

**TITLE: Contingency Plan
during Campus or
Clinical Agency Closures**

POLICY NO: R-15

EFFECTIVE DATE: 8-27-2023

TARGET GROUP: CHS
Students

SECTION: Radiography
Student Policy

REVISION DATE: 9-3-21, 5-11-22, 5-5-23

Purpose:

The purpose of this policy is to create an effective contingency plan that provides continuity of student learning, while sustaining the mission, vision, and values of the program during a catastrophic event. This policy identifies the process for Radiography and Medical Imaging Program students to complete educational requirements during campus or clinical agency closures.

Policy:

Unforeseen circumstances such as major illness, epidemics, pandemics, natural catastrophes, abrupt closure of clinical agencies, and closure of IUSB arise abruptly and without warning. IUSB radiography and medical imaging will follow University, CDC, clinical affiliate, and/or local/state health department or emergency management agency directives regarding student participation in campus courses or clinical education in the event of unforeseen circumstances.

This policy does **not** include the following events:

- bereavement
- jury duty
- minor illnesses
- vacations
- medical leave of absence
- other occurrences as determined by the Program Director

The specific circumstances and events will determine the procedures and program modifications to be taken regarding student participation in clinical and didactic courses. Temporary alternative methods of didactic instruction delivery, such as distance delivery, and/or cessation of classes, are possible. Students are still expected to complete course objectives and requirements.

Clinical Education

In circumstances where clinical education is interrupted at select educational sites, attempts will be made to find alternative clinical education experiences that fall within accreditation standards and guidelines of JRCERT. JRCERT requires that a program provide an educationally valid clinical experience that is fair and equitable for all students. Students may have to return to clinical facilities at different times. Equitable learning will be closely monitored and clinical rotations at other facilities may be created if necessary.

In circumstances where multiple clinical educational sites are interrupted, the program may consider reducing clinical education hours. Student competencies will be evaluated and simulation on campus may be necessary, but must fall within the standards and guidelines of ARRT. Every effort will be made for senior students to graduate on time; however, if extended release from clinical proves unequitable, graduation may be postponed for matriculation purposes. Students may be required to make up clinical hours at a later date.

Laboratory

If students are not allowed on campus, lab may be held with clinical instructors at clinical agencies. Every effort will be made for students to obtain necessary demonstration and test outs in lab; however, if campus and clinical agencies will not allow students, graduation may be pushed back to allow for matriculation.

Clinical Competencies

By the end of the Radiography Program students will complete 36 mandatory competencies and 15 out of the 34 elective competencies for a total of 51 competencies. [This is mandated by the ARRT](#). As part of the education program, candidates must demonstrate competence in the clinical procedures identified below.

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section; and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.
- One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both).

Simulated performance must meet the following criteria:

- Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam.
- A total of ten imaging procedures may be simulated as outlined by the ARRT.
- If applicable, the candidate must evaluate related images.
- Some simulations are acceptable for General Patient Care. These do not count toward the ten imaging procedures that can be simulated.

Without the competencies, students cannot graduate.

General Care Procedures

By the end of the Radiography Program, students must demonstrate competence in the nine patient care activities listed below. The activities should be performed on patients whenever possible, but simulation is acceptable. Simulation of the patient care activities is included in AHLT-R 100, Orientation to Radiologic Technology and AHLT-R 180, Radiographic Procedures Lab, AHLT-R 181, Clinical Practicum I, AHLT-R205, and Radiographic Procedures III.

- CPR Certified
- Vital Signs – Blood Pressure
- Vital Signs – Temperature
- Vital Signs – Pulse
- Vital Signs – Respiration
- Vital Signs – Pulse Oximetry
- Sterile and Medical Aseptic Technique
- Venipuncture - Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device.
- Transfer of Patient
- Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)

If a senior student has patient care activities left to complete, graduation may be postponed.

Classroom

If the radiography classroom is not able to be used for in-person instruction, another classroom at the university will be used. If a campus classroom cannot be used, a request for classroom use to local healthcare agencies will be sent about availability. If a physical space cannot be located, instruction will take place online during an interim time period until space is found.

Didactic and Clinical Courses

Students are required to progress through the IU South Bend Radiography Program in sequential order as described in the radiography handbook. In the event of a catastrophic event, didactic, laboratory, and clinical courses may need to be altered. This may include, but not limited to, front-loading didactic course work if the clinical setting(s) are unavailable, virtual course work, and altered hours in clinical settings. Virtual course work will include multiple modes of instruction such as videos, lectures, readings, and images to help with the removal of in-person instruction.

Communication

Communication during a catastrophic event will occur through multiple channels, with email being the primary way to communicate between administration, faculty, staff, students, and clinical agencies. The Program Director and Clinical Coordinators have access to all clinical agencies contact information and the clinical agencies have the program's contact information. A student emergency contact list is also available for the Program Director, Clinical Coordinators, and Clinical Preceptors. The activation of the contingency plan will occur through email. All updates will occur via email.

Required Technology

During a catastrophic event, faculty, staff, and students must have access to Wi-Fi to be able to use a computer and/or tablet or iPad. Zoom, Canvas, and Microsoft Office tools must also be accessible. Faculty are currently using these technologies. If students need a computer or access to Wi-Fi, students should contact [IT](#).

Protective Equipment

If Personal Protective Equipment (PPE) is needed for participation in class, clinical, or lab, the program will order PPE as it becomes available. PPE is ordered through the IU System. Clinical agencies will first be asked to provide these items for student participation at clinical agencies.

State/Federal Emergency Websites

Additional resources can also be found at the following links:

- [IU South Bend Emergency Action Plans](#)
- [IU South Bend Emergency Contacts](#)
- [IU Emergency Preparedness](#)
- [Indiana Department of Homeland Security](#)

IU South Bend emergency contacts

Emergencies: Call 911

IUPD-South Bend: 574-520-4499

Safety Escort (IUPD): 574-520-4239

IU Emergency Management & Continuity (IUEMC): 317-274-8152

IU South Bend Policies and Recovery from Contingency Plan

The IU South Bend Radiography Program follows IU Policies. A list of these policies can be found [here](#).

The IU South Bend Radiography Program Contingency Plan is reviewed annually.

This policy follows the [IU South Bend Emergency Action Plans](#)

This policy follows the [Contingency Plan Guidelines](#) set forth by the JRCERT.