



 NORTHWESTERN STATE



**Northwestern State University**

**Bachelor of Science in Radiologic Sciences**

**Student Handbook**



**School of Allied Health  
1800 Line Avenue  
Shreveport, LA 71101**

## Welcome!

Welcome to Northwestern State University's Radiologic Sciences Program! It is our sincere hope that you will find our program a rewarding and challenging part of your life. As a part of the healthcare team, we are working toward one goal—to provide the best possible care to the patients we are privileged to serve.

We hope this handbook will acquaint you with the NSU Radiologic Sciences Program and provide you with an understanding of our policies. This handbook should help you realize what is expected of you as a student in a health care profession.

The information in this Handbook is subject to change due to changing circumstances; the policies as written may be modified, superseded, or eliminated. You will be notified of such changes from program faculty.

Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis. In addition to this Student Handbook, we also call your attention to the NSU General Catalog at [www.nsula.edu](http://www.nsula.edu). We urge you to study these materials, as they contain considerable information about the day-to-day situations that you may face.

Policy: 1993

Revised: 2005, 2007

Reviewed: 2003, 2004, 2006, 2008-2013, 2015

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## **Radiologic Sciences Program**

This handbook is prepared for use by students enrolled in the Bachelor of Science Program in Radiologic Sciences and contains information specific to Radiologic Science education at Northwestern State University. For general NSU policies, see the NSU Student Handbook and NSU General Catalog.

The information contained within this handbook is not intended to be wholly independent, but instead, a complement to the NSU General Catalog as well as the NSU Student Handbook maintained and published by Northwestern State University.

The information in this handbook is current at the time it is printed. However, policies, guidelines and procedures are subject to change. Final interpretation of the program policies and procedures will be made by the program's faculty.

This handbook contains extremely important information relating to the curriculum of Radiologic Sciences at Northwestern State University. It is your responsibility to become familiar with the contents of this handbook.

**Program Policies**

**Statement of Non-Discrimination**

Pursuant to Section 504 of the Rehabilitation Act of 1973, Northwestern State University will provide services and training, without discrimination, to any qualified handicapped person who meets the academic and technical performance standards requisite to admission and/or participation in the Radiologic Sciences Program.

**Acknowledgement of Receipt and Understanding of the Radiologic Sciences Program Student Handbook**

My signature below indicates that I have received, read, and understand the Student Handbook for the Radiologic Sciences Program at Northwestern State University. I agree to abide by the policies and procedures outlined in this handbook. I understand I am responsible for adhering to these policies and procedures.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Academic Honesty Attestation Statement**

I understand that Northwestern State University and the College of Nursing and School of Allied Health have academic honor codes. The academic work I submit will be my own and I will not receive any unauthorized assistance with any work I submit for this program.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

Northwestern State University  
College of Nursing and School of Allied Health  
**Consent for Release of Information**

I, \_\_\_\_\_, agree to allow Northwestern State University to release my health information and/or criminal background investigation to clinical agencies, as requested. I understand this information is confidential, will be kept secure at all times, and is shared with faculty only as appropriate. I further understand that refusal to sign this consent will result in my inability to participate in clinical courses.

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

\_\_\_\_\_  
Date

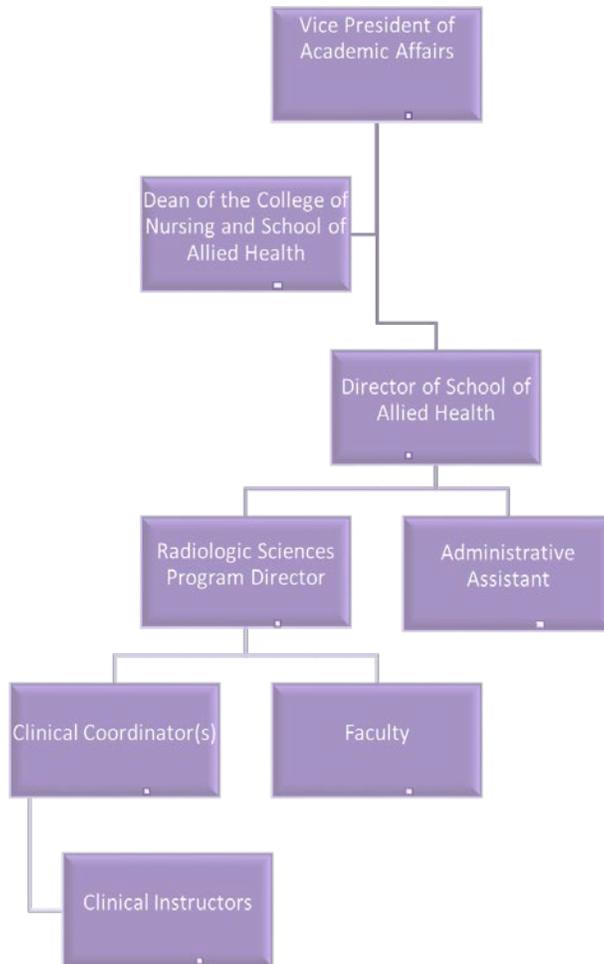
Northwestern State University  
School of Allied Health  
**Organizational Chart**

PRESIDENT OF NORTHWESTERN STATE UNIVERSITY

Dr. Jim Henderson  
NSU, Natchitoches, Roy Hall  
Phone: (318) 357-6441

DEAN OF THE COLLEGE OF NURSING AND  
SCHOOL OF ALLIED HEALTH

Dr. Dana Clawson  
NSU, Shreveport, LC 4<sup>th</sup> Floor  
Phone: (318) 677-3100



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Phone: (318) 677-3095

**Clinical Education Setting Clinical Instructors**

<b>Clinical Education Setting</b>	<b>Phone</b>	<b>Clinical Instructors</b>
Bone and Joint Clinic	318-425-8708 x 33	Tiffany LeGrand
Byrd Regional	337-239-9041	Angela Calhoun-Phillips Averi Brandon West Cheryl Mayo Shawn Gentry
CENLA Family Medicine	(318) 445-9823	Blaire Williams Touchet
Christus Coughatta	318-932-2000	Iris Almond Angela Possoit
Desoto Regional	318-871-3108	Shelly Dillard Jacy Lightfoot Cindy Murphery Shari Sepulvado
Doctors Hospital at Deer Creek	337-392-5088	Derrick Brooks Brian Ellzey
LA Family Practice Bldg 2300 2 <sup>nd</sup> Floor	318-212-7830 X 128	Denise Edwards Sharon Festervan
Minden Medical Center	318-371-3269	Angela Brown-Bridges Ashley Gruner Genny Hasty Doug Loennig James Shumake Alfred Larramendi
Natchitoches Regional	318-214-4588	Michele Dore' Rebecca Lloyd Lonna Hassan Melissa Renee Malmay Lyndi Paludan Cassie Griffin April Martin Alyssa Bennett Brittany Outlaw Laura Eaves Leah Pagels
North Caddo Medical Center	318-375-3235	Katie Brand Melissa Martin
Open Air MRI Alexandria	318-445-6736	Gregory Bordelon Elizabeth Carey

Orthopedic Clinic (North and South)	318-212-3610 Exts. 1935, 1936, 1937	Mashunda Green Reece Roark LaShonda Sanders Emily Simmons
Orthopedic Specialists	318-752-7850	Angelica Helaire
Rapides Healthcare System	318-473-3567	Brenda Craig Dawn Perez Carter Ashley Gaspard Jessica Gray Ashworth Josie Hayes Darlene Lemoine Eric Moreau Loretta Madison Holly Rachel Desselle Trisha Roy Linda Simmons Tina Watson Robert “Bobby” Roy Micah Poole “Dee” Butler Ashley Unruh
Shriners’ Hospital	318-222-5704	Sheila Barritt Gloria Case Jenny McEntyre
Specialists Hospital of Shreveport	318-213-3767	Zachary Blundell Amber Hanson Devin Shropshire Kayla Wise
Spine Institute	318-629-5568	Kim Lemoine
Tristate @ WKN	318-212-8163	Penny Wilson
University Health	318-675-6200	Edith Batts Narchunder Brown Lisa Burroughs Victo Cave
ACC	318-813-2250	Kelli Finklea Judy Fobbs
ER	318-675-6222	Tali Ford Marquita Gray
Feist Weiller		Taiquetta Hamilton Jason House Lori Jackson LaTasha Jelks Mia Marshall

		Cindy Reeves Tommy Shepherd Kendall Townsend Eberlene Smith Sharrow “Dinnia” Smith LaShonda Watkins
VA Medical Center Alex	318-473-0010 Ext. 2971	Brandy Bruce Nicole Harvey Rory Swartz Trent Owen
VA Medical Center Shreveport	318-221-8411 ext. 6640	Roderick Gage Sally Howell Mandy Isgitt Anthony McClendon William Jones Brian Nash Amanda Warren Haley White
Velocity Care Bossier	318-550-2176	Ashley Crain Kellye Nix Davidson Clarissa Thaxton
Velocity Care Shreveport	318-798-3763	Shawn Hughes Sandy Lawson Matt Baker
Willis-Knighton Bossier	318-212-7000	Dora Ell Brandie Jackson Veronica Moore
Willis-Knighton Quick Care Bossier	318-212-7520	Shelia Beth Shepard Linda Hirsch
Willis-Knighton North	318-212-4636	Tonja Bordelon Stephanie Conner Colby Dalrymple Kara Champagne Melancon Linda Smith Haley Tuminello
Willis-Knighton Pierremont	318-212-3550	Kim Givan Tait Salter Camar Shanti Chassity Thomas Tamara Rattler Christi Wasson

Willis-Knighton Pierremont Medical Arts Building	(318) 212-2881	Belinda Jackson
Willis-Knighton Pierremont Pediatrics	318-212-3900	Kathryn Cory
Willis-Knighton South	318-212-5165	Dorothy Davis-Conlay Lindsey Froehlich Jamie Rivers Amanda Ryder-Rogers
Willis Knighton Quick Care South	318-212-7687	Kathryn Armstong Glen Sigler

Northwestern State University  
School of Allied Health

**Mission of the School of Allied Health**

The School of Allied Health at Northwestern State University is dedicated to providing high quality undergraduate and graduate programs that prepare individuals for a variety of professional healthcare roles and to be conscientious, contributing members of their profession and society.

**Bachelor of Science in Radiologic Sciences (BSRS) Program Mission**

The mission of the Northwestern State University Radiologic Sciences Program is to provide students with advanced knowledge and skills through guided experiences and clinical practice that culminates in professional radiologic technologists becoming an integral part of the healthcare community and society.

**BSRS Program Goals**

Consistent with the mission statement, the specific goals for the educational program are:

<b>GOALS</b>	<b>STUDENT LEARNING OUTCOMES</b>
<b>To provide a clinically competent radiologic technologist</b>	<ul style="list-style-type: none"> <li>• Produce quality images for radiographic procedures.</li> <li>• Demonstrate knowledge of patient assessment and interventional strategies.</li> </ul>
<b>To provide opportunities which will enhance the critical thinking skills of the radiographer</b>	<ul style="list-style-type: none"> <li>• Evaluate a clinical situation and perform accordingly using critical thinking skills.</li> <li>• Evaluate a management scenario and respond accordingly using critical thinking skills.</li> </ul>
<b>To provide a foundation for professional development and advanced study in the radiologic sciences</b>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to utilize basic research skills.</li> <li>• Determine the importance of professional development.</li> <li>• Seek additional education beyond the Baccalaureate degree or advanced certification.</li> </ul>
<b>To demonstrate the ability to communicate effectively in the medical environment.</b>	<ul style="list-style-type: none"> <li>• Demonstrate presentation skills.</li> <li>• Demonstrate written communication skills.</li> </ul>

## Code of Ethics

Ethical professional conduct is expected of every individual registered by the American Registry of Radiologic Technologists (ARRT). As a guide, the American Society of Radiologic Technologists (ASRT) and the ARRT have issued a code of ethics for their members and registrants. By following the principles embodied in this code, radiologic technologists will protect the integrity of the profession and enhance the delivery of patient care.

Adherence to the code of ethics is only one component of each radiologic technologist's obligation to advance the values and standards of their profession. Technologists also should take advantage of activities that provide opportunities for personal growth while enhancing their competence as caregivers. These activities may include participating in research projects, volunteering in the community, sharing knowledge with colleagues through professional meetings and conferences, serving as an advocate for the profession on legislative issues and participating in other professional development activities.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care.

### Code of Ethics

- The radiologic technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
- The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- 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.
- The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
  - The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
  - 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.

Source: American Society of Radiologic Technologists, 2005

## Radiologic Sciences Curriculum BSRS

### Freshman Year

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
English 1010	3	English 1020	3
**Math	3	**Math	3
UNIV 1000	1	Allied Health 1020	2
***Behavioral Science	3	BIOL 2250, 2251	4
Chemistry 1070	3	ALHE 2200	<u>2</u>
Health Education 1010	<u>2</u>		14
	15		

### Sophomore Year

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
BIOL 2260, 2261	4	RADS 3300 (Princ & Equip)	3
Communication 1010	3	RADS 3310 (Pos. I)	4
Fine Arts 1040	3	RADS 3320 (Pt. Care)	3
RADS 2210 (Intro)	2	English 2110	<u>3</u>
*History	<u>3</u>		13
	15		

<u>Semester 5</u>	<u>Hours</u>
****Social science	3
RADS 3311 (Clinic I)	<u>3</u>
	6

### Junior Year

<u>Semester 6</u>	<u>Hours</u>	<u>Semester 7</u>	<u>Hours</u>
RADS 3811 (Clinic II)	3	Psychology 4400	3
RADS 3820 (Pos. II)	3	RADS 3911 (Clinic III)	5
RADS 3830 (Imaging Princ.)	3	ALHE 4520 (Research)	3
ALHE 3840 (Adv. Pt. Care)	<u>3</u>	RADS 4530 (Rad Prot)	<u>2</u>
	12		13

<u>Semester 8</u>	<u>Hours</u>
RADS 3910 (Sect. Anat.)	3
RADS 4511 (Clinic IV)	<u>4</u>
	7

### Senior Year

<u>Semester 9</u>	<u>Hours</u>	<u>Semester 10</u>	<u>Hours</u>
RADS 3920 (Pathology)	3	RADS 4711 (Clinic VI)	4
RADS 4611 (Clinic V)	5	RADS 4710 (Spec Imaging)	3
RADS 4610 (QM)	3	RADS 4620 (Adv. Prac)	2
RADS 4510 (Adv. Proc.)	<u>2</u>	ALHE 4630 (Mgmt)	<u>3</u>
	13		12

\*Selected from: History 1010, 1020, 2010, & 2020

\*\*Selected from: Math 1020/1060, Math 1020/1090, Math 1020/2010, Math 2100/2110

\*\*\*Selected from: Psychology 1010, Psychology 2050

\*\*\*\*Selected from: Anthropology 1510, Economics 2000, Geography 1010, Political Science 2010, Philosophy 1010

## PART 1: PROGRAM POLICIES

### Accreditation



#### Policy: 101

The Northwestern State University Radiologic Sciences Program is accredited and evaluated by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Inspection of these documents is available through the Program Director. The JRCERT is dedicated to excellence in education and to quality and safety of patient care through educational programs in radiation and imaging sciences.

The JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

There are established standards a program must be in compliance with to achieve accreditation. The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2014) are as follows:

**Standard One:** The program demonstrates integrity in representations to communities of interest and the public, in pursuit of fair and equitable academic practices, and in treatment of, and respect, for students, faculty, and staff.

**Standard Two:** The program has sufficient resources to support the quality and effectiveness of the educational process.

**Standard Three:** The program's curriculum and academic practices prepare students for professional practice.

**Standard Four:** The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

**Standard Five:** The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

**Standard Six:** The program complies with JRCERT policies, procedures, and **STANDARDS** to achieve and maintain specialized accreditation.

Students have the right to report program infractions of the STANDARDS to the JRCERT.

JRCERT  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
[www.jrcert.org](http://www.jrcert.org)

Policy: 1993

Revised: 1997, 2004, 2005, 2010, 2011, 2014

Reviewed: 2002, 2003, 2006, 2008, 2009, 2012, 2013, 2015

## Compliance with JRCERT Standards

Policy: 102

The Northwestern State University Radiologic Sciences program strives at all times to be in compliance with the JRCERT *Standards for an Accredited Educational Program in Radiologic Sciences*. If an individual believes, at any time, the program is not in compliance with any standard; a complaint can be brought to the program's attention. Upon receipt of an allegation, the Radiologic Sciences Program will review it to determine if the non-compliance issue exists. Within ten (10) days after receiving the complaint, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the program faculty will develop a plan to resolve the issue and bring the program into compliance. If the party filing the complaint is not satisfied with the results, a meeting will be scheduled with the Program Director to determine if non-compliance still exists. This meeting will be scheduled within twenty (20) days of the original meeting. If the Program Director determines non-compliance is still present, a plan will be drafted to solve the non-compliance issue. If the results of this meeting are still unsatisfactory to the party filing the complaint, a meeting can be scheduled with the Dean for the College of Nursing and School of Allied Health, the Provost, and/or the JRCERT.

Policy: 1999

Revised: 2007

Reviewed: 2000, 2001, 2002, 2003, 2008-2015

## National Registry



Policy: 103

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers in the United States.

To become a Registered Technologist in Radiography, RT(R)(ARRT), you will have to successfully complete the ARRT examination.

The ARRT examination is offered any day after your graduation. You will need to make an appointment to take the examination at your convenience. As a Northwestern State University Radiologic Sciences graduate, it is suggested that you take the examination as soon as you graduate, within two months of your graduation. Examination dates will be scheduled on an individual basis.

One issue addressed for certification eligibility is conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and /or drug related violations must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Individuals may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted at any time either before or after entry into an accredited program. For pre-application contact the ARRT at:

ARRT  
1225 Northland Dr.  
St. Paul, MN 55120-1155  
Tel: (651) 687-0048  
[www.arrt.org](http://www.arrt.org)

Policy: 1993

Revised: 1997, 1999, 2001, 2011

Reviewed: 2002-2015

## Louisiana State Licensure



### Louisiana State Radiologic Technology Board of Examiners

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Policy: 104

To work as a registered radiologic technologist in a hospital located within Louisiana, you are required to hold a valid license granted by the state.

Successful completion of the American Registry of Radiologic Technologists' (ARRT) examination in radiography and payment of a licensure fee will enable you to work at a hospital in the state.

From the time you graduate from the program until your registry results are sent to the Louisiana State Radiology Technology Board of Education (LSRTBE), you will be able to work under a temporary permit. The temporary permits are issued one time and one time only.

An unsuccessful attempt of the American Registry of Radiologic Technologists examination will cancel any temporary permit issued by the LSRTBE; therefore, you will not be able to work at a hospital in the state until a passing score on the ARRT exam is reported to the LSRTBE.

Students engaged in radiologic procedures from a Board-approved school are exempt from the licensure law while at the Clinical Education Setting (CES) for clinical radiography courses. Students may not perform radiologic procedures at the CES any other time than the scheduled clinical time.

Policy: 1993

Revised: 2005, 2007

Reviewed: 2002-2004, 2006, 2008-2015

## Clinical Admission

Policy: 105

As stated in the Admission, Progression, Dismissal and Graduation (APDG) policy in the University Catalog:

### Enrollment in Radiology Courses

Students must meet the following minimum criteria to be considered for selection for enrollment in Radiology courses:

1. Admission to the University and submission of all official transcripts to the University Registrar and Admissions Office on the Natchitoches campus.
2. A cumulative grade point average of 2.0 or above.
3. A minimum grade of "C" in all required sciences, mathematics, and allied health courses.
4. Completion of pre-requisite general academic courses in first three semesters toward the degree.
5. Minimum grade point average of 2.7 in general academic courses completed that are required for degree excluding electives.
6. Completion of required entrance examination for Radiology.
7. Completion of Petition to Enroll in Radiology Courses which includes:
  - a. Application to Radiology courses form.
  - b. Copy of scores on required entrance examination for Radiology.
  - c. Verification of licensure as a health care provider (if applicable).
  - d. Response to any Requests of Waiver of Policy (if applicable).
  - e. Final Order of American Registry of Radiologic Technologists (if applicable).
8. Submission of completed Petition to Enroll in Radiology Courses no later than August 31 for Spring enrollment.
9. Students must have completed all required courses and criteria by the last day of the NSU semester of requested enrollment. Official transcripts of grades earned from other institutions must be submitted to the University Registrar and Admissions Office at Northwestern State University by the last day of the NSU semester preceding the date of requested enrollment.
10. A Petition is valid for one semester only.
11. No Petition will be accepted after the designated deadline

### Selection for Enrollment in Radiology Courses

Applicants who submit a completed Petition to Enroll in Radiology Courses will be selected for admission on a competitive basis according to the following variables:

1. Grade point average—general academic courses required for the degree excluding elective hours.
2. Pattern of repeated pre-requisite general academic courses required for the degree.
3. Entrance examination scores.

4. Number of general academic credit hours required for the degree completed at Northwestern.
5. Completion of a baccalaureate of higher degree and/or licensure in the healthcare system.

Applications must be submitted by certified mail. Students must also complete a background check (see policy 107). All applicants must read and sign the Pregnancy Policy (see policy 131) and the Performance and Technical Standards (see policy 106). Students may apply for clinical admission on the Shreveport or Alexandria campus.

Students admitted to the first clinical Radiology course must submit a completed Undergraduate Studies in Radiology Health Form within four weeks following registration. These forms will be mailed to applicants with notification of acceptance for enrollment in Radiology courses. The physical examination and laboratory tests can be conducted no earlier than six weeks prior to registration. Repeat health forms are required every year thereafter

Policy: 2015

## Performance and Technical Standards

Policy: 106

**Purpose:** To set forth the essential components, technical standards and examples of necessary activities for students to be admitted to and participate in the educational program(s) of the College of Nursing & School Allied Health at Northwestern State University.

**Policy Statement:** Individuals must demonstrate safely the essential components of the radiologic sciences program as evidenced by, but not limited to, the technical standards identified, with or without reasonable accommodation.

**Technical Standards:** All nonacademic criteria that are essential to participate in the program in question (Terminology as Defined Under Section 504 of the Rehabilitation Act of 1973 and the ADA, 34 CFR § 104 Appendix A, ¶15).

### **Communication Skills**

*Students should be able to:*

- Communicate in English (verbally and written) with patients, family members, physicians, and all members of the health care team.
- Read and comprehend written instructions to deliver appropriate patient care.

### **Hearing Skills**

*Students should be able to:*

- Hear sufficiently to interact with patients and medical staff when background noise is present.
- Detect audible sounds within the hospital, such as equipment alarms, fire alarms, telephones ringing, and overhead pages.

### **Vision Skills**

*Students should be able to:*

- Visually monitor patients in low levels of light.
- Distinguish between different shades of gray on radiographs.

### **Motor Skills, Strength, and Mobility Skills**

*Students should be able to:*

- Manipulate equipment (locks, push buttons, knobs, and switches) using fine motor skills.
- Safely push a wheelchair, stretcher, or other transport equipment from a patient waiting area or patient room to the radiology department.
- Safely transfer a patient from a wheelchair or stretcher to the radiographic exam table.

- Raise arms above head and in all directions to manipulate radiographic equipment.
- Stand and walk for extended periods of time (6-7 hours).
- Lift ten (10) pounds of weight above head.
- Perform all aspects of CPR and Basic Life Support

**Social Skills**

*Students should be able to:*

- Function effectively under stress.
- Respond appropriately to constructive criticism.
- Maintain professional behavior at all times.

Policy: 2011

Reviewed: 2012, 2013, 2015

Revised: 2014

## Background Investigation Policy

Policy: 107

The Northwestern State University Radiologic Sciences Program is committed to ensuring public and professional trust and providing safe patient care. In order to meet this goal, background investigations of students are authorized under this policy. Many of our clinical education settings require criminal background investigations of all employees and students who attend for clinical experience. To comply with these requirements, students will be required to submit to a background investigation *prior to* acceptance into the clinical portion of the Radiologic Sciences Program to ascertain the student's suitability for clinical rotations. Students will be responsible for paying for the background investigations.

The information contained in the background investigation will remain confidential and will only be viewed by the Radiologic Sciences Program Director. Any criminal conviction which is found during the background investigation, that may deem a student unsuitable for clinical rotations, will be considered on a case by case basis. Additional information regarding the conviction may be required in order to make an informed decision. The background investigation will be available to clinical education settings that require such. Individuals at the Clinical Education Setting, who are authorized to make decisions regarding an individual's eligibility to attend a setting, will inform the Program Director and the Dean of the College of Nursing and School of Allied Health whether or not a student will be allowed to attend clinical at that setting. In addition to the background check conducted by the student, some clinical education settings will also conduct a background check. If an offense appears on the criminal background check that disqualifies the student from attending clinical experiences at that facility, the clinical site(s) will notify the program director regarding any students' disqualification for attending clinical at that site. The student will receive written notification if they are ineligible to attend clinical courses at a clinical education setting(s). Students who receive notification of ineligibility and who wish to dispute the results of the background investigation may follow the University Grievance Procedure.

See University Student Handbook Code of Conduct APPENDIX I Student Grievance Procedure pages 72-73: <https://www.nsula.edu/studenthandbook/>

Policy: 2005

Revised: 2006, 2007, 2012

Reviewed: 2008, 2009, 2010, 2011, 2013-2015

## Professional Societies

Policy: 108

Many organizations play key roles in the professional lives of radiologic technologists. Upon acceptance to the Radiologic Sciences Program, each student becomes a member of the Students Technologists Association in Radiologic Sciences referred to as STARS. The purpose of this organization is to encourage early involvement in professional organizations, promote a professional attitude within the clinical setting, facilitate effective communication between administration, faculty, and student organizations, and to orient, introduce, and promote the Radiologic Sciences major and the professional aspects of the career. The President of each senior, junior, and sophomore class are invited to attend the Radiologic Sciences Faculty meetings to provide the faculty with suggestions and concerns the students have in regard to the policies and procedures of the Radiologic Sciences Program.

The state society is the Louisiana Society of Radiologic Technologists (**LSRT**). All clinical students are required to join the LSRT. The LSRT conducts two educational meetings per year. The national society is the American Society of Radiologic Technologists (**ASRT**). Student membership is available in both organizations at a reduced rate. For more membership information, see the Program Director.

**Lambda Nu** is the national honor society for the radiologic and imaging sciences. Students with a grade point average of 3.7 or higher will be invited into the honor society just prior to graduation.

Policy: 1993

Revised: 2002, 2004, 2005, 2007, 2010

Reviewed: 2002, 2003, 2006, 2008-2015

## Student Attendance

Policy: 109

### Class Attendance—Drop for Excessive Absences

As stated in the *NSU General Catalog*: If a student receives excessive unexcused absences (ten percent of the total class meetings), the instructor may complete the Excessive Unexcused Absences Report of Grade Form and submit it to the academic dean of the course recommending that the student be dropped from the rolls of that class. Students with an unsatisfactory performance record in the course shall receive an “F” grade. A grade of “F” may be given if a student has five or more unexcused absences for MWF classes, four or more excessive unexcused absences for TR classes, and two or more unexcused absences for classes that meet for three hours one time a week (Monday – Saturday).

### Radiologic Sciences Functions & Meetings

Students enrolled in the Radiologic Sciences Program at NSU are **required** to attend any mandatory function or meeting related to the Radiologic Sciences. The students are **required** to participate in professional annual meetings; this includes the *Mid-Winter Seminar* and *Annual Meeting* of the Louisiana Society of Radiologic Technologists (LSRT). The students will assume all responsibilities regarding personal conduct, transportation, and expenses at all required functions and meetings. Students are required to attend three meetings.

Attendance at radiologic sciences functions and meetings are part of the clinical course objectives. Therefore, if a student does not attend, they are not meeting the objectives of that course. This may cause a student to be unsuccessful in that course, meaning, they will not be allowed to progress to the next clinical level. Also, there is a penalty if a student does not attend a required function. The penalty for not attending a required/mandatory function is equivalent to missing a day of clinical. For example, if the student misses one day of an annual meeting, it will count as one clinical day missed. Also, if a student is late for a lecture, it will count as a tardy for clinical. If the student is unable to attend any part of the meeting, the student should meet with the Clinical Coordinator to discuss the penalty.

For the Mid-Winter Seminar and the Annual Meeting, students are required to attend the student program, including lectures, student bee, quiz bowl, Student Council meeting, banquet, and other functions deemed mandatory by the Radiologic Sciences faculty. Both meetings require attendance through Saturday.

Policy: 1993

Revised: 1997, 1998, 2002, 2005, 2007, 2008, 2012, 2014

Reviewed: 2002, 2003, 2004, 2006, 2009, 2010, 2011, 2013, 2015

## Academic Standards and Grading Scale

Policy: 110

The College of Nursing and School of Allied Health follows the policies of Northwestern State University as published in the *NSU General Catalog* and the *Student Handbook*. It is the student's responsibility to be aware of these requirements.

University policies regarding requirements for admission, graduation, academic standing, probation, suspension, appeals, readmission from suspensions and honor roll requirements are found in the *NSU General Catalog* under the respective headings.

Students must earn at least a 2.0 GPA on courses outlined in the radiography curriculum pattern. Students must earn a minimum grade of "C" in all required radiography/health science courses before progressing to the next radiography course(s). A radiography or health science course may be repeated one time only. A maximum of two different radiography/health science courses may be repeated, including those dropped with a grade of "W."

A student is subject to dismissal from Undergraduate Studies in Radiologic Sciences for the following reasons:

- Failure to achieve at least a "C" when repeating or enrolling for the second time in the same required radiologic science course.
- Failure of more than two required radiologic science courses.
- The need to repeat/re-enroll in more than two required radiography or health science courses.
- Participation in academic cheating.
- The unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or use of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs.
- Illegal possession of weapons.
- Theft.
- Lack of professional compatibility or unsafe clinical practice as identified by the Radiologic Sciences Faculty in Undergraduate Studies.
- Dishonest and/or unethical behavior in the classroom or clinical setting.
- Excessive absences.

### Credit Hours

The Radiologic Sciences program functions on credit hours per semester. The following ratio is used for courses;

- 1 to 1 for lecture: If a student is registered for a lecture course with 3 credit hours, such as RADS 3300, the student will spend 3 hours per week in the classroom in lecture.

- 1 to 3 for lab: If a student is registered for a lab course with 1 credit hour, such as RADS 3310, the student will spend 3 hours per week in the lab for 1 hour of credit.
- 1 to 5 for clinic: If a student is registered for a clinical course with 3 credit hours, such as RADS 3311, the student will spend 15 hours per week in the clinical setting.

Grading Scale

93 - 100 = A

85 - 92 = B

77 - 84 = C

69 - 76 = D

68 - below = F

Policy: 1993

Revised: 1997, 1998, 2010, 2012

Reviewed: 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2011, 2013-2015

## Academic Honesty

Policy: 111

Northwestern State University is an institution with an educational mission, which is carried out by means of programs and activities devoted to the pursuit of knowledge, through instruction, research and service. The University exists as a community of students, faculty, administrators, and staff who provide, participate in and support these activities and programs. The University campus, facilities, properties and other resources exist to facilitate this educational mission. You are responsible for completing and submitting your own course work and preparing your own lessons. All work submitted must be your own unless proper acknowledgment of outside material is provided. It is unacceptable to use the work of any other person or to allow your work to be used by another student. Dishonesty of any kind will not be tolerated. Examinations must also represent your own work and must be completed without the assistance of books, notes, devices, or outside help, unless specified otherwise in the exam directions.

Violation of this policy will result in one of the following disciplinary measures to be decided by the course faculty:

- verbal or written warning
- conference with department chair or dean
- reduction of test/course grade to a grade of F
- A student may subsequently be placed on probation or suspended or expelled and forced to withdraw from Northwestern State University as a result of academic dishonesty. (Refer to the section in the Student Handbook concerning Academic Infractions and Sanctions for Academic Misconduct.)

Policy: 2009

Revised: 2010

Reviewed: 2011-2015

## Plagiarism

Policy: 112

Plagiarism is defined by the Council of Writing Program Administrators (2003), as “the action of a writer who deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging [citing] its source.”

Council of Writing Program Administrators; <http://www.wpacouncil.org>

Below is a list of the most common forms of plagiarism which should be avoided to prevent disciplinary actions.

- Buying a paper from a research service or term paper mill
- Turning in another student’s work
- Turning in a paper a peer has written for the student
- Copying a paper from a source text without proper attribution
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
- Paraphrasing materials from source text without appropriate documentation

To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program faculty regarding proper methods of source citation. Additionally, NSU faculty use the resource, [www.turnitin.com](http://www.turnitin.com) . This is a web based database of research papers. A students’ paper is compared to other papers in the database and also checked for plagiarism.

In the event of suspected plagiarism violation, the student will be requested to provide documentation supporting their work. Furthermore, the student will be given the opportunity to defend their research during an Academic Dishonesty Hearing which will consist of program faculty members and the Dean of the College of Nursing and School of Allied Health.

Based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, failure in the course, academic probation, or expulsion from the program and the University.

All students are responsible for reviewing plagiarism policies for both the program and the university. These policies are available in the NSU student’s handbook and online through the NSU Website.

Policy: 2003

Revised: 2005, 2009

Reviewed: 2004, 2006, 2007, 2008, 2010-2015

## Electronic Education

Policy: 113

The radiologic sciences program encourages the use of technology in the classroom. As such, compressed video will be used during didactic portions of the program to connect to the various campuses, and courses will be supplemented with an online extension of the class. Students may also participate in classes that are conducted completely through an online environment. While online classes do not have the same the personal interaction offered through traditional classrooms, students will have interaction through e-mail, phone, discussion boards, and other avenues that may be provided in the syllabus for each class.

As with all classes in the program, students are expected to complete their own original work without the use of unauthorized assistance. Access to material in online classes will require individual logins and passwords. Exams may be proctored to ensure academic honesty and integrity of the online class. Proctors may require pre-approval by the faculty prior to the exam date.

Policy: 2009

Reviewed: 2010, 2011, 2012, 2013

Revised: 2014, 2015

## Student Records

Policy: 114

The University maintains accurate and confidential student records. It is the right of the students to have access to most of their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws. Student records, with certain exceptions, will not be released without prior consent of the student through written request.

The following student records may not be viewed by students: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment job placement or honors to which they have waived their rights of inspection and review.

Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

Northwestern State University maintains that the student records policy in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1997. In accordance with Northwestern State University's Policy on Family Educational Rights and Privacy Act, information about a student generally may not be released to a third party without the student's written permission. Exceptions under the law include state and federal educational and financial institutions, and law enforcement officials. The only records that will be released concerning students is that information that can be considered "directory" information such as: field of study, name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, attendance, and degrees and awards. The policy also permits students to review their educational records and to challenge the contents of those records.

With regard to clinical radiography course files, only the radiography faculty may remove files to be copied. Students may not remove or copy the file themselves. Any violation of the above will result in disciplinary action by the Radiologic Sciences Program Faculty.

Policy: 1993

Revised: 1997; 1998

Reviewed: 2002-2015

## Professional Appearance and Dress Code in the Didactic Setting

Policy: 115

Northwestern State University College of Nursing and School of Allied Health is a community of leaders preparing students to succeed in their chosen careers while maintaining acceptable dress attire. The personal appearance of every student is an important component of maintaining a student centered learning environment. An appropriate dress code must be presented at all times. Students are expected to dress in a manner supportive of a positive learning environment, free from disruptions and distractions. The classroom uniform policy will be maintained in Nursing and RadSci Classroom settings beginning in first level clinical courses.

**The following standards shall apply and will be enforced to all current clinical students in the classroom setting:**

1. Northwestern State University affiliated verification badges (ID badge) will be worn and visible by all students, faculty, and staff at all times. You may use lanyards or place on left chest.
2. Khaki pants or skirts (for religious purposes). No tight fitting pants; if skirts are worn they will not be shorter than knee length.
3. Shirt: Purple polo with NSU College of Nursing and School of Allied Health on front left (on cold days students may wear a long sleeved white shirt under their polo. This is available for purchase through the bookstore.
4. Shoes: closed-toe dress shoes or clean tennis shoes may be worn in the classroom (no open-toe shoes).
5. Brown or black belt will be worn at all times
6. **The student may also choose to wear their purple uniform (Nursing) or blue uniform (Radiologic Sciences) to class as indicated in the uniform policy below. If this option is chosen, the student must adhere to the Student Guidelines Related to Student Uniforms.**

The following is not acceptable: this includes, but is not limited to:

1. Wearing hats, caps, do-rags, skullcaps, bandanas, stocking caps and or other headgear.
2. Lounging shoes, lounging slippers, bare feet, short-shorts, sagging pants (exposing undergarments), lounging pants and
3. Clothing consisting of derogatory and or offensive messages either in pictures or words. (This policy does not apply to headgear identified as religious or cultural dress. Students seeking approval for headgear attire shall make a written request through the Office of the Dean.)

All students will be required to follow the dress code; any student with inappropriate appearance will not be admitted into the classroom and will be sent home. Repeated violations of the dress code will warrant disciplinary action.

Policy: 2014

Reviewed: 2015

## Absences in the Didactic Setting

Policy: 116

Class attendance is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the University. Roll is taken at the beginning of the lecture /lab period. Students should be in the classroom and ready to begin when the roll is taken. Students not present will be marked absent and the following policy will be followed:

- Make-up tests must be scheduled according to the course syllabus.
- Students are responsible for all class work missed, regardless of the reason for the absence.

As stated in the *NSU General Catalog*: **Class Attendance—Drop for Excessive Absences**

If a student receives excessive unexcused absences (ten percent of the total class meetings), the instructor may complete the Excessive Unexcused Absences Report of Grade Form and submit it to the academic dean of the course recommending that the student be dropped from the rolls of that class. Students with an unsatisfactory performance record in the course shall receive an "F" grade. A grade of "F" may be given if a student has five or more unexcused absences for MWF classes, four or more excessive unexcused absences for TR classes, and two or more unexcused absences for classes that meet for three hours one time a week (Monday – Saturday).

The NSU Radiologic Sciences Program is considered a professional degree program. Students should attend class, just as you would your professional job.

Policy: 1990

Revised: 1997, 1998, 2004, 2005, 2010, 2011, 2014

Reviewed: 2002, 2003, 2006, 2007, 2008, 2009, 2012, 2013, 2015

## Inclement Weather



Policy: 117

The College of Nursing and School of Allied Health will follow protocols issued by **Purple Alert** and Messenger for closing on all campuses **regardless of the prior practice of closing when local school districts are closed.** Please make sure that you sign up for **Purple Alert** on NSU home page (<http://emergencypreparedness.nsula.edu/safety-security/> ) All university officials will send information to the news media as soon as a decision is made regarding closure of campuses. Therefore, you will NOT need to contact the university or university officials; just wait for **Purple Alert** or Messenger.

Students are encouraged to sign up for **Purple Alert**, a rapid notification system. At its core, **PURPLE ALERT** is a multi-part communications process for disseminating alerts to NSU students, faculty and staff. **PURPLE ALERTS** are distributed through a company called Firstcall. To sign up for Purple Alert on the NSU home page (<http://emergencypreparedness.nsula.edu/safety-security/>).

Policy: 1993

Revised: 1997, 1998, 2002, 2006, 2010, 2013, 2014

Reviewed: 2001, 2003, 2004, 2005, 2008-2012, 2015

## Parking

Policy: 118

A parking permit (obtained during registration) is required to park on any NSU campus. The College of Nursing and School of Allied Health has four parking lots. The South Parking Lot is located adjacent to the Faculty Tower with the entrance from Elizabeth Street. Reserved spaces for faculty parking are located in the first two rows of the South Parking Lot. The East Parking Lot is located between the Line Avenue School and the Library Building with the entrance from Wichita Street. The North Parking Lot is located on the corner of Wichita Street and Elizabeth Street, with the entrance on Wichita Street. Handicapped parking is located in the East Parking Lot.

The Warrington Parking Lot is adjacent to the Warrington Building with the entrance from Warrington Street. Student parking is located in the last two rows of the South Parking Lot, the East Parking Lot and the Warrington Parking Lot. Students will be ticketed if parked in reserved spaces or areas of no parking. Parking fines may be paid at the Financial Aid Office.

At the CENLA campus located at Rapides Regional Medical Center, students should park in the parking lot across the street from the medical arts building or in the adjacent parking garage.

While at the any clinical sites, students should contact the Clinical Instructor at the clinical education setting they are assigned, to determine where the appropriate parking might be located.

**Transportation**-Northwestern State University Radiologic Sciences students will be responsible for providing their own transportation to attend all on-campus classes and clinical assignments.

Policy: 1996

Revised: 2002, 2003, 2004, 2005, 2014

Reviewed: 2001, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2015

## Visitors to Campus

Policy: 119

To promote an academic environment for the entire Northwestern State University community, students are expected to exercise prudence in bringing visitors to campus without prior approval. This policy includes the presence of children and other family members. Children and family members are not allowed in classrooms, lab facilities, hospital environment, etc. Such a policy protects the children and family members and eliminates distractions for others.

Policy: 2007

Reviewed: 2008-2015

## Student Employment

Policy: 120

Students must exercise judgment in the number of hours of employment that they seek outside of the clinical and didactic requirements of the program. **Work schedules must not conflict with the program curriculum** (clinical and didactic courses), this includes clinical mid-term and final evaluations. Students must never receive monetary compensation for work done in the Radiology Department **during their assigned clinical education rotations**. Please be advised, if a student is employed in a radiology department, you are not allowed to take an exposure when you are on the clock. This could prohibit you from being able to take the national registry or obtain a state license.

Also, students will not be able to attend clinical in their place of employment. For example, if you are employed at Willis Knighton Medical Center, in the radiology department, you will not be assigned clinical rotations there.

Policy: 1993

Revised: 1998, 2005, 2006, 2011, 2013

Reviewed: 2002, 2003, 2004, 2007, 2008, 2009, 2010, 2012, 2014-2015

## Code of Conduct

Policy: 121

The University has established standards and procedures that shall govern the conduct of students on University property, in University facilities, and away from the University Campus. This code of conduct is detailed in the University's Student Handbook.

Disciplinary procedures governing University students are administered by the Vice President of Student Services. Disciplinary problems may be referred to a student-faculty discipline committee appointed by the President of the University.

Policy: 1998

Revised: 2005

Reviewed: 2002, 2003, 2004, 2006-2015

## Appropriate Use of Social Networking Websites

Policy: 122

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep in contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the College of Nursing and School of Allied Health, and Northwestern State University. It is also important to ensure patient information is not made publicly available. Everyone is expected to be respectful of the views and opinions of others in the program and the University. This rule extends to interactions through forums, email, phone conversations, texting, social media, and all other methods of communication. No foul or inappropriate language will be tolerated.

Students are expected to check emails **daily** for announcements and other program information. All correspondence with program faculty must be through use of your NSU email account. You are expected to use correct English and grammar when writing papers, sending emails, posting to forums, and all other forms of communication. Unprofessional correspondence will likely result in no response.

Posts to social media sites in regards to NSU, its programs, affiliates, faculty, and/or students should be carefully considered. While you are free to post in your own personal accounts, the content of your posts may negatively impact the University and/or its constituents, and may warrant disciplinary action.

Acquiring personal images (pictures) at clinical sites is strictly prohibited. At no time should students take pictures in clinical sites; therefore, no pictures should be texted, posted to social media, or transmitted in any other electronic format.

Inappropriate electronic content (comments, pictures, etc.) that does not reflect the professional behavior expected of professional students may warrant disciplinary action from the program and/or University.

In conjunction with the College of Nursing and School of Allied Health, The Radiologic Sciences Program has adopted the following guidelines to assist students in safely using these sites.

### A. Personal Privacy

1. We recommend setting your profiles on social networking sites so that only those individuals whom you have provided access may see your personal information.
2. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict you in what may be construed as compromising situations.
3. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious,

and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

#### B. Protection of Patient Information

1. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.

2. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.

3. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine whom you are referring based on the context.

#### C. Professionalism

1. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.

2. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.

3. We recommend using discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture and clinical assignments is prohibited.

4. Keep in mind that photographs and statements made are potentially viewable by future employers.

5. Students may be subject to disciplinary actions within the College for comments that are either unprofessional or violate patient privacy.

6. Keep in mind that you are representing NSU, the College of Nursing and School Allied Health, and the Department of Radiologic Sciences when you log on to a site and make a comment or post a photograph.

Students who meet on social networking sites and who choose to discuss NSU faculty, other students, courses, or NSU in general, are expected to conduct themselves in a civil and professional manner. If students should conduct themselves in a verbally abusive, disrespectful or aggressive manner while posting to public forums of any kind and it comes to the attention of NSU faculty or staff, said students may be asked to leave the program and may be subject to disciplinary action under the *Code of Student Conduct and Sanctions (Article VII Sanctions)*.

Policy: 2010

Revised: 2012, 2013, 2014

Reviewed: 2011, 2015

## Disciplinary Action

Policy: 123

The policies contained in this handbook are necessary in order to insure consistency and orderly operation as well as to protect the rights and safety of all concerned. It is the desire of this program to assist all students so that we can achieve our objectives for the best education and finest patient care available. Willful or inexcusable violations of the policies in this handbook will be dealt with under a uniform policy that applies equally to all students. The Clinical Instructor or Program Faculty from Northwestern State University may provide verbal or written warnings of violations of policies.

**Written Warning-** This is *formal* notification to a student that they have violated a policy of the student handbook. Written documentation is prepared and entered into the student's clinical folder with signatures of all parties involved.

*Written warnings are cumulative from one clinical radiography course to another.*

When a violation of policy warrants disciplinary action by the Radiologic Sciences Program Faculty, the following actions will be taken: A meeting will be held by the Radiologic Sciences program faculty and based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: loss of clinical leave time, academic probation, failure of the course, or expulsion from the program and the University.

Policy: 1993

Revised: 1996, 1997, 1998, 2005, 2007, 2010, 2014

Reviewed: 2002, 2003, 2004, 2006, 2008, 2009, 2011, 2012, 2013, 2015

## Grievance Procedure

Policy: 124

Differences of opinion may arise from time to time. If a student has an issue with a faculty member, the student is expected to follow the chain of command. Resolving these differences fairly and quickly is obtained by the following procedure.

### Step One

Discuss the concern with the faculty member involved within two days of the occurrence.

- Faculty member required to give answer within two working days.
- No answer, or not satisfied with the response, advance to step two.

### Step Two

State your concern to the Program Director.

- Must be in writing.
- Submitted within three working days after initial reply to step one.
- Program Director required to reply within one week.
- No answer, or not satisfied with the response, advance to step three.

### Step Three

Follow the Student Code of Conduct in the University Student Handbook. This policy may be found at <http://www.nsula.edu/faculty-staff/>

NOTE: Formerly Due Process Procedure

Policy: 1998

Reviewed: 2002, 2003, 2004

Policy: 2005

Revised: 2007, 2008, 2014

Reviewed: 2006, 2009, 2010, 2011, 2012, 2013, 2015

## Sexual Harassment

Policy: 125

This section is designed to help students, staff, faculty, and administrators of Northwestern State University understand and comply with the prohibitions against sexual harassment. These prohibitions were established by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1962, as amended, and state laws.

The possibility of sexual harassment exists in relationships between people of the same or different gender. It may occur in various relationships, i.e., between a supervisor and employee, faculty and student, student and student, technologist and student, etc. The University's policy on sexual harassment and procedures for reporting allegations of sexual harassment are contained at this link; <http://businessaffairs.nsula.edu/assets/jabbastaffhandbook/8-SexualHarassment.pdf>

Policy: 1993

Revised: 1997; 2004, 2005, 2014

Reviewed: 2002, 2003, 2006-2013, 2015

## Health Program

Policy: 126

Students admitted to the first clinical course in Radiologic Sciences must submit a completed CONSAH health form **prior to** attending clinical in the hospital environment. These forms are given to students' prior to the first clinical semester. An abbreviated health form must be completed the following year. Students **will not** be able to attend clinical if the form is not completed, including results of lab tests. The completed form is typically due the first week of February. Students who are late submitting the health form will be subject to disciplinary action.

***Students are not employees of the Clinical Education Settings and are not covered by worker's compensation.*** Injury and sickness insurance is available through registration fees for students enrolled on a full-time basis (12 hours). This fee may be refunded after presentation of proof of insurance. Dependents may be added for a fee within 10 working days from fee payment each semester. Students who are registered less than full-time (less than 12 hours) may also add this insurance for a fee within this time period. Liability insurance may be obtained through private companies.

**Malpractice Insurance:** The State of Louisiana's Public Health and Safety Act 40:1299.39, Part XXI-A assumes student liability coverage by the state. This act is in the Radiologic Sciences Program Director's office. This liability plan does not provide coverage for part-time employment outside of the required clinical courses and it does not include the operation of a motor vehicle.

**Medical Insurance:** Students enrolled in the professional program must maintain Medical Insurance coverage throughout clinical rotations. If a student is personally injured in the clinical setting during assigned hours, the student is NOT covered by the liability insurance and is NOT covered by the clinical education settings' Worker's Compensation.

If an injury occurs, it is the student's responsibility to consent or deny consent to medical treatment, convey the facility desired to receive medical treatment, if treatment is desired, and provide documentation of insurance or provide payment upon arrival for treatment. Again, regardless of fault, neither NSU nor the clinical education setting will be responsible for payment(s); the responsibility for payment is directed to the student, thus the need for personal medical insurance.

Policy: 1993

Revised: 1998, 2003, 2005, 2007, 2010, 2012, 2013, 2014

Reviewed: 2001, 2002, 2004, 2006, 2008, 2009, 2011, 2015

## Hepatitis “B” Immunization

Policy: 127

The Occupational Safety and Health Administration (OSHA) has published standards addressing occupational exposure to blood-borne pathogens. The Standards state there is an occupational hazard for health care workers — especially when dealing with blood-borne pathogens such as the **Hepatitis B Virus (HBV)**. The standards require that employers make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who come in contact with blood and infectious materials while working. The standards fail to specifically include students working in health care settings.

Students enrolled in the Radiologic Sciences Program may come in contact with blood and infectious material while attending clinical Radiography Courses at an assigned Clinical Education Setting. The students must be aware that they are at risk of coming in contact with the HBV during clinical experiences. The Clinical Education Settings are complying with the OSHA standard by immunizing their employees against HBV; however, students will need to plan for their own immunization if they desire this means of protection.

The Radiologic Sciences Program strongly recommends that you take part in a Hepatitis B immunization program. The immunization will include three injections and a blood antibody test. If you choose to participate, you will be responsible for payment and submitting documentation of participation to the Radiologic Sciences Program Clinical Coordinator. If you do not choose to participate with the immunization or have not completed the immunization, you must sign a waiver (see form F-20) indicating such and submit the waiver to the Radiologic Sciences Program Clinical Coordinator.

Policy: 1993

Revised: 1997, 2005

Reviewed: 2002, 2003, 2004, 2006-2015

## Communicable Disease Notification

Policy: 128

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects). The state of Louisiana has listed those diseases, which are reportable as communicable diseases. The current list of reportable diseases is as follows (2014):

Amebiasis	Antrax	Aseptic Meningitis	Blastomycosis
Botulism	Brucellosis	Campylobacter	Chagas Disease
Chikungunya	Chlamydia	Clostridium difficile	Cryptococcus
Cryptosporidium	Cyclospora	Diphtheria	E. coli
Encephalitis	Eosinophilic meningitis	Ertherma Infectiosum	Giardiasis
Gonorrhea	Guillain-Barre'	Hemophilus	Hepatitis A, B, C, D, & E
Histoplasmosis	HIV/AIDS	H1N1	Influenza
Legionella	Leprosy	Leptospirosis	Listeria
Lyme disease	Malaria	Measles	Meningoccal Infections
Mumps	Norovirus	Pertussis	Pneumoccal disease
Poliomyelitis	Psittacosis	Rabies	Respiratory Syncytial Virus (RSV)
Rocky Mountain Spotted Fever	Rotavirus	Rubella	Staphylococcal Invasive Disease (MRSA)
Streptococcal Group A & B	Syphilis	Tetanus	Trichinosis
Tuberculosis	Tularemia	Vancomycin resistant Enterococcus (VRE)	Varicella
Vibriosis	West Nile virus	Yellow Fever	

Communicable diseases vary in their virulence, duration, mode of infection, and affects. In order to fully protect students, patients, and clinical staff, the student should do the following:

- Students suspecting exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana must see a physician immediately.
- Students diagnosed with any diseases (conditions) stated above and as determined by their physician to be of short duration which may be transferred

by air or contact, may **not** attend Radiologic Science courses and/or clinical, depending on physician's recommendations.

- Students diagnosed with communicable diseases that are of relatively long duration must present a written diagnosis to program officials. The student may be able to continue Radiologic Science clinical courses with proper counsel from the infection control nurse and /or the department of the Clinical Education Setting. Depending on the severity of the disease, the type of the disease and the student's physician, the student may be required to withdraw from the Radiologic Science course(s).

The student's confidentiality will be protected.

Failure to comply with this notification policy will result in disciplinary action as determined by the radiologic sciences program faculty.

Policy: 1993

Revised: 1997, 1998, 2005, 2006, 2007, 2010, 2014

Reviewed: 2002, 2003, 2004, 2008, 2009, 2011, 2012, 2013, 2015

## Alcohol & Drug Policy

Policy: 129

Northwestern State University conforms to all local, state and federal laws regarding the use of alcohol and other drugs on campus. Northwestern is a member of the Drug-Free schools and campuses and abides by their standards regarding policies, athletic programs, educational programs, enforcement and assessment. Students who fail to abide by university policies regarding alcohol and other drugs will be subject to disciplinary action according to established university policies and procedures that conform to local, state and federal laws.

Students of Northwestern State University are hereby informed that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on university property. Students of the University found to be illegally manufacturing, distributing, dispensing, possessing or using controlled dangerous substances on university property shall be subject to disciplinary action in accordance with applicable policies of the University of Louisiana System Board of Supervisors and Northwestern State University. In addition to university disciplinary action, students found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances shall also be subject to criminal prosecution. The term “controlled dangerous substance,” means a drug, substance or immediate precursor in Schedule I through V of Louisiana RS40:964.

### Legal Sanctions

Students are reminded that local, state, and federal laws provide for various legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

#### Higher Education Act

Federal Law (Higher Education Act Amended) allows institutions to disclose, to a parent or legal guardian of a student, information regarding a violation of federal, state, or local laws, or of the institutions’ rules or policies governing use or possession of alcohol or drugs.

#### Federal Controlled Substance Act & Penalties

Go to Weblink [www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm)

#### LUCDS Law

Louisiana Uniform Controlled Dangerous Substance Law provides that any person who violates the criminal statute by manufacturing opiates such as cocaine and heroin is subject to life imprisonment without benefit of probation and/or parole and a fine of \$500,000. A person illegally manufacturing stimulants and depressants is subject to imprisonment up to thirty years and a fine of \$15,000. Illegal manufacture of and distribution of hallucinogens such as LSD and marijuana is punishable by imprisonment of no less than 5 years and no more than 30 years and a fine up to \$50,000.

A person possessing opiates illegally is subject to a prison term of up to five years and a \$5,000 fine. Possession of hallucinogens, stimulants and depressants is punishable by imprisonment up to five years and a \$5,000 fine, Criminal Code LARS 14:91

The State of Louisiana Criminal Code LARS 14:91 provides for punishments ranging from up to six months imprisonment and fines of up to \$3,000 for violation of statutes relating to the possession and sale of alcohol.

The local ordinances of Natchitoches, Shreveport, Alexandria, and Leesville also provide prohibitions related to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

### University Sanctions

Students who violate University policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violation include reprimand, probation, suspension, and expulsion. Students may also be referred for counseling and/or referral for individual assessment; referrals may be included as a condition of any sanction. Article IV, Section 9 of the Code of Student Conduct describes substance infractions.

Northwestern State University believes that substance abuse is a danger to the well being of faculty/staff, students, health agency employees and clients.

Therefore, to insure public and professional trust, safety, and to insure fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the Radiologic Sciences Program.

This policy does not supersede the policies published in the current NSU Student Handbook from Northwestern State University. This policy reflects additional requirements of curricula for professional Radiologic Technologists.

### Definitions

**Controlled Substances** — For the purpose of this policy, controlled substances include all chemical substances or drugs listed in any controlled substance acts or regulations applicable under any federal, state or local laws.

**Campus/Clinical** — For the purpose of this policy, a student is on campus/clinical whenever he or she is:

- On any University/health agency property including parking lots.
- Present at any University sanctioned activity.

- Wearing an official NSU Radiologic Sciences uniform/lab coat. This includes travel to and from campus/clinical.

### Scope

The following are prohibited by the Radiologic Sciences Program when a student is on campus/clinical and will result in disciplinary action by the Program:

- Unauthorized possession or use of a controlled substance and/or alcohol.
- Being under the influence of a controlled substance and/or alcohol, including but not limited to: DWI arrests, convictions, and driving suspensions.
- Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.
- Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is any possibility that such use may impair the student's ability to safely perform or may adversely affect his/her safety or patient safety and care, or safety of faculty or fellow students.

### Testing

Drug or alcohol testing of students is authorized under this policy allowing the Dean of the College of Nursing and School of Allied Health, or her designee, to direct a student to undergo testing under the following circumstances:

- When there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the "influence," in keeping with the purpose of this drug policy NSU views that discretion must be given to the faculty and staff in recognizing the usual signs and symptoms of alcohol or drug use. In that respect, the following is a listing of what NSU deems signs and symptoms of drug or alcohol use:
  - Frequent absences from class, clinical or lab and/or disappearance from such
  - Isolation and withdrawal
  - Patient care errors, particularly medication errors
  - Detectable odor of alcohol
  - Increasingly poor decision and judgment about patient care
  - Illogical or sloppy charting
  - Unusual accidents/incidents
  - Deteriorating personal appearance
  - Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes
- When a student is found in possession of alcohol or drugs in violation of this policy.

- Following an instance or incident that the nature of which indicates possible impairment of ability or judgment or following an incident in which patient care standards were violated or careless acts were performed.
- Random drug testing is also allowed under this policy. Students will have 36 hours to report to a drug/alcohol testing facility. The student will assume all responsibility for the cost of the drug tests.

When such signs and/or symptoms are observed in a student, the faculty member will notify the Director or designee. The Director or designee will go to the campus/clinical area and direct the student to submit to drug/alcohol testing and sign a consent form witnessed by two University representatives. Failure to agree to such testing shall be considered as admission of violation of the student responsibilities as it relates to this policy and shall be sufficient cause to allow Director's action as allowed under this policy. If the student refuses the test, he/she shall sign a refusal form witnessed by two University representatives. If the student refuses to sign this refusal form, this information shall be noted on the form and witnessed by two University representatives. Refusal to sign any of these forms may result in immediate dismissal from the Radiologic Sciences Program.

Within one hour of completion of the required consent form, the student shall report to an identified lab that utilizes the chain of custody procedure for blood and/or urine testing at the student's expense. A University representative will verify the student's identity prior to specimen collection. The student may not drive a motor vehicle to this lab and will be responsible for all transportation costs.

The student may not attend class or clinical activities until the lab results are reviewed by the Director or designee.

Results of the tests will be kept confidential and will be reported to the Director or Designee who will then meet with the student to discuss the results.

A positive blood alcohol and/or urine drug screen test may subject the student to sanctions that may include suspension or dismissal from the Radiologic Sciences Program.

Policy: 1996

Revised: 1998, 2005, 2014

Reviewed: 2002, 2003, 2004, 2006-2015

## Cardiopulmonary Resuscitation



Policy: 130

Students enrolled in Radiologic Science courses are required to hold a current certification in cardiopulmonary resuscitation (CPR). This certification should be kept current for the duration of the program. CPR certification must be obtained during the first semester of the clinical portion of the Radiologic Sciences program. A copy of the students' CPR card must be on file in the coordinators office.

Current policy for the College of Nursing and School of Allied Health requires that all clinical Radiologic Science students be certified in CPR through the College of Nursing and School of Allied Health or by the American Heart Association. CPR classes will be scheduled by the College of Nursing and School of Allied Health and the dates and times are provided to the students.

Policy: 1993

Revised: 1997, 1998, 2005, 2006, 2009, 2014

Reviewed: 2002, 2003, 2004, 2007, 2008, 2010-2012, 2013, 2015

## Pregnancy Policy

Policy: 131

If a student suspects she is pregnant while in enrolled in the program, she can notify the Clinical Coordinator and /or the Program Director. **Pregnancy notification is strictly voluntary.** This program strongly advises pregnancy notification so that all efforts to protect the unborn child from ionizing radiation can be presented to the pregnant student. If pregnancy is declared, the student must then sign a witnessed “Attest” form. This form states that the appendix to Regulatory Guide 8.13 of the United States Regulatory Commission was read and discussed. The program recommends, but does not require the following provision for the student:

- Continuation of the program with no rotations through Fluoroscopy, Special Procedures, Mobiles and Surgery, Nuclear Medicine. Depending on competency completion, the student may or may not graduate at the scheduled date.

The above provision is an option for the student. Another option available for the student is to continue in the program with no modifications to the clinical rotation schedule. Other options may also be available. The student will be provided with an extra dosimeter to wear for fetal measurement, if the student has declared the pregnancy. If the student does not declare the pregnancy, a fetal monitor will not be issued.

Once all of the options have been discussed and if the student previously declared pregnancy, the student may withdraw the declaration of pregnancy. If the student decides to withdraw the notification of pregnancy, it must be submitted in writing to the Clinical Coordinator.

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupationally exposed women. This dose is currently set at a maximum dose of 50 mREM/month with a maximum of 500 mREM/gestational period, both with respect to the fetus. It is the policy of this program to instruct all students about the importance of proper radiation safety. Neither the University nor the Clinical Education Setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

Policy 1993

Revised: 1997, 2002, 2005, 2011

Reviewed: 2001, 2003, 2004, 2006, 2007, 2008, 2009, 2010, 2012-2015

## Workplace Hazards

Policy: 132

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated at the clinical education setting regarding the following;

- Universal precautions
- Tuberculosis awareness
- Fire safety
- Hazardous materials (chemical, electrical, bomb threats, etc.)
- Blood-borne pathogens

Policy: 2007

Reviewed: 2008-2015

## Exit Exam

Policy: 133

Exit exams are incorporated into the RADS 4620 course during the final semester of the program. The student will be offered three (3) opportunities to be successful on the Exit Examination. This Exam consists of 200 items and is a comprehensive exam covering all areas of radiography. Items are similar to those seen on the ARRT Registry Exam, and therefore this exam is a useful tool for assessing a student's readiness to take the ARRT Registry. Exams will be delivered in electronic format and must be completed in a supervised setting. The passing benchmark score is 75%. Earning a benchmark score or above on the Exit Exam is a requirement for passing RADS 4620, Advanced Practices in Radiography.

If a student scores below the 75% benchmark on the initial attempt, he/she will work with program faculty members to develop a remediation plan. If the student scores below the 75% benchmark for the 3rd time, the student will receive an incomplete (I) grade in RADS 4620, resulting in postponement of graduation. The deficiency must be met within the first two weeks of the summer term of attendance for the "I" grade to be changed. "I" grades are computed as "F" grades, unless changed to a final passing grade in the specified time-frame.

Policy: 2014

Reviewed: 2015

## PART 2: CLINICAL POLICIES

### The Clinical Environment

Policy: 200

You will notice many differences between the academic environment to which you have been accustomed and the clinical environment that you are entering. Most of the differences will prove exciting and stimulating; some will prove to be frustrating and aggravating. How successfully you function and learn in the clinical setting depends in part on how you approach and deal with these differences.

The reality of the situation is that patient care is the top priority in the Radiology Department. This means that the patient's welfare is considered first. Usually, this is consistent with the goals and needs of clinical education. Occasionally, however, this reality dictates that the scheduling and conducting of educational activities be flexible.

Compared to the learning activities conducted in the didactic courses, the learning activities in the clinical setting are frequently much less structured. You must take a more active and responsible role for integrating the academic preparation you had with the individual examinations you are observing or performing.

Generally, in the classroom setting you work independently as you pursue your academic goals. Teamwork and cooperation among the students is not a necessity in achieving academic goals. In the clinical setting, you must pursue your educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than function independently, you become part of a health care delivery team and must function cooperatively to achieve educational and departmental goals.

Undoubtedly, you will be able to add many more differences to our list. The point is that you will make a transition that will require some reorientation and adaptation on your part. You are not the only one, however, involved in this process. This is a time of transition also for the students in the class ahead of you who are assuming a new role and responsibilities as senior students. The clinical staff is also involved in reorientation and adaptation. At the point when you enter the hospital, they have been working with students who in the most part require minimal supervision. The staff must cycle back and assume a direct supervisory role all over again.

Policy: 1993

Revised: 1997

Reviewed: 2002-2015

## Clinical Obligations and Fees

Policy: 201

As a clinical student at Northwestern State University, students have a number of clinical obligations and fees. The obligations include, but are not limited to, the following;

Clinical Obligations:

Health form (see policy 124)- varies according to the facility and the student

Drug screening (see policy 127)- varies according to the facility

Background investigations (see policy 106)- ~\$40

Clinical rotations and travel-varies

Lead Markers (see policies 206 and 217)-~\$25

Trajecsys-\$150 total

Additional fees\*:

Professional degree fees-\$300 for 5 semesters

Uniforms (see policy 206)-\$50 for scrubs

LSRT conferences (see policy 108)-varies according to the location

Books-~\$900 the first semester

CPR-~\$40 for class and ~\$20 for book

Annual flu shots-~\$25 per year

Students will be required to complete a health form, a drug screening and a background investigation prior to attending clinical assignments at area hospitals and clinics. The cost of completion of the health form and drug screening will vary according to your health insurance. Also, students are required to have a flu shot annually to attend clinical education settings. Any costs pertaining to these obligations are the responsibility of the student.

Students will be required, on occasion, to attend various clinic rotation shifts including evening (3pm-11pm) and early morning (5am-1pm) clinical assignments. Other clinic rotation shifts include 6:30am – 3pm, 7am – 3:30pm, and 8am – 4:30pm. The Radiologic Sciences Program at Northwestern State University utilizes a large number of clinical education settings in north and central Louisiana. At times, a student may be required to travel approximately 60 miles from the Shreveport or Alexandria campus for a clinical assignment. Any costs pertaining to traveling, to and from a clinical education setting, are the responsibility of the student.

The School of Allied Health is located on the Shreveport campus of Northwestern State University. There is a satellite campus located in Alexandria. Students attending clinicals on the Alexandria campus may be required to travel to the Shreveport campus as needed for official events.

As a student in the clinical portion of the Radiologic Sciences program, students are charged an additional fee of \$300 for RADS 3311, 3811, 3911, 4511, and 4611. This fee is known as a Professional Degree Fee. This fee is established to help cover the cost of the clinical portion of the curriculum.

Students will be required to purchase lead markers and uniforms. These items are part of the professional attire for the clinical education setting. See policies 207 and 218 for more detailed information.

Students will be required to attend LSRT conferences. See policy 106 for more detailed information.

\*Fees are approximate and subject to change

Policy: 2011

Revised: 2012-2015

## Radiography Practice Standards & Scope of Practice

Policy: 202

The complex nature of disease processes involves multiple imaging modalities. Although an interdisciplinary team of radiologists, radiographers, and support staff plays a critical role in the delivery of health services, it is the radiographer who performs the radiographic examination that creates the images needed for diagnosis. Radiography integrates scientific knowledge, technical skills, patient interaction, and care resulting in diagnostic information. A radiographer recognizes patient conditions essential for successful completion of the procedure and exercises independent professional and ethical judgment.

### **Radiographer – General Requirements**

Radiographers must demonstrate an understanding of human anatomy, physiology, pathology, and medical terminology.

Radiographers must maintain a high degree of accuracy in radiographic positioning and exposure technique. They must maintain knowledge of radiation protection and safety. Radiographers independently perform or assist the licensed independent practitioner in the completion of radiographic procedures. Radiographers prepare, administer, and document activities related to contrast media and medications in accordance. Radiographers are the primary liaison between patients, licensed independent practitioners, and other members of the support team. Radiographers must remain sensitive to the physical and emotional needs of the patient through good communication, patient assessment, patient monitoring, and patient care skills. Radiographers use independent, professional, ethical judgment and critical thinking. Radiographers engage in continuing education to enhance patient care, public education, knowledge, and technical competence while embracing lifelong learning.

### **Practice Standards**

The practice standards define the practice and establish general criteria to determine compliance. Practice standards are authoritative statements established by the profession and published by the Association for Radiologic Technologists (ASRT) for judging the quality of practice, service, and education.

A radiographer should, within the boundaries of all applicable legal requirements and restrictions, exercise individual thought, judgment and discretion in the performance of the procedure.

### **Radiographer Scope of Practice**

The scope of practice of the radiographer includes:

1. Performing diagnostic radiographic procedures.
2. Corroborating patient's clinical history with procedure, ensuring information is documented and available for use by a licensed independent practitioner.

3. Maintaining confidentiality of the patient’s protected health information in accordance with the Health Insurance Portability and Accountability Act.
4. Preparing the patient for procedures, providing instructions to obtain desired results, gaining cooperation, and minimizing anxiety.
5. Selecting and operating imaging equipment, and/or associated accessories to successfully perform procedures.
6. Positioning patient to best demonstrate anatomic area of interest, respecting patient ability and comfort.
7. Immobilizing patients as required for appropriate examination.
8. Determining radiographic technique exposure factors.
9. Applying principles of radiation protection to minimize exposure to patient, self, and others.
10. Evaluating radiographs or images for technical quality, ensuring proper identification is recorded.
11. Assuming responsibility for provision of physical and psychological needs of patients during procedures.
12. Performing venipuncture where state statute(s) and/or institutional policy permits.
13. Identifying, preparing and/or administering medications as prescribed by a licensed practitioner.
14. Verifying informed consent for, and assisting a licensed independent practitioner with, interventional procedures.
15. Assisting licensed independent practitioner with fluoroscopic and specialized interventional radiography procedures.
16. Performing noninterpretive fluoroscopic procedures as appropriate and consistent with applicable state statutes.
17. Initiating basic life support action when necessary.
18. Providing patient education.
  
19. Providing input for equipment purchase and supply decisions.
20. Providing practical instruction for students and/or other health care professionals.
21. Participating in the department's quality assessment and improvement plan.
22. Maintaining control of inventory and purchase of supplies for the assigned area.
23. Observing universal precautions.
24. Performing peripherally inserted central catheter placement where state statute(s) and/or lawful institutional policy permits.
25. Applying the principles of patient safety during all aspects of radiographic procedures, including assisting and transporting patients.
26. Starting and maintaining intravenous (IV) access per orders when applicable.

## Radiography Clinical Performance Standards

**Standard One: Assessment:** The practitioner collects pertinent data about the patient and the procedure.

**Standard Two: Analysis/Determination:** The practitioner analyzes the information obtained during the assessment phase and develops an action plan for completing the procedure.

**Standard Three: Patient Education:** The practitioner provides information about the procedure and related health issues according to protocol.

**Standard Four: Performance:** The practitioner performs the action plan.

**Standard Five: Evaluation:** The practitioner determines whether the goals of the action plan have been achieved.

**Standard Six: Implementation:** The practitioner implements the revised action plan.

**Standard Seven: Outcomes Measurement:** The practitioner reviews and evaluates the outcome of the procedure.

**Standard Eight: Documentation:** The practitioner documents information about patient care, the procedure, and the final outcome.

## Radiography Professional Performance Standards

**Standard One: Quality** The practitioner strives to provide optimal patient care.

**Standard Two: Self-Assessment** The practitioner evaluates personal performance.

**Standard Three: Education** The practitioner maintains current knowledge in clinical practice.

**Standard Four: Collaboration and Collegiality** The practitioner promotes a positive, collaborative practice atmosphere with other members of the health care team.

**Standard Five: Ethics** The practitioner adheres to the profession's accepted ethical standards.

**Standard Six: Research and Innovation** The practitioner participates in the acquisition and dissemination of knowledge and the advancement of the profession.

Source: American Society for Radiologic Technologists (ASRT)  
Policy: 2010

Reviewed: 2011-2015

## Patient Confidential Information

Policy: 203

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the clinical instructor. Students are expected to maintain confidentiality in a professional manner.

In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the health care facility; refraining from putting any personal identifier on any paperwork associated with the Radiologic Sciences Program; client initials may be used as an identifier, however, no room number or health care facility name/unit.

Students will be expected to adhere to the HIPAA policies at each clinical education setting. Any violation of these policies will result in disciplinary action.

Policy: 1993

Revised: 1998, 2003, 2005, 2007, 2008, 2014

Reviewed: 2002, 2004, 2006, 2009-2013, 2015

## Student Confidential Information

Policy: 204

In accordance with the Family Education and Rights Act (FERPA) 1997, this program maintains all students' records as confidential and can only release certain items designated as directory information. Directory information is considered name, local and permanent address, telephone listing, major field of study, dates of attendance, etc. The student can prohibit the release of this directory information by making a written request to the Radiologic Sciences Program.

Students must be aware that reviewing another student's folder or clinical paperwork is a violation of the confidentiality of that students' records.

Any violation of the above will result in disciplinary action by the Program Faculty.

Policy: 1993

Revised: 1998, 2003, 2005, 2007

Reviewed: 2002, 2004, 2006, 2008-2015

## Professional Behavior and Conduct

Policy: 205

The radiology department should be a place where patient confidence is inspired. This can be accomplished when one consistently exhibits professional behavior and conduct. One must endeavor to treat patients with kindness and courtesy to insure preservation of the patient's privacy and dignity. After the patient has been placed in the radiographic room, the door should always be closed and care must be exercised to keep the patient covered. Always introduce yourself and any additional people in the room, and wear your name badge.

Students are expected to maintain professional behavior at all times, in both the classroom and clinical settings. Failure to comply with this policy will result in disciplinary action. Failure to comply with any policy in the student handbook will result in disciplinary action, including, but not limited to; a loss of clinical personal time, probation, suspension, course failure, or dismissal from the program. Students are also expected to be aware of and follow the policies and procedures of the clinical education setting. Each infraction will be discussed on a case by case basis.

### All students will:

- Act professionally and responsibly at all times.
- Report to the clinical assignment in an alert condition,
- Report to the clinical assignment in the proper uniform,
- Not be in possession of drugs or alcohol, nor engage in their use while on clinical assignments or in didactic course work,
- Not engage in immoral or unethical conduct,
- Not chew gum, eat or drink in clinical areas,
- Not sleep on clinical assignments,
- Not engage in theft of any articles from the Clinical Education Setting,
- Not leave patients unattended while undergoing diagnostic procedures,
- Not abuse patients physically or verbally,
- Not smoke in areas where it is prohibited while on clinical assignments,
- Not smoke in clinical uniform,
- Not leave the assigned areas unless instructed to do so,
- Not use foul language in the clinical or didactic setting,
- Not receive or make personal phone calls except in emergency situations,
- Not falsify records
- Not use a cell phone during the clinical assignment time
- Not clock in or out for another student in Trajecsys
- Follow all policies of the clinical education setting
- Follow all policies of the BSRS program

Policy: 1993

Revised: 1997, 2002, 2008, 2009, 2010, 2014

Reviewed: 2001, 2003, 2004, 2005, 2006, 2007, 2011-2013, 2015

## Professional Appearance and Dress Code

Policy: 206

The student uniform is to be worn by all students in the Radiologic Sciences program while in attendance at the CES, on the school campus, and in the laboratory setting. When the assigned area requires something other than the student uniform, the student must arrive and leave the CES in the student uniform. Anytime the student uniform is required, the student must wear the entire student uniform. For example, student cannot wear the uniform to the clinical education setting and then change shoes prior to attending class on the same day. The student is expected to be neat and conservative in appearance at all times. Radical departures from conventional dress or personal grooming may be cause for disciplinary action.

Required Attire:

Navy blue uniform

Northwestern State University Photo Identification badge is to be worn at all times while on Northwestern campus and at the Clinical Education Setting.

Official Insignia Patch--Patches must be sewn on left sleeve of uniforms and lab coats 2 inches below shoulder seam.

Optional:

White lab coat (waist length only) or same color as uniform, no prints.

The following will be observed:

- Clean and well-pressed uniforms at all times. White T-shirts and/or tank tops are allowed to be worn under the scrub uniform, however, if they are short sleeved, they must not be visible coming out of the bottom of the scrub top or out from under the sleeves. Long sleeved t-shirts are permitted. There must not be any visible writing or logos on the t-shirts.
- Clean and well-pressed NSU purple polo and khaki pants may be worn in place of scrubs when attending class on the school campus.
- White leather shoes with closed toes and closed heels. No clogs.
- Hair must be conservative; clean, neat and off collar of uniform; beards and mustaches are permitted if neatly trimmed.
- Tattoo's must not be visible.
- Fingernails are to be clean and not to exceed the fingertip in length (light color polish only). Artificial nails are not allowed, CDC policy (10/02).
- Make-up must be worn in moderation.
- No Heavy Perfume or cologne — may be offensive to patients.
- Plain white socks.
- Excessive jewelry is not permitted.
  - Earrings must be a matching pair: studded earrings only.
  - Wristwatch with a second hand is suggested.

All students will be required to follow the dress code; any student with inappropriate appearance will be sent home. Repeated violations of the dress code will warrant disciplinary action.

### **LSRT Conventions**

At Mid Winter, students are required to wear their class t-shirt with nice blue jeans on Friday and purple polo with khaki pants on Saturday. At Annual, students are required to wear the class t-shirt with nice blue jeans on Thursday, the class polo with khaki pants or khaki capri's on Friday and a NSU t-shirt with nice blue jeans on Saturday. Students are required to wear the class polo shirt and khaki pants at the functions and meetings. Students are expected to dress nicely, as you would for a nice event or any professional function. Students are expected to behave in a professional manner while at any Radiologic Science function. Remember, you are representing Northwestern State University and the School of Allied Health.

Policy: 1993

Reviewed: 2001, 2003, 2008

Revised: 1998, 2002, 2004, 2005, 2006, 2007, 2010-2015

## Radiation Dosimetry Monitoring

Policy: 207

Radiation safety is an individual attitude and reflects each student's motivation toward protecting himself /herself. Students will be expected to practice proper radiation safety procedures at all times when present in clinical assignments and in laboratory activities. The radiation safety officer (RSO) will closely monitor and record monthly dosimeter readings. The radiation monitoring reports will be made available to the student within 30 school days of returning the dosimeter.

Students will always wear a dosimeter while attending clinical assignments and energized laboratory sessions; the student is not allowed to attend either without their dosimeter. If a student arrives without the dosimeter, the student will be sent home to retrieve the dosimeter. The dosimeter is the responsibility of the student.

Declared pregnant students will have collar and fetal dosimeters assigned for more thorough monitoring. All radiation monitoring records are kept on file in the RSO's office.

Northwestern State University will follow NCRP dose limits currently set at:

416 mREM / month:	Whole body
1250 mREM / month:	Lens of Eye
4,166 mREM / month:	Skin / shallow dose
4,166 mREM / month:	Extremities

### All students will be expected to:

- Wear dosimeter attached to the collar of the uniform when in clinic or the energized laboratory,
- Prevent dosimeter from exposure to moisture, washing machines, dryers, microwave ovens, and color televisions.
- Prevent dosimeter from receiving excessive exposure from radiation when not worn,
- Exchange dosimeter by the fifth day of every month,
- Students who arrive at their clinical education classes without their dosimeter will be asked to return home to get their dosimeter. *The student will lose one full day of their personal time.*
- In the event a dosimeter is lost or destroyed, it is the student's responsibility to inform the RSO immediately so that a replacement dosimeter can be obtained,
- If an excessive reading is obtained (a reading higher than the monthly limit), the RSO will discuss the excessive reading with the student.
- Refrain from holding patients during radiographic procedures.

Policy: 1993

Revised: 2002, 2003, 2005, 2011, 2013, 2015

Reviewed: 2004, 2006, 2007, 2008, 2009, 2010, 2012, 2014

## Radiation Safety in Energized Laboratory Setting

Policy: 208

Students will always wear a dosimeter while attending energized laboratory sessions. Student utilization of energized laboratories must be under the direct supervision of a qualified radiographer who is readily available. At no time, are students allowed to be in the energized laboratory without a faculty member. A violation of this policy will result in disciplinary action.

Policy: 2011

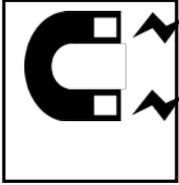
Reviewed: 2012-2015

## MRI Safety

Policy: 209

The MRI system has a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects.

To assure the Radiology Technology students potentially entering the MRI environment are safe, an appropriate “MRI Safety” training will be required. This assures that all students are appropriately screened for magnetic wave or radiofrequency hazards. Each student will answer an MRI Screening Questionnaire annually. In addition the students will be directly supervised at all times by the MRI technologist during their rotation in the MRI suites.



The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all individuals are required to fill out this form BEFORE entering the MR environment or MR system room. Be advised, the MR system magnet is ALWAYS on.

Name: \_\_\_\_\_  1<sup>st</sup> Year Student  2<sup>nd</sup> Year Student  
Last First Middle Initial

Student ID # \_\_\_\_\_

- Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind?  No  Yes  
 If yes, please indicate date and type of surgery: Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Type of surgery \_\_\_\_\_
- Have you had an injury to the eye involving a metallic object (e.g., metallic slivers, foreign body)?  No  Yes  
 If yes, please describe: \_\_\_\_\_
- Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?  No  Yes  
 If yes, please describe: \_\_\_\_\_
- Are you pregnant or suspect that you are pregnant?  No  Yes



**WARNING:** Certain implants, devices, or objects may be hazardous to you in the MR environment or MR system room. Do not enter the MR environment or MR system room if you have any question or concern regarding an implant, device, or object.

**Please indicate if you have any of the following:**

- Yes  No Aneurysm clip(s)
- Yes  No Cardiac pacemaker
- Yes  No Implanted cardioverter defibrillator ICD)
- Yes  No Electronic implant or device
- Yes  No Magnetically-activated implant or device
- Yes  No Neurostimulation system
- Yes  No Spinal cord stimulator
- Yes  No Cochlear implant or implanted hearing aid
- Yes  No Insulin or infusion pump
- Yes  No Any type of prosthesis or implant
- Yes  No Artificial or prosthetic limb
- Yes  No Any metallic fragment or foreign body
- Yes  No Any external or internal metallic object
- Yes  No Hearing aid
- Yes  No Other implant \_\_\_\_\_
- Yes  No Other device \_\_\_\_\_



**IMPORTANT INSTRUCTIONS**

**Remove all metallic objects before entering the MR environment or MR system room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toe boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment.**

**Please consult the MR Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.**

Policy: 2015

## Clinical Attendance

Policy: 210

Clinical is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually. Failure to do so may jeopardize a student's scholastic standing. There are **no excused absences**. Clinical attendance is required for a student to meet the objectives of the course and to meet the required hours of clinical participation. Absences will be evaluated on an individual basis. Students are allowed to miss two clinical days in first level and three clinical days in the following levels, non-cumulative. In the event a student misses more than the allotted clinical days, students will be required to make-up the clinical day(s) missed before the conclusion of the semester.

To progress in RADS Professional Courses, the student must be in attendance for *at least* 90% of the total course hours scheduled for any given semester. This includes any and all absences.

\*In the event that a physician imposes extended physical restrictions, see the Program Director and/or Clinical Coordinator immediately.

**When a student is absent more than 10% of the total clinical days, and does not make-up the missed clinical days, the faculty will recommend to the Department Head for the School of Allied Health and the Dean of the College of Nursing and School of Allied Health that the student be dropped from the rolls of that clinical class and given an appropriate grade.**

*Excessive absences, or tardies, may warrant dismissal from the program.*

**Tardies:** Students are expected to arrive at the clinical education site on time. A student is counted as tardy after their assigned time. Students who are tardy are subject to disciplinary action and must schedule a counseling session with the Clinical Coordinator. Students who report to the assigned clinical area after 15 minutes of their assigned time are considered absent and will be dismissed for the day.

### Absentee Reporting

If a student is to miss a day of clinic, they must notify the appropriate person **and** the clinical site of the absence. On the Shreveport campus it is the School of Allied Health Administrative Assistant, Ms. Eloise Chambers (318-677-3020 or [chamberse@nsula.edu](mailto:chamberse@nsula.edu)). On the Alexandria campus, it is Mr. DeLacerda for the junior students and Ms. Cook for senior students. You must notify both parties prior to your scheduled time for clinic. You can notify the appropriate person by email or by leaving a message on the answering machine in the office. When calling the administrative assistant, the student must provide the following information:

1. Student name
2. Date
3. Technologist notified

### Absence Non-Reporting Policy

If the student fails to notify the appropriate person, the student is subject to disciplinary action.

**Leaving Early:** Students are expected to adhere to their clinical rotation time as scheduled at each facility. Students leaving early will **be penalized** as a whole day missed. A student can only leave early, without penalty, if a **NSU recognized** clinical instructor approves the student to leave due to site specific issues. The student is required to indicate the NSU CI who approved them to leave early and the reason why in Trajecsys using the time exception notification form which is completed simultaneously when clocking out as to record real time notification.

**Bereavement Leave:** Students may be given time off without loss of clinical time when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild. Time off shall not exceed two days. Additionally, students must provide documentation.

### **Clocking In/Out**

Students must clock in and out at all clinical rotations. Students who do not clock in / out will be considered absent. Students should clock in upon immediate arrival at the clinical site and clock out at the end of the clinical shift. Any inaccurate recording of a student's time is considered a falsification of records and will result in disciplinary action.

Clinical attendance will be completed through the Trajecsys Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record student times at Clinical Education sites (verified by CES IP Address), and these times will be used to document attendance. Time records must be approved by the Clinical Coordinator.

Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic. Arriving to clinic at the last minute to find that a computer is unavailable due to another person using it does not constitute "internet unavailability".

Any student found guilty of clocking in or out for another student (or having anyone else do so) will be referred to the proper University Authorities for sanctions as stated for Academic Cheating and Plagiarism in the current NSU Student Handbook. Clocking in/out from an unauthorized site (by cell phone, home, etc.; recognized by IP address), will constitute deliberate falsification of records, resulting in severe disciplinary action.

### **Back-Up System for Clocking In/Out**

In the case of internet unavailability, students can use their smart phone to clock in or out as long as the student is physically onsite at their scheduled clinic education setting. The student must turn on the "Location" feature setting on their smartphone as to demonstrate the actual location on Trajecsys system maps. If the Trajecsys system is down all together, the student may call or email the Clinical Coordinator and leave a message. Each student must say his/her first and last name, and the clinical site at which the student is present.

Policy: 1996

Revised: 2002, 2003, 2004, 2005, 2007, 2008, 2011, 2012, 2013, 2014, 2015, 2016

Reviewed: 2000, 2001, 2006, 2009, 2010

## Mandatory Clinical Supplies

Policy: 211

The following is a list of items the student is required to carry to clinic *each day*:

1. Photo Identification Badge
2. Dosimeter
3. Lead Markers
4. Pen
5. Clinical Notebook
6. Technique Notebook
7. Clinical Competency List
8. Registration in Trajecsys system

Clinical instructors will be checking for the presence of these items. If the student does not have these items at the time of the clinical instructor's inquiry, the student will be subject to disciplinary actions.

### Lead Markers

Students entering into the professional curriculum are responsible for ordering *at least* one set of right (R) and left (L) lead identification markers with their initials (two initials required) for use in the Clinical Education Settings. These markers are to be used on every image the student produces and are not to be used by another student or radiographer.

In the event that markers are lost, the student will check out markers from the Clinical Coordinator. Lost markers must be reported immediately to the Clinical Coordinator and replacement markers should be ordered as soon as possible. The student will be able to use the NSU markers until their markers come in.

Students who arrive at their clinical education setting without their markers will be sent home and the day will be *counted as a clinical absence*.

### Technique Books

Students are recommended to maintain a pocket-sized notebook for techniques. This book will serve as a reference for students while they are learning techniques. As techniques are used and deemed "good," these techniques should be written in the book for future reference.

### Books and Bags

Due to infection control policies in the clinical education settings, students are permitted to have only one book and one notebook in the clinical setting. Backpacks, briefcases and other bags are not permitted in the clinical education setting. This will also ensure the safety and

security of your personal items. This policy will be strictly enforced. Disciplinary action will follow if rule is not followed.

Policy: 2000

Reviewed: 2001, 2003, 2004, 2007, 2008, 2009, 2011, 2012, 2014

Revised: 2002, 2006, 2010, 2013

## Trajecsys Reporting System



Policy: 212

Students are required to utilize the Trajecsys Reporting System. Students will be required to pay the full registration fee prior to starting Clinical Rotations (date specified by Clinical Coordinator). The fee includes system access for the length of the professional program.

Throughout the clinical requirements of this handbook, specific mention of the Trajecsys Reporting System can be found. Students will utilize this system to:

- Access the system daily for clinical announcements / updates, clinical documents, etc.
- Clock In/Out from clinic to include time exception notification form if needed
- Enter Daily Log Sheets of all work/exams done in the clinical setting
- Report all repeated exams per day and technologist who directly supervised repeated exam
- View competency attempts and view graded competencies once validated by NSU faculty

The Trajecsys Reporting System website can be found at <https://www.trajecsys.com>. The program log-in page can be found at <https://www.trajecsys.com/programs/login.aspx>.

### Using Trajecsys

All users must first register in the system by selecting the “Registration” link on either of the web pages above and completing the required information. Once this has been entered, the Clinical Coordinator will add each Registrant to the system. Following this step, complete access will be granted. Orientation for this system will be completed prior to attending clinic during the first semester.

Students must complete payment following registration before the first day of clinicals; if payment is not completed, access to the system will be denied and the student will not be allowed to attend the clinical assignment.

### Clocking In/Out

Clinical attendance will be completed through the Trajecsys Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record students times at Clinical Education sites (verified by CES IP Address), and these times will be used to document attendance. All time records must be approved by the Clinical Coordinator.

Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic. Arriving to clinic at the last minute to find that a computer is unavailable due to another person using it does not constitute “internet unavailability”.

Any student found guilty of clocking in or out for another student (or having anyone else do so) will be referred to the proper University Authorities for sanctions as stated for Academic Cheating and Plagiarism in the current NSU Student Handbook. Clocking in/out from an unauthorized site (by cell phone, home, etc.; recognized by IP address), will constitute deliberate falsification of records, resulting in severe disciplinary action.

### **Back-Up System for Clocking In/Out**

In the case of internet unavailability, students can use their smart phone to clock in or out as long as the student is physically onsite at their scheduled clinic education setting. The student must turn on the “Location” feature setting on their smartphone as to demonstrate the actual location on trajecsyst system maps. If the Trajecsyst system is down all together, the student may call or email the Clinical Coordinator and leave a message. Each student must say his/her first and last name, and the clinical site at which the student is present.

### **Daily Log Sheets**

Students are required to enter all exams performed at clinic in the Daily Log Sheet section of Trajecsyst. Students are encouraged to maintain an unofficial log sheet, preferably the daily log sheet form, so that entries can be made at a later time. Students are advised to complete this immediately following clinic outside of the CES. When completing these log sheets, students are also required to enter supervising technologist for repeats. Instances of entering false data will be considered falsification of records, resulting in disciplinary action, including possible dismissal from the professional program.

Policy: 2014

Revised: 2015

## Developing Clinical Proficiency

Policy: 213

Clinical skills can be developed by following a systematic step by step approach. The following sequence of steps will generally produce outstanding technologists:

**Academic Preparation**  
**Observation**  
**Assisting Registered Radiologic Technologist**  
**Performance Evaluation**  
**Competency Evaluation**  
**Performance Proficiency**

- **Academic Preparation:** You complete this step by studying radiographic physics, radiographic principles and techniques, anatomy and physiology, radiographic positioning, etc., in your didactic course work.
- **Observation:** Your initial activities in the hospital will consist primarily of observing registered technologists at work.
- **Assisting Registered Radiologic Technologist:** Once you feel comfortable in the radiographic exposure room, you will be given an opportunity to assist the radiologic technologist in performing radiographic procedures.
- **Performance Evaluation:** As you develop confidence and proficiency, you will be given the opportunity to complete entire examinations under the direct supervision of a registered radiologic technologist. The technologist will observe and assist you and step in whenever the need arises.
- **Competency Evaluation:** When you feel certain that you are able to do a particular examination by yourself, ask the Clinical Instructor to do a competency evaluation when the next patient for that examination arrives. Your performance will be documented on a Clinical Competency form. If competency is achieved it will be counted toward the requirement for that semester. If competency is not achieved, a remedial assignment must be assigned and the competency must be repeated until competency has been achieved. ***All competencies may be reevaluated by the Clinical Coordinator or NSU faculty for quality and completeness. The final approval of competency evaluations will be by the Clinical Coordinator or NSU faculty, regardless of prior approval by Clinical Instructor.***

Policy: 1998

Revised: 2002, 2003, 2004, 2005, 2007, 2009, 2014, 2015

Reviewed: 2000, 2006, 2008, 2010, 2011, 2012, 2013

## Clinical Supervision

Policy: 214

During the professional curriculum, the students are under supervision of an ARRT registered technologist. Once a student has successfully performed a specific competency evaluation, the student is under indirect supervision of a radiographer.

### Direct Supervision

- Must occur for students **before** documented competency of any procedures.
  - The clinical instructor or radiologic technologist will:
    - Review request in relation to the student's achievement.
    - Evaluate the condition of the patient in relation to the student's knowledge.
    - Be present during the examination.
    - Review and approve the radiographs.

### Indirect Supervision

- Must occur for students **after** documentation of competency for any given procedure.
- The clinical instructor or radiologic technologist will:
  - Review, evaluate, and approve the procedure as indicated above and is immediately available to assist students regardless of student achievement.

### Repeat Radiograph Policy

When repeat exposures are necessary, a radiographer must be present in the examining room. No student will repeat a radiograph unless a Clinical Instructor or a licensed staff technologist is present in the radiographic room. This also applies to mobile examinations.

Failure to comply will result in:

- A written warning and a loss of 10% from Clinical Competency category of the clinical grade for the first offense.
- **Dismissal** from the program for the second offense.

It is the student's responsibility to ensure the proper clinical supervision prevails before performing a specific exam. To document that a radiographer was present during the repeat exposure, the student should report all repeated exams in the Trajecsys system along with the technologist who directly supervised the repeats. The self-reported repeat records will be checked by the NSU faculty as they visit the clinic sites and verify supervision of repeats with reported technologists.

**Students will be subject to dismissal from the program if this policy is not strictly followed.**

Policy: 1993

Revised: 1998, 2003, 2005, 2007, 2014, 2015

Reviewed: 2001, 2002, 2004, 2006, 2008-2013

## Post-Processing Policy

Policy: 215

Digital image manipulation by students following image processing should be limited, if not avoided. The following are examples of practices that are not allowed following the processing of an image.

- Under no circumstances should students manipulate the brightness or contrast of an image.
- The act of “post-collimation”, which is collimating or cropping an area of the image after processing to give the appearance of collimation during the exposure, is an unethical and intolerable practice.
- Images are not to be re-centered to give the appearance of correct longitudinal and/or transverse centering.
- Parts of an image must not be cropped, then copied/pasted into another location.
  - Markers cannot be “cut” from an image and moved to another location.
  - Anatomy cannot be “cut” from an image and saved as another projection.
- Images may not be deleted without approval from the supervising technologist.

These practices are unethical and violate the ARRT’s Code of Ethics. Failure to comply will result in:

- A written warning and a loss of 10% from Clinical Competency category of the clinical grade for the first offense.
- **Dismissal from the program for the second offense.**

Policy: 2014

Reviewed: 2015

## Fluoroscopy Guided Positioning

Policy: 216

Northwestern State University students will **not** use fluoroscopy for the purpose for “checking the positioning” of a patient for any clinical radiography course. Not only is this a radiation safety issue and does not abide by the ALARA principle, it is an ethical violation as noted in the position statement of the American Society of Radiologic Technologists. Northwestern State University students may perform selected fluoroscopic procedures in keeping with the policy of the Clinical Education Setting if the student has previously demonstrated competency in the procedure and/or is under the direct supervision of the Clinical Instructor or Supervising Technologist or Physician.

The following position statement by the Louisiana State Radiologic Technology Board of Examiners is intended to serve as clarification on what actions related to the use of ionizing radiation require the license dictated by LA R.S. 37:3200-3219:

Licensed Radiologic Technologists in Radiography are permitted to assist with fluoroscopic procedures, and perform non-interpretive fluoroscopic procedures (such as spot imaging of the terminal ileum, voiding cystogram, and placement and removal of peripherally inserted central catheters) **under direct supervision of a Licensed Physician.** *Adopted 2003, Revised 4/18/2012*

The American Society of Radiologic Technologists adopted the following position statement at the National Conference in June 2006:

### **Resolution 06-3.14 - ASRT Position Statement on Fluoroscoping for Positioning**

Resolved, the ASRT adopt the position statement "Fluoroscoping for Positioning" that reads: "The American Society of Radiologic Technologists (ASRT) recognizes that the routine use of fluoroscopy to ensure proper positioning for radiography prior to making an exposure is an unethical practice that increases patient dose unnecessarily and should never be used in place of appropriate skills required of the competent radiologic technologist."

**Any violation of the above policy will result in disciplinary action, which may include dismissal from the program.**

Policy: 1997, 1998

Reviewed: 2001, 2002, 2004, 2005, 2006, 2007, 2008, 2011-2014

Revised: 2003, 2009, 2010

## Grading Procedures for Clinical Radiography Courses

Policy: 217

### **RADS 3320**

- Patient care competencies, including;
- Vital Signs
- CPR
- Sterile and aseptic technique
- Transfer of patient
- Care of patient medical equipment (e.g. oxygen tank)
- Venipuncture-5 competencies are required using separate competency form

### **RADS 3311**

- 5 Module 1 competency evaluations
- 1 Module 2 competency evaluations

### **RADS 3811**

- 6 Module 1 competency evaluations
- 3 Module 2 competency evaluations

### **RADS 3911**

- 7 Module 1 competency evaluations
- 3 Module 2 competency evaluations

### **RADS 4511**

- 8 Module 1 competency evaluations
- 4 Module 2 competency evaluations

### **RADS 4611**

- 8 Module 1 competency evaluations
- 4 Module 2 competency evaluations

The minimum competency requirements are stated on the master competency form as posted in moodle. The form should be used as a guide and is recommended that students use this form to unofficially keep up with their attempted competencies. These minimum requirements are necessary for establishing a grading system and are not meant to be restrictive. Students should request evaluation on any examination they feel prepared to perform, even if they have completed their requirements for the semester. Competency evaluations completed over the minimum requirements will be counted toward the next semester. All required competency evaluations must be completed by the last day of clinical. If the student does not meet the minimum competency requirements for a semester, the student will meet with the clinical coordinator. The consequences for not completing the minimal competency requirements can

include receiving an incomplete for the semester, not progressing to the next semester and failing the course.

It is important to emphasize that this is a competency based system and the pace or rate of the student’s progress is dependent on the student’s ability to comprehend and perform the various examinations.

- **For RADS 3311, 3811 and 3911 of the clinical radiologic sciences program, all competencies shall be performed using a manual technique (with the exception of the EPA/lateral chest examination). Students may choose to use either a manual technique or the phototimer during the remaining semesters of their clinical experience for competencies.**

ITEMS	RADS 3311	RADS 3811	RADS 3911	RADS 4511	RADS 4611
Faculty Evaluations	5%	5%	5%	5%	5%
Technologist Evaluations	20%	20%	20%	20%	20%
Clinical Comprehensive Exam	10%	10%	10%	10%	10%
Competency Evaluations	60%	60%	60%	60%	60%
LSRT Exhibit	5%	5%	5%	5%	5%

### **Faculty Evaluation of Student**

Students enrolled in clinical radiography courses will be evaluated by the Radiologic Sciences faculty once per semester for clinical radiography courses. This evaluation will be at the mid-term point of the semester. Students are required to attend these evaluations.

### **Clinical Comprehensive Examination**

Each semester students will take a clinical comprehensive examination in an effort to judge the retained knowledge from previous courses. The examination will be comprehensive in nature, reflect the content specifications of the national registry (in relation to completed didactic courses at the time of the exam), and prepare the students for the rigors of the national certification exam (ARRT national registry). The Clinical Comprehensive Examination will be completed during the week of final exams.

Policy: 1998

Reviewed: 2002, 2008, 2011

Revised: 2003, 2004, 2005, 2006, 2007, 2009, 2010, 2012, 2013, 2014, 2015

## Grading Scale

Policy: 218

93-100	<b>A</b>
85-92	<b>B</b>
77-84	<b>C</b>
69-76	<b>D</b>
68 or below	<b>F</b>

Policy: 1998

Revised: 2003, 2004, 2005, 2006, 2007, 2014

Reviewed: 2002, 2008, 2009, 2010, 2011, 2012, 2013, 2015

## Clinical Rotations

Policy: 219

Students enrolled in the professional phase (clinical) courses of the Radiologic Sciences Program are assigned to area hospitals and clinics that serve as Clinical Education Settings (CES). The Clinical Coordinator makes clinical assignments on a semester basis. Course assignments, including both clinical and didactic courses, shall not exceed 40 hours/week or 8 hours/day. Students may be required to travel up to approximately 60 miles from campus to a clinical education setting.

While assigned to the CES, the student will rotate through the various areas of the Radiology Department. Clinical rotation assignments take place during daytime and evening hours, Monday through Friday. Clinical rotation assignments are given to each student at the beginning of each semester and posted at each CES. Students are not permitted to attend clinic in an area they are not assigned. Also, students are not allowed to attend clinic beyond their scheduled time.

To increase the understanding and appreciation of the specialty areas within the radiology department, students are required to rotate through each of the specialty areas where NSU has clinical contract agreements. This includes a 3pm-11pm rotation in the Emergency Room and a 5am-1pm rotation in portables. During these rotations, students should try to observe as much as possible to maximize their clinical progress and gain an understanding of other modalities.

### Required Clinical Rotations

*Diagnostic Radiography*  
*Fluoroscopy*  
*Portables*  
*Pediatric*  
*Surgery*  
*Special Procedures*  
*ED/Trauma 3-11*  
*Computed Tomography (CT)*  
*Magnetic Resonance Imaging (MR)*

Once the student has completed all of the required competencies for the program, the student may rotate through an elective specialty area of interest or any of the above mentioned clinical specialty rotations for an extended period of time.

The following rotations are strictly voluntary based on the students' interest. The student must meet with the Clinical Coordinator to discuss their interest and determine if a rotation through one of these areas can be added into their rotations.

**Elective Specialty Rotations**

*Heart Catheterization*  
*Dual Energy X-ray Absorptometry (DEXA)*  
*Mammography*  
*Ultrasound*  
*Nuclear Medicine*  
*Radiation Therapy*

Policy: 2000

Revised: 2003, 2005, 2006, 2007, 2008, 2011, 2015

Reviewed: 2001, 2002, 2004, 2009, 2010, 2012, 2013, 2014

## Clinical Documentation

Policy: 220

The following electronic forms should be completed in Trajecsys within one week after each clinical assignment:

- Student Clinical Rotation Evaluation (completed by the technologist)
- Daily Procedure and Repeat Exposure Log
- Daily Attendance log for clocking in and out

### Student Clinical Rotation Evaluation

The student will be evaluated at the end of each rotation by the radiographer to whom they are assigned. It is the students' responsibility to ensure the evaluation has been completed by the technologist.

### Patient/Repeat Exposure Log

The student is to maintain a log of exams performed daily in Trajecsys.

The student is required to report every repeated exam and the registered technologist who directly supervised the repeated exam while present in the examination room. Clinical instructors will be checking the repeat exposure log while in the CES. If students do not report all repeats, the student will be written up for violation of this policy and will receive a loss of 10% from Clinical Competency category of the clinical grade for the first offense. Upon second offense the student will be dismissed from the program.

### Clinical Education Setting Evaluation

Students will evaluate *at least* two Clinical Education Settings to which they were assigned at the end of each semester.

Students must be aware that reviewing another student's folder or clinical paperwork is a violation of the confidentiality of those students' records.

Any violation of the above will result in disciplinary action by the Program Faculty.

Policy: 1997, 1998

Reviewed: 2001, 2002, 2004, 2009, 2012, 2013

Revised: 2003, 2005, 2006, 2007, 2008, 2010, 2011, 2014, 2015

## Specifics of the Competency Evaluation System

Policy: 221

The clinical education of the students in the Radiologic Sciences Program is distributed over the professional curriculum. There are seven semesters in which clinical experience is a part of the curriculum. Clinical competencies are divided into two categories, module one and module two.

### Module 1: Mandatory

Each of the examinations on the **Mandatory** list must be performed and mastered on patients (or simulated\* with an instructor). Please note: 26 of the 34 competencies **must** be performed on patients; no more than seven may be simulated with an instructor.

### Module 2: Elective

The **Elective** examinations are performed less frequently in the Radiology Department. Because these examinations are less common, it may be necessary for students to simulate\* some of these exams using anthropomorphic phantoms; no more than six may be simulated with an instructor. Each student must complete any 15 of the 27 Elective exams on patients or in simulation. Performing these exams on actual patients, when possible, provides the optimal learning experience. The Clinical Instructor will determine the need for clinical simulation as opposed to examining a live patient.

### Simulations

Students will be allowed to simulate once the clinical coordinator has set a range of dates for simulations to begin. Generally this range is set to coincide with the last half of the clinical semester. Students are allowed to simulate a total of 12 exams total, this includes module one and module two.

Students are only allowed to simulate the number of examinations that is required to meet the minimum number of required competencies for the semester. Simulations cannot be carried over from semester to semester. For example, if a student needs two mandatory competencies to finish the required 9 competencies for the semester, that student will only be allowed to simulate two examinations.

Simulated examinations involve all necessary components of an actual examination, including exposure to ionizing radiation, film critique, etc. Simulations will be performed on phantoms in the exposure lab. For fluoroscopy examinations, the student must complete part one in the clinical setting, and may simulate the overhead projections.

The following is a list of allowed examinations that a student could possibly simulate:

Skull	Sternum	Mandible
Facial Bones	Orbits	AC joints

Nasal Bones	Zygomatic arches	Clavicle
Ribs	UGI	BE
Scapula	Decub chest	Patella
Calcaneus	Sacrum/coccyx	SI joints

NOTE: In compliance with ARRT guidelines, a student is not allowed to simulate more than 13 exams throughout the program.

\*Simulated examinations involve all necessary components of an actual examination, including exposure to ionizing radiation. Simulations will be performed on phantoms and will employ ionizing radiation. Simulations can only be performed under the direct supervision of a NSU faculty member.

### Competency Forms

Competency forms are located in Trajecsys.

#### Remedial Actions

In the event of an unsuccessful attempt at a competency or simulation, the clinical instructor is required to assign a remedial action that will help the student increase their understanding of the mistake or examination. Every unsuccessful attempt, regardless of mistake, requires a remedial action to be submitted.

After receiving the remedial action from the clinical instructor as reported in Trajecsys, the student then has the remainder of the semester to complete the remedial action. If the remedial action is not submitted to the clinical coordinator by the last day of clinic, the grade recorded for that examination will be “zero.”

*Students will not be allowed to reattempt the examination for a grade until the remedial action has been completed. If a student successfully attempts to perform a competency on an examination where there is an outstanding remedial, the successful attempt will be discarded and not counted toward the semester’s grade.*

Policy: 2000

Reviewed: 2004, 2008, 2011

Revised: 2002, 2003, 2005, 2006, 2007, 2009, 2010, 2012, 2013, 2014

## Incident Reporting

Policy: 222

All accidents or unusual occurrences in the clinical setting must be reported in writing to the Clinical Coordinator. Whether these accidents involve the student, patient, or any other person, **ALL INCIDENTS MUST BE DOCUMENTED**. Students involved in the incident will be held responsible for notifying the clinical instructor or chief technologist at the site. The clinical instructor at the clinical site needs to complete an incident report and file it according to their policy and forward a copy to the clinical coordinator.

Policy: 1993

Revised: 1997, 2008

Reviewed: 2002, 2003, 2004, 2005, 2006, 2007, 2009-2014

## Venipuncture

Policy: 223

Venipuncture is a procedure commonly performed at the Clinical Education Setting. Students enrolled in Clinical Radiography courses are permitted, under supervision\*, to perform venipuncture and/or injections on patients. This practice is required as a clinical patient care competency. Students will be required to obtain five competencies in venipuncture. The venipuncture competency forms are located in the back of this handbook. Students are given the theory of venipuncture in lecture and the opportunity to practice venipuncture on patient simulators in a controlled lab situation. Students are not allowed to perform the competency until after the theory and practice sessions have been completed.

If the student is not performing the venipuncture, they should assist by setting up for the procedure and handing supplies to the qualified individual performing the injection.

\*Supervision of students must be by an ARRT registered radiographer, a licensed RN, or licensed MD approved to perform venipuncture by the CES. The supervisor must be present in the room during the procedure.

Policy: 1993

Revised: 1998, 1999, 2004, 2005, 2006, 2007

Reviewed: 2002, 2003, 2008-2014

## Breaks

Policy: 224

Students enrolled in Clinical Education courses will be permitted to leave their assigned areas for breaks and/or lunch at the discretion of the Clinical Instructor or Supervising Technologist. Breaks and lunches are to be taken onsite in appropriate designated areas at the CES. Fifteen minute breaks can be allowed when the workflow permits, but these breaks are not guaranteed. **In no instance are students entitled to breaks.**

Students are allowed 30 minutes for lunch and dinner, unless otherwise stated by the clinical instructor. Lunch is typically taken at the midpoint of the assigned clinical time. Students cannot skip lunch and take their lunch break at the end of their scheduled time thus leaving early.

Students are not allowed to leave the clinical education setting for lunch, unless this is the practice of the site (example: clinics). Disciplinary action will follow if students do not adhere to this policy.

Policy: 1997

Revised: 1998, 1999, 2004, 2006, 2007, 2014

Reviewed: 2002, 2003, 2005, 2008-2013

## Telephones and Computers

Policy: 225

Personal telephone calls are not allowed while in the CES. No one will be called from a class or clinical assignment except in an emergency. No one will make personal calls except on breaks, lunch, or dinner and then the call must be made from a phone other than the phone in the department.

**Cellular telephones are prohibited in the classroom and the clinical site.** Cellular phones must be turned off when in these locations. Students are not permitted to make or receive phone calls or text messages while in the classroom or clinical setting. This policy will be strictly enforced.

There is no reason for a student to access information contained within any of the networks or computers at any of the clinical education settings. Students are not allowed access to computers at any clinical sites, this includes the internet. Students “surfing” the internet are subject to dismissal from the program.

Computer access will only be allowed when access is required to complete the examination and the associated paperwork. **Any misuse of this access is in direct violation of this policy.**

Disciplinary action by the Radiologic Sciences

Policy: 1993

Revised: 1997, 2004, 2007, 2010, 2014

Reviewed: 2002, 2003, 2005, 2006, 2008-2013

## Radiologic Procedures

Policy: 226

Students are **not** allowed to have complimentary radiologic procedures performed on them during clinical time. Also, students are not allowed to perform radiological procedures on staff. Radiologic exams are not to be performed without a physician's order. Even though ultrasound and magnetic resonance imaging are nonionizing radiation, these are not allowed.

Any violation of the above will result in disciplinary action by the program faculty.

Policy: 2002

Revised: 2005, 2014

Reviewed: 2003, 2004, 2006-2014