



Radiologic Technology Student/Clinic Handbook 2021-2022



PURPOSE OF HANDBOOK: *The purpose of this handbook is to provide, in one document, pertinent information, policies and procedures for students enrolled in the RT Program. It is essential that students understand the information presented in this handbook to facilitate their progression through the RT Program. This handbook has been designed to be used in conjunction with the Parker University catalog and does not constitute a contract between Parker University and any student. **NOTE:** Any exceptions to the policies in this handbook requires approval from the RT program Director. Any changes in this book is at the discretion of the RT Program Director. Changes in Parker University's Rules, Regulations, and policies may supersede current information in this handbook. Reference the University catalog for information not documented in this Handbook.*

About Parker University:

Parker's Vision

Parker University leads the way in patient-centric collaborative and conservative healthcare education, clinical practice, research, and service.

Parker's Mission

Parker University is a regionally accredited private university that offers certificate, undergraduate, and graduate programs in healthcare and business-related fields through multiple delivery formats and learning environments. The university espouses a culture of lifelong learning, research, and service.

Parker University provides its diverse population with support services and learning opportunities to develop the necessary skills for successful employment and career advancement.

• Empowering Education

Parker University equips its graduates in health sciences, technology, business, and education communities to establish trends in health and wellness through its certificate, associates, bachelors, masters, and doctoral degrees. Parker University provides an innovative, learning-centered experience for students through a comprehensive curriculum, highly respected faculty, and family-oriented campus environment.

• Research

Parker University seeks to build a culture of research aimed at generating new information and knowledge, enhancing student learning experiences, and improving institutional effectiveness. The institution supports campus and external research initiatives, promotes collaborative efforts and communicates the results of discovery to those we serve.

• Leadership Through Service

For knowledge beyond the degree, Parker University offers opportunities for continual education and peer networking, affording industry professionals' exposure to renowned leaders in their fields and the latest developments and advancements in our professions. These opportunities provide our graduates with the knowledge, skills, and attitudes to serve their communities and flourish in their respective careers.

ACCREDITATION OF PARKER UNIVERSITY

Parker University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate, associate, baccalaureate, master, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 404-679-4500, or visit *sacscoc.org* for questions about the accreditation of Parker University.

Title IX:

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University's educational programs and activities. Title IX and its implementing regulations also prohibit

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retaliation for asserting claims of sex discrimination. The University has designated the following Title IX Coordinators (V.P. Human Resources and Dean of Student Development) to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Alaina Mount, MS

Dean of Student Development

Title IX Coordinator

2540 Walnut Hill Lane, Dallas, TX 75229

O: 214-353-6514/ C: 214-674-3285

Parker Principles

- Develop a compassion to serve that is greater than the compulsion to survive.
- Love is the magic bullet of healing. I can optimize my Mission, Talent, and Destiny (MTD) and attract the “naturally right” patients, people, places, things, events, and situations for me when I love each person as a mother, father, brother, sister, or child.
- If it is to be, it is up to me.
- Success is predetermined by my faith, confidence, and belief in my products, services, and ideas.
- I cannot communicate successfully and efficiently what I do not own.
- Do not let the negative few overrule the positive many.
- To be in harmony with my success, health, and happiness goals, I must act with love based upon free will and react with faith based upon God’s will.
- I will anticipate the good – even during the bad.
- To attract my Success, Health, and Happiness, I will eliminate fear of the future, worry over the past, and anxiety for the present.
- To eliminate fear, worry, and anxiety, I must live in the present and let go and let God.
- My ultimate purpose is to live in harmony with the universe. I can do so only when my mission is accomplished, my talents are developed, and my destiny is fulfilled.
- We see things as we are, not necessarily as they are.
- There is no philosophy by which I can do a thing if I think I cannot.
- Thought plus action equals feeling.
- My feelings attract my life to me.
- To heal remove “doubt” in both doctor and patient and instill “belief” in both doctor and patient.
- Seeing is not believing...believing is seeing.
- Loving service is my first technique.
- What I see in the universe sees me.
- Nature will give me what I act like I already have.

RADIOLOGIC TECHNOLOGY PROGRAM INFORMATION

Introduction

Welcome to Parker University's Radiologic technology program. It is imperative that the student understand this program is a full time RT program. Please, make yourself knowledgeable about the information in this RT Student Handbook. You will find it useful. There are policies and procedures related to Parker University that RT students are required to adhere to on and off campus. It is the student's responsibility to comply with the following policies and procedures.

Program Description

Parker University's Associate of Applied Science degree in Radiologic Technology prepares students for entry-level positions in the profession, producing radiographic images in accordance with standardized practices and procedures. The program provides radiologic information including medical terminology, patient care, radiographic procedures, radiation protection, equipment operations and image production and evaluation.

Program Mission Statement

The Mission of the Associate of Applied Science degree with a major in Radiologic Technology is to provide students with the academic and technical knowledge for the health care field.

Program Learning Objectives

1. Students will demonstrate the knowledge and skill development to competently perform diagnostic imaging procedures.
2. Students will apply verbal and written communication skills to effectively interact within a healthcare setting.
3. Students will acquire critical thinking and problem solving skills to effectively practice in the profession.
4. Students will demonstrate radiation protection methods.

Standard of Ethics

The Radiologic Technology Program curriculum consists of an integration of didactic, laboratory and clinical experiences, each playing a vital role in the education of the student enrolled in the Radiologic Technology Program. The curriculum is supported by the American Society of Radiologic Technologists (ASRT), the professional agency that guides the profession. The ASRT Code of Ethics is founded in this curriculum. The program adheres to the ASRT Code of Ethics, ARRT Standard of Ethics and ARRT Code of Conduct.

ARRT Standard of Ethics

Preamble

The *Standards of Ethics* of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons holding certificates from ARRT who either hold currently registered by ARRT or that were formerly registered by ARRT (collectively, "Certificate Holders"), and to persons applying for examination and certification by ARRT in order to become Certificate Holders ("Candidates"). The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

A. Code of Ethics

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients. The Code of Ethics is aspirational.

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

B. Rules of Ethics

The Code of Ethics forms the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all Certificate Holders and Candidates. Certification and Registration are methods of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential Certificate Holders and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. Certificate Holders and Candidates engaging in any of the following conduct or activities with respect to them have violated the Rules of Ethics and are subject to sanctions. *For further information on sanctions please refer*

to the RT Student Handbook “Eligibility for Certification by the American Registry of Radiologic Technologists” or visit the ARRT website: www.arrt.org

Admission into the program is the prerequisite for enrollment in the Radiologic Technology core curriculum.

Admissions Requirements to Enter Core Program*

The following are admissions requirements to enter the core program:

- Meet the established program requirements.
- Maintain a cumulative GPA of at least *3.0 (on a 4.0 scale) for the completed general education component of the program.
- All general education courses taken must have a grade of “C” or higher.
- Complete the required general education courses for the Radiologic Technology Program and degree.
- Passing the assessment exam with a 75*.

General education courses must be completed with a minimum G.P.A. of 3.0 Students may not progress into the core class with any general education course grade of D or F. D’s and F’s earned within the general education component may be retaken as long as the overall G.P.A. will be a 3.0.

The Radiologic Technology curriculum is designed to provide the appropriate education necessary to prepare the graduate to practice as an entry level Radiologic Technologist.

The curriculum is a sequence of courses offered once to each class. As the curriculum must reflect the changing nature of the Radiologic Technology profession, from time to time restructuring of individual courses and in some cases the curriculum must occur. Due to this potential restructuring, students who leave the program from one class and return to complete the program with another class are required to meet the graduation requirements of the program and University when they return.

*Any exception to the above policies must be approved by the RT Program Director and/or Dean of the College of Health Sciences

***10% Admissions Exception**

The RT program reserves the right to select 10% of the student population chosen for a new cohort based on a student failing to meet both admittance criteria (CGPA 3.0 or HESI Test of 75%) If a student is selected based on the 10% criteria that student will be placed on probation for one semester. If the student is not capable of maintaining a 2.75 or Higher or does not show continued progress in the program, they will then be dismissed from the program.

Students must complete the general education courses with a minimum G.P.A. of 3.0 Students may not progress into the major classes with any general education course grade of D or F. Grades of D or F within the general education component may be retaken as long as the overall G.P.A. will be a 3.0.

The Radiologic Technology curriculum is designed to provide the appropriate education necessary to prepare the graduate to practice as an entry level Radiologic Technologist.

The curriculum is a sequence of courses offered once to each class. As the curriculum must reflect the changing nature of the Radiologic Technology profession, from time to time restructuring of individual courses and in some cases the curriculum must occur. Due to this potential restructuring, students who leave the program from one class and return to complete the program with another class are required to meet the graduation requirements of the program and University when they return.

Specific Standards for the Radiologic Technology Program

The Radiologic Technology Program has a set grading standard designed to assist graduates in achieving passing scores on the (ARRT) American Registry of Radiologic Technologist certification exam. This exam demonstrates that required core competencies have been achieved.

1. The student must achieve a minimum cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) in all general education courses.
2. The student may not enter the major program with a grade of “D” or “F” in any general education course, and/or with a cumulative GPA that is less than 3.0 (on a 4.0 scale) in the general education component of the program.
3. The student may elect to repeat a general education course in which a grade of “D” or “F” was received.
4. Transfer credits from another institution will be calculated into this required general education cumulative GPA for admission into the major program.
5. The student must pass the HESI assessment exam with a minimum score of 75. This exam can be taken twice. Program Director or Dean may override the 2-time test taking limit depending on extenuating circumstances.

To continue in the Radiologic Technology program, the student is expected to achieve a minimum cumulative **GPA of 2.75 in the RT professional courses**.

If the student has not met the required 2.75* cumulative GPA for RT major courses after completion of the first trimester, the student will be placed on a “Possible Programmatic Dismissal” action plan devised by the program director and/or appropriate faculty.

This dismissal action plan will remain in place for the remainder of one trimester (4 consecutive core classes) if the student does not meet the 2.75* CGPA then the student may be dismissed.

In order to meet graduation requirements, the student must earn a C or higher in each of the last 4 classes during the last major trimester.

If a student is dismissed from the program for failure to achieve a minimum cumulative major GPA of 2.75* the student may be given a one-time opportunity to re-start the program from the beginning; after waiting out one full trimester.

Acceptance for program re-entry is contingent upon program capacity. The student may be placed on a waiting list for the available programmatic start date. **Grades earned for previously taken major courses will not be considered in calculation of the major GPA.**

*Any exception to the above policies must be approved by the RT Program Director and/or Dean of the College of Health Sciences.

However, acceptance for program re-entry is contingent upon not exceeding the program's maximum capacity. The student will be placed on the wait list and await their new programmatic start date. **Grades earned for previously taken core courses will not be considered in calculation of core GPA.** **For the purposes of this policy, a core trimester is defined as the completion of four consecutive terms (i.e., ABCD term order).**

The Radiologic Technology trimester may differ from the established University trimester and does not recognize W or WNA in the grade calculation. Radiologic Technology progress is based on qualitative measures and will be evaluated every fourth core course, after the completion of the final term of each core trimester.

A student who fails a course within a core trimester may choose to re-enter the program when the course re-sequences. The failing grade will only be replaced when and if the student earns a passing grade. Grade calculation will include four consecutive terms, to meet the established core trimester for which the student has re-entered. **The student must meet the same core trimester GPA requirements as previously stated.** Should a student be out of the Radiologic Technology program for an extended length of time more than a year; then it will be determined by the Program Director if the student will be required to re-apply to the program and start the core from the beginning. **Grades earned for previously taken core courses will not be considered.** A student may re-enter when their last class resurfaces after being tested didactically and in the simulation lab setting **ONLY** if the Program Director and Clinical Coordinator feel that the student is capable of returning to the next class with the skills needed to be successful as they move forward throughout the program. Students may remediate a class or classes with the understanding that remediating a class will not replace an existing grade. When remediating the student must follow all the guidelines as set forth in the syllabus or they may be dismissed from the class

Didactic and Clinical Hours

The Radiologic Technology Program requires 8 months of general education courses followed by 16 months of Radiologic Technology courses. **Radiologic Technology Courses at Parker University are held Monday, Tuesday, Wednesday and Thursday from 5:30 p.m. to 9:30 p.m.** If a Didactic course does **not** have a lab the courses are scheduled Monday, Tuesday, and Thursday from 5:30p.m. until 9.30.p.m. The program offers three clinical rotations; each rotation being eight weeks in duration consisting of 36 hours a week. The time of day and/or the days of the week during the clinical rotations may vary to include evenings and /or weekends; however, the evening/weekend rotation may be scheduled during the 3rd and final eight-week rotation.

The hours of clinical may vary from the regular didactic classroom times. The first two clinical rotations will usually range from 7:30 a.m. to 5:30 p.m. five days a week for a total of 16 weeks. Other arrangements to the students may be approved for unusual circumstances. Students are to only have 25% of their clinical for evening and weekend rotations. Evening/weekend shifts may be utilized during the 3rd 8 week clinical rotation which is RADR2362 /RADR2363 (those evening, weekend shifts may include any times scheduled between the hours of 7:00 p.m. until 5:00 a.m.) Students will not be scheduled to have any combination of class, lab and clinical hours in excess of 40 hours during the week.

The curriculum is divided into a general education component and a RT core education component. The core education component is further divided into didactic portion, which includes classroom and laboratory experiences, and a clinical portion, which consists of experiences in clinical settings. Each program course is a prerequisite for the subsequent program course offered, therefore, successful completion of prerequisite courses is a requirement for progression throughout the program.

ADMINISTRATIVE POLICIES

Orientation

The orientation program held prior to the first day of each term is designed to facilitate the transition to the Radiological Technology program.

Student Transportation

The student is responsible for all costs associated with their transportation to and from Parker University and all assigned clinical education sites. The program will not make any allowances for a student who is unable to be in a didactic or clinical course due to lack of transportation. Clinical education sites are located at diverse geographical areas from the campus and require travel.

No Food or Beverages in Classrooms/Lab Policy

The Radiologic Technology Program wants the educational process for the student to be a quality process, which means that the classroom and lab need to be as distraction free as possible. Therefore, the student cannot bring food or drink into the x-ray lab or classroom.

If a student does bring food or drink into the x-ray lab or classroom, the student will be told to remove it immediately. Subsequent incidents could result in the administrative action and program dismissal.

Water in a sealed bottle may be brought only into the classrooms.

Professional Core Course Repeat Policy

If a student fails or receives a “D” in a professional core course, the student can choose to repeat the course with permission of the program, provided the program does not exceed maximum class capacity.

- If a student needs to repeat a professional core course the student will have to wait until the course re-sequences. Courses are only offered in their normal sequence; with a timeframe of approximately four months between offerings. If a class is full, a student may have to wait an additional four months to re-enter the program.
- Depending on the length of time a student is out of the program, there could be a recommendation made by the Program Director, to have the student AUDIT a previous course(s) because it may be deemed the student has lost knowledge and skills due to the time out of the program it may be recommended that the student have 40 hours of lab and class time to include testing to see if student is capable of keeping up or at the same level of other students in the same class expected for the returning student.
- A student can only repeat the same major course once. If the student fails the same course a second time, the student will be dismissed from the program.
- A student can repeat two different major courses; however, if a third failure occurs within the major courses, the student will be dismissed from the program.
- If a student has been out of the program for one year or more, the student must re-start the Radiologic Technology program from the beginning of the professional courses; contingent upon not exceeding maximum class capacity.
- Repeat of courses may not be covered by Financial Aid.
- It may be suggested that the student AUDIT the course that sequences up to the course the student has failed. Audit means the student must attend the previous courses and maintain good attendance and satisfactory grades while attending Audit classes. Unprofessional behavior in Audited classes will not be tolerated.

Student Advisement Policy

The Radiologic Technology Program will advise program students in the area in which the student or program has educational concerns and/or issues.

Student academic advisement will be conducted by the Program Director or designee each trimester. If a student has concerns and/or issues regarding course scheduling, transfer credits, or other academic issues, the student should make an appointment with the Program Director.

All Program Faculty are available for student advisement. The student should speak directly with the Faculty member (Instructor) if they have a concern and/or issue regarding coursework as the first step in the resolution process.

The Faculty's office hours are documented on the program's course syllabi; students may see faculty during these scheduled times or can send an email to make an appointment for a different time.

If the Program's Faculty cannot help the student or the student wants to discuss the concern and/or issue with someone else, then the student should send an email to make an appointment with the Program Director.

If the student does not find resolution through the chain of command, (Instructor, Program Director) the student should refer to the Dean of Health Sciences Dr. Drew Riffe.

If the student has concerns and/or issues outside of the educational area, then the student should seek assistance from the Office of Student Affairs.

Student Dress Code Policy

The Radiologic Technology Program has developed a student dress code that will help the student develop a professional look and demeanor:

1. Students in the Program are required to wear designated hospital scrub tops with the Parker logo on it, along with matching scrub pants. White lab coats are optional.
2. The student will be responsible for the cost of their scrubs.
3. Student identification badges are required to be visibly worn on the scrub top or scrub jacket depending on which one the student is wearing.
4. The student's footwear includes all white **leather** closed toe and heel shoes, which can be sneakers, and white socks or hosiery.
5. **The student's uniform, including footwear, must always be clean and neat, properly maintained and appropriately laundered, hemmed and pressed.**
6. The student is required to wear their uniform (**RADIATION DOSIMETER BADGE, LEAD MARKERS and IDENTIFICATION BADGE**) during all core professional classes, labs and clinical courses. If a student loses their Dosimeter badge, they will be given some time to look for it, if the badge is not located the student must go home. The student will not be allowed to return to clinical until a new badge is ordered, which will have an overnight fee of @ \$35.00. Contact the Clinical Coordinator/s or Program Director to start the process ASAP!
7. If a student needs to wear additional clothing, i.e. a sweater, undergarments etc., the color must be **WHITE** and contains no writing.

8. Jewelry and/or body adornment (tattoos) must be kept to a minimum during all core professional classes, labs and clinical courses. **NO** dangling jewelry, facial piercings, or sharp rings. Obscene or derogatory jewelry and/or body adornment will not be permitted. All **VISIBLE** tattoos are to be covered.
9. Fingernails must be kept clean and clipped. **Fingernail polish will not be allowed. Only natural nails will be considered in compliance. NO ARTIFICIAL FINGERNAILS of any kind.**
10. The student's hair must be off shoulders, clean, always pulled back and out of FACE. **Hair also needs to be of natural color. No pink, green, purple etc... the RT program will determine what is appropriate.**
11. No hats, caps, bandanas or large head adornments.
12. Facial hair should always be neat and trimmed. **Beard no longer than a #2 on a shaving clipper.**
13. All students must maintain appropriate personal hygiene. Heavy or loud perfumes and colognes are not permitted. **No smell of tobacco products. Tobacco products are not to be used at facility or on University grounds**
14. If a student comes to class, lab or the clinical site not dressed in the proper uniform, the student will be sent home to change. It will be the responsibility of the student to obtain any course assignments, examinations and/or course material that may be missed due to time away from class or clinical rotation.
15. Any time lost from the course will be recorded in the student's attendance record and appropriate action(s) taken as per the program's attendance policy.
16. Any aggressive behavior towards anyone will **NOT** be tolerated and will be escalated to Student Services.
17. When assigned to a clinical rotation site the student must follow that facility's dress code in addition to the Program's policy.

*Students are to follow the dress code policy while attending any /all classes on campus.

Cell Phone and Pager Policy

Students attending class, lab or clinical sites can **NOT** have cell phones, and/or beepers activated while in the classroom or in the patient care areas.

Students must turn off their cell phone and beeper while attending their class, lab or clinical site. The ringing of these devices disrupts the class and instruction being delivered. In addition, cell phones and other electronic devices may interfere with medical equipment and devices in the patient care environment.

If a student's cell phone or beeper goes off during the class, lab or clinical the student will receive a verbal warning. A second incident will result in the student being given a written academic warning. Appropriate administrative action will be taken for subsequent incidents.

If someone needs to contact a student, contact information will be given to students during Orientation.

Programmatic Didactic and Clinical Attendance Policy

The Radiologic Technology Program has established a programmatic attendance policy that will help facilitate the learning of required knowledge, technical skills and patient care vital to success in the radiologic profession. Classes begin promptly at 5:30 p.m. A student will be considered *late* if he/she arrives at 5:31 p.m. The program confirms that emergency circumstances (i.e., funeral, deaths, and serious illnesses of immediate family) can

occur; such events will be taken under advisement by the Program Director. However, students must provide the Program Director with appropriate documentation supporting their reason for being late and/or absent.

Regular class attendance is essential to proper academic progress and is expected. Missed didactic class or Clinical time (including late arrivals, extended break times and early leaves) resulting in 8 hours of class time missed, will result in the student receiving a deduction of points on the final exam or final test for the course which may cause the student to fail the course, all other course work must be completed to apply the final deduction of points, if all course work is not completed the deduction of points will be made, which may result in failing the course.

Missed Didactic or clinical time during any clinical rotation (including late arrivals, extended break times and early leaves) resulting in more than 8 hours of time missed, will result in the student receiving a deduction of points on the final exam or final test for the course which may cause the student to fail the course, all other course work must be completed to apply the final deduction of points, if all course work is not completed, zeros will be distributed and the deduction of points will be made, which may result in failing the course. Student must be passing the course before points are given.

Patterns (*3 or more occurrences during a didactic and/or clinical course*) of poor attendance include late arrivals, early leaves and extended break times may also result in the following administrative actions: written warning, final written warning, removal of clinical placement privileges, student suspensions, student termination and cancellation or termination of student financial aid, and possible deduction of points toward final grade .

MAKE-UP TIME

Make-up time must be approved by Clinical coordinator before time is made up for Clinical rotations!! The student must clear the missed time with the Clinical Coordinator. If the time missed is approved with proper documentation the student may be allowed to make the time up, if the facility has room for the student to be scheduled at the facility.

Didactic Attendance: Absenteeism, including late arrivals, extended break times, and/or early leaves resulting in 8 hours of missed class time for any didactic course may result in the student receiving a deduction of points for the final exam, which could result in the student receiving a failing grade for the course. All course work must be completed.

Administrative Actions

- Written Warning – If a student misses 4 hours through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student will receive a Written Warning.
- Final Written Warning – If a student misses 8 hours through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student will receive a Final Written Warning.

If a student misses 2 days in a row, a final written warning will suffice for the Written Warning, due to the availability of contact with students the warning may be sent via e-mail.

Missed Didactic or clinical time during any clinical rotation (including late arrivals, extended break times and early leaves) resulting in more than 8 hours of time missed, will result in the student receiving a deduction of points on the final exam or final test for the course which may cause the student to fail the course, all other course work must be completed to apply the final deduction of points. If all course work is not completed, zeros will be distributed and the deduction of points will be made, which may result in failing the course. Student must be passing the course before points are given.

Patterns (*3 or more occurrences during a didactic and/or clinical course*) of poor attendance include late arrivals, early leaves and extended break times may also result in the following administrative actions: written warning, final written warning, removal of clinical placement privileges, student suspensions, student termination and cancellation or termination of student financial aid, and possible deduction of points toward final grade..

Repeat pattern of poor attendance: a maximum of three Final Written Warnings throughout the duration of the program can result in the student being dismissed from the program.

Clinical Attendance: Students will attend the clinical portion 36 hours a week for each clinical rotation. Hours and days of the week may vary.

It is required that students call their instructor ahead of time if they are late or will not be able to attend Class/Clinical/Lab Participation. Repetitive or excessive absences may result in dismissal from the program.

Absenteeism, including late arrivals, extended breaks and early leaves in excess of (8 hours) of missed clinical hours per clinical rotation may cause the student to be ineligible to continue in the program.

A clinical absence is defined as 3 or more missed clinical hours on any one day, or 3 occurrences in any combination of late arrivals, extended breaks and/or early leaves.

Administrative Actions

- **Written Warning** – If a student misses 4 hours due to arriving late to a clinical site or back from a scheduled break or leaves early from a clinical site the student will receive a Written Warning.
- **Final Written Warning** – If a student is absent (8) hours during a clinical rotation in any combination of late arrivals, extended breaks and/or early leaves the student will receive a Final Written Warning.

If a student misses 2 days in a row, a final written warning will suffice for the Written Warning, due to the availability of contact with students the warning may be sent via e-mail.

The circumstances above can cause a student to fail the Clinical component of the RT courses.

Students will be required to “make up time” (must be approved) when absent more than the allotted 8 hours. The circumstances above can cause a student to fail the clinical component of the RT courses.

Re-entry: If a student is dismissed from the program due to excessive absences (in any combination of absences, late arrivals, extended break times and/or early leaves) the student may apply for re-entry to the

program; however, acceptance for program re-entry is contingent upon the student's cumulative GPA standing and the program not exceeding maximum class capacity.

Participation Grade

10% of your grade will be calculated based on PARTICIPATION.

Meaning, that on-line teaching is tied to attendance. Having your camera on/off and the mic on/off is not enough to show that students are engaged in the collaborate session.

Moving forward, in order to ensure that students are engaged during the collaborate sessions the instructor will be calling on student participation.

If the student does not respond by the time the Instructor moves to the next topic or student, the student will be deducted points for non- participation during that class time.

No Exceptions!!!

For example: Information will not be taken into consideration given to instructor from other students.

We will not accept reasons from any student concerning another student's absence.

Students are given breaks during the class. Use that time for your restroom break or other issues.

We have been dealing with the pandemic for a while now and some of the lenient rules accepted before are going to be changing.

Parker University is an attendance taking institution. We will be following the expectations of student attendance whether on-line or on campus during lab practicals.

Make-up time may not be as easily acceptable or accessible as last year.

Homework Penalty:

- LATE Assignments / Homework will be penalized with a 10 point deduction. Assignments / Homework more than 24 hours late WILL NOT BE ACCEPTED and result in a grade of 0
- When submitting Homework / Assignments, please check Blackboard to ensure your work is there and in the CORRECT LINK. Assignments submitted to Blackboard must be submitted to the CORRECT LINK OR MAY RESULT IN A 10 POINT REDUCTION.
- **REMEMBER:** IF YOU CANNOT SEE YOUR WORK; The instructor CANNOT SEE YOUR WORK and therefore CANNOT GRADE YOUR WORK and WILL RESULT IN A GRADE OF 0.

Lab Participation

Lab participation, it has been determined that 10 hours will be expected to be completed during the month of the positioning class whether it be RADR 1311, 2301, 2331, or 2333. So that means, 2.5 hours for first week 2.5 hours for second week, 2.5 hours for third week and 2.5 hours for fourth week. A signup sheet will be sent out so you can sign up for the practice. We want you to have the opportunity to be the best that you can be ... practice makes perfect. Please take advantage of this opportunity. Students are welcome to participate in as many lab hours as they feel necessary outside of the lab participation requirement.

IMPORTANT INFORMATION

ON -Campus and Clinical Information

Students are to be in full uniform when on Campus for lab practices, testing or any other on-campus activities, including Saturday practices! You must adhere to the student handbook dress code! Moving forward, if you are not in full uniform as stated in the Student handbook, you will be sent home and a ZERO will be issued for that day! Cannot be made up!

If you are at clinical and not in uniform the same as mentioned above will apply! Attendance may be affected and may cause you to fail the course. **Make up time will not be granted for not following policies.**

If you schedule or send correspondence to be on campus for Saturday you must let the instructor know if you will be late, leaving early are not coming in for the scheduled times. If you do not let the instructor know you are coming in by Friday before the Saturday class, it will be left up to the Instructor's discretion if you may attend the Saturday practice.

NO EXCEPTIONS

PPE*

PPE must be worn as required by Instructors....mask and/or face shield and 6 feet distancing. *Not all masks, other than a surgical mask / or a face shield may be approved to be worn on campus.

Rad Review

Will be implemented throughout the program. It is the expectation that the student will complete assignments as assigned.

All students must show completion of 3 Rad Review 220 question exam with a pass grade of 80% for Ms. Sweeney to sign your ARRT application.

Grading Policy

The Radiologic Technology Program has set a program and course grading policy that will measure the student knowledge and skill outcomes as outline for that core course. The program's grading policy follows Parker University's grading policy, as outlined in the University's catalog.

The grade for any course examination, quiz, homework, lab exercise, and course final grade will follow the following scale:

Letter Grade Numeric Grade

A final grade is determined using the following grading scale

90-100%	A
80-89.99%	B
70-79.99%	C
65-69.99%	D
Less than 65%	F
	I- Incomplete A specified amount of time is given to complete work. If not completed original grade will be issued.

The percentage of the course examinations, quizzes, homework, lab exercises, attendance, etc. that apply toward the course final grade is determined by the program and faculty for each course and are reflected in the course syllabus.

These areas and percentages can change as deemed necessary by the program and faculty to improve the course(s) for the student.

Clinical course grades are factored into the student's cumulative GPA. A student must submit all required clinical paperwork, successfully complete the minimum clinical competency requirements as outlined for each clinical rotation, and written examinations, and present a clinical case study. Students must adhere to the program's clinical schedule for examinations, presentations and clinical paperwork submission. Failure to meet course requirement deadlines will impact the student's final grade and may result in a failing grade for the course. Students are provided with a schedule of clinical events and due dates prior to the start of each clinical rotation. Grading criteria for each course evaluation strategy is listed in the course syllabus which is provided to students during clinical orientation. Student's clinical performance will be evaluated by the Clinical Coordinator and the Clinical Instructor.

A student who fails a course within a core trimester may choose to re-enter the program when the course re-sequences. The failing grade will only be replaced when and if the student earns a passing grade. Grade

calculation will include four consecutive terms, to meet the established core trimester for which the student has re-entered. The student must meet the same core trimester GPA requirements as previously stated. Should a student be out of the Radiologic Technology program for an extended length of time (as determined in the program's Student Handbook) then the student will be required to re-apply to the program and start the core from the beginning. Grades earned for previously taken core courses will not be considered. A student may re-enter when their last class resurfaces after being tested didactically and in the simulation lab setting ONLY if the Program Director and Clinical Coordinator feel that the student is capable of returning to the next class with the skills needed to be successful as the move forward throughout the program. AUDITING a course or courses may be suggested!!

Grade Appeal Process – Colleges of Business and Technology and Health Sciences

Parker University provides a mechanism for grade appeals. The process respects the judgment of faculty members and protects the interests of students if inappropriate criteria are used to determine a grade or if a faculty member does not adhere to stated procedures or grading standards. Administrative officers cannot substitute their judgment for that of the faculty concerning the assignment of a grade. The faculty conducts the review of any student complaint over a grade, under these procedures adopted by the faculty. Any resulting change in a grade should be by faculty authorization.

A student may appeal a grade if s/he believes it was awarded in an erroneous, arbitrary or discriminatory manner and/or if extenuating circumstances exist. The student must provide evidence to support that the appeal.

Appealing a Course Grade:

Fill out the Grade Appeal Form available from the Office of the College Dean, and then follow the process described below within the appropriate timeframe.

Step 1: The student must first attempt to resolve the matter with the Instructor/Course Director.

Step 2: If the matter is not resolved after talking to the faculty member, the student must meet with the Program Director. The Program Director may resolve the appeal only through agreement of both the student and the faculty member.

Step 3: If the appeal cannot be resolved at the level of the Program Director, the grade may be appealed to the College Dean:

The grade appeal form must be accompanied by appropriate documentation that is available to the student or the grade appeal will not be considered. The documentation must include a letter describing fully the reason for the grade appeal and any appropriate accompanying documentation.

A grade appeal subcommittee assembled by the Dean will interview the student and the faculty member separately, review any and all appropriate documentation, and will determine the outcome of the appeal.

Step 4: The Dean will notify the student, the faculty member, and appropriate VP of the final outcome of the appeal. If the outcome of the grade appeal results in a grade change, the faculty member or Dean will process the grade change through the Registrar's Office.

The decision of the Dean is final.

Time Table for Grade Appeals

Step 1 must occur within 3 school days after the grade is posted or becomes available;

Step 2 must occur within 5 school days after the grade is posted or becomes available;

Step 3 must occur within 7 school days after the grade is posted or becomes available;

*any exceptions to the time table must be approved by the Dean/ Associate Provost of Academics

ARRT National Certification Examination

Students who graduate from the Radiologic Technology Program at Parker University are eligible to submit an application to take the national certification examination administered by the American Registry of Radiologic Technologists. This examination is computer based and the ARRT will generate dates and times for the student to schedule testing at a testing center.

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

Eligibility for Certification by the American Registry of Radiological Technologist

If a student has ever been convicted of a felony or misdemeanor the student must go through the ARRT review process and approval to be eligible to take their national certifying examination.

The ARRT makes the following statement.

Candidates must comply with the “Rules of Ethics” contained in the ARRT Standards of Ethics. The Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and applicants. The Rules of Ethics are intended to promote the protection, safety and comfort of patients. Registered Technologists and applicants engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of said conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described. One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal processing where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. All potential violations must be investigated by the ARRT in order to determine eligibility. Registered Technologists and applicants who violate the Rules of Ethics must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. The court documentation must verify the nature of the conviction, the nature of the sentence imposed by the courts, and the current status of the sentence. If an applicant is convicted between the time of application and the exam administration date, it is the applicant’s responsibility to inform the ARRT immediately and begin the review process. Additional information may be found in the ARRT Rules and Regulations and in the ARRT Standards of Ethics.

Individuals who have violated the Rules of Ethics may request a pre-application review of the violation in order to obtain a ruling of the impact on the eligibility for ARRT examination. The individual may submit a pre-application form at any time either before or after entry into an approved education program. This review may enable the individual to avoid delays in processing the application for examination that is made at time of graduation. The pre-application must be requested directly from the ARRT. Submission of a pre-application request form does not waive the application for examination, the examination fee, the application deadline or any of the other application procedures.

Texas Medical Board

Individuals who are planning to work in the State of TEXAS as an RT(R) will need to get licensed by the state in which they choose to be employed. No one is allowed to make an exposure on a person unless they are licensed in the state they work or they are a student being supervised by a Registered Technologist.

www.tmb.state.tx.us

Applying to work in Texas is a process to include a fee, finger printing, etc. If you have a criminal record the process may be different and take longer.

If you are not planning to work in Texas, individuals will need to apply in the state they choose to work if they have a state licensure.

Professional Organization

American Society of Radiologic Technologists (ASRT).

Parker University's Radiologic Technology Program encourages currently enrolled Radiologic Technology students to become a member of the [American Society of Radiologic Technologists](http://www.asrt.org).

The ASRT is the world's largest and oldest membership association for medical imaging technologists and radiation therapists. The ASRT provides its members with educational opportunities, promotes radiologic technology as a career, and monitors state and federal legislation that affects the profession. It also is responsible for establishing standards of practice for the radiologic science profession and developing educational curricula. Student members are those who are enrolled in primary radiologic science programs. They have all rights, privileges and obligations of Active members. Individuals applying for student membership must demonstrate that they are currently enrolled in a primary educational program in the radiologic sciences. Eligibility for student membership shall terminate upon initial certification. Students receive discounted membership dues, ASRT also waives the \$10 application fee for students. Students may obtain an ASRT application from the program director or by visiting the ASRT website at: [http://www.asrt.org/](http://www.asrt.org)

© 2012 American Society of Radiologic Technologists (ASRT website information)

Clinical Site-Incident Reporting

Should an incident occur during a student's clinical rotation, the student should inform the Clinical Instructor at the site immediately and the Clinical Coordinator within 24 hours of occurrence. The Clinical Coordinator will acquire all pertinent information to complete an incident report. The student will adhere to the medical facility's rules and guidelines for the incident in question and may consult with the Clinical Coordinator and/or Program Director. Appropriate actions and follow up will be initiated by the Program Director upon receipt of a written incident report.

Criminal Background Check and Drug Screening Policy

The Joint Commission (TJC) has implemented requirements for criminal background checks. Standard HR.1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services at EP 5 states criminal background checks are verified when required by law and regulation and organization policy. (www.jointcommission.org)

State and/or federal laws through designated agencies regulate health professions. Each agency sets the specific requirement for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on eligibility to sit for credentialing examinations and granting licensure or certification to an individual with a criminal record.

The initial criminal background check will be required, during the admissions process and prior to enrollment in the Radiologic Technology program. The completed background report will be reviewed and a determination concerning program acceptance made within three (3) to five (5) business days. The University reserves the right to deny an application.

Students will be subject to criminal background checks and drug screenings prior to enrollment in the program and/or at any time throughout the duration of the program as per the request from the program's clinical affiliates. The student is responsible for all associated fees. Radiologic Technology programs mandate clinical participation to meet degree completion requirements. It is at the discretion of each medical facility with which the program has a clinical affiliation agreement, to implement a standard protocol regarding student admittance for educational purposes. A CBC is usually required 30 days before clinical attendance.

Once the student has been accepted into the program the clinical affiliates still have to right to refuse the students placement at their facility. The program **does not guarantee** student acceptance at a clinical education site.

If for any reason, a student is denied acceptance at a clinical facility and is unable to complete the program based on their criminal background status the student will fail the clinical course, be dismissed from the program and become ineligible for re-entry to the program.

Students should be aware that some medical facilities require a drug screening on site prior to the clinical rotation or a random drug screening during the clinical rotation. Students are required to abide by facility protocols and are responsible for any associated fees

It is the responsibility of the student to report any changes in the status of their criminal background history to the Program Director immediately. Should the student become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, the student will be withdrawn from the program. The program and the university will not modify the curriculum for students who have an unsatisfactory criminal background status.

In the event that a student receives a positive drug screen result, the following actions may occur:

1. If it is determined the student has breached the Parker University Drug Policy, the student will be immediately dismissed from the program and subsequently from the University.
2. The student may request testing at another facility within 24 hours of notification of a positive drug screen result. A second positive drug screen report will result in the student being dismissed from the program and subsequently the University. Medication prescribed to the student by a licensed physician is an exception (*Any additional costs incurred in this process are the sole responsibility of the student*).
3. The student may petition for a Student Complaint Policy form from Student Affairs which can be obtained from the Dean of Student Affairs during normal business hours. The student must initiate the grievance process within two (2) business days of the alleged occurrence. (*refer to University catalog grievance policy*)

CLINICAL

Clinical Education Requirements Policy

Radiologic Technology Program students who will be assigned to a clinical education site for their clinical rotation must have completed the following before they are assigned to a clinical education site. This includes required tests to include, but not limited to, TB test (chest x-ray for positive TB test results), titers for MMR, Rubella, Varicella, Hepatitis B (mandatory), flu immunization, CPR/BLS certification provided by the American Heart Association, (**online agencies will not be accepted**), OSHA information, criminal background check, drug and alcohol screening. These will be required of all students prior to the first clinical rotation and as determined by the assigned clinical education site's requirements.

If a student does not want to comply with the immunization requirements due to religious beliefs, etc. The program Director and Clinical Coordinator along with the facilities will review based on the guidelines implemented at that time.

- 1. The health check-up and required tests must not be any older than one year from the clinical assignment date.**
2. Students will need proof of Health Insurance coverage prior to going out on clinical rotation. The student will be responsible for maintaining coverage for the duration of each clinical rotation.
3. Health Insurance fees are the responsibility of the student.
4. Students will need a certificate (report) of completion of a criminal background check; the student will be responsible for any fees incurred.
5. The student must schedule their own health check-up and required tests with a physician of their choice; the student will be responsible for any fees incurred.
6. It is the responsibility of the student to be in attendance for scheduled facility orientation. The student will receive an orientation information packet by the Clinical Coordinator prior to the start of each clinical rotation which will include the date, time and place of the mandatory orientation. Should the student neglect to attend the mandatory scheduled orientation the student will not be allowed admittance to the medical facility in which they were assigned a clinical rotation. The Program will reschedule an orientation time for the student. However, due to the facility's timeframe between scheduled orientations several days or weeks could pass. If a student is absent (8) hours within one clinical rotation they will not be allowed to take the final which can result in the student being withdrawn from the course/clinical rotation, and subsequently withdrawn from the program. The student may apply for re-entry to the program when the course re-sequences; however, re-entry is contingent upon not exceeding maximum student class size capacity and current GPA standing.

Clinical Education Center Assignment Policy

Clinical Education is an integral part of the curriculum of the Radiology Technology program. The program affiliates with a variety of clinical sites geographically dispersed throughout the surrounding area. The clinical rotation portion of the program is discussed in the catalog. The Radiologic Technology course sequence of classes can be found on the Parker University Website.

In preparation for clinical rotation site assignments, students will complete the Clinical Education Setting Rotation Request Form. The Clinical Coordinator will consider student input in assignment/placement. The program reserves the right to make any changes deemed necessary. Each student in the Radiologic Technology program will be assigned to a clinical education site/s. Each site provides a clinical instructor who will help

instruct and evaluate student progress during the clinical rotation course. Clinical education sites are located at diverse geographical areas from the campus and require travel.

Remuneration for Clinical Education Rotations is Not Permitted

The Radiologic Technology program provides three clinical rotations throughout the duration of the program. Each rotation lasts 8 weeks.

1. The clinical education component will consist of (3) eight-week rotations, hours may vary, a schedule will be provided 2 weeks in advance. The student will be scheduled to an assigned facility for supervised practice of acquired knowledge and skills. As part of the educational experience, students may be required to perform their third final clinical rotation as evening and/or weekend shifts. Those hours may be scheduled between the hours of, 7:00p.m-5:00a.m.
2. Students will receive a set schedule of stated hours for the entire rotation prior to the start of the clinical rotation. The program will attempt to place the student at one of their requested clinical sites. However, if the program is unable to do so, then the student will be required to attend the clinical education site the program has assigned and adhere to the scheduled hours assigned.
3. The program requires students to rotate through a minimum of two different clinical education sites; however, students may elect to do two rotations at the same medical facility provided the clinical education site in which they wish to return has not exceeded maximum student capacity. Scheduling of the clinical sites will result in the number of competencies the students have met. If the student has had the opportunity to achieve the required comps, then they have more of a chance to be scheduled to a requested facility.
4. Clinical assignments are determined by the clinical coordinator after receipt of the student's Clinical Education Request form.
5. Students may be scheduled for evening/weekend hours during RADR 2362/2363 at a suggested minimum of 25% of the total clinical hours. Hours scheduled could be between the hours of between 7 p.m. and 5 a.m.
6. The program will attempt to assign the student to one of the choices requested. However, the program reserves the right to place the student at any clinical education setting which the student did not select.
7. Once the program decides student placement, the student must attend the clinical education setting assigned.
8. If a student has any questions about this process, please discuss your concerns with the Clinical Coordinator and/or the Program Director.
9. If a student is dismissed from a clinical site, the student may be dismissed or withdrawn from the program. The program will make a determination for re-assignment based upon feedback from the student, Clinical Coordinator(s) medical facility supervisor and/ or Imaging Director. A student will only be re-assigned to a second clinical education center upon:
 - A positive review of the situation
 - Advisement of the student
 - Clinical site availability

Bad Weather Policy and Guidelines

The Radiologic Technology Program has developed with Parker University's policies to protect the safety of the students. Above all else, Parker University students are encouraged to respond to the threat of bad weather. Students should put their safety and that of their families first.

During the didactic component of the curriculum when the students attend classes on campus, the decision of the campus regarding school closings must be followed. During the clinical rotations the student should follow the bad weather status based on the geographic area of the site and/or the student's address. For information and updates on approaching storms. Parker University follows the local school closures listen for your campus listing and any class cancellations.

Clinical sites

Students in clinical sites should follow the same procedures with the following exceptions:

- A. The student is responsible to obtain a contact number for the clinical instructor at the clinical site.
- B. The student will call the clinical instructor to find out if the site will be operating under normal conditions.
- C. If the site is closing, the student must contact the clinical coordinator for further instructions.
- D. Hospitals and Outpatient facilities may go into "lock-down" up to 24 hours prior to a storm event. At the point the clinical instructor informs the student of an eminent lock-down the student will contact the clinical coordinator. The student is to leave the hospital and take all personal items with them. The student may NOT stay in the facility once the lock-down procedure has been instituted.

Post Storm

Check to see that classes have resumed or for possible delayed openings. Once the University resumes classes it is expected that students return to their scheduled class.

For clinical courses - contact the facility to see if they are operational; contact the clinical coordinator prior to going to a facility.

Each event will be evaluated as it occurs and will be dealt with as needed by the program director and the clinical coordinator per Parker University policy.

It is the student's responsibility to keep in contact with the University and the clinical coordinator. Any concerns or issues that arise will be attended to on an as need basis; per Parker University policy. If classes are **not** cancelled and you do **not** attend, this will be considered an absence.

Extenuating circumstances should be brought to the attention of the program director.

Exposure to Blood Borne Pathogens & Communicable Diseases

The Radiologic Technology Program has developed a policy to limit the student's occupational exposure to blood and other potentially infectious materials since any exposure could result in the risk of transmission of these materials.

- Training: Basic information regarding blood borne pathogens and standard precautions will be provided to all students in the Radiologic Technology Program.
- Exposure associated tasks for Radiologic Technology students during the clinical rotations:
 - o Patient hygiene/elimination
 - o Vascular access
 - o Environmental/equipment cleaning
 - o Specimen collection
 - o Specimen transport
 - o Waste/linens management
- Standard precautions to prevent the acquisition of infection by the student:

- o Hands must be washed between every direct patient contact
- o Non sterile gloves must be used if contact with blood, body fluid, secretion or excretion is anticipated.
- o Gown and facial protection must be worn when doing procedures which may cause splatter and aerosolization of body fluids.
- o Disposable needles & syringes should be placed in rigid puncture resistant containers. To prevent needle stick injuries, needles should not be recapped, bent or broken before disposal.
- Incident Reporting: Should an exposure incident occur during a student's clinical rotation, the student should immediately inform the Clinical Instructor at the site and the Clinical Coordinator within 24 hours of occurrence. Appropriate actions and follow up will be initiated immediately by the Program Director upon receipt of a written incident report.

Medical Record Confidentiality Policy (HIPAA)

Students of the Radiologic Technology Program must maintain the confidentiality of all patient medical records and information they come in contact with at a clinical education site or at the University as part of their educational process.

- A. The student must follow all state and federal statutes and regulations regarding patient medical records and medical information.
- B. The student must follow the clinical education site policies and procedures regarding medical records and medical information.
- C. When a student must use a patient's medical information, the student must use it properly and in the correct setting.
- D. The student must not disclose any of a patient's medical record information to a non-health care provider. The health care provider must be medically involved with the patient for the student to provide the patient's medical record information.
- E. Failure of the student to follow state and federal statutes and regulations and improperly using confidential patient medical record information will cause the student to be withdrawn from the Radiologic Technology Program.

RADIATION SAFETY PROGRAM

Radiation Protection Program

Radiation Protection Policies and Practices:

1. The Radiation Protection Program will be re-evaluated annually, each January.
2. Program faculty and students will always use good Radiation Protection practices and techniques. Also, the ALARA principle will always be followed.
3. Students operating the x-ray units and administering radiation as part of their educational training, in the program's energized laboratory must:
4. Never turn on the x-ray units without a licensed and registered Program Instructor present.
5. Must be supervised by a licensed and registered Program Instructor when using the energized laboratory.

When students are at their assigned clinical educational center, they **MUST**:

1. Follow the department's Radiation Protection Policies.

2. Must always be under either **DIRECT** or **INDIRECT** supervision by a licensed and registered Technologist.

When students are at their assigned clinical educational center, they **MUST NOT**:

1. Hold patients during a radiographic procedure
2. Inject any contrast media or medication
3. Support an image receptor during radiographic exposures
4. Perform radiographic exams unless a licensed and/or registered Radiologic Technologist is present (direct supervision) or in the immediate area (indirect supervision) as appropriate
5. Perform radiographic procedures not yet learned didactically
6. Use fluoroscopy as a way to position patients for radiographic positions
7. Observe, assist or perform gender specific procedures (i.e. mammography, HSG, interventional breast procedures)
8. Perform repeat images without the consent and direct supervision of a State of Texas licensed and/or registered Radiologic Technologist.
9. Failure to comply with any of the above mandates will result in disciplinary action by the program and possible program dismissal.

Radiation Personal Monitoring

All students in the Radiologic Technology Program will be required to wear a radiation monitor to measure any radiation exposure/dose the student might receive during their attendance in the Program.

- The radiation monitor (badge) will be supplied and maintained by the Radiologic Technology Program.
- The radiation monitoring badges will be issued to the student by Trena Sweeney the Radiation Safety Officer when ionizing radiation classes begin.
- Once a student is given their first personal radiation monitor, the student is required to use and maintain it properly. The dose equivalent reading should not exceed the program threshold dose equivalent exposure of 325 mrem per month and will not exceed the NCRP occupational effective dose equivalent of 5000 mrem per year.
- The student must wear the badge at their collar level **at all times** this includes class, lab, and the clinical education site. The badge must never be stored or placed in their car (for long periods of time) near heat, direct light or near microwave ovens.
- If the badge gets wet, dried, damaged or lost, the student must report this immediately to the course Instructor or Clinical Coordinator.
- If a student does not have or is not wearing their badge the student will not be allowed into the simulation lab or clinical education site.
- If a student voluntarily declares that she is pregnant a second badge will be assigned to the student. This second badge must be worn at waist level and will monitor the fetal exposure/dose.
- The student may review the radiation Dosimetry Report within thirty (30) days after the report is received by the radiation safety officer. A copy of the report with identifying information is kept locked in the Program Director's office, un-identifying information reports are posted for student review. The student's initials will document knowledge of his/her current radiation levels.
- A student whose badge reading exceeds the program threshold dose equivalent exposure for whole body, eye, extremities or fetal limit will be advised by the Radiation Safety Officer (RSO).
- The RSO will determine the circumstances of the excessive dose; advise the student; make recommendations based upon the student's accumulated annual dose.

- The radiation safety officer/ program director, clinical coordinator and student will participate in developing an action plan to reduce further excessive exposure.

At the completion of the Program, all radiation monitoring badges must be returned to the Radiologic Technology Program for final badge reading. A final report will be given to all students after the termination of the program.

Occupational Dose Limits

Students are responsible for adhering to the guidelines for radiation safety and protection and practicing the ALARA principles. The Effective Dose Equivalent is recorded in the Radiation Dosimetry Report provided by Landauer ®. These records are kept by the Radiation Safety Officer. Students and faculty receive instruction on radiation safety and protection guidelines. Excessive Dose Guidelines are established for dosimetry report review and reporting. The occupational dose limits listed in the table below based on the NCRP Report # 116 Limitation of Exposure to Ionizing Radiation and found in Title10, Part 20 of the Code of Federal Regulations (10CFR20).

Occupational Effective Dose Equivalents Will not exceed		Program Threshold Dose Equivalents Should not exceed	
	mrem/year	mrem/trimester	mrem/monthly
Total effective dose equivalent (whole body)	5000	1300	325
Eye dose equivalent	15000	4000	1000
Shallow dose equivalent (skin) or extremity	50000	1300	650

Pregnant Worker

Occupational Effective Dose Equivalents Will not exceed		Program Threshold Dose Equivalents Should not exceed	
	mrem/year	mrem/year	mrem/monthly
Pregnant worker	500 (entire pregnancy)	400	40

Radiation Exposure Awareness

Notification of radiation dosimetry readings will be given to students exceeding allotted radiation exposure levels. The radiation safety officer will review the report with the student to discuss unacceptable practice or inaccuracies. The student will be made aware of the importance of good radiation protection practices and recommendations will be provided to the student to correct any discrepancies in monitoring badge placement, storage and better use of good radiation protection practices and techniques. A copy of the student consultation/advisement plan will be placed in the student's file. Appropriate follow up will be done by the radiation safety officer to ensure the safety advisement plan is adhered to.

Radiation Shielding

The Program's energized laboratories meet all federal and state requirements for primary and secondary radiation shielding.

Radiation Protection Guidelines

A student is required to exercise sound radiation practices and techniques at all times. At no time may a student participate in a procedure using unsafe protection practices. This includes, but is not limited to:

- All students participating in lab activities or attending clinical education settings must wear a dosimetry badge.
- A student may not take exposure, intentionally or unintentionally, on another student or while another student is in the energized lab. All exposures on human beings are to be taken for a medically valid reason only and prescribed by a physician.
- A student may not attempt any procedure under **INDIRECT SUPERVISION** until competency has been achieved.
- A student may not repeat an image without the supervision of a licensed and registered Radiologic Technologist.
- The student must follow the Program's and Clinical Education Center's Radiation Protection Program.

Radiation Personal Monitoring Badge Replacement Policy

- Students are expected to maintain control and possession of their radiation monitoring badge, while in the Program.
- If a student loses, misplaces, or damages their radiation monitoring badge, it must be replaced as soon as possible. Loss of or damage to the radiation monitoring badge may result in loss of exposure data.
- Students will not be allowed to attend clinical without their dosimeter badge
- The student must report loss or damage of the radiation monitoring badge to their Instructor, Clinical Coordinator, or the Program director immediately.
- The student will then receive a replacement badge from the Program's contracted company.
- The student will be required to pay the replacement cost for the badge overnight delivery, and any charges associated with badge replacement based on current charges. The student will be required to pay this amount before the badge can be picked up.

Clinical Education Center Policies, Procedures and Radiation Safety

Students must follow all of the policies and procedures of the Clinical Education Center to which they are assigned as well as adhere to the Program's Radiation Safety Rules.

Termination Reports of Occupational Radiation Dose

All students will receive a written copy of their termination report of occupational radiation dose after concluding the program and submission of the final dosimeter badge to the Radiation Safety Officer. A request will be made by the Radiation Safety Officer approximately 45 days after final badge submission to assure all dosimetry badges have been accounted for. Landauer will provide the termination report within the next two weeks and the report will be mailed to the address provided by the student.

Radiation Safety Program Pregnancy Policy

The student may voluntarily notify the Program Director of her pregnancy. This notification must be in writing and include the following information:

- a. Student's Name
- b. Expected date of birth or date of conception

- c. Social Security number
- d. Student's date of birth

- Should the student choose to voluntarily declare her pregnancy, the program will order an embryo/fetal radiation monitoring badge which will be worn at waist level during the entire gestation period.
- Should the student choose to voluntarily declare her pregnancy and remain in the program the student will continue to complete all programmatic requirements without modification.
- The student has the option to continue in the program without modification or request a leave of absence, per the University's policy. The request shall be granted with proper documentation. Upon completion of the leave, the student may choose to be reinstated in the program as outlined in the re-entry policy.
- The student shall not receive an embryo/fetal exposure dose of more than 500 mrem during the gestation period nor should the monthly equivalent dose exceed 40 mrem.
- The radiation safety officer will review the badge reading with the student on a monthly basis. The student's initials will document knowledge of her current radiation levels.
- A student who has given voluntarily notice of pregnancy to the radiation safety officer may submit a written withdrawal of the notification at any time. The radiation safety officer will determine whether to continue to issue a fetal badge.
- The radiation safety officer will meet with each student who has voluntarily declared pregnancy to review the clinical environment and course objectives to assure a less than 40 mrem exposure per month.

The Radiation Safety Officer/Program Director Trena Sweeney will monitor the declared student's radiation dosimetry reports and readings. If the student's radiation exposure dose exceeds 400 mrem during the gestation period or should the monthly dose exceeds 40 mrem, the student may be required to take a leave of absence from the program. Upon completion of the leave, the student may choose to be reinstated in the program as outlined in the re-entry policy.

Upon completion of the leave, the student may choose to be reinstated in the program by making an appointment with one of the University Deans to fill out the appropriate University re-entry forms. Once paperwork is complete the student will be permitted to re-enter the program into same course of which they took leave from the program. The program will not offer "out of sequence" course(s) to accommodate returning students.

COVID Vaccinations

Just a reminder that Students are not to be contacting anyone at the facility concerning the COVID vaccination. The facilities **will NOT** be providing the Vaccination to students! The Vaccination is not a requirement yet. As soon as the Vaccine is to be required the Program Director or Clinical Coordinator will notify all students. Student's should always contact the CC or CCA or PD for information!!

**PARKER UNIVERSITY
RADIOLOGIC TECHNOLOGY PROGRAM**

APPENDIX

Program Handbook Confirmation

I have read the statements of policy and procedure for Parker University Radiologic Technology Program. I understand the contents and agree that I will adhere to the policies and procedures specified in the RT Student Handbook. In cases where I do not follow the program guidelines, I am willing to abide by the consequences identified in this statement, course syllabus, and/or the University Catalog.

Student's Name (print) _____

Signature _____ Date _____

Program Director _____ Date _____

Copy: Student's file

**PARKER UNIVERSITY
RADIOLOGIC TECHNOLOGY PROGRAM**

Health Record/Immunizations

Immunization records are needed for the student once they start into the clinical aspect of the RT CORE program. If students do not know if they have had the immunization a titer can be drawn to determine if they show an acceptable immunity to the pathogen.

- 3 series of Hepatitis B injections or Hepatitis B titer
(Hepatitis B series takes 6 months to be administered)
- Measles, Mumps, Rubella or titer
- Varicella or Varicella titers
- Tetanus-Records must reflect a Diphtheria Tetanus Toxoid Booster within the last ten years
- Tuberculosis test (two consecutive TB tests may be required) or Chest x-ray
- Influenza/Seasonal Flu Vaccine is required
- Proof of BLS CPR for healthcare providers (AHA only, no online agencies are accepted)
American Heart Association – The AHA CPR classes for BLS is for the Healthcare Professional, if you are in the medical field, BLS is the only class for you. It is the most widely accepted course for hospitals and dentists.

Acceptable CPR courses must be BLS for Healthcare Professionals. Online courses will not be accepted.

- Proof of Medical Insurance
- Health check-up
- Student will be required to have documentation of required health check-up.

Students are responsible for having documented records as proof of the immunization administration.

I was informed of the immunization records needed for placement into the clinical setting.

There will be a submission date designated by the Clinical Coordinator after acceptance to the RT Core program.

Date

PARKER RT CLINICAL REQUIREMENTS CHECKLIST

1. IMMUNIZATIONS

- PPD-TB Screening (within the last 6 months)
- MMR (2 doses separated by at least 28 days)
- Hepatitis B (3 dose series or a titer demonstrating proof of immunity)
- TDap (within the last 8 years)
- Flu Shot (September through March)
- Varicella (AKA: Chickenpox- vaccine or titer demonstrating immunity)

2. DOCUMENTS

- Immunization Record
- Physical examination stating “fitness for the program”
- Proof of Health Insurance
- Basic Life Support (BLS) (American Heart Association only)
- HIPAA Training Certificate
- Blood Borne Pathogen Training Certificate
- Resume’

*Documents must be submitted to the clinical coordinator 60 days prior to the first clinical rotation. Students will not receive schedules until all requirements are submitted.

Email questions to gdavis@parker.edu

Clinical Coordinator/Office use only! Do NOT write below this line!

- Background Check

Drug Screen

**PARKER UNIVERSITY
RADIOLOGIC TECHNOLOGY PROGRAM
Radiation Safety Program**

Radiation Exposure Monitoring Form

Student's Name: _____ Date: _____
Course Number: _____ Badge Number: _____

Radiation Dosimetry badge readings are reported by:
Landauer, Inc.
2 Science Road
Glenwood, IL 60425
(708)-755-7016

A radiation exposure dosimeter badge reading of _____ mrem was recorded for the time period _____ to _____.

Recommendations for better radiation protection practices:

Possible reasons for this excessive radiation exposure, as stated by the student:

Student Signature

Date

Radiation Safety Office

Date

Program Director

Date

Radiation Safety Program

Pregnancy Awareness Form

I voluntarily declare my pregnancy to the Program Director. The Program Director/ Radiation Safety Officer for the Parker University Radiologic Technology Program and the Clinical Coordinator have furnished me with the Radiologic Technology Program’s Pregnancy Policy. I have read the policy and agree to abide by the policy. I fully understand I am responsible for practicing and adhering to the radiation protection safety standards established by the *International Commission on Radiologic Protection (ICRP)* in conjunction with the *National Council on Radiation Protection and Measurement (NCRP)* found in *Title 10, Part 20 of the Code of Federal Regulations (10CFR20)* and provided in the table below “*Occupational Effective Dose Limit Recommendations*”, adapted from the NCRP Report No. 116: Limitations of Exposure to Ionizing Radiation, Table 19.1.

Occupational Effective Dose Equivalents Will not exceed		Program Threshold Dose Equivalents Should not exceed	
Pregnant worker	mrem/year	mrem/year	mrem/monthly
	500 (entire pregnancy)	400	40

Student Name (print) _____

Student Signature _____ Date _____

Radiation Safety Officer (print) _____

RSO Signature _____ Date _____

Clinical Coordinator

**PARKER UNIVERSITY
RADIOLOGIC TECHNOLOGY PROGRAM**

HIPAA/Confidentiality Agreement

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in a clinic facility is utilized.

- Those having access to patient information should never browse such information out of “curiosity”. It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or clinical information, or obtaining unauthorized system access, will lead to disciplinary action from the Radiography Program. The program reserves the right to dismiss students from the program depending on the severity of the student’s actions.

- Each student must seriously evaluate the daily use of confidential patient or clinical information to assure its proper use. When in doubt, always discuss the matter with Program Faculty for clarification or direction.

By my signature below, I am indicating that I have both read and understand the confidentiality policy of the Radiography Program and intend to abide by it.

Student Signature

Date

PARKER UNIVERSITY - RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Education Requirement Waiver

Radiologic Technology Program students who will be assigned to a clinical education site for their clinical rotation must have completed the following before they are assigned to a clinical education site. . This includes required tests to include, but not limited to, TB test (chest x-ray for positive TB test results), titers for MMR, Rubella, Varicella, Students must have Hepatitis B immunizations or a titer, Meningococcal (meningitis) if 22 yrs. old or younger, flu immunization, CPR/BLS certification, OSHA information, criminal background check, drug and alcohol screening. These will be required of all students prior to the first clinical rotation and as determined by the assigned clinical education site's requirements.

- 1. The health check-up and required tests must not be any older than one year from the clinical assignment date.**
2. Students will need proof of Health Insurance coverage prior to going out on clinical rotation. The student will be responsible for maintaining coverage for the duration of each clinical rotation. Health Insurance fees are the responsibility of the student.
3. Students will need a certificate of completion (report) of a criminal background check and drug screen 30 days before they start clinical a waiver must be signed stating that the student understands that they may not be able to attend the clinical facilities due to unacceptable drugs screens and/or criminal background checks and will be dismissed from the program.
4. The student must schedule their own health check-up and required tests with a physician of their choice; the student will be responsible for any fees incurred.

It is the responsibility of the student to be in attendance for scheduled facility orientation. The student will receive an orientation information packet prior to the start of each clinical rotation. It will include the date, time and place of the mandatory orientation. Should the student neglect to attend the student will not be allowed admittance to the medical facility in which they were assigned a clinical rotation. The Program will reschedule an orientation time for the student. However, due to the facility's timeframe between scheduled orientations, several days or weeks could pass. Missed clinical hours in excess of 8 hours per clinical rotation, can result in the student being withdrawn from the course, and subsequently withdrawn from the program. The student may apply for re-entry to the program when the course re-sequences. Acceptance for program re-entry is contingent upon not exceeding the program's maximum capacity and the student's cumulative GPA standing.

I authorize the release verbally and/or in writing of all the information contained in the health records (including drug screen test) and/or criminal background check to Parker University and its clinical affiliates as necessary for assignment in a clinical facility.

Print Name Student

Signature

Date

**PARKER UNIVERSITY
RADIOLOGIC TECHNOLOGY PROGRAM**

Health Insurance Notification

In adhering to the Parker University policy regarding health insurance, the Radiologic Technology Program will require all students enrolled in the program to obtain health insurance coverage, prior to attending clinical coursework. Any student that does not abide by this requirement will not be permitted on externship. Student health insurance is available through independent providers, as well as through the Student Affairs Office.

I have read the above information and: (please check one)

_____ have health insurance and will provide the program with proof of insurance.

_____ will purchase health insurance prior to the start of my first clinical class and will provide the program with proof of insurance.

Student Name (print) _____ Date _____

Student Signature _____

**PARKER UNIVERSITY
RADIOLOGIC TECHNOLOGY PROGRAM
TECHNICAL STANDARDS**

Students must be physically capable of successfully performing the following standards related to the occupation in a safe, accurate, and expeditious manner. Please read the following standards carefully, make an assessment of your physical capabilities, and determine if you have any physical limitations that may restrict or interfere with your satisfactory performance of any of the standards listed below.

- Lift, move and transport patients (in excess of 50 pounds) to and from various ambulatory devices, (wheelchair, stretcher, hospital bed, and radiographic table) without causing undue pain or discomfort to patient or oneself.
- The ability to spend prolonged periods of time walking, standing, sitting, bending, reaching, pushing, and pulling.
- Position patients for various radiologic examinations. This requires physical touch.
- Manipulate x-ray equipment into proper positions, including fixed and mobile units. This requires upper and lower body dexterity.
- Recognize audio sounds and (bells, buzzers, etc...) and visually distinguish colors.
- Respond immediately to emergency situations that may otherwise jeopardize a patient's physical state if speedy care is not administered.
- Evaluate written requisitions for radiographic procedures.
- Communicate (verbal and written) the explanation of procedures and give effective instructions to a patient.
- Obtain medical histories of patients and communicate this information to appropriate members of the health care team.
- Visually evaluate radiographic images.

I confirm that I have read and understand the above statement regarding the required technical standards.

Student Name (print) _____ Date _____

Student Signature _____ Date _____

PARKER UNIVERSITY
RADIOLOGIC TECHNOLOGY PROGRAM
Criminal Background Check and Drug Screen

I have read the Parker University Criminal Background Check & Drug Screening Policy/Waiver and understand my responsibility in the criminal background and drug screening process.

Furthermore, I understand that it is my responsibility to report any changes in the status of my criminal background history to the Program Director immediately. Should I become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, I will be withdrawn from the program. The program and the university will not modify the curriculum for students who have an unsatisfactory criminal background status.

Student Name (print) _____ Date _____

Student Signature _____