

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



**MEDICAL IMAGING PROGRAM
STUDENT HANDBOOK
ACADEMIC YEAR
2024 – 2025**

**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 2024/2025 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.

Contents

Introduction – Medical Imaging	8
Accrediting Organizations.....	8
Ivy Tech Student Handbook.....	9
Program Philosophy	9
Online Application Process.....	10
College General Education Outcomes.....	10
Terminal Program Objectives – Medical Imaging.....	10
Licensure/Certification Identification Requirement.....	11
Facilities	11
Financial Information	14
Withdrawals and Refunds	15
Progression/Readmission/Stop Outs.....	16
GRADUATION REQUIREMENTS	17
Global Studies Certificate	18
Attendance	18
Title IX Statement.....	19
Student Complaint Procedures	20
Student Rights and Responsibilities	20
Guidelines for Professional Conduct	21
Social Networking Guidelines.....	27
Professional Attire	28
Academic Honesty Statement	28
Grading Practices.....	28
Evaluation of Student Learning – Medical Imaging.....	29
Student Requirements Associated with Clinical Affiliation Agreements	29
Criminal Background and Drug Screening:.....	30
Procedures for Determining Eligibility for Externship Placement.....	33
Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines	34
PROCEDURE.....	35
Physical Examination and Health Records.....	38
Standard Precautions	38

Bloodborne and Airborne Pathogens Exposure Protocol	39
Confidentiality	40
College/Program Costs	42
Collegewide Curriculum of Record	43
MEDICAL IMAGING CURRICULUM.....	44
Other Program Specific Information	45
Code of Ethics	45
Professional Conduct.....	46
Conflicts of Interest	47
Felony or Other Convictions.....	47
Medical Imaging Program Admission.....	47
Selection Process.....	49
Professional Development	50
CLINICAL EDUCATION	50
CLINICAL PHYSICAL & PERFORMANCE REQUIREMENTS	51
CLINICAL EDUCATION FOR THE MEDICAL IMAGING STUDENT	54
ARRT Radiography Requirements	56
Trajecsys Examination List.....	56
CLINICAL EDUCATION AFFILIATION INDIANAPOLIS SITES	60
MERITS.....	63
RADIATION PROTECTION AND SAFETY.....	63
DIRECT SUPERVISION.....	64
INDIRECT SUPERVISION	64
SUPERVISION FOR REPEATED EXPOSURE.....	64
RADIATION MONITORING AND EXPOSURE	65
MEDICAL IMAGING LAB.....	65
MRI SAFETY.....	66
PREGNANCY.....	66
FORM LETTER FOR DECLARATION OF PREGNANCY	75
JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT).....	76
PROGRAM POLICIES.....	78
Standards for Admission (College Policy)	78
Admission/Selection Criteria for Limited Enrollment Programs (College Policy).....	79

Attendance – Clinical	81
Punctuality.....	83
Vacations	84
Bereavement	85
Jury Duty.....	86
Clinical Hours and Rotations.....	87
Dress Code Clinic	88
Dress Code Didactic	89
Hygiene	90
Cell Phones and Communication Devices	91
Competencies	92
Grievance (against others)	93
Grievance (sanctions on students)	94
Disciplinary action – Clinical	96
Grounds for dismissal	97
Health Practices	98
Orientation– Clinical.....	100
Radiation Safety.....	101
Dosimetry badges and readings	103
Pregnancy	104
Attendance – Didactic	105
Didactic grading	106
Random Drug testing.....	108
Injuries	109
Non-Compliance with JRCERT STANDARDS.....	110
Weather Closings.....	111
Medical Imaging Lab.....	112
Background Check and Drug Screening.....	113
Transferability (College Policy)	118
Transfer into Medical Imaging Program.....	119
Mammography Policy - Effective October 15, 2016.....	120
Lead Markers	121
Demerits	122

Social Media	123
PROGRAM HANDBOOK AGREEMENT	124
AUTHORIZATION TO RELEASE REFERENCE INFORMATION	125
AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION	126
AGREEMENT TO MAINTAIN PATIENT CONFIDENTIALITY FORM	127
GROUNDS FOR DISMISSAL FORM.....	128
REPEAT PROCEDURE AND PORTABLE EXAMINATIONS FORM	129
JRCERT FORM	130
AGREEMENT TO MRI SAFETY SCREENING PROTOCOL POLICY	131
VOLUNTEER CONSENT FORM.....	132
DECLARATION OF PREGNANCY FORM	133
WITHDRAWAL OF DECLARATION OF PREGNANCY FORM.....	134
MERIT FORM.....	135
PROFESSIONAL DEVELOPMENT FORM.....	136
DEMERITS FORM	137
COUNSELING FORM.....	138
COMPLAINT OR ISSUE FORM.....	139
ALARA NOTIFICATION.....	140
Ivy Tech Community College of Indiana School of Nursing and School of Health Sciences Vaccination and Physical Examination Form.....	141
DELINCTION OF VACCINES FORM	148
VACCINATION DECLINATION INSTRUCTIONS.....	150
AFFECTIVE STUDENT PERFORMANCE EVALUATION	152
GENERAL EVALUATION OF STUDENT	154
RADIATION PROTECTION EVALUATION	156
STUDENT EVALUATION OF CLINICAL EDUCATION	158
EVALUATION OF CLINICAL INSTRUCTOR	160
STUDENT EVALUATION OF DIDACTIC FACULTY.....	161
IMAGE CRITIQUE PRESENTATION.....	162
RADT 114 CLINICAL EDUCATION I GRADING SHEET	163
RADT 116 CLINICAL EDUCATION II GRADING SHEET	164
RADT 202 CLINICAL EDUCATION III GRADING SHEET	165
RADT 203 CLINICAL EDUCATION IV GRADING SHEET.....	166

RADT 204 CLINICAL EDUCATION V GRADING SHEET	167
COMPREHENSIVE CLINICAL LAB EXAM.....	168
PROGRESSIVE EXAM	169
VITAL SIGNS	170
CLINICAL ABSENCES.....	171
CLINICAL COMPETENCY FORM	172
CLINICAL SCENARIO FORM	173
JRCERT Standards for an Accredited Educational Program in Radiography.....	174
Standard One: Accountability, Fair Practices, and Public Information	175
Standard Two: Institutional Commitment and Resources	176
Standard Three: Faculty and Staff	177
Standard Four: Curriculum and Academic Practices	178
Standard Five: Health and Safety	179
Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement ..	180
ARRT CRIMINAL VIOLATIONS	181

Introduction – Medical Imaging

Welcome to the Ivy Tech Community College, Indianapolis, Medical Imaging Program. This handbook is to inform and guide the student through the requirements and policies to which he/she 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 certified 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 particular 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 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
mail@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

MEDICAL IMAGING PROGRAM MISSION STATEMENT

We are a diverse, open-access college dedicated to advancing Indiana's economy through outstanding teaching and proactive collaboration with industry and community partners. Grounded in an innovative culture, we empower every student to achieve learning and success.

The Medical Imaging Program at Ivy Tech is dedicated to actively engaging scholars within the healthcare industry and alongside community partners. Our goal is to prepare skilled and knowledgeable professionals who can contribute effectively to Indiana's healthcare system, thereby supporting the state with qualified candidates for employment.

PROGRAM GOALS and STUDENT OUTCOMES

1. Students will be clinically competent.
 - Students will demonstrate understanding of positioning skills.
 - Student will practice radiation safety principles.
2. Students will develop critical thinking skills.
 - Students will provide quality patient care on trauma patients.
 - Students will demonstrate image critique.
3. Students will demonstrate professionalism.
 - Students will exhibit professional ethics in clinic.
 - Students will summarize their professionalism at end of program.
4. Students will be able to communicate.
 - Students will apply oral communication skills.
 - Students will validate written communication skills.
 - Students will exhibit the ability to communicate effectively with patients.

The faculty strives to provide a positive, challenging, and supportive environment in which students are able to develop the skills necessary to succeed as radiologic technologists. The Medical Imaging Faculty believe that the learning process is a shared responsibility between the faculty and student. The faculty lays the foundation for learning and the student exhibits the study habits and attitude conducive to learning.

The Medical Imaging faculty is committed to providing students with a broad base of knowledge utilizing the most current technology and facilities available. In keeping with this philosophy, faculty members continually seek opportunities for professional development, certifications, and internships. In addition to providing students with the necessary clinical and administrative skills,

emphasis is placed on the importance of treating all patients with compassion, empathy and tolerance.

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>

Application Open/Close Dates
March 15 th to May 15 th

End of spring semester (first and second 8 weeks) grades will be counted in applications submitted by May 15 deadline.

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 – Medical Imaging

Upon completion of the program, the graduate will be able to:

1. Demonstrate critical and creative thinking.
2. Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
3. Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
4. Apply basic scientific concepts in a variety of settings.

5. Exhibit quantitative literacy.
6. Communicate effectively in written and oral forms.
7. Apply ethical reasoning.
8. Demonstrate the acquisition and use of information.
9. Exhibit clinical competence and professionalism.

Licensure/Certification Identification Requirement

Many Health Science Programs have Technical Program Outcomes of certification or licensure examinations. Students may be required to have a Social Security Number and/or a State Issued Photo Identification Card to take these examinations. Students not possessing these should begin working on appropriate documentation with their campus International Student Advisor/DSO early in the program.

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

- 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 visitor's 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 Indianapolis-dss@ivytech.edu. or contact DSS office 317-921-4982/317-921-4799; Fax 34799; -4927/3179214927, and by appointment. 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 are 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 REQUIREMENTS

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>.

Global Studies Certificate

This certificate will teach you about thriving in a global workforce and how to succeed in a diverse society, which are skills valued in today's competitive job market. You will also have the opportunities for exposure to different cultures through supplemental education experiences, such as studying abroad or taking part in international activities on your campus. A Global Studies Certificate will increase your knowledge and awareness of the world and will make you more marketable in finding a job.

For more information, contact your campus Global Studies Coordinator or see the Global Learning webpage: <https://www.ivytech.edu/programs/special-programs-for-students/global-studies/>

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

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 are 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:
 - a. **SIX RIGHTS**
 - i. Right Patient
 - ii. Right Medication
 - iii. Right Dose
 - iv. Right Time/Date
 - v. Right Route
 - vi. 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.

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.

A = 100–93

B = 92 – 87

C = 86 – 82

D = 81 – 80

F = 79 and below

Evaluation of Student Learning – Medical Imaging

Methods of Evaluation in Courses

Examinations may be multiple choice, matching, short answer type, or essay. Computerized testing may be used. Students will be evaluated both in the didactic and clinical classes. Scenarios, Demonstrations, Quizzes, mid-term and final exams, 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

Medical Imaging students are allowed to test for the American Registry of Radiologic Technologist certification/licensure upon successful completion of all required college and programmatic coursework and after graduation.

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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

6. 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 she/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.
 - a. Notify the student that disciplinary actions may include:
 - i. Dismissal from the clinical site (which may impact progression in the program)
 - ii. Failure of the course
 - iii. Dismissal from the program
 - iv. 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

- a. 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

- a. 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

- a. If the drug screening result is non-negative, the student will be removed from clinical pending investigation.
- b. 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.
- c. 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.
- d. 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.
- e. 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

- a. 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.
- b. If a student challenges a result, they must comply with the vendor's appeal process.

E. Post-Incident Testing

- a. 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 Medical Imaging Program 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.

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 Medical Imaging Program 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.

College/Program Costs

College/Program Costs Item	Cost
Tuition*	Full-time (12+ credits) \$2577.11 Less than 12 credit hours \$178.38/credit hour
Technology Fee	\$75 per semester
Books -- Ivy+ Textbook Fee	\$16.50/credit hour
Uniforms and other supplies	<ul style="list-style-type: none">• Estimate of \$300 for the program• Markers \$32.00• Radiation Badges \$160.00• RAD Boot Camp \$190.00• Trajecsys \$150.00• Material Fee RADT 221 \$10.00• RAD review \$95.00
Physical Exam & Immunizations	Variable based on provider
BLS/CPR Certification (American Red Cross or American Heart Association)	Variable based on provider
Background Check & Drug Screen	\$115initially, \$ 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/>.

To see all certification/exam fees please follow the following link: <http://www.arrrt.org>.

Collegewide Curriculum of Record
COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF HEALTH SCIENCES
MEDICAL IMAGING PROGRAM
ASSOCIATE OF APPLIED SCIENCE
PROGRAM INTERESTED CODE: MEDI
2023-2024

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 101	Orientation to Medical Imaging	2.5
RADT 104	Radiological Patient Care	2.5
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

MEDICAL IMAGING CURRICULUM

MEDICAL IMAGING SPECIALTY CORE COURSES BY SEMESTER FOR THE ASSOCIATE OF APPLIED SCIENCE

<u>SEMESTER</u>	<u>COURSE</u>	<u>CREDIT</u>
FALL I	(RADT 101) Orientation to Medical Imaging (1 st 8 wks.)	2.5
	(RADT 104) Radiological Patient Care (2 nd 8wks)	2.5
	(RADT 113) Radiographic Positioning I	3
	(RADT 114) Clinical Education I	3
	(RADT 115) Radiographic Positioning II	3
SPRING I	(RADT 112) Image Production I (2 nd 8wks)	3
	(RADT 116) Clinical Education II	3
	(RADT 117) Physics and Equipment Operations (1 st 8wks)	3
	(RADT 201) Positioning III (1 st 8wks)	3
	(RADT 209) Positioning IV (2 nd 8wks)	3
SUMMER	(RADT 202) Clinical Education III	4
FALL II	(RADT 203) Clinical Education IV	4
	(RADT 206) Radiobiology (1 st 8wks)	3
	(RADT 218) Image Production II (1 st 8wks)	3
	(RADT 221) Pharmacology & Advanced Procedures (2 nd 8wks)	2
SPRING II	(RADT 204) Clinical Education V	4
	(RADT 299) General Exam Review	3

Other Program Specific Information

Indianapolis Campus Administration and Program Officials

- Indy Campus Chancellor
 - Dr. Stacy Atkinson
 - 317-917-5935
 - satkinson17@ivytech.edu
- Indy Vice Chancellor
 - Claire Maxon
 - 317-968-1510
 - cmaxson2@ivytech.edu
- Indy Dean
 - Dr. Erika DiPorto
 - 317-917-5950
 - ediporto@ivytech.edu
- Program Chair
 - Haya Bannourah
 - 317-921-4402
 - hbannourah@ivytech.edu
- Clinical Coordinator
 - Ross LeMay
 - 317-921-4438
 - Relmay3@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 herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination 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 repeats 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 him/herself 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 INSTRUCTOR**
 - Students will spend much of their time under the direct or indirect control of the on-site clinical instructor. This is an additional responsibility to his/her 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, he/she will be removed from that clinical site.

Students engaged in any type of employment, volunteer activities, sports, or another educational effort must schedule their time for those activities 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 herself/himself 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 he/she is eligible to become licensed by the State of Indiana as a general radiographer.

Medical Imaging Program Admission

1. Apply for the Medical Imaging Program online (Indianapolis campus) between March 15 and May 15.

Cohorts Accepted	Applications Accepted	Application Deadline
Fall semester only	March 15-May 15	May 15

2. Upload an Ivy Tech Community College transcript to the Medical Imaging Program at the Indianapolis campus with the application.
3. If an applicant has previous college courses from other colleges/universities these should 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
4. Successfully complete the following four (4) prerequisite courses by the end of the fall 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.
 - a. APHY 101 – Anatomy and Physiology I
 - b. ENGL 111 – English Composition
 - c. HLHS 101 – Medical Terminology
 - d. MATH 136 – College Algebra

If course has been repeated, the program will take the highest score of the first two attempts. The policy states “When the student has taken a prerequisite course more than once, points will be determined using the highest grade for the initial (first) two course attempts appearing on both Ivy Tech and other college transcripts. Grades for courses over 5 years old may be excluded from consideration with the applicant’s written request included in the application packet. Excluding those grades from the admission point system does not affect calculation of the student’s grade point average (GPA).”

5. Successfully complete IVYT 112 and all other pre-requisites by the end of the spring semester. The grades for these courses are not used in calculations for student selection.

How to Complete the Medical Imaging Application:

1. Go to <https://apps.ivytech.edu/apply/NursingAndHealthScience> (link open March 15)
2. Log in using your Ivy Tech credentials.
3. Check to make sure your personal information is accurate.
4. Select the programs and campuses you would like to be considered as an applicant. You can select up to three different programs and three different campuses. (Some students choose to apply to multiple programs within the School of Health Sciences.)

5. You must meet all of the prerequisites for a program in order to submit your application. If you receive a message indicating that you do not meet the prerequisites, then please remove that program selection in order to proceed with the application.
6. Upload any necessary documents and test scores.
7. Make sure grades in the system are accurate. If not, please contact your home campus registrar or advisor.
8. You will be able to submit your application if you are currently enrolled in a course identified as a prerequisite for the program.
9. Once complete, submit your application.
10. You will receive an email confirmation in your Ivy Tech email account that your application has been submitted and is pending review.
11. Once you have submitted your application, you have the option to reopen it to make changes.

Note: DO NOT USE THE “BACK” function on your computer. Use the navigation pane at the side of the page to navigate.

6.

Selection Process

Selection is based on points. Points are given for Anatomy and Physiology (APHY 101), College Algebra (MATH 136), English Composition (ENGL 111), and Medical Terminology (HLHS 101). The maximum points for this section are 105. The GPA is the tie breaker.

Once admitted into the program, the applicant will be notified by email. Students will have 24 hours to accept the Ivy Tech Community College offer to them for acceptance into the program.

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

- Attend an orientation meeting, usually held in June/July.
- Complete a Criminal Background Check and Drug Test 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 clinical.
- Begin Fall semester and continue through the program for 21 months (5 semesters). This includes the summer semester.

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.
- For more detail click the link <https://www.ivytech.edu/programs/all-academic-programs/school-of-health-sciences/medical-imaging/>
-

Point Values

Point Scale	Science	Non- Science
A	30	15
B	20	10
C	10	5
D	0	0
F	0	0

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 spring break of the 5th semester. Students can acquire Professional Development in the following ways:

1. Membership and participation in the Indiana State Radiologic Society (ISRT) meetings and conferences.
2. Attending other radiology or health care conferences.
3. Help in maintaining the Medical Imaging lab.
4. Participation at career / health fairs.
5. Participation at local school functions or community events.
6. Community service that is representative of a healthcare function.
7. Any other educational function with approval from program director.
8. **All professional development must be turned in within 7 days of completion.**

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 Chair with the assistance of the Clinical Coordinator, assigns students in their clinical rotation. The clinical instructor 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 Chair.
3. The Drug screen, TB test and CPR recertification must be repeated on or before the anniversary of admission into clinical portion of program each year.
4. **GROSS MOTOR SKILLS**
 - a. Move within confined spaces
 - b. Sit and maintain balance
 - c. Stand and maintain balance
 - d. Reach above shoulders (e.g., put away supplies)
 - e. Reach below waist (e.g., plug electrical appliance into wall outlets)
5. **FINE MOTOR SKILLS**
 - a. Pick up objects with hands
 - b. Grasp small objects with hands (e.g., syringe, pencil)
 - c. Write with pen or pencil
 - d. Key/type (e.g., use a computer)
 - e. Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
 - f. Twist (e.g., turn objects/knobs using hands)
 - g. Squeeze with hand (e.g., blood pressure cuff)
6. **PHYSICAL ENDURANCE**
 - a. Stand (e.g., at client side during minor or therapeutic procedure)
 - b. Sustain repetitive movements (e.g., CPR)
 - c. Maintain physical tolerance (e.g., work entire shift)
7. **PHYSICAL STRENGTH**
 - a. Push and pull 50 pounds (e.g., position clients)
 - b. Support 50 pounds (e.g., ambulate client)
 - c. Lift 50-100 pounds (e.g., pick up a child, transfer patient)
 - d. Move light objects weighing up to 10 pounds
 - e. Move heavy objects weighing from 25 to 100 pounds
 - f. Defend self against combative client
 - g. Use upper body strength (e.g., perform CPR, restrain a client)
 - h. Squeeze with hands (e.g., operate fire extinguisher)
8. **MOBILITY**
 - a. Twist

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

- k. Read measurement marks (e.g., measurement tapes, scales, etc.)
 - l. Add, subtract, multiply, and/or divide whole numbers
 - m. Compute fractions (e.g., medication dosages)
 - n. Use a calculator
 - o. Write numbers in records
15. EMOTIONAL STABILITY AND INTERPERSONAL SKILLS
- a. Establish therapeutic boundaries
 - b. Provide patient with emotional support
 - c. Adapt to changing environment/stress
 - d. Deal with the unexpected (e.g., client going bad, crisis)
 - e. Focus attention on task
 - f. Monitor own emotions
 - g. Perform multiple responsibilities concurrently
 - h. Handle strong emotions (e.g., grief)
 - i. Negotiate interpersonal conflict
 - j. Respect differences in clients
 - k. Establish rapport with clients
 - l. Establish rapport with co-workers
16. COMMUNICATION SKILLS
- a. Teach (e.g., client/family about health care)
 - b. Explain procedures
 - c. Give oral reports (e.g., report on client's condition to others)
 - d. Interact with others (e.g., health care workers)
 - e. Speak on the telephone
 - f. Influence people
 - g. Direct activities of others
 - h. Convey information through writing (e.g., progress notes)
17. CRITICAL THINKING
- a. Identify cause-effect relationships
 - b. Plan/control activities for others
 - c. Synthesize knowledge and skills
 - d. Sequence information
18. ANALYTICAL THINKING
- a. Transfer knowledge from one situation to another
 - b. Process information
 - c. Evaluate outcomes
 - d. Problem solving
 - e. Prioritize tasks
 - f. Use long term memory
 - g. Use short term memory

CLINICAL EDUCATION FOR THE MEDICAL IMAGING STUDENT

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 Chair with the assistance of the Clinical Coordinator, assigns students in their clinical rotation. The Clinical Instructor schedules assignments for the students. 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 policy section of this handbook).

As a student progresses through the Medical Imaging Curriculum the information offered in each course is cumulative. The didactic classes are the basis for the student's background knowledge as they integrate into the clinical setting. The student is expected to become a competent radiographer through active participation in radiologic examinations during the clinical rotations. Each student will progress at his/her own pace but must be aware of the expectations for a clinical grade and eligibility for graduation. During the 5th rotation of clinical, students will rotate through additional modalities.

Didactic - Clinical Integration

The following criteria will be used to help ensure the successful training of a competent radiographer.

1. The student will first be presented the didactic information in the following form:
 - a. Lecture
 - b. Positioning Lab
 - c. Lab Positioning Test
2. The student will begin to observe and then perform exams under direct supervision of a registered radiographer. Following completion of didactic and lab sections the student may begin competencies.
3. The student will perform the exams under the direct supervision until they are proven competent by successful completion of a competency form.
4. When a student has performed a radiographic examination and must repeat all or part of the examination, a registered radiographer must supervise the repeat.
5. When a student is performing an exam for a competency, it will be an automatic failure if a Right or Left marker is not visible on the image.
6. When a student is performing an exam for a competency, it will be an automatic failure, if the image must be repeated due to student error.
7. It will be an automatic failure if student does not correctly identify the patient according to the clinical site protocol.
8. If proper radiation protection is not used in accordance with the program and the clinical site protocols there will be an automatic failure of competency.
9. Students must track their competencies using trajecsys online.
10. Once students have comped on exams and passed, they can do those procedures under indirect supervision at the clinical site.
11. Once students have comped on portables, they cannot do an exam independently without a technologist within earshot.

Student Log of Clinical Experiences

1. Each student must log their exams and clock in Trajecsys online at the clinical site.
2. Competencies, progressives, and evaluations will be logged into Trajecsys.

Grading:

A student's clinical education grade is determined by the following combination:

- Lab Final
- Image Evaluations
- General, Affective, and Radiation protection evaluations
- Competencies
- Progressive Competencies
- Dosimetry Badges
- Workplace Scenarios
- Evaluations of clinical classes
- Attendance
- Professional development.

Image Evaluations:

One image evaluation will be done at the clinical site each semester. These evaluations are done by the Clinical Instructor. These are done at random.

General, Affective and Radiation Protection Evaluations: The clinical instructor completes these each semester.

Clinical Competency Points: *The points are cumulative semester to semester. Students may only attempt a competency after passing a lab test.*

1st Semester = 19

3rd Semester = 50

5th Semester = 85

2nd Semester = 34

4th Semester = 68

The number of points is also the % applied to your clinical grade. See clinical syllabus.

The total number of competences the student must complete for graduation is 85. The ARRT has a requirement of 36 mandatory imaging procedures with 15 elective imaging procedures selected from a list of 34 procedures. One of the 15 elective imaging procedures must be selected from the head section. Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section. No duplications are allowed.

ARRT Radiography Requirements

The most updated version of the didactic and clinical competency requirements can be found at [ARRT Radiography Requirements](#).

The most updated version of the ARRT's examination content specification for the national boards can be found at [Examination Content Specifications](#).

Trajecsys Examination List

Abdomen	Decubitus Abdomen (PE)
Abdomen	Dorsal Decubitus Abdomen
Abdomen	Erect Abdomen (PE)
Abdomen	Lateral Abdomen
Abdomen	Obstruction Series
Abdomen	Supine Abdomen (PE)
Chest	Bilateral Debucitus Chest
Chest	Bilateral Oblique Chest (PE)
Chest	Larynx / Upper Airway (Soft Tissue Neck)
Chest	Lordotic Chest (PE)
Chest	Ribs
Chest	Routine Chest
Chest	Sniff Test
Chest	Sternoclavicular Joints (PE)
Chest	Sternum
Chest	Stretcher Chest
Chest	Wheelchair Chest (PE)
Clinical Equipment	Radiology equipment (PE)
Clinical Equipment	Radiology equipment Second Rotation (PE)
Clinical Equipment	Radiology equipment Third Rotation (PE)
Gastrointestinal / Urinary	Cystogram (PE)
Gastrointestinal / Urinary	Double-Contrast Barium Enema
Gastrointestinal / Urinary	Double-Contrast Gastrointestinal Series
Gastrointestinal / Urinary	Entrocylsis (PE)
Gastrointestinal / Urinary	Esophagus
Gastrointestinal / Urinary	Intravenous Urogram (IVU / IVP)
Gastrointestinal / Urinary	Loopogram
Gastrointestinal / Urinary	Nasogastric tube (PE)
Gastrointestinal / Urinary	Nephrostomy
Gastrointestinal / Urinary	Single-Contrast Barium Enema
Gastrointestinal / Urinary	Single-Contrast Gastrointestinal Series (PE)
Gastrointestinal / Urinary	Small Bowel Series
Gastrointestinal / Urinary	T-Tube Cholangiogram (PE)
Gastrointestinal / Urinary	Three-Textured Barium Swallow (video swallow)

Gastrointestinal / Urinary	Voiding Cystourethogram (PE)
General Patient Care	Care of medical equipment (oxygen, IV tubing)
General Patient Care	Centerline injection
General Patient Care	CPR
General Patient Care	Sterile and aseptic technique
General Patient Care	Transfer (TWO)
General Patient Care	Venipuncture
General Patient Care	Vital Signs - Blood Pressure
General Patient Care	Vital Signs - Pulse
General Patient Care	Vital Signs - Pulse Oximetry
General Patient Care	Vital Signs - Respiration
General Patient Care	Vital Signs - Temperature
Geriatric Patient	Chest Routine
Geriatric Patient	Hip or Spine
Geriatric Patient	Lower Extremity
Geriatric Patient	Upper Extremity
Head	Facial Bones
Head	Mandible (or Panorex is Acceptable)
Head	Mastoids / Temporal Bones
Head	Nasal Bones
Head	Orbits and Optic Foramina (Rhese)
Head	Paranasal Sinsues
Head	Skull
Head	Temporomandibular Joints
Head	Zygoma and Arches
Lower Extremities	Ankle
Lower Extremities	Calcaneus (Os Calcis)
Lower Extremities	Femur
Lower Extremities	Foot
Lower Extremities	Hip
Lower Extremities	Inlet Pelvis
Lower Extremities	Intercondylar Fossa (Camp-Coventry) (PE)
Lower Extremities	Judet Pelvis
Lower Extremities	Knee
Lower Extremities	Modified Axiolateral Pelvis
Lower Extremities	Outlet Pelvis
Lower Extremities	Patella
Lower Extremities	Pelvis
Lower Extremities	Sesamoids (PE)
Lower Extremities	Tibia-Fibula
Lower Extremities	Toe
Lower Extremities	Trauma Hip (Cross-Table)
Lower Extremities	Trauma Lower Extremity

Lower Extremities
 Lower Extremities
 Lower Extremities
 Lower Extremities
 Lower Extremities
 Miscellaneous
 Miscellaneous
 Miscellaneous
 Miscellaneous
 Miscellaneous
 Miscellaneous
 Miscellaneous
 Miscellaneous
 Miscellaneous
 Miscellaneous
 Miscellaneous
 Mobile Studies
 Mobile Studies
 Mobile Studies
 Mobile Studies
 Mobile Studies
 Mobile Studies
 Mobile Studies
 Mobile Studies
 Mobile Studies
 Mobile Studies
 Pediatric Age 6 or Younger
 Pediatric Age 6 or Younger
 Pediatric Age 6 or Younger
 Pediatric Age 6 or Younger
 Pediatric Age 6 or Younger
 Pediatric Age 6 or Younger
 Pediatric Age 6 or Younger
 Spine and Trunk
 Spine and Trunk
 Spine and Trunk
 Spine and Trunk

Weight-Bearing Ankle
 Weight-Bearing Axial Foot (PE)
 Weight-Bearing Calcaneus
 Weight-Bearing Knee (PE)
 Weight-Bearing Lateral Foot (PE)
 Weight-Bearing Tibula/Fibula
 Arthogram
 Babygram
 Bone Age (PE)
 Casted Extremities (PE)
 Conventional Tomogram (PE)
 Forensic Radiology
 Hysterosalpinogram
 Long Bone Measurement / Scanogram
 Myelogram / Lumbar puncture
 Nose to Rectum
 Shunt series
 Skeletal/ Bone Survey (PE)
 Soft Tissue Extremities (PE)
 C-Arm Procedure (requiring manipulation around the sterile field)
 C-Arm Procedure requiring manipulation to obtain more than one
 Endoscopic Retrograde Cholangiographic Pancreatography (ERCP) (P
 Mobile Abdomen (KUB)
 Mobile Chest
 Mobile Orthopedics / Extremities
 Nerve Block (PE)
 O-Arm
 Retrograde (Urogram/Pyelography) (PE)
 Retrograde Urethrogram (PE)
 Surgical / Operative Cholangiogram (PE)
 Chest Routine
 FB nose to Rectum (PE)
 Mobile Study
 Pediatric Abdomen (Age 6/younger)
 Pediatric Entire lower Extremity (PE)
 Pediatric Entire Upper Extremity (PE)
 Pediatric Lower Extremity
 Pediatric Upper Extremity
 Cervical Spine
 Coccyx
 Flexion and Extension Cervical Spine (PE)
 Flexion and Extension Lumbar Spine (PE)
 Flexion and Extension Thoracic spine

CLINICAL EDUCATION AFFILIATION INDIANAPOLIS SITES

Franciscan St. Elizabeth Hospital-East

1701 S. Creasy
Lafayette, IN 47905
765-502-4680

Clinical Instructor

Ashley Tennesen R.T. (R)
Ph: 765-502-4735
Angela.Bloch@franciscanalliance.org
Dave Riesman

IU Health Bedford

2900 16 th ST
Bedford, IN 47421

Clinical Instructor

Amy Dixon R T (R)
Ph: 812-276-4232
Adixon1@iuhealth.org
Angela Boady/Christopher Dixon

IU health Bloomington

2651 E discovery Pkwy
Bloomington, IN. 47408

Clinical Instructor

Sabra Hooker RT (R)
Ph: 812-918-3356
812-353-9356
shooker@iuhealth.org
Makayla Love
812-918-5000 ext 57600
Mlove3@iuhealth.org
Bruce Riley

IU Health Eagle Highlands Radiology

6850 Parkdale Pl
Indianapolis, IN. 46254

Clinical Instructor

Regina Leeks RT(R)
Ph: 317-329-7254
rleeks@iuhealth.org
vcampbe1@iuhealth.org
James Heare

IU Methodist Medical Plaza South

8820 S Meridian St
Indianapolis, IN 46217

Clinical Instructor

Angie Ward
317-865-6788
Award11@iuhealth.org
Jill Moore

IU health North Hospital

11700 N Meridian St
Carmel, IN. 46032

Clinical Instructor

Kerri Rust (RT) (R)
Ph: 317-688-3255
Krust@iuhealth.org
Beverly Walker

IU Health Methodist Hospital

1701 N Senate Ave
Indianapolis, IN, 46202

IU Health Morgan

2209 John R Wooden Dr
Martinsville, IN.

IU Riley Hospital for Children

705 Riley Hospital Drive
Indianapolis, IN. 46202

IU University Hospital

420 University Blvd
Indianapolis, IN. 46202

IU Health Saxony Hospital

13000E 136 Th street
Fishers, IN 46037

IU White Memorial Hospital

720 S. 6th St.
Monticello, IN 47960

Clinical Instructor

Ashley King Rt (R)
317-403-0155
Tiffani Glover
Ph: 317-439-2535
Aking16@iuhealth.org

Clinical Instructor

James Wooten
Ph: 765-349-6513
jwooten@iuhealth.org
Tina Anderson

Clinical Instructor

Sally Powell
Ph:317-948-6248
Spowell2@iuhealth.org
Jeff Beatty

Clinical Instructor

Alexis Freiburger RT (R)
Ph: 317-944-3351
afreiburge@iuhealth.org
Kimberly Marshall/ kmarshall6@iuhealth.org
317-944-1566

Clinical Instructor

Tracy Cooper
Ph: 317-678-1525
317-678-1740
Tcooper7@iuhealth.org
Ashley Poe/ Nancy Davison

Clinical Instructor

Janet Osting R.T.(R)
Ph:574-583-1714 Dept.
574-583-1730 Office
josting@iuhealth.org

Sara Cosgray R.T. (R)

Johnson Memorial Hospital

1125 W. Jefferson St.
Franklin, IN 46131
317 -736-3470

Clinical Instructor

Karen Roberson, B.A., R.T.(R)
Terri Norris A.S. R.T.(R)(CT)
Ph: 317-736-3474
Fax: 317-738-7824
kroberson@johnsonmemorial.org
tnorris@johnsonmemorial.org
Doug Penley

Lafayette Orthopaedical Clinic

1411 S Creasy Ln# 120
Lafayette, IN 47905

Clinical Instructor

Sheila Treece RT (R)
765-447-4165
ghendress@orthoindy.com
streece@orthoindy.com
ghendress@orthoindy.com
Lana McIntosh

Margaret Mary Health

321 Mitchell Ave.
Batesville, IN 47006

Clinical Instructor

Aaron Gauck R.T. (R)(CT)
Ph: 812-933-5134
aaron.gauck@mmhealth.org

Meridian Radiology

Clinical Preceptor

Lynn Watjen R. T. (R)
lwatjen@meridianmedicalsolutions.com
Else Cole- Mehl

Rayus Radiology (CDI) Greenwood

Clinical Preceptor
Tami Bayles R.T. (R)
Tami.bayles@rayusradiology.com
Amber Hayes
Amber.hayes@rayusradiology.com

Schneck Medical Center

411 West Tipton St.

Clinical Instructor

Kelly Kopitzke R.T. (R)

Seymour, IN 47274
812-522-2349

Ph: 812-522-0144
kkopitzke@schneckmed.org
Rita Hollen

Witham Hospital
2605 North Lebanon St.
Lebanon, IN 46052
765-485-8360

Clinical Instructor
Amy Brooks
Ph:765-485-8360
Ambrooks@witham.org
David Brinkley

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 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 Chair. 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 will be worn at all times while in clinic or lab. Badges are to be changed every three months.

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

1. Always follow the ALARA principle.
2. 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.
3. Students are not allowed to hold the image receptor.
4. Always wear protective gear.
5. Students must wear radiation monitors in the clinical setting at all times. Failure to wear 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.
6. Immediately report any accident or loss of radiation monitor to the Clinical Coordinator or Program Chair.
7. Read and initial radiation reports. Reports will be distributed to students.

Each clinical site has a clinical instructor 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 assures 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.

1. Students are not allowed to take repeat radiographs without an RT(R) physically present in the room.
2. Students are not allowed to do bedside or portable exams without direct supervision.
3. Students will wear lead aprons and thyroid shields when exposed to ionizing radiation.
4. 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.
5. Students are required to notify program staff if their MRI screening status changes.

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.

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:

1. Students may not under any circumstances take images of any humans or living animals.
2. No food or drinks are allowed in the lab during lab hours.
3. Any unauthorized or inappropriate use of the Lab could lead to suspension or withdrawal from the Program.
4. No ionizing exposures will be made without direct Program faculty supervision.
5. Under No circumstances will exposures be made on human beings.
6. Radiation monitors must be worn at all times when ionizing radiation is being used.
7. Lab must be left in a clean and orderly fashion after use is completed.
8. All volunteers must have signed volunteer permission form and program personnel must give approval
9. No children are allowed in the classroom, labs, or at clinical sites while in a student role.
10. No one is to be in the Radiography Lab without permission from program instructors/program officials.

11. ELECTRICAL SAFETY RULES

- a. All electrical equipment and appliances must be approved for use in the Medical Imaging lab.
- b. Follow equipment manufacturer's instructions.
- c. Equipment used on or near patients or near water must have grounded plugs.
- d. Inspect equipment regularly, paying attention to cords and plugs. Report any needed repairs.
- e. Do not overload circuits by connecting too many devices to a single outlet or outlet group.
- f. Unplug or turn off electrical equipment before exposing external parts.
- g. Use only extension cords approved for the intended purpose.
- h. Do not attempt to repair equipment
- i. 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. The students will view a power point presentation. The students will take a quiz after the presentation. This also includes completing an MRI safety screening sheet which is kept in the student's secured file. The students must carry an agreement of the MRI safety screening protocol policy form to all clinical sites. When a student begins a new clinical site, he or she must bring the signed MRI safety screening protocol policy with them. The signed MRI safety screening protocol policy will remain in effect unless there is a change in medical status that prevents a student from entering an MRI suite. All concerns are thoroughly discussed with students with the program officials and MRI staff at the clinical sites.

PREGNANCY

Any female 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 Chair about her pregnancy. It is suggested that she inform her instructors immediately so she can be counseled on the appropriate radiation methods and measures that can be taken to protect the fetus. She 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:

1. If she chooses to declare her pregnancy, the declaration needs to be in writing before the program can consider her pregnant. This step is voluntary. This policy will be followed despite of 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 can un-declare the pregnancy at any time in writing.

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:

1. Continue in the program as a full-time student with no modification or interruption.
2. Continue in the program with modification to clinical assignments. Time missed from assignments may need to be made up.
3. Continue the didactic portion of the program and take a leave of absence from the clinical portion.
4. 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 instructor, the student, and anyone the student elects to bring
5. The student will report to the program faculty which option she has chosen in writing.



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

**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 DECLARATION OF 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 he or she has 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, he or she 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

Created: 6/11/13
Reviewed: 4/21/14; 5/26/15
5/31/16; 6/13/17; 6/21/18;
6/10/19; 7/13/20

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 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 in courses only must meet prerequisite requirements for each course.

PROCEDURE

Students who are enrolling 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 mathematics.
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 campuses.

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 defined by the faculty and/or academic deans. The criteria shall be reviewed and approved by the Vice Chancellors for Academic Affairs. The criteria will be documented in a central repository (Academic Program Profiles) and in individual program packets and/or student handbooks.

PROCEDURE:

The admission criteria defined by the state-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 tie-breaker)
- 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

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)

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.

Admission/selection criteria are enforced by faculty and academic deans and apply statewide; a campus may not establish campus admission/selection criteria for limited enrollment programs.

Students are encouraged to meet with an Admissions/Program Advisor early in the application process. Programs shall publish deadline dates along with a mandatory information session. The application process, requirements and acceptance process are explained in the information sessions. Program information packets shall be made available online or at the campus offices.

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 each semester. Students may use this personal time in four-hour increments (half day or full day). Students may not leave early for appointments and work through lunch or stay over the next day to make up the time. Half day increments must be pre-approved by the Program Chair, Clinical coordinator and Clinical Instructor.
2. If a third day is missed there will be a 7% deduction from the final grade. Every additional day will be another 7% reduction.
3. Students should receive a thirty (30) minute lunch while at clinical.
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.
5. To report an absence the student will notify Clinical Instructor, AND Program Faculty at least one hour prior to starting 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 Program Faculty 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 faculty and Clinical Instructor.
6. If the absence is more than one day, the student must notify the Clinical Coordinator or the Program Chair. Abuse of this rule could result in expulsion from the clinical site and/or the Medical Imaging Program.
7. If a student has a need for time off or for any other special arrangements, the student must first obtain permission from the Program Chair or Clinical Coordinator and the approval of the clinical instructor.
8. 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.
9. Falsification of attendance is grounds for dismissal.
10. 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:
 - a. tardiness greater than 30 minutes
 - b. student's lack of preparation for the clinical experience

- c. student illness
- d. impairment of the student to perform safely
- e. 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.

11. 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.
12. 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.
13. Trajecsys system is used to monitor the clinical courses experiences. Clinical records will be recorded in the system. Attendance, competencies, evaluations and other documents are all in the system for student access.
14. Penalty for no call/no show: the time to be made-up doubles, i.e. failure to notify of 1 day equates to 2 makeup days. This includes failing to notify the program Clinical Coordinator or Clinical site.

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. Three (3) days tardy will equal one day absence. Students will receive a demerit for each tardy.
3. If a student accumulates three (3) demerits in one semester, the student will receive a 7% grade reduction.

POLICY TITLE:

Vacations

POLICY:

Vacations shall be taken according to College Calendar.

PROTOCOL:

1. Students will be given a schedule of holidays and breaks at the beginning of the Fall semester of the school year. Students can find the academic calendar on Mylvy.
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.

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 Chair, Clinical Coordinator, and clinical instructor.
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, children, parents, parents-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren. Students may be required to provide proof of relationship and death.
3. A student may request one (1) clinical day of absence at the death of any non-immediate family member. Students may be required to provide proof of relationship and death. The student will be required to make up that day.

POLICY TITLE:

Jury Duty

POLICY:

Student's grades will not be penalized if called to and serve on a jury.

PROTOCOL:

1. Student is to notify faculty if he/she receives 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.

POLICY TITLE:

Clinical Hours and Rotations

POLICY:

During the didactic and clinical courses, students will NOT be scheduled for more than a total of forty (40) hours per week, or ten work hours in one day. The JRCERT recognizes traditional assignment as any scheduled clinical hours between 5:00 AM and 9:00 PM weekdays. Saturdays and Sundays between 7:00 AM to 3:30 PM.

PROTOCOL:

1. Each student is given a printed schedule of clinical hours and location for the semester.
2. To meet clinical objectives, students may be assigned to rotate through evenings and/or weekends at a clinical site. The evening or weekend shift shall not account for more than 25% of any semester clinical time. 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 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 instructor or the technologist in charge.
6. If a student becomes sick during clinical hours, he/she will notify the clinical instructor 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

POLICY TITLE:

Dress Code Clinic

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 Landau hunter green scrub top and pants. It is suggested that two (2) shirts and two (2) pairs of pants be purchased to allow for laundry time.
2. White lab jackets may be worn. Lab coats are to be either long or short style. Solid white shirts may be worn under scrub tops. Shirts can be of long or short sleeve style.
3. Solid white soft-soled shoes are required. They may be of the tennis shoe type; however, no colors are allowed. No Crocs with holes or clogs are allowed.
4. Appropriated undergarments are to be worn at clinicals. Thong underwear is deemed inappropriate. Women are to wear bras.
5. Name badges, dosimetry badges, and student patches are to be displayed at all times.
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.
8. Only natural hair colors are allowed in the clinic.

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

POLICY TITLE:

Dress Code Didactic

POLICY:

To prepare for professionalism required of a Radiologic Technologist in the Radiology profession the program requires students to act and dress the part of a Radiologic Technologist.

PROTOCOL:

1. Attend class dressed for success.
2. Attend professional development opportunities dressed for success when representing the program or college.
3. Dressed as success is defined as no pajamas, no bare feet, and hair combed for class or any other school activity.
4. Dosimetry badges must be worn in the lab at all times.

POLICY TITLE:

Hygiene

POLICY:

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

PROTOCOL:

1. The student's hair should be 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 the 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, 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.
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.

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 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.

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 = 100 -93
 - B = 92 – 87
 - C = 86 – 82
 - D = 81 – 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.
7. If a student does not meet the number of competencies for a given semester, a 7% reduction of grade will be given.
8. The total number of competencies required for graduation is 85.

POLICY TITLE: iGrievance (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 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 instructor 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 instructor 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 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 Chair 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:

Grievance (sanctions on students)

POLICY:

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

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 his/her 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, he/she 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, he/she 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 Chair 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.

The student's next recourse is to appeal to the Dean of Health Sciences, then Vice Chancellor. The student must notify the vice Chancellor for academic Affairs of his/her intent to appeal the grade. An appeals committee will be formed by the Vice Chancellor for Academic Affairs, and an optional fifth person, possibly staff. The appeals committee's decision will be forwarded to the student. Students not satisfied with the Committee's decision may make a final appeal to the regional chancellor Dr. Stacy Atkinson

Program Chain of Command:

Haya Bannourah

Program Faculty

Dr. Erika DiPorto
DR Claire Maxon
Dr. Stacy Atkinson

Dean of School of Health
Vice Chancellor
Chancellor

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 instructor 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 Chair 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 he/she is assigned to, then he/she will not be allowed to continue clinical rotation for the length of the suspension regardless of the level of his/her grades in any other area.
4. The student may be allowed to complete didactic courses for that semester at the discretion of the Program Chair.
5. Any student suspension will be handled through the Clinical Coordinator, the Program Chair, the involved clinical site, and the College, as needed.
6. Days missed due to policy violation will be counted as absences.
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.

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 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. HIPAA Violations.
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.
15. Holding the image receptor during a radiographic exposure
16. Any Sexual Harassment, Bullying, Discrimination.
17. Making exposures on humans in the lab.
18. Access tardiness from clinical.

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 Clinical Coordinator and upload the Physical Examination form to Castle Branch. . Once submitted, 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, 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 site.
9. Remove jewelry, such as rings with stones.
10. Always wear freshly laundered clothing.
11. Follow transmission-based precaution when posted.
12. Wear protective clothing when prescribed.

13. Wear gloves when needed.
14. Dispose of all contaminated wastes into 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:

2010, Reviewed 2011,
2012, Revised 2013,
2016,2018, 2023, 2024

Orientation– Clinical

POLICY:

To successfully be oriented to clinical education, it is imperative that the students learn basic practices before attending clinical facilities. Radiation Protection, transporting patients, and attend each clinical site protocol for orientation of new employees.

The orientation covers fire, medical emergencies, utility failure, earthquake, chemical spills, tornado and severe thunderstorms, disruptive behavior/workplace violence, bomb threats/suspicious mail/biological agent threats, HIPAA, OSHA, Standard Precautions, introduction to clinical education, interaction with patients, and radiation protection.

PROTOCOL:

1. Students will be at the campus minimum two – three weeks prior to attending clinic.
2. Students will have an overview of clinical education before attending clinic.
3. Students will be exposed to basic patient care prior to attending clinic.
4. Students will be exposed to basic radiation protection before attending clinic.
5. Students will be exposed to basic MRI safety before attending clinic.
6. Students will understand the importance of Standard Precautions.
7. Students will attend each clinical site protocol for new students before being scheduled with patients.

POLICY TITLE:

Radiation Safety

POLICY:

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

PROTOCOL:

1. Students must always follow the ALARA principle.
2. Students must never hold the image receptor during any radiographic procedure.
3. Students should not hold patients except for extreme emergency. If holding is necessary, after attempting positioning restraints, then family members or other hospital personnel should be utilized.
4. Students will be issued a dosimetry badge for monitoring radiation dosage. A \$25 replacement fee will be charged to students for lost dosimetry badges.
5. Dosimetry badges shall be worn on the collar outside the lead apron at all times while in a clinical setting.
6. 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.
7. The Clinical Coordinator will distribute dosimetry readings to the students.
8. Report any accident or lost badge immediately to the Clinical Coordinator or the Program Chair.
9. Dosages that are recorded as high will be investigated as per NRC regulations.
10. Each clinical affiliate must have a clinical instructor for the supervision, instruction, and evaluation of the students. Supervision can be direct or indirect and is defined as follows:

Direct Supervision

Direct supervision assures 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.

6. Students are not allowed to take repeat radiographs without an RT(R) physically present in the room.
7. Students are not allowed to do bedside or portable exams without direct supervision.
8. Students will wear lead aprons and thyroid shields when exposed to ionizing radiation.
9. 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.

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. NRC License # 13-13028-02)

The Medical Imaging Program Faculty have established as the annual exposure dose limit for students enrolled in its program, the level of 5000 millirem per annual.

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 Clinical Coordinator will review reports with the students.
4. Students will wear the whole-body badge on the collar area outside of aprons.
5. Absence of the dosimetry badge 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. Quarterly dose may not exceed 1250 mrem. If the quarterly dose exceeds 1250 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 female 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 Chair about her pregnancy.

PROTOCOL:

1. If she chooses to declare her pregnancy, the declaration needs to be in writing before the program can consider her pregnant. This policy will be followed despite of any obvious physical condition or lack of confirming pregnancy.
2. After declaring a pregnancy, a second monitoring device for the fetus shall be purchased at the student's expense.
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. A student can un-declare the pregnancy at any time in writing.
5. The pregnant student is to take precautions to minimize radiation exposure by using appropriate shielding and protective equipment.
6. The student shall not be terminated from the program solely from the result of being pregnant.
7. The student however, may decide to take one of the following options:
 - a. Continue in the program as a full-time student with no modification or interruption.
 - b. Continue the didactic portion of the program and take a leave of absence from the clinical portion.
 - c. Withdraw from the program, in writing, and reenter at a later date.
 - d. The student will report to the program faculty which option she has chosen in writing.
8. The student must provide a release from their doctor before returning to clinical courses.

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 his/her designee.
3. There will be no make-up examinations for classes missed. Program Chair 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. Program Chair 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 = 93 – 100
 - B = 87 – 92
 - C = 82 – 86
 - D = 80 - 81
 - 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:

- a. Cheating - use or attempted use of unauthorized materials, information, study aids, books, or copying another student's work.
 - b. Fabrication - misrepresentation of any information.
 - c. Assisting - helping another commit an act of academic dishonesty
 - d. Tampering - altering or interfering with records, documents, assignments, tests, or quizzes
 - e. 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

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 positive the student will not be allowed to participate in clinicals.
4. The Program Chair is to be immediately notified and will deal with the student at that time.
5. Any costs incurred by 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 instructor.
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 Campus Director on the Lawrence campus: Room 138.

Angela Davis

Ardavis@ivytech.edu

Phone: 317-968-1516

5. Students who are injured at the College need to report to the Program's officials and the student will be sent to the campus office Room 138.
6. Student and faculty will complete the appropriate forms.

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 student believes program is non-compliant.

PROTOCOL:

1. A copy of the JRCERT Standards are included in the Program Policies and Student Handbook.
2. Any student needing clarification on any standard can talk to any Program Faculty.
3. Students are to submit in writing to the Program Chair the complaint identifying the standard of non-compliance.
4. Explain how the program is not in compliance.
5. Schedule an appointment with the Program Chair to discuss the matter.
6. After the above steps have been completed the student may contact the Joint Review Committee for education of Radiologic Technology.

The Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Dr. Suite 2850

Chicago, IL 60606-3182

312-704-5300

mail@jrcert.org

www.jrcert.org

POLICY TITLE:

Weather Closings

POLICY:

Students will follow College policy for attendance to didactic and clinical rotation. Exceptions may be taken into considerations 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. Student can contact Program faculty if in doubt of cancellation of clinicals.

POLICY TITLE:

Medical Imaging Lab

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 ionizing radiation is being used.
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
 - a. All electrical equipment and appliances must be approved for use in the Medical Imaging lab.
 - b. Follow equipment manufacturer's instructions.
 - c. Equipment used on or near patients or near water must have grounded plugs.
 - d. Inspect equipment regularly, paying attention to cords and plugs. Report any needed repairs.
 - e. Do not overload circuits by connecting too many devices to a single outlet or outlet group.
 - f. Unplug or turn off electrical equipment before exposing external parts.
 - g. Use only extension cords approved for the intended purpose.
 - h. Do not attempt to repair equipment
 - i. In case of an electrical fire, use a Class C or carbon dioxide fire extinguisher.
9. Emergency Response
 - a. Refer to the *Emergency Response Guide* posted in all classrooms and in the lab.
 - b. 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 Check and Drug Screening

POLICY (College Policy):

Criminal background checks and drug screenings will be required for all currently enrolled clinical students and newly admitted students in School of Health Sciences and School of Nursing programs. Completion of a criminal background check and drug screening are required for admission and/or clinical placement in Health and Nursing programs. The criminal background check and drug screening may be done either before enrollment in the professional courses or just prior to the first day of clinical or externship as specified by the program. Additional criminal background checks and/or drug screenings may be required in programs for students enrolled in clinical courses for multiple semesters.

Students who are enrolled in courses for credit or non-credit, but who are not in a degree-seeking program, may be exempt from the drug testing and background check requirements in this policy. These non-degree seeking students may have different or separate requirements for drug testing and/or criminal history background checks.

Students who are not continuously enrolled in a program until completion may be required to complete additional checks 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 checks 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 positive findings on criminal background checks or drug screenings, may reapply to the same or different School of Health Sciences or School of Nursing program the next semester, but will need to comply with additional criminal background checks 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 check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check 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 checks and drug screenings will be completed for every student. The student, the College, and clinical sites will have access to the secure web-based results. The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse to comply with the

background check 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.

The background check will include the following elements (additional elements may be added if required by the clinical site):

- 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.
- National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
- Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list.
- Social security verification and residency report.
- Maiden name and alias report.

The drug screening will include the following elements (additional 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, Dalmaine, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, 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 company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

The student may reapply to the same program or another program in the School of Health Sciences or the School of Nursing the next semester. The student will need to complete the criminal background test again if s/he is readmitted. College program admission and progression policies will apply.

Disclaimers

- Completion of a criminal background check 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 check and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion.
- Completion of background checks 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 checks and drug screenings

Information obtained from the result of student background checks 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 checks 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 check, a printed copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be maintained in a secure (locked file cabinet) School of Health Sciences and School of Nursing file for seven (7) years.

Procedures for Determining Eligibility for Clinical Placement

1. Eligibility for Clinical Experiences with Affiliating Clinical Agencies

- a. 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 positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, 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 positive findings on the criminal background check. 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.

b. Ineligibility must be documented.

2. Eligibility for Clinical Experiences in Campus-Based Clinical Services

a. Certain School of Health Sciences and School of Nursing programs, including 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 Check and Drug Screen results will be reviewed by the 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 Check or Drug Screen results will be reviewed and approved by the appropriate School of Health Sciences or School of Nursing Deans and the Vice Chancellor for Academic Affairs.

3. Positive Drug Screen:

a. Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or testing company 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.

4. Criminal Background Check:

a. 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:

- i. Rape
- ii. Criminal deviate conduct
- iii. Exploitation of an endangered adult or a child
- iv. Failure to report battery, neglect, or exploitation of an endangered adult or a child
- v. 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
- vi. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
- vii. Aggravated murder
- viii. Murder
- ix. Voluntary manslaughter

- x. Felonious assault
- xi. Kidnapping
- xii. Sexual Battery
- xiii. Aggravated arson
- xiv. Aggravated robbery
- xv. Aggravated burglary
- xvi. 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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 Indianapolis 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 pre-requisite courses required for the Indianapolis 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 Indianapolis, 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 obtains the proper markers.
5. Competencies that do not have image ID markers will result in failure of the competency.

POLICY TITLE:

Demerits

POLICY:

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

PROTOCOL:

Demerits will be given for the following reasons:

1. Failure to be in proper uniform.
2. Failure to follow hygiene policy.
3. Failure to clock in/out on time (tardy)
4. Inappropriate behavior in class and clinic.
5. Final Lab tests and scenarios not turned in to Program Chair by due dates for clinical.
6. Competency taken away due to lack of performance.
7. Failure of a progressive competency.
8. Dosimetry badge not turned in on time.
9. Failure to wear dosimetry badge at clinical or lab.
10. Dosimetry Report not viewed and initialed.
11. Failure to notify Clinical Instructor and Program Faculty of absence or tardy.
12. Failure to have image ID markers at clinical site and in lab.
13. Failure to wear name badge.
14. Use of cologne, perfume, or after shave.
15. Having cell phone on you at clinic, iPods or electronic devices.
16. Smoking.
17. Not completing evaluations of clinical sites and instructors on time.

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, Tik Tok, Instagram, 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 about 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, Indianapolis, 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 Chair 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 Chair, the Clinical coordinator, or any other instructors as references.

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

_____ All 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: _____

IVY TECH COMMUNITY COLLEGE
MEDICAL IMAGING PROGRAM
INDIANAPOLIS

AGREEMENT TO MAINTAIN PATIENT CONFIDENTIALITY FORM

I, _____, understand all information I may be privileged to concerning patient's names, health status, medical and other treatments, and any knowledge gained through conversation, records, or by other means is confidential. I agree to maintain patient confidentiality, and will not speak, write about, or divulge by any other means any patient by name. Further, I will not discuss any patient cases outside the clinical classroom setting or with anyone other than my fellow Imaging Sciences students and Imaging Sciences instructors. I also realize duplicating patient records and then removing patient's names fails to safeguard confidentiality fully and is not authorized by the institution, clinical classroom setting, or by Ivy Tech Community College. I understand any violation of patient confidentiality can result in my dismissal from the Medical Imaging program and may result in legal reprisal.

STUDENT SIGNATURE: _____

STUDENT PRINTED NAME: _____

DATE: _____

WITNESSED BY: _____

GROUNDS FOR DISMISSAL FORM

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. HIPAA violation.
10. Working as a radiographer for pay during assigned clinical hours.
11. Performing a procedure without direct supervision if 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. Holding the Image Receptor during a radiographic exposure.
15. Any Sexual Harassment, Bullying, or Discrimination.
16. Exposing Humans in the lab.
17. Three (3) days tardy equals one day absence. Students will receive a demerit for each tardy.
18. Unprofessional, unethical conduct in clinic and classroom.

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

Student's Signature

Student's Printed Name

Date

REPEAT PROCEDURE AND PORTABLE EXAMINATIONS FORM

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 bedside or portable exams 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

Ivy Tech Community College
Medical Imaging Program

JRCERT FORM

I, _____, was given instructions on how to find the following:

1. The non-compliance with the JRCERT policy
2. Information about the Joint Review Committee on Education in Radiologic Technology (JRCERT).
3. JRCERT's phone number and address.
4. The six crucial standards of the JRCERT.
5. Information on completion of self-studies.
6. Accreditation process.

I, _____, was shown how to find the above information in the Ivy Tech Community College Medical Imaging Student Handbook.

Student's Signature

Student's Printed Name

Date

AGREEMENT TO MRI SAFETY SCREENING PROTOCOL POLICY

The Medical Radiography Program Administration and Faculty have established a Magnetic Resonance (MR) Imaging Safety Screening Protocol for students having potential access to the magnetic resonance environment. This assures that students are appropriately screened for magnetic wave or radiofrequency hazards. Students will complete a Magnetic Resonance (MR) Imaging Screening Form prior to all clinical rotations. Any student who is at risk in the MR Environment will be required to meet with program faculty to discuss limitations at assigned clinical. Program officials will notify the Clinical Instructors. The student will be required to keep a copy of the screening form in their portfolios at all time. The portfolio should accompany the student to clinical at all times. Students will be required to self-report any medical history changes to the Clinical Coordinator.

Student's signature

Date

Student's printed name

Program officials signature

Date

IVY TECH COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES MEDICAL IMAGING PROGRAM

VOLUNTEER CONSENT FORM

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

DECLARATION OF PREGNANCY FORM

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 FORM

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



MERIT FORM

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

Date _____

Signature _____

Ivy Tech Community College
Medical Imaging Program

PROFESSIONAL DEVELOPMENT FORM

Name of event _____

Sponsor / Location _____

Date _____

Number of hours _____

Student name (printed) _____

Authorized event signature _____

Phone Number _____

Program Chair Signature _____

DEMERITS FORM

Student's Name _____

I UNDERSTAND I HAVE RECEIVED A DEMERIT FOR THE FOLLOWING:

- _____ Failure to be in proper uniform.
- _____ Failure to follow hygiene policy.
- _____ Failure to clock in/out on time (tardy)
- _____ Inappropriate behavior in class and clinic.
- _____ Final Lab tests and scenarios not turned into Program Chair by due dates for clinical.
- _____ Competency taken away due to lack of performance.
- _____ Failure of a progressive competency.
- _____ Dosimetry badge not turned in on time.
- _____ Failure to wear dosimetry badge at clinical or lab.
- _____ Dosimetry Report not viewed and initialed.
- _____ Failure to notify Clinical Instructor and Program Faculty of absence or tardy.
- _____ Failure to have image ID markers at clinical site and in lab.
- _____ Failure to wear name badge.
- _____ Use of cologne, perfume, or after shave.
- _____ Having cell phone on you at clinic, iPods or electronic devices.
- _____ Smoking.
- _____ Not completing evaluations of clinical sites and instructors on time.

Comments:

Student signature _____

Given by _____

Date _____

COUNSELING FORM

Student's Name _____

Clinical Site/RADT COURSE _____

Problem or incident discussed with the student:

Assistance to be given to the student:

Student's Response:

Action to be taken:
Verbal _____ Probation _____ No. of days _____
Written _____ Dismissal from Site _____

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

Student's Signature

Date

Clinical Instructor

Date

Program Director

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:

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.

Above 1.25 rem (1250 mrem) quarterly _____

Above 5 rem (5000 mrem) yearly _____

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 as well as 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 (Haya Bannourah R.T. (R)(M)(CT)) 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 procedure 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 of Indiana
School of Health Sciences (Medical Imaging)
Vaccination and Physical Examination Form



Ivy Tech Community College of Indiana School of Nursing and School of Health Sciences Vaccination and Physical Examination Form

Instructions:

- This completed and signed form, including any additional documentation must be completed after admission to the program and submitted **at least four (4) weeks prior** to starting any clinical course. **Campus due dates may vary based on clinical affiliate needs.**
- Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student's ability to perform the **functional abilities on the School of Nursing and School of Health Sciences Physical Exam form.**
- The health care provider must complete **and sign all sections as indicated.**
- It is the student's responsibility to ensure that the form is complete and signed in all required areas prior to submission to the program.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Name: _____ Student ID: C _____ Date of Birth ____/____/____

Address: _____

Phone: Home _____ - _____ - _____ Cell _____ - _____ - _____

Email: _____

- I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.
- Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions of Nursing/Health Sciences Students. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.

- By signing this agreement, I affirm that I meet all requirements listed below and I do not have any physical or mental limitations which would prevent me from performing the essential functions described below.

Name of Student (PRINT)

Student Signature

Date

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER

SECTION I: IMMUNITY STATUS

- Documentation of immunity requires proof of immunization or serologic evidence of immunity.
- If the initial titer is negative, vaccination according to CDC guidelines is required.
- **If the student declines one or more the following vaccinations due to a medical or religious reason, a *Student Vaccination Declination Form* must be completed and signed by the student and health care provider. Forms are available from the Nursing or Health Sciences Office.**

Students are expected to provide proof of the following items while enrolled in the health sciences or nursing program which may include, but are not limited to:

- annual flu shots;
- all required immunizations including Hepatitis B series; MMR, Varicella, Tetanus, Diphtheria, Pertussis
- annual TB skin testing (Mantoux) or other documentation for positive tests per CDC guidelines; (<http://www.cdc.gov/tb/publications/factsheets/default.htm>)

Students are encouraged to make copies of all health-related forms prior to submission as health forms or copies of health forms will not be provided to students once submitted.

	Date of Vaccination(s)	Date of Titer(s) Showing Immunity if No Vaccination
Hepatitis B #1		
Hepatitis B #2 (1 mo. following #1)		
Hepatitis B #3 (5 mo. following #2) (Not applicable for HeplisavB - only requires 2 doses 4 weeks apart)		
Influenza (1 dose annually)		
Measles (2 doses, at least 4 weeks apart)	MMR 1: 2:	
Mumps (2 doses, at least 4 weeks apart)		
Rubella (1 dose)		
Varicella (2 doses, at least 4 weeks apart)	1: 2:	
Tetanus, Diphtheria, & Pertussis (Tdap) – (1 dose)		
Tetanus (Td) Booster (every 10 years after Tdap)		
Tetanus	Date of Vaccination above	

Diphtheria	Date of Vaccination above	
Pertussis	Date of Vaccination above	
COVID-19 Verification*	Date of Vaccination(s)	
COVID-19 Vaccination:	1.	2.

*Clinical facilities may require the COVID-19 vaccination. Declining an immunization may result in a failure to be approved for clinical participation and/or required clinical placement assignments and may result in the inability to progress through or graduate from the program. Please note: if required, this is a requirement of our affiliate organizations and supported in our affiliation agreements.

SECTION II: TUBERCULOSIS SCREENING

- Annual screening is **required**.
- A chest x-ray is required if any test results are positive, or if the student has written documentation of a prior positive Tuberculin Skin Test or treatment for TB disease.
- **Annual** screening may be met by:
 - Proof of Tuberculin Mantoux skin testing or blood test within twelve months of last documented negative test result
 - Students with a history of a previous positive results will be managed by the clinical affiliate requirement (this may include annual chest x-ray or completion of the affiliate site’s screening tool.

Baseline Tuberculosis Assessment

Indicators of risk for tuberculosis (TB) at baseline health care personnel assessment.

Health care personnel should be considered to be at increased risk for TB if they answer “yes” to any of the following statements.

1. Temporary or permanent residence (for ≥1 month) in a country with a high TB rate (i.e., any country other than United States, Canada, Australia, New Zealand, and those in Western or Northern Europe):

_____ Yes _____ No

2. Current or planned immunosuppression, including human immunodeficiency virus infection, receipt of an organ transplant, treatment with a TNF-alpha antagonist (e.g., infliximab, etanercept, or other), chronic steroids (equivalent of prednisone ≥15 mg/day for ≥1 month), or other immunosuppressive medication:

_____ Yes _____ No

3. Close contact with someone who has had infectious TB disease since the last TB test:

_____ Yes _____ No

Abbreviation: TNF = tumor necrosis factor.

Name of Student (PRINT)

Student Signature

Date

TUBERCULIN SKIN (MANTOUX) TEST:

- Students **with** a documented negative tuberculin skin test (TST) within the preceding 12 months, the last annual results may be recorded for first test and the current test may be recorded for second test. Students will be required to show proof of the original TST within the preceding 12 months.
- Students **without** a documented negative tuberculin skin test in the preceding 12 months, will be required to obtain baseline tuberculin skin testing employing a two-step method, with the second test repeated in 1-3 weeks after the initial TB skin test, with **results read not earlier than 48 hours or after 72 hours of placement.**

SKIN TESTING:

FIRST TEST:

Date given: ____/____/____ time: ____ Date Read: ____/____ / time: ____ Results: ____ mm
 Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME:

PROVIDER SIGNATURE:

DATE: _____

SECOND TEST:

Date given: ____/____/____ time: ____ Date Read: ____/____ / time: ____ Results: ____ mm
 Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _

PROVIDER SIGNATURE: _____

DATE: _____

BLOOD TEST (IGRA; interferon-gamma release assay): SUBMIT copy of test results

Results: Date of test: ____ / ____ / ____
 Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ **DATE:** _____

CHEST X-RAY: (Required if Tuberculin skin test (TST) or blood test (IGRA; interferon-gamma assay) test is POSITIVE)

Date of chest x-ray: ____/____/____ Normal (submit copy of results) Abnormal

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ **DATE:** _____

(References: http://www.cdc.gov/tb/publications/factsheets/pdf/xpertmtb-rifassayfactsheet_final.pdf;
<http://www.cdc.gov/tb/topic/testing/default.htm>)

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER

SECTION III: Physical Exam

Qualified applicants to the School of Nursing and School of Health Sciences programs are expected to meet all admission criteria as well as the functional abilities outlined in the Physical Exam form.

Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

School of Health Sciences Program Essential Functions Physical Exam

All students are required to meet all the functions listed below in order to participate in lab, simulation, and clinical activities. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.**

Instructions:

- The health care provider must complete, **initial, and sign all sections as indicated.**
- This document is required at the time of admission to the program and after any physical or mental change.
- It is the student's responsibility to ensure that the form is complete and signed in all required areas prior to participation in the program.

Function	Program-Specific Examples	Specific Accommodations	Health Care Provider Initials
----------	---------------------------	-------------------------	-------------------------------

GROSS MOTOR SKILLS	Move within confined spaces, Sit and maintain balance, Reach above shoulders, Reach below waist		
FINE MOTOR SKILLS	Pick up objects with hands, Grasp small objects, Write and or type		
PHYSICAL ENDURANCE	Stand in place for 15+ minutes, Sustain repetitive movements, Maintain physical tolerance		
PHYSICAL STRENGTH	Push and pull 50+ pounds, Lift/move heavy objects (50+ pounds), Carry equipment/supplies		
MOBILITY	Twisting, Bending, stoop/squat, climb, Move quickly, walking		
HEARING	Hear normal speaking levels, Hear faint voices, Hear faint body sounds, Hear auditory alarms		
VISUAL	See objects at close range (<20 inches), See objects at distance (>20 feet), Use depth perception, Use peripheral vision, Distinguish color & intensity		
TACTILE	Feel vibrations, Detect temperature, Feel differences in surface characteristics, Feel differences in sizes/shapes		
SMELL	Detect odors from client, Detect smoke/gases/noxious smells		
Function	Program-Specific Examples	Specific Accommodations	Health Care Provider Initials
EMOTIONAL STABILITY AND INTERPERSONAL SKILLS	Establish rapport and provide emotional support with clients, Adapt to changing environment/stress, Deal with the unexpected, Monitor own emotions, Negotiate interpersonal conflicts, Perform multiple responsibilities concurrently		
COMMUNICATION SKILLS	Convey information through writing, Explain procedures, Give verbal reports Interact with other healthcare workers, Speak on the telephone/radio, Direct activities others, Influence people,		

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER

I have reviewed the student's immunity status documentation and verified this information to be accurate, including initiation of immunization series.

Yes **No**

I have reviewed results of TB screening and student TB self-assessment and verify that the student is free of active tuberculosis.

Yes **No**

I have reviewed the requirements outlined above and based on my assessment and the medical history and information provided by the patient, I have not identified any physical or mental limitations which would prevent the student from performing the listed Essential Functions.

Yes (Free of limitations) **No (Has limitations)**

Comments (Identify Limitations here) _____

PROVIDER PRINTED NAME/CREDENTIALS:

(MD, DO, PA, NP)

PROVIDER SIGNATURE:

DATE: _____

PROVIDER PHONE: _____



**DECLINATION
OF VACCINES**

School of Health Sciences & School of Nursing

DECLINATION OF VACCINES FORM

Program: _____

STUDENT NAME (print):

STUDENT ID (C number): _____

List Immunization(s) you are declining: _____

I understand that because I participate as a health sciences student in a health care environment involving both direct and indirect patient care, I am at risk for exposure to (and possible transmission of) serious, and sometimes deadly, vaccine-preventable diseases. I acknowledge that I have a shared responsibility to prevent occupationally acquired infections and avoid causing harm to patients by taking reasonable precautions to prevent transmission of vaccine-preventable diseases.

I am aware that the Influenza (www.flu.gov), Hepatitis B, Covid-19, and other vaccinations are recommended by the Centers for Disease Control (<http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>) for any licensed or non-licensed health care personnel. These screenings, in addition to others, may be a requirement of clinical affiliating agencies, including Ivy Tech campus clinics, in which I may be assigned.

I understand that by submitting this declination form that I am seeking to be exempted from specific requirements relating to vaccinations and that the College will review this request and make a decision whether or not to grant my request. I understand that in the event that the College denies my request that I may be removed from my program of study. I also understand that while the College may accept my declination request Clinical facilities, that I may be required to attend, may deny my admission to their facility. I understand that if the clinical affiliating agency refuses my admittance to their facility because of my exemption from a vaccine it could impact my ability to progress through completion of required courses and could prevent my completion/graduation from the program.

I understand that the consequences of my refusing to be vaccinated could have life-threatening consequences to my health and the health of those with whom I have contact, including my patients, others in the healthcare setting, and my family members. Finally, it is understood that the granting of an exemption by the College and an acceptance of that exemption by a clinical affiliating agency shall not exempt me from complying with other affiliating agency policies including, but not limited to, being required to wear a mask, etc.

I have read, asked any questions, and fully understand the information presented above.

Student Signature

Date

VACCINATION DECLINATION INSTRUCTIONS

Medical Reason - Vaccination Declination Requirements:

- A written statement indicating nature and probable duration of medical condition and/or circumstances that contraindicate an immunization must be provided in writing by the Medical Provider, including identification of the specific vaccine(s) that could be detrimental to the student's health; Medical Provider signature required.
- If the medical declination is being requested for COVID-19 vaccination, practitioner must specifically list (all) of the authorized COVID-19 vaccinations including the recognized clinical reasons which are contraindicated:

Pfizer:

Moderna:

Johnson & Johnson:

_____ / _____

Signature with credentials /Date

Address

M.D., D.O., PA, or N.P.

Printed Name

Religious Reason - Vaccination Declination Requirements:

- **A written statement requesting an exemption for religious reasons must be submitted and signed by the student. The statement must provide details concerning the student’s past history regarding the declination of vaccinations including a list of vaccines previously declined and vaccines they have received. It must identify the specific church or religion the student is a member of, an explanation of the specific tenets of the religion which prohibit or prevent the student from receiving a vaccine, copies of or links to the specific religious texts that support this request and any other explanation or documentation that supports the student’s assertion, which may include statements from clergy or religious leaders from the specific sect or religion, that these are sincerely held beliefs of the student and are specific tenets of their faith which prevent them from receiving such vaccine(s). Additional page(s) may be attached as needed.**

By signing below, I affirm that the information provided in this request is true and accurate and understand that providing false information may subject me to a denial of this request and additional consequences consistent with the College’s, or a Department of the College’s, handbook of student rights and obligations.

Student Signature

Date

Revised 2022

AFFECTIVE STUDENT PERFORMANCE EVALUATION

Clinical Education RADT 114, RADT 116, RADT 202, RADT 203, RADT 204

(Circle or highlight appropriate clinical class number)

Student: _____

Date: _____

Instructions: A student's conduct in the clinical setting is a major indicator, which the general public uses to judge a department's professional level. Evaluate the student on his/her abilities using the scale below. Place an x in the appropriate box to measure the extent in which the student accomplishes the objective. Use the comment section and/or back of sheets to state examples or comments. 5 is highest and 1 is lowest score on this evaluation tool.

5 =Always 4 =Almost Always 3 =Sometimes 2 =Almost Never 1 =Never

The Student:

Quality of Work

- | | | | | | |
|-----------------------------------|---|---|---|---|---|
| 1. Displays accurate work | 5 | 4 | 3 | 2 | 1 |
| 2. Displays neat work | 5 | 4 | 3 | 2 | 1 |
| 3. Displays work that is thorough | 5 | 4 | 3 | 2 | 1 |

Initiative

- | | | | | | |
|---|---|---|---|---|---|
| 4. Displays the energy and motivation displayed in starting tasks | 5 | 4 | 3 | 2 | 1 |
| 5. Displays the energy and motivation displayed in completing tasks | 5 | 4 | 3 | 2 | 1 |

Judgment

- | | | | | | |
|---|---|---|---|---|---|
| 6. Demonstrates problem-solving skills | 5 | 4 | 3 | 2 | 1 |
| 7. Uses critical thinking skills when performing procedures | 5 | 4 | 3 | 2 | 1 |

Quantity of Work

- | | | | | | |
|--------------------------------------|---|---|---|---|---|
| 8. Completes adequate volume of work | 5 | 4 | 3 | 2 | 1 |
|--------------------------------------|---|---|---|---|---|

Organization of Work

- | | | | | | |
|-----------------------------|---|---|---|---|---|
| 9. Uses time constructively | 5 | 4 | 3 | 2 | 1 |
| 10. Uses time productively | 5 | 4 | 3 | 2 | 1 |

Performance Under Pressure

- | | | | | | |
|--|---|---|---|---|---|
| 11. Demonstrates ability to handle pressure | 5 | 4 | 3 | 2 | 1 |
| 12. Demonstrates ability to remain calm in busy or crisis situations | 5 | 4 | 3 | 2 | 1 |

Interpersonal Relationships

- 13. Exhibits ability to communicate and deal effectively with peers 5 4 3 2 1
- 14. Exhibits the ability to communicate and deal effectively with patients 5 4 3 2 1
- 15. Exhibits the ability to communicate, and deal effectively with employees 5 4 3 2 1

Attendance/Punctuality

- 16. Arrives for clinical rotation on time 5 4 3 2 1
- 17. Attends clinical on days schedules 5 4 3 2 1

Personal Appearance

- 18. Displays good grooming and cleanliness 5 4 3 2 1
- 19. Complies with dress code 5 4 3 2 1

Professional Ethics

- 20. Displays honesty 5 4 3 2 1
- 21. Works well with others 5 4 3 2 1
- 22. Displays appropriate professional judgment 5 4 3 2 1

Attitude and Cooperation

- 23. Displays a desire to get along with techs and peers 5 4 3 2 1
- 24. Reacts to criticism constructively by trying to improve. 5 4 3 2 1

Comments:

TOTAL POINTS _____/120 _____%

Student Signature: _____

Evaluator Signature: _____

Clinical Program Faculty Signature: _____

Revised 2001,2014,2015,2016,2018,2019,2022

GENERAL EVALUATION OF STUDENT

STUDENT _____

Date _____

Instructor/Evaluator _____

Site _____

Almost always with very little exception 5
 The majority of the time 4
 Usually, but needs to try harder 3
 Not often exhibited 2
 Very seldom exhibited 1

1 2 3 4 5

					1. is pleasant and smiles
					2 uses good judgement
					3 greets patients and co-workers
					4 is polite and respectful
					5 is creative
					6 is flexible
					7 has a good attitude about clinic
					8 is willingness to learn concepts
					9 is cooperative
					10 is progressing
					11 uses/care of equipment
					12 is capable of following directions
					13 is willing to assume tasks with lifting patients
					14 assumes responsibilities with participation of exams
					15 considers others
					16 uses appropriate conduct w/o supervision
					17 listens
					18 displays self-confidence
					19 practices radiation protection
					20 is aggressive in performing exams

Total Points (of possible 100) _____

COMMENTS:

STUDENT SIGNATURE _____

Revised 2010, 2014,2018,2020,2022

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

RADIATION PROTECTION EVALUATION

Student _____

Date _____

Instructor/Evaluator _____

Site _____

- Always completed:** 100% of the time5
- Almost Always completed:** >75% of the time.....4
- Usually completed:** >50% of the time3
- Seldomly completed:** >25% of the time.....2
- Almost never completed:** <25% of the time.....1

1 2 3 4 5

					1. Asked women of reproductive age if there was a possibility of pregnancy.
					2. Used proper technical factors throughout the exam.
					3. Places patient at a right angle to the table for upper extremity exams (legs not under table for exposures)
					4. Collimated to the part being examined
					5. Turned head/eyes away from the beam when possible.
					6. Used immobilization devices instead of having the patient held, when possible.
					7. If a patient must be held, utilize lead aprons and gloves to hold the patient.
					8. Used non-radiology personnel to hold the patient when possible.
					9. Uses ALARA principles.
					10. Stood behind lead barrier when making exposures.
					11. Did not expose anyone accidentally entering the X-ray room.
					12. Wore dosimetry badge in proper position.
					13. Can state latest dosimetry reading.
					14. Did not have to repeat an image due to student error (patient motion is considered student error).

Total Points / (70) _____

COMMENTS:

STUDENT SIGNATURE _____

Revised 2010, 2014,2018,2020,2022, 2024

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

STUDENT EVALUATION OF CLINICAL EDUCATION

Clinical Education RADT 114 / 116 / 202 / 203 / 204

(Circle current class above)

Clinical Site: _____

Date: _____

Please answer the questions below and explain your answers.

1. Were procedures available for you to complete your competencies?

2. Did your clinical education provide a professional environment?

3. Did you always have adequate supervision when performing procedures?

4. How would you rate your clinical education? excellent | very good | good | fair | poor | Why?

Radiation Safety

5. Was your radiation exposure monitored and if so how?

6. Were the dosimetry reports available to you?

7. Were you **ever** asked to do a repeat exam by yourself without a technologist present?

8. Were you ever asked to hold the image receptor?

9. Was the ratio of technologist 1:1 or greater?

10. Was the evaluation process fair? Why or why not?

11. Did your clinical instructor encourage you to ask questions?

COMMENTS:

Revised 2010,2013,2015, 2022

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

EVALUATION OF CLINICAL INSTRUCTOR

Clinical Education RADT 114 / 116 / 202 / 203 / 204

(Circle current class above)

Clinical Instructor: _____

Date: _____

This evaluation form is designed for the clinical instructor. Within each section, read the related statements and rate each on a scale of 1 to 5, 1 being low and 5 high. Place comments on bottom and/or back of sheet if you need more space. ***If you rate an item a 1 or 2, please explain.***

CLINICAL INSTRUCTOR:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Monitors direct and indirect supervision | 1 | 2 | 3 | 4 | 5 |
| 2. Is fair in evaluating and grading student: | 1 | 2 | 3 | 4 | 5 |
| 3. Is accessible/helpful to student: | 1 | 2 | 3 | 4 | 5 |
| 4. Is knowledgeable of subject matter: | 1 | 2 | 3 | 4 | 5 |
| 5. Follows college policies and procedures | 1 | 2 | 3 | 4 | 5 |
| 6. Has student adhere to clinical hours set by college | 1 | 2 | 3 | 4 | 5 |
| 7. Refers student disciplinary actions to college | 1 | 2 | 3 | 4 | 5 |
| 8. Has a positive attitude about teaching students | 1 | 2 | 3 | 4 | 5 |
| 9. Is enthusiastic about student education | 1 | 2 | 3 | 4 | 5 |
| 10. Displays professionalism with students | 1 | 2 | 3 | 4 | 5 |

Comments:

Revised 2010,2013,2015, 2022

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

STUDENT EVALUATION OF DIDACTIC FACULTY

Clinical Education RADT 111 / 112 / 113 / 115 / 117 / 201 / 206 / 209 / 218 / 221 / 299
(Circle current class above)

Instructor Name: _____

Date: _____

This evaluation form is designed for didactic faculty. Within, each section, read the related statements and rate each on a scale of 1 to 5, **1 being low and 5 high**. Please make comments at each of evaluation.

- | | | | | | |
|--|---|---|---|---|---|
| 1. The instructor is knowledgeable of subject matter. | 1 | 2 | 3 | 4 | 5 |
| 2. The instructor is well organized. | 1 | 2 | 3 | 4 | 5 |
| 3. The instructor is well prepared for class. | 1 | 2 | 3 | 4 | 5 |
| 4. The instructor explains the material clearly. | 1 | 2 | 3 | 4 | 5 |
| 5. The instructor is excited about teaching. | 1 | 2 | 3 | 4 | 5 |
| 6. The instructor makes the subject fun to learn. | 1 | 2 | 3 | 4 | 5 |
| 7. The instructor encourages my learning. | 1 | 2 | 3 | 4 | 5 |
| 8. The instructor is available to students. | 1 | 2 | 3 | 4 | 5 |
| 9. The instructor is fair with grading policy. | 1 | 2 | 3 | 4 | 5 |
| 10. The instructor encourages asking questions in class. | 1 | 2 | 3 | 4 | 5 |
| 11. The instructor displays a positive attitude toward students. | 1 | 2 | 3 | 4 | 5 |
| 12. The instructor fosters a learning environment in class. | 1 | 2 | 3 | 4 | 5 |

Comments:

Student's Name (OPTIONAL):

Revised 2022

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

IMAGE CRITIQUE PRESENTATION

Clinical Education RADT 114 / 116 / 202 / 203 / 204

(Circle current class above)

Student's Name: _____

Date: _____

Image(s) must be student's independent work or a competency.

- 1. Free of removable artifacts. (2) _____
- 2. Describe routine views. (2) _____
- 3. Student's marker is visible on image (2) _____
- 4. Student can discuss technical factors used for exam. (2) _____
- 5. Student is able to identify pertinent anatomy. (4) _____
- 6. The proper image identification is visible on image(s). (4) _____
- 7. **Correct centering of part** to image receptor. (2) _____
- 8. Correct **positioning of the patient**. (2) _____
- 9. Proper radiation protection was utilized. (2) _____
- 10. The "S" or index number is within range. (2) _____
- 11. Student is able to critique image for positioning errors. (2) _____
- 12. Student 's work is adequate for time in the program. (2) _____

Total points: _____

Exam: _____

Student Signature: _____

Evaluator: _____ Date: _____

Grade: Total Points /28 = _____ %

Revised 2010, 2011,2018, 2019, 2022, 2024

RADT 114 CLINICAL EDUCATION I GRADING SHEET

Name: _____

Date: _____

Image Critique: _____ /28 x .05 = _____
28

Clinical Evaluation:

General	Affective	Rad Protection	
_____	_____	_____	
100	120	70	/290 x .20 = _____

Competencies _____ /19 x .30 = _____
#19

Scenario _____ /189 x .25 = _____
189

Comprehensive Lab Final:
_____ /150 x .20 = _____

Final Grade _____

Days Absent _____

If the number of competencies are not met for semester a 7% grade reduction is given.

Merits _____

Demerits _____

Faculty Signature _____

Revised 2012,2015,2017, 2019, 2020

RADT 202 CLINICAL EDUCATION III GRADING SHEET

Name: _____

Date: _____

Image Critique: _____ /28 x .05 = _____

28

General Affective Rad Protection

Clinical Evaluation _____ /290 x .20 = _____

100 120 70

Competencies _____ /50 x.25 = _____

#50

Scenario _____ /189 x .20 = _____

189

Progressives (20) _____ /20 x .10 = _____

Comprehensive Lab Final:

_____ /150 x .20 = _____

Final Grade _____

Demerits _____ Merits _____

Days Absent _____

If the number of competencies OR progressives are not met for semester a 7% grade reduction is given

Faculty Signature _____

Revised 2012,2015,2017,2018, 2019,2020

RADT 204 CLINICAL EDUCATION V GRADING SHEET

Name: _____

Date: _____

Image Critique: _____ /28 x .05 = _____
28

	General	Affective	Rad Protection	
Clinical Evaluation	_____	_____	_____	/290 x .15 = _____
	100	120	70	

Competencies _____ /85 x .20 = _____
#85

Scenario _____ /189 x .15 = _____
189

Progressives 20 _____ /20 x .10 = _____

Comprehensive Lab Final:
_____ /150 .20 = _____

Portfolio _____ /150 15 = _____

Demerits _____ Merits _____ Final Grade _____

Days Absent _____

If the number of competencies OR progressives are not met for semester a 7% grade reduction is given

Faculty Signature _____ Revised 2015, 2016, 2017, 2018, 2019, 2020

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

COMPREHENSIVE CLINICAL LAB EXAM

***The total of 5 views may be performed on 1 or more patients and preferably trauma.**

STUDENT: _____

Views chosen

1.	2.	3.	4.	5.
----	----	----	----	----

CRITERIA:

	1	2	3	4	5
1. Identify patient with two identifiers	___	___	___	___	___
2. Prepare patient for the exam	___	___	___	___	___
3. Assist and communicate with patient/hx	___	___	___	___	___
4. Select appropriate equipment	___	___	___	___	___
5. Position patient correctly	___	___	___	___	___
6. Accurately set control panel	___	___	___	___	___
7. Utilize proper distance for projection	___	___	___	___	___
8. Mark image appropriately with "R" or "L" markers	___	___	___	___	___
9. Complete the positioning within 2 ½ minutes	___	___	___	___	___
10. Perform skills with confidence and ease	___	___	___	___	___
	30	30	30	30	30
	TOTAL _____/150 = _____%				

ADDITIONAL COMMENTS: _____

CLINICAL INSTRUCTOR'S SIGNATURE: _____

Date:

STUDENT'S SIGNATURE: _____

Date:

- SCORING:
- 0-Unacceptable
 - 1-Needs Major Improvement
 - 2-Needs Minor Improvement
 - 3-Acceptable

NOTE: There are 30 possible points for each procedure. Each student must do total of 5 views. Points obtained/total possible points 150 = grade percentage

Revised 2016,2018,2020, 2024

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

PROGRESSIVE EXAM

(Failed progressive must be turned in to Clinical Coordinator)

Student Name: _____

Date: _____

Exam _____

MRN # _____

Criteria:

- 1. Prepared patient for exam _____
- 2. Assisted and communicated with patient during exam _____
- 3. Selected appropriate equipment _____
- 4. Positioned patient correctly _____
- 5. Accurately set control panel _____
- 6. Marked image correctly (name, Rt, Lt, etc.) _____
- 7. Used Radiation Protection practices (patient, staff, student) _____
- 8. Followed appropriate imaging techniques for that exam
(Laser image, digital imaging, C-arm documentation,
Imaging was acceptable, etc.) _____
- 9. Followed up with proper paperwork _____
- 10. Showed initiative and confidence _____

Additional Comments: _____

Student Signature: _____

Evaluator Signature: _____

Scoring: Possible 30 points

0= Unacceptable

1 = Needs Major Improvement

2 = Needs Minor Improvement

3 = Acceptable

Total Points: _____

**An automatic failure for exam if right/left markers not on image according to policy.*

Revised 2016,2018,2020, 2022

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

VITAL SIGNS
(3 PER WEEK)

Student Name: _____

Turn in:

Date	Student/tech's initials having vitals taken	BP	Temp	Pulse	Respiration	Pulse Oximetry

Revised 2016,2018,2020, 2022

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

CLINICAL ABSENCES

Name: _____

Date: _____

Verbal Warning: _____

Written Warning _____

Probation: _____

Incident:

Student Comments:

Clinical Instructor Signature: _____

Clinical Coordinator Signature: _____

Student Signature: _____

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

CLINICAL COMPETENCY FORM

Student Name: _____

Date: _____

Procedure: _____

0=Unacceptable 1= Needs major improvement 2=Needs minor improvement 3=Acceptable

Must have 2s and 3s on each item to pass the comp.

Indicate projections in
space provided (Views)

1	2	3	4	5
---	---	---	---	---

Performance:

1. Prepared patient for exam	_____	_____	_____	_____	_____
2. Assist and communicate with patient during exam	_____	_____	_____	_____	_____
3. Patient in correct position	_____	_____	_____	_____	_____
4. CR centered to IR	_____	_____	_____	_____	_____
5. CR angled correctly	_____	_____	_____	_____	_____
6. Distance correct	_____	_____	_____	_____	_____
7. Control panel properly set	_____	_____	_____	_____	_____
8. Good patient care/rapport	_____	_____	_____	_____	_____
9. Good equipment manipulation	_____	_____	_____	_____	_____
10. Appropriate shielding	_____	_____	_____	_____	_____
11. Overall speed/efficiency good	_____	_____	_____	_____	_____
12. Showed initiative and confidence	_____	_____	_____	_____	_____

Post Exam:

1. Performance in logical order	_____	_____	_____	_____	_____
2. Appropriate markers used and visible	_____	_____	_____	_____	_____
3. Good Collimation	_____	_____	_____	_____	_____
4. Anatomy of interest centered	_____	_____	_____	_____	_____
5. Anatomy not clipped	_____	_____	_____	_____	_____
6. Anatomy in true AP, Lateral, etc	_____	_____	_____	_____	_____
7. Correct projection utilized	_____	_____	_____	_____	_____
8. Exam completion/follow up	_____	_____	_____	_____	_____
9. Exposure index acceptable	_____	_____	_____	_____	_____

Can identify 5 parts of anatomy? (5pts) _____

Student Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

PASS / FAIL

Rev 2015, 2018,2020, 2022

IVY TECH COMMUNITY COLLEGE MEDICAL IMAGING PROGRAM

CLINICAL SCENARIO FORM

Student Name: _____

Date: _____

Procedure(s): _____

The Scenario should be performed on a **Trauma Patient when possible and may be from 1-2 different exams.*

0=Unacceptable 1= Needs major improvement 2=Needs minor improvement 3=Acceptable

Indicate the 3 required projections (views) in space provided:

Performance:			
1. Prepared patient for exam	_____	_____	_____
2. Assist and communicate with pt.	_____	_____	_____
3. Patient in correct position	_____	_____	_____
4. CR centered to IR	_____	_____	_____
5. CR angled correctly	_____	_____	_____
6. Distance correctly	_____	_____	_____
7. Control panel properly set	_____	_____	_____
8. Good patient care/rapport/hx	_____	_____	_____
9. Good equipment manipulation	_____	_____	_____
10. Appropriate shielding	_____	_____	_____
11. Overall speed/efficiency good	_____	_____	_____
12. Showed initiative and confidence	_____	_____	_____
Post Exam:			
13. Performance in logical order	_____	_____	_____
14. Appropriate markers used and visible	_____	_____	_____
15. Good Collimation	_____	_____	_____
16. Anatomy of interest centered	_____	_____	_____
17. Anatomy not clipped	_____	_____	_____
18. Anatomy in true AP, Lateral, etc	_____	_____	_____
19. Correct projection utilized	_____	_____	_____
20. Exam completion/follow up	_____	_____	_____
21. Exposure index acceptable	_____	_____	_____

Comments:

Total Pts ____/189

Student Signature _____

Date: _____

Evaluator Signature: _____

Date: _____

JRCERT Standards for an Accredited Educational Program in Radiography

The Joint Review Committee on Education in Radiologic Technology (JRCERT) has six (6) standards in order to promote academic excellence in education. For more information on the JRCERT standards, please go to: [JRCERT Standards 2021.pdf](#)

The standards are as followed:

1. Standard One: Accountability, Fair Practices, and Public Information

- a. The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

2. Standard Two: Institutional Commitment and Resources

- a. The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

3. Standard Three: Faculty and Staff

- a. The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

4. Standard Four: Curriculum and Academic Practices

- a. The program's curriculum and academic practices prepare students for professional practice.

5. Standard Five: Health and Safety

- a. The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

6. Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

- a. The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Objectives:

- 1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.
- 1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.
- 1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.
- 1.4 The program assures the confidentiality of student educational records.
- 1.5 The program assures that students and faculty are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of noncompliance with the Standards.
- 1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.
- 1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Objectives:

- 2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.
- 2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program's mission.
- 2.3 The sponsoring institution provides student resources.
- 2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Objectives:

- 3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.
- 3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.
- 3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.
- 3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.
- 3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Objectives:

- 4.1 The program has a mission statement that defines its purpose.
- 4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.
- 4.3 All clinical settings must be recognized by the JRCERT.
- 4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.
- 4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.
- 4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.
- 4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.
- 4.9 The program has procedures for maintaining the integrity of distance education courses.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Objectives:

- 5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.
- 5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.
- 5.3 The program assures that students employ proper safety practices.
- 5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.
- 5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Objectives:

- 6.1 The program maintains the following program effectiveness data:
 - five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
 - five-year average job placement rate of not less than 75 percent within twelve months of graduation, and
 - annual program completion rate.
- 6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.
- 6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.
- 6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.
- 6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.

ARRT CRIMINAL VIOLATIONS

Go to www.arrt.org web site to get this and more information on convictions.

This [checklist](#) provides an outline of what needs to be submitted for a "yes" response to the criminal violation question, and this [checklist](#) provides an outline of what needs to be submitted for a "yes" response to the regulatory violation question.

For Criminal Violations:

A charge or conviction of a plea of guilty or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes.

- Personal explanation of the events that led to each charge or conviction. Applications are not complete until this explanation is provided.
- Official court documents to confirm:
 - the charges filed (misdemeanor, felony, or military court-martial)
 - the date and jurisdiction in which the situation occurred
 - the final judgment (guilty, nolo contendere [no contest], withheld adjudication, suspended or stay of sentence, or pre-trial diversion),
 - the sentencing requirements (parole, probation, fines), and
 - the status of the conditions of the court (e.g., completed, case closed).

Documents may usually be obtained by request at the courthouse in the jurisdiction in which the charge or conviction occurred.

- If an individual is currently on probation or parole, a current update from his/her probation or parole officer is required, including the estimated probation or parole completion date. This must be printed or typed on official stationary and must include the telephone number of the office. It may be mailed directly from the probation or parole officer to the ARRT office at 1255 Northland Drive, St. Paul, MN 55120-1155.
- If an individual has completed the requirements of the court, proof of completion of probation or parole is required. A copy of the official court release documents or the release letter on official court stationary must be provided.
- Documentation of completion of any court ordered remedial programs and community service (if applicable).
- Updates on or documentation of completion of any counseling or treatment (if applicable).
- Any documents submitted that do not match the name indicated on the Ethics Pre-Application Review form must be accompanied by documentary evidence of the change (e.g., copy of marriage certificate or court order showing name change).

- Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials, etc.).

Exceptions that ***do not need to be reported*** are:

- Offenses committed while a juvenile and processed in the juvenile court system,
- Traffic violations that did not involve drugs or alcohol (speeding or parking ticket),
- Charges that were dismissed if there were no court conditions required, and
- Expunged cases (must have specific court documents attesting to the expungement).

For Regulatory Authority or Certification Board Violations

A violation of a state or federal regulatory authority or certification board resulting in the individual's license, permit, registration, or certification being denied, revoked, suspended, placed on probation, or subjected to any conditions.

- Personal explanation of the events leading to the violation.
- Official documentation of any agreement or disciplinary action taken by a state or federal regulatory authority or certification board.
- Copy of your state license (if applicable).
- Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials, etc.).

For Honor Code Violations

A suspension, dismissal, or expulsion from an educational program attended in order to meet ARRT certification requirements.

- Personal explanation of the events that led to the sanction, dismissal, or expulsion.
- Copy of all correspondence between you and your educational program regarding the incident and/or disciplinary action taken.
- Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials, etc.).

[How long does an ethics review take?](#)

6	true
---	------

[Can I get a refund of the Ethics Review Pre-Application fee if the Ethics Committee finds me ineligible?](#)

6	true
---	------

[Who conducts the ethics review?](#)