MCNEESE STATE UNIVERSITY RADIOLOGIC SCIENCES PROGRAM DEPARTMENT OF BIOLOGY & HEALTH SCIENCES COLLEGE OF SCIENCE

STUDENT HANDBOOK

IT IS THE STUDENT'S RESPONSIBILITY TO READ THE STUDENT HANDBOOK. THE STUDENT WILL BE HELD RESPONSIBLE FOR POLICIES IN THIS HANDBOOK. RULES ARE SUBJECT TO CHANGE. DISPUTES OVER INTERPRETATION SHOULD BE BROUGHT TO THE PROGRAM DIRECTOR'S ATTENTION. THE PROGRAM DIRECTOR WILL SEEK THE ADVICE OF THE PROGRAM FACULTY AND/OR THE RADIOLOGIC SCIENCES ADVISORY COMMITTEE FOR A FINAL DECISION.

	Date	
	liologic Sciences Student Handbook for the professional phase. Ill abide by these policies during my enrollment in the istributed Summer Sessions)	J
Student Signature	 Date	

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MISSION & GOALS

The program in Radiologic Sciences at McNeese State University offers a Bachelor of Science degree which prepares students for the health care profession as competent radiographers. In addition, the program prepares students for career opportunities in Mammography, Computed Tomography, Magnetic Resonance Imaging, Bone Densitometry, Vascular Intervention, Quality Management, and Departmental Management. The program integrates learning and clinical environments to promote advanced professional development.

The program mission aligns with the University mission to cultivate skills for critical thinking, effective expression and gaining an understanding of global community.

The program goals are:

- 1. To provide an education that promotes clinical competency.
 - SLO -1.1 Students will be able to demonstrate radiographic positioning skills accurately
 - SLO -1.2 Students will provide patient care and comfort to patients while performing radiographic procedures
 - SLO- 1.3 Students will be able to apply the principles of radiation protection for the patient, self and others.
- 2. To foster critical thinking skills enabling effective problem solving in the professional environment.
 - SLO -2.1 Students produce radiographic images demonstrating proper selection of exposure and technical factors,
 - SLO -2.2. Students will evaluate finished radiographic images, for proper: anatomy visualized, positioning, and exposure factors
- 3. Apply effective communication skills in the professional environment.
 - SLO -3.1 Student will be able to communicate with their patients while implementing the radiography process
 - SLO -3.2 Students will be able to communicate effectively with clinical staff and peers.
- 4. To promote professionalism in radiologic sciences.
 - SLO -4.1 The student will maintain appropriate conversation with and in the presence of patients
 - SLO -4.2 The student will demonstrate professional ethics while at the assigned Clinical Education Setting

SLO – Student Learning Outcome

Policy: 1982

Revised: 1994, 1997, 2007, 2011

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS CODE OF ETHICS - FOR THE PROFESSION OF RADIOLOGIC TECHNOLOGY

Principle 1

The Radiologic Technologist functions efficiently and effectively, demonstrating conduct and attitudes reflecting the profession.

- 1.1 Responds to patient needs.
- 1.2 Performs tasks competently.
- 1.3 Supports colleagues and associates in providing quality patient care.

Principle 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.

- 2.1 Participates in and actively supports the professional organizations for radiologic technology.
- 2.2 Acts as a representative for the profession and the tenets for which it stands.
- 2.3 Serves as an advocate of professional policy and procedure to colleagues and associates in the health care delivery system.

Principle 3

The Radiologic Technologist provides service to patients without discrimination.

- 3.1 Exhibits no prejudice for sex, race, creed, and religion.
- 3.2 Provides service without regard to social or economic status.
- 3.3 Delivers care unrestricted by concerns for personal attributes, nature of the disease or illness.

Principle 4

The Radiologic Technologist practices technology founded on scientific basis.

- 4.1 Applies theoretical knowledge and concepts in the performance of tasks appropriate to the practice.
- 4.2 Utilizes equipment and accessories consistent with the purpose for which it has been designed.
- 4.3 Employs procedures and techniques appropriately, efficiently, and effectively.

Principle 5

The Radiologic Technologist exercises care, discretion and judgment in the practice of the profession.

- 5.1 Assumes responsibility for professional decisions.
- 5.2 Assesses situations and acts in the best interest of the patient.

Principle 6

The Radiologic Technologist provides the physician with pertinent information related to diagnosis and treatment management of the patient.

- 6.1 Complies with the fact that diagnosis and interpretation are outside the scope of practice for the profession.
- 6.2 Acts as an agent to obtain medical information through observation and communication to aid the physician in diagnosis and treatment management.

Principle 7

The Radiologic Technologist is responsible for protecting the patient, self and others from unnecessary radiation.

- 7.1 Performs service with competence and expertise.
- 7.2 Utilizes equipment and accessories to limit radiation to the affected area of the patient.
- 7.3 Employs techniques and procedures to minimize radiation exposure to self and other members of the health care team.

Principle 8

The Radiologic Technologist practices ethical conduct befitting the profession.

- 8.1 Protects the patient's right to quality radiologic technology care.
- 8.2 Provides the public with information related to the profession and its function.
- 8.3 Supports the profession by maintaining and upgrading professional standards.

Principle 9

The Radiologic Technologist respects confidences entrusted in the course of professional practice.

- 9.1 Protects the patient's right to privacy.
- 9.2 Keeps confidential, information relating to patients, colleagues, and associates.
- 9.3 Reveals confidential information only as required by law or to protect the welfare of the individual or the community.

Principle 10

The Radiologic Technologist recognizes that continuing education is vital to maintaining and advancing the profession.

- 10.1 Participates as a student in learning activities appropriate to specific areas of responsibility as well as to the Scope of practice.
- 10.2 Shares knowledge with colleagues.
- 10.3 Investigates new and innovative aspects of the professional practice.

INTRODUCTION

Welcome to the Radiologic Sciences program sponsored by McNeese State University. It is our sincere hope that you will find this program a rewarding and challenging part of your life.

Your participation as part of the health care team is much appreciated. The health care team is a group of individuals who are working toward one goal – providing the best possible care and diagnosis to the patients they are privileged to serve.

The purpose of this handbook is to better acquaint you with the policies and guidelines of the radiologic sciences program. Being knowledgeable of the policies and guidelines of this handbook will enable you to realize what is expected of you as a student in the program.

Students enrolled in the program will be responsible for observing all university rules and regulations as stated in the current university "Undergraduate Catalog" and the Code of Student conduct for MSU which can be found at www.mcneese.edu/policy and then click on Code of student conduct policy. Students will also be responsible for observing all rules and regulations of the assigned Clinical Education Setting (CES) and all policies, procedures and guidelines listed in this handbook. You are urged to be knowledgeable of the information contained in these references as they contain considerable information about day-to-day concerns you may face.

The information in this handbook is subject to change due to changing circumstances; the policies, as written, may be modified, superseded, or eliminated. You will be notified of such changes through regular channels.

Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis. Student clinical performance responsibilities will include, but not be limited to the duties and responsibilities stated in this handbook.

In the event that the clinical education setting and the student handbook policies and procedures differ, bring the matter to the attention of the program director of radiologic sciences so that the matter can be presented to the Radiologic Sciences Advisory Committee for a decision.

Policy: 1982

Revised: 1984, 1988, 1994, 1997, 2003

ACADEMIC STANDARDS

The following academic standards are specific to the program in addition to the academic standards set by the university.

- Grading scale for RADS courses:
 - 100 93 = A
 - 85 92 = B
 - -77 84 = C
 - 69 76 = D
 - Below 69 = F
- A grade of "C" or better is required for all courses within the professional curriculum
- A grade of "I" for any "RADS" course not completed by the last date to resign the following semester becomes a grade of "F"
 - If the "I" is received in a course that is a prerequisite for a course offered the next semester, the "I" must be removed before the start of the next semester

NON- COMPLIANCE OF ACADEMIC STANDARDS

- If a final grade lower than "C" is earned in a "RADS" course
 - The student will be dismissed from the program *
- If a final grade lower than "C" is made in NURS 330
 - The student must complete the course with a "C" or better prior to graduation
- Reentry into the program
 - Available if unsuccessful completion of <u>only one</u> RADS course in a given semester
 - Available only the next time the course is offered
 - Available only if the minimum grade point averages are met
 - Available only if program capacity permits, otherwise reapplying to the program is an option
 - The student does not have to complete an application and go through the admission process for the professional phase
 - Students who request reentry should contact the program director for more details
 - After a second unsuccessful attempt of any RADS course, reentry is not an option, student may reapply
- Reapply to the program
 - Available if unsuccessful completion of more than one RADS course
 - Must complete an application and go through the admission process
 - In calculating the grade point averages for re-admission the following will apply
 - All courses including the completed RADS courses will be used in the establishing the grade point averages

Policy: 1982

Revised: 1984, 1986, 1987, 1994, 1997, 2003, 2013

^{*} Students who are dismissed from the program will be assisted through referral for counseling and guidance in redirecting their program of study.

ACCREDITATION

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is the only organization recognized by the U.S. Department of Education (USDE) to evaluate and accredit educational programs in radiography and radiation therapy.

The program is accredited and evaluated by the JRCERT.

- Holds the maximum accreditation status awarded by the JRCERT
- Documents pertaining to this award are housed in the Radiologic Sciences Office
 - JRCERT accreditation is the Hallmark that tells students the educational program is committed to academic excellence, healthcare quality and patient and professional safety
 - JRCERT accreditation demonstrates that the program adheres to these National Educational Standards

The "Standards for an Accredited Educational Program in Radiological Technology" are available through the Program Director or by writing to the: *JRCERT*, 20 N. Wacker Drive Suite 2850, Chicago, IL 60606-2901 or at www.jrcert.org and then selecting accreditation process and then clicking on standards

 Allegations of noncompliance of the standards should be directed to the JRCERT

Policy: 1979

Revised: 1986, 1994, 1997, 2003, 2006, 2007

APPEALS PROCEDURE*

Differences of opinion may arise from time to time. Resolving these differences fairly and quickly is obtained by the following procedure.

STEP ONE

Talk the concern over with the faculty member within two days of the occurrence.

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

STEP TWO

State your concern to Program Director

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

STEP THREE

State concern to Radiologic Sciences Appeals Committee

- Committee composed of all Radiologic Sciences faculty members (excluding the program director and the involved faculty member), a junior or senior student currently enrolled in the program, department head of Biological and Environmental Sciences (who will serve as chairman), and one other member (faculty member from the department or technologist from the CES involved). If any of the mentioned members of this committee are unable to attend a replacement member may be appointed.
- Written request to program director for an appeals committee review
- Submitted within two days after completion of step two
- Program director required to call a meeting to review the student's appeal within one two weeks
- Appeals committee required to give a decision on the appeal or call for an investigative hearing within one week following the Committee meeting

STEP FOUR

Investigative Hearing called to hear additional evidence before rendering a decision.

- All appeals committee members required to be present
- Student states their appeal calling on witnesses if necessary
- Committee may request faculty and/or the program director to state their rationale for decision
 - Calling on witnesses if necessary
- After the presentations all non-committee persons leave the hearing
- Vote on a decision by secret ballot
- Immediate notification of appeals committee decision

STEP FIVE

Follow the University Code of Student Conduct appeals process through university student services. This policy may be found at www.mcneese.edu/policy and then clicking on Code of Student Conduct Policy. * Academic appeals must follow grade appeals procedure as stated in the MSU catalog.

Policy: 1989

Revised: 1994, 1997, 2003, 2007, 2008, 2010

ATTENDANCE/TARDY

In addition to the rules and regulations stated in the MSU catalog, the following will be enforced:

- Regular and prompt attendance for all Radiologic sciences courses is required
 - Any test missed can be made up according to the policy

CLINICAL RADIOGRAPHY COURSES

A minimum number of clinical participation hours are required.

- <u>Active</u> clinical participation is 10 % of the overall course evaluation, pts received as follows:
 - RADS 350, RADS 459 100 pts for 0 7 hrs absences, 50 pts 7.1 14 hrs absences, 25 pts 14.1 18 hrs absence, 0 pts for 18.1 22 hrs absences. over 22 hrs of absences requires a Radiologic Sciences Advisory committee decision regarding continuation in the program.
 - RADS 355, 356, 100 pts for 0 15 hrs of absences, 50 pts for 15.1 22.5 hrs of absences, 25 pts for 22.6 30 hrs of absences, 0 pts for 30.1 37.5 hrs of absences, Over 37.6 hrs of absences requires a Radiologic Sciences Advisory committee decision regarding continuation in the program
 - RADS 461, 100 pts for 0 16.68 hrs of absences, 50 pts for 16.69 25 hrs of absences, 25 pts for 25.1 33 hrs of absences, 0 pts for 33.1 41 hrs of absences, Over 41.1 hrs of absences requires a Radiologic Sciences Advisory committee decision regarding continuation in the program
 - RADS 467 100 pts for 0 16.68 hrs absences, 50 pts 16.69 25 hrs absences, 25 pts 25.1 33 hrs absence, 0 pts for 33.1 41 hrs absences. Over 41.1 hrs of absences requires a Radiologic Sciences Advisory committee decision regarding continuation in the program.
- Students becoming ill while in attendance at the CES will not be permitted to remain at the CES
- If not actively involved, deduction of one hr of clinical participation per occurrence
- Leaving the CES prior to completing assigned hours will result in an absence for the total hours assigned for that day
- Contact the CI or the Radiology Department of the CES if unable to attend
 - Prior to scheduled assignment
 - Failure to contact results in a double absence
- Time must be documented, see clinical radiography course record keeping
 - Failure to document arrival and departure times is considered an absence
 - Failure to document arrival or departure time will result in a -5 pt/occurrence in record keeping
 - 3 violations of not properly documenting time in a semester will result in a one day suspension
- Limited rotational assignment attendance, areas involving one assignment, such as:
 - QC/Management, Bone Densitometry, Sonography, Nuclear Medicine, Radiation Oncology, Special Procedures, and MR
 - Absences result in point reductions on the rotational evaluation for that area and are recorded on the grading procedure summary sheet for the clinical radiography course
 - 1 16.67 hrs of absences = $\frac{1}{2}$ evaluation score
 - 17 hrs or more of absences = 0 pts for the evaluation
- Friday absences on the evening assignments results in a double absence for each occurrence

TARDINESS

Reporting to the *assigned area* of the CES after their assigned time is considered tardy. (sign in must be 3 min prior to assigned time)

- Must be properly attired by the assigned time
- Tardy is up to one hour late
- Anytime over one hour considered an absence
- The amount of time tardy added to the assigned departure time for day
 - Failure to stay for the time tardy, results in a one-hour deduction under clinical participation for the course evaluation
- Cumulative record of tardiness maintained
 - Permitted three (3) tardy occurrences per semester
 - Permitted two (2) tardy occurrences per summer session
 - Each occurrence over results in a one day suspension from the course
 - Violation of policy in another semester requires a disciplinary action determined by the MSU Radiologic Sciences Advisory committee

In the event that extended physical restrictions or circumstances are imposed, see Program Officials

Policy: 1982 Revised: 1984-1994, 1996, 2001, 2003, 2004, 2005, 2007, 2008, 2011, 2012, 2013

BACKGROUND CHECK

Enrollment in clinical radiography courses requires a healthcare worker background check

- Includes:
 - Criminal Search, Social Security Number Verification, Maiden Name/AKA Name Search, Sexual Offender Registry/Predator Registry, National Wants & Warrants Submission, 13224
 Terrorism Sanctions Regulations, U. S. Government Terrorist List Search, Investigative Application Review, Adverse Action Letter, Medicare/Medicaid Sanctioned
- Performed by: *Precheck inc. Go to www.precheck.com*, then click on "Student Check" (on right hand side)
 - Next, click on "order Student Background Check" (on the left), then select "McNeese State
 University" from the drop down menu, then select program "Radiologic Sciences from the
 drop down menu, and submit filling out the online form
 - All fees are paid by the student and made payable to Precheck. Inc
 - All information contained in the healthcare worker background check is confidential
- Required prior to beginning the first Clinical Radiography course
- An adverse action (denial of acceptance into a clinical education setting) based in whole or part from
 information contained in a healthcare worker background check report requires the program to follow
 the procedures of the Fair Credit Reporting Act (FCRA)
 - Pre-adverse action disclosure would be issued to the student
 - Student would have right to dispute the accuracy or completeness of information furnished in report in accordance with the Fair Credit Reporting Act (FCRA)
 - A student who has been convicted of any felony or serious misdemeanor will be not be assigned to a clinical education setting if it is a security or safety issue.
 - Criminal conviction does not automatically preclude a student from being assigned to a clinical education setting, however the assignment decision will be based upon a careful consideration of the nature of the conviction
 - Criminal convictions for a felony or misdemeanor offense involving acts of violence, theft, or dishonesty, weapons, program related fraud, abusive treatment of patients, or moral turpitude are likely to adversely affect the workplace and thus creates a decision of not assigning a student to the clinical education setting
 - Being on active probation or parole is also likely to adversely affect the workplace and thus creates a decision of not assigning a student to the clinical education setting
 - Students who are identified as a positive match on any part of the healthcare worker background check could be considered as an individual who may not be assigned to a clinical education setting
- Failure to complete the healthcare worker background check will result in a student not being assigned to a clinical education setting and enrolling into Clinical Radiography courses
- Students are required to report to a program official if they are arrested or charged for any offense with the exception of minor traffic offenses.
 - Student must submit a police report or other documentation concerning the arrest and/or charges within 2 days of the arrest
 - The program will not take any adverse action based solely on an arrest but will consider underlying facts of arrest before taking disciplinary action
 - Failure to report an arrest or charge is grounds for dismissal

Policy: 2006, 2010

BREAKS

Clinical radiography courses permit students to leave their assigned areas for breaks, lunch, or dinner.

- 45 minute lunch or dinner
 - Excess of 45 minutes will result in a 1 hr deduction from clinical participation for each 15 minute block in excess (ie: 1 min 15 min = 1 hr deduction, 16 30 min = 2 hr deduction
 - 3 violations of exceeding 45 minutes for lunch or dinner will result in a 1 day suspension
 - Lunch breaks should be scheduled between 11:00 a.m.-12:30 p.m. except in cases of extreme circumstances.
 - When leaving the CES, this time must be documented
 - Failure to document departure and/or arrival times results in a 5 pt deduction for each occurrence from the clinical participation hrs
 - 3 violations of not properly documenting time in a semester will result in a one day suspension
- Breaks are not guaranteed; permitted at the discretion of the CI or Supervising Technologist

Policy: 1984

Revised: 1988, 1992, 1994, 1999, 2001, 2003, 2006

CARDIOPULMONARY RESUSCITATION CERTIFICATION

Enrollment in clinical radiography courses requires cardiopulmonary resuscitation certification.

- Adult, infant & AED Training with Skill Check off, or
- Healthcare Professional /Provide Card,
- Current for the duration of the program
 - Failure to do so will result in suspension from the Clinical Radiography course until proper certification is obtained
- Internet CPR certifications are unacceptable

Policy: 1994

Revised: 1998, 2003, 2011

CLINICAL ASSIGNMENTS *

Enrollment in clinical radiography courses requires assignment to area hospitals and/or clinics that are accredited to serve as Clinical Education Settings (CES) by the JRCERT. Facilities currently serving as CES's are listed within the faculty and administration page of this handbook. A minimum number of clinical participation hours are required for each clinical radiography course. Clinical assignments are in addition to oncampus courses and are made by the program officials on a semester basis. Prior to the summer session of the first year the students are given the initial CES request placement form to complete (Form F-49). During the fall semester of the first year the students are given the CES placement for the remainder of the professional phase of the program (Form F-50). Every attempt is made to assign one clinical education setting for two consecutive clinical assignments. The other clinical assignments will be among the other clinical education settings.

FIRST YEAR*

- 0 clock hours per week spring semester
- RADS 350 20 clock hours per week summer (6wks)
- RADS 355 15 clock hours per week fall semester
- RADS 356 15 clock hours per spring semester

SECOND YEAR*

- RADS 459 20 clock hours per week summer (6wks)
- RADS 461 25 clock hours per week fall semester
- RADS 467 25 clock hours per week spring semester (up to 10 weeks of advanced rotational assignments, see Form F- 36)\
 - During his course students may also complete <u>some</u> of the documentation required by the ARRT for clinical experience in
 one post-primary certification examination area, such as Mammography (M), Computed Tomography (CT), Magnetic
 Resonance Imaging (MR), Bone densitometry (BD), Vascular-Interventional Technology (VI), Cardiac-Interventional
 Technology, (CV), or Quality Management (QM).

ROTATIONAL ASSIGNMENTS*

While assigned to the CES, the student will be rotated through the various areas of the Radiology Department such as Radiography, Fluoroscopy/Radiography, Mobile, Surgery, Computed Tomography (See Form F-1).

- Rotational assignments are distributed at beginning of each course
 - No changes in assignments without the permission of the Program Director and/or the clinical coordinator
- Monday Friday daytime hours, with the exception of occasional evening rotation.
- If no activity in rotational assignment, must assist/perform in other areas
 - Failure to do so results in a deduction of one hr of clinical participation per occurrence
 - When in other areas, inform the CI and/or the supervising technologist

Students must exercise judgment in the number of hours of employment they work during the program as their education may be jeopardized by excessive hours of employment. Work schedules must not conflict with the program curriculum (clinical courses and campus courses). Students must not receive monetary compensation for work done in the Radiology Department during their assigned clinical education

SPECIALTY/Choice ASSIGNMENTS*

The student will also be assigned to specialty/choice areas during the professional phase of the radiologic sciences program. Specialty/choice areas are selected by the student from the following areas: Radiography, Radiography/fluoroscopy, Mobile, Surgery, Bone Densitometry, Special Procedures, Sonography, Nuclear Medicine, Computed Tomography, Magnetic Resonance, Management, Mammography, Radiation Oncology, QC/Management, (See Form F-27) (2-4 weeks)

- Student may request 1-2 wk rotations through any of the specialty/choice assignments listed above
- Will be assigned during the Fall or Spring semester for a maximum of 2 weeks during each assignment, none during the summer session)
- Form F-27
 - Failure to submit form in the specified time will result in the assignment being selected by the program officials

During RADS 356 (first CT assignment) students are assigned to computed tomography as an observation rotation only, During RADS 459 (or second CT assignment) students are assigned to computed tomography to complete the computed tomography objectives (Form F-46), During RADS 461(or third CT assignment) Students are assigned to computed tomography to complete competency (Form F-15)

During RADS 467 students can request an advanced area beyond radiography, in one of the following: mammography/bone densitometry, computed tomography, magnetic resonance imaging, vascular interventional technology, cardiac-interventional technology, or quality management (see Form F-36 for specifics)

*Course assignments including both on campus classes and clinical courses should not exceed 40 hrs/wk or 10 hrs/day. The student may request to exceed this time limit (see Form F-25)

Policy: 1982, Revised: 1983, 1984, 1986, 1988, 1989, 1991, 1992, 1994, 1995, 1996, 1997, 1998, 2001, 2003, 2008, 2010, 2011, 2013

CLINICAL COURSE OBJECTIVES

Objectives for clinical radiography courses are stated in the course syllabi. Each clinical radiography course requires the student to

- Acquire clinical competency in a variety of diagnostic procedures and other imaging modalities
 - Successful completion of all clinical radiography courses identifies that the student has documented the minimum clinical competency requirements set by the American Registry of Radiologic Technologists (ARRT)
 - In addition to meeting the minimum clinical competency requirements set by the ARRT, completion of RADS 467 for most students indicates they have completed <u>some</u> of the documentation required by the ARRT for clinical experience in one post-primary certification examination area, such as: Mammography (M), Computed Tomography (CT), Magnetic Resonance Imaging (MR), Bone densitometry (BD), Vascular-Interventional Technology (VI), Cardiac-Interventional Technology, (CV), or Quality Management (QM).
- Develop and practice work habits and appropriate interpersonal relationships with patients and other members of the health care team
- Coordinate their RADS course objectives with their clinical assignments
- Utilize the course objectives in preparing for unit tests
- Plan goals for the semester
 - Check progress of goals at mid-term and the end of the semester
 - Form F-34

Policy: 1981

Revised: 1982, 1983, 1984, 1987, 1988, 1997, 2003, 2011

CLINICAL RADIOGRAPHY COURSE - RECORD KEEPING

Record keeping is part of each clinical radiography course. Record keeping includes but not limited to clinical experience records, signing evaluations, personal notebooks of exposure factors, and daily attendance records. Students are given 100 pts at the beginning of each semester for proper record keeping. Point deductions will be assessed as stated below and recorded on the grading procedure summary sheet for the course. (see grading procedure sheets Form F-45 (350)(355)(356)(459)(461)(467)

CLINICAL EXPERIENCE RECORD

Maintain a daily record of clinical experience

- Purchase a book of blank forms
- Record in book (Form F-2)
 - Forms must be completely filled out by the end of their assigned day
 - Kept at the CES during assignment times
- Randomly checked by clinical instructor or MSU faculty
 - Incomplete clinical experience records =-5 pts/occurrence

SIGNING OF EVALUATIONS

Students are required to sign all evaluations. The student's signature on an evaluation only indicates the student has read the evaluation.

- Signature required on all evaluations, forms and paper work
- Checked randomly and at the end of each semester
 - No student signature = -5 pts/occurrence

PERSONAL POCKETSIZE NOTEBOOK OF EXPOSURE FACTORS

A personal pocketsize notebook is required to be with the student at all times during clinical assignments.

- Record exposure factors for radiographic procedures (no positioning notes)
- Checked randomly
 - No notebook, or notebook not up-to-date = -5tps/occurrence

DAILY ATTENDANCE RECORD

Students are required to maintain a record of their daily attendance. The record is provided for the student at the CES.

- Arrival and departure times must be documented
 - Failure to document arrival and departure times is considered an absence, *see attendance policy*
 - Failure to document arrival or departure time will result in a 5 pt deduction for each occurrence
 - 3 violations of not properly documenting time in a semester will result in a one day suspension

Policy: 1984

Revised: 1986-1990, 1994, 1996-1997, 2001-2003, 2005, 2006, 2007

CLINICAL RADIOGRAPHY COURSE - UNIT TEST

At mid-semester, the student will complete a written unit test while enrolled in all clinical radiography courses (except RADS 467)

- Each test will encompass
 - Course objectives as stated in the syllabi
 - Supplemental information provided by the instructor or radiographer during any rotation
 - Any objectives from previous or currently enrolled RADS courses
- The unit test exams will be comprehensive utilizing the objectives, course assignments, and when applicable film evaluation sessions and anatomy ID quizzes for all courses taught in the Radiologic Sciences Program. All students *must strive for a passing score of at least 77% on the unit test*
 - Failure to achieve a passing grade of 77% on the unit test
 - Requires the student to be retested
 - Prior to retesting must schedule a review/remedial session(s)(see below)
 - Retest administered before or after all other final examinations for the semester
 - a score of 77% or higher on retest will be recorded as a 77% on unit test
 - this score of 77% on the retest replaces previous score
 - Failure to achieve a passing grade of 77% when retested
 - grade recorded will be the higher grade of the two scores
 - Bonus points are not applicable for meeting the score of 77% on the unit test
 - Bonus points are only applicable when the grade on the unit test is 77% or higher at mid-term
- Review/remedial session(s)
 - Scheduled in addition to clinical assignment hours
 - Open to all
 - Required for those receiving a score lower than 77% on unit test at mid term
 - schedule an individual appointment within one week following the original test date
 - Failure to attend this appointment will result in a 7 point reduction on the retest
 - Remediation as prescribed by program officials
- Projects when applicable are scored as unit tests on the grading procedure sheet for the course
- Quizzes on film evaluation and or anatomy ID when applicable will be averaged and recorded as a unit test grade on the grading procedure sheet
- Other rules apply as stated in the syllabus

Policy: 1985

Revised: 1989, 1992-1994, 2001-2003, 2005, 2007, 2008, 2009, 2010, 2011, 2013

CLINICAL SUPERVISION OF STUDENTS

During the clinical radiography courses of the program, all students are under direct supervision until a student achieves and documents competency of a given procedure. The following require direct supervision at all times: mobiles, surgical, fluoroscopic procedures not requiring radiographic images, emergency room procedures or other procedures when performed in a room remote from the main imaging department.

DIRECT SUPERVISION

Direct supervision requires the following parameters:

- A qualified practitioner* be present in the examining room during the radiographic procedure
- A qualified practitioner* reviews the procedure and evaluates the patient's condition in relation to the student's achievement and knowledge
- A qualified practitioner* reviews and approves the procedures.

INDIRECT SUPERVISION

Students who have achieved and documented competency of a given procedure may perform that procedure under indirect supervision of a radiographer*.

- Indirect supervision requires that a qualified practitioner* be available for immediate assistance
- Immediate assistance means that a qualified practitioner* is present in the room adjacent to where the procedure is being performed

REPEAT EXPOSURES

When repeat exposures are necessary a qualified practitioner* must be present in the examining room, and the student must fill out **Form F-31** which is located in the examining room.

It is the student's responsibility to insure that proper clinical supervision prevails.

- Failure to comply will result in disciplinary action
- Report to a program official whenever <u>asked</u> to perform an examination, which violates this policy.

ENERGIZED LABORATORY

The Radiologic Sciences Program Laboratory houses an energized radiographic tube, four way floating table top, with 90-15 degree table tilt, and an upright bucky. The generator is located within the energized lab. There is an on/off switch on the side panel of the generator which uses a key that will disable the radiographic tube. This feature was designed to allow students to work independently within the lab without supervision of a Radiologic faculty member so that students cannot make exposures.

Safety Rules of the lab:

- 1. The Radiologic Sciences lab is always locked when class is not in session.
- 2. Students are required to wear a dosimeter during all radiography course labs.
- 3. Students are not allowed to stand in the doorway of the radiographic room while exposures are being made. This is to prevent radiation exposure from scattered radiation.
- 4. Students must get permission from a faculty member to be in the lab when class is not in session.
- 5. Students are not allowed to make exposures in the lab without supervision of the assigning faculty member.
- 6. Students are not allowed to be in the radiographic room when exposures are being made.

Policy: 1992

Revised: 1994, 1997, 1999, 2003, 2007

^{*} Qualified practitioner: one which is credentialed and in good standing in radiography, radiation therapy, sonography or nuclear by the American Registry of Radiologic Technologists (ARRT) or appropriate certifying agency, or holds a current license to practice radiography, radiation therapy, or nuclear medicine in the state of Louisiana.

COMMUNICABLE DISEASE

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

- Suspicion of exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the state of Louisiana requires an immediate physician notification
 - If diagnosed with a reportable disease (conditions) and determined by their physician to be of short duration which may be transferred by air or contact
 - Must follow physician's recommendations with regard to attendance of all RADS courses
 - If diagnosed with a reportable disease that is of relatively long duration, a written diagnosis must be submitted to program officials
 - Continuation in the RADS clinical courses is permitted with proper counsel from the infection control nurse and/or the department of the CES

Enterococcus (infection: resistant to vancomycin)

- Depending on the severity of the disease, the type of the disease and the student's physician, the student may be required to withdraw from the clinical radiography course
- Students are required to adhere to their physician's course of treatment. Failure to do so will result in disciplinary action.
- The student's confidentiality will be protected to a certain degree. This will depend on what the disease is and if it will affect the health and welfare of others.

The state of Louisiana has listed those diseases, which are reportable as communicable diseases. The current list of reportable diseases is as follows:

Amebiasis

Acquired Immune Deficiency Syndrome (AIDS)

Blastomycosis Botulism
Campylobacteriosis Chancroid
Chlamydial Infections Cholera
Cryptosporidiosis Diphtheria

Encephalitis (arthropod-borne) (specify type)

E. Coli 0157:H7 infection Gonorrhea

Haemophilus influenzae infection Hemolytic - uremic syndrome Hepatitis, acute (A,B,C, other) Hepatitis B carriage in pregnancy

Herpes (neonatal) HIV infection
Legionellosis Lyme disease
Lymphogranuloma Venereum Malaria

Measles (Rubeola) Meningitis, other bacteria or fungal

MumpsMycobacteriosis, atypicalNeisseria meningitis infectionPertussis (whooping cough)Rabies (animal & man)Rocky Mountain spotted fever

Rubella (Congenital Syndrome)(German Measles) Salmonellosis

Shigellosis

Staphyloccus aureus (infection: resistant to methicillin/oxacillin or vancomycin)

Streptococcus pneumoniae (infection: resistant to penicillin)
Syphilis Tetanus
Tuberculosis Typhoid Fever

Varicella (Chicken Pox) Vibrio infections (other than cholera)

FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN DISCIPLINARY ACTION AS DETERMINED BY THE RADIOLOGIC SCIENCES ADVISORY COMMITTEE.

Policy: 1989

Revised: 1994, 1998, 2000, 2003

COMPETENCY BASED CLINICAL EVALUATIONS

Evaluation of the student's performance on specific *radiographic examinations* is part of each clinical radiography course. Competency based clinical evaluations are one aspect of the grading system for the clinical radiography courses. Competency based clinical evaluations involve the following types of performance evaluations:

- Competency evaluation
- Proficiency evaluation
- Documentation of competency maintenance
- Merit competency evaluation (optional)

Patient evaluation prior to the request for any performance evaluation is prohibited

RADIOGRAPHIC EXAMINATIONS

A radiographic examination is a series of radiographic exposures of an anatomical part sufficient to permit diagnostic evaluation of that part. There are two types of radiographic examinations with regard to *competency evaluations*. They are module I, and module II examinations. Specific positions/projections included in the evaluation are stated in *Appendix I*. The ARRT competencies include general patient care requirements (CPR*, Vital Signs, Sterile and Aseptic Technique, Venipuncture*, Transfer of Patient, and Care of patient medical equipment), which are evaluated as part of each competency evaluation on a radiographic examination. Completion of all the program competency evaluations will satisfy all ARRT requirements for examination eligibility. *Evaluated separately

MODULE I EXAMS

- Mandatory
- Performance evaluated on patients in clinical setting
- Examinations listed in Appendix I

MODULE II EXAMS

- Mandatory
- Performance evaluated on patients in clinical setting or by simulation
 - Simulation involves performance evaluation on a live subject (not an actual patient) with the exposure simulated
 - Not preferred performance evaluation method
 - Limited for up to 15 of the examinations listed
 - Cautiously requested by the student,
 - May need to simulate at a later date due to exam availability
 - Only to meet requirements for currently enrolled clinical radiography course
 - Must be requested prior to the last two weeks of a clinical radiography course
 - Evaluated by CI, or MSU faculty
- Examinations listed in Appendix I

COMPETENCY EVALUATION

Evaluation of the student's performance of a specific radiologic examination (chest, abdomen, wrist, etc.)

- Initiated by student or faculty member
 - The examination or procedure must have been previously covered
 - In a Radiographic Procedure course and laboratory
 - Appendix I lists examination and/or procedures and the course in which it is taught
- It is the responsibility of the student to provide the evaluator with necessary form
 - Form F-10 (competency/proficiency evaluation form)(form used only by CI or MSU Faculty)
 - Form F-11 (competency checklist for staff radiographers and assistant CI's) (Student will be held responsible for assurance that images produced meet the established evaluation criteria)
 - A minimum of 2 module I competency evaluations must be done by the CI or MSU Faculty during each clinical radiography course, except RADS 467 and it is 1 module I
 - Examination specific competency evaluation forms Form F- 15 (CT), Form F- 21 (C-arm or OR Cholangiogram), and Form F-44 (Retrograde Pyelogram)
 - The name, procedure, patient #, date, CES, course/semester and room # is completed prior to providing it to the evaluator (must include accession # where applicable)
 - Must be given to evaluator prior to the beginning of the evaluation
 - If initiated by a Faculty member
 - inform the student they are being evaluated before the examination begins
- Student evaluated while performing the requested examination totally unassisted
 - Selection of Evaluator should be in the following manner
 - First ask CI, MSU Faculty, (use Form F-10, unless examination specific form is available as indicated above and on the summary sheet available
 - Sections III and IV of Form F-10 are only evaluated on applicable examination/procedures as specified on Appendix 1
 - If CI, or MSU Faculty not available ask the Assistant CI (use Form F-11 comp staff checklist).
 - If Assistant CI not available the student may perform the evaluation with a staff radiographer (use Form F-11 comp staff checklist)
- Minimum number required for each clinical radiography course
- A minimum of 2 module I competency evaluations must be done by the CI or MSU Faculty during each clinical radiography course

Performance Criteria for the Evaluation

- Evaluation is based on the objectives and scoring guidelines stated in *Appendix II* or as specified on Form F-10 (comp/prof. form), 11 (comp staff checklist), 15 (CT comp), 21 (C-arm or OR Cholangiogram), or 44 (Retrograde Pyelo)
- Images produced must meet the established evaluation criteria as stated on the Evaluation Criteria Handout adapted from the required positioning textbook
- The student will perform the entire CES routine, however, only evaluated on the projections/positions listed on *Appendix I*, except for radiation protection and patient care
 - Radiation protection and patient care are evaluated on all projections/positions in the area of procedure management of Form F-10
- Successful completion means the student received a score of 90% or better
 - Means the student has demonstrated competency of the examination and receives a score of 10 pts on the grading procedure sheet for the course
 - Continued competency is established through the proficiency evaluations and the documentation of competency maintenance (Form F-43)

- Successfully completed evaluations over the minimum number required for the course are applied to the minimum for the next clinical radiography course
- A score below 90% means the student was unsuccessful on the competency/proficiency/merit evaluation, and must be re-evaluated
 - 5 pts will be recorded on the grading procedure sheet for the course
 - A score of "0" on any area of the evaluation results in an unsuccessful evaluation, regardless if the overall score is 90% or better (evaluation must be completed)
 - The student is required to complete the prescribed remedial action (see remedial action policy)
 - Remedial actions not completed as prescribed or within the established time frames will result in changing the 5 pts to 0 pts (see remedial action policy)
- All unsuccessfully completed evaluations are counted in the course in which they were attempted
- Established maximum of unsuccessful competency/proficiency evaluations
 - When maximum number of unsuccessful competency/proficiency evaluations is exceeded
 - an automatic failure of the course
- Sign the completed evaluation

PROFICIENCY EVALUATION

Evaluation of the student's performance on an examination in which competency has been previously demonstrated

- Initiated by student or Faculty Member
 - Evaluations performed on module I or module II examinations
 - Exams may be evaluated for proficiency more than one time
 - If initiated by a Faculty member
 - inform the student they are being evaluated before the examination begins
- Student evaluated while performing <u>totally unassisted</u> an examination in which competency was previously demonstrated
- If initiated by the student the following applies
 - First ask CI, MSU Faculty, (use Form F-10)
 - If CI, or MSU Faculty not available ask the Assistant CI (use Form F-11),
 - If Assistant CI not available the student may perform the evaluation with a staff radiographer (use Form F-11)
- Evaluation is based on the objectives and scoring guidelines stated in *Appendix II* or as specified on **Form F-10** (comp/prof. form),
- Section III and IV of Form-F10 are <u>not</u> completed on proficiency evaluations
- Apply same performance criteria utilized for competency evaluations
- <u>Minimum</u> number of successfully completed evaluations required for each clinical radiography course, proficiency evaluation completed over the minimum number count in the semester they are performed and <u>do not</u> roll over to the next semester
- Established maximum of unsuccessful competency/proficiency evaluations
 - When maximum number of unsuccessful competency/proficiency evaluations is exceeded
 - an automatic failure of the course
- Body area requirement for completion by final clinical radiography course (*Form F-14*)
 - Minimum number of successfully completed proficiency evaluations in the following areas:
 - 5 Chest & Abdomen (must be 1 PA & lateral chest, 1 wheelchair or stretcher or mobile chest, 1 AP Abdomen, 1 erect abdomen, 1 other or repeat)
 - 2 Contrast Studies (must be 2 different examinations)(retrograde pyelogram, or OR-Cholangiogram not counted as proficiency contrast examinations)
 - 1 Cranium
 - 5 Lower Extremities (must be 5 different examinations)

- 4 Vertebral column (must be 2 different examinations)
- 5 Upper Extremities (must be 5 different examinations)
- Students may exceed 2 exam limitation in order to meet semester requirement, however, students must complete required # of proficiency evaluations in each areas of Form F-14 by the end of RADS 467
- Sign the completed evaluation

DOCUMENTED COMPETENCY MAINTENANCE

Students will be required to perform a minimum number of radiographic examinations each semester, in which they have previously demonstrated competency. Completion of the minimum number of radiographic examinations will document competency maintenance. If All documented competency Maintenance requirements are completed for the semester the student will be granted 100 points for Section II on the grading procedure sheet for course. If any of the documented competency Maintenance requirements are not completed for the semester the student will receive "0" for section II on the grading procedure sheet for course. Examinations completed over the minimum number are not carried over to the next semester. The student will be responsible for achieving the specified number of Documented Competency Maintenance examinations as indicated on (Form F-43 (350), (355), (356), (459), (461), and (467). This form must be available at the Clinical Education Setting at all times in a specified location. Students may only review their individual form, following the confidentiality policy as stated in the handbook. The form will be randomly checked for performance accuracy by the clinical instructor and/or MSU faculty. Examination(s) may be removed if *not* performed within the established guidelines for Documented Competency Maintenance.

Documented Competency Maintenance Guidelines:

- Can be initiated by the student or faculty member
- Student will be observed while performing an examination
 - Exam will be one in which competency on the examination was previously documented and a completed competency evaluation F-10 for the exam is on file
 - by a supervising technologist present in room
- Performance of the examination will include whatever is ordered
 - For example: 3 view spine series or 5 view
 - Must be performed by student from beginning to end (including all paper work or electronic transmission)
 - Form F-43 must be completed by supervising technologist at the end of the examination
 - Minimum number of examinations in () on Form F-43
 - Must have at least 2 different examinations represented in each body part area when the minimum required examinations is more than 3
- Will perform the examination with little to no assistance (positioning of patient and exposure selection unassisted)
- May repeat one radiograph within the examination/procedure due to positioning of the patient or exposure selection, but must correct error with little to no assistance (if no measurement on original, cannot be counted as a documented competency Maintenance
- Radiograph(s) to include patient ID (MR #, or X-ray #, and Accession # with applicable)
- Radiograph(s) include student's R or L lead identification marker (must be able to distinguish it could only be an R or L)
- Demonstrate all anatomy in accordance with the established evaluation criteria
- Provide radiation protection (collimation, shielding, etc.)
- Complete the examination within an appropriate time limit (dependent on the patient's condition)
- Cannot use 40 + time to achieve documented competency maintenance

MERIT COMPETENCY EVALUATION

Evaluation of the student's performance on examinations which are covered in lecture/laboratory courses, however the examination is not required as part of the module I or module II competency/proficiency evaluation system. Merit competency evaluations are a way for students to demonstrate clinical performance above and beyond what is required and receive extra credit.

- Optional
- Limited to 6 successfully completed evaluations per semester and summer session
- Eligible examinations listed on *Appendix I*
- Evaluated by the CI or MSU faculty while observing the student's performance totally unassisted
- Evaluation is based on the objectives and scoring guidelines stated in *Appendix II* or as specified on Form F-10, or F-33
 - Remedial action, estimated skin doses and simulation not applicable
 - Successfully completed evaluations will receive 5 pts each on the grading procedure sheet for the course
 - Only successfully completed evaluations recorded
- Sign the completed evaluation

REMEDIAL ACTION+

Unsuccessfully completed competency/proficiency evaluations require a prescribed remedial action.

- A score below 90% on a competency/proficiency evaluation is an unsuccessfully completed evaluation
 - Recorded as 5 pts on the grading procedure sheet for the course
 - CI or MSU faculty must review the procedure or examination with the student and/or prescribe necessary remedial action
 - Prescription must be completed before a competency/proficiency evaluation can be attempted again on the unsuccessful procedure
- Form F-12
- Prescription guidelines
 - Evaluations unsuccessful due to a radiographic procedure or technical error
 - Require review of the examination/procedure by assigning reading, experiment, audiovisual, physical demonstration, observation of successful performance on the failed projection(s)++, and/or written research
 - Written research prescriptions must include bibliographic notation
 - Prescription completed within 7 days* or by the end of the current semester
- Incomplete as prescribed or within the established time frames will result in changing the 5 pts to 0 pts on the grading procedure sheet for the course
 - Prescription must still be completed prior to attempting re-evaluation
- When 1/2 of the maximum # of unsuccessful competency/proficiency evaluations is obtained
 - Requires a more extensive remedial action
- * Includes days not assigned and weekends
- ++ Either on a **patient** or by **simulation**, regardless if module I or module II, observed by CI, MSU faculty or Assistant CI
- + Not applicable to merit competency evaluations or Documented Competency Maintenance

COMPETENCY/PROFICIENCY EVALUATION REQUIREMENTS by course

Each clinical radiography course has a minimum requirement of successful competency evaluations from module II, competency evaluations from module II, proficiency evaluations, and documented competency maintenance. Students are encouraged to request competency and proficiency evaluations on more than the minimum required for each clinical radiography course. Failure to meet the minimum requirements results in failure of the course, regardless of grade calculation. Each clinical radiography course also has an established maximum of unsuccessful competency/proficiency evaluations, when exceeded results in failure of course, regardless of grade calculation. A minimum of 2 competency/proficiency evaluations must be done by the CI or MSU Faculty during each clinical radiography course

RADS 350 -- CLINICAL RADIOGRAPHY I

- 4 Competency Evaluations from Module I (2 completed by Midterm)
- 2 Competency Evaluations from Module II (1 completed by Midterm)
- 3 Proficiency Evaluations (1 completed by Midterm)

Documentation of Competency Maintenance (see form F-43/350)

Maximum number of unsuccessful competency/proficiency evaluations =20*

RADS 355 -- CLINICAL RADIOGRAPHY II

- 7 Competency Evaluations from Module I (3 completed by Midterm)
- 5 Competency Evaluations from Module II (2 completed by Midterm)
- 5 Proficiency Evaluations (2 completed by Midterm)

Documentation of Competency Maintenance (see form F-43/355)

Maximum number of unsuccessful competency/proficiency evaluations = 25*

RADS 356 -- CLINICAL RADIOGRAPHY III

- 8 Competency Evaluations from Module I (4 completed by Midterm)
- 6 Competency Evaluations from Module II (3 completed by Midterm)
- 6 Proficiency Evaluations (3 completed by Midterm)

Documentation of Competency Maintenance (see form F-43/356)

Maximum number of unsuccessful competency/proficiency evaluations = 25*

RADS 459 CLINICAL RADIOGRAPHY IV

- 4 Competency Evaluations from Module I (2 completed by Midterm)
- 4 Competency Evaluations from Module II (2 completed by Midterm)
- 5 Proficiency Evaluations (2 completed by Midterm)

Documentation of Competency Maintenance (see form F-43/459)

Maximum number of unsuccessful competency/proficiency evaluations = 20*

RADS 461, CLINICAL RADIOGRAPHY V

- 7 Competency Evaluations from Module I (3 completed by Midterm)
- 8 Competency Evaluations from Module II (4 completed by Midterm)
- 4 Proficiency Evaluations (2 completed by Midterm)

Documentation of Competency Maintenance (see form F-43/461)

Maximum number of unsuccessful competency/proficiency evaluations = 25*

RADS 467, CLINICAL RADIOGRAPHY VI

- 3 Competency Evaluations from Module I
- 4 Competency Evaluations from Module II

Documentation of Competency Maintenance (see form F-43/467)

Other requirements are dependent upon the Specialty/choice area(s) requested by the student and assigned by the clinical coordinator, these requirements are distributed to the student depending on their assignment

Policy: 1983, Revised: 1986, 1990, 1991, 1992, 1994, 1999, 2003, 2004, 2006, 2007, 2008, 2009, 2010, 2011, 2013

^{*}automatic failure of course if over this number, failure of the course is also possible at a number lower than this if other areas used in calculating the clinical grade are low (see Grading Clinical Radiography course)

CONDUCT

The University expects all students to obey the law, to adhere to the rules and regulations of the University, to fulfill contractual obligations and to maintain integrity and a high standard of honor in scholastic work. The Code of Student conduct for MSU which can be found at www.mcneese.edu/policy and then click on Code of student conduct policy.

Student enrolled in clinical radiography courses will:

- Perform radiological examinations only with the written orders from a physician
 - o If performs an examination without any orders from a physician, ~
 - o If performs additional examinations other than what was order by the physician*~
 - o If performs the incorrect side when there are right and left body parts*~
 - o If performs incorrect procedure as a result of not obtaining proper patient history*~
- Report to the clinical assignment in an alert condition
- Not be in possession of drugs, liquor, or weapons, nor engage in their use while on clinical assignments, *~
- Not engage in conduct which violates the Clinical Education Setting employee code of conduct, ASRT code of Ethics *~
- Not chew gum while on clinical assignment
- Transport patients only when accompanied by a technologist, or in situations when the technologist is within audible or visual distance
- Verify patient identification prior to performing a radiographic procedures*~
- Not sleep while on clinical assignments*
- Not engage in theft of any articles from the Clinical Education Setting, or the University *~
- Not leave patients unattended while undergoing diagnostic procedures
- Not hold patients during radiographic exposures
- Not fight or attempt to injure others while at the Clinical Education Setting *~
- Not accept any type of gratuity or "tip" from a patient or a patient's family
- Not destroy property *~
- Not clock in or otherwise fill in attendance record of another student *
- Not abuse patients physically or verbally *~
- Not study for other courses while on clinical assignments
- Not smoke in areas where it is prohibited while on clinical assignments
- Not leave the assigned areas unless instructed to do so
- Not falsify records *~
- Not use profanity while on clinical assignment*~
- Not use employee lounges (except for lunches)
- Not use cell phones

THREE VIOLATIONS OF THE ABOVE WILL RESULT IN DISCIPLINARY ACTION BY THE RADIOLOGIC SCIENCES ADVISORY COMMITTEE

- * Results in the student being placed on probation immediately without prior violations
- ~Results in a disciplinary action more serious than probation when it is determined to be a violation of more serious consequences by the Radiologic Sciences Advisory Committee, or it is a repeated violation

Policy: 1982

Revised: 1984, 1989, 1992, 1994, 1996, 1997, 1998, 1999, 2003, 2006, 2007, 2010, 2013

CONFIDENTIAL INFORMATION

The university and the CES's maintain records that are confidential in nature.

- Students will come in contact with protected health information (PHI), this information must be appropriately safeguarded according to the Health Insurance Portability and Accountability Act (HIPAA)
- All information pertaining to the CES, its policies, personnel and/or patients are confidential Requests for information concerning a patient should be referred to the Supervising Technologist or the CI
- Students assigned to some CES's may be required to sign confidentiality statement prior to assignment or as part of the CES orientation process
- Photographs within the radiology department are not permitted without authorization from the hospital's communications department.
- The university in accordance with the Family Education Rights and Privacy Act (FERPA) states
 - Students have access to their educational records within a reasonable time after requesting
 - Student records with certain exceptions, will not be released without prior consent
 - Only directory information can be released
 - Directory information is considered name, local and permanent address, telephone listing, major field of study, dates of attendance, etc.
 - Prohibiting the release of directory information can be made in writing to the RADS program office
- Clinical radiography course folders maintained at the CES are only to be removed or distributed by the CI or MSU faculty
 - Students may not copy the records themselves
- Student(s) reviewing other student's folder is a violation of the confidentiality of that student's records
- Student(s) are required to maintain up-to-date directory and contact information with the radiologic sciences office
 - Any changes in this information must be submitted immediately to the radiologic sciences office
- Students(s) are required to provide faculty with up-to-date e-mail addresses
- Any violation of the above will result in disciplinary action by the MSU Radiologic Sciences Advisory Committee

Policy: 1992

Revised: 1984, 1992, 1994, 2003, 2004, 2007, 2011

DISCIPLINARY SYSTEM

The policies contained in this handbook are necessary to insure consistency and orderly operation as well as to protect the rights and safety of all concerned. Disciplinary action for a policy violation will occur whenever program faculty is made aware. Disciplinary action of policy violation will result in a written warning, probation, suspension or dismissal, unless specifically stated within the policy. Repeated violations of any policy will result in the disciplinary action being determined by the radiologic sciences advisory committee.

- All disciplinary actions are to be documented on Form F-4
 - Disciplinary Action Report submitted highlighting
 - Expected behavior or performance with respect to violation
 - Length of the probation or suspension, when applicable
 - Consequences for not fulfilling those expectations

Written Warning

- The clinical instructor or an instructor from McNeese State University will provide written warning(s) of policy violation(s) to a student, unless specified for another immediate disciplinary action
 - Written warnings are placed in the student's clinical folder
 - Written warnings are cumulative from one clinical radiography course to another
- After 3 repeated written warnings of the same policy violation(s), the student will be referred to the radiologic sciences advisory committee for disciplinary action other than written warning

RADIOLOGIC SCIENCES ADVISORY COMMITTEE ACTIONS MAY INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:

Probation:

- 3 written warnings of the same policy violation
- Items listed on the conduct page marked with an asterisk (*) warrant probation without prior written warnings
- The length of probation will be for the remainder of the semester in which the violation occurred, unless the it occurs within the last two weeks of the clinical assignment, then the probation is applied to the next semester.

Suspension:

- When probation(s) has proven to be inadequate
- Some suspensions are warranted without prior probation
- Length of suspension is 2 days from the clinical radiography course
 - Days missed will be counted as absences from the clinical radiography course
 - Work due during this absence will not be accepted
 - Test(s) missed may not be made up

Dismissal:

- When previous disciplinary action(s) has proven to be inadequate
- Dependant on the type of violation
 - o May be subject to immediate dismissal without prior disciplinary action being taken
- Any student dismissed may be ineligible for reapplication to this program.
- After three suspensions

Policy: 1986 Revised: 1987, 1992, 1994,1997, 2003, 2007, 2010, 2013

DOSIMETRY SERVICE

Students will always wear a dosimeter while attending clinical assignments and energized laboratory sessions

- Worn on the collar
- Replaced quarterly
 - Students not providing dosimeter within 2 days for exchange following verbal request during the semester will not be permitted to attend the CES until the exchange
 - Students not providing dosimeter for within 2 days for exchange following verbal request at the close of the semester will prevent student from being able to start the next clinical radiography course
 - Students not providing final dosimeter prior to their last final examination will result in grade not being submitted for final clinical radiography course until dosimeter is submitted
- Radiation monitoring records are kept on file in the RADS office
 - Distributed quarterly for individual exposure awareness (student's signature or initials)
 - Students can request a copy of their reading from the Radiologic Science office
 - Excessive reading on dosimeter
 - A reading above 1.25 rems per quarter
 - Program -- should not exceed 1.25 rems per quarter
 - NCRP and State -- cannot exceed 3 rems per quarter
 - If exceeded, the following steps should be observed:
 - Written verification on **Form F-5** justifying receiving such an exposure
 - CI where the student is assigned will, for the next quarter, physically observe the student during his/her clinical assignments
 - Exposure readings of greater than the allowable limits by the State of Louisiana
 - Require an over-exposure report to be sent to the Louisiana Energy Division and a copy filed with the student's radiation monitoring records and referred to the University Radiation Safety officer for counseling
- If lost
 - student will not be permitted to attend the clinical assignment(s) (counting off in clinical participation)
 - must request to reschedule the day(s) missed for another time, must be rescheduled immediately upon notification of lost dosimeter
- Dosimeters may not be used for employment

DOSIMETRY FEES

- Paid by student on a semester basis
- Paid in the MSU bookstore
- Provide Radiologic Sciences office with proof of payment
 - Failure to do so within one week of the start of the clinical radiography course
 - Results in not being able to attend the clinical radiography course

Policy: 1984

Revised: 1986, 1989, 1991, 1994, 2003, 2004, 2006, 2013

DRESS CODE AND APPEARANCE

The student uniform is to be worn by all students while in attendance at the Clinical Education Setting. When the assigned area requires something other than the student uniform (ie: surgery, special procedures), the student must arrive and leave the CES in the student uniform.

STUDENT UNIFORM

- Females all <u>navy</u> professional uniform or professional scrubs
 - Navy colored -Top/Pant, Top/Skirt, or Dress
 - White lab coat (selected from styles listed below)
 - LANDAU Brand (65% polyester and 35% cotton)
 - Style #'s 3194 WWY, 3155 WWY, or 7535 WWY
- Males all *navy* professional uniform or professional scrubs
 - Navy colored -Top/Pant
 - White lab coat (selected from styles listed below)
 - LANDAU Brand (65% polyester and 35% cotton)
 - Style #'s 3124 WWY, 3140 WWY, or 7551 WWY
- Pants not to drag the floor or be frayed, or be of cargo style
- Pants of hipster or low style are permitted when anatomy is not visible when bending
- Professional Shoes, <u>all</u> White, or <u>all</u> Black (no Clogs or Crocs)
- MSU patch (sold in bookstore) to be worn on left shoulder on <u>all</u> uniforms and lab coats
- The lab coat must be worn
 - When out of the imaging department
 - o Surgical assignment when not involved in a surgical procedure and must be buttoned
- A white tee shirts may be required under the uniform (determined on an individual basis)
 - o The sleeve and tail of the white tee shirt shall not be visible under the uniform top

THE FOLLOWING RULES WILL BE OBSERVED:

- Clean and well-pressed uniforms at all times
- Uniforms must be navy and not faded in color
- Clean and polished shoes
- Hair clean, neat, and pulled out of the way and under control
- Nails clean and cut short (clear polish only); no artificial nails
- Neatly trimmed beards and mustaches are permitted
- The personnel monitoring devices (dosimeter) must be worn at all times
- MSU name pin (sold in bookstore, 2 are suggested) must be worn and, where provided, the CES ID
 - No magnetic name pins permitted
- Make-up must be in moderation
- Fragrance -- keep in mind that a heavy fragrance may be offensive to the very sick patient but an effective deodorant is a must
- Jewelry is limited to the following
 - Earrings, if worn, must be a single matching pair (one in each ear); no large or dangling earrings and no hoops, wedding band and/or engagement ring, Wrist watch with a second hand
- No visible tattoos
- No sweaters or jackets -- only lab coats are acceptable
- Surgical Attire is not permitted outside the CES it is the property of the CES
- Pb markers and personal technique notebook are to be with you at all times

ANY STUDENT VIOLATING THE DRESS CODE WILL BE REQUIRED TO LEAVE THE CES

• Time missed will be considered an absence

Repeated violations of the dress code will warrant appropriate disciplinary action.

Policy: 1982, Revised: 1984, 1987-1995, 1996, 1997, 1998, 2000, 2003, 2004, 2005, 2007, 2008, 2010, 2011, 2013

EARLY RELEASE FROM A CLINICAL RADIOGRAPHY COURSE

The clinical radiography courses are completed on documented achievement of the stated objectives and competencies for the course. A student may request consideration for early release of a clinical radiography course only one time. To make this request the student must have:

- Completed all competency/proficiency evaluation requirements for program
- Completed all unit tests with a grade of "C" or better
- Submitted a written request to the Program Director
 - By mid-term of the semester involved

Following the approval of the request for consideration of early release, the student must:

- Unit testing
 - Any remaining unit tests must be completed with a grade of "C" or better
- Specialized objectives
 - All performance evaluations for <u>required</u> specialty/choice objective areas must be completed (Forms F 16-20, 22, 35)
 - May challenge rotating through the above stated areas by successfully completing a performance evaluation of the specialty/choice area
- Pass an exit testing session
 - On <u>all</u> exams listed on the Summary of Exams Form F-13
 - Adhere to the same rules and regulations as competency evaluations
 - Exams may be simulated regardless if it is a Module I or Module II
 - Only one attempt for each examination
 - After one unsuccessfully evaluation, early release is *not* considered

When the student successfully completes the above

- The following clinical radiography course requirements will be waived
 - Rotational evaluations (F-9)
 - Record keeping
 - Clinical participation requirements
 - Clinical instructor evaluation of the student.

Policy 1989

Revised 1994, 1997, 2003,2007

EVALUATIONS

The following evaluations are used to evaluate the student performance and/or various aspects of the program.

CLINICAL PERFORMANCE EVALUATION

The student will

- Be evaluated at the end of each rotational assignment
- Be responsible to providing the necessary form (**Form F-9**) to the assigned radiographer
- Receive up to 100 pts on the grading procedure sheet for clinical radiography courses for each evaluation
- Sign the completed form
- Submit the completed form to the CI within one week* or it will result in the score of "0"
- The completed form will then be reviewed and scored by the CI

EQUIPMENT MANIPULATION

All students are required to be knowledgeable of the equipment at each CES.

- Equipment manipulation evaluations (Form F-24)
 - Must be completed on each different type of radiographic, radiographic/fluoroscopic equipment in the department the mobile equipment and the C-Arm[†] (At SPH includes the RAD Clinic)
 - Equipment manipulation evaluations for the equipment stated above must be completed by Mid Term
 - Areas such as the Pediatric Center, Children's Clinic, Urology Center and areas outside the assigned
 CES are only required if the student is assigned to the area and are to be completed during assignment
 - Must be completed by assigned technologist, CI, Assistant CI, or MSU faculty
 - Sign the completed form
 - The completed form will then be reviewed and scored by the CI
 - % Of yes responses based on total number of responses and that % of 10 is the score, for example:
 - 22 total responses with 20 yes responses = 20/22 = 90%
 - 90% of 10pts = a score of 9 pts
 - If completed after mid term will result in score of "0" on Equipment Manipulations (Form F-24) (except for areas outside the assigned CES unless indicated above)
 - Not completed by last assigned day will result in a course grade of "I" until completed

EVALUATION OF THE STUDENT by CLINICAL INSTRUCTOR

Students enrolled in clinical radiography courses will be evaluated by the clinical instructor.

• Twice during each clinical radiography courses, except the summer session will be once **Form F-26** Completed evaluation reviewed in counseling session at the discretion of the CI. Student receiving a score of less than 50 must have a counseling session.

TECHNOLOGIST EVALUATION

At the close of each semester, the student will evaluate each technologist they were assigned to during that semester

• Form F-6

CLINICAL EDUCATION SETTING EVALUATION

Students will evaluate the CES to which they are assigned at the end of each semester

• Form F-7

CLINICAL INSTRUCTOR EVALUATION

Students will evaluate the CI to which they are assigned at the end of each semester

• Form F-8

SPECIALITY/Choice ASSIGNMENT CLINICAL OBJECTIVE EVALUATIONS

Specialty/Choice clinical assignments requiring a separate evaluation include Bone Densitometry, MR, Management, Nuclear Medicine, Radiation Oncology, Sonography, and Special Procedures

- Forms, F-16-20, F-22, F-35
- Evaluated by the assigned technologist
- Form F-9 also required
- Sign the completed form
- Submit the completed form to the CI within one week* or it will result in the score of "0"
- The completed form will then be reviewed and scored by the CI
 - Scoring, each is worth up to 10 points
 - % Of yes responses based on total number of responses and that % of 10 is the score, for example:
 - 22 total responses with 20 yes responses = 20/22 = 90%
 - 90% of 10pts = a score of 9 pts
 - Absences in these areas will result in point reductions on the evaluation for that area
 - 1 16 hrs of absences = $\frac{1}{2}$ evaluation score
 - 17 hrs or more of absences = 0 pts for the evaluation

SPECIALTY ASSIGNMENT OBJECTIVE EVALUATION – Area: Computed Tomography, (see Clinical Assignments and Form F-46)

- † If assigned to another CES for a surgery assignment can do equipment manipulation evaluation at their assigned CES
- * One week 7 (seven) days including days off

Policy: 1984, Revised: 1986-1994, 1997, 1998, 2001, 2003, 2005, 2007, 2008, 2011

EXIT INTERVIEW

As an intrinsic evaluation factor for the Radiologic Sciences program, Department of Biology & Health Sciences (BIHS), and the College of Science (COS), an exit questionnaire and/or interview is *required* of all graduating students

- Evaluation forms for the BIHS and the COS are distributed after mid-term the final spring semester
- Evaluations for the program are distributed prior to the last final examination
 - The student has the *option* to schedule an interview with program officials in addition to completing the evaluation form
- All evaluations must be returned prior to graduation
- Evaluations not submitted could possibly delay the student's graduation

Policy: 1991

Revised 1997, 2003,20`3

EXTENSION OF A CLINICAL RADIOGRAPHY COURSE

A student may request extension of a clinical radiography course.

- Requires successful completion of all previous clinical radiography courses
- Request made in writing to the Program Director
 - No later than fourteen (14) days before the close of the semester involved
 - Seven (7) days before the close of the summer session
- Reviewed by the Radiologic Sciences Advisory Committee
 - Approval or rejection will be given to the student one week from the date of the request
- The maximum extension considered is four (4) weeks

Policy: 1992

Revised: 1994, 2003

FLUOROSCOPY

Students will not use fluoroscopy for the purpose of checking the positioning of a patient for any clinical radiography course. Selected fluoroscopic procedures can be a part of the rotational assignment.

- Fluoroscopic procedures are performed in accordance with the policy of the CES
- <u>All</u> fluoroscopic procedures not requiring radiographic images require direct supervision
- Any violation of the above will result in disciplinary action by the MSU Radiologic Sciences Advisory Committee

Policy: 1984 Revised: 1997, 2001, 2003

GRADING - CLINICAL RADIOGRAPHY COURSES

These courses are designed as an opportunity for attainment and documentation of clinical competence. The program defines clinical competency as completion of all clinical radiography courses with a grade of "C" or better. Grades for clinical radiography courses are based on *performance evaluations, documented competency maintenance, rotational evaluations, recording keeping, clinical participation, clinical instructor evaluation of the student, unit testing (when required, and writing enriched assignments (when required. See grading procedure sheets Form F-45 (350) (355) (356) (459) (461) and (467). The final grade for clinical radiography courses is based on the following percentages:*

RADS 350 and 459

- 40% performance evaluations, see competency evaluations policy
 - competency evaluations
 - proficiency evaluations
 - Merit competency evaluations
- 5% Documentation of Competency Maintenance requirements for the semester, see competency evaluations policy)
- 3% Rotational Evaluations, see evaluations
 - Clinical performance evaluations
 - Advanced Clinical Evaluations
 - Equipment Manipulation Evaluations
- 5% Record keeping, see clinical radiography course record keeping
- 5% Clinical participation, see attendance/tardy policy
- 7% Clinical instructor evaluations of the student, see evaluations
- 15% Unit tests, see clinical radiography course unit testing
- 20% Writing Enriched Assignments, see course syllabi

RADS 355, 356, 461

- 50% performance evaluations, see competency evaluations policy
 - competency evaluations
 - proficiency evaluations
 - Merit competency evaluations
- 5% Documentation of Competency Maintenance requirements for the semester, see competency evaluations policy)
- 3% Rotational Evaluations, see evaluations
 - Clinical performance evaluations
 - Advanced Clinical Evaluations
 - Equipment Manipulation Evaluations
- 5% Record keeping, see clinical radiography course record keeping
- 10% Clinical participation, see attendance/tardy policy
- 7% Clinical instructor evaluations of the student, see evaluations
- 20% Unit tests, see clinical radiography course unit testing

RADS 467

- 55% performance evaluations, see competency evaluations policy
 - Clinical Experience Requirements as required by the program for selected ARRT Post Primary Certifications see individual sheets for assigned areas
 - Merit competency evaluations
- 5% Documentation of Competency Maintenance requirements for the semester, see competency evaluations policy)
- 3% Rotational Evaluations, see evaluations
 - Clinical performance evaluations
 - Advanced Clinical Evaluations
 - Equipment Manipulation Evaluations
- **5% Record keeping**, see clinical radiography course record keeping
- 20% Clinical participation, see attendance/tardy policy
- 12% Clinical instructor evaluations of the student, see evaluations

HEALTH / INSURANCE

HEALTH SERVICES

The university operates the Dr. Thomas Henry Watkins Infirmary for its students

- Nurses are on duty
- Doctors maintain office hours
 - Extended care for chronic or serious health problems is referred to private physicians and/or public health facilities
 - o students are responsible for payment to those providers

HEALTH INSURANCE / WORKERS COMPENSATION

The university has adopted a student health insurance policy that is stated in the MSU catalog. The student health insurance is available for an optional fee.

- Selected Clinical Education Settings require assigned student(s) to have health insurance
 - o Students must indicate health insurance coverage on Form F-38
- Students are not employees of the CES
 - o Not covered by employee benefits of the assigned CES
 - o Not covered by worker's compensation will assigned to the CES

HEALTH RELATED DOCUMENTATION

Students are required by the radiologic sciences program to provide specific health related documents on an annual basis

- A completed self-health form, **Form F-38** (prior to each Summer Session)
 - Any changes in health condition and medications must be reported to the Radiologic Sciences office
- Results of a PPD for tuberculosis (prior to each Summer Session)
 - o If positive, must report to your parish health unit for blood testing with your positive result from skin test and proceed as recommended (current TB nurse for Calcasieu is Alisha Weber)
- Results of specified drug screening (prior to each Summer Session)
- Hepatitis B immunization or waiver (Form F-28)
 - o Submitted one time
- Submit documentation of a seasonal flu vaccine (during each Fall Semester)
- Failure to do so will result in suspension from the Clinical Radiography course until proper submission

Students are also required to attend the following presentations on an annual basis with regard to workplace hazards

- Universal precautions (power point presentation and testing) (part of program orientation)
- Tuberculosis awareness (power point presentation and testing) (part of program orientation)
- Fire safety (part of CES orientation)
- Hazard materials (chemical, electrical, bomb threats etc.) (part of CES orientation)
- Failure to attend will result in suspension from the clinical radiography course until attendance is documented
- Form F- 39

Student(s) with latex allergies

- Must inform the CI or program official immediately
- Proper non-latex examination gloves at the CES is the student's responsibility when not provided by the CES
- It is also the student's responsibility to be aware that other items in the imaging area and patient areas may contain latex

Policy: 1994

Revised: 1997, 2001, 2006, 2007, 2008, 2010, 2012, 2013

HEPATITIS "B" IMMUNIZATION

The Occupational Safety and Health Administration (OSHA) standards state there is an occupational hazard for health care workers -- especially when dealing with blood-borne pathogens such as the **Hepatitis B Virus** (**HBV**).

- *OSHA standards* require that employers make available the hepatitis B vaccine and vaccination series to employees who come in contact with blood and infectious materials while working
 - The standard fails to specifically include students working in health care settings

PROGRAM POLICY

Students enrolled in the program may come in contact with blood and infectious material while assigned to a CES. Students will need to plan for their own immunization if they desire this means of protection. For some this immunization may have been included as part of your childhood immunizations.

- The program **recommends** that you take part in a Hepatitis B immunization program
 - Immunization includes three injections and/or a blood antibody test
 - Payment and submission of documentation of immunization is the responsibility of the student
- Students choosing not to participate in the immunization or those who have not completed the immunization process, must sign a waiver
 - Form F-28
 - Submit the to the Radiologic Sciences program
- Failure to do so will result in suspension from the Clinical Radiography course until proper submission of one of the above

Policy: 1993

Revised: 1994, 1997, 2003, 2008

INCIDENT REPORTING

All incidents that occur while on clinical assignment should be reported.

- Shall be reported immediately to the CI and the Clinical Coordinator
- Required to follow the proper procedure for documenting incidents in the CES where the incident occurred
 - See the CI or supervisor for the proper procedure
- All incidents must be documented with the CES and the program officials within one week of the incident
- Any incident not reported by the student according to the above will result in disciplinary action

Policy: 1992

Revised: 1993, 1997, 2003

INCLEMENT WEATHER

If the university closes due to inclement weather, an announcement will be made as early as possible on the radio stations, TV, MSU web-site, etc. in the surrounding areas

- When the university campus is closed, clinical radiography courses are also cancelled
 - If a Code Gray is declared at the assigned CES while in attendance, students are not permitted to leave until an all clear is given
- If the university closes during the day
 - Students will be dismissed from the campus and the CES
- An announcement of elementary and secondary schools closings does not include McNeese State University
- If not made before a student must leave for the university campus or their CES
 - Must use good judgment in making a decision as to whether or not to attend
 - If the student does not attend when the university campus is open and operating normally
 - The day is considered as an absence

Policy: 1994

Revised: 1997, 2008

INFORMED CONSENT

Informed consent is a procedure whereby patients may agree to medical intervention or refuse it based on information provided by a health-care professional regarding the nature and possible risks and complications of the intervention.

- Providing this information is usually considered a duty of the physician
 - The physician will be responsible under the doctrine of respondeat superior (Let the Master Answer)
- Students enrolled in the program are *not* permitted to obtain a patient's consent
 - Obtaining informed consent is a responsibility / risk beyond the scope of the student's educational level
- Students are not allowed to sign any forms including, but not limited to, informed consent, or pre and post examination instructions
- Students will be permitted to present information to the patient under direct supervision of a qualified radiographer
- Violations of this policy will be subject to disciplinary action

Policy: 1998

LOUISIANA STATE LICENSURE

To work as a registered technologist in radiography at a hospital, or hospital affiliated clinic an individual is required to hold a valid license granted by the state. To qualify for a state license one must:

- Successfully complete the certification examination administered by the American Registry of Radiologic Technologists (ARRT) in radiography
- Pay associated licensure fees to the Louisiana State Radiologic Sciences Board of Examiners (LSRTBE)

TEMPORARY PERMITS

A temporary license may be requested for individuals who have graduated from an approved program and are awaiting a test date and results from the ARRT.

- Temporary permits are issued one time and one time only
- An unsuccessful completion of the ARRT examination will cancel any temporary permit issued by the LSRTBE
 - In this case, individuals will *not* be able to work at a hospital as a radiographer in the state until a passing score is reported to the LSRTBE

STUDENT EXEMPTION

Students engaged in radiologic procedures from a board (LSRTBE) approved school are exempt from the licensure law while at the CES as an assignment for a clinical radiography course

• Students may not perform radiologic procedures at the CES any other time

Policy: 1986

Revised: 1988, 1997,2013

LOITERING

Students are requested to be on hospital premises only during clinical assignment hours.

- Visiting with employees or other students who are on assignment is prohibited
- Students will not congregate in offices, halls, other rooms, or leave the clinical area unless instructed to do so.

Policy: 1982

Revised: 1984, 1988, 2003

MALPRACTICE INSURANCE

The State of Louisiana's Public Health and Safety Act 40:1299.39, Part XXI-A assumes student liability coverage by the state. This act is on file in the radiologic sciences program office.

Policy: 1984

MAKE-UP TEST/QUIZ

MAKE-UP TEST POLICY

The policy for making up a test for all **RADS** courses is as follows

- Make-up tests will only be administered in cases of excused absences
- Excused absences are limited to
 - Death (family member)
 - Jury duty and other court appearances (summons)
 - Written doctor's (MD or DDS) excuse/signature required), must document time/date of appointment or dates of illness
 - Natural disaster (must be officially declared by Governor and/or University President
 - University approved event
- Excuse must be submitted to the course instructor within 3 days of returning to class
- Make-up tests must be arranged within two weeks after absence, and must be completed prior to the final exam period
- The make-up test will not necessarily be multiple choice

MAKE-UP QUIZ POLICY

There will be no make-up quizzes

- Quizzes will not be given to tardy students
- Quizzes will not be graded if the student leaves before the end of class
- In most classes the course instructor will drop one quiz grade when calculating the final course grade

Policy: 1997, Revised 2008

MAMMOGRAPHY MQSA EDUCATION & DOCUMENTATION

The American Registry of Radiologic Sciences (ARRT) considers mammography an area of post primary certification. The program does not require competency in mammography; however, it is an area that may be requested for assignment during RADS 467. The request and completion of the assignment does not mean an individual may perform mammography in a clinical setting after graduation. Mammography performance in the clinical setting requires the facility to adhere to the specific Mammography Quality Standards Act (MQSA) guidelines.

- Graduates from the program currently can meet the *initial* education requirements set by MQSA by electing to and successfully completing RADS 470, completing RADS 467 with a Mammography assignment requested, successfully graduating from the program
- MQSA requires in addition to the initial education requirements that an individual document the performance of at least 25 supervised examinations
 - It is <u>possible</u> for students to document the MQSA performance requirements for initial training in Mammography following completion of a requested assignment to mammography during RADS 467
 - **Form-F-37** should be incorporated for those individuals pursuing possible mammography certification following graduation
- Letters of documentation for the MQSA initial education requirements should be requested from the program director.

Policy: 1995, Revised: 2002 2004, 2008, 2009, 2011, 2013

MARKERS

Students are responsible for ordering a specified set of R/L lead identification markers with their initials (3 initials required) for use in the CES.

- Markers are must be ordered through Sheldon Enterprises at <u>www.sheldonentinc.com</u> (allow a minimum of 2 weeks for delivery)
 - Print out sample order form, complete the form and mail to address indicated with your check or MO
 - Cat. No enter <u>MM</u>, and initials and description enter <u>your 3 initials/Mini H-V marker</u>, indicate *no hole* in appropriate box
 - Make a copy of the completed order form for your records (see "if lost" below)
 - Strongly advised to order 2 sets of markers
- Must be used on **every** image
- Marker must be visualized (must be able to distinguish it could only be an R or L)(On computed and digital images marker must be visualized with mask present)
 - Correct marker must correspond to the correct side
 - Not obscuring anatomy of interest
 - If all of the above are followed no points are deducted on the competency/proficiency/merit evaluations
- Must have in possession at all times
- Not to be used by another student or radiographer
- If lost
 - Report it immediately to the CI
 - Have two clinical assignment days to locate their markers
 - Must show a copy of order form for new markers to be eligible for future competency/proficiency evaluations until new markers are received
 - During this time, use of the clinical instructor's markers for competency/proficiency evaluations is permitted

Policy: 1982, Revised: 1984, 1985, 1986, 1993, 1994, 1996, 1997, 2003, 2004, 2008, 2013

NATIONAL REGISTRY

To become a certified Radiologic Technologist in Radiography, R.T. (R) (ARRT) requires successful completion the national certification examination in radiography administered by the American Registry of Radiologic Technologists (ARRT) examination.

- The ARRT examination is a computer based test
 - Eligibility to take the examination follows completion and graduation from the program
 - Applications to take the test are made to the ARRT
 - The applicant will be issued an admission ticket with a 90 day window
 - The candidate may schedule an examination at any point within that window at a test center that has an opening

CONVICTION OF A CRIME (Form F-32)

All potential violations must be investigated by the ARRT in order to determine eligibility. The ARRT will ask have you ever been convicted of a <u>misdemeanor</u>, <u>felony</u> or similar offense in a <u>military court-martial</u>

- Your are required to report charges or convictions that have been withheld, deferred, stayed, set aside, suspended, or entered into a pre-trial diversion, or involved a pleas of guilt or no contest (nolo contendere)
- DO NOT report juvenile convictions processed in juvenile court
- DO NOT report traffic citations unless drugs or alcohol was involved
- Individuals may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination (applications available online, go to the ethics section on www.arrt.org
 - Pre-application may be submitted at any time either before or after entry into an accredited program
 - Further information regarding reporting requirements may be accessed on the ARRT website at <u>www.arrt.org/handbooklinks</u> or by phoning ARRT at (651) 687-0048 extension 8580

Policy: 1982, Revised: 1984, 1994, 1996, 1997, 1999, 2008, 2011, 2013

ORIENTATION - CLINICAL EDUCATION SETTINGS

Students receive proper orientation to each clinical education setting they are assigned (*see* **form F-40**).

- CI for the CES will conduct orientation
- Will be held on the first day of the clinical assignment or on an assigned date each semester
- Attendance is mandatory
- Failure to attend will result in suspension from the Clinical Radiography course until orientation is documented

Policy: 1991

Revised: 1992, 1994,1996, 1996, 1997, 2000, 2003, 2005, 2007

PREGNANCY POLICY

If a student suspects she is pregnant, she <u>can</u> notify the Clinical Coordinator and/or the Program Director. *Pregnancy notification is strictly voluntary*, the program strongly advises pregnancy notification.

- Must sign a witnessed "Attest" form that the appendix to Regulatory Guide 8.13 of the United States Regulatory Commission was read and discussed
 - Form F-29
- One option the student can select is to continue in the program without modification
- Another option the program recommends is the following
 - Student continue in the program, but the student will *not* be permitted to engage in the following activities (this is suggested as an option)
 - Fluoroscopy
 - Mobiles and Surgery
 - MR
 - Nuclear Medicine
 - Radiation Oncology
 - Special Procedures
- Neither the university nor the CES will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy
- Regardless of option selected may or may not be allowed to graduate at the scheduled date
 - Determined on an individual basis
 - Depending on the student's capacity to complete course requirements
- Regardless of option required to purchase and wear an additional dosimeter for fetal measurement
 - Required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus
 - No more than .5 rem during the entire gestation, with respect to the fetus
 - No more than .05 rem in any month, both with respect to the fetus
- If the student elects to declare they are pregnant, they have the option of withdrawing their declaration of pregnancy at any time.

Policy: 1992

Revised: 1994, 1995, 1997, 2003, 2008, 2011

PROFESSIONAL SOCIETIES

Student attendance at professional organization meetings is strongly encouraged. Student membership is permitted in all the organizations listed below at a reduced rate.

LOCAL SOCIETY

The local society is the Southwest Louisiana Society of Radiologic Technologists (SWLSRT).

- Meetings are generally held quarterly with a guest speaker and a business meeting afterwards
 - Students receive one-hour comp time, non-cumulative, for each monthly meeting attended (must be present for the entire meeting)
 - Students who participate in the meeting as an invited speaker will receive 3 hrs of comp time in addition to the comp time for attending the meeting
 - Comp time will be used to leave early from the CES
 - Must be scheduled with the CI prior to the next meeting of the SWLSRT
 - This comp time is not applicable for students assigned to an evening rotation (they are granted time off to attend the meeting)
- Provides annual scholarship Daniel Herpin Memorial Scholarship
- Provide monetary assistance for Annual Pinning Ceremony for graduating seniors and monetary assistance to students to attend state meetings and other events.
 - Monetary assistance is based upon student participation within organization

STATE SOCIETY

The sate society is *Louisiana Society of Radiologic Technologists* (LSRT). Students may elect to attend the educational meetings sponsored by the LSRT.

- MID-WINTER SEMINAR Students are encouraged to attend, those who attend will
 - Receive 2 pts for each lecture attended (max pts 20)
 - Receive 2 pts for each hour of observation at the Bee (requires faculty member initials/hr)
 - Receive 2 pts for Student BEE participation
 - 3rd place 10 pts
 - 2nd place 15 pts
 - 1st place 20 pts
- ANNUAL MEETING Students are encouraged to attend, those who attend and participate in:
 - Scientific Exhibit and/or Quiz Bowl receive
 - Participation 5 pts, 3rd place 10 pts, 2nd place 15 pts, 1st place 20 pts
 - Receive 2 pts for each hour of observation at the Bowl (requires faculty member initials/hr)
 - Banquet attendance receive 5 pts
 - Educational lectures receive 2 pts for each lecture attended (max pts 20)
- Points are added to the unit test category for clinical radiography course grade determination. For RADS 467 the points are added to the CI evaluation category on the grading procedure sheet. These points are not used to achieve a passing grade of "77" on the required unit test at midterm or the retest for clinical radiography courses.
- Bonus points are only applicable if a score of 77 or higher is achieved on the unit test at mid-term
- Provide annual scholarship Joe Schwartz Memorial Scholarship

NATIONAL SOCIETY

The national society is the American Society of Radiologic Technologists (ASRT)

• Provides multiple scholarships and other events for students

Policy: 1982 Revised: 1984-97, 2000, 2003, 2005, 2007, 2008, 2009, 2013

SEXUAL HARASSMENT

All students enrolled in clinical radiography courses are to render patient care and maintain an environment that shows respect to all. For the purpose of this policy all members of the University and CES community have an obligation to comply with all federal and state laws relating to diversity matters. The University has incorporated a "Diversity Awareness Policy" which is part of the *Faculty/Staff Handbook*, and the *Code of Student Conduct, and all other documents that mention the* behavior of University employees and/or students. "Students should visit the MSU web page at www.mcneese.edu/adaand www.mcneese.edu/policy for policies and procedures regarding disabilities, and diversity awareness, including sexual harassment."

- Harassment is an act that discriminates against or harasses another in relation to ethnicity, race, gender, sexual orientation, religion, disability, or age.
- Any act that is derogatory in relation to ethnicity, race, gender, sexual orientation, religion, disability, or age will not be tolerated.
- Harassment or discrimination can be explicitly or implicitly presented as a term or services, or such conduct will interfere or create an intimidating hostile or offensive environment
- Harassment or discrimination includes but is not limited to Jokes, insults taunts, obscene gestures, embracing, touching, or pictorial communication

Racial Discrimination--Civil Rights Act of 1964

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. (See MSU diversity awareness policy for specifics)

Sexual Harassment/Discrimination -- Title VII

The use of any term or the commission of any act that is sexually derogatory or discriminatory will not be tolerated. Sexual harassment may be either same gender or different gender. It includes any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of this nature where:

Gender Discrimination -- Title IX Education Amendments of 1972 as Amended

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. .(See MSU diversity awareness policy for specifics)

Sexual Orientation Discrimination - Executive Order EWE 92-7; KBB2004-54

No state agency or department shall discriminate on the basis of sexual orientation against an individual in the provision of any services or benefits . (See MSU diversity awareness policy for specifics)

Age -- Age Discrimination Act of 1967, as amended

It is unlawful in situations to discriminate in any way based on age. (See MSU diversity awareness policy for specifics)

Discrimination Against Individuals with Disabilities --Rehabilitation Act of 1973/ Americans with Disabilities Act of 1990

The commission of any act that is derogatory or discriminatory toward individuals with disabilities will not be tolerated. (See MSU diversity awareness policy for specifics)

Upon the knowledge or the verbal/written notice of an allegation of sexual harassment, general harassment, or discrimination, the student must notify the Clinical Coordinator and/or Program Director

- Then the Office of Special Services and Equity (or appropriate office) will be contacted at both the University and at the CES to initiate a resolution
- An informal resolution is attempted first, then on to a formal resolution
- The student must also be aware that the complainant also has the right to file a complaint with an external agency (i.e., Civil Rights Commission).
- In the event it is determined a student is guilty of sexual harassment, general harassment or discrimination, the student will be subject to disciplinary action by the MSU Radiologic Sciences Advisory committee

The University also has a diversity awareness policy for protecting students, faculty and staff that can be found at www.mcnesse.edu/policy and then clicking on the Diversity Awareness Policy

Policy: 1994, Revised: 1997, 2012

SUSBTANCE ABUSE*

The University has established a policy for students with substance abuse problems. This policy can be found at www.mcneese.edu/policy and then click on the Alcohol and Drug policy.

Enrollment in clinical radiography courses requires drug screening (ALL RESULTS OF DRUG SCREENING(S) ARE CONFIDENTIAL)

- Utilizes blood/and or urine samples to detect the presence of illegal drugs (15 Panel split study drug Screening)
- Performed by one of the following acceptable medical laboratories: *Medical Laboratory of Southwest Louisiana* 1901 Oak Park Blvd Lake Charles, or The Pathology Lab 830 Bayou Pines Lake Charles.
- Required on an annual basis
 - Mandatory prior to the beginning the Summer clinical radiography courses
 - o A positive drug screen will result not being able to start the clinical radiography course for first semester clinical radiography students
 - A positive drug screen will result in disciplinary action up to and including dismissal from the program for current clinical radiography students.
- All fees are paid by the student and made payable to medical laboratory perform the screening
- May also be performed on a random basis at any time while enrolled in a clinical radiography course
 - o Report to one of the screening facilities within 2 hours of being instructed to do so
 - o In cases of negative <u>random</u> screening student will be reimbursed fees by the department
 - o A positive drug screen will result in disciplinary action up to and including dismissal from the program for current clinical radiography students.
- Drug Screen and/or Alcohol screening may also be performed in cases of reasonable suspicion
 - Reasonable suspicion of being under the influence of alcohol or illegal drugs may be evidenced by the following but not limit to:
 - Frequent absences from class, clinical or lab and/or disappearance from such
 - Isolation and withdrawal
 - Patient care errors
 - Detectable odor of alcohol or illegal drugs
 - Increasingly poor decision and judgment about patient care
 - Illogical or sloppy charting
 - Unusual accidents/incidents
 - Deteriorating personal appearance
 - Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupil changes
 - o Program Official or designee must be notified, and the Program Official or designee will go to the assigned location of the student and make a decision if drug and/or alcohol screening is necessary
 - In no screening necessary, the student will report back to their assigned area or sent home for the remainder of the assigned time on that day
 - If necessary, Program Official or designee will contact the screen facility
 - o Report to screening facility within 2 hours of being instructed to do so
 - Student may not drive a motor vehicle to the screening facility and will be responsible for all transportation costs
 - Student may not attend class or clinical activities until results are reviewed by the Director or designee
 - If the student refuses the screening, he/she shall sign a refusal form (**F-4**) witnessed by two clinical or university representatives
 - Refusal to sign this form will result in disciplinary action up to and including dismissal from the program for current clinical radiography students.
 - A positive blood alcohol and/or urine drug screen will result in disciplinary action by the Radiologic Sciences advisory committee, immediate dismissal from the program will be considered.

*must also comply with the Employee and Student Drug Testing Protocol for the College of Nursing and allied Health Departments, this policy is available at

http://www.mcneese.edu/sites/default/files/not_accessible/nursing/Drug%20Policy%20Dec%202007%20Rev.%20508.pdf

Policy: 2006, revised 2008, 2010, 2011, 2012

TELEPHONES

Personal telephone calls are not permitted.

- No one will be called from class or clinical assignment except in an emergency
- Personal calls are permitted on breaks or lunch
- Cellular/Digital phone usage is prohibited in the university classroom and the CES
 - Phones are not to be used or out in <u>visible view</u> while in the university classroom, laboratory, or the CES

Policy: 1982

Revised: 2001, 2003, 2005, 2007, 2012

TUBERCULOSIS NOTIFICATION/PROTOCOL

Students are <u>not</u> to perform radiological examinations on patients suspected or confirmed of having active or inactive tuberculosis.

• Exception to policy if student is provided with a particulate mask

Policy: 1996 Revised: 1997, 2003

VENIPUNCTURE/INJECTION

Clinical performance of venipuncture/injection procedures is required.

- Performed only under *direct supervision* of a qualified radiographer approved to perform venipuncture/injection by the CES
- By the completion of <u>all</u> clinical radiography courses for the program, the student is required to document successful completion of 5 venipuncture procedures
 - Form F-41
- Not all clinical education settings permit students to perform venipuncture procedures
 - Students are advised to plan appropriately for proper documentation of the required # of venipuncture procedures based on their CES assignments
- When **not** performing the venipuncture procedure, students are expected to assist by doing the following, but not limited to:
 - Setting up for the procedure
 - o Administering contrast media

Policy: 1994

Revised: 1996, 1997, 2003

WORKPLACE HAZARDS

Students are required to attend the following presentations on an annual basis or review the following policies with regard to workplace hazards and Health/Safety

- Standard precautions (done with annual program/CES orientation at the University)
- Tuberculosis awareness (done with annual program/CES orientation at the University)
- Fire safety (done with annual CES orientation at the CES)
- Emergency preparedness/Hazards (chemical, electrical, bomb threats, terrorist attack etc.) (done with annual CES orientation at the CES)
- Medical emergencies (done with annual CES orientation, and in each clinical radiography course syllabi, (code: blue, yellow, pink, gray, red, black, orange, white,
- Natural disasters (tornado, hurricane and flood) (included in student handbook inclement weather policy)
- Substance abuse(included in student handbook substance abuse policy)
- Communicable disease (included in student handbook communicable disease policy)
- HIPAA (included in student handbook confidential information, and CES specific policy review done with annual CES orientation at the CES)
- Harassment-(included in student handbook sexual harassment/general harassment diversity awareness policy)
- Failure to attend or review as assigned will result in suspension from the Clinical Radiography course until attendance is documented
- Form F- 39 and Form F-40

Policy: 1994 Revised: 2007, 2011