy balances the College's open enrollment mission with a commitment enabling students to complete programs in a reasonable time frame and ensure consistent integrity across service areas.

POLICY:

A separate admission/selection process is required for admission to many limited enrollment programs. Statewide program curriculum committees can augment decision making related to admission/selection guidelines. Admission/selection criteria for limited enrollment programs are proposed by the faculty and reviewed by the academic deans. The criteria shall be reviewed and approved by the Vice Chancellors for Academic Affairs. The admission selection criteria will be made available on the program webpage on the College's website.

PROCEDURE:

The admission criteria defined by the statewide wide program curriculum committee must be:

- consistent with standards or criteria set by the program's accreditation, licensing, certification, and/or regulatory body,
- include multiple criteria rather than a single criterion, (single measures appropriate for tiebreaker),
- objective measures of student ability as opposed to criteria subject to human bias.

Examples of acceptable admission criteria that curriculum committees may use include:

- Nationally normed test AND consideration of grades (either points based on grades in clearly identified courses or GPA)
- Grades (or points based on grades in clearly identified courses) AND Work Experience/Certification (points based on length and/or certification)
- Accreditation/ Licensing/Certification Body requirements AND GPA
- Grades from multiple courses required in the curriculum may be used if no other objective criterion is available. Courses used for points from grades must be clearly identified, as well as the point system, in the program application process.

Examples of unacceptable admission criteria include:

- Job shadowing
- Essays
- Interviews
- Nationally normed test as a single criterion

- Grade C or better in identified courses (without documentation of the same requirement established by the external accrediting body)
- Grades or points from grades in courses not required in the program curriculum.

All students must meet the specific admission/selection criteria for each limited enrollment program. Procedures for admission must be followed uniformly by every campus, for every student. A service area may not establish service area-based admission/selection criteria for limited enrollment programs.

Students are strongly encouraged to meet with an Academic Advisor and/or Faculty Advisor early in the application process. Programs shall publish application deadline dates along with dates for any mandatory information sessions. The application process, requirements and acceptance process are explained in the information sessions. Program information packets shall be made available online.

POLICY TITLE:

Attendance – Clinical

POLICY:

To successfully complete clinical education, it is imperative that the students attend clinical.

PROTOCOL:

1. Students are allowed to miss two (2) days from clinical during the first and second semesters and three (3) days from clinical in semesters three through five. Students may use this personal time in four-hour increments (half day or full day). Personal time will be deducted for arrival thirty minutes past scheduled start time and early departure from clinical.
2. Students should receive a thirty (30) minute lunch while at clinical.
3. Personal time may not be accumulated and used in the next semester.
4. While in the clinical setting, which begins in the Fall semester of the first year, students will have the semester breaks and legal holidays that are recognized by the college. Students will also observe holidays recognized by the clinical affiliate.
5. Students are required to use Trajecsyst Report System for reporting of clinic arrival and departure. Students have the option of reporting from a computer at the facility, or by clocking in or out using a mobile device connected to clinical site Wi-Fi and GPS enabled. If a site computer is used, IP address is recorded, and if using a mobile device connected to facility Wi-Fi and GPS enabled, student location can be displayed correctly. Clinical arrival and departure times will not be valid until verified and approved by the Program Faculty. Program faculty can log in at any time, from anywhere, to see which student is at which location, and when they arrived and departed.
6. Students are to clock in/out at the time of arrival and time of departure either on the facility computer or mobile device connected to facility Wi-Fi and GPS enabled. Students are allowed a one-time exception each semester where they can file a clock in/clock out. After the first-time exception, each semester, all future time exceptions will result in a one-point reduction off the Trajecsyst grade.
7. A student missing more than the allotted personal time will have percentage points deducted. 4 percentage (4%) points will be deducted off the final clinical grade for every half day of absence beyond the personal time allotted. In addition, students must complete 4 case studies for every day of clinical missed beyond the personal time allotted. Failure to complete the required number of case studies will result in an incomplete grade. The student will have 14 days to submit the required number of case studies or by the last day of the semester; whichever comes first. If students fail to submit studies, they will receive a failing grade.
8. To report an absence the student will notify the clinical coordinator AND clinical preceptor, department management, or designated clinical staff. The report of absence should be at least one (1) hour prior to reporting time. Please notify the clinical site as early as possible to report your absence. When calling your Clinical Facility do not just leave a message. Keep calling until you can speak to someone and document who you spoke to. You must also leave a message for the Clinical

Coordinator via email or office voicemail. Penalty for no call/no shows is a one letter grade deduction for each incident. This includes failing to notify the program Clinical Coordinator.

9. If the absence is more than one day, the student must notify the Clinical Coordinator or the Program Director. Abuse of this rule could result in expulsion from the clinical site and/or the Medical Imaging Program.
10. If a student has a need for time off or for any other special arrangements, the student must first obtain permission from the Program Director or Clinical Coordinator and the approval of the clinical preceptor.
11. If a student is absent for an extended time due to illness, the student must have a release from his/her physician before returning to clinicals.
12. Falsification of attendance is grounds for dismissal.
13. Exclusion from Clinical: Clinical faculty have the authority to exclude a student from a clinical experience. The following is a list of possible reasons for exclusion from clinical and is not meant to be all inclusive:
 - tardiness greater than 30 minutes
 - student's lack of preparation for the clinical experience
 - student illness
 - impairment of the student to perform safely
 - failure of a student to follow clinical site and Medical Imaging Program policies

If a student is excluded from the clinical day, the student will be counted absent for the total contact hours assigned for the day.

14. Students must remain at the clinical site until the scheduled end time. Leaving the clinical site early will be counted in the student's total absence time which will result in a 4-hour deduction of personal time. Students are not allowed to leave and then return to clinical.
15. Tardy is defined as 1 minute past scheduled start time. Students are expected to be in the department and prepared by the scheduled start time.
16. Absence for a court appearance of a personal or voluntary nature will be deducted from the student's personal time.

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POLICY TITLE:

Punctuality

POLICY:

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

PROTOCOL:

1. Students should arrive at the clinical site 10 minutes before the scheduled starting time to allow for preparations and assignments.
2. One (1) tardy will be allowed each semester. Thereafter a one percentage (1%) point deduction for each tardy will be taken off of the final clinical grade. A tardy is defined as 1 minute past the scheduled start time.

Reviewed: 5/28/02, 5/26/03, 5/31/04, 5/10/05,
5/22/06, 06/05/07, 06/26/08, 7/1/09, 06/23/10,
6/28/11, 5/23/12, 6/5/2013, 4/21/14, 4/15/15,
5/31/16; Revised: 6/17/17; Reviewed 6/21/18,
6/10/19, 7/13/20, 06/11/21, 6/27/22

POLICY TITLE:

Vacations

POLICY:

Vacations shall be taken according to the College Calendar.

PROTOCOL:

1. Students will be given a schedule of holidays and breaks at the beginning of the Fall semester of the school year. Students can find the academic calendar on MyIvy.
2. During clinical training students will observe the regular semester breaks as their vacation periods.
3. While in the clinical setting, which begins in the Fall semester of the first year, students will have the semester breaks and legal holidays that are recognized by the College.
4. Students will also observe holidays recognized by the clinical affiliate.

POLICY TITLE:

Bereavement

POLICY:

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

PROTOCOL:

1. Follow protocol for clinical absence by contacting the Program Director, Clinical Coordinator, or Clinical Preceptor.
2. A student may request up to three (3) clinical days of bereavement time for the death of immediate family. Immediate family is defined as spouse/partner, children, parents, stepparents, parents-in-law, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or any individual living in your home, or any individual for whom you have legal responsibility.
3. A student may request one (1) clinical day of absence at the death of any non-immediate family member. Students may be required to provide proof of relationship/guardianship and death.

POLICY TITLE:

Jury Duty or Witness Service

POLICY:

Student's grades will not be penalized if called to and serve on a jury. Absence for personal or voluntary court appearances will follow didactic and clinical attendance policies.

PROTOCOL:

1. Student is to notify faculty if they receive a summons for jury duty.
2. Student must submit proof of summons.
3. Student will be allowed to make-up any tests that are missed because of jury duty.
4. The student's grade will not be affected if required competencies are not met for the semester because of jury duty.
5. Absence for court appearances of a personal or voluntary nature must follow didactic and clinical attendance policies.

POLICY TITLE:

Clinical Hours and Rotations

POLICY:

During the didactic and clinical courses, students will NOT be scheduled for more than ten (10) hours per day. Evening and/or weekend assignments will be equitable and utilized to meet clinical objectives.

PROTOCOL:

1. Each student is given a printed schedule of clinical hours and location for the semester which includes start and end times for each clinical site.
2. To meet clinical objectives, students may be assigned to rotate through evenings and/or weekends at a clinical site. This rotation will be assigned with advanced notice for the convenience of the student.
3. Meetings related to educational programs sponsored by radiology associations or organizations may be accepted for clinical time on an individual basis. One (1) hour of time will be given for each fifty (50) minutes of educational time.
4. Under NO circumstances may a student work or perform the duties of a staff radiographer for pay during the time set as "clinical" requirements. Any violation of this rule will result in immediate suspension, pending dismissal from the Program.
5. A student will not leave the department while at the radiology site without first notifying the clinical preceptor or the technologist in charge.
6. If a student becomes sick during clinical hours, the student will notify the clinical preceptor or the technologist in charge.
7. Students are allotted a 30-minute lunch period.
8. Children are not allowed to accompany the student to clinical rotation.
9. Students are scheduled at a clinical site for no more than ten (10) hours per day, which includes lunch, and break times.
10. The driving distance for the clinical sites may vary. Each student may be required to attend any of the sites which may be well over 60 miles from their home. It is the student's responsibility to provide travel to the clinical affiliate.

Reviewed: 5/28/02, 5/26/03, 5/31/04, 5/10/05, 5/22/06;
Revised: 6/05/07, 6/26/08; Reviewed: 7/07/09, 6/23/10,
6/28/11, 5/23/12; Revised: 6/5/13, 4/21/14; Reviewed:
4/16/15, 5/31/16, 6/15/17; Revised: 6/21/18; Reviewed:
6/10/19, 7/13/20, 7/8/21, 6/27/22

POLICY TITLE:

Dress Code

POLICY:

The students will report to clinical sites in the proper and professional attire by following the dress code for the Program.

PROTOCOL:

1. All students will wear hunter green scrub tops and pants. It is suggested that two (2) shirts and two (2) pairs of pants be purchased to allow for laundry time.
2. Green scrub jackets may be worn. Solid white or solid black shirts may be worn under scrub tops. Shirts can be of long or short sleeve style.
3. Solid white or solid black soft-soled shoes are required. They may be of the tennis shoe type; however, no colors are allowed. No Crocs with holes.
4. Appropriated undergarments are to be worn at clinicals. Women are to wear bras.
5. Name badges and dosimetry badges are to be displayed at all times. Ivy Tech name tags are to be surrendered upon completion of the program. Name tags issued by any clinical sites are to be left at the site upon completion of rotations as according to each site's protocol.
6. Body art (tattoos) that is visible to the patient may be considered offensive to them. Clinical site personnel and program instructors may request that the student cover the area while attending the clinical site.
7. No visible body piercing is allowed other than the ear. Gauges are allowed but rings must be removed before going to the clinical site. Tongue piercings need to be removed during clinicals.

POLICY TITLE:

Hygiene

POLICY:

During rotation at the clinical sites, the students shall maintain proper hygiene.

PROTOCOL:

1. The student's hair should be of moderate length and clean. If hair is shoulder length or beyond, then it must be securely worn back for the safety of both the student and the patient.
2. Males wearing either a beard or mustache must keep them well groomed. Hospital policy should be followed in this regard.
3. Excessive jewelry should not be worn. A wedding and/or engagement ring may be worn on the hand. Non-married students may wear one small ring on their hand. All other ornamentation such as large or multiple rings will be deemed excessive.
4. Fingernails should be kept short and groomed. No bright colored fingernail polish. No artificial nails are allowed including acrylic, press-on, gel, or any other type of applied nails.
5. Earrings worn should be of the post-type and shall not be distracting to patients or interfere with the clinical experience. Gauges should be removed.
6. Because some patients may be sensitive to odors or allergic to certain fragrances, perfumes and cologne should not be worn.
7. Students should refrain from smoking prior to and during clinical hours. Cigarettes leave an unpleasant odor on clothes, body and hair. This includes chewing tobacco.
8. Students need to shower, brush teeth, use deodorant, and wear freshly laundered scrubs daily.

Reviewed: 5/28/02, 5/26/03, 5/31/04, 5/10/05, 5/22/06;
Revised: 7/05/06; Reviewed: 6/05/07; Revised: 06/26/08;
Reviewed: 07/07/09, 06/23/10, 6/28/11, 5/23/12; Revised:
6/5/13; Reviewed: 4/21/14, 4/16/15, 5/31/16; Revised:
6/15/17; Reviewed: 6/21/18, 6/10/19, 7/13/20, 7/8/21,
6/27/22

POLICY TITLE:

Cell Phones and Communication Devices

POLICY:

The clinical sites are places of business and therefore students should use proper phone etiquette at all times. Students should also limit personal phone calls to a minimum. Cell phones should only be used in non-patient care areas and only in cases of emergency.

PROTOCOL:

1. The telephones in the Radiology department and the Program Office are for professional and business use only.
2. Follow the clinical site's protocol for phone etiquette.
3. Personal calls are to be limited to emergencies only.
4. Excessive outside phone calls will not be tolerated by the clinical sites/program and may be grounds for clinical probation or suspension.
5. Cell phones are never to be used in patient care areas including any area that displays patient information.
6. Cellular phones are not allowed to be on ringer at the clinical education sites. Follow the clinical site's policy for other cellular phone policies.

Reviewed: 5/28/02, 5/26/03, 5/31/04, 5/10/05, 5/22/06,
6/05/07; Revised: 06/26/08; Reviewed: 07/07/09,
06/23/10, 6/28/11, 5/23/12, 6/5/13, 4/21/14, 4/16/15,
5/31/16, 6/15/17; Revised: 6/22/18; Reviewed: 6/10/19;
Revised: 7/13/20; Reviewed 7/8/21, 6/27/22

POLICY TITLE:

Competencies

POLICY:

Students must complete the minimum number of assigned competencies by semester end to pass the clinical courses.

PROTOCOL:

1. All competency evaluations must be completed satisfactorily in order for the student to pass.
2. Any student who alters or falsifies clinical records and/or grades shall be dismissed from the program by the appropriate procedures, which includes a faculty review of the student's total performance.
3. The grade scale for each course is
 - A = 94 - 100
 - B = 88 - 93
 - C = 87 - 84
 - D = 83 - 80
 - F = 79 and below
4. Any grade below a "D" on the final grade will demonstrate a lack of competency in that material and will require a repeat of that course. The need to repeat a course will mandate a conference with the faculty to determine the student's status in the program.
5. Demerits are issued to students who do not follow policies and procedures.
6. Three (3) demerits equal one (1) grade reduction.

POLICY TITLE: Program
Grievance (against others)

POLICY:

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

PROTOCOL:

1. Complaints shall be addressed within five (5) clinical days of the issue or complaint with the clinical preceptor at the site in an attempt to resolve the issue(s) within five (5) clinical days. The Program Director and/or the Clinical Coordinator shall be notified of the problem by verbal notification within five (5) clinical days of the issue or complaint.
2. If an understanding regarding the issue or complaint with the clinical site cannot be reached within five (5) clinical days, the student will provide in writing to the clinical preceptor and the Program Director a description of the event. The grievance shall be written during non-clinical hours and submitted within five (5) clinical days following the unresolved issue or complaint with the clinical site. The Program officials will pursue the issue and respond to the issue or complaint within five (5) clinical days after receiving the written grievance.
3. Any other problem with the Medical Imaging Program may be addressed in writing to the Clinical Coordinator or the Program Director and it will be handled according to the Ivy Tech Community College Catalog before any further effort to obtain a solution is attempted.
4. According to the rules of Ivy Tech Community College, the student will do steps 1 – 3 as listed above before seeking administrative intervention at Ivy Tech Community College with issues regarding complaints at clinical sites. It is understood that administrative intervention is to be accomplished through the grievance procedures outlined in the Ivy Tech Community College Catalog and the Medical Imaging Policy and Student Handbook, not through contact with administrators at the clinical sites. The student shall not contact the administrator of a clinical or the radiology department head regarding any matter of dispute.

POLICY TITLE: Program

Grievance (sanctions on students)

POLICY:

Students have the right to request mediation for impositions of academic or clinical sanctions against themselves.

PROTOCOL:

- 1.The student may have a conference with the instructor to discuss the grade of clinical evaluation, which is the basis for the sanction. To exercise this right, the student must submit a written request for a conference within five (5) calendar days of the notice of the sanction. The instructor will inform the student of their decision regarding the contested grade or clinical evaluation within five (5) calendar days after the conference.
- 2.If the student is not satisfied with the decision of the instructor, the student may appeal in writing to the grievance /mediation chairperson within five (5) calendar days after receiving the decision of the instructor. The chairperson or the designee will schedule a meeting within five (5) calendar days after receiving the appeal. The decision of the grievance committee will be given to the student in writing.
- 3.If the student is still not satisfied with the decision, the student may appeal in writing within five (5) calendar days to the Student Status Committee according to the Ivy Tech Community College Handbook.

THE COMMITTEE

The grievance/mediation committee will meet upon request of the student. The following individuals form the committee:

1. The Program Director who is the chairperson of this committee.
2. The instructor(s) involved in the grievance.
3. Two (2) instructors from another Health Science Division program.
4. A student representative.

POLICY TITLE:

Disciplinary action – Clinical

POLICY:

The successful completion of the program depends on the completion of all clinical education courses. Ivy Tech Community College must rely on the clinical affiliates to provide the clinical facilities for the clinical education courses. It is of utmost importance that the program maintains a positive working relationship with the clinical affiliates. In order to avoid confusion, the student must abide by the rules of conduct of the affiliate while in the clinical setting. These would include but are not limited to punctuality, attendance, breaks, equipment care, insubordination and patient care.

PROTOCOL:

1. At the clinical site, the Director of Radiology and/or the clinical preceptor have the authority to verbally reprimand, place on probation, or dismiss a student from their assigned clinical temporarily or permanently for unethical behavior or for not complying with policies. A disciplinary form will be completed by the above and submitted to the Program Director who decides if further action is necessary.
2. Disciplinary forms will be used to document behavior.
3. If the student is dismissed from the affiliate that they are assigned to, then the student will not be allowed to continue clinical rotation for the length of the suspension regardless of the level of their grades in any other area.
4. The student may be allowed to complete didactic courses for that semester at the discretion of the Program Director.
5. Any student suspension will be handled through the Clinical Coordinator, the Program Director, the involved clinical site, and the College, as needed.
6. Days missed due to suspension must be made up by the student.
7. It is a requirement that the clinical education courses of the program be completed before the graduate can sit for the registry of the American Registry of Radiologic Technologist.

Reviewed: 5/28/02, 5/26/03, 5/31/04, 5/10/05;
Revised: 5/22/06; Reviewed: 6/05/07, 6/26/08,
7/07/09; Revised: 6/23/10; Reviewed: 6/28/11;
Revised: 5/23/12; Reviewed: 6/5/13, 4/22/14,
4/16/15, 5/31/16, 6/15/17; Revised: 6/22/18;
Reviewed: 6/10/19, 7/13/20, 7/8/21, 6/27/22

POLICY TITLE:

Grounds for dismissal

POLICY:

Ivy Tech Community College and this Program shall enforce the rules and philosophy of the ARRT and the Code of Ethics. Students are required to abide by the policies set forth in the Program Policy and Student Handbook. Certain breaches of the policies will result in immediate dismissal.

PROTOCOL:

1. Failing grades in Medical Imaging and/or other courses.
2. Insubordination
3. The conviction and/or known use of, or possession of illegal drugs or controlled substances.
4. Failure to accomplish clinical assignments and objectives.
5. Cheating in related or professional courses.
6. Altering or falsifying clinical records.
7. Fighting or other injurious actions.
8. Theft
9. Not maintaining patient confidentiality.
10. Working as a radiographer for pay during assigned clinical hours.
11. Performing a radiographic exam with indirect supervision before proving competency for that exam.
12. Repeating radiographs without a registered technologist present in the room.
13. Performing portable exams without a registered technologist immediately available.
14. Any other unprofessional or unethical conduct established by the ASRT.

POLICY TITLE:

Health Practices

POLICY:

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

PROTOCOL:

1. Pre-acceptance health testing and a physical are required for all potential students prior to beginning the clinical portion of the program. Students must obtain a medical examination at their own expense and submit the Physical Examination form to the Program Director. Once submitted, the program is unable to provide copies.
2. Proof of the immunizations or titers that are required prior to clinical rotations as listed in the Physical Examination and Immunity Form for the School of Health Sciences. Once submitted, the program is unable to provide copies.
3. Any student who is diagnosed with an infectious disease should immediately notify a program official so that an assessment can be made, and any necessary precautions implemented to protect the health of the student, patients, other students, and associates of the clinical site. Infectious diseases include, but not limited to the following: Conjunctivitis (Pink Eye), Scabies, GI flu, diagnosed strep throat, draining open sores, sore throat with fever of 101 or higher and swollen lymph nodes, and productive cough with fever or congestion in the lungs.
4. Each assessment will be made on a case-by-case basis.
5. A student returning to the clinical assignment after being off from a medical problem will be required to present a doctor's release.
6. If the doctor's release indicates restrictions, which would prohibit the student from performing the normal functions of the clinical assignment, the student can only return to clinical with the approval of the program officials and with the agreement of the clinical officials in order to prevent the transmission of contagion, nosocomial infections, and HIV and AIDS virus.
7. Practice good hand washing techniques before and after every patient.
8. Read infection control policy at clinical sites.
9. Remove jewelry, such as rings with stones.
10. Always wear freshly laundered clothing.
11. Follow transmission-based precautions when posted.
12. Wear protective clothing when prescribed.
13. Wear gloves when needed.
14. Dispose of all contaminated wastes into a proper disposal site or container.
15. Clean all surfaces with an approved disinfectant or germicide.
16. All students prior to clinical rotation will be given instruction on the use of Standard Precautions.

POLICY TITLE:

Radiation Safety

POLICY:

All students must protect themselves, patients, families, and other health care workers against harmful radiation including magnetic wave or radiofrequency hazards by practicing optimal use of radiation.

PROTOCOL:

1. Always follow the ALARA principle.
2. Do not hold patients or image receptors during any radiographic procedure except for extreme emergencies. If holding is necessary, after attempting positioning restraints, then family members or other hospital personnel should be utilized.
3. Each student will be issued a dosimetry badge for monitoring radiation dosage. A \$25 replacement fee will be charged to students for lost dosimetry badges.
4. Dosimetry badges shall be worn on the collar outside the lead apron at all times while in a clinical setting and when in the laboratory.
5. Absence of the dosimetry badge will constitute a violation and a demerit, which requires your removal from the site until the badge is available. This time must be made up.
6. The Program Director will distribute dosimetry readings with the students and the clinical affiliate (if applicable) within thirty (30) school days following receipt of the data.
7. Report any accident or lost badge immediately to the Clinical Coordinator or the Program Chair.
8. Dosages that are recorded as high will be investigated as per NRC regulations.
9. Each clinical affiliate must have a clinical preceptor for the supervision, instruction, and evaluation of the students. Supervision can be direct or indirect and is defined as follows:

Direct Supervision

Direct supervision ensures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement,
- Evaluates the condition of the patient in relation to the student's knowledge,
- Is physically present during the conduct of the procedure, and
- Reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved.

Indirect Supervision

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted

as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients. Failure to do so is grounds for dismissal.

10. Students are not allowed to take repeat radiographs without an RT(R) physically present in the room.
11. Students are not allowed to do surgical and mobile/portable exams, including mobile fluoroscopy without direct supervision regardless of the level of competency.
12. Students will wear lead aprons and thyroid shields when exposed to ionizing radiation.
13. Students will be taught MRI safety prior to the start of their first semester clinical rotation during student clinical orientation. This includes completing an MRI safety screening sheet which is kept in their secured file. All concerns are thoroughly discussed with students after consulting MRI staff at the clinical sites.
14. Students are required to notify program staff if their MRI screening status changes.

POLICY TITLE:

Dosimetry badges and readings

POLICY:

Ivy Tech Community College students will follow the Nuclear Regulatory Commission (NRC) and American College of Radiology (ACR) guidelines for radiation protection, specifically ALARA (As Low As Reasonably Allowable) principles. (Ref Title 10, Section 20.1003 of the Code of Federal Regulations)

PROTOCOL:

1. Students will be issued a dosimetry badge at the beginning of their first semester before attending any clinical courses.
2. Dosimetry badges will be read quarterly.
3. The Program Director will disclose the report with the students within thirty (30) school days following receipt of the data.
4. Dosimetry badges shall be worn on the collar outside the lead apron at all times while in a clinical setting and when in the laboratory.
5. Absence of the dosimetry badge while in the clinical setting will constitute a violation, which requires removal from the site until the badge is available. This time must be made up.
6. All monitored occupationally exposed students will be held to the most conservative dose limits. Annual dose may not exceed 5000 mrem.
7. If the quarterly dose exceeds 125 mrem, the student will be given a notification form to help determine the cause. This information will be shared with the Radiation Safety Officer.
8. All efforts should be taken to minimize radiation exposure to gonads, thyroid, breasts, eyes, and unborn fetus (see Pregnancy Policy) particularly when exposed to the primary beam, yet consistent with clinical objectives.

POLICY TITLE:

Pregnancy

POLICY:

Any student who becomes pregnant during the training of this program has the option of whether or not to inform the Clinical Coordinator or the Program Director about the pregnancy and has the option to submit a withdrawal of declaration at any time.

PROTOCOL:

1. If the student chooses to declare the pregnancy, the declaration needs to be in writing before the program can consider the student pregnant. This step is voluntary. This policy will be followed despite any obvious physical condition or lack of confirming pregnancy.
2. After declaring a pregnancy, a second monitoring device for the fetus will be provided.
3. The pregnant student will be provided with the Regulatory Guide 8.13 of the Nuclear Regulatory Commission. (See the U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure in Appendix A).
4. The student will also be given a copy of Radiation Safety for Radiologic Technologists by Lee A. Bradley.
5. The student must have a statement from their attending physician that the student is capable of meeting the performance standards of the program while attending the clinical courses during the pregnancy.
6. The pregnant student is to take precautions to minimize radiation exposure by using appropriate shielding and protective equipment.
7. The student shall not be terminated from the program solely from the result of being pregnant. The student, however, may decide to take one of the following options:
 - Continue in the program as a full-time student with no modification or interruption.
 - Continue the didactic portion of the program and take a leave of absence from the clinical portion.
 - Withdraw from the program, in writing, and reapply at a later date. Such breaks or modifications will be determined on an individual basis in a conference with the program officials, the clinical preceptor, the student, and anyone the student elects to bring.
8. The student will be given the option to submit a written withdrawal of declaration of pregnancy after the written declaration has been made.
9. The student must provide a release from their doctor before returning to clinical courses.

Reviewed: 5/28/02, 5/26/03, 5/31/04, 5/10/05; Revised: 5/11/05; Reviewed: 5/22/06, 6/05/07; Revised: 6/26/08; Reviewed: 7/07/09, 6/23/10; Revised: 6/28/11, 5/23/12, 6/11/13; Reviewed: 4/22/14, 4/16/15, 5/31/16; Revised: 6/15/17, 7/2/18; Reviewed: 6/10/19, 7/13/20, 7/8/21, 6/27/22

POLICY TITLE:

Attendance – Didactic

POLICY:

In order for students to pass each course with a “D” or better, they are expected to attend all didactic classes as scheduled. Ivy Tech performs administrative drops for students who do not “attend” class early in the semester. *Students need to complete an assignment and/or attend a face to face class session* (which may include, but are not limited to, such things as attending a live or synchronous session; posting in a graded discussion board, blog or wiki; or submitting a written assignment or taking a quiz) *prior to NW deadline listed in the syllabus in order to avoid being dropped for non-attendance.* Posting any items not related to the graded assignments will be reviewed but may be disqualified for attendance purposes.

PROTOCOL:

1. Attend class.
2. Students who believe that an extraordinary circumstance beyond their control caused an absence may appeal the absence violation directly to the school dean or their designee.
3. There will be no make-up examinations for classes missed. The Program Director may allow proctoring for extenuating circumstances.
4. Student attendance is reported to the Registrar for auditing purposes.
5. Some students may be required to repay part of their Financial Aid, including Pell Grant, if these audits show poor attendance.
6. Students should be prepared to start class on time.
7. Children are not allowed during the RADT courses.

POLICY TITLE:

Didactic grading

POLICY:

The grade scale is the same for the academic portion as it is for the clinical education portion. Tests should not be missed.

PROTOCOL:

1. There will be no make-up examinations in the classroom. The Program Director may allow proctoring for extenuating circumstances. Finals may **not** be missed.
2. Students who fail a class that is a prerequisite for additional classes will not be allowed to continue the next semester unless a non-prerequisite course is offered. Since classes are offered on a yearly rotation, students must wait and repeat the failed course during the next cycle before advancing in the Program.
3. Students who fail a class that is not a prerequisite for another class will be allowed to continue into the next semester but will not be able to graduate until the class is repeated and passed satisfactorily.
4. No student will be allowed to repeat a class more than once for a total of 2 attempts.
5. The grading scale for didactic is the same as that listed in the Clinical Education section.
6. The academic probation process will be administered, as it is clearly defined in the Ivy Tech Community College Student Handbook.
7. Failure to maintain the defined standards of progress of the Medical Imaging Program or upon well-documented violations of the policies and procedures in this handbook or Institutional Handbooks can lead to student suspension from the Program. The student does have the right and privilege to pursue the Student Grievance Procedure outlined in the Ivy Tech Community College Student Handbook. Any student dismissed for just cause will not be entitled to refunds.
8. The grade scale for each course is
 - A = 94 - 100
 - B = 88 - 93
 - C = 84 - 87
 - D = 80 - 83
 - F = 79 or lower
9. Academic dishonesty will not be tolerated. Academic dishonesty is defined as an intentional act of deception in one of the following areas:
 - Cheating - use or attempted use of unauthorized materials, information, study aids, books, or copying another student's work
 - Fabrication - misrepresentation of any information
 - Assisting - helping another commit an act of academic dishonesty
 - Tampering - altering or interfering with records, documents, assignments, tests, or quizzes

Plagiarism - representing the words or ideas of another person as one's own

10. A student that commits academic dishonesty or helps a student commit academic dishonesty can result in disciplinary action. This includes but is not limited to failure on the assignment/course, disciplinary probation, or suspension.

POLICY TITLE:

Random Drug testing

Reviewed: 5/28/02, 5/26/03, 5/31/04, 5/10/05, 5/22/06, 6/05/07,
6/26/08, 7/07/09, 6/23/10, 6/28/11, 5/23/12, 6/11/13, 4/22/14,
4/16/15, 5/31/16, 6/15/17, 7/2/18, 6/10/19, 7/13/20, 7/8/21,
6/27/22

POLICY:

Facilities may request the student to comply with random drug testing. The student must comply with the testing.

PROTOCOL:

1. Students must comply with the facilities request to submit to random drug tests
2. Refusal to submit to drug testing means the student will not be allowed to participate in clinicals therefore not able to complete the requirements for the program.
3. If tested and the test is non-negative the student will not be allowed to participate in clinicals.
4. The Program Director is to be immediately notified and will deal with the student at that time.
5. Any costs incurred by a clinical affiliate for confirmatory testing will be passed along to the student.

POLICY TITLE:

Injuries

POLICY:

Students who are injured at the College need to report to the Program's officials

PROTOCOL:

1. Students injured at the clinical sites report to the clinical preceptor.
2. Students are to be sent to the health nurse or emergency department if necessary. Students may be liable for the cost depending on the injury.
3. Students need to report any injury immediately to Program officials.
4. Students must complete necessary paperwork and submit it to the business office for the Marion campus.
5. Students who are injured at the College need to report to the Program's officials and the student will be sent to Work Solutions in Marion, IN.
6. Student and faculty will complete the appropriate forms

Created: 5/05; Reviewed: 5/23/06, 6/05/07, 6/26/08,
6/23/10, 6/28/11, 5/23/12; Revised: 6/11/13; Reviewed:
4/22/14, 4/16/15, 5/31/16, 6/16/17, 7/2/18, 6/10/19,
7/13/20, 7/8/21, 6/27/22

POLICY TITLE:

Non-compliance with JRCERT STANDARDS

POLICY:

Students have the right to contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) if a student believes the program is non-compliant.

PROTOCOL:

1. Students are given a copy of the JRCERT Standards.
2. Faculty explains the procedure to contact the JRCERT if a student believes the Program is non-compliant with any of the Standards.
3. The JRCERT address and contact information is published in the Policies and Student Handbook.

Created: 1/10/05; Reviewed: 05/23/06, 6/05/07; Revised: 06/26/08; Reviewed: 07/07/09, 06/23/10, 6/28/11, 5/23/12; Revised: 6/11/13; Reviewed: 4/22/14, 4/16/15, 5/31/16; Revised: 6/16/17; Reviewed: 7/2/18, 6/10/19, 7/13/20, 7/8/21, 6/27/22

POLICY TITLE:

Weather Closings

POLICY:

Students will follow College policy for attendance to didactic and clinical rotation. Exceptions may be taken into consideration for safe travel.

PROCEDURE:

1. Students are not expected to attend clinicals or didactic classes if the College closes for bad weather.
2. Students can be notified of school closings through MyIvy or the Ivy Alert system.
3. Students can be notified by cellular phone and/or email if they sign-up for Ivy Alert. Ivy Tech does not announce closures to TV or radio.
4. Students can contact Clinical Coordinator if in doubt of cancellation of clinicals.

POLICY TITLE:

Medical Imaging Lab

Created: 1/10/05; Reviewed: 5/23/06, 6/05/07; Revised:
6/26/08; Reviewed: 7/07/09, 6/28/11, 5/29/12, 6/11/13,
4/22/14, 4/16/15, 5/31/16, 6/16/17; Revised: 6/21/18;
Reviewed: 6/10/19, 7/13/20, 7/8/21, 6/27/22

POLICY:

Students are to follow the protocols for personal and radiation safety.

PROCEDURE:

1. No one is to be in the Medical Imaging Lab without permission from the Program faculty.
2. Any unauthorized or inappropriate use of the Lab could lead to suspension or withdrawal from the Program.
3. No ionizing exposures will be made without direct Program faculty supervision.
4. Under No circumstances will exposures be made on human beings.
5. Radiation dosimeters must be worn at all times when in the laboratory.
6. Lab must be left in a clean and orderly fashion after use is completed.
7. No food or drinks are allowed in the lab at any time.
8. Electrical safety rules
 - All electrical equipment and appliances must be approved for use in the Medical Imaging lab.
 - Follow the equipment manufacturer's instructions.
 - Equipment used on or near patients or near water must have grounded plugs.
 - Inspect equipment regularly, paying attention to cords and plugs. Report any needed repairs.
 - Do not overload circuits by connecting too many devices to a single outlet or outlet group.
 - Unplug or turn off electrical equipment before exposing external parts.
 - Use only extension cords approved for the intended purpose.
 - Do not attempt to repair equipment
 - In case of an electrical fire, use a Class C or carbon dioxide fire extinguisher.
9. Emergency Response
 - Refer to the *Emergency Response Guide* posted in all classrooms and in the lab.
 - The *Emergency Response Guide* covers responses to fire, medical emergencies and ambulance, utility failure, earthquake, chemical spills, tornado and severe thunderstorms, disruptive behavior/workplace violence, and bomb threats/suspicious mail/biological agent threats.

POLICY TITLE:

Background Screening and Drug Screening

POLICY: (College Policy)

Completion of criminal background and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background and drug screening may be done before enrollment in the professional/technical core courses, prior to the first day of clinical or externship or as required by the clinical facility and as specified by the Health Sciences or Nursing program. Additional criminal background and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses for more than 12 months. Convictions are reported to the clinical sites. Criminal charges (a criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during their enrollment in the Health or Nursing program may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or graduate from the program. *See Appendix: Exceptions for Certified Nursing Assistant and Qualified Medication Aide (CNA/QMA) students.*

Students who are not continuously enrolled in a program until completion may be required to complete additional screenings upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with non-negative results on criminal background or drug screenings may reapply to the same or different School of Health Sciences or School of Nursing program the next available semester but will need to comply with additional criminal background or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

Procedure

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background and drug screening, working with the contracted vendor providing the criminal background and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background and drug screening. By participating in the required criminal background and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background and drug screenings will be completed for every student.

The student will initiate the required background and drug screening with the contracted vendor of the College's choice by the due date designated by the program. Students who refuse to comply with the background and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

Based on clinical site requirements, the background screening may include the following elements (other elements may be included if required by the clinical site):

1. County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
2. National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
3. Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
4. Social security verification and residency report
5. Maiden name and alias report

Based on clinical site requirements, the drug screening may include the following elements (other elements may be included if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmane, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background and drug screenings, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the College's contracted vendor providing the background and drug screenings.

If a clinical site requests additional documentation from or communication with the student, the student is responsible for presenting documentation of any clarification of the findings. This dispute/clarification process must be completed at least two weeks prior to the beginning of a course which requires a background or drug screening result. Written confirmation from the clinical site to the Dean/Program Chair is required in the final determination of this process.

Students who have a non-negative drug screening result will be allowed one rescreening at the cost of the student. This must be requested by the student in writing from their Ivy Tech email account and sent to the Program Chair. All drug screening results, including any rescreening, must be available at least two weeks prior to the beginning of a course which requires drug screening results.

Disclaimers

- Completion of criminal background and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of criminal background and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background and/or drug screenings than those required by the College, and students will be required to meet those standards at the cost of the student.
- Clinical affiliates can conduct additional background and drug screenings (including random drug screenings during clinical) at their discretion. Cost of this will be determined through the established affiliation agreement and may be at the cost of the student.
- Completion of background and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any co-requisite courses pending resolution of the situation.

Protection of Confidential Information from the Background Screenings and Drug Screenings

Information obtained from the result of student background and drug screenings will be treated as confidential information and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background screen, a copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be securely maintained by the School of Health Sciences or School of Nursing in accordance with program policy.

Procedures for Determining Eligibility for Externship Placement

Eligibility for Externship Experiences with Affiliating Clinical Agencies

Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular non-negative findings on the background screen will be allowed to attend clinical. In the event there are non-negative findings on any portion of the criminal background screen, a primary clinical site will be notified and requested to make a decision on whether or not the student will be allowed to complete a rotation at the site in light of the specific non-negative findings on the criminal background screen. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that they may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to

progress in the program and will therefore not be able to complete the courses required for graduation. Determination by a clinical site to allow/decline a student for placement must be provided in writing to the College.

Eligibility for Clinical Experiences in Campus-Based Clinical Services

Certain School of Health Sciences and School of Nursing programs, including but not limited to Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the criminal background and drug screen results will be reviewed by the Dean/Program Chair, and a determination will be made on whether or not each student is able to participate in the patient care activities based on the results. Any recommendation by the Program Chair to not allow a student to participate in patient care activities based on the results of the criminal background or drug screen results will be reviewed and approved by the appropriate School of Health Sciences or School of Nursing Dean and the Vice Chancellor of Academic Affairs.

Non-Negative Drug Screen

Students with any non-negative result on the drug screen and not otherwise cleared by the College's contracted screening vendor after retesting and/or screening vendor medical officer review shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care.

Criminal Background Screening

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background screening for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

POLICY TITLE:

Transferability (College Policy)

POLICY:

Ivy Tech accepts courses with grades of C- or better from regionally accredited colleges regardless of the age of the course. There are some exceptions in the case of very specialized computer and technology classes, which are reviewed on a case-by-case basis. Transfer credits will be evaluated, and transfer of credits will occur through College policy.

PROCEDURE:

- i. Any student who wishes to submit a transcript for consideration of previously earned credits must have the transferring institution send an official transcript to the Registrar. The Registrar will forward information on non-CTL courses to the appropriate department or school for review, the department or school will make recommendations regarding credit transfer to the campus Academic Officer or designee, and the Registrar will record transferred credit as earned hours on the student's official permanent record in a reasonable, timely manner.
- ii. Acceptance of transfer credits that are not equivalent to courses on the College's course inventory are applied to program electives subject to approval by the campus Academic Officer or designee.
- iii. The student may be asked to supply pertinent course descriptions or copies of the College catalog(s) if further documentation is needed to facilitate credit review.
- iv. Transferred credit is included in earned hours but does not affect the grade point average. Students wishing to transfer in technical courses that fulfill program requirements (non-elective courses) may be asked to demonstrate competency if the transfer coursework is outdated.
- v. Final authority for transfer credit rests with the campus Academic Officer or designee.

POLICY TITLE:

Transfer into Medical Imaging Program

POLICY:

Students that would like to transfer from an Imaging Science – Radiologic Technology program to Ivy Tech Community College’s Marion Medical Imaging program shall be subject to the availability of an appropriate clinical placement and student admission policies.

PROCEDURE:

1. Transfer students must meet all requirements for College admission.
2. Students must have successfully completed all of the prerequisite courses required for the Marion Ivy Tech Medical Imaging Program.
3. Course syllabi, health records, competencies, and transcripts must be reviewed and approved by the Program Chair before a student can be allowed to transfer.
4. Students may be asked to show competency in positioning courses or asked to repeat a positioning course that the student has already completed if the student has been out of a program for more than one semester before being allowed to transfer.
5. All previous competencies completed from the transfer program will be repeated at Marion, Ivy Tech Medical Imaging Program.

POLICY TITLE:

Mammography Policy - Effective October 15, 2016

POLICY:

Placement of students in mammography clinical rotations to observe breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

PROTOCOL:

1. All students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.
2. The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

POLICY TITLE:

Lead Markers

POLICY:

Students must have lead markers and are to be used on all radiographic examinations. Lead markers are also part of the required supplies for lab.

PROTOCOL:

1. Students must purchase one set of ID markers beginning the first semester of the program.
2. Another student may not use another student's markers. Markers are individualized for each student.
3. Students must always have image ID markers with them during clinical times and during lab.
4. Failure to have markers may result in demerit(s) and either probation or dismissal from the clinical site until students obtain the proper markers.
5. Competencies that do not have image ID markers will result in grade reduction on the competency grade.

POLICY TITLE:

Demerits (Clinical)

POLICY:

Demerits are issued to students who do not follow policies and procedures during clinical rotations. Three (3) demerits equal one (1) grade reduction in clinical course.

PROTOCOL:

1. Demerits will be given for the following reasons:
 - a. Failure to be in proper uniform at the clinical sites.
 - b. Inappropriate behavior at the clinical sites. (This includes cell phone usage)
 - c. Clinical site evaluations not completed in a timely manner.
 - d. Dosimetry badge not turned in on time.
 - e. Failure to wear a dosimetry badge.
 - f. Failure to notify Clinical Preceptor and Clinical Coordinator of absence or tardiness.
 - g. Failure to have ID lead markers at clinical site.
 - h. Failure to wear name badge at clinical site.
 - i. Use of cologne, perfume or after-shave during clinical rotations.

POLICY TITLE:

Social Media

POLICY:

Students are to be mindful of posting on social media as it relates to the college, clinical experiences, and individuals. For program purposes, social media can be defined as the following, but not limited to texting, blogs, emails, eLearn communications, and proprietary platforms such as Twitter, LinkedIn, Facebook, My Space, YouTube, Flickr, Vine, Tumblr, etc.

PROTOCOL:

1. Social media access includes using personal computers, individually owned technologies, clinical sites' computers, or equipment of the College campus.
2. The use of social media should not be used to discuss or display clinical experiences including *any* information about patients, technologists, physicians, or any other health care worker from any of the facilities.
3. Students may create a class Facebook page as long as the above guidelines are followed.
4. Postings on these networks should not reflect negatively on the College, the clinical institution, or any individual; such comments will be subject to disciplinary procedures if necessary.

PROGRAM HANDBOOK AGREEMENT

I have read and understand the Medical Imaging Radiologic Technology Program Policies and Student Handbook at Ivy Tech Community College, Marion, Indiana. The contents have been fully explained and all pertinent questions have been answered.

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

Full Legal Name, Printed

Student Signature

Date

* The policies, procedures, and regulations of this handbook are in effect immediately. Any additions, changes, or corrections made by the College or the Program will be circulated and posted for inspection.

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I hereby authorize the Program Director and/or Clinical Coordinator in the Medical Imaging Program of Ivy Tech Community College to release any or all information concerning my performance while enrolled as a student in the Program.

This information should only be released to prospective employers of which I have given the Program Director, the Clinical Coordinator, or any other instructors as references or in the need to contact the graduate.

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

- All information
- Contact information
- GPA
- Attendance
- Rated abilities
- Technical abilities
- Reliability
- Other _____
- DO NOT** release any information

Student's Signature

Student's Printed Name

Date

IVY TECH COMMUNITY COLLEGE HEALTH SCIENCE STUDENT

AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

I, _____, as a participant in certain health care related instructional programs at Ivy Tech Community College, understand and agree that such courses of studies require my participation in clinical educational activities at certain health care provider locations, including but not limited to hospitals, nursing homes, physical rehabilitation centers and other health clinics. I further understand that such clinical locations require proof that I have had specific inoculations and that I am not being treated for, suffering from or carrying certain illnesses and/or diseases. Consequently, I hereby authorize Ivy Tech Community College to disclose such personal protected health information that it may possess, whether provided directly by myself or my personal health care provider, to such clinical locations as may be necessary for my participation in said health care related instructional program. Finally, I understand that this authorization may be revoked at any time by providing written and signed notice to Ivy Tech Community College.

Signed: _____

Printed: _____

Date: _____

Address: _____

GROUNDS FOR DISMISSAL

I have read and understand that the following actions are considered grounds for dismissal. It should be noted that a student could be suspended from the program at any time during the Program for violation of any one of the grounds listed below:

1. Failing grades in RADT and/or other courses.
2. Insubordination
3. The conviction and/or known use of, or possession of illegal drugs or controlled substances.
4. Failure to accomplish clinical assignments and objectives.
5. Cheating in related or professional courses.
6. Altering or falsifying clinical records.
7. Fighting or other injurious actions.
8. Theft
9. Not maintaining patient confidentiality.
10. Working as a radiographer for pay during assigned clinical hours.
11. Performing a procedure without direct supervision if the student has not proven competency for that exam.
12. Repeating radiographs without a registered technologist present in the room.
13. Performing portable exams without a registered technologist immediately available.
14. Any other unprofessional or unethical conduct.

Student's signature implies awareness of this policy before entering the clinical phase of the Program.

Student's Signature

Student's Printed Name

Date

REPEAT PROCEDURE AND PORTABLE EXAMINATIONS

As a student of the Medical Imaging Program at Ivy Tech Community College, I understand that students are **NOT ALLOWED** at any time to:

1. Repeat any radiographs of patients without an RT(R) physically present in the examination room.
2. Perform mobile/portable exams including mobile fluoroscopy without an RT(R) immediately available. By available means that a radiographer must be in the room or adjacent to the room where the examination is taking place.
3. Repeats of all unsatisfactory portable radiographs necessitates that a radiographer be in the room when the radiograph is being repeated. (Direct Supervision)

I also understand that violations of this rule may be grounds for dismissal from the Program.

Student's Signature

Student's Printed Name

Date

DECLARATION OF PREGNANCY

In accordance with the NRC's regulations at 10 CFR.1208, "Dose to the Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in _____ (only the month and year need to be provided.)

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

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless the dose has already been exceeded between the time of conception and submitting this form. I also understand that meeting the lower dose limit will require use of protective equipment and radiation protection practices.

I understand that I will be required to wear a radiation monitor at the waist for the duration of the pregnancy while in the clinical site.

Full Legal Name, Printed

Student's Signature

Date

WITHDRAWAL OF DECLARATION OF PREGNANCY

I have chosen to use my right to withdraw my declaration of pregnancy at this time. I am also aware that this is a voluntary decision. Any extra precautions because of my declared pregnancy will no longer be valid including fetal monitoring.

Full Legal Name, Printed

Student's Signature

Date



MERITS

This certifies that _____ displayed excellent performance and professionalism in the clinical setting. This student is being recognized for the following:

Date _____

Signature _____

PROFESSIONAL DEVELOPMENT

Name of event _____

Location _____

Date _____

Number of hours _____

Student name (printed) _____

Student signature _____

Authorized event signature _____

DEMERITS

Student's Name _____

I UNDERSTAND I HAVE RECEIVED A DEMERIT FOR THE FOLLOWING:

Failure to be in proper uniform _____

Inappropriate behavior at the clinical site (This includes cell phone usage) _____

Clinical site evaluation not completed in a timely manner _____

Dosimetry badge not turned in on time _____

Failure to wear dosimetry badge at clinical site _____

Failure to notify clinical preceptor and Clinical Coordinator of absence or tardiness _____

Failure to have image ID markers at clinical site _____

Failure to wear name badge at clinical site _____

Use of cologne, perfume, or after shave during clinical rotation _____

Comments:

Student signature _____

Given by _____

Date _____

Corrective Action Form

Student Name:

Date:

Select one below:

- Discipline
- Counseling

Issue/problem:

Assistance provided to student:

Student Response:

Next step if issue/problem is not solved or improved:

Action to be taken (if applicable):

Verbal _____

Probation _____ No. of days _____

Written _____

Dismissal from Site _____

Program Faculty Signature

Date

Student Signature

Date

COMPLAINT OR ISSUE FORM

Name of submitting person (optional) _____

Date _____

Complaint or issue:

Please write your issue or your complaint below. The program faculty will investigate and try and find an answer, aid in solving the problem, or be your spokesperson.

Faculty Findings:

Clinical Competency

(Sample Form - Competencies are to be completed in Trajecsys by Technologist)

Student's Name: _____

Exam: _____ Date: _____

Patient ID (First letter of last name and time of exam in military time): _____

If 'No' is selected, please comment why

The Student was able to....

- | | | |
|-----|----|---|
| Yes | No | 1. Properly greet patient and explain procedure using good communication throughout exam |
| Yes | No | 2. Verify patient identity |
| Yes | No | 3. Verify order and perform correct procedure |
| Yes | No | 4. Provide a clean radiographic room/equipment with correct supplies for procedure |
| Yes | No | 5. Properly assess patient and provide accurate documentation of pertinent history |
| Yes | No | 6. Provide for patient modesty and comfort throughout procedure |
| Yes | No | 7. Select correct technique factors |
| Yes | No | 8. Correctly position patient |
| Yes | No | 9. Operate equipment efficiently with correct centering, CR/IR alignment, and tube angulation |
| Yes | No | 10. Demonstrate radiation protection/safety (including collimation and removal of jewelry, gown snaps, tubing/wires, etc.) appropriate to examination and patient age |
| Yes | No | 11. Follow protocol relative to pregnancy |
| Yes | No | 12. Demonstrate confidence while completing procedure in a reasonable amount of time |
| Yes | No | 13. Correctly place lead (R/L) marker(s) |
| Yes | No | 14. Correctly process/post-process the image(s) |
| Yes | No | 15. Evaluate the image for diagnostic quality (If repeated, did student know why) |
| Yes | No | 16. Were any images repeated? If so, why? (Additional image taken to include all anatomy is not considered a repeat) |

Technologist's comments: _____

Total points: _____ out of _____ Percentage: _____%

Program faculty have the right to withdraw or adjust competencies.

CLINICAL SITE EVALUATION

(Sample Form - Evaluations are to be completed in Trajecsys by Student)

Clinical Site _____ Semester _____ Date _____

Students, please score your recent clinical site by using the following scale. Feel free to add comments to support your score.

CLINICAL SITE OBJECTIVES	SCORE	COMMENTS
1. The clinical preceptor was available when needed.		
2. Clinical preceptor displayed knowledge of programs goals and objectives when observing and evaluating students.		
3. Technologists were readily available for assistance and questions.		
4. Technologists demonstrated knowledge about equipment and procedures.		
5. Environment was conducive to learning and completing competencies.		
6. Able to obtain necessary competencies for this rotation.		
7. Staff displayed professional attitudes and respect for students.		
8. Technologists and staff included students as team members of the department.		
9. Instructions and teaching from other staff was given in a clear and precise manner.		
10. Your clinical experience was generally a positive one.		

3 = Always **2** = Almost always **1** = Seldom **0** = Never

What changes would you recommend?

Please write any other comments you may have about this clinical site (use back of form if necessary).

Semester Clinical Evaluation

(Sample Form - Evaluations are sent to Clinical Preceptors by the Clinical Coordinator)

Student Name
Clinical Site

Date
Semester

CLINICAL PRECEPTOR: A student's conduct in the clinical setting is a major indicator, which the general public uses to judge a department's professional level. Appropriate conduct is a broad category that encompasses a number of considerations. Please evaluate the student's abilities with consideration of the length of time in the clinical setting.

Statements below define the expected performance outcomes of the student for this past semester. If the student performed above or below this level, please mark accordingly. Comments are taken seriously and aid in student development and are greatly appreciated.

EE = Exceeds expectations ME = Meets expectations NE = Does not meet expectations

Clinical Performance and Competence			
	EE	ME	NE
1. Explains procedures and obtains appropriate information from the patient while demonstrating empathy and concern for the patient.			
2. Displays understanding of patient positioning.			
3. Displays understanding of equipment and completes the exam with accuracy.			
4. Demonstrates ability to determine diagnostic quality images and corrections needed for non-diagnostic images.			

Communication Skills			
	EE	ME	NE
5. Demonstrates effective verbal and nonverbal communication with most patients.			
6. Demonstrates effective verbal and nonverbal communication with other health care team members.			
7. Shows interest in clinical and asks insightful questions pertaining to exams.			

Critical Thinking			
	EE	ME	NE
8. Demonstrates the ability to handle pressure and remain calm in busy or critical situations.			
9. Able to demonstrate critical thinking skills to modify standard procedures to accommodate patient conditions and other variables.			
10. Anticipates the needs of the department without prompting.			

Professionalism			
	EE	ME	NE
11. Demonstrates radiation safety to self, patients, and others.			
12. Maintains patient confidentiality and displays appropriate professional conduct.			
13. Accepts constructive criticism positively and takes responsibility for actions.			
14. Attentive to department workflow and not distracted by non-departmental activities (ex: cell phone, homework, casual conversations, etc.).			
15. Self-motivated to participate in all learning opportunities.			

Comments:

Clinical Preceptor _____ Date _____

ALARA NOTIFICATION

Name: _____

Date: _____

Ivy Tech Community College Medical Imaging Program has established levels of ionizing radiation exposure that it deems **As Low As Reasonably Achievable (ALARA)**. Your dosimeter reading(s) are in excess of the calendar quarter ALARA action levels as noted below.

	Your Levels	Action Level	Action Level
		ALARA Level I	ALARA Level II
Deep, Whole Body	_____	125 mrem	325 mrem
Lens of the Eye	_____	750 mrem	2250 mrem
Extremity, Shallow Skin	_____	1875 mrem	5625 mrem

If you are provided with only one dosimeter, then that Whole Body dosimeter should be worn between your waist and collar on the frontal surface and **OUTSIDE** the lead apron if provided.

The following actions are required: increased **DISTANCE** from the radiation source, decreased **TIME** around the radiation source, and increased **SHIELDING** from/around the radiation source are your best safeguards against excessive exposure. In addition, the following recommendations have been made by the Radiation Safety Officer in an effort to further reduce your dose.

This notice of ALARA violation has been noted by the Radiation Safety Officer as required and will be available for outside agency inspections. Please take a moment to answer the following questions regarding this violation. If you have any questions or concerns regarding this report, please contact the Radiation Safety Officer or Program Director of the Medical Imaging Program.

Possible cause of elevated reading:

1. Was your badge placed or stored near radiation? _____
2. Did you accidentally expose yourself to a beam of radiation? _____
3. Did you hold a patient during radiation exposure? _____
4. Were you involved in procedures that required high exposures of radiation? _____

Preventative measures you are going to take to prevent future elevated readings:

Questions regarding you ALARA notification: _____

Your signature below constitutes acknowledgement, agreement, and understanding of this report.

Signature of Student: _____ Date: _____

Signature of Person writing report: _____ Date: _____

**IVY TECH COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES MEDICAL IMAGING PROGRAM
VOLUNTEER CONSENT**

Please initial each point:

_____ It is my decision to participate in the following activities for educational purposes for the School of Health Sciences Medical Imaging Program student(s) as a learning method.

_____ I understand that my role as a “patient” is in no way a provision of actual healthcare by licensed/credentialed provider(s). Volunteer will be subject to physical contact for educational purposes by faculty and students.

_____ I understand that any medical information I have provided is for the purpose of this educational experience for the student learner and will not be shared with anyone other than the students and their instructor(s).

_____ Any potential health concerns found during the activity would need to be discussed with the student’s personal healthcare provider. No documentation would be provided to the student for any medical purposes and no medical advice or diagnoses will be given.

_____ I understand I will follow the lab rules and comply with the Nuclear Regulatory Commission and Medical Imaging Program Policies regarding the declared pregnant student and pregnant worker.

_____ I agree that no exchange of money should take place regarding the activities.

_____ I grant permission to Ivy Tech Community College the unrestricted right to reproduce photographs and/or videos taken of me during the following activities for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium.

_____ I agree to hold harmless Ivy Tech Community College (faculty, staff and students) from any injury or responsibility related to my voluntary participation. It is understood that the College agrees to exercise reasonable care in performing the activities as part of its student training program(s).

Activity:

1. Transport
2. Simulated medical event participant
3. Imaging: positioning and/or radiology activities to include palpation of positioning landmarks and anatomical structures
4. Patient care activities and demonstrations

Printed name

Signature

Medical Imaging Program Faculty Signature

Date

Date