# IPFW DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES

## STUDENT HANDBOOK

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I. RADIOGRAPHY PROGRAM DESCRIPTION

The Radiography Program is offered through the Department of Medical Imaging and Radiologic Sciences (MIRS), College of Health and Human Services (HHS) at Indiana University – Purdue University Fort Wayne. The program is designed to prepare the student for an entry level position as a radiographer within the medical community.

The Radiography Program requires intensive study and is an integration and correlation of general education, specialized professional courses, and supervised clinical experience.

In order to provide a foundation for personal and professional growth, all students are required to complete a series of general education courses along with professional education courses. The professional curriculum is designed to guide the student toward an understanding of the human body; radiation biology and protection; patient care and assessment; physics; and principles of radiographic imaging.

As a student progresses through the program, the curriculum focuses upon expanding the principles and skills learned, acquainting the student with the identification of pathological variances, introducing them to the legal and ethical implication of practice, and providing opportunities for exploring specialized radiography and disciplines such as: Computerized Tomography, Nuclear Medicine, Medical Sialography, Radiation Therapy, and Magnetic Resonance Imaging.

II. INDIANA UNIVERSITY – PURDUE UNIVERSITY FORT WAYNE: MISSION, VALUES, and VISION

A. Mission

Indiana University-Purdue University Fort Wayne (IPFW) is a comprehensive university that provides local access to globally recognized baccalaureate and graduate programs that drive the intellectual, social, economic, and cultural advancement of our students and our region.

B. Values

IPFW values:

- Access to affordable and high-quality programs and services.
- The integrity, significance, and value of the Indiana University and Purdue University degrees.
- An environment of open intellectual inquiry, mutual respect, shared governance, and civility.
- An environment that enhances learning by recognizing the inherent worth of all individuals and celebrating differences of culture, background, and experience among all individuals and groups.
• The highest ethical standards of equity, fairness, transparency, and academic integrity.
• A multifaceted and mutually beneficial collaboration with Fort Wayne and the greater northeast Indiana region.

C. Vision

IPFW will be the university of choice for the citizens of northeast Indiana and beyond. It will be recognized for a transformative learning environment characterized by intensive mentoring, excellence in faculty scholarship and knowledge creation, integration of life and work experiences, and community engagement. IPFW will be known for exceptional retention, persistence, and graduation rates, respected signature programs, and graduates prepared to improve the quality of life in their communities as well as compete locally, regionally, and globally.

III. COLLEGE OF HEALTH AND HUMAN SERVICES MISSION

The mission of the College of Health and Human Services is to provide the highest quality education to future and current healthcare and hospitality practitioners by providing a learning environment that supports the development of culturally competent caring, compassionate, and accountable professionals. Our undergraduate and graduate programs prepare graduates who are dedicated to the autonomy, dignity, and diversity of the people they serve.

The College is committed to excellence in teaching, service and scholarship and to the elimination of health disparities in our community. Our graduates will value lifelong learning and have a professional work ethic based on professional standards and best practices. The College of Health and Human Services specifically identifies and addresses the ever-changing health and hospitality needs of the community served by Indiana University-Purdue University Fort Wayne (IPFW) through service, leadership and the development of knowledge.

IV. MEDICAL IMAGING AND RADIOLOGIC SCIENCES RADIOGRAPHY PROGRAM MISSION

The IPFW Radiography Program is committed to preparing exceptional radiographers by integrating an outstanding academic education with a comprehensive clinical experience.

V. PROGRAM GOALS

• Students will communicate effectively in the health care setting.
• Students will utilize critical thinking and problem solving skills.
• Students will model professional skills and behavior.
• Students will demonstrate clinical competency.
• Graduates of the program will be competent entry-level radiologic technologists.

Definition of an Entry-Level Radiographer

Upon completion of the program, the graduate will be able to function as an entry-level radiographer, defined as one able to:
1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
2. Determine the exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection to the patient, self, and others.
5. Provide patient care and comfort in a therapeutic manner.
6. Recognize emergency patient conditions and initiate life-saving first aid and basic life-support procedures.
7. Detect equipment malfunctions, report same to the proper authority and demonstrate knowledge of the safe limits of equipment operation.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in radiologic quality assurance programs.

**Student Outcomes**

A graduate of the program will be able to:

- Demonstrate effective interpersonal communication with patients and healthcare staff
- Demonstrate effective written communication and oral communication skills
- Demonstrate logical film sequence and procedural variations for non-routine situations
- Evaluate the quality of radiographic images
- Demonstrate the professional responsibilities of medical imaging technologists
- Demonstrate clinical procedural proficiency
- Demonstrate radiation safety practices
- Demonstrate appropriate response to medical emergency situations

**VI. ACCREDITATION**

**University**

The University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. Various schools, divisions, and programs have earned additional accreditation through professional societies.

**Program**

The IPFW Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), the accrediting agency for radiography programs.

As an accrediting agency, the JRCERT complies with the United States Department of Education of Education (USDE) criteria for accredited programs. The JRCERT establishes, maintains, and promotes the appropriate standards of quality for education in radiography, and provides
accreditation for educational programs which meet or exceed the standards outlined in the Standards for an Accredited Educational Program in Radiologic Sciences. The current Standards for an Accredited Educational Program in Radiologic Sciences were adopted in October 2013 by the JRCERT.

The JRCERT Standards for an Accredited Educational Program in Radiologic Sciences are available to students through the organization website.

For additional information or concerns about the accreditation process visit the listed website or contact:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL  60606-3182
Chief Executive Officer:
Leslie Winter, M.S., R.T. (R)
(312) 704-5300
www.jrcert.org

VII. PROFESSIONAL REGISTRATION AND STATE LICENSURE

A. Professional Registration

Graduates of the Department of Medical Imaging and Radiologic Sciences who meet the required clinical standards are eligible to apply to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Successful completion of the ARRT examination earns the initial certification to practice as a Registered Technologist, R.T. (R). Renewal is required annually and recertification will be required after 10 years. For further information regarding registration, certification or recertification, please contact the American Registry of Radiologic Technologists (ARRT):

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN  55120-1155
(651) 687-0048
www.arrt.org

B. State Licensure/Indiana Licensure

State Licensure

Most states require that individuals who operate radiographic equipment be approved by the state in which they are working. For information regarding specific state requirements outside of Indiana, please contact the appropriate state agency. A list of state contacts can be found at www.arrt.org.
Indiana Licensure

The state of Indiana requires that anyone operating radiographic equipment be approved by the state. Students in an approved radiography program are required to obtain an Indiana State Permit that remains valid until six (6) months after the graduation date. The application process for a student permit is initiated by the Department of Medical Imaging and Radiologic Sciences for students who have been admitted to the Professional Program.

Upon graduation and successful completion of the ARRT examination, the graduate will be eligible for Indiana State Licensure.

For further information regarding Indiana state licensure, please talk with a faculty member or contact:

Indiana State Department of Health
Medical Radiology Services
2 North Meridian Street, 4th Floor Selig
Indianapolis, IN 46204
(317) 233-1325

VIII. CURRICULUM

The JRCERT requires that programs follow a nationally recognized curriculum such as that established by the American Society of Radiologic Technologists (ASRT). The ASRT publishes the Curriculum Guide for Programs in Radiologic Technology, which outlines the content recognized by the profession as appropriate for radiography education. The Department of Medical Imaging and Radiologic Sciences utilizes the guide for course and curriculum development.

The Radiography curriculum consists of two major areas: General Education and Professional Education.

A. General Education

The Department of Medical Imaging and Radiologic Sciences requires that the student complete the following courses at a regionally accredited college or university prior to admission into the Radiography Program:

Medical Terminology (3 credits)
Human Anatomy and Physiology I with Lab (4-5 credits)
Human Anatomy and Physiology II with Lab (4-5 credits)
College Algebra and Trigonometry (3 credits)
English Composition (3 credits)
Introductory Psychology (3 credits)
Public Speaking (3 credits)

A grade of C- or better must be achieved in all of the General Education courses. Students are allowed two (2) graded attempts for each General Education course. The second
graded attempt will be the grade used in the student’s Admission and Program GPA. Students are required to earn a minimum cumulative GPA of 2.7 for the General Education prerequisites.

B. Professional Education

Professional Education is a combination of classroom instruction, clinical and lab demonstration, procedural simulation and actual experience. Clinical experience is conducted at a variety of sites. The student progresses through the clinical portion of the program by observing, assisting, and performing radiographic examinations under the supervision of radiologists and registered radiographers until competency is mastered.

Professional classes and clinical experience are generally held during the day, Monday through Friday. However, students are required to complete some non-traditional clinical assignment rotations. Non-traditional clinical experiences are scheduled during evening hours and at various times throughout the weekend. Students will be required to complete two (2) assigned weeks of evening clinical rotations during the Summer Sessions of the program. In addition, students will also be required to complete six to eight (6-8) weekend clinical assignments throughout the Fall and Spring semesters of the second year of the program.

C. Professional Education Curriculum

The professional curriculum in Radiography is designed to correlate classroom, lab and clinical experiences into a cohesive program which prepares students as highly qualified entry level radiographers. Students must complete all aspects of the program in order to complete the degree.

<table>
<thead>
<tr>
<th>Radiography Professional Curriculum</th>
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<tbody>
<tr>
<td>RADX-R105</td>
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<tr>
<td>RADX-R111</td>
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<td>RADX-R106</td>
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<tr>
<td>RADX-R270</td>
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<td>RADX-R211</td>
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<td>RADX-R271</td>
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<td>RADX-R304</td>
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<td>RADX-R306</td>
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<td>RADX-R310</td>
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<tr>
<td>RADX-R371</td>
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<tr>
<td>RADX-R401</td>
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</table>
### Clinical Education Component of Professional Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADX-R190</td>
<td>Introduction to Clinical Education</td>
<td>2 Cr.</td>
</tr>
<tr>
<td>RADX-R191</td>
<td>Clinical Education I</td>
<td>2-4 Cr.</td>
</tr>
<tr>
<td>RADX-R192</td>
<td>Clinical Education II</td>
<td>2-4 Cr.</td>
</tr>
<tr>
<td>RADX-R291</td>
<td>Clinical Education III</td>
<td>2-4 Cr.</td>
</tr>
<tr>
<td>RADX-R292</td>
<td>Clinical Education IV</td>
<td>2-4 Cr.</td>
</tr>
<tr>
<td>RADX-R293</td>
<td>Clinical Education V</td>
<td>2-4 Cr.</td>
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</table>

### D. Transfer Credit Policy

1. **General Education Coursework**

   The Department of Medical Imaging and Radiologic Sciences follows the policy of IPFW to accept credits for general education courses from regionally accredited colleges/universities in which the student has earned a C- or better. Please read the official policy below:

   To transfer credits to IPFW, you must request that every college or university you have attended send an official transcript of your work to Admissions. IPFW accepts credits only from academic programs at institutions accredited by regional accrediting associations and only for courses in which you earned grades of C- or better. Courses from institutions not holding regional accreditation may be reviewed by the academic department in which the course is taught. Specific IPFW degree programs may impose additional criteria. Grades do not transfer.

2. **Changing between IPFW programs**

   To change from one IPFW academic program to another, you must complete the appropriate forms and secure the approval of the IPFW college/school/division offering the program to which you want to change. If the change affects your university affiliation (IU or Purdue), the registrar will notify Admissions, which will transfer all of your previously earned IPFW credits to the records system of your new university.

   If you are a re-entering student who has not enrolled at IPFW during the previous 12 months, or if you are returning to IPFW after having attended another institution, you must specify your intended academic program on the appropriate re-entry or transfer-admission form. You must then submit this completed form to Admissions for evaluation.

3. **Credit transfer between IPFW programs**

   When you change from one IPFW degree or certificate program to another, the college/school/division to which you are transferring will report to the registrar the status of every course you have taken. Each course you have completed, regardless of the grade you earned, will be classified into one of the following two categories:
• courses that are required for, or applicable to, your new program or which are substantially equivalent to, and are acceptable as, substitutes for such required courses

• courses that are not applicable to your new program

Grades you have earned in any courses that can satisfy a degree requirement, other than a “free elective,” may not be deleted from the calculation of your graduation GPA.

4. Professional Education Coursework

Requests for transfer credits for professional radiography courses will be reviewed by the Department of Medical Imaging and Radiologic Sciences on an individual basis. A request for such transfer credit does not guarantee approval of credit.

E. Tuition and Fees Policy

Students will pay tuition and fees directly to the University each semester for their courses. (Refer to current fee schedule at www.ipfw.edu)

Students are also required to purchase Professional Liability Insurance through IPFW each year.

Students will incur additional expenses of approximately $2400.00 throughout the 2-year program for books/ebooks, electronic education tools, image markers, thyroid collar, and uniforms.

F. Withdrawal and Refund Policy

Students withdrawing from the IPFW Department of Medical Imaging and Radiologic Sciences Radiography Program must:

1. Withdrawal Policy

   a. Provide a written statement to the Department Chair indicating resignation and the intended date.
   b. Return all film badges, Hospital Access badges, and parking permits.
   c. Return any borrowed property to the Department of Medical Imaging and Radiologic Sciences and the University.
   d. Pay any outstanding debts.

2. Refund Policy

   The University Refund of Fees Schedule is available at: http://www.ipfw.edu/offices/bursar/refunds/refund-of-fee-schedule.html
G. Transcript Policy

Transcripts may be requested by the student at the Registrar’s office in Kettler Room 107. Transcript request forms may be used. These forms along with instructions are available at: http://new.ipfw.edu/offices/registrar/services/transcripts.html

The student’s signature is required to process any transcript request. **Due to security and privacy issues, transcripts will not be faxed or emailed.**

IX. GRADUATION REQUIREMENTS

In order to earn the Associate of Science Degree from IPFW the student must:

1. Successfully complete all requirements of the Department of Medical Imaging and Radiologic Sciences, HHS, and the University.
2. Meet all financial obligations to the University.
3. Follow the policies of the Department of Medical Imaging and Radiologic Sciences, HHS and the University.
4. Complete all professional education courses in good academic standing according to the established Department of Medical Imaging and Radiologic Sciences guidelines.
5. Perform the required number of clinical competencies.
6. Complete four (4) Professional Development Activities as outlined in the Professional Development Requirements below.
7. Return any borrowed property to the Department of Medical Imaging and Radiologic Sciences and the University.
8. Submit an application for graduation prior to the application deadline. This application may be found at:

   http://new.ipfw.edu/offices/registrar/graduation/

   **Deadlines are as follows:**

<table>
<thead>
<tr>
<th>Expected Graduation</th>
<th>Application Deadline</th>
</tr>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer Session I</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer Session II</td>
<td>February 1</td>
</tr>
</tbody>
</table>

**Professional Development Requirements**

The Department of Medical Imaging and Radiologic Sciences believes in the promotion of professional values and life-long learning. As part of the Program’s curriculum, each student will:

1. Establish Professional Goals
2. Complete a Self-Assessment of Clinical Skills at various times throughout the program
3. Participate in activities such as role-playing, open discussion, debates, and journal writing
4. Read an ASRT journal article and complete assignment each semester

In addition to the above, the student will be required to complete four (4) educational and professional growth activities prior to graduation.

The student may select any 4 of the following activities: (Documentation and Completed Professional Development Activity Form Required)

- Join and actively participate in the IPFW Radiography Society (1 academic year counts as 1 professional development activity)(may count 2 times if active 2 academic years)
- Join ISRT (may only count 1 time)
- Join ASRT (may only count 1 time)
- Attend an approved Continuing Education Seminar
- Conduct a Professional or Career Presentation with faculty approval, examples include:
  - High School Career Day
  - IPFW Career Day
  - Program Class Radiographic Presentation
  - Investigate and report on a career in Radiology or related to Medical Imaging
  - Conduct a Shadow Experience for a prospective applicant in the Medical Imaging Department
- Submit a paper or exhibit for professional competition
- Other activity approved by the program faculty committee

Students must meet with the Radiography Clinical Director for approval of activities and/or to provide documentation of approved events.

X. PERSONNEL

A. Faculty

In addition to providing the resources necessary to prepare the student to fulfill the goals and objectives of the Department of Medical Imaging and Radiologic Sciences, the Faculty also functions to:

1. Provide individual student advising.
2. As a committee, evaluate each student’s academic performance at the completion of each grading period and take the appropriate disciplinary action toward those students who have not met the requirements for good standing.
3. Serve as members on the Radiography Faculty Committee, Admissions Committee, and as ex-officio members of the Department of Medical Imaging and Radiologic Sciences Advisory Committee.
4. Serve as members of various University and College Committees.
5. Participate in service, professional development, and scholarly activities.
Members of the Radiography Faculty Committee include:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Duncan, M.S., R.T. (R)(QM)</td>
<td>Chair &amp; Clinical Assistant Professor</td>
<td>(260) 481-6146</td>
<td><a href="mailto:duncanc@ipfw.edu">duncanc@ipfw.edu</a></td>
</tr>
<tr>
<td>Andrew Boehm, B.S, R.T. (R)</td>
<td>Clinical Instructor</td>
<td>(260) 481-0513</td>
<td><a href="mailto:boehas01@ipfw.edu">boehas01@ipfw.edu</a></td>
</tr>
<tr>
<td>Ann Obergfell, J.D., R.T. (R)</td>
<td>Dean, College of Health of Human Services &amp; Professor</td>
<td>(260) 481-0512</td>
<td><a href="mailto:obergfea@ipfw.edu">obergfea@ipfw.edu</a></td>
</tr>
<tr>
<td>Matthew Powell, B.A, R.T. (R)</td>
<td>Clinical Instructor</td>
<td>(260) 481-0518</td>
<td><a href="mailto:powem02@ipfw.edu">powem02@ipfw.edu</a></td>
</tr>
<tr>
<td>Michelle Fritz, M.S.Ed., R.T.(R)</td>
<td>Clinical Director &amp; Clinical Assistant Professor</td>
<td>(260) 481-0515</td>
<td><a href="mailto:fritml01@ipfw.edu">fritml01@ipfw.edu</a></td>
</tr>
<tr>
<td>Stephanie Lehto, B.S.</td>
<td>Department Secretary</td>
<td>(260) 481-0511</td>
<td><a href="mailto:lehtos@ipfw.edu">lehtos@ipfw.edu</a></td>
</tr>
</tbody>
</table>

B. Preceptors

Preceptors are responsible for supervising and evaluating students at the various clinical sites. Preceptors also serve as liaisons between the clinical sites and the Department of Medical Imaging and Radiologic Sciences.

Preceptors include:

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
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<tbody>
<tr>
<td>Alissa Stalter, R.T. (R)</td>
<td>Fort Wayne Orthopedics</td>
</tr>
<tr>
<td>Christina Owens, R.T. (R)</td>
<td>Fort Wayne Orthopedics</td>
</tr>
<tr>
<td>Theresa Tindall, R.T. (R)(M)</td>
<td>Fort Wayne Orthopedics</td>
</tr>
<tr>
<td>Tonja Bell, R.T.(R) (M) (CT)</td>
<td>Parkview Angola Imaging</td>
</tr>
<tr>
<td>Andrea Clemons R.T. (R)</td>
<td>Parkview Hospital New Vision Imaging/Lab</td>
</tr>
<tr>
<td>Jennifer Shank, R.T.(R)</td>
<td>Parkview Hospital New Vision Imaging/Lab</td>
</tr>
<tr>
<td>Mary Smierciak, B.F.A., R.T.(R)(CT)</td>
<td>Parkview Hospital New Vision Imaging/Lab</td>
</tr>
<tr>
<td>Amber Thwaites R.T. (R)</td>
<td>Parkview Hospital</td>
</tr>
<tr>
<td>Aubrey Ehle R.T. (R)</td>
<td>Parkview Hospital</td>
</tr>
<tr>
<td>Bonnie Doerffler, B.S., R.T.(R) (M)</td>
<td>Parkview Hospital</td>
</tr>
<tr>
<td>George Pavlidis R.T. (R)</td>
<td>Parkview Hospital</td>
</tr>
<tr>
<td>Jim Rust, R.T.(R)</td>
<td>Parkview Hospital</td>
</tr>
<tr>
<td>Jeny Dentler, R.T.(R)</td>
<td>Parkview Noble</td>
</tr>
<tr>
<td>Leann McGee, R.T.(R)</td>
<td>Parkview Noble</td>
</tr>
<tr>
<td>Jessica Ayers R.T. (R)</td>
<td>Parkview Regional Medical Center (PRMC)</td>
</tr>
<tr>
<td>Andy Boehm, B.S., R.T. (R)</td>
<td>Parkview Regional Medical Center (PRMC)</td>
</tr>
<tr>
<td>Shai Byrd, R.T.(R)</td>
<td>Parkview Regional Medical Center (PRMC)</td>
</tr>
<tr>
<td>Lori Faurote, B.S., R.T.(R)</td>
<td>Parkview Regional Medical Center (PRMC)</td>
</tr>
<tr>
<td>K.C. Henderson, R.T. (R)</td>
<td>Parkview Regional Medical Center (PRMC)</td>
</tr>
<tr>
<td>Melissa McMahon, R.T.(R)</td>
<td>Parkview Regional Medical Center (PRMC)</td>
</tr>
</tbody>
</table>
C. Department of Medical Imaging and Radiologic Sciences Advisory Committee

It is the responsibility of the Department of Medical Imaging and Radiologic Sciences Advisory Committee to counsel, suggest and recommend items to the Faculty that will benefit the Program and meet the needs of the community. The Department of Medical Imaging and Radiologic Sciences Advisory Committee serves to provide the following functions:

1. Share information and improve communication between the program and community.
2. Assist in studying the manpower status of radiographers in the community.
3. Suggest criteria for the selection of students.
4. Review of the instructional program content for current techniques and procedures necessary to meet/exceed the needs of the standards of the accrediting agencies, as well as those of the medical community.
5. Review and discuss program assessments and outcomes.
6. Assist in long-term planning for the program.

Members of the Department of Medical Imaging and Radiologic Sciences Advisory Committee include:

<table>
<thead>
<tr>
<th>Lori Bassett, R.T. (R)</th>
<th>Rob Snyder, R.T. (R)</th>
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<tbody>
<tr>
<td>Karen Brehm, R.T. (R)</td>
<td>Gary Stuby, R.T. (R)</td>
</tr>
<tr>
<td>Bonnie Doerfler, R.T.(R)</td>
<td>Lois Wilson, R.T. (R)</td>
</tr>
<tr>
<td>Malinda Gamble, R.T. (R)</td>
<td>Alumni Representative</td>
</tr>
<tr>
<td>Greg Houser, R.T.(R)</td>
<td>1st Year Student Representative</td>
</tr>
<tr>
<td>Dr. Michael Kinzer</td>
<td>2nd Year Student Representative</td>
</tr>
<tr>
<td>Dr. David Powell</td>
<td></td>
</tr>
</tbody>
</table>

Student Advisory Representative Guidelines: Students will self-nominate and submit a short essay. Student Representatives will be selected by the Faculty Committee.
POLICIES AND PROCEDURES

I. ACADEMIC AND PROFESSIONAL STANDARDS AND DISCIPLINARY ACTION

A. Special Academic Regulations for Students in the College of Health and Human Services

Professional, mature conduct is expected of all students. Any form of academic or personal misconduct is in direct conflict with professionalism and will result in dismissal from the program in which the student is enrolled. Please refer to the current IPFW Bulletin regarding “Code of Student Rights, Responsibilities, and Conduct.”

http://bulletin.ipfw.edu/content.php?catoid=27&navoid=694#Code

The College of Health and Human Services chooses the most stringent course of action regarding misconduct. A student dismissed from his or her program will also be dismissed from the College of Health and Human Services.

Following University guidelines, after two years a student who has been expelled from IPFW may petition for readmission to the University, program, and College. This does not assure the student will gain readmission.

Department of Medical Imaging and Radiologic Sciences

The Department of Medical Imaging and Radiologic Sciences believes in personal honor based on integrity, common sense and respect for civil law, social norms, professional standards, and moral responsibility. We expect our students to conduct themselves honorably and professionally at all times, both in the didactic and clinical setting.

B. Academic Standards

- GRADING SYSTEM:

Examinations and assignments are given regularly, in accordance with the lesson plans of each instructor. At the end of each grading period, final achievement in a particular course is indicated by a letter grade that is translated into the 4.0 grading system as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional Achievement</td>
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<td></td>
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<td>Failure</td>
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</tr>
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</table>


• **TEST RETAKE:**

If a student receives a Test Score below 80% in any professional course during the program, he/she must retake the test. The test must be retaken until a passing score is achieved. Only the original score will be used to calculate the final course grade. Arrangements to retake the test must be made by the student with the course instructor.

• **GRADE POINT AVERAGE (GPA):**

Grade Point Average is computed by first multiplying the grade points for each course times the number of credit hours to receive the number of credit points. The sum of all credit points is divided by the sum of all corresponding credit hours.

• **PROGRAM CUMULATIVE GPA:**

Program Cumulative GPA is the average for all general and professional courses taken by a student and will be calculated at the end of each grading period. Program GPA is commonly used to determine scholarships and academic awards.

• **PROFESSIONAL CUMULATIVE GPA:**

Professional Cumulative GPA is the average for all professional courses taken by the student and will be verified at the end of each grading period to establish academic status.

• **GOOD ACADEMIC STANDING:**

To be in good standing in the Department of Medical Imaging and Radiologic Sciences, the following two requirements must be maintained throughout the two years in the program:

- Students must achieve a grade of C- or better in all of the Professional Education courses.
- Students are also required to maintain a Professional Cumulative GPA of 3.00.

• **VIOLATION OF ACADEMIC STANDARDS:**

Students who fail to meet the requirements for Good Academic Standing are subject to dismissal from the Department of Medical Imaging and Radiologic Sciences.

• **ACADEMIC MISCONDUCT:**

Radiography students are expected to maintain academic honesty and abstain from all forms of cheating and/or plagiarism. Acts of Academic Misconduct will result in disciplinary action as described in *Disciplinary Procedures for Academic Misconduct, Part 8.III.A of the IPFW Undergraduate Bulletin* which can be found on the University website: [http://bulletin.ipfw.edu/](http://bulletin.ipfw.edu/)
The disciplinary procedure can also be found in the IPFW Policies Section of the IPFW Student Handbook and Planner. The procedures for imposing academic sanctions are designed to provide students with the guarantees of due process and procedural fairness. Students who have evidence or believe evidence exists that a course grade or similar evaluation, or student progression decision was made as a result of prejudice, caprice, or other improper conditions, such as mechanical error may appeal that action.

C. Academic Appeals Policy & Procedure

The College of Health and Human Services Student Grade Appeal Procedure is available to students through the Office of the Dean of the College of Health and Human Services and on the College website: http://www.ipfw.edu/hhs/

II. PROGRAM POLICIES

The program policies listed in this section do not include all of the policies and procedures related to the clinical education component of the program. Please refer to the Clinical Education Section of the Handbook for policies related to Clinical Education requirements.

A. Attendance Policy

ABSENCES
Students in the Department of Medical Imaging and Radiologic Sciences are required to attend all classes and clinical assignments. We recognize that illness and emergency situations do occur and that in certain situations absence from class and/or clinic may be unavoidable. In these situations, students will be required to make-up the clinical hours that were missed. When possible, absences are to be prearranged with the Department of Medical Imaging and Radiologic Sciences Clinical Director or Department Chair. Unexpected absences must be accounted for satisfactorily. Trends in the attendance of individual students are monitored throughout the program using a running attendance record forms. Faculty has access to this record. Please see Clinical Attendance Policy for policy details.

CLASSROOM ATTENDANCE POLICY AND PROCEDURES
Students are required to attend all scheduled classes. Illness and/or emergencies are the only acceptable excuse for absence from class. If you are ill, you must notify the instructor at least ½ hour prior to the class start time to report the absence. Absences other than illness must be explained to the satisfaction of the course faculty who will decide whether the omitted work may be made up. Students are responsible to make arrangements for make-up of incomplete work assignments, classroom assignments and/or examinations. The syllabus for each course will describe the attendance requirements for that course. Faculty may use attendance as a portion of the grade for each course.
Absence from Examinations

Each faculty member is to include in the course syllabus the restrictions and procedure the student must follow if an examination is missed. Documentation of illness may be required. A student who does not contact the instructor as soon as he/she returns to campus after an illness may not be allowed to make up the examination. It is expected that the student will take make-up examinations on the day that the student returns to class or clinic unless a faculty member’s syllabus indicates otherwise or the faculty member approves another arrangement.

Classroom Tardiness and Disruptions

Classroom courses will begin at the scheduled time. Students are expected to be in their seats ready to participate when class begins. If you arrive late, please be courteous to the faculty and other students by being as quiet as possible in taking a seat in the class. Classroom instructors may assess grading penalties for habitual tardiness. Students should avoid activities that may result in a disruption of a class. Examples of such disruptions include leaving the room during the class time, receiving text messages or cell phone calls (turn them off), inappropriate use of wireless internet connection during class, and talking to those around you when not appropriate to the activity. Faculty may require students to leave class if they are disruptive. Inappropriate use of laptops or other electronic devices will result in loss of privilege during class sessions.

B. Criminal Charges Policy

If a student is brought up on any criminal charge while in the program, they MUST:

1. Inform the Department Chair immediately. The Department Chair will work with the University, Hospital and Clinical Administration and help the student to work with the ARRT to determine if:
   a. it is necessary for the student to take a leave of absence until the issue is resolved and full rights are restored to the student.
   b. the student will be eligible to sit for the national licensure examination.
   c. the student may continue their education at the clinical sites.
   d. the student must be dismissed from the program.

2. A student who fails to disclose a criminal charge to the Department Chair is subject to dismissal from the program.

C. Alcohol and Substance Abuse Policy

Under the guidelines of the Academic and Professional Standards and Disciplinary Action section of this handbook, any student who is unable to perform his/her clinical duties because of being under the influence of intoxicants or controlled substances, obtains illegally or has illegal possession, or participates in the sales or use of intoxicating or controlled substances at any site affiliated with the Department of Department of Medical Imaging and Radiologic Sciences will be subject to immediate dismissal from the program.
All students will undergo substance abuse testing annually, and any student who is suspected of using alcohol or illicit drugs which interferes with or adversely affects the student’s clinical and/or didactic performance may be subjected to alcohol or drug testing as required by the Faculty Committee. Cost of any drug testing will be incurred by the student.

ALCOHOL AND DRUG TESTING PROCEDURE

When the Faculty Committee has a reasonable basis for suspecting a student is using alcohol or illegal substances which has interfered with or adversely affects the student clinical and/or didactic performance, the following procedure will be followed:

1. If a Faculty member receives a report or suspects that a student is under the influence of alcohol or drugs while in class or clinic, the Faculty member should immediately have these suspicions confirmed by another Faculty member or department supervisor.

2. Once these suspicions are confirmed, the student’s immediate supervisor or a Faculty member will remove the student from the clinic or didactic area and notify the Department Chair and/or Clinical Director. The immediate supervisor and/or Faculty member must document any observed, abnormal behavior/condition in performance. Examples include, but are not limited to:
   a. drowsiness and/or sleepiness
   b. odor of alcohol
   c. slurred/incoherent speech
   d. unusually aggressive or hyperactive behavior
   e. unexplained clinical/didactic errors, accidents, etc.
   f. mood swings
   g. lack of manual dexterity, impaired hand-to-eye coordination in gait
   h. frequent unexplained absence from clinic or patterns of absence

3. The Department Chair and/or Clinical Director will meet with the student to discuss this issue and arrange for necessary alcohol and/or drug testing if indicated. The appropriate Consent to Test Form will be presented to the student. A student who refuses to immediately consent to testing will be immediately suspended from clinic and subject to dismissal. Transportation home for the student will be arranged if appropriate.

4. The Department Chair and/or Clinical Director will contact the lab for appropriate blood and/or urine testing.

5. The lab will conduct any and all tests using accepted testing methods, will fully document specimen handling, confirm and interpret test results and provide such information to the Department of Medical Imaging and Radiologic Sciences. Any trace of alcohol or illegal drugs will be considered positive upon confirmation. Legal drugs not used in accordance with applicable prescriptions or directions will be considered positive. In the event that the test results are not immediately available, the student will be suspended from clinic, transported home and/or transportation arranged, and
informed of test results and any disciplinary proceedings through the Program and/or University.

Please see Consent to Submit to Medical Testing and Refusal to Submit to Medical Testing Form.

RADIOGRAPHY LABORATORY POLICY

Neff Room B74 is a dedicated radiography classroom and energized lab. Under the guidance of ARRT registered faculty, radiography students practice and simulate radiographic examinations and conduct exposure experiments in the lab. The following Laboratory related items/documents must kept on file in the Department of Medical Imaging and Radiologic Sciences:
2. Current State License for each individual faculty member.
3. Documentation of Training for each faculty member as issued by Purdue University.
4. General User Guidelines

In order to become an individual or authorized radiography lab user please follow the guidelines below:

1. INDIVIDUAL STUDENT USER is one who can work in the x-ray lab under supervision of an Authorized Faculty User. In order to become an individual user take and complete the Orientation to Radiation Safety unit in the first semester of the program. Dosimetry will then commence.

2. AUTHORIZED FACULTY USER is one who can work in the x-ray lab independently. Individuals must be registered Radiologic Technologists through the ARRT and must maintain an Indiana State Radiologic Technologist License. Personnel must successfully complete the Purdue University Radiation Safety Training, fill out the proper forms, and submit documentation of successful completion to the Department Chair for authorization in this radiation producing laboratory.

Upon successful completion of above steps and approval of the Program Chair, said individual is then an AUTHORIZED FACULTY USER and shall be granted a key to access the laboratory and remove the exposure lock. The user is allowed to work independently in the lab.
**General Radiography Laboratory User Guidelines:**

<table>
<thead>
<tr>
<th><strong>DO!</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wear your dosimeter when exposures are being made in the lab.</td>
</tr>
<tr>
<td>Close both doors of the lab during radiographic exposures.</td>
</tr>
<tr>
<td>Be sure to turn off the appropriate positioning locks on the unit before attempting to move the equipment. This will help to prolong the life of the locks.</td>
</tr>
<tr>
<td>Maintain professional conduct at all times. Conduct that may compromise the safety of others or the integrity of the laboratory equipment will result in disciplinary action which may include: a failing grade in the related course assignment; a failing grade in the related course; or the initiation of procedures for dismissal from the program.</td>
</tr>
<tr>
<td>Report anything unusual in the operation of the unit or its appearance (i.e., loose wire) to the supervising faculty member. The x-ray unit is calibrated each year by a physicist to ensure the unit meets federal and state guidelines for ionizing radiation units.</td>
</tr>
<tr>
<td>Leave the lab in a clean and organized manner upon exit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DO NOT!</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the lab outside of supervised laboratory hours or times assigned by a faculty member.</td>
</tr>
<tr>
<td>Make an exposure without direct faculty supervision.</td>
</tr>
<tr>
<td>Be in the lab, outside of the control area, during an exposure.</td>
</tr>
<tr>
<td>Under any circumstances expose or radiograph another human being in the lab.</td>
</tr>
<tr>
<td>Exceed the maximum allowable energy as indicated by the x-ray tube manufacturer.</td>
</tr>
<tr>
<td>Sit on the edge of the extended table. (Always have the “patient” sit over the center of the base of the table only.)</td>
</tr>
<tr>
<td>Eat or drink in the lab.</td>
</tr>
<tr>
<td>Allow persons who are not authorized or individual users into the lab without the consent of an Authorized Faculty User.</td>
</tr>
<tr>
<td>Lose sight of the fact that you are working with heavy electrical equipment and injuries can occur (i.e., hitting head on tube stand). Therefore, good conduct is required when operating the unit. Should an injury occur, please report it to the supervising faculty member at that time and complete an incident report.</td>
</tr>
</tbody>
</table>
I. STUDENT SERVICES

Please refer to the IPFW website to review all of the student services available through the University.

A. Library Facilities

IPFW students have access to the Walter E. Helmke Library. Refer to the following web site: [http://www.library.ipfw.edu/](http://www.library.ipfw.edu/).

B. Student Counseling and Guidance Program

Academic Guidance for students is scheduled at mid-term and at the end of each semester. Progress of the student is noted throughout the semester. A faculty member may approach a student any time during the two years to discuss areas where performance surpasses normal expectations or areas where improvement is needed.

Students will be notified as soon as possible of any unfavorable evaluations, infraction reports, or disciplinary actions. If any student feels he/she has been unfairly evaluated or reprimanded unjustly, he or she is encouraged to review the complaint policy.

Students who are experiencing difficulties in the didactic and clinical course work may obtain personal tutoring from the faculty. The student should seek help as soon as problems develop by contacting the faculty.

Professional counseling is available through IPFW Student Assistance Program.

C. Student Organizations

Students may receive valuable information concerning the current trends, future imaging modalities and job opportunities by becoming involved in Radiography organizations. Students are encouraged to become a student member of the IPFW Radiography Society, the Indiana Society of Radiologic Technologists (ISRT), and the American Society of Radiologic Technologists (ASRT).

These professional organizations strive to provide students and radiographers with the education needed to acquaint them with advances and changes in Radiography and how these advances and changes will affect them. The ISRT and ASRT achieve this goal by conducting seminars, annual meetings and publication of journals and newsletters. The IPFW Radiography Society achieves this goal through monthly meetings in the Fall and Spring Semesters as well as through planned University and community activities. Involvement in these organizations will enable the student to grow as a professional health care provider.
I. OVERVIEW & INTEGRATION OF DIDACTIC & CLINICAL EDUCATION

Clinical education is a significant and integral part of the program. The purpose of clinical education is to provide the student with the opportunity to transfer theory into practice and to develop the skills, competencies, and professional attributes necessary to perform as a competent entry-level radiographer upon graduation.

The radiography curriculum is designed as an integration of didactic instruction and clinical education. The didactic portion of the curriculum includes both classroom discussion and structured laboratory activities related to radiography. These didactic learning experiences are intended to provide the foundation of knowledge for students to apply in a clinical setting.

The curriculum for the first year of the program is planned to guide students toward an understanding of the profession, methods of patient care and assessment, radiation protection, physics, and the principles and procedures of radiography so as to develop a foundation for clinical competency in the performance of routine radiographic examinations and patient care and assessment.

During the first year, students are assigned to clinical areas that are primarily responsible for skeletal and contrast media radiography, DEXA, portable/surgical procedures, and patient care and assessment for routine radiographic examinations. Students are also assigned to clinical areas that provide an understanding of the various roles in an imaging department and an opportunity to observe the patient care and assessment skills required in advanced imaging modalities.

The curriculum during the second year is focused upon expanding the principles, physics and skills learned in the first year, plus studying in depth the effects of radiation, identifying pathological variances, mastering radiographic critique and exploring interventional radiography and other areas such as Nuclear Medicine, Computerized Tomography, Radiation Oncology, Medical Sonography, Cardiac Cath Lab, PET, and MRI.

Students are assigned to clinical areas during the second year that are primarily responsible for expanding, refining and gaining proficiency in first year skills such as skeletal and contrast media radiography, portable/surgical procedures, trauma radiography, radiographic critique, quality assurance, and patient care and assessment. Students are also provided an opportunity to select from a list of optional clinical experience rotations to observe in other imaging modalities.

II. CLINICAL SUPERVISION POLICY

Radiography students must be supervised by a qualified radiographer when participating in or performing radiographic procedures. For all clinical rotations, each student is assigned a supervising RT (R) by the clinical preceptor at the respective site. This assignment is verbally conveyed to students when they arrive for clinic or may be posted on the Clinical Assignment
Sheet (see Appendix D). The assigned supervising technologist is responsible for the supervision of his/her assigned student as described below.

When students are in their assigned clinical areas, they will respect the authority of each Faculty member, Clinical Preceptor and all supervising RTs and Radiologists.

Each Clinical Preceptor is responsible for:

- Directing the proper supervision and evaluation of all students in the clinic
- Completing Post Competency Evaluations
- Assisting sections of Clinical Education courses as needed
- Ensuring that students adhere to the policies of the Program, Department, and Faculty
- Communicating any problem, conflict, or suggestion for improvement regarding either a student or the Clinical Program to a faculty member.

The degree of supervision required for a student depends upon the level of the student’s clinical competency. As students progressively gain proficiency in procedures, they are allowed to assume more responsibility. Students are guided toward greater independence so as to develop speed, confidence and the ability to organize and work under pressure. Students, however, shall NOT take the responsibility or place of a RT(R) to supplement inadequate staffing.

A. DIRECT SUPERVISION

1. Direct Supervision is required for:
   a. Any examination for which a student has not demonstrated and documented competency
   b. Any repeat examination
   c. All invasive procedures, e.g. IVU, Colon
   d. All portable and surgical procedures

2. Direct Supervision requires that a qualified RT(R):
   a. Checks the order and the examination request and reviews it related to the student’s achievement.
   b. Assesses the condition of the patient to determine if it would be contraindicative to performance by the student.
   c. Is present (in the room) either assisting or observing the student.
   d. Critiques and approves all radiographic images before the patient is released.

B. INDIRECT SUPERVISION

1. Indirect Supervision is acceptable for non-invasive routine diagnostic imaging procedures performed in the imaging department for which a student has demonstrated and documented competency.

2. Indirect Supervision requires that a qualified RT(R):
   a. Checks the order and the examination request and reviews it related to the student’s achievement.
b. Assesses the condition of the patient to determine if it would be contraindicative to performance by the student.
c. Is immediately available to assist the student if the need arises (technologist must be close enough to hear a call for help)
d. Critiques and approves all radiographic images before the patient is released.

III. GRADING POLICY

A student’s Clinical Education grade is based on his/her performance of the clinical objectives. Objectives are outlined and provided to students in the Clinical Education syllabi each semester and include expected performance outcomes related to cognitive, psychomotor and affective behaviors. Clinical Education grades are determined using the evaluation tools and assessments listed below. The weight of each assessment item may vary from semester to semester and is provided to students in the Clinical Education syllabi.

A. Clinical Education Coursework/Written Assignments

Each semester, students are required to complete a specific assignment (or assignments) related to clinical education experiences. Detailed instructions and information regarding the assignment(s) will be provided on the Clinical Education syllabus at the beginning of each semester. The completed assignments are reviewed and graded by the Department of Radiography Faculty member(s) responsible for the Clinical Education course that semester, and the scores are used in the calculation of the Clinical Education grade.

B. Clinical Attendance

Students are required to attend all scheduled clinical hours. All clinical hours must be appropriately documented and will be reviewed and evaluated by the Department of Radiography. Any clinical time missed must be made up by the student prior to the end of the semester/session or the student will receive an INCOMPLETE grade for the course.

Students who are absent more than 16 hours or are tardy more than 3 times in a given semester or session will have their Clinical Education grade lowered one letter grade. (Depending on circumstances, an exception to this rule may be granted such as in cases of a protracted illness or death of an immediate family member.) (Please refer to the Clinical Attendance Policy for more details.)

C. Clinical Assignment Evaluations

Student performance in assigned clinical areas is evaluated at the end of each clinical assignment rotation. A Clinical Assignment Evaluation will be provided by the student to his/her assigned supervising RT(R) who will complete it in the E-Value Tracking system. Each response on the evaluation is assigned a point value. The point values for all evaluations in a given semester are tabulated, averaged and converted into a percentage that will be used in the calculation of the Clinical Education grade.

Each student is expected to have submitted a minimum of 75% of the total evaluations possible. Failure to achieve this minimum number by the end of the semester will result in
lowering the Clinical Education course grade by one letter. For example, if a total of 8 evaluations is possible, submission of 5 evaluations or less would result in a drop of the course grade by one letter. The total number of evaluations received is based on assigned weeks, not the number of evaluations submitted by student. (Please refer to the Clinical Assignment and Evaluation Policy for more details.)

D. Preceptor/Faculty Semester Assessment

Throughout the semester, student progress is evaluated and noted by the clinical preceptors and faculty. At the end of each semester, preceptors and faculty members will complete the Preceptor/Faculty Semester Assessment. The assessment scores from all preceptors and faculty members will be averaged, converted into a percentage, and used in the calculation of the Clinical Education grade.

E. Submission of Clinical Competency Evaluations

Students are required to have successfully completed and submitted a specific number of Clinical Competency Evaluations each semester. Failure to achieve 85% of the required amount by the end of semester will result in lowering the Clinical Education course grade by one letter. For example, if the required number of clinical competencies for a semester is 25, completion of 20 or less would result in a drop of the course grade one letter. (Please refer to the Clinical Competency Policy for more details.)

F. Adherence to Clinical Policies and Professional Conduct

Students are expected to adhere to the clinical policies and professional conduct outlined in the Department of Medical Imaging and Radiologic Sciences Student Handbook, the IPFW Student Handbook and Planner and the IPFW Undergraduate Bulletin (http://bulletin.ipfw.edu/).

Documented violations of policy and/or misconduct will result in lowering the Clinical Education course grade as specified in each policy or section. Please note in specific policies that there are certain cases of violation and/or misconduct that will result in failure of the Clinical Education course and the initiation of procedures for dismissal from the program as outlined in Part 8.III.B of the IPFW Undergraduate Bulletin (http://bulletin.ipfw.edu/).

G. Combination of Penalties

The Clinical Education course grade will be lowered for each incident of failure to meet the requirements for Clinical Assignment Evaluations, Clinical Competencies, Clinical Attendance, and/or Adherence to Clinical Policies and Professional Conduct as described above. For example, a student’s failure to complete and submit the minimum Clinical Assignment and Clinical Competency Evaluations will result in a TWO letter grade drop of the Clinical Education grade.
H. Grading Scale

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</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>72 &amp; below</td>
<td>0.0</td>
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</tbody>
</table>

IV. CLINICAL ATTENDANCE POLICY

Students are required to attend all scheduled clinical hours and to be prompt in their arrival to clinic. Consistent, punctual attendance in the clinical setting is essential in order to develop clinical competence, interpersonal communication skills, an aptitude for teamwork and professionalism, and appropriate patient care for diverse populations. Students who miss clinical time for any reason other than professional development activities and certain University events will be required to make-up the time missed. The number of late arrivals and hours missed will be tracked on a clinical attendance record, and excessive tardiness and/or absence from clinic will result in lowering the Clinical Education grade as described below.

A. Clinical Absences

If you will be absent from clinic, you must contact the Clinical Director’s Office and call the clinical site at least ½ hour prior to the clinical start time to report the absence. Absence from clinic due to an emergency must be reported to the Clinical Director and the clinical site as soon as possible. **Any clinical time missed must be made up at a time arranged by the student with the clinical site and approved by the Clinical Director.** All clinical time missed must be made up prior to the end of the semester/session or the student will receive an **incomplete** grade for the course. The clinical hours must be made up prior to the beginning of the following semester or the student will not be allowed to progress through the program. Excessive absence from clinic will result in lowering the Clinical Education course grade as described below.

In addition to making up all clinical hours missed, a student who is absent more than 16 hours in a given semester or session will have his/her Clinical Education grade lowered one letter grade. In some circumstances (such as in cases of extended illness or death of an immediate family member), a student may petition the Faculty Committee for an exception to this policy. However, a petition to the Committee does not guarantee that an exception will be granted.
ILLNESS AND EMERGENCY SITUATIONS

It is recognized that illness and emergency situations do occur and that in certain situations, absence from clinic may be unavoidable. In these situations, students will be required to make up the clinical hours that were missed. The total hours missed will be counted toward the total allowable missed hours per semester, and could, therefore, potentially impact the student’s Clinical Education Grade. Unexpected absences must be accounted for satisfactorily.

PROFESSIONAL DEVELOPMENT ACTIVITIES

On occasion, a student or students may request to participate in professional development that takes place during scheduled clinical hours. These events must be pre-approved by the Program Chair or Clinical Director. Students will not be required to make up clinical hours missed due to pre-approved activities directly related to professional development. The hours missed will not be counted in the total allowable missed hours per semester, and will not impact the Clinical Education grade.

UNIVERSITY RELATED ACTIVITIES

Students who participate in IPFW sports, clubs, scholarship events, or other University activities may be required to attend related events during scheduled clinical hours. Absence from clinic for these events must be pre-approved by the Program Chair or Clinical Director. These events will be reviewed on a case-by-case basis with regard to clinical make-up requirements. The clinical hours missed for these events will not be counted in the total allowable missed hours per semester, and will not impact the Clinical Education grade.

OTHER ACTIVITIES/EVENTS

With the exception of pre-approved professional development or University related activities, illness and/or emergencies are the only acceptable excuses for absence from clinic. Students who miss clinic for activities or events such as vacation, employment obligations, or appointments will be required to make up the clinical hours that were missed. The total hours missed will be counted toward the total allowable missed hours per semester, and could therefore potentially impact the student’s Clinical Education grade.

B. Clinical Tardiness

A student who arrives to clinic late will be counted as tardy. Tardy occurrences are noted on the student’s attendance record and a student who is tardy for clinic more than 3 times in a semester/session will have his/her Clinical Education course grade lowered one letter grade. A student who arrives 1-14 minutes late will not be required to make-up clinical time, but will be counted as tardy.

A student who arrives late 15 minutes or more will be required to make up the clinical time missed according to the clinical tracking/make-up guidelines listed below.
C. Clinical Tracking/Make-Up Time

1. Clinical make-up time will be scheduled by the student with the clinical site and approved by the Clinical Director on any available unscheduled days during the semester of the occurrence(s). Due to clinical site availability, make up time may be scheduled on weekends.

2. Non-traditional clinical hours that are missed must be rescheduled as non-traditional hours.

3. If an entire day of clinic is missed, the student will be required to complete the total hours missed.

4. If a portion of assigned clinical time is missed, the time will be tracked in ½ hour increments. For example, if you arrive to clinic 15 minutes late, you must make up ½ hour of clinic time.

5. Make-up time must be completed prior to beginning the semester following the occurrence(s) of the clinical absence(s). Students who do not complete assigned make-up time within the specified time will be subjected to dismissal from the Program.

D. Designated Breaks and Holidays

The Department of Medical Imaging and Radiologic Sciences follows the IPFW Academic Calendar for breaks and holidays. During these designated dates, classes will not be held and students will not be scheduled for clinical assignments or make-up time. The IPFW Academic Calendar is available on the IPFW website – www.ipfw.edu – and in the IPFW Student Handbook and Planner.

E. Inclement Weather

When weather conditions are such that IPFW classes are cancelled, all Radiography classes and clinical assignments are cancelled. If IPFW cancels classes, students do not need to contact the Clinical Director nor the clinical site. Note: In the event that IPFW does not cancel classes and a student feels road conditions are too bad to drive, or the roads have been shut down by their county, the student may contact the Clinical Director to report an absence due to emergency weather conditions.

F. E-Value Time Log (Attendance Record)

Students are responsible for keeping an accurate daily record of their time spent in the clinic. It is the student’s responsibility to clock-in immediately upon arrival and clock-out before leaving for the day.

The student is responsible for recording the major types of procedures observed, or participated in, as well as other duties performed that day so that the Preceptor/Faculty can quickly assess the effectiveness of the clinical rotation. This note should be made in the notes section of the time log in E-Value Tracking System when clocking out.

Students are expected to be honest and ensure accuracy in the recording of their times. Misrepresentation of clinical attendance is considered falsification of records and will result in failure of the Clinical Education course and may generate the initiation of procedures for dismissal from the program as outlined in Part 8.III.B of the IPFW Undergraduate Bulletin: http://bulletin.ipfw.edu/
V. CLINICAL ASSIGNMENT AND EVALUATION POLICY

A. Clinical Assignment Allocations and Schedules

Clinical assignments are based on the performance objectives of each Clinical Education course, and, therefore, vary from semester to semester. Students are scheduled to rotate a minimum number of weeks per area. Although every effort has been made to ensure equality in the types of clinical areas between institutions, it is impossible to make the rotations exactly equal. This is because of differences in the number of students and slight variances between the departments. Clinical Assignment Schedules are computed on a semester basis. Copies are given to the students at least one week prior to the beginning of the semester. Copies are also posted in the departments at each clinical site and kept on file at the Department of Medical Imaging and Radiologic Sciences office. Students are not permitted to trade clinical rotations with other students without specific permission from either the Program Chair or the Clinical Director.

B. Non-Traditional Clinical Assignments

After successful completion of the student’s first academic year in the program, each student will be assigned two (2) weeks of evening clinical rotations during the Summer Sessions. In addition, during the Fall and Spring semesters of the student’s second year, each student will be assigned six to eight (6-8) weekend clinical assignments. The purpose of assigning students to evening and weekend rotations is to provide a different but essential learning environment which:

1. Allows students to experience radiographic operations on shifts other than the typical day shift.
2. Provides opportunities for students to work closely with critically ill, trauma, and other patient types not normally seen during a weekday.
3. Provides additional opportunities for students to participate in portable and surgical procedures.
4. Aids the development of independent judgment and teamwork activities.

C. Clinical Objectives for Non-Traditional (Non-Typical) Assignments

The student will:

1. Observe the prioritization of the patient work list.
2. Progress to active participation in the prioritization of the patient work list.
3. Observe the image sequencing of critically ill and traumatized patients.
4. Progress to active participation in the image sequencing of critically ill and trauma patients.
5. Develop proficiency in portable and surgical procedures.
6. Develop communication and patient care skills with the critically ill, critically traumatized, intoxicated, drugged, uncooperative and assaulted patients.
D. CLINICAL EVALUATIONS

The supervising RT(R) will be responsible for evaluating his/her assigned student in such categories as student appearance, punctuality with limited absences, initiation, radiation protection practices, clinical skills and abilities, patient care and communication, cooperation, and positive response to constructive criticism. Near the end of his/her Clinical Assignment rotation, the student is responsible for giving the supervising RT(R) a Clinical Evaluation Form. Please refer to the guidelines listed below regarding Clinical Evaluations.

1. The student is responsible for providing the appropriate form to the supervising RT(R) (see Appendix D). The Orientation Clinical Evaluation form is to be utilized during the First Year Fall Semester only. For the remainder of the program, the Clinical Assignment Evaluation For Radiography form is to be used for clinical rotations in all routine diagnostic, fluoroscopic, portable and OR rotations. The Specialty Clinical Evaluation form is to be used for rotations in Interventional Radiography, Cardiac Cath Lab, Nuclear Medicine, Computerized Tomography, Radiation Oncology, Medical Sonography, PET, and MRI.

2. The student will submit an evaluation through the E-Value Tracking System.

3. The RT(R) will complete the evaluation indicating the student’s progress, clinical strengths, and areas for needed improvement. The evaluation must then be submitted by the RT(R).

4. If a student is assigned to more than one RT(R) during the rotation, the student should send the evaluation to the RT(R) he/she worked with the most. Or, a student may elect to give an evaluation to each of the RT(R)s he/she was assigned to during the rotation, and all of the evaluations will be tabulated together.

5. The RT(R) may or may not elect to discuss the evaluation directly with the student. If the RT(R) does not discuss it with the student, the student will be able to read the evaluation and make any desired comments. In the E-Value Tracking System, students are given the opportunity to review all evaluations submitted after the Department of Medical Imaging and Radiologic Sciences reviews/releases the evaluation in the E-Value system. Whenever the student reads the evaluation, he/she must agree or disagree with the evaluation in the E-Value System. Grades on the evaluation will count whether the student agrees or disagrees.

6. The responses on the Clinical Evaluations are tabulated and averaged into the Clinical Education grade twice every semester: At mid-semester and again at the end of the semester. After calculations of the grades, mid-semester and end-of-semester student conferences are held and progress is discussed individually.
E. Student Self-Evaluations

The students are required to complete a **Self-Evaluation Form** related to clinical progress which includes goals for the following grade period at mid-semester and end-of-semester conferences. The student self-evaluation:

1. Provides the students an opportunity to reflect on their past and current performance in the clinic.
2. Prepares the students for their conferences with the faculty.
3. Guides the students in selecting individualized goals.

VI. CLINICAL COMPETENCY POLICY

The purpose of this policy is to outline the procedural requirements and rules which the student and RT(R) will utilize in completing Clinical Competency Evaluations (Appendix D). These evaluations will help the student develop the clinical competencies necessary to function as an entry-level radiographer. It is up to the judgment/discretion of the RT(R) whether to allow the student to perform an exam for competency. Patient condition or insufficient time would be acceptable reasons for discouraging a competency attempt. However, the RT(R) should be mindful that each student must complete a minimum number of competencies each semester.

A. Clinical Competency Requirements Checklist

The **Clinical Competency Requirements Checklist** includes a list of competencies that must be successfully completed by a student during the program as a requirement for graduation. The form includes a place to record the date of each documented competency completed in General Patient Care and Imaging Procedures as well as a place to indicate if each competency was completed as a simulated exam or on a patient.

B. General Patient Care

Students are required to demonstrate competency in the general patient care practices listed on the Clinical Competency Requirements Checklists form. With the exception of CPR, these competencies are demonstrated, simulated and evaluated during Patient Care courses and labs conducted by the Department of Medical Imaging and Radiologic Sciences Faculty. Students are required to submit documentation of CPR certification prior to the beginning of each Fall semester as a clinical compliance requirement to participate in the clinical rotations for Clinical Education.

C. The Unit Practical Exam

A Practical is the process by which a student will perform a radiographic exam on a live subject (not a patient) and simulate the exposure. The performance is evaluated by one of the Department of Medical Imaging and Radiologic Sciences Faculty and the score is averaged as part of a Radiography positioning/procedures course grade. Once a student has successfully completed a Practical exam for a particular unit with a minimum competency of 80%, and has been actively observing and assisting the RT(R) in routine positioning of the exam, the student may request to complete the particular exam in question for a competency.
D. Competency

When completing a competency, a student’s performance on a radiographic exam and the resulting radiographic image is evaluated and documented by a Registered Technologist using PXDX in the E-Value System.

GUIDELINES FOR COMPLETION OF A COMPETENCY

1. Competency Evaluations may be completed only after a student has completed the corresponding unit practical.

2. Competency Evaluations must be done on real patients with the exception of those Simulated by Faculty.

3. The student must inform the RT(R) of his/her intention to complete a competency prior to beginning the procedure, and the student must perform the entire procedure.

4. If the competency exam is relatively uncommon, the student may BRIEFLY review his/her “Black Book” before beginning the exam (the book is CLOSED after starting). Under NO circumstances is the RT(R) allowed to give hints or tell the student how to perform the exam.

5. It is the student’s responsibility to send the RT(R) a PXDX Competency Evaluation immediately following the exam. The following information is to be completed by the student:
   a. Patient’s MR Number and General Condition
   b. Type of Exam and All Projections Performed
   c. Student’s Name
   d. Date of Exam and Patient’s DOB (especially for Pediatric Exams)
   e. Type of Category

6. The PXDX Competency Evaluation must be completed by a registered technologist in radiography RT(R). A successful competency will be indicated by a definite “Yes” response regarding the student’s capability of performing the exam without direct supervision.

7. A student is allowed to phototime the procedure for competency as long as the student can closely simulate a non-phototimed technique. Whenever phototiming, the RT(R) should ask the student what NON-phototimed technique would have been appropriate.

8. If a student makes a major error (Category “C” on PXDX Competency), which would mean repeating the image, the RT(R) should correct the mistake before the exposure is made for the benefit of the patient. This error should be noted on the PXDX Competency Evaluation and the student should continue the procedure until is
completed. Regardless that the error would mean an unsatisfactory competency, the student is not allowed to quit in the middle of an exam because students need to be able to recover from a mistake and continue.

9. If at any time during the course of the exam, the RT(R) perceives a student action as potentially detrimental to the patient’s welfare, the RT(R) should immediately step in and assist with the procedure. This should be noted on the Competency Evaluation form.

10. Each semester, the student must successfully complete a specified number of Competency Evaluations as noted on the Clinical Competency Requirements Checklist. Failure to achieve 85% of the required amount by the end of each semester will result in lowering the overall Clinical Education grade by one letter.

11. In order for a student to graduate from the program, he/she **MUST** have successfully completed all of the competencies required on the Clinical Competency Requirements Checklist. If at the end of the program, he/she has not completed all of the competency requirements, the student will receive an **Incomplete** in the Clinical Education grade and will be allotted a period of time in which to complete the requirements. The Incomplete grade will automatically become a failing grade if it is not removed within that period, and the student will not officially graduate. A student who has not completed the program requirements will not be verified to sit for the ARRT examination.

12. In certain circumstances, because of low patient volume for certain procedures, the faculty may elect to allow a student to simulate an exam. In such a situation, simulated competency evaluations may replace the requirement of patient examinations. This will be left to the discretion of the Faculty. Simulated competencies will be completed by students with the Department of Medical Imaging and Radiologic Sciences Faculty.

13. **Other Competency Rules**

   a. If bilateral exams are ordered for a patient, only 1 exam may count for a competency.
   
   b. **ALL** projections performed must be listed on the Competency Evaluation Form.
   
   c. Students **MUST** be SPECIFIC and ACCURATE in their terminology.
      
      e.g. If the CR in angled 10 degrees or more, the term “Axial” must be used.
      
      e.g. If an Axial Shoulder is performed, it must be noted whether it was done Inferosuperior or Superoinferior.
      
      e.g. If obliques are performed, the exact position must be used: RPO/LPO, RAO/LAO
   
   d. **PEDIATRIC Competencies** must include age and DOB on the Competency Evaluation form. The pediatric patient must be in the age range between newborn through 6 years old.
   
   e. For Fluoroscopic Contrast Studies, students must complete the entire exam from start to finish. This includes, but is not limited to, room/tray set-up, assisting with or performing fluoroscopy, and any post-fluoro images. A student may not
arrive half-way through the procedure, complete the post-fluoro images, and receive a competency. However, if no post-fluoro images are ordered, but the student has completed the entire exam, the student may still be given the competency.

f. Both DEXA and CT Scans use a different Competency Evaluation form.

E. Post Competency Evaluation

When completing a post competency, a Second Year student’s performance on a radiographic exam and the resulting radiographic image is evaluated and documented by a Clinical Preceptor, or a member of the Department of Medical Imaging and Radiologic Sciences Faculty. The Post Competency Evaluation serves to confirm that students are maintaining clinical skills and continuing to demonstrate clinical competence throughout the program. The student’s performance is evaluated using the Clinical Competency Evaluation. Students CANNOT perform a post competency until all of the mandatory competencies have been completed in the corresponding category.

VII. STUDENT COUNSELING – CLINICAL CONFLICT

COUNSELING

Individual student conferences are held at mid-semester and end of semester each Fall and Spring and at the end of the summer clinical sessions. At these times, students are given an opportunity to see any Clinical Assignment Evaluations not yet viewed and to discuss any clinical concerns. The Faculty describe in detail how the students’ Clinical Experience grades were calculated. The students’ overall progress is summarized including student strengths and areas recognized as needing improvement. Students complete a self-assessment and discuss areas they feel they need additional instruction or clinical assignments. At that time, students are offered a copy of their Clinical Education Grade Report which summarizes all of the Clinical Education grade data (see Sample Semester Grade Report). During these conferences, students are asked to comment on the quality of their clinical education.

Students have an opportunity to formally assess their Clinical Education Experience following the completion of summer and again following completion of the program.

A preceptor or faculty member may hold an impromptu counseling session anytime he/she perceives potential clinical problems. Likewise, the student may consult the preceptor or faculty member if the student feels unsure of his/her progress. Students have the right to review their clinical records.

CONFLICT

If a student feels there is a clinical problem, he/she should attempt to rationally discuss the concern with the supervising RT(R) or other involved persons. If the student still does not feel the problem is resolved, he/she should then discuss the problem with a Preceptor or Faculty member. It is the philosophy of the Program to encourage each student to develop and foster good communication skills. Every person, at some time, is faced with the dilemma of approaching a superior, even when the problem centers on that superior. It is important for
every student to develop the necessary skills to handle such situations. The Faculty are always willing to assist the student in analyzing the problem and in developing different approaches for resolving the problem. However, only after the student has sincerely attempted to utilize these different approaches, and has exhausted possible solutions, will a Faculty member intervene on the student’s behalf.

VIII. RT-STUDENT RELATIONSHIP POLICY

A. Purpose

To outline the RT(R)’s rights and responsibilities in regard to supervising students of the Department of Medical Imaging and Radiologic Sciences and to identify guidelines for completing student checklists, evaluations, and competencies.

B. RT(R) Rights

The RT(R) has a right to:

1. Expect student punctuality to his/her assigned area.
2. Be informed by the student regarding his/her absence.
3. Grant or deny permission to a student requesting to leave the assigned area and to expect a prompt return.
4. Expect courtesy, cooperation, respect and an eagerness to learn from every student whether assigned to them or not.
5. Expect courtesy, cooperation, respect and open communication from every Faculty member of the Program.
6. Communicate any problem, conflict, or suggestion for improvement regarding either the student or the Clinical Program to a Faculty member.
7. Expect a prompt action or response by a Faculty member of the Program regarding any problem or suggestion.

C. Guidelines for Documentation of Student Attendance

When assigned a student it is the responsibility of the RT(R) to:

1. Assure attendance of the student. If a student is absent, the student will notify the area or RT(R). If the RT(R) has not been notified, it is the responsibility of the RT(R) to call the Clinical Director regarding the student absence.

ANY FALSIFICATION (OF ANY RECORD) WILL RESULT IN FAILURE OF THE CLINICAL EDUCATION COURSE AND DISCIPLINARY PROCEEDINGS FOR DISMISSAL FROM THE PROGRAM.

D. Guidelines for the Supervision of an Assigned student

When assigned a student, it is the responsibility of the RT(R) to:
1. Allow the student to actively participate as much as possible in procedures within the limitations of the student’s knowledge and ability, patient’s condition, and time.

2. Directly supervise and assist the student on any procedure that:
   - The student has not yet demonstrated and documented competency
   - The student is not confident in performing alone
   - Involves a patient in poor condition
   - Is an invasive procedure (e.g. IVU), portable procedure, or surgical procedure

With “Direct Supervision,” the RT(R) stays in the room with the student, supervising the entire exam.

3. Directly supervise the student during the repeat of any radiograph.

4. Indirectly supervise students for non-invasive routine diagnostic imaging procedures performed in the imaging department for which a student has demonstrated and documented competency. Indirect supervision requires that the RT(R) be within earshot if the student should require assistance. Please refer to the Clinical Supervision Policy for more details regarding direct and indirect supervision.

5. Inform the student when going to Break or Lunch. Students should take their Break/Lunch at these times. If the RT(R) leaves the assigned area to do a procedure in a different area, the student should accompany the RT(R).

6. Restrict non-radiographic duties as much as possible. (e.g. cleaning, stocking, patient transporting, office work, etc.)

7. Encourage students to seek other radiographic work, practice with equipment, complete checklists, etc. when there is a lull in their assigned area.

8. Allow the student to leave the assigned area at the assigned time.

E. Guidelines for the Delegation of Requisitions

Before delegating a patient requisition to a student, it is the responsibility of the RT(R) to:

1. Check the Doctor’s Order to verify that the correct exam is on requisition.
2. Check with the student to verify he/she has demonstrated competency on the exam requested.
3. Assess the condition of the patient to determine if it contraindicates performance by a student.
4. Assist in the examination if the condition of the patient is questionable or the student is hesitant.
5. Be present in the room for any radiograph which needs repeating.
6. Critique and approve all radiographs before the patient is released.

F. Guidelines for the Completion of Checklists

When assigned a student, it is the responsibility of the RT(R) to:

1. Complete checklists when requested by the student and there is a break in patient activity.
2. Initial the blank after the student completes each individual task and sign his/her signature at the end of the checklist. (If the RT(R) observed the student performing one of the checklist tasks during a patient exam, the student does not need to repeat this task again when completing the checklist; the RT(R) may initial the blank.)
3. Report to the Program any changes he/she feels need to be made to update the checklist.

G. Guidelines for the Completion of Clinical Assignment Evaluations

When assigned a student, it is the responsibility of the RT(R) to:

1. Evaluate the student immediately after the rotation and whenever possible, discuss the evaluation with the student. A prompt and fair evaluation gives the student the feedback essential for continual clinical progress. The evaluation should be based on the student’s level of experience rather than highest standards of proficiency. The RT(R) should also identify the student’s clinical strengths and areas for improvement, and note this on the evaluation. The evaluation must be signed by the RT(R). It is the philosophy of the Program to encourage the RT(R) to discuss the completed evaluation with the student to foster good communication and promote honest working relationships.

2. Submit all completed evaluations through the EValue system. A student with an insufficient number of evaluations will be penalized by the lowering of his/her Clinical Education grade.

H. Guidelines for the Completion of Competency Evaluations

If the student approaches the RT(R) requesting to perform a radiographic examination for clinical competency, it is up to the judgment/discretion of the RT(R) whether to allow the student to perform the exam. Patient condition or insufficient time would be acceptable reasons for discouraging a competency attempt. However, the RT(R) should be mindful that each student must complete a minimum number of competencies each semester.

Please refer to the Clinical Competency Policy for explanations and guidelines for the completion of clinical competency evaluations.

I. Clinical Conflicts

If an RT(R) feels there is a clinical problem, he/she should calmly and rationally discuss this with the student. If the RT(R) does not feel the problem is resolved, he/she should confidentially discuss the problem with the Clinical Director or other Faculty member. The problem should also be documented on the weekly Clinical Assignment Evaluation form. If a serious incident has occurred, the Clinical Director needs to be informed immediately. The Clinical Director may request that the RT(R) document the situation on a Clinical Incident Report. It is important that student problems are not openly discussed with departmental staff or other students.

IX. PROFESSIONAL CONDUCT POLICY

A. Special Academic Regulations for Students in the College of Health and Human Services

Professional, mature conduct is expected of all students. Any form of academic or personal misconduct is in direct conflict with professionalism and will result in dismissal from the
program in which the student is enrolled. Please refer to the current IPFW Bulletin regarding “Code of Student Rights, Responsibilities, and Conduct.”
http://bulletin.ipfw.edu/content.php?catoid=27&navoid=694#Code

The College of Health and Human Services chooses the most stringent course of action regarding misconduct. A student dismissed from his or her program will also be dismissed from the College of Health and Human Services.

Following University guidelines, after two years a student who has been expelled from IPFW may petition for readmission to the University, program, and College. This does not assure the student will gain readmission.

DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES

The Department of Medical Imaging and Radiologic Sciences believes in personal honor based on integrity, common sense and respect for civil law, social norms, professional standards, and moral responsibility. We expect our students to conduct themselves honorably and professionally at all times, both in the didactic and clinical setting.

B. Professional Misconduct

Students may be failed in a radiography course and dismissed from the Department of Medical Imaging and Radiologic Sciences for unprofessional conduct that violates the professional Code of Ethics and Rules of Ethics (Appendix C) as outlined by the ASRT and ARRT or that jeopardizes the health and/or safety of patients, colleagues and/or others. If the student is in a clinical setting at the time that professional misconduct occurs, the person will be immediately removed from the site. Procedures for dismissal from the program may be initiated following the Student Disciplinary Procedures for Personal Misconduct as outlined in Part 8.III.B of the IPFW Undergraduate Bulletin:
http://bulletin.ipfw.edu/

The student will be suspended from all clinical settings pending the outcome of the disciplinary process. In addition to the professional ethical guidelines, any behavior that constitutes misconduct as defined by the IPFW Student Handbook and Planner and/or the IPFW Undergraduate Bulletin:
http://bulletin.ipfw.edu/
as well as the professional misconduct behaviors described below may result in disciplinary action for Department of Medical Imaging and Radiologic Sciences students. Professional misconduct behaviors include but are not limited to:

ACCIDENT/HEALTH - Failure to report personal injury, accident, or an incident involving others, failure to present medical information on required immunizations or health service follow-up tests or attend/complete required Health Service In-Service Programs as required. See Infection Control and Student Health and Exposure Incident Policy.

ATTENDANCE/TARDINESS - Unsatisfactory attendance and/or records of tardiness, failure to adhere to Attendance Policy. See Clinical Attendance Policy.
**BEHAVIOR** - Unprofessional, lewd, inappropriate behavior, or performing or suggesting, on Hospital, Clinical Site, or University premises, an act in violation of governmental laws, common decency, or morality.

**CONFIDENTIAL INFORMATION** - Disclosing or reproducing medical, financial, or other confidential information regarding patient or Health Facility business without proper authorization.

**CONVICTION** - Conviction of a felony or failure to disclose any criminal charge. See [Criminal Charge Policy](#).

**DEFACING** - Defacing Hospital, Clinical Site, or University property or the property of others; or unauthorized posting or removal of notices, signs, or written information.

**DISCOURTESY** - Being discourteous to patients, employees, physicians, visitors, volunteers, and others on Hospital, Clinical Site, or University premises.

**EATING** - Eating in unauthorized areas; removing unauthorized items from the Food Service areas; or eating patient food or other Hospital food intended for other purposes.

**FALSIFICATION** - Intentional misstatement, or concealment of information regarding admission, any investigation inquiry or other proper proceeding; or willfully forging or falsifying official Hospital, Clinical, or Program records, or documents.

**FIGHTING** - Initiating, threatening, attempting, inflicting bodily injury to another on Hospital, Clinical Site or University premises; or participating in any activity where physical contact is involved.

**GAMBLING** - Gambling or promoting games of chance on Hospital, Clinical Site or University premises; or borrowing or lending money to another student or employee on premises for the purpose of monetary gain.

**GIFTS** - Soliciting or accepting substantial gifts, tips, or gratuities from patients, or borrowing from patients while on duty or while on Hospital, Clinical Site or other University premises.

**INSUBORDINATION** - Deliberate refusal, willful resistance or intentional failure to comply or carry out any reasonable request, assignment, or schedule made by proper authority; insolent, abusive, or obscene language or gesture toward immediate supervisor or person of authority having responsibility for the work of the student; or walking away from clinical duties.

**INTOXICANTS OR CONTROLLED SUBSTANCES** - Inability to perform clinical duties because of being under the influence of intoxicants or controlled substances. Illegal possession, sales, or use of intoxicating or controlled substances on Hospital, Clinical Site or University premises. See [Alcohol and Substance Abuse Policy](#).
CLINICAL/DIDACTIC PERFORMANCE - Incomplete, incompetent, inefficient, or below standard clinical or didactic performance or neglect of duties and responsibilities.

PARKING - Failure to observe Hospital, Clinical Site, or University parking regulations.

PATIENT MISTREATMENT - Inconsiderate treatment, discourtesy, verbal or physical abuse of a patient.

POLICIES/PROCEDURES - Disregard or failure to follow Hospital, Departmental, Program or University policies and procedures.

PRODUCTIVITY - Deliberately restricting work production, intimidating, coercing, or interfering with students, employees, or supervisors in the performance of their duties.

PROPERTY – Willful and deliberate misuse of Hospital, Clinical Site, or University property or of personal property of others. Negligence or waste in use of such property, or unauthorized use or removal of such property.

RADIATION MONITORING DEVICES – Failure to properly display monitoring devices, negligence in the care of monitoring devices, or failure to follow Radiation Safety Policy. See Radiation Safety and Personnel Monitoring.

SAFETY – Failure to observe and follow common safety practices and regulations as outlined in Hospital, Clinical Site, or University orientation documents.

SLEEPING IN CLINIC – Sleeping during assigned clinical hours regardless of whether or not the safety of others or property may be endangered.

SMOKING/FIRE REGULATIONS – Smoking within 200 feet of Hospital premises, blocking fire equipment, exits and evacuation routes; failure to report a fire, or take appropriate action in the event of a fire. See Smoking Policy.

SOLICITING – Soliciting contributions for or otherwise promoting on Hospital, Clinical Site, or University premises any type of campaign which is not sponsored by the Hospital, Site, or University; selling or attempting to sell on such premises tickets, stocks, articles, or commodities or services not sponsored by the Hospital, Site, or University or distributing literature during clinic time or in clinic, patient care, or other areas.

STATEMENTS – Making malicious, slanderous or defamatory statements (VERBALLY, VIRTUALLY, OR OTHERWISE) about patients, employees, students or others doing business with the Hospital, Clinical Site, or University; or the unauthorized release of protected information to the press, media, or other persons. This includes any information posted on a social networking site such as Facebook.

THEFT – Actual or attempted theft or unauthorized possession of Hospital, Clinical Site, or University property or personal property of others on such premises. Failure to report knowledge of actual or alleged theft.
**WEAPONS/HAZARDOUS MATERIALS** – Unauthorized possession, sale, distribution, or use of dangerous drugs, weapons, combustible materials, explosives on Hospital, Clinical Site or University premises.

C. **Complaint Procedure**

The procedures for imposing disciplinary sanctions are designed to provide students with the guarantees of due process and procedural fairness. Radiography students maintain the right to file a complaint concerning actions or decisions of faculty or staff members of the Department of Medical Imaging and Radiologic Sciences which are claimed to violate rights established in the IPFW Student Code under Part I except Part I.A.3 or Part I.A.4.

Complaints of discrimination or harassment (Part I.A.3 or Part I.A.4) do not fall under this policy and should be taken to the University Affirmative Action Officer. Students may seek advice by meeting with the IPFW Dean of Students or the College of Health and Human Services Dean or designee.

The College of Health and Human Services Student Complaint Procedure is available to students through the Office of the Dean of the College of Health and Human Services and on the College Website: [http://www.ipfw.edu/hhs/](http://www.ipfw.edu/hhs/).

X. **GROOMING AND DRESS**

A. **General Guidelines**

It shall be the policy of the IPFW Department of Medical Imaging and Radiologic Sciences to require that all students maintain standards of personal appearance, dress and personal hygiene that create and maintain the best possible standards of infection control, safety, public image and environment for the care of the sick and injured. The public expects the Hospitals, its employees, and its students to be “hospital clean.” All of the elements of a student’s personal appearance, dress and personal hygiene will be regarded as an important aspect of a student’s overall effectiveness and performance.

All students are expected to keep themselves neat, clean, and properly dressed at all times while on duty or on the premises of any clinical site. Failure to maintain the standards outlined in this policy will result in lowering the Clinical Education grade. If a student receives more than two documented occurrences of failure to follow the dress code policy in a given semester, the Clinical Education grade will be lowered by 3% for the semester in which the occurrences are documented.

B. **Scrubs**

1. **Students are required to wear:**
   a. **BLACK scrub pants and shirts.** (No jeans, knit pants or stirrup pants)
   b. **BLACK long sleeved scrub jacket** (Optional)
   c. A plain white long or short sleeved t-shirt may be worn underneath the scrub top
   d. Surgical scrubs are to be worn only when assigned to a clinical rotation that may require participation in the Operating Room. **Surgical scrubs may not removed from the clinical facility.**
2. Only those uniforms selected and approved by the IPFW Department of Medical Imaging and Radiologic Sciences may be worn.
3. All uniforms are to be laundered regularly, neat, in good repair and of appropriate fit. Uniforms are to reveal no bare skin in the trunk region and undergarments are not to be revealed.
4. Undergarments must be worn and clean.

C. Shoes/Footwear
1. Shoes: White or Black, low cut, leather shoes in either oxford or athletic style are to be worn (only minimal color accents are allowed). Boots, crocs, canvas shoes, recreational sandals and flip-flops are not permitted. Laces must be tied.
2. Footwear should not create unnecessary noise, should be cleaned and polished, and should be of the non-skid variety.
3. Hosiery/socks are to be worn by all students.

D. Hairstyles
Hairstyles are to be conservative and in good taste. Hair must be neatly arranged and kept clean. Long hair (below shoulders) must be styled above the collar line or tied back. All hair must be styled in a manner so that it is kept off the face. Beards, mustaches and sideburns are to be kept clean, neat and closely trimmed.

E. Cosmetics
The use of cosmetics should be moderate.

F. Jewelry
Dangling bracelets, necklaces or earrings are not permitted in patient care areas. Small earrings (no larger than a quarter) in the ear and choker type necklaces are permitted in patient care areas if such items do not present a safety or infection control hazard. No other body piercings are allowed to be worn while in the patient care area. Rings, wedding bands and watches are permitted. Sunglasses are not permitted.

G. Buttons, Pins, Other Insignia
1. The Health Care Facility access badge must be worn face forward while on duty at all times unless safety or infection control do not permit. These badges must be kept clean (no stickers or pins may be placed on badges, and nothing may be written on the badge). These badges must be returned to the Clinical Director upon completion of the program.
2. No pins, lapel buttons or insignia or lettering is permitted to be worn by any student while on duty at any clinical site.
3. Concealment of tattoos is encouraged.

H. Personal Hygiene
1. All students are required to maintain excellent personal hygiene.
2. Body odors, smoke odors and/or strong perfume/cologne are unacceptable.
3. Hands are to be kept clean and shall be washed between each patient.
4. Nails should be well manicured and trimmed to no longer than ¼ inch beyond the finger tip. The use of nail polish is discouraged. If polish is worn, it should be clear or natural. **No artificial nails are allowed.**
5. Gum chewing is not permitted while on duty in patient or public areas at any clinical site.

I. Identification Badge

All identification badges must be worn in a visible manner at all times while on the Health Care Facility premises and must be displayed while entering or exiting the facility. If lost, a replacement badge must be ordered by the student for a fee.

XI. BREAK/LUNCH POLICY

A. No eating, drinking or chewing gum allowed while on duty in the department, except in designated areas.

B. Area supervisor or faculty will designate the time when the student may leave for break or lunch. Students should take their half hour break during the time that their assigned tech goes to lunch.

C. Work flow continues through rooms during break and lunch times. Once a case has been initiated, it should be completed prior to taking a break or lunch.

D. There is a thirty minute time limit for lunch.

E. Lunch is not considered part of a student’s clinical time.

F. Students may not skip lunch in order to leave clinic early or arrive late.

G. Students may not remove unauthorized items from the Food Service areas (including cafeteria); or eat patient food or other Hospital food intended for other purposes.

XII. SMOKING POLICY

No smoking is permitted within 200 feet of the Hospital premises.
Smoking is not permitted on the IPFW campus.

XIII. TELEPHONE, & ELECTRONIC DEVICES POLICY

A. TELEPHONE:
   
   *Out Going Calls:*

   1. Hospital and Clinical Site telephones are to be used for hospital business (E.g. Ordering, inter-hospital communications).
   2. All students are urged to make any needed local personal calls during clinical/class breaks.
3. When personal calls are made on Hospital phones, they must be kept to a minimum because they disrupt normal office, department, and hospital business.

*In Coming Calls:*
1. No student will be called away from a patient unless it is a confirmed emergency.
2. Anyone calling to request personal information on a student will be denied.

**B. ELECTRONIC DEVICES**
1. Students are not to use cell phones, tablets or computers while on duty in the clinic for purposes outside of clinical duties or documentation.
2. Any observed or reported inappropriate use of cell phones or other electronic devices will result in a 3% reduction of clinical education grade in the semester of the incident.
3. Cell phones must be turned off and in the student’s book bag/purse while attending class.

**XIV. PREGNANCY STATUS**

The United States Nuclear Regulatory Commission (NRC) has identified a radiation limit of 0.5 rem for fetal exposure. The reason the NRC has established this limit is to protect the embryo/fetus from unnecessary radiation levels that may put the developing baby at risk.

The Department of Medical Imaging and Radiologic Sciences is committed to working with students who choose to declare a pregnancy while enrolled in the program. The decision to declare a pregnancy is completely voluntary and the student may revoke in writing the declaration of pregnancy at any time.

The student who elects to declare pregnancy must complete the [Declaration of Pregnancy form](#) and submit the form to the Department Chair or Clinical Director. The declaration form data includes an estimation of date of conception and anticipated due date. The form includes a statement indicating that the declared student is aware of the risks of radiation and that dose equivalent limit to the embryo/fetus for each month of pregnancy is 0.5 mSv (5.0 mSv or 0.5 rem for entire pregnancy).

Once a student declares pregnancy, a fetal monitor badge will be supplied to the student and fetal exposure will be monitored throughout the pregnancy or until such time as the student revokes the declaration.

Students who declare pregnancy may elect one of the following program modifications:

1. The student may elect to complete the program without any modifications of her clinical and didactic requirements.
2. The student may request from the Faculty Committee an individualized program for completing program clinical and didactic requirements during the pregnancy.
3. The student may take a leave of absence (LOA) of one year duration. Such a student will be granted a leave of absence with a place reserved in the following class. Any college work previously completed at that time will be granted credit. The student must complete requirements of didactic courses before proceeding to the next course level.
4. The student may elect an LOA for more than one year duration. In this case, the student must submit another application to the program, and go through the admission screening...
process. No place will be reserved in the following class. The need to repeat previously completed professional course work will be reviewed on a case by case basis.

Students who do not disclose a pregnancy are assuming all risks associated with continuing in the program and progress through the program will not be modified.

Policy modified March 2011

XV. RADIATION SAFETY AND PERSONNEL MONITORING

It is the position of the IPFW Department of Medical Imaging and Radiologic Sciences that no student will be exposed to ionizing radiation before receiving basic instruction and demonstrating knowledge of the risks, exposure limits, radiation monitoring practices, and radiation safety precautions. During Program Orientation, the IPFW Department of Medical Imaging and Radiologic Sciences Radiation Safety and Personnel Monitoring Policy along with the Program’s Pregnancy Policy are reviewed with students as part of the Student Handbook.

Prior to students beginning clinical rotations, radiation safety topics will be introduced during the course “Orientation to Medical Imaging.” Radiation safety topics will be explored throughout the curriculum, and will be covered in great depth in the course “Radiation Biology and Protection in Radiography.”

Each student will be given two personnel monitors to be worn during any clinical experience and energized lab activities. (Monitors are not to be worn in employment situations outside of Program clinical assignments and sites.) Two personal monitors will be required by the IPFW Department of Medical Imaging and Radiologic Sciences for each enrolled student. The whole body monitor will be worn, facing outward, on the waist under the lead apron. The collar monitor will be worn, facing outward, on the outside of the apron at the collar level.

Monthly radiation reports will be reviewed by the Program Chair and/or Clinical Director and the individual student. Monthly reports will be maintained by the Department of Medical Imaging and Radiologic Sciences. Any quarterly exposure readings greater than or equal to 125mrem will be investigated by the Radiation Safety Office, Program Chair and/or Clinical Director. The findings and recommendations will be discussed with the student, documented and placed in both the student’s individual file and the Radiation Safety Officer’s Report. If found that the student is negligent in the care of his/her personnel monitors, the student will be subject to disciplinary action as outlined in the Academic and Professional Standards and Disciplinary Action section of this handbook.

In regard to student radiation dose, it is the position of the IPFW Department of Medical Imaging and Radiologic Sciences that:

1. The ALARA (As Low As Reasonably Achievable) concept will be emphasized and followed.
2. Current NCRP dose limit guidelines will be adhered to.
3. Wrap around lead aprons of a .5 mm of lead equivalent and a thyroid collar will be worn by any student working in fluoroscopy, portables, surgery, cath lab or specials.
4. Lead glasses are recommended to be worn whenever a student is assisting with a radiographic procedure.
5. Students are encouraged to stand as far as possible from the source of radiation.
XVI. INFECTION CONTROL AND STUDENT HEALTH

Students are required to provide records of immunization prior to beginning the clinical portion of the program. Students are also required to undergo and submit copies of TB testing and Influenza immunization each year.

The IPFW Department of Medical Imaging and Radiologic Sciences follows the CDC recommended policies for Standard Precautions and Transmission-Based Precautions as well as the Clinical Departmental Policies. All students are provided with this information during Orientation to Radiography and/or Patient Care.

Students who have a fever or suspect they may have a communicable disease (see list below for examples) should not report to clinic or attend class and should notify the Clinical Director of the required absence. If the illness is deemed communicable and/or more than three consecutive days are missed, a physician’s release must be submitted upon return to class/clinic.

The Clinical Facilities, IPFW Department of Medical Imaging and Radiologic Sciences, and University assume no financial responsibility for illness or injury of students other than those related to exposure incident. (Refer to Exposure Incident Policy below.) Students are required to pay for laboratory and/or x-ray examinations, treatments, and/or medication prescribed by their physician. Therefore, students are strongly encouraged to obtain their own medical insurance.

LIST OF INFECTIOUS DISEASES

- Conjunctivitis, infectious
- Cytomegalovirus infection
- Entroviral infections
- Group A streptococcal disease
- H1N1
- Hepatitis, viral
- Herpes Simplex
- HIV
- Influenza
- Measles
- Meningitis
- Mumps
- Pertussis
- Rubella
- Scabies
- Staphylococcus aureus (skin lesions)
- Tuberculosis
- Upper Respiratory infections
- Herpes Zoster (shingles)
- Varicella (chicken pox)

XVII. EXPOSURE INCIDENT POLICY

Exposure Incident Policy and Procedures for Students and Faculty

Exposure incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of healthcare professionals (OSHA, 1991).

If a student or faculty member in any clinical setting has an exposure incident, the following procedures will be followed:
1. The student will notify the clinical preceptor and/or faculty member immediately.

2. Make sure proper protocol (required by the clinical agency – hospital, clinic, etc.) is followed and immediate care of the wound or splash is completed. Determine if the individual was able to squeeze blood from the wound. Parkview Occupational Health reports there is no need to do any testing if there was not blood-to-blood contact. Disinfection procedures will be adequate if skin was slightly punctured without blood.

3. The Purdue University **Bloodborne Pathogens Exposure Incident Form** will be completed and signed by both the clinical faculty member (or designated preceptor) and the individual who was potentially exposed to a bloodborne pathogen.

Copies will be given to:
   a. Parkview Occupational Health or other healthcare facility where follow-up care was provided.
   b. The manager of IPFW Radiology and Environmental Management.
   c. IPFW Clinical Director who will keep confidential records. No information on the incident will be kept in the student’s academic file or faculty’s personal file. All information will remain **confidential**.
   d. The individual who was injured.
   e. Dean of the College of Health and Human Services

4. Additionally, any required institutional (hospital, clinic, home care, community setting, etc.) form/report will be completed.

5. The student or faculty member will **be advised to be seen without delay (within one or two hours is recommended), free of charge**, at Parkview Occupational Health (3103 E. State Street, 471-0411), Parkview Emergency Room, or IPFW Health and Wellness Clinic (2nd floor of the Walb Union) for counseling and appropriate care. Parkview Occupational Health and Parkview Emergency Room are open 24 hours a day. IPFW Health and Wellness Clinic is open Monday through Friday with daytime hours available. IPFW – Radiology and Environmental Management will be billed for all services including medications, if indicated. If a student or faculty member chooses to be seen by another healthcare provider, the **fees will be paid at the discretion** of IPFW – Radiology and Environmental Management.

6. As soon as possible following the incident, the clinical faculty member needs to verbally report the exposure incident to the lead faculty member, who is responsible for the course.

7. Ensure that all clinical faculty members have a supply of the Purdue University Bloodborne Pathogens Exposure Incident Form and the Exposure Incident Policy with them in the clinical settings.

8. This policy and procedure will be reviewed annually during the first faculty meeting of the fall semester.
9. Radiography faculty who are injured will need to complete a First Report of Injury Form (FROI), as required by Worker’s Compensation. These forms can be obtained at the Human Resources Office or online at www.ipfw.edu/offices/hr/benefits/compensation.html

Please see Bloodborne Pathogens Exposure Incident Form.

XVIII. POLICY ON STUDENT EMPLOYMENT WITHIN THE CLINICAL DEPARTMENT(S)

Students employed in imaging departments do so on a voluntary basis. When the student is working in this capacity, he/she will be considered an employee of the Department and as such must abide by the rules and regulations of the Department. The student is not permitted to wear the Program uniform or associated insignia while working as an employee. The Program will not be held responsible for the student’s conduct while working. Time spent as an employee cannot be counted as clinical clock hours and must be scheduled outside of both clinical and class time.
APPENDIX A
ORGANIZATIONAL CHARTS

I. IPFW ORGANIZATIONAL CHART

http://www.ipfw.edu/offices/ir/docs/ipfw-organizational-chart.pdf

II. COLLEGE OF HEALTH AND HUMAN SERVICES ORGANIZATIONAL CHART


III. DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES ORGANIZATIONAL CHART

APPENDIX B
ASRT RADIOGRAPHY PRACTICE STANDARDS

The American Society of Radiologic Technologists (ASRT) The Practice Standards for Medical Imaging and Radiation Therapy: Radiography Practice Standards may be found at:

APPENDIX C
ETHICS

I. CODE OF ETHICS

The Department of Medical Imaging and Radiologic Sciences upholds the Code of Ethics adopted by the American Society of Radiologic Technologists (ASRT) and the American Registry of Radiologic Technologists (ARRT). The following segment of the American Registry of Radiologic Technologists (ARRT) Standards of Ethics is reprinted with permission of the ARRT. The complete document may be found at:


The faculty may evaluate the student’s professional conduct related to patients, colleagues, other members of the allied health professions and health care consumers based on these stated codes:

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socio-economic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which it has been designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information from the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.

8. The radiologic technologist practices ethical conduct appropriate to the profession, and protects the patient’s right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice.

II. ARRТ RULES OF ETHICS

The American Registry of Radiologic Technologists (ARRT) Standards of Ethics may be found at:

APPENDIX D
FORMS

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MEDICAL TESTING CONSENT FORM

CONSENT TO SUBMIT TO MEDICAL TESTING

I hereby **consent** to and authorize the disclosure of the results of alcohol and drug testing and physical examination to the IPFW Radiography Program.

I agree to submit to tests which may include a physical examination and/or blood and urine analysis and realize that such diagnostic tests are for the purpose of detecting the presence of alcohol and/or drugs. I realize such tests are conducted in strict confidence.

Name (Print)  

____________________________  

Name (Signature)  

____________________________  

Witness (Signature)  

____________________________

IPFW DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES

REFUSAL TO SUBMIT TO MEDICAL TESTING

I **refuse** to submit to any form of testing including a physical examination and/or blood and urine analysis. I have been informed by the Program Chair or Clinical Director that such a refusal will result in immediate suspension from clinic and subject to dismissal from the IPFW Radiography Program.

Name (Print)  

____________________________  

Name (Signature)  

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Witness (Signature)  

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IPFW DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES
ORIENTATION CLINICAL EVALUATION

Student Name: ___________________________________ Week: _______________ Area: _______________

Circle the appropriate comment. Provide an explanation for any response(s) marked ‘C’ or ‘D’.

1. When reporting for clinical assignment, the student was:
   A. In the assigned area on time and prepared to begin.
   B. In the department, but not in the assigned area on time.
   C. Late arriving to the department one day per week.
   D. Absent one day or late more than once.

2. If leaving the assigned area for personal reasons, the student:
   A. N/A – Did not leave clinical area during assigned hour.
   B. Told the RT that he/she was leaving the area, explained the reason, and returned in a timely manner.
   C. Told the RT that he/she was leaving the area, but occasionally did not return in a timely manner.
   D. Occasionally left the area without informing anyone.

3. The student’s personal appearance was:
   A. Always neat and clean, and closely adhered to school dress code.
   B. Usually neat and clean and/or deviated once from school dress code.
   C. Clean but deviated from school dress code more than once.
   D. Usually unkempt.

4. When communicating with a patient or staff member, the student:
   A. Spoke in a friendly and professional manner.
   B. Spoke in a friendly but occasionally unprofessional manner.
   C. Seemed reluctant to speak or ask questions.
   D. Occasionally spoke up in an inconsiderate manner or was argumentative when critiqued.

5. When faced with a familiar task, the student:
   A. Began or asked if they could begin some part of the task.
   B. Waited to be told what to do.
   C. Occasionally was reluctant to participate.
   D. Rarely participated in a familiar task.

6. The student practiced good radiation protection:
   A. Always.
   B. Usually.
   C. Occasionally need to be reminded.
   D. Repeatedly needed to be reminded.

7. Which of the following best reflected the student’s aptitude and ability to learn:
   A. Learned fairly rapidly – had good comprehension and memory.
   B. Seemed to retain previous instructions.
   C. Occasionally required instruction to perform a familiar task.
   D. Required much instruction – learned with difficulty.

8. In general, the student’s attitude toward the assigned area was:
   A. Enthusiastic.
   B. Mildly interested.
   C. Indifferent.
   D. Disagreeable.

Evaluator Signature: _________________________________________________ Date: ___________________
Evaluator Comments:

Student Signature: __________________________________________________ Date: ___________________
Student Comments:

Advisor Signature: __________________________________________________ Date: ___________________
IPFW DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES

CLINICAL ASSIGNMENT EVALUATION

Student Name: _______________________________ Week: _______________ Area: _______________

Please evaluate the student based on the student’s current level of knowledge.
Circle the appropriate comment, providing an explanation for any response marked ‘C’ or ‘D’.

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<tr>
<th>Question</th>
<th>A.</th>
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<tr>
<td>1. When reporting for clinical assignment, the student:</td>
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<td>A. Is in the assigned area on time and prepared to begin.</td>
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<td>B. Is in the department, but is not in the assigned area and/or not prepared to begin.</td>
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<td>C. Does not call if arriving late or taking vacation - one time only.</td>
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<td>D. Does not call if arriving late or taking vacation - more than once.</td>
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<td>2. When reporting for clinical assignment, the student:</td>
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<td>A. Reports to and stays with assigned RT or works with other technologists with permission.</td>
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<td>B. Reports to assigned RT, but works with other technologists without permission.</td>
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<td>C. Fails to report to assigned RT in a timely manner.</td>
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<td>D. Fails to report to assigned RT.</td>
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<td>3. The student’s personal appearance is:</td>
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<td>A. Always neat/clean and closely adheres to dress code.</td>
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<td>B. Usually neat/clean and/or occasionally deviates from dress code.</td>
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<td>C. Clean but not neat and/or frequently deviates from dress code.</td>
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<td>D. Usually unkempt and/or always deviates from dress code.</td>
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<td>4. When leaving the assigned area, the student:</td>
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<tr>
<td>A. Tells the RT why he/she is leaving the area, explains the reasons and returns in a timely manner.</td>
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<tr>
<td>B. Tells the RT why he/she is leaving the area but occasionally does not return in a timely manner</td>
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<tr>
<td>C. Usually informs the RT that he/she is leaving the area but during an inappropriate time.</td>
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<td>D. Occasionally leaves without informing anyone and/or disappears.</td>
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<td>5. When working with the staff and/or classmates, the student:</td>
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<tr>
<td>A. Is considerate and respectful to both the staff and his/her classmates.</td>
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<tr>
<td>B. Is considerate and respectful to the staff; however, does not collaborate well with the classmates.</td>
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<tr>
<td>C. Displays indifference towards staff and/or classmates.</td>
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<tr>
<td>D. Is disrespectful and inconsiderate toward the staff and/or classmates.</td>
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<tr>
<td>6. When not occupied in his/her assigned area, the student:</td>
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<tr>
<td>A. Eagerly seeks and initiates radiographic work or duties.</td>
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<tr>
<td>B. Needs occasional encouragement to seek radiographic work or other duties.</td>
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<tr>
<td>C. Needs frequent prodding to perform radiographic work or other duties.</td>
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<tr>
<td>D. Avoids radiographic work or disappears when additional duties can be done.</td>
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<tr>
<td>7. When faced with a familiar procedure, the student:</td>
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<tr>
<td>A. Begins or asks if they can begin some part of the exam.</td>
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<tr>
<td>B. Waits to be told what to do.</td>
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<tr>
<td>C. Occasionally is reluctant to participate.</td>
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<tr>
<td>D. Rarely participates in the exam.</td>
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<tr>
<td>8. When faced with an unfamiliar procedure, special view, or alternate method, the student:</td>
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<tr>
<td>A. Is interested in learning and makes an attempt to help perform the exam.</td>
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<tr>
<td>B. Is receptive to learn the exam but takes an inactive role.</td>
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<tr>
<td>C. Seems reluctant to learn and/or refuses to participate in the exam.</td>
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<tr>
<td>D. Disappears or does not go into the exam room.</td>
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<tr>
<td>9. When performing a procedure familiar to the student, he/she is accurate and complete:</td>
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<tr>
<td>A. Almost always and perseveres through necessary adaptations.</td>
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<tr>
<td>B. Frequently and attempts to persevere through necessary adaptations.</td>
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<tr>
<td>C. Occasionally but/or gives up when the exam becomes difficult.</td>
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<tr>
<td>D. Seldom and/or gives up when the exam becomes difficult.</td>
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<tr>
<td>10. When assisting with a routine exam, the student:</td>
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<tr>
<td>A. Usually sets the correct exposure factors.</td>
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<tr>
<td>B. Attempts to set the correct exposure factors but is not always correct.</td>
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<tr>
<td>C. Asks what exposure factors to use.</td>
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<tr>
<td>D. Does not try to set exposure factors.</td>
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</tbody>
</table>
11. The student practices radiation protection for self, patient, and/or others:
   A. Almost always.
   B. Frequently.
   C. Occasionally.
   D. Repeatedly needs to be reminded.

12. The student adheres to the facility’s and departmental policies:
   A. Almost always.
   B. Frequently.
   C. Occasionally.
   D. Seldom.

13. When repeating a radiograph, the student:
   A. Is able to recognize and accurately explain to the RT how to correct the error, and proceeds to correctly repeat the radiography.
   B. Is able to recognize that the radiography needs repeating, but in unable to explain how to correct the error.
   C. Does not recognize that a radiograph needs repeated and/or is unable to explain how to correct the error, but once informed, can repeat the radiograph.
   D. Occasionally argues with the RT that the radiograph needs completed.

14. When receiving construction criticism, the student:
   A. Willingly receives direction and makes an attempt to correct errors in the future.
   B. Willingly received direction, but frequently utilizes excuses for his/her errors.
   C. Willingly received direction, but continues to make the same error.
   D. Does not acknowledge criticism and/or becomes argumentative.

15. When working with patients, the student:
   A. Attempts to explain the procedure and obtain a history for all patient populations.
   B. Attempts to explain the procedure and obtain a history for select patient populations.
   C. Poorly communicates procedural information and/or obtain a history.
   D. Is reluctant to communicate with patients.

16. The student is considerate and meets the emotional and physical needs of the patient:
   A. Almost always.
   B. Frequently.
   C. Occasionally.
   D. Seldom.

17. Overall, the student’s radiographic skill level compared with his/her current level of knowledge is:
   A. Appropriate.
   B. Needs minor improvement.
   C. Needs major improvement.
   D. Completely inadequate.

All repeats were performed by this student under the direct supervision of a technologist.

Please initial: RT: __________ Student: __________

Student Assignment:

Mon______Tues______Wed______Thurs______Fri______

RT Signature: ______________________________
Date: ______________________________
RT Comments:

Student Signature: ______________________________
Date: ______________________________
Student Comments:

Advisor Initials: ______________________________
IPFW DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES
SPECIALTY CLINICAL EVALUATION

Student Name: ____________________________ Week: ____________ Area: ______________

Circle the appropriate comment. Provide an explanation for any response(s) marked ‘C’ or ‘D’.

1. When reporting for clinical assignment, the student was:
   A. In the assigned area on time and prepared to begin.
   B. In the department, but not in the assigned area on time.
   C. Late arriving to the department one day per week.
   D. Absent one day or late more than once.

2. If leaving the assigned area for personal reasons, the student:
   A. N/A – Did not leave clinical area during assigned hours.
   B. Told the RT that he/she was leaving the area, explained the reason, and returned in a timely manner.
   C. Told the RT that he/she was leaving the area, but occasionally did not return in a timely manner.
   D. Occasionally left the area without informing anyone.

3. The student’s personal appearance was:
   A. Always neat and clean, and closely adhered to school dress code.
   B. Usually neat and clean and/or deviated once from school dress code.
   C. Clean but deviated from school dress code more than once.
   D. Usually unkempt.

4. When communicating with a patient or staff member, the student:
   A. Spoke in a friendly and professional manner.
   B. Spoke in a friendly but occasionally unprofessional manner.
   C. Seemed reluctant to speak or ask questions.
   D. Occasionally spoke up in an inconsiderate manner or was argumentative when critiqued.

5. When faced with a familiar task, the student:
   A. Began or asked if they could begin some part of the task.
   B. Waited to be told what to do.
   C. Occasionally was reluctant to participate.
   D. Rarely participated in a familiar task.

6. When asked to assist in a task, the student:
   A. Was willing and began as soon as possible.
   B. Was willing, but very hesitant.
   C. Frequently stated he/she was unavailable.
   D. Unhappily began task or disappeared.

7. Which of the following best reflected the student’s aptitude and ability to learn:
   A. Learned fairly rapidly – had good comprehension and memory.
   B. Seemed to retain previous instructions.
   C. Occasionally required instruction to perform a familiar task.
   D. Required much instruction – learned with difficulty.

8. In general, the student’s attitude toward the assigned area was:
   A. Enthusiastic.
   B. Mildly interested.
   C. Indifferent.
   D. Disagreeable.

Evaluator Signature: ____________________________ Date: ______________
Evaluator Comments: ________________________________________________________________

Student Signature: ____________________________ Date: ______________
Student Comments: ________________________________________________________________

Advisor Signature: ____________________________ Date: ______________
IPFW DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES
PRECEPTOR/FACULTY SEMESTER ASSESSMENT OF CLINICAL AND DIDACTIC PERFORMANCE
EVALUATION PERIOD

Student’s Name ________________________________  FINAL ASSESSMENT % ______________

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>Score</th>
<th>ASSESSMENT CATEGORY</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding: 9.4-10= A</td>
<td></td>
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<tr>
<td>Above Acceptable Standards: 8.7-9.3= B</td>
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<tr>
<td>Acceptable Standards: 8.0-8.6= C</td>
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</tbody>
</table>

1. **Patient Care and Communication**: Treats patient professionally, with respect and meeting physical and emotional needs

2. **Radiation Protection**: Practices radiation protection to self, patient and others

3. **Initiative/ Motivation/ Self-Confidence**: Performs needed tasks without being told; Finds work conducive to learning when not busy; Attempts procedures on own; Willing takes advice; Prepares for didactic classes

4. **Punctuality/ Dependability/ Attendance**: Arrives to clinical site and classes on time; Does not leave early; Stays with assigned RT

5. **Acceptance of Criticism**: Recognizes mistakes and corrects problems; Does not utilize excuses

6. **Rapport with Staff and Students/ Congeniality**: Effectively communicates with peers and staff; Effectively works as a team with RT and peers; Helps peers in class and clinic

7. **Procedure/Principle Skills**: Accurately performs procedures; Utilizes correct procedures during radiography

8. **Eagerness to Master Skills and Knowledge/Perseverance**: Tries many procedures; Continually tries difficult procedures; Completes Assignments for didactic classes

9. **Appearance**: Adheres to the dress code

10. **Overall Progress**

_____ TOTAL %

_____ ORAL WARNING DEDUCTIONS  (-5% for each occurrence)

PROGRESS SUMMARY:

FACULTY SIGNATURE ________________________________________________

STUDENT SIGNATURE ________________________________________________DATE ___________________
IPFW DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES
CLINICAL COMPETENCY EVALUATION

Student: _________________________________________________________________ Date: ________________
MRN# _______________________________________ Adult________Pediatric_______ Age of Patient ________

Exam Type Performed: __________________________________________________________________________
Projections Performed: ___________________________________________________________________________

_____ COMP _____ POST COMP

A = Acceptable   B = Required Minor Improvement   C = Required Major Improvement

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Age Specific Communication and Care of Patient</td>
<td></td>
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<tr>
<td>2.</td>
<td>Patient Positioning</td>
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<tr>
<td>3.</td>
<td>Film Size, Type, and Direction</td>
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<td>4.</td>
<td>CR – Transverse and Longitudinal</td>
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<tr>
<td>5.</td>
<td>CR – Angulation, Direction, and SID</td>
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<tr>
<td>6.</td>
<td>Tube / Film / Part Alignment</td>
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<tr>
<td>7.</td>
<td>Collimation and Radiation Protection</td>
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<tr>
<td>8.</td>
<td>Marker Selection and Placement</td>
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<tr>
<td>9.</td>
<td>Selection of Exposure Factors</td>
<td></td>
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<tr>
<td>10.</td>
<td>Operation of Equipment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use the reverse side to explain any category marked ‘C’.

Comp/Post Comp: Do you feel that this student is capable of performing this examination with indirect supervision? ________________

Technologist Signature: ____________________________________________________ Date ________________

(Revised 7/12)
STUDENT CLINICAL SELF-EVALUATION FORM

Please indicate how often you performed in the following behaviors in the clinic:
A = ALMOST ALWAYS, U = USUALLY, S = SOMETIMES, R = RARELY, N = NEVER

<table>
<thead>
<tr>
<th>BEHAVIOR CATEGORIES</th>
<th>A</th>
<th>U</th>
<th>S</th>
<th>R</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I treated patients with respect, meeting their physical and emotional needs.</td>
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<tr>
<td>2. I used therapeutic communication when giving or asking for information from my patients utilizing active listening to respond to their needs.</td>
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<tr>
<td>3. I practiced radiation protection to myself, patients, and others.</td>
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<tr>
<td>4. I performed needed tasks without being told.</td>
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<tr>
<td>5. When not busy, I found radiographic work or practiced procedures.</td>
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<tr>
<td>6. I attempted procedures on my own and willingly took advice.</td>
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<tr>
<td>7. I arrived in my assigned area on time and prepared to work.</td>
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<tr>
<td>8. When an error was pointed out to me, I recognized and corrected my mistake.</td>
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<tr>
<td>9. My technologist and I communicated well and worked as a team.</td>
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<tr>
<td>10. I worked with my assigned technologist.</td>
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<tr>
<td>11. I accurately performed procedures.</td>
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<tr>
<td>12. I utilized the correct principles in obtaining radiographs.</td>
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<tr>
<td>13. I attempted many procedures.</td>
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<tr>
<td>14. When a procedure became difficult, I did not give up.</td>
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<tr>
<td>15. My appearance is neat, clean, and in dress code.</td>
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</table>

RATE YOUR OVERALL PROGRESS (CIRCLE):
OUTSTANDING 54321NEEDS IMPROVEMENT

Goals for next time: ________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
CLINICAL COMPETENCY REQUIREMENTS CHECKLIST CLASS OF 2017

**Student Name: _________________________________**

<table>
<thead>
<tr>
<th>UPPER EXTREMITY MANDATORY - 12</th>
<th>S/P</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIGIT: FINGER/THUMB (3 PROJECTIONS)</td>
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<tr>
<td>HAND (3 PROJECTIONS)</td>
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<tr>
<td>HAND (3 PROJECTIONS)</td>
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<td>WRIST (3 PROJECTIONS)</td>
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<td>WRIST (3 PROJECTIONS)</td>
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<tr>
<td>FOREARM (2 PROJECTIONS)</td>
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<tr>
<td>ELBOW (3 PROJECTIONS: AP, LAT, AXIOLAT)</td>
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<tr>
<td>ELBOW (3 PROJECTIONS: AP, LAT, AXIOLAT)</td>
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<tr>
<td>HUMERUS (2 PROJECTIONS)</td>
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<tr>
<td>SHOULDER (TRAUMA OR NON-TRAUMA)</td>
<td></td>
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</tr>
<tr>
<td>TRAUMA SHOULDER (MUST INCLUDE ONE OF THE FOLLOWING PROJECTIONS: SCAPULA Y, TRANSTHORACIC, OR AXILLARY)</td>
<td></td>
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</tr>
<tr>
<td>TRAUMA: UPPER EXTREMITY (NON-SHOULDER)</td>
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<thead>
<tr>
<th>LOWER EXTREMITY MANDATORY - 9</th>
<th>S/P</th>
<th>DATE</th>
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<tbody>
<tr>
<td>FOOT (3 PROJECTIONS)</td>
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<tr>
<td>FOOT (3 PROJECTIONS)</td>
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<tr>
<td>ANKLE (3 PROJECTIONS)</td>
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<td>ANKLE (3 PROJECTIONS)</td>
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<td>KNEE</td>
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<td>KNEE</td>
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<tr>
<td>LOWER LEG</td>
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<tr>
<td>FEMUR (4 PROJECTIONS)</td>
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<tr>
<td>TRAUMA: LOWER EXTREMITY (NON-HIP)</td>
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<thead>
<tr>
<th>THORAX &amp; ABDOMEN MANDATORY - 5</th>
<th>S/P</th>
<th>DATE</th>
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<tbody>
<tr>
<td>CHEST-AMBULATORY (2 PROJECTIONS)</td>
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<tr>
<td>CHEST-AP (WHEELCHAIR OR STRECHER)</td>
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<td>KUB (AP ABDOMEN SUPINE)</td>
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<td>AP UPRIGHT ABDOMEN</td>
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<tr>
<td>RIBS-UNILATERAL OR BILATERAL</td>
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<thead>
<tr>
<th>SPINE/PELVIS MANDATORY – 8</th>
<th>S/P</th>
<th>DATE</th>
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<tbody>
<tr>
<td>*May do Post-Competency without this exam/projection completed.</td>
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<tr>
<td>CERVICAL SPINE (5 PROJECTIONS)</td>
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<tr>
<td>CERVICAL SPINE (5 PROJECTIONS)</td>
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<tr>
<td>THORACIC SPINE</td>
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<tr>
<td>LUMBAR SPINE</td>
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<td>LUMBAR SPINE</td>
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<tr>
<td>PELVIS</td>
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<tr>
<td>HIP</td>
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<tr>
<td>CROSSTABLE - AXIOLATERAL HIP*</td>
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<th>CONTRAST MEDIA MANDATORY - 3</th>
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<tbody>
<tr>
<td>UPPER GI SERIES (UGI)</td>
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<tr>
<td>BARIUM ENEMA (ACC OR FILL COLON)</td>
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<td>IVU</td>
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<tr>
<th>SPECIALTY - MANDATORY - 6</th>
<th>S/P</th>
<th>DATE</th>
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<tbody>
<tr>
<td>DEXA SCAN</td>
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<tr>
<td>DEXA SCAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CT SCAN-UNENHANCED HEAD/SINUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CT SCAN-UNENHANCED HEAD/SINUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CT SCAN-CHEST/ABDOMEN/PELVIS</td>
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<tr>
<td>CT SCAN-CHEST/ABDOMEN/PELVIS</td>
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</table>

<table>
<thead>
<tr>
<th>PEDIATRICS (0-6 YRS OLD) MANDATORY - 2</th>
<th>AGE</th>
<th>S/P</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEST ROUTINE (2 PROJECTIONS)</td>
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</tr>
<tr>
<td>CHEST (PIGGOSTAT) (2 PROJECTIONS)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PORTABLE MANDATORY - 6</th>
<th>S/P</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PORTABLE AP CHEST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PORTABLE AP CHEST (ICU)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PORTABLE AP ABDOMEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAUMA EXAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORTHOPEDIC EXAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORTHOPEDIC EXAM</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SURGERY MANDATORY - 8</th>
<th>S/P</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-ARM PROCEDURE (ORTHOPEDIC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-ARM PROCEDURE (ORTHOPEDIC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-ARM HIP/IM FEMUR ROD-STERILE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-ARM HIP/IM FEMUR ROD-STERILE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-ARM PROCEDURE (NON-ORTHOPEDIC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-ARM PROCEDURE (NON-ORTHOPEDIC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SURGICAL SPINE PROCEDURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SURGICAL SPINE PROCEDURE</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST COMPETENCY MANDATORY - 10</th>
<th>S/P</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams are to be completed during the second year of the program with a preceptor or faculty member. Mandatory competencies in corresponding categories must first be completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THORAX OR ABDOMEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACUTE ABDOMEN SERIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UPPER EXTREMITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOWER EXTREMITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PELVIS/HIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SURGICAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOBILE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEDIATRIC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRAST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

61
# Clinical Competency Requirements Checklist Class of 2017

**Student Name:** ________________________________

<table>
<thead>
<tr>
<th>Upper Extremity Elective – At Least 1</th>
<th>S/P</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCAPULA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLAVICLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC JOINTS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lower Extremity Elective – At Least 1</th>
<th>S/P</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIGITS (TOES) (3 PROJECTIONS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CALCANEUS (2 PROJECTIONS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BILATERAL STANDING KNEES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PATELLA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thorax &amp; Abdomen Elective – At Least 1</th>
<th>S/P</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DECUBITUS CHEST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECUBITUS ABDOMEN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Choose one of the following:

Choose one of the following:

<table>
<thead>
<tr>
<th>Verterbral Column Elective – At Least 1</th>
<th>S/P</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SACRUM AND/OR COCCYX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCOLIOSIS SERIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SACROILIAC JOINTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAUMA: CERVICAL SPINE (CROSS-TABLE LATERAL)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contrast Media Elective – At Least 3</th>
<th>S/P</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ONE must be Myelography or Arthrography</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMALL BOWEL ONLY SERIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESOPHAGUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CYSTOGRAPHY/CYSTOUURETHOGRAPHY/VCUG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ERCP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*MYELOGRAPHY

*ARTHROGRAPHY

<table>
<thead>
<tr>
<th>Head Elective – Choose 3</th>
<th>S/P</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKULL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARanasal Sinuses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FACIAL BONES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORBITS / ORBITS FOR MRI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZYGOMATIC ARCHES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NASAL BONES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MANDIBLE / TMJ / PANOREX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Pediatrics (0-6 Yrs Old) Elective - Choose 3

**AGE** | **S/P** | **Date**
---|---|---

| Upper Extremity |     |      |
| Lower Extremity |     |      |
| Abdomen        |     |      |
| Spine/Head     |     |      |
| Contrast Study |     |      |
| Mobile Study   |     |      |

### Patient Care Skills

**DATE** | **DATE**
---|---

| CPR                         |     |      |
| VITAL SIGNS                 |     |      |
| Care of Medical Equipment   |     |      |
| Sterile & Aseptic Technique |     |      |
| Patient Transfer            |     |      |
| Venipuncture                |     |      |

### Competency: Requirements Per Semester

**ACTUAL COMPLETED PER SEMESTER**

**1st Year Fall:**
- Mandatory: 5
- Elective: 0

**1st Year Spring:**
- Mandatory: 20
- Elective: 3

**2nd Year Summer:**
- Mandatory: 50
- Elective: 8

**2nd Year Fall:**
- Mandatory: 60
- Elective: 11

**2nd Year Spring:**
- Mandatory: 69
- Elective: 16

---

62
NAME OF STUDENT: ___________________________________________ SEMESTER: ______________

I. CLINICAL EXPERIENCE I:

A. CLINICAL ASSIGNMENT EVALUATION AVERAGE:

<table>
<thead>
<tr>
<th>ORIENTATION EVALUATION:</th>
<th>CLINICAL EVALUATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average: _____ = _____ (wt. __%)</td>
<td>Average: _____ = _____ (wt. __%)</td>
</tr>
<tr>
<td>% Conversion: __________</td>
<td></td>
</tr>
</tbody>
</table>

B. CLINICAL EXPERIENCE I GRADE CRITERIA:

a. __% Clinical Assignments: ___________ %

b. __% Clinical Assign. Eval. Avg.: ___________ %

TOTAL ___________ %

C. OTHER REQUIREMENTS:

a. Number of Clinical Hours Missed _____________
   (>20 hours missed or >3 tardies, overall grade lowered by one letter grade)

b. Number of Equip. Checklists Submitted: __________
   (# Needed ___, for each checklist not completed there will be a 3% reduction in overall Clin Ed grade)

c. Number of Competency Evals. Completed: __________
   (# Needed ___, if less than 85% of total, overall grade lowered by one letter grade)

d. Number of Clinical Evals. Submitted: __________
   (# Needed ___, if less than 75% of total, overall grade lowered by one letter grade)

e. Professional Development: _________________
   (# Needed to graduate: ___)

f. Program Violations: __________________________
   (If given a Written Warning, overall grade is lowered by one letter grade)

g. Clinical Policy Violations: _____________________
   (If given a Written Warning, overall grade is lowered by 3%)

II. DIDACTIC COURSE GRADES:

A. Patient Care (2 cr): __________

B. Radiography I (3 cr): __________

C. Radiologic Physics (3 cr): __________

D. Intro to Clinical Ed. (2 cr): __________

   Semester GPA: __________

   Professional GPA: __________

COMMENTS (If you require more room, please use back of sheet):

FACULTY SIGNATURE: _____________________________________________________________

STUDENT SIGNATURE: _____________________________________________________________

DATE: _____________________________________________________________
IPFW DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES
CLINICAL INCIDENT REPORT

STUDENT NAME: _____________________________ INCIDENT DATE: __________________

DESCRIPTION OF INCIDENT: (Attach additional paper if needed)

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

SIGNATURE OF PERSON COMPLETING THE REPORT: _____________________________

NAME OF WITNESS TO INCIDENT (IF APPLICABLE): _____________________________

STUDENT RESPONSE TO INCIDENT: (Attach additional paper if needed)

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

STUDENT SIGNATURE: ____________________________________________
TO BE COMPLETED BY THE STUDENT:

1. Explain three ways your behavior or actions may have influenced or contributed to the incident.
   a. ________________________________________________________________________________
   b. ________________________________________________________________________________
   c. ________________________________________________________________________________
   d. ________________________________________________________________________________

2. List 5 goals that will help modify your behavior in the future.
   a. ________________________________________________________________________________
   b. ________________________________________________________________________________
   c. ________________________________________________________________________________
   d. ________________________________________________________________________________
   e. ________________________________________________________________________________

STUDENT SIGNATURE: ____________________________ DATE: ____________________________

FACULTY COMMENTS: __________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

FACULTY SIGNATURE: ____________________________ DATE: ____________________________

FACULTY SIGNATURE: ____________________________ DATE: ____________________________

FACULTY SIGNATURE: ____________________________ DATE: ____________________________

FACULTY SIGNATURE: ____________________________ DATE: ____________________________
I, ____________________________________, voluntarily declare by means of this written notice to the Department of Radiography that I am pregnant; the estimated date of conception is __________________________ and anticipated due date _______________________.

I am aware of the radiation risks associated with radiation exposure and understand the monthly dose equivalent to the embryo/fetus is 0.5 mSv. I will receive a fetal radiation monitoring badge to record any exposure accrued during the pregnancy and agree to wear it as prescribed.

I have received a copy of NRC regulatory guide 8.13 Instruction Concerning Prenatal Exposure.

I will work with program faculty to determine which option for program modification, outlined in the program pregnancy policy, I will elect to follow during the pregnancy.

I understand that my education as a student radiographer may put me at risk of exposure to radiation and therefore agree to hold harmless the University, the Department of Radiography, or any clinical affiliate for any defects and/or injury that may result from exposure to Radiation during the educational program. I understand it is my responsibility to comply with all radiation safety rules established by the program and the clinical affiliates in order to keep radiation exposure to myself and my unborn child at a minimum.

I understand that I have the right to revoke this declaration at any time during the pregnancy and that the revocation must be in writing.

Signature: __________________________________________ Date: ________________

Witness: ___________________________________________ Date: ________________

Program Director: _______________________________ Date: ________________

Form Modified March 2011
In the event of an exposure incident, two forms must be completed: 1) the Employer’s First Report of Injury worksheet for worker’s compensation, and 2) this form as required by OSHA. This form is intended to evaluate the control methods used to prevent employee exposure.

**Name of Person Exposed**_____________________________ **Incident Date**__________________

**Location of Incident**_____________________________ **Incident Time**__________________

**Exposure Type (please check):**

- sharps injury _______________________________
- needle stick _______________________________
- splash to mucous membranes ________________
- broken skin contact _________________________
- Other ________________________________

**Identification of Potentially Infectious Material(s):** ______________________________________________

**Description of Incident:**

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

**Witnesses to Incident:**

________________________________________________________________________________________

**Describe engineering and work practice controls in use:**

________________________________________________________________________________________

**Describe protective equipment in use:**

________________________________________________________________________________________

**What is responsible for the failure of these controls?**

________________________________________________________________________________________

**What changes need to be made to prevent reoccurrence?**

________________________________________________________________________________________

**Has the exposed individual been advised to seek medical attention?**

________________________________________________________________________________________

**Report prepared by** ____________________________ **Position** ____________________________

**Exposed individual’s signature to indicate concurrence with report**

**Copies to:**

Radiological and Environmental Management (SB G50)
Parkview Occupational Health
Department Representative
Exposed Individual
Dean, College of Health and Human Services
Radiological and Environmental Management 481-5744
IPFW DEPARTMENT OF MEDICAL IMAGING AND RADIOLOGIC SCIENCES
PROFESSIONAL DEVELOPMENT ACTIVITY FORM

STUDENT NAME:  _____________________________________________________________

ACTIVITY:  ___________________________________________________DATE OF ACTIVITY:  ______________

REFLECTION (Please use back of form if additional space is required):  _______________________________

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

VERIFICATION OF ATTENDANCE (Signature of Event Coordinator, Director, or equivalent required):

SIGNATURE  __________________________________________________DATE:  __________________

PRINT NAME:  __________________________________________________

PHONE:  __________________