INDIANA UNIVERSITY SOUTH BEND

RADIOGRAPHY PROGRAM

CLINICAL STUDENT HANDBOOK

The IU South Bend Radiography Program is accredited by: Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: 312-704-5300 · Fax 312-704-5304

E-mail: mail@jrcert.org · **Web Site:** www.jrcert.org

Revised August 2021

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VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Radiography

Student Signature Page

My signature verifies I have read the IU South Bend Radiography Program Clinical Student Handbook (Revised August 2021) in its entirety and agree to abide by the policies and tenets described in the handbook and online. I know that these policies are subject to change; therefore, I will retain my copy of the handbook for future reference to reconcile any written notification of such changes. Changes in program policy will be announced to all students in writing prior to implementation. I realize that any change(s) may result in the revision of the degree requirements.

I am aware and understand that my failure to uphold these principles can result in disciplinary action including my dismissal from the IU South Bend Radiography Program.

_____

Printed Student Name

_____

Written Student Signature

_____

Student ID#

_____

Date

Welcome From the Dean of Vera Z. Dwyer College of Health Sciences:

Let me be one of the first to officially welcome you to our college and to your journey in becoming a health professional.

The Vera Z. Dwyer has a long history and tradition in educating health professionals in the Michiana region. Our graduates serve not only our region, but the rest of the state of Indiana and beyond. Employers are complimentary about our graduates' work performance and ethic in the workplace. Many reports our graduates are what make them the employers they are. Alumni of Indiana University South Bend are committed to excellence and the region. You have now become a part of this tradition. Congratulations!

As a college, we look forward to facilitating your journey of learning, professional development and completion of the program for which you were admitted. You have embarked on a career that will provide you opportunities to grow not only as a student but as an individual and a competent and compassionate health professional.

Upon graduation and passing an examination, you will earn credentials in your chosen field. We trust you will value those credentials and serve clients professionally, respectfully and ethically.

This handbook is a source to answer many questions you might have while in the program. In addition, there are other services/ resources available to you on campus. We encourage you to take advantage of all these resources.

Again, welcome!

Thomas F. Fisher

Thomas F. Fisher, PhD, OT

Dean, Vera Z. Dwyer College of Health Sciences

Professor of Health Sciences & Rehabilitation Sciences

Indiana University South Bend

Chapter 1: Introduction

Introduction

Welcome to the Associate in Radiography Program at Indiana University South Bend. The Radiography Program is part of the Vera Z. Dwyer College of Health Sciences, School of Applied Health Sciences. We are pleased you have chosen to pursue your degree in radiography with us! The faculty and staff look forward to working with you and wish you much success in the pursuit of your educational goals. To help you successfully achieve your goals we have put together this handbook of program policies and procedures.

These policies and procedures outline what is needed to successfully progress through the Radiography Program. Student radiographers are responsible for all information in this handbook and should become familiar with its contents. The handbook should serve as a reference during your time in the program.

This handbook has been constructed as a supplement to the Indiana University Code of Students Rights, Responsibilities and Conduct and serves to bridge the overriding policies of the university with the policies of the AS in Radiography program. The policies in this handbook are designed to support the success of the student and to serve as a guide and a reference for students enrolled in the AS in Radiography program. Please note that where the policy of a School/Program is more restrictive, students are held to the more restrictive policy.

A copy of Indiana University Code of Student Rights, Responsibilities, and Conduct is provided to each student upon acceptance to the university and can be located at the IU website at: http://studentcode.iu.edu/.

The IU South Bend AS in Radiography Program is fully accredited by the:

Joint Review Committee on Education in Radiologic Technology (JRCERT).
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182 https://www.jrcert.org/

Accreditation by the JRCERT is a voluntary process and all programs in radiography and medical imaging can seek accreditation. The JRCERT promotes excellence in education and enhances the quality and safety of patient care through accreditation of educational programs in medical imaging. The JRCERT is currently the only agency recognized by the United States Department of Education for the accreditation of educational programs in radiography and medical imaging.

Program Description

The Radiography Program is an educational program, sponsored by Indiana University South Bend. The program is designed to prepare students as competent, professional radiologic technologists within the regionally served area.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The American Medical Association (A.M.A.), the American Society of Radiologic Technologists (ASRT), the AEIRS (Association of Educators in Radiologic Technology), and the American College of Radiology (ACR) serve as collaborating agencies in the accreditation process.

Upon completion of the program, students receive an Associate of Science in Radiography Degree. Graduates are then eligible to take the national certifying examination given by the American Registry of Radiologic Technologists (A.R.R.T.).

The education of the student radiographer consists of didactic classes, clinical laboratories, and clinical field experience. Each student will be assigned to a clinical agency for the duration of the program. This will be considered the student's primary or home clinical site. During clinical experience, the student rotates through a variety of clinical areas in imaging departments and is required to complete the affiliate clinic rotations at the clinical education sites during the 22-month clinical/professional program. The student becomes part of the hospital health care team and performs clinically under the direction of the radiologists, with the assistance of a staff of registered radiologic technologists.

IU South Bend Radiography Program Contacts

Program Director:	Maryann Oake, MBA, R.T. (R)(MR) (574) 520-4372 moake@iusb.edu
ASR Coordinators:	Amy Gretencord, MS.Ed, R.T. (R) (574) 520-5461 abeehler@iusb.edu
	Rory Langton, BS, R.T.(R)(CT) (574) 520-4378 rlangton@iu.edu
Adjunct Lecturers:	Kelsey Bogard, BS, R.T. (R) Koral Mendenhall, BS, R.T.(R)(CT) Micha Purcell, BS, R.T.(R)(CT) Chelsea Singleton, AS, R.T. (R) Yuliya Yegorov, BS, R.T.(R)(CT)
Administrative Assistant:	Jamie Cook (574) 520-4504 jaecook@iusb.edu

Memorial Hospital
615 N. Michigan Street
South Bend, IN (*3 miles)
Main Dept. (574) 647-7241,
(574) 647-6570
Jeanne Renken, R.T. (R)
Heather Quiroz, R.T.(R)

Goshen Surgery Center
1605 Winsted Drive
Goshen, IN 46526 (*27 miles)
Main Dept. 574-364-4730
Jennifer Rockwell RT (R)(T)

Goshen Hospital
200 High Park Avenue
Goshen, IN 46526 (*27 miles)
Main Dept. (574) 364-2863, (574) 364-2141
Stephanie Lueking R.T. (R)

Memorial Lighthouse Medical Imaging Ctr
6901 N Main St,
Granger, IN 46530 (*6 miles)
Phone: (574) 647-2900
Karen Shorter, R.T. (R)

Beacon Medical Group Ireland Road
1815 E. Ireland Rd,
South Bend, IN 46614 (*3 miles)
Phone: (574) 647-1741
Valerie Maternowski, R.T. (R)

Elkhart General Hospital
600 East Boulevard Elkhart, IN 46514 (*13 miles)
Office (574) 296-6420
Main Dept. (574) 523-7836
Mark Holcomb, R.T. (R)

St. Joseph Regional Med. Ctr.-Mishawaka
5215 Holy Cross Parkway
Mishawaka, IN 46545 (*5 miles)
Main Dept. (574) 335-1144
Sue Lamb, R.T. (R)
Tammy Fike, R.T. (R)

St. Joseph Regional Med. Ctr. -Plymouth
1915 Lake Avenue
Plymouth, IN 46563 (*30 miles)
Main Dept. (574) 948-4054
Kim Sanders, R.T.(R)

Kosciusko Community Hospital
2101 Dubois Dr, Warsaw, IN 46580 (*45 miles)
Phone: (574) 267-3200
Zachary Dennis, R.T.(R)

Saint Joseph County VA Clinic
1540 Trinity Place, Mishawaka, IN 46545 (*6 miles)
Phone: 574-272-9000
Brad Stevens R.T. (R)(CT)

Beacon Medical Group Pediatrics Bristol Street
1627 E Bristol St,
Elkhart, IN 46514 (*16 miles)
Phone: (574) 262-0313
Chelsea Singleton, R.T. (R)

Beacon Granger Hospital
3220 Beacon Parkway,
Granger, IN 46530 (*8 miles)
Phone: (574) 999-8814
Kristi O'Brien, R.T. (R)(CT)

*miles from campus

Program Advisory Committee

Indiana University South Bend
Maryann Oake, Director Radiography/Medical Imaging Technology Program
Amy Gretencord, ASR Clinical Coordinator
Rory Langton, ASR Clinical Coordinator
Jenny Deranek, PhD, LAT, ATC, Assistant Dean, School of Applied Health Sciences
Thomas F. Fisher, PhD, OTR, CCM, FAOTA; Dean, College of Health Sciences

Goshen Hospital
Stephanie Lueking, Radiography Clinical preceptor

Elkhart General Hospital
Mark Holcomb, Radiography Clinical preceptor

Memorial Hospital
Jeanne Renken, Radiography Clinical preceptor
Heather Quiroz, Radiography Clinical preceptor

Memorial Lighthouse Medical Imaging Center
Karen Shorter, Radiography Clinical preceptor

Beacon Granger Hospital
Kristi O'Brien, Radiography Clinical preceptor

Saint Joseph County VA Clinic
Brad Stevens, Radiography Clinical preceptor

Goshen Surgery Center
Jennifer Rockwell, Radiography Clinical preceptor

Beacon Medical Group Ireland Road
Valerie Maternowski, Radiography Clinical preceptor

Saint Joseph Regional Medical Center-Mishawaka
Sue Lamb, Radiography Clinical preceptor
Tammy Fike, Radiography Clinical preceptor

Saint Joseph Regional Medical Center-Plymouth
Kim Sanders, Radiography Clinical preceptor

Kosciusko Community Hospital
Zachary Dennis, Radiography Clinical preceptor

Beacon Medical Group Pediatrics Bristol Street
Chelsea Singleton, Radiography Clinical preceptor

Statement of JRCERT Compliance

The Indiana University South Bend Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The radiography program strives to make every possible attempt to comply with all Standards established by JRCERT. To review a copy of these Standards please go to Accreditation Standards - 2021 - JRCERT: Joint Review Committee on Education in Radiologic Technology. If at any time during their clinical professional education a student feels that the program is not in compliance with the established Standards, they should contact JRCERT by (1) mail: 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; (2) phone: (312) 704-5304; (3) fax: (312) 704-5304 or (4) email: mail@jrcert.org. Any complaint found to have merit by the JRCERT will be addressed and corrected to the satisfaction of the JRCERT.

The program assures that students and faculty are cognizant of the Standards and must provide contact information for the JRCERT. Any individual associated with the program has the right to submit allegations against a JRCERT accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Additionally, an individual has the right to submit allegations against the program if the student believes that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students. Contacting the JRCERT must not be a step in the formal institutional or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with institutional/program officials by following the grievance policy/procedures provided by the institution/program. If the individual is unable to resolve the complaint with institutional/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT.

Individuals may file a written grievance to the JRCERT if they believe JRCERT standards are not being followed.

Before submitting allegations to the JRCERT, the individual must first attempt to resolve the complaint directly with program/institution by following the due process or grievance procedures provided by the program/institution. Written grievances should follow the Student Appeal Policy found in Appendix A.

If the complaint cannot be resolved or the individual believes that the concerns have not been properly addressed, they may submit allegations of non-compliance to the JRCERT.

Philosophy of the Program in Radiologic Technology

The program is based on the belief that the student radiographer should experience as many forms of educational opportunity as possible in both the didactic and clinical setting as part of their student learning environment. In today's dynamic healthcare field, the student needs to be given the necessary skills to adapt to constant change. It is our belief that general education course work in English composition, mathematics, human anatomy and physiology, public speaking, and medical terminology will enhance the abilities of the graduate technologist while the attainment of the associate degree will elevate their professional status.

The program functions in partnership with the University and the medical facilities within the regionally served community. One part of this partnership involves on-site clinical education sites for our students. The second part involves the responsibility of the Radiography Program to provide the community with clinically competent graduate radiographers who will model proper professional behaviors. The students, the community, and the University benefit in an environment of trust and cooperation between all involved parties.

Mission and Goals of the Program in Radiologic Technology

Mission Statement:

The Radiography Program at Indiana University South Bend is committed to serving north-central Indiana and south-west Michigan through the operation of excellence in teaching and learning. The mission of the Radiography Program is to create professional and knowledgeable technologists through a comprehensive education in Radiography. The goals of the Radiography Program are to promote the effectiveness of radiographic skills needed for employment, sound patient care, effective communication, and strong ethical judgement. Through continuous improvement, we will serve our community by educating students with a strong work ethic and values.

Program Goals

1. The student will graduate clinically competent.
2. The student will be able to effectively communicate.
3. The student will develop and apply effective critical thinking skills.
4. The student will develop lifelong learning.

Student Learning Outcomes

Student Learning Outcome 1:

The student will obtain and assess radiographs of acceptable diagnostic quality.
The student will apply the principles of radiation safety.
The student will deliver effective patient care to a diverse population.

Student Learning Outcome 2:

The student will communicate effectively as a part of the healthcare team.
The student will communicate effectively in writing.

Student Learning Outcome 3:

The student will be able to adapt radiographic procedures for non-routine situations.
The student will critique images for diagnostic quality and devise necessary factors for quality improvement.

Student Learning Outcome 4:

Students will determine the importance of continued professional development.
Students will attend a radiology conference.

Professional Registration and Indiana State Licensure

A. Professional Registration

Graduates of the Radiography program who meet the required clinical standards are eligible to apply to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Successful completion of the ARRT examination earns the initial certification to practice as a Registered Technologist, R.T. (R). Renewal is required annually. Certified RTs have continuing education requirements mandated by the ARRT. For further information regarding registration, certification, continuing education and the Continuing Qualification Requirements (CQR) process, please contact the American Registry of Radiologic Technologists

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

B. State Licensure/Indiana Licensure State Licensure

Most states require that individuals who operate radiographic equipment be approved by the state in which they are working. For information regarding specific state requirements outside of Indiana, please contact the appropriate state agency. A list of state contacts can be found at the ASRT's Legislation, Regulation and Advocacy webpage (https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure).

Indiana Licensure

The state of Indiana requires that anyone operating radiographic equipment be approved by the State. Students in an approved radiography program are required to obtain an Indiana State Permit that remains valid until six (6) months after the graduation date. The application process for a student permit is initiated by the IU South Bend Radiography for students who have been admitted to the Professional Program. Upon graduation and successful completion of the ARRT examination, the graduate will be eligible for Indiana State Licensure. For further information regarding Indiana state licensure, please talk with a faculty member or contact:

Indiana State Department of Health

Division of Medical Radiology Services
2 North Meridian Street, 4th Floor Selig
Indianapolis IN 46204
(317) 233-1325 (ISDH Main Switchboard)
Email: MedicalRadiology@isdh.in.gov
http://www.in.gov/isdh/23279.htm

AS in Radiography Program Statements

Upon completion of the program, the graduate will be able to demonstrate the ability to:

1. Function as a clinically competent diagnostic radiographer.
2. Demonstrate professional behaviors in accordance with the American Registry of Radiologic Technologists (ARRT) Standards of Ethics during their practice of diagnostic radiography.
3. Employ critical thinking and problem-solving skills that will enhance their procedural capabilities during the performance of radiographic examinations.
4. Demonstrate effective verbal and written communication skills in their interactions with patients, physicians, peers, and other members of the health care team.
5. Successfully complete and pass the American Registry of Radiologic Technologists (ARRT) certification examination on their first attempt.
6. Apply knowledge of the principles of radiation protection according to ALARA standards to the patient, oneself, and others.
7. Apply knowledge of anatomy, positioning, and radiographic techniques to accurately demonstrate anatomical instructions on a radiograph.
8. Select appropriate exposure factors to achieve optimum radiographic technique with a minimum radiation dosage to the patient.
9. Examine radiographs to evaluate exposure factors, patient positioning, and overall diagnostic quality.
10. Exercise discretion and sound judgment while providing compassionate patient care during the performance of diagnostic radiographic procedures.
11. Recognize emergency patient conditions and initiate lifesaving first aid.
12. Recognize the importance of continued education and active membership in professional organizations for personal development and professional growth.

Division of Radiologic Sciences
Program Organizations and Committees Relevant to Student Success

IU South Bend Health and Wellness Center

The IU South Bend Health and Wellness Center, located in Dwyer Hall, offers free or reduced rate services to IU South Bend students, faculty and staff. Services for a nominal fee include physical exams, assessment of minor injuries and illness, routine health monitoring such as taking blood pressure, and answering health related questions. For a reasonable fee, lab services including Pap smears and cholesterol testing are offered. Hours vary by semester. Watch IU South Bend mass e-mail or the Bulletin Board for announcements of health and wellness activities offered by the Center or call the Health & Wellness Center at 574-520-5557.

Radiologic Sciences Assessment Committee

The Assessment Committee in the Division of Radiologic Sciences is a standing committee of the Radiologic Sciences Faculty. The members are comprised of two to three faculty members and a student representative. The purpose of the committee is to oversee the evaluation of the radiography program with a goal of improving the program and student outcomes. To carry out these purposes, the committee plans, evaluates, and revises assessment activities and reports the results to the faculty, administration, the advisory board, and other interested parties.

Several of the activities included in the evaluation plan rely on student input. Examples of such activities include:

Clinical evaluations
Skill assessments
Graduate exit survey
Random collection of selected student work
Course evaluation data
One-Year Post-Graduate Survey

Each of these activities evaluates student data as an aggregate and not as individuals. Students are not asked to identify themselves on any survey. It is essential that students take these assessment activities very seriously. Student input is invaluable in our efforts to improve our program.

Since the assessment plan does undergo revision, the plan may change. However, the purpose of the activities remains the same, as does the committee interest in a "big" picture and not the evaluation of an individual student or faculty. Students who have concerns about the assessment process may bring them to the attention of the Program Director.

Course Instructor Evaluations

Students are invited and encouraged to complete course evaluations using the online Explorance Blue survey for each course enrolled in. This information is confidentially compiled, reported, and the feedback collected is used to improve course instruction. Your participation is highly valued and appreciated.

Student Success and Academic Advising Center, College of Health Sciences

The Student Success Center is located on the fourth floor at Northside Hall is dedicated to assisting our growing body of Dwyer college students. The advisors and staff are knowledgeable and skilled in their abilities to counsel students throughout their journey at IU South Bend. Whether it is a question regarding course planning, scholarship and financial assistance, or graduation process, the staff and advisors are available, able and willing to assist you.

Division of Radiologic Sciences Scholarships

The Division of Health Sciences is fortunate to have received monies from several generous donors to fund scholarships for our students. On the IU South Bend campus, the Vera Z. Dwyer Scholarship is available to students in all Dwyer College of Health Sciences programs. Additional scholarships include the Radiologist Scholarship and the Radiology, Incorporated Scholarship. Students must apply through the online application service. https://www.iusb.edu/scholarships/

Student advisors and faculty will attempt to e-mail students with announcements about scholarships. All students requesting scholarship monies must have a FAFSA on file at the Financial Aid office at IU South Bend.

IU South Bend Medical Imaging Club

Students enrolled in the radiography program are invited to participate in the Medical Imaging Club. The Medical Imaging Club is a voluntary organization for students enrolled in either the Radiography Program or the BS in Medical Imaging Technology Program. The purpose of the Medical Imaging Club is to invite fellow medical imaging students to come together as a group. The medical imaging club is also utilized for fund-raising and community outreach activities.

The Medical Imaging Club consists of a President, Vice President, and Treasurer.

Campus Resources for Academic Success

Please go to www.iusb.edu or the following links for more information on campus resources for students:

Registrar: https://students.iusb.edu/registrar/index.html

Student Counseling Center: https://www.iusb.edu/student-counseling/

Academic Center for Excellence: https://students.iusb.edu/academic-success-programs/academic-centers-for-excellence/index.html

Titan Success Center: https://academics.iusb.edu/titan-success-center/index.html

Library: https://library.iusb.edu/

University Tuition: https://administration.iusb.edu/bursar/

Refund/Withdrawal Procedures: https://administration.iusb.edu/bursar/policies-and-procedures/index.html

UITS: https://uits.iusb.edu/

Commencement: Alumni Relations: Indiana University South Bend (iusb.edu)

COVID-19 Resources - https://www.iu.edu/covid/campus-info/index.html

Chapter 2: Policies

University, College of Health Sciences, and Radiography Program Academic Policies

All universities establish academic requirements that must be met before a degree is conferred. These regulations concern such things as curricula and courses, the requirements for majors and minors, and university procedures and policies. Each student is individually responsible for fulfilling them. Advisors and faculty are available to advise students on how to meet these requirements. If the requirements have not been satisfied, the degree will be withheld pending satisfactory fulfillment. For this reason, it is important for each student to be knowledgeable of all the requirements described in the University policies, IUSB Undergraduate Bulletin, Vera Z. Dwyer College of Heath Sciences (CHS) Polices, the Division of Radiological Sciences Policies, Radiography Program Student Handbook, and course syllabi.

Academic Regulations and Policies of Indiana University

- Academic, faculty, and student policies

Policies of the Vera Z. Dwyer College of Health Sciences

- Policies from the Vera Z. Dwyer College of Health Sciences

Policies of the Division of Radiological Sciences

- Attendance & Tardy Policy
- Student Radiographer as an Employee Policy
- Radiation Safety and Monitoring Policy
- Radiography Essential Abilities
- Medical Image Evaluation Policy
- Equal Learning Procedure and Rotation Opportunities
- Radiography Program Pregnancy Policy
- MRI Safety Policy
- Radiography Appearance Policies
- Radiograph Repeat Policy
- Radiography Clinical Supervision Policy
- ASR & BSMIT Clinical Etiquette Policy
- Position Statement on Mammography Clinical Rotations

Office of Student Conduct

- Code of Student Rights, Responsibilities, & Conduct

Office of the Registrar

- Register for Classes
- Student Engagement Roster (SER)
- Schedule of Classes
- Family Education Rights and Privacy Act (FERPA)
- Academic Calendar
- Policies
  - Federally Required Disclosures
  - Attendance Policy
  - Immunization Policy
  - Residency
  - Reserves Called to Active Duty
  - Audit Policy
  - Canceled Courses
  - Exam Scheduling Policy
  - Fee Payment
  - IU Code of Conduct
  - Nondiscrimination Policy
  - Student ID Number
  - Grading Policies
- Transcript
- Grades and GPA Calculation
- Other Services
  - Enrollment and Degree Verification
  - Enrollment Reports and Data
  - How to I Find my 10-digit ID?
  - Voter Registration
- Duplicate Diploma Requests

Affirmative Action Office

Student Support Services

- Student Counseling Center
- Office or Veteran Student Services
- Disability Support Services
- Office of International Student Services
- Office of Student Conduct

The American Registry of Radiologic Technologists (ARRT) Standards of Ethics

Professionalism: ARRT Standards of Ethics

Medical imaging professionals are guided by a standard of ethics as published by the American Registry of Radiologic Technologists (ARRT). These standards provide for the safety, protection and comfort of the patients and serves as a guide for ethical conduct to which imaging professionals should adhere.

The rules of Ethics are mandatory and enforceable policies of the profession, which establish minimally, accepted standards for the medical imaging profession. Students enrolled in the medical imaging programs should familiarize themselves with these Standards as they are a part of the evaluation process for the clinical experience course grade. Students are expected to adhere to the ARRT Code of Ethics.

Professional Conduct

As a student enrolled in the AS in Radiography program, you are choosing a career in a health profession that requires of its members high standards of integrity and ethical conduct. It is expected that each medical imaging student will make a personal commitment to a standard of behavior that will establish a solid foundation for future professional conduct and respect for both the clinical/professional setting and the academic setting at Indiana University South Bend. This includes demonstration of respect for the rights and well-being of fellow students, faculty, staff, patients and other members of the health care community.

Contingency Plan during Campus or Clinical Agency Closures

Purpose

The purpose of this policy is to identify 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 must complete a total of 37 mandatory competencies and 15 of the 34 elective competencies for a total of 52 competencies. The class of 2023 and future classes 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. Competencies must be performed on patients whenever possible except for fluoroscopy exams when the radiologist does not require overhead images. A maximum of eight mandatory procedures and fifteen elective procedures may be simulated if demonstration on patients is not feasible. The class of 2023 and future classes will be able to simulate 10 exams as outlined by the ARRT. 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 of which must be either upper GI or contrast enema.

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 103, Introduction to Clinical Radiography.

- 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
- 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.

Faculty Contingency Plan

Purpose

The purpose of this policy is to outline how courses will be covered if faculty is on an extended absence.

Policy

If an unforeseen circumstance arises with a faculty member (i.e. leave of absence), the Radiography and Medical Imaging Program will designate other faculty to cover classes while gone. Situations that arise outside of this contingency plan will be dealt with on a case-by-case basis.

Program Director

In the event the program director has a leave of absence, a clinical coordinator will act as interim PD. The interim PD will be in close contact with the assistant dean and business operations manager to obtain necessary access to pertinent files. JRCERT must be notified immediately of this change if the PD is unavailable for an extended period.

Clinical Coordinator

Currently, two radiography clinical coordinators are appropriated to the Radiography program. In the event one has a leave of absence, the other will take on full responsibilities of clinical coordinator.

In the event the BS MIT coordinator has a leave of absence, a clinical coordinator will act as interim coordinator for the BS MIT program.

Clinical Instructor

If a clinical instructor needs a leave of absence, the program director and clinical agency will appropriate an interim clinical instructor.

Courses

In the event a faculty member cannot teach a course, a contingency plan has been developed and communicated with the assistant dean and all faculty.

Professional Organizations

Students are invited and encouraged to join their local, and state professional organizations.

Indiana Society of Radiologic Technologists (I.S.R.T.): www.isort.org

- Indiana Journal of Radiologic Technologists (ISRT publication)
- Annual fall conference and Quiz Bowl
- Membership (students $10.00 annual dues)

Students are required to purchase a two year student membership with the ISRT and the American Society of Radiologic Technologists (ASRT) their junior year.

- American Society of Radiologic Technologist (A.S.R.T.): www.asrt.org
- ASRT membership (students/$35.00 year) includes subscription to: Radiologic Technology and A.S.R.T. Scanner

National Credentialing Exam

American Registry of Radiologic Technologists (A.R.R.T): www.arrt.org. The national certification examination given to graduates of approved programs. All graduates are eligible to take the examination and upon passing, will be certified registered technologists in radiography and may use the initials – R.T.(R). Application Fee: $225.00

Program Grading Scale

All courses in the Radiography Program utilize the following grading scale. An **attainment of at least a C, or 73%, is required to successfully pass a clinical & didactic course**. Grades will not be rounded in courses and extra credit is not allowed. For example, a grade of 72.9% is not rounded to 73% and results in a course failure. Likewise, a score of 89.9% is a B+ and not rounded to 90%. Failure to receive a final grade of "C" will require the student to retake the course.

The Radiography Grading Scale for didactic and clinical course work is:

100-97 = A+	89-87= B+	79-77 = C+	69-67= D+	59 & below = F
96-93 = A	86-83 = B	76-73 = C	66-63= D	
92-90 = A-	82-80 = B-	72-70 = C-	62-60 = D-	

The following grades are used in determining grade point averages throughout the program using the corresponding four (4) point system:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ =1.3	F = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	I = Incomplete
A = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

A satisfactory/fail system will be used for clinical grading. More information can be found at https://students.iusb.edu/registrar/grades/satisfactory-failing-grades.html

Calculating GPA

Your SIS transcript shows your semester and cumulative GPA. You can also use the GPA calculator found at: https://students.iusb.edu/registrar/grades/index.html

Grade Grievances

If a student disputes their final course grade, the student must discuss the matter with the faculty member assigning the grade. Further information regarding grade grievances can be found in the current IU South Bend Bulletin and Code of Student Rights, Responsibilities, and Conduct. Assistance may also be obtained from an Academic Advisor. More information can be found at https://students.iusb.edu/registrar/grades/grievances.html

Radiography and Medical Imaging Reinstatement Policy

Purpose: The purpose of this policy is to identify the process for students seeing reinstatement to the IUSB Vera Z. Dwyer College of Health Sciences Radiography and Medical Imaging.

Policy:

Reinstatement must be granted as outlined by CHS Student Policy, Reinstatement to the Vera Z. Dwyer College of Health Sciences.

Procedure:

Students that leave the Radiography or Medical Imaging Program due to an approved leave of absence for personal or medical reasons may be given a second opportunity to complete the program. Reinstated students due to a leave of absence for personal or medical reasons will have a reinstatement plan developed.

Students that leave the Radiography or Medical Imaging Program due to academic or disciplinary dismissal will be considered on a case-by-case basis. Being reinstated is not automatic. Reinstated students due to academic or disciplinary dismissal will have a reinstatement plan developed, which may include skill validations and remediation courses. The program follows the rules and procedures of the American Registry of Radiologic Technologists (ARRT) and the Joint Review Committee on Education in Radiologic Technology (JRCERT) which may impact reinstatement.

All reinstated students would need to complete a clinical reentry course either before the semester of full reentry or in the semester of reentry.

If a student is dismissed from the program due to excessive violations, they will not be allowed to apply for reentry in the Radiography program for a period of five (5) calendar years. Any student dismissed from the Radiography program seeking readmission must first file an Ethics Review Pre-application with the ARRT (https://www.arrt.org/earn-arrtcredentials/requirements/ethics-requirements/ethics-review-preapplication)

Step 1: Reinstatement to the University

Students who have been dismissed from the University and wish to return must apply through the Office of Admission by the established due dates.

Step 2: Reinstatement Approval by the SAHS Council

Students who wish to be reinstated will be instructed by the program director to submit the written reinstatement request and all supplemental documentation to the program director in which they wish to be enrolled in the clinical program by the established due dates. Students are encouraged to collaborate with the Assistant Dean for Student Success and Operations for reinstatement requests.

Deadline for documentation:

To be reinstated for spring semester: July 1

To be reinstated for fall or summer semester: November 1

The School of Applied Health Sciences Council (SAHSC) will review the reinstatement request and supplemental documentation and make decisions based on provided documentation. An appointed member of the SAHSC will provide notification of decision to the student, program director, Assistant Dean for the School of Applied Health Sciences, and the Assistant Dean for Student Success and Operations at a minimum at a minimum of two weeks prior to the start of the semester for which reinstatement was requested.

Required supplemental documentation:

- Reinstatement request letter from the student
  - Include reason for leaving the program
  - A student generated action plan for success that addresses factors resulting in dismissal or interruption in degree progress and outlines an individualized plan for long-term success in a meeting the expectations and outcomes of the program.
- Records, including documents tied to course requirements, held by the program will be provided by the program director.

Reinstatement depends on if there is availability at the time of clinical reentry.

Good Standing in the Radiography Program

To remain in good standing, a student must:

- Maintain a grade of C (2.0) or better in each required course.
- Maintain an overall CGPA of 2.0 or above.
- Demonstrate ethical and professional behavior.
- Follow the required course sequence.

Clinical Progression

In addition to the general academic policies, students must meet the following requirements to be promoted through the clinical course sequences. Students must pass all courses each semester to progress to the next semester.

If a student is unsuccessful in a course, they will first meet with the Program Director then be referred to the Assistant Dean of Student Success and Operations in the Vera Z. Dwyer College of Health Sciences. It is recommended that the student meet with the faculty member first.

The following didactic courses and Cs must be taken together:

AS Rad Fall Semester Junior Year
R100 Orientation to Radiologic Technology
R101 Radiographic Procedures I
R102 Principles of Radiography I
R103 Intro to Clinical Radiography (8W1)
R180 Radiographic Procedures Lab
R181 Clinical Exp in Radiography I (8W2)

AS Rad Spring Semester Junior Year
R180 Radiographic Procedures Lab
R182 Clinical Experience in Radiography II
R201 Radiographic Procedures II
R208 Topics in Radiography - Ethics
R250 Physics Applied to Radiography

AS Rad Summer Semester Junior Year
R281 Clinical Experience in Radiography II
R282 Clinical Experience in Radiography III

AS Rad Fall Semester Senior Year
R200 Pathology
R205 Radiographic Procedures III
R260 Radiobiology and Protection
R283 Clinical Experience in Radiography V

AS Rad Spring Semester Senior Year
R207 Senior Capstone
R208 Topics in Radiography
R202 Principles of Radiography II
R290 Clinical Experience in Radiography VI

1. Students will be promoted to the R181 Clinical Experience in Radiography upon successful completion of:

R103 Introduction to Clinical Radiography

2. Students will be promoted to R182 Clinical Experience in Radiography upon successful completion of:

R100 Orientation to Radiologic Technology
R101 Radiographic Procedures I
R102 Principles of Radiography I
R180 Radiographic Procedures Lab
R181 Clinical Experience in Radiography

3. Students will be promoted to R281 Clinical Experience in Radiography upon successful completion of:

R180 Radiographic Procedures Lab
R182 Clinical Experience in Radiography
R201 Radiographic Procedures II
R208 Topics in Radiography - Ethics
R250 Physics Applied to Radiography

4. Students will be promoted to R282 Clinical Experience in Radiography upon successful completion of:

R281 Clinical Experience in Radiography

5. Students will be promoted to R283 Clinical Experience in Radiography upon successful completion of:

R282 Clinical Experience in Radiography

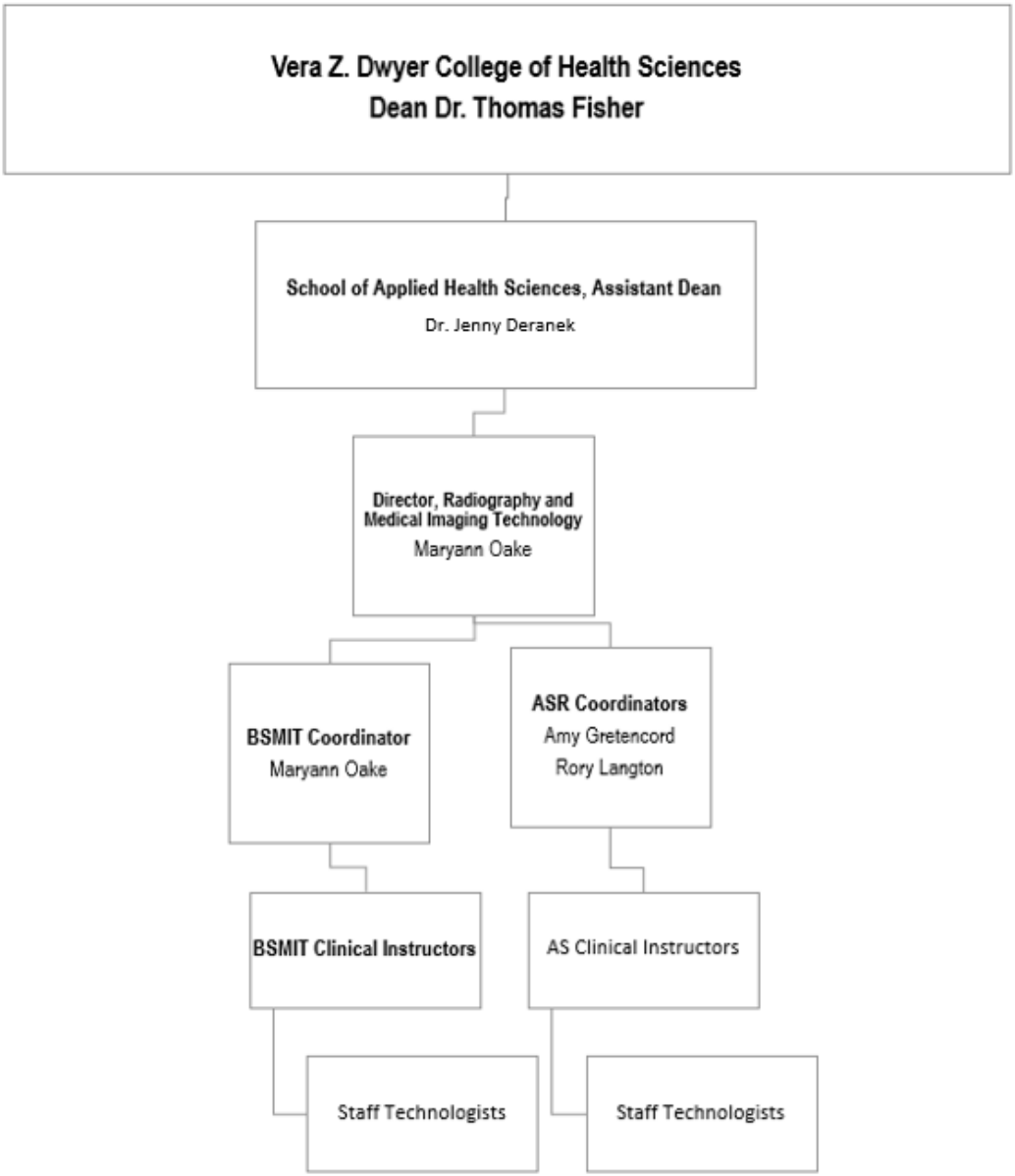
6. Students will be promoted to R290 Comprehensive Experience in Radiography upon successful completion of:

R205 Radiographic Procedures III
R200 Pathology
R260 Radiobiology and Protection
R283 Clinical Experience in Radiography

Chapter 3: Clinical Information

Radiography and Medical Imaging Organizational Chart

The Radiography and Medical Imaging Program at IUSB is part of the Vera Z. Dwyer College of Health Sciences. Below is the organizational chart where the Radiography and Medical Imaging Program is housed in the College. Please see Appendix B for the organizational chart of the entire Vera Z. Dwyer College of Health Sciences.



Radiography Program Roles

Program Director

The program director is a full-time member of the faculty of the Division of Radiologic Sciences. The Division of Radiologic Sciences is housed in the College of Applied Health Sciences in the Vera Z. Dwyer College of Health Sciences at IU South Bend. The program director must hold the appropriate credentials with the American Registry of Radiologic Technology, the Indiana State Board of Health and must have earned a Master's Degree.

Duties include:

- Teach didactic courses in the AS in Radiography and the BS in Medical Imaging Technology Programs
- Maintain current knowledge of the professional discipline and education methodologies through professional development
- Organize, administer and review program effectiveness
- Evaluate and review clinical education effectiveness
- Develop, organize, review and revise program curriculum in accordance with current ARRT Content Specifications
- Develop ongoing program evaluation through outcomes assessment
- Develop and revise course descriptions and course objectives
- Complete regular clinical site visits to review effectiveness and compliance with program policies
- Provide oversight and guidance for program faculty and staff
- Provide guidance and advising for prospective students and students enrolled in the medical imaging programs
- Engage in recruitment efforts for prospective students
- Demonstrate a positive attitude toward students, faculty and staff and promote an atmosphere of collaboration and mutual beneficence
- Organize and conduct faculty meetings with program faculty
- Oversee the program budget and contribute to the formulation of the budget
- Serve on department, college and university committees
- Engage in community service, service to the profession and service to the university
- Oversee fair and just enforcement of all program policies
- Maintain open lines of communication for faculty and student concerns
- Review radiation badges on a monthly basis

Clinical Coordinator

The clinical coordinator is a full-time member of the faculty of the Division of Radiologic Sciences at IU South Bend. The clinical coordinator teaches didactic classes, teaches labs, provides oversight for all affiliated clinical sites and serves as a liaison between the university and the clinical agencies. The clinical coordinator must hold the appropriate credentials with the American Registry of Radiologic Technology, the Indiana State Board of Health and have earned a Bachelor's Degree.

Duties include:

- Teach didactic courses in the AS in Radiography Program
- Teach on-site clinical labs and conduct clinical skills validations
- Provide guidance and advising for student radiographers
- Maintain current knowledge of the professional discipline and education methodologies through professional development
- Evaluate the effectiveness of clinical education
- Serve as a liaison between the university and affiliated clinical agencies
- Coordinate clinical and didactic education
- Contribute to the development, implementation and evaluation of program goals and objectives
- Evaluate, revise and maintain program policies
- Evaluate and assure effectiveness of clinical education via regular clinical site visits
- Establish methods of evaluation to ensure student progress in the program
- Conduct regular meetings with clinical and program faculty to document students' clinical progress
- Act as a student advocate and representative of Indiana University South Bend to ensure compliance with program and university policies
- Coordinate and maintain student records in a confidential manner
- Serve on department, college and university committees
- Engage in community service, service to the profession and service to the university
- Facilitate the assignment of clinical course grades
- Evaluate, revise and assure adherence to the clinical lab schedule
- Maintains a positive attitude toward students, faculty and staff and supports the mission of the program
- Maintain open lines of communication for clinical faculty, staff technologists, and student concerns
- Monitors student radiation badge exposure reports on a monthly basis

Clinical Preceptor

The clinical preceptor is a full-time employee of the affiliated clinical agency and functions as a liaison between the students assigned to that agency and the faculty at IU South Bend. The clinical preceptor provides oversight for student radiographers at the assigned clinical site with assistance from the clinical coordinator and assigns clinical course grades. The clinical preceptor must hold the appropriate credentials with the American Registry of Radiologic Technology and the Indiana State Board of Health.

Duties include:

- Maintain current knowledge of the professional discipline and education methodologies through professional development
- Understand and adhere to program policies and procedures
- Assign clinical course grades and report course grades to the clinical coordinator
- Provide oversight and guidance for assigned student radiographers
- Evaluates students for clinical competency and assurance of clinical progress
- Conducts student conferences to discuss student progress at mid-term and at the end of each semester
- Routinely shares formative feedback to assure clinical progression
- Maintain open lines of communication for on-site staff technologists and student concerns
- Utilize the Trajecsys electronic record-keeping system
- Participate in program faculty meetings
- Supports the program and promotes its ideals and mission
- Complete ASRT Student Supervision module, one time
- Complete ASRT Clinical preceptor Academy modules, one time
- Complete evaluator test every 2 years

Staff Technologists

Staff technologists are employed by the affiliated clinical agency. Staff technologists provide oversight for student radiographers in assigned clinical rotations and perform student clinical competency evaluations which are reported via the Trajecsys electronic record-keeping system to ensure clinical progress. Staff technologists must hold the appropriate credentials with the American Registry of Radiologic Technology and the Indiana State Board of Health. In order to evaluate students for a competency or rotation evaluation, the technologist must be 1-year post registry. Competency rechecks require a 5-year post registry or at the discretion of the Clinical preceptor.

Duties include:

- Maintain current knowledge of the professional discipline
- Understand and adhere to program policies and procedures
- Support the program and promote its ideals and mission
- Participate in the evaluation of students in clinical rotations
- Evaluate students' clinical competency and reports graded Clinical Competency Exams via the Trajecsys electronic record-keeping system
- Maintain direct & open communication with the clinical preceptor to assure students' clinical progress
- Complete evaluator test every 2 years
- Complete ASRT Student Supervision module, one time

Adjunct Instructor

Adjunct faculty consists of appropriately qualified members of the medical imaging community who are contracted by the university to teach a specific clinical or didactic course for a designated period of time. Adjunct faculty must hold the credentials equal to one-degree higher than the level at which they are teaching.

Duties include:

- Teach didactic/clinical courses in the AS in Radiography Program
- Provide guidance and advising for student radiographers assigned to the course
- Understand and adhere to program policies and procedures
- Support the program and promote its ideals and mission
- Understand and adhere to program policies and procedures
- Maintain current knowledge of the professional discipline and education methodologies through professional development
- Establish methods of evaluation to ensure student progress in the course
- Assign course grades and communicate grades to the program director
- Maintains a positive attitude toward students, faculty and staff and supports the mission of the program

Program Costs

A list of anticipated expenses outside of tuition, textbooks, and dorm or rent fees has been compiled for students to assist with financial planning. This list should not be viewed as all-inclusive, rather a guide to help in planning student-related expenses associated with the clinical professional program.

AS in Radiography Estimated Program Costs

First Year	
Laptop or Tablet Computer (required curriculum supplies) IT requirements - https://uits.iusb.edu/	$1,200
Castlebranch	$35
Health Physical with Immunizations	$250
Drug Screen (annual)	$35
TB (annual)	$35
ASRT and ISRT Student Membership (required for curriculum)	$45
CPR – BLS (Certification)	$80
Criminal Background Check	$40
Two Lead Initial Markers (required curriculum supplies)	$44
Uniforms (2 sets of scrubs, lab jacket, 1 pair of clinic shoes, name tag)	$280
Textbook fees (includes online requirement of Rad Tech Boot Camp subscription)	$750
Total Cost First Year: **$2,794****	
Second Year	
Uniforms (2 sets of scrubs and 1 pair of clinical shoes)	$200
ASRT (required for curriculum)	$35
ISRT Membership	$10
Immunization Boosters and Drug Screen (includes TB)	$100
ARRT Application Fee (Certification test)	$225
Textbook fees (includes online requirement of Corectec Software and Kettering Seminar)	$350
Total Cost Second Year: **$920****	

This list does not include tuition. Information about tuition is listed on the Office of the Bursar website at: https://www.iusb.edu/bursar/tuition_and_fee_rates/index.php

*Tuition and fees are assessed on credit hours enrolled per semester and may include parking, activity, and computer/laboratory fees.

* This list does not include travel expenses or fuel costs associated with traveling to/from campus to affiliated clinical agencies.

**The total cost is an estimate and could be subject to change without notice.

Lead Markers

Each student radiographer is responsible for purchasing two sets of lead initial markers. Lead initial markers are used in clinic and must contain three letters (for example, ASG). Students should take care not to lose their lead markers and should always have both lead positional markers with them when in the clinical setting. The average cost for one set of markers is $22.00 (two sets $44.00). These can be purchased at Techno-Aide.com, (Elite Style Marker Set W/Initials SKU#: 1E).

It is the student's responsibility to replace lost markers. The new set of markers must be identical to the originals and must be ordered from the same company. Please refer to the Radiography Program Clinical Coordinator with any questions.

Student Records

Official transcripts can be obtained from the Office of the Registrar. For more information visit https://students.iusb.edu/registrar/transcript-requests.html

Records will be maintained by the following while the student is enrolled in the program:

- Items stored at the health and wellness center/CastleBranch include:
  - Immunizations
  - TB – At time of admittance (two-step) and annually (one-step)
  - Drug screening – Annual
  - Flu shot – Annually
- Items stored by the School Recorder/Castlebranch include:
  - Essential Abilities/Technical Standards (annual)
  - Requirement to Disclose Form and proof of completed background checks (annual)
  - Proof of CPR – At time of admittance of program
  - Proof of Health Insurance - At time of admittance of program
- Items collected during AHLT – R103 (Introduction to Clinical Experience) and stored in the Learning Management System (Canvas or Castlebranch):
  - Indiana State Radiology Student Permit
  - OSHA blood borne pathogens (completed yearly)
  - Clinical Student Handbook Signature (completed yearly)
    - This includes reviewing the radiographic repeat policy and the pregnancy policy
- Radiation monitoring record – Maintained monthly and stored indefinitely.
- Student competencies – Maintained throughout the program and stored indefinitely.

If a student leaves the program, the above records will be kept on file.

Monthly/yearly dosimeter reports and competencies are kept and stored within the office of the clinical coordinator and on a secure drive, indefinitely.

Students may request an opportunity to inspect their records in accordance to the "Federal Family Educational Rights and Privacy Act of 1974." (FERPA). Please refer to this website https://students.iusb.edu/registrar/policies/ferpa.html for guidelines pertaining to FERPA records, student records, electronic data, and study academic records.

Program Graduation Requirements

In order to graduate, the student must:

- Receive a passing grade of C or above in all didactic and clinical courses
- Have all clinical experience time completed
- Meet all University degree requirements
- Complete all required clinical rotations
- Complete all required clinical objectives for each clinical rotation
- Fulfill all clinical competency requirements of the Radiography Program in accordance with established professional standards
- Complete an application for graduation
- Turn in radiation badge

Employment Placement

The program will assist graduates in securing employment but does not guarantee placement upon graduation. Job openings and available educational programs will be communicated/posted through class email or the program's Facebook page.

Chapter 4: Clinical Evaluations, Competencies and Schedules

Description of Clinical Experience

The Clinical Experience portion of the curriculum is arranged into six (6) clinical education courses. The clinical education courses are structured to complement didactic coursework. Fall and spring semesters consist of 6 to 16 weeks. Summer sessions consist of 6 weeks per semester. The program concludes at the end of the spring semester in the second year of the program. Time spent in the program is divided between didactic course work, clinical laboratory instruction, and clinical experience. A student must successfully pass Clinical Experience with a grade of "C" or better or satisfactory to progress to the next semester.

The program will assure that clinical involvement for students is limited to not more than 10 hours per day.

If a student has unforeseen circumstances arise, they must communicate their situation with the clinical coordinators and the program director in the radiography and medical imaging program. Documentation may be requested.

Number of Clinical Placements

Each clinical site has a designated number of available spots called clinical placements. The number of clinical site placements is negotiated with each affiliated clinical agency for a specific period of time. Students enrolled in the clinical professional program are assigned to a primary clinical site for the 20-month duration of the clinical program. All students are provided access to each clinical site through scheduled clinical rotations.

Each student radiographer will be assigned to a specific clinical site for the duration of the program. This is considered the student's primary clinical site. All students will have the opportunity to rotate through the affiliated clinical sites during the program. The program director may reassign a student radiographer to another primary clinical education site under the following conditions:

1. If, after a thorough assessment by program faculty, it is decided that a reassignment would be beneficial and in the best interest of the student.
2. A direct request for reassignment from the director of the affiliated clinical agency.

Primary Clinical Placements	
Clinical Settings	**Current Number of Primary Clinical Placements/Year**
Elkhart General Hospital	5
Goshen Hospital	3
Memorial Hospital	8
St. Joseph Regional Medical Center: Mishawaka Campus	2
St. Joseph Regional Medical Center: Plymouth Campus	2
Kosciusko Community Hospital	2
Total Number of Clinical Placements	**22**

Clinical Experience Courses

Semester	Course	Number of Clinical Days per Week
First Year Fall Semester	AHLT-R181: Clinical Experience in Radiography (8W2)	2 days
First Year Spring Semester	AHLT-R182: Clinical Experience in Radiography	2 days
First Year Summer I Semester	AHLT-R281: Clinical Experience in Radiography	5 days
First Year Summer II Semester	AHLT-R282: Clinical Experience in Radiography	5 days
Second Year Fall Semester	AHLT- R283: Clinical Experience in Radiography	3 days
Second Year Spring Semester	AHLT-R290: Comprehensive Experience	3 days

First Year Clinical Experience

First year student radiographers attend clinical orientation at their assigned clinical site for a total of 16 hours spread out over 4 days. This occurs at the end of the first 8-weeks in the fall semester. Students attend clinical 2 days per week in the second 8 weeks of the fall semester. In the spring semester, students will attend clinical 2 days per week. Students are in the clinical setting observing, assisting and performing radiographic procedures. Clinical labs are conducted on campus. In the summer, students attend clinic 5 days per week. Students will be required to travel to affiliated clinical sites to complete required affiliate clinical rotations. If accommodations are needed, the student will need to contact the program director. Affiliate rotations are scheduled by the Clinical Coordinator.

Second Year Clinical Experience

Second year student radiographers attend clinic at their assigned clinical site 3 days per week in the fall and 3 days per week in the spring semester. Students will be required to travel to affiliated clinical sites to complete required affiliate clinical rotations during the fall and spring semesters. Affiliate clinical rotations will be scheduled by the program Clinical Coordinator.

Both the first and second year students in the AS in Radiography Program follow the academic calendar established by IU South Bend which can be located on the campus website at Academic Calendars: Registrar: Student Affairs & Diversity: Indiana University South Bend (iusb.edu)

Explanation of Credit Hours

Didactic

In the Division of Radiography and Medical Imaging, one didactic credit hour is equal to 50 minutes of classroom instruction and a minimum of two hours of out of class work in a 15 week semester. A 3 credit hour course has 2.5 hours of classroom time and a minimum of 6 hours out of class work.

15-Week Semester
1 credit = 50 min in-class and 2 hours out of class
2 credits = 1 hours 40 min in class and 4 hours out of class
3 credits = 2 hour 30 min in class and 6 hours out of class

In an 8 week semester, one didactic credit hour is equal to 1 hour and 30 minutes of classroom instruction and a minimum of two hours of out of class work. A 3 credit hour course has 4.5 hours of classroom time and a minimum of 6 hours out of class work.

8-Week Semester
1 credit = 1 hour 30 min in class 2 hours out of class
2 credits = 3 hours in class and 4 hours out of class
3 credits = 4 hour 30 min in class and 6 hours out of class

Indiana University policy requires a minimum of 2,000 minutes of instructional activity for a three credit lecture class. More information can be found at https://vpfaa.indiana.edu/policies/bl-aca-h13-credit-hour-definition/index.html

Clinical Practicum

For every 80 hours spent in clinic, 1 credit hour is assigned (80:1).

Course	Hours	Credit hours
R181	160	2 cr
R182	240	3 cr
R281	232	3 cr
R282	232	3 cr
R283	352	4 cr
R290	352	4 cr
Total	**1568**	

Lab

For every 80 hours spent in lab, 1 credit hour is assigned (80:1).

Course	Hours	Credit hours
R180 Fall Junior	80	1 cr
R180 Spring Junior	80	1 cr
Total	**160**	

Determination of Lab Grades

Radiography labs, course R180, are conducted during the fall and spring semesters during the student's first year in the program. The labs are conducted on campus and taught by faculty. Clinical labs are structured to complement didactic course work and taught in a specific sequence. Students must demonstrate competency of at least 80% in the lab setting before attempting to perform any radiographic procedure on a patient in the clinical setting. Students must practice in lab or at clinical for at least one hour prior to the test out(s) in lab. If a student does not pass with at least an 80% in the lab, the student must practice the exam and perform the lab competency on a future date. The lab instructor will arrange this date.

During the initial fall and spring semesters, the student will be evaluated by faculty utilizing the Clinical Laboratory Evaluation form in Trajecsys. The student will demonstrate competency on exams taught in lab through simulation of the assigned radiographic exam. The student will be evaluated on fourteen different areas to demonstrate competency on the exam. Please see the Appendix C for the Clinical Laboratory Evaluation Form and grading rubric.

Determination of Clinical Grades

During the clinical experience, students are graded on their clinical competency, performance, and various assignments through Canvas. Below is a summary of each category in which the student's grade is determined. The breakdown of each clinical course grade determination will be included in the course syllabus.

Assignments in Canvas

Students are evaluated on various topics throughout each clinical practicum. In a student's junior year, a student binder is put together by the student to keep track of protocols, techniques, and hospital policies. Over the summer and in a student's senior year, review modules are provided to prepare for the national registry through the ARRT.

Student Performance Evaluations

Students are evaluated at the completion of each clinical rotation assignment by staff technologists utilizing the Student Performance Evaluation form located in Trajecsys. Staff technologists will assess the student's performance in 13 different categories. Please see the Appendix D for categories and the complete form. The Clinical Preceptor's will also fill out the evaluation at mid-term and end of semester which is part of a student's clinical grade. Clinical preceptors use the feedback from the evaluations from staff technologists to complete the mid-term and end of semester evaluation. During the summer semester, only end of semester evaluation are completed by a clinical preceptor. The rotation evaluations are considered for mid-term and final evaluation grades from the Clinical preceptor.

In addition to the evaluation is a list of Objectives and Performance Checklists specific to the rotational assignment. Objectives and Performance Checklists are to be completed and turned in to the Clinical preceptor by the end of each assigned clinical rotation. The student must also verify their rotation objectives, clinical supervision, and the repeat policy in Canvas after each clinical rotation. Objectives and Performance Checklists are found in the Canvas course site within the student's clinical course files. Failure to submit clinical rotation objectives can adversely impact a student's clinical grade and could result in a grade of "I" incomplete in the course which could delay progression to the next semester.

Each Student Performance Evaluation asks the technologist if direct clinical supervision for repeats was provided. If any repeats were taken, the technologist was directly supervising the exam. Along with the technologist adhering to the repeat policy, the student also acknowledges this policy in Canvas. These evaluations ensure the student and technologist were compliant of the direct supervision policy and the repeat policy.

Clinical Competencies

Once competency on a radiographic procedure has been established in lab, and documented in the lab setting, Clinical Competencies give the student the opportunity to demonstrate mastery of a radiographic exam on a patient in the clinical setting. These evaluations assess the student's performance regarding completion of the program's clinical competency system (see below). The student is evaluated in 21 areas when demonstrating competency. Please see Appendix E for complete Clinical Competency form. The Clinical Competency form is located in Trajecsys.

For surgical and fluoroscopy competency forms, please see Appendix F and Appendix G. On the surgical competency form, the student is evaluated in 17 areas. On the fluoroscopy competency form, the student is evaluated in 22 areas. The Surgical and Fluoroscopy Clinical Competencies are located in Trajecsys.

Each semester the student is required to complete a specific number of competencies and rechecks for their clinical course grade.

Class of 2022		
Semester	Number of Competencies Needed	Number of Rechecks Needed
Junior Spring	6	2
Summer I	10	1
Summer II	10	1
Senior Fall	13	2
Senior Spring	13	2
Total	52	8

By the end of the Radiography Program, students in the Class of 2022 must complete a total of 37 mandatory competencies and 15 of the 27 elective competencies for a total of 52 competencies. Competencies must be performed on patients whenever possible.

Students from the Class of 2022 should review all didactic and clinical competency requirements from the ARRT.

Class of 2023		
Semester	Number of Competencies Needed	Number of Rechecks Needed
Junior Fall	2	1
Junior Spring	6	1
Summer I	10	1
Summer II	10	1
Senior Fall	11	2
Senior Spring	12	2
Total	51	8

By the end of the Radiography Program, students in the Class of 2023 must complete a total of 36 mandatory competencies and 15 of the 35 elective competencies for a total of 51 competencies. Competencies must be performed on patients whenever possible.

Students from the Class of 2023 should review all didactic and clinical competency requirements from the ARRT.

Students may work ahead on competencies.

All Clinical Competencies and Rechecks for each semester must be completed on or before the last day of the clinical experience. Clinical Competencies and Rechecks cannot be simulated.

- Students will receive a "0" for any unfinished competencies in a semester and a violation form.

OR

- Students will receive an "I" incomplete in a course upon approval from the Program Director, which can be completed in the next semester. This is for extenuating circumstances only.

Students must select an exam to perform from the list of Mandatory and/or Elective Procedures from the ARRT.

The list of Mandatory and/or Elective Procedures for the Class of 2022
The list of Mandatory and/or Elective Procedures for the Class of 2023

A Clinical Competency must be passed with an 85%* score to achieve competency. Each semester the student must meet the required competencies as part of their course grade.

*Even if a student is graded with a score above 85% and the grading technologist does not think the student is competent to complete the exam without direct assistance, the student will not pass the competency.

The ARRT didactic and clinical competency requirements are followed within the program curriculum which include general patient care requirements. For a list of the required general patient care requirements, please see Appendix H.

Clinical Competency Evaluation System Structure

Introduction

A Clinical Competency Evaluation System is a standardized method of evaluating the performance of students. The major portion of the system is structured for two types of evaluations (Initial Clinical Competency Evaluations and Recheck Clinical Competencies).

ARRT Statement on Didactic Competency Requirements

The purpose of the didactic competency requirements is to verify that individuals had the opportunity to develop fundamental knowledge, integrate theory into practice and hone affective and critical thinking skills required to demonstrate professional competence. Candidates must successfully complete coursework addressing the topics listed in the ARRT Content Specifications for the Radiography Examination. These topics would typically be covered in a nationally-recognized curriculum such as the ASRT Radiography Curriculum. Educational programs accredited by a mechanism acceptable to ARRT generally offer education and experience beyond the minimum requirements specified in the content specifications and clinical competency documents.

ARRT Statement on Clinical Competency Requirements

The purpose of the clinical competency requirements is to verify that individuals certified by the ARRT have demonstrated competence performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the certification examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education. The following pages identify the specific procedures for the clinical competency requirements. Candidates may wish to use these pages, or their equivalent, to record completion of the requirements. The pages do NOT need to be sent to the ARRT.

Steps towards Clinical Competency

The following are the areas of the Clinical Competency System (refer to Clinical Competency Flow Chart Summary):

1. Cognitive and Psychomotor (classroom and laboratory)

The student will learn examinations in the Radiographic Procedures classes. The clinical laboratory setting is for demonstration and practice of the examination learned in Radiographic Procedures. The student will be evaluated in the laboratory on each examination and must obtain a mastery of minimum 80%. Laboratory competencies do not count towards the student's total clinical competency exams.

2. Clinical participation (clinical proficiency) consists of the observation, assistance, and performance phase of Clinical Experience. This area is where the student will perfect and expand their Clinical Experience. In clinical participation, the student will be evaluated at the end of each clinical rotation by the registered radiographer to whom their is assigned.

3. Category Competencies

Once the student has successfully completed the laboratory and clinical participation, the student is eligible to request a Clinical Competency in which they will demonstrate their skill and competency in that particular category of radiographic examinations.

Prior to initiating a clinical competency examination, the student must notify the staff technologist/clinical preceptor evaluation the exam of his/her intention to perform the clinical competency. Failure to state the intent prior to the start of the exam will invalidate the clinical competency exam.

Each clinical competency will be documented using the *Clinical Competency Evaluation* form in Trajecsys. For each exam, the student must obtain a minimum mastery level of at least an 85%.

- If a student fails the initial Clinical Competency, the original competency score is the student's grade.
- If unable to master the exam, the student must review the positioning and technical factors of the failed exam.
- If a student fails a Clinical Competency twice their score will be a zero. Competency must be achieved on all required ARRT imaging procedures.
    - A failed competency should be repeated if possible during the same semester.

The student will be evaluated by the following point system for a Clinical Competency:

100% = Consistently performs above average achievement
93% = Above average achievement
85% = Average achievement
Below 85% = Failure to meet standard requirement of achievement

4. Clinical Competency Rechecks

All students should be aware that they will be evaluated (rechecks) by their clinical preceptor during each semester, to determine whether the student continues to perform competently in any prior successfully completed clinical competency. This competency recheck will be unannounced and unscheduled, and all students are required to participate in this recheck. This competency check will be figured into the student's clinical experience grade.

The student will be evaluated by the following point system for a recheck clinical competency:

100% = Consistently performs above average achievement
93% = Above average achievement
85% = Average achievement
Below 85% = Failure to meet standard requirement of achievement

The student will be required to repeat the recheck in the same semester until competency is demonstrated. The same assessment format that is used to assess clinical competency will be used for recheck evaluations. Any clinical competency recheck that is failed **must be repeated** if possible during the same semester in which it occurs, unless circumstances dictate otherwise as determined by the Clinical preceptor. A recheck cannot be duplicated.

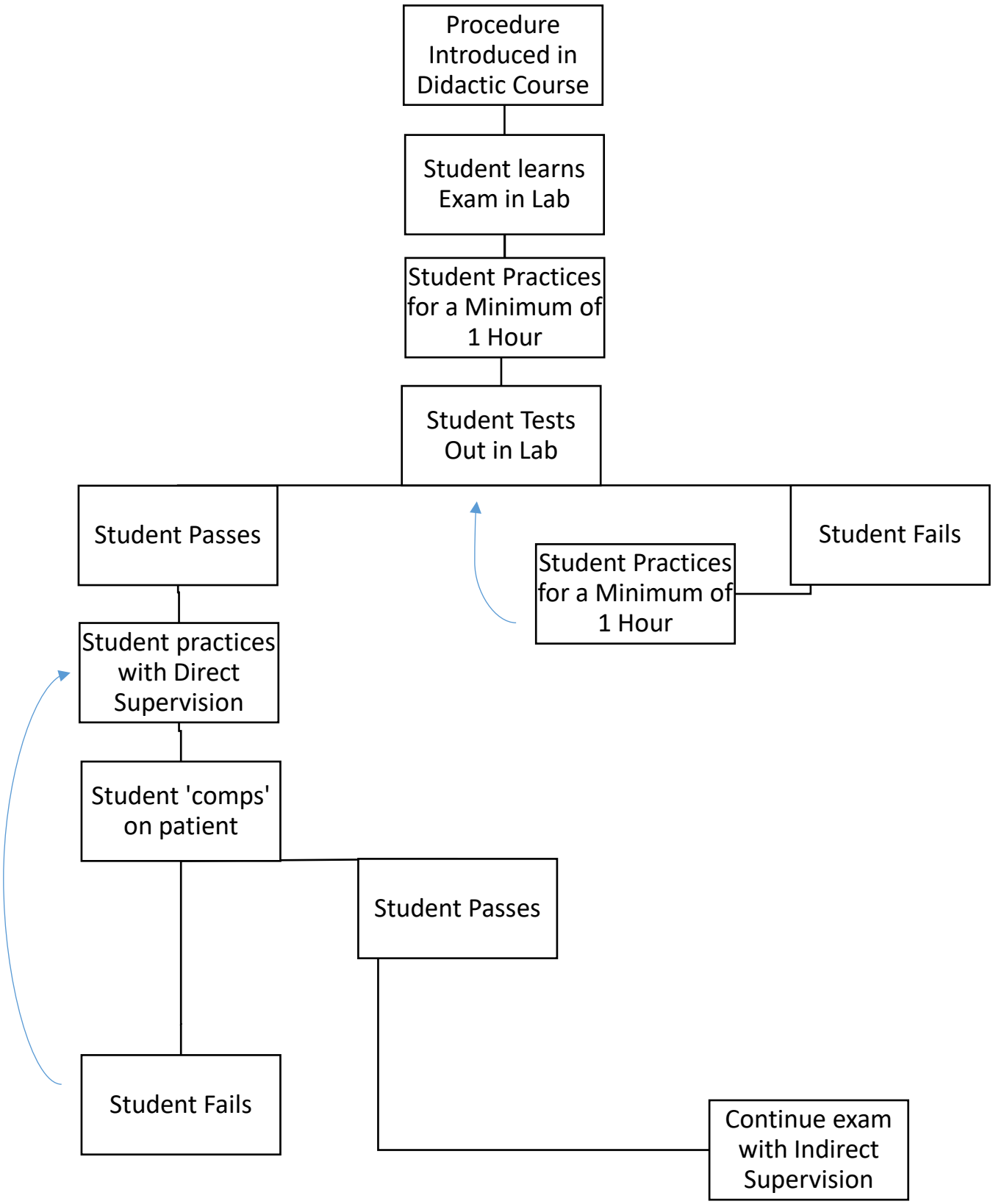
Criteria for a Clinical Competency
Below is a description of each criteria in which the student is graded within the Clinical Competency Evaluation.

1. Room Preparation and Appearance
    - Have all necessary diagnostic equipment ready prior to exam (i.e. image receptors, grid, lead, markers, control panel, etc.)
    - Room is presentable and clean prior to patient entering the room
2. Verification of Patient I.D., Patient History and Requisition Evaluation
    - Ensures proper patient identifiers (name and date of birth)
    - Checks physician's order/requisition for proper exam
3. Prepare patient and give clear, appropriate instructions
    - Ensure patient is properly gowned and ready for exam
    - Effectively communicates exam to patient
4. Demonstrates effective patient care skills (respect, privacy, comfort)
    - Conducts study in a professional, caring, and compassionate manner
    - Protects patient's privacy and modesty
    - Provide for patient's physical safety and comfort
5. Knowledge of procedure routines, necessary positions/projections
    - Performs the required projections (as per department) per procedure
6. Patient artifacts
    - All possible artifacts are removed which could compromise the diagnostic quality of the study. (i.e. glasses, hair pins, snaps on gowns, etc.)
7. Proper patient positioning
    - Places patient in correct position for each required view
8. Central ray proper alignment to part
    - Central ray enters and exits desired part of interest
9. Central ray proper alignment with image receptor
    - X-ray tube and wall bucky/table bucky are in alignment
    - Properly position image receptor, either transversely or longitudinally, for procedure of projection being performed according to departmental procedure or patient needs
10. Proper SID
    - Ensures that proper SID is utilized for the study
11. Proper tube angulation and direction
    - Proper direction and degree of angulation (as per departmental requirements)
12. Appropriate field of view or collimation
    - Selects the proper field of view size for desired study
    - Selects proper image receptor size for desired study
    - Collimates to anatomical part of interest
    - Evidence of collimation is displayed on all studies when it does not interfere with diagnostic quality of study
13. Appropriate marker selection and placement
    - Places primary markers on the image so that they are visible while not interfering with required anatomy
    - In digital imaging, secondary markers may be used per department protocol
14. Appropriate exposure factors selected
    - Selects proper exposure factors: mA, time, kVp, focal spot, and back-up time (automatic exposure control)
    - Utilizes a technique that produces the highest quality radiograph while using the lowest possible dose. (NOTE: Exposure defects due to equipment malfunction does not deduct

from the student's score.)

15. Proper operation of equipment
    - Shows knowledge of equipment operation and functions
16. Practices proper radiation safety measures
    - Uses lead aprons, gonadal shielding (as applicable), and other types of protective devices
    - The student must wear radiation protection on portable and surgical procedures
    - The student must protect other staff members, family members, and general public as required
    - Door to radiographic room is kept closed during exposures
    - Questions the patient about the possibility of pregnancy
17. Shows knowledge of related anatomy on radiographs
    - Student must be able to identify anatomy on radiograph
18. Display awareness of how to improve image quality
    - Student is able to evaluate the images and articulate methods of improving the overall quality of study (when applicable). i.e. Positioning/Exposure Factors
19. Display of processed radiographs
    - Displays images on the viewing device/monitor per department protocol
20. Completes exam in a timely manner
    - Exam is completed in an appropriate length of time
21. Radiographic study is of diagnostic quality
    - Overall quality meets the expected standards (per department) to be considered a diagnostic radiographic study

Achieving Clinical Competency on Radiographic Procedures Flowchart Summary



Gonadal Shielding

The JRCERT has concluded that routine use of gonadal shielding for abdominopelvic radiography exams should not be standard practice for clinical radiography students when the use of such could interfere with the diagnostic quality of the exam and may result in the risk of a repeat exposure.

Students are educated about the importance of proper shielding as well as other factors to reduce patient dose.

More info can be found in the JRCERT Gonadal Shielding Position Statement.

Notification of Improvement

Purpose:

The purpose of this policy is to define the expectations for documentation for student success in the Radiography and Medical Imaging Program.

Policy:

Per IU Policy, all students will be provided with due process and procedural fairness, to ensure equal protection for all students, and for the imposition of similar sanctions for similar acts of misconduct or opportunities for improvement. Students will be notified of opportunities for improvement when unsatisfactory progression towards course objectives and/or requirements and/or program goals, objectives, competencies, or supporting competencies occurs. Students will develop a personal plan for success.

Procedure:

Alert Form - Notification of Opportunity for Improvement

The goal of the Alert Form is to notify students as early as possible when their demonstrated behavior and outcomes is not consistent with progression towards expectations. The document lists commonly identified areas for improvement. Additional areas may be outlined in the narrative portion of the document.

When a faculty or clinical preceptor identifies a student with an area(s) of concern, the faculty and/or clinical preceptor will request a face-to-face meeting with the student to discuss the identified opportunity for success and complete an Alert Form. During the meeting, the faculty or clinical preceptor will provide the student the completed Alert Form for review. The student will complete the 'Student Comments and Chosen Success Strategies' section after the meeting. During the meeting the student and faculty will discuss the opportunity for improvement and revise the Alert Form (if necessary). The student and faculty will sign the Alert Form once completed. An electronic copy of the completed form will be provided to the student and stored electronically. A corresponding entry will be made in the SER.

- Alert Form - Notification of Opportunity for Improvement-Didactic Course (Appendix I)
    - Faculty use the Alert Form to identify and document specific opportunities for improvement a student may be facing in their course.
    - Multiple receipts of an Alert Form or evidence of no improvement may correspond with demerits. Please see demerit section.
- Alert Form - Notification of Opportunity for Improvement-Clinical and Lab (Appendix J)

- Faculty and clinical preceptors use the Alert Form and document specific opportunities for improvement a student may be facing in clinical/lab.
- Multiple receipts of an Alert Form or evidence of no improvement may correspond with demerits. Please see demerit section.

Success Plan

A Student Success Plan helps the student identify opportunities for improvement, clarify expectations, and develop an individualized plan for long-term success in meeting the expectations and outcomes of a course or program. The student will take ownership of the responsibility for achieving desired outcomes for success in the course. The faculty member will be a mentor and accountability facilitator in the plan for success. The student will be provided feedback regarding progress toward meeting identified goals.

Repeated receipt of the Alert Form with lack of evidence of improvement may lead to a course-level or program-level success Plan. A success plan may be implemented with or without a prior Alert Form depending on the area identified for success.

When the Program Director and/or Coordinator identifies a student with a need for a student success plan, the Program Director and/or Coordinator will request a face-to-face meeting with the student to discuss the identified opportunity for success and complete a Student Success Plan. During the meeting, the Program Director and/or Coordinator will provide the student the completed Course-level or Program Level Student Success plan document for review.

Following the meeting, the student will complete the 'Student plan for success' on or before the agreed due date. Once complete, the student and Program Director and/or Coordinator will communicate with the student to review, discuss, and revise the student plan for success, complete all areas of the form, and sign the agreed upon completed form. An electronic copy of the completed form is provided to the student and stored electronically. A corresponding entry will be made in the SER.

- Course Level Success Plan (Appendix K)
    - A Coordinator and/or Director may initiate a Course Level Success Plan. A Course Level Success plan addresses a **single semester course**. If the course level success plan is needed in a course taught by adjunct faculty, the adjunct faculty will help develop the plan. Themes identified in a Course Level Success Plan could translate to a Program Level Success Plan if a pattern for the need of improvement for success is identified across multiple courses and/or semesters.
    - Evidence of no improvement may correspond with demerits. Please see demerit section.
- Program Level Success Plan (Appendix L)
    - A Coordinator and/or Director may initiate a Program Level Success Plan. A Program Level Success Plan is initiated if an opportunity for improvement for success associated with meeting program goals, objectives, competencies, or supporting competencies is identified. A Program Level Success Plan may be updated as the student identifies strategies for success and will continue into subsequent semesters and for the duration of the program when appropriate.
    - Evidence of no improvement may correspond with demerits. Please see demerit section

Alert forms and Course/Program Level Success Plans are carried from semester to semester.

Demerits

Demerits are issued to students who are cited for policy and/or procedure violations at Indiana University South Bend and its clinical affiliates. Immediate dismissal with appeal may result depending on the severity of the behavior.

Opportunities for success will be implemented first before issuing demerits unless the severity of the violation warrants a demerit. A corresponding entry will be made in the SER.

Demerits can be received for violations which include, but is not limited to, the following:

- The use of intoxicating beverages and/or illegal drugs during a Radiography Program educational function; attending a Radiography Program educational function appearing as if still under the effects of an intoxicating beverage and/or illegal drugs.
- Breech of rules and regulations of the clinical education site, or Radiology Department.
- Breech of rules and regulations of the Clinical Student Handbook.
- Lack of cooperative ability, having an antagonistic disposition, or lacking empathy for patients.
- Conduct unbecoming of a professional person, which includes: Insubordination; dishonesty, cheating; theft; fighting on the premises; leaving the premises during on-duty hours; abuse or mishandling of a patient; falsification of facts; falsification of time cards; incompetence; poor attitude toward patients, authority, or cohorts; disruption of the educational environment during didactic classes, clinical laboratories, and clinical experience; and presence in unauthorized areas of the hospital.
- Misuse of radiation monitoring devices.
- Falsification of Program Evaluation or Clinical Experience Attendance forms.
- Cheating during any didactic or clinical evaluation process.
- Failure to disengage the audio mode of a cell phone and/or texting during didactic classes, clinical labs, and clinical experience.
- Failure to wear proper uniform, name tag and dosimetry badge at the clinical sites
- Failure to have ID markers
- Failure to adhere to clinical affiliate policies and procedures
- Jeopardizing patient care
- Inappropriate behavior which violates clinical site policies or ARRT Code of Ethics.
- Competencies and progression evaluations not available to the program or turned in past due dates.
- Dosimetry badges not worn in the clinical settings or presented for readings on time.
- Failure to notify Clinical Preceptor and Program officials of absence or tardiness.
- Disruptive behavior in class or clinical experience.
- Sharing test information present or past
- Negative attitude toward instructors, staff, patients, colleagues
- Insubordination to staff or instructors
- Any observed or reported inappropriate use of cell phones or other electronic devices will result in a violation being issued.

- Students violating HIPAA or other regulations involving confidentiality will be suspended immediately and the incident will be investigated.
- Refusal to complete competencies or rechecks on patients.
- More examples can be found in Appendix M

Number of Demerits for Clinical Grade Adjustment

- One demerit equals one-half letter grade reduction in the overall clinical experience grade.
- Two demerits equals one additional full letter grade reduction in the overall clinical experience grade.
- Three demerits equals an additional one full letter grade reduction in the overall clinical experience grade.
- Four clinical deductions will cause dismissal of the student from the program.

Demerits are not accumulative from semester to semester. Students may receive more than 1 demerit at a time. Demerits may be appealed through the student appeals process. Students must appeal a demerit(s) within 5 business days. A written notification of a clinical deduction will be given to the student and the student will be advised by the Clinical Coordinator / Program Director.

If a student is dismissed from the program due to excessive violations, they will not be allowed in the Radiography program for a period of five (5) year. Any student dismissed from the Radiography program seeking readmission must first file an Ethics Review Pre-application with the ARRT (https://www.arrt.org/earn-arrtcredentials/requirements/ethics-requirements/ethics-review-preapplication)

A demerit will become a part of the student's permanent record. A clinical deduction form can be found in Appendix N.

Clinical Progress Form

Frequent constructive feedback is an important part of successful clinical course completion and progression in the program. Constructive feedback that is provided in timely manner helps students master the skills needed to become a clinically competent radiographer. Site visits are scheduled each month to allow the AS in Radiography Program Coordinator(s) and the Program Director to evaluate students' clinical progress. Progress is documented with a Clinical Progress Form (in Trajecsys) that is available for the student to view at any time. The number of forms received by the student will depend on the Clinical Coordinator(s) or Program Director site visits, student rotations and availability of patient exams during visitations. The Clinical Progress Form is for information purposes only, and not a part of the student's grade. The Clinical preceptor may use this evaluation in determining the students' mid-term and end of semester evaluation. Please see Appendix O for the Clinical Progress Form.

Attendance

Please see program specific policies on attendance for labs, clinicals and didactic education. These policies can be found electronically on the IUSB website.
https://healthscience.iusb.edu/radiography/policies-and-forms.html

Trajecsys: Time Tracking

Students must use Trajecsys for documenting arrival/departures times on a designated computer at their clinical site or with their mobile device. Trajecsys is a cloud-based program that is managed through the Internet where students will use the system to record clinic time on an electronic timesheet. All records are kept online and can only be seen by the student and faculty (this includes Clinical Preceptors).

All efforts should be made to use Trajecsys at the student's affiliated site. If a time error occurs and the student is unable to clock in/out, the Clinical Coordinator or the Director must be notified immediately; designated computers have an assigned IP address which differs from personal devices. In the event Trajecsys is experiencing difficulty, the student will document their time on a piece of paper and have the technologist initial the paper. If a student fails to report a documentation error on their time sheet to faculty, the student may receive a violation form dependent on the severity of the issue.

Funerals

Students are permitted three (3) days of bereavement (includes didactic and clinical days) leave for immediate family. Immediate family includes: great/grandmother & grandfather, grandmother, grandfather, mother, father, in-laws, legal guardians, brothers, sisters, sons, daughters and one (1) day bereavement for friends, aunts, uncles, nieces, and nephews. If additional time is needed, please seek approval from the program director. Students are asked to verify their absence by providing the clinical preceptor with documentation.

Educational Leave

Students are encouraged to participate in educational meetings and seminars when possible. A student may request time-off from clinic to attend the RSNA, ISRT, and ARRT annual meetings. Time off will be considered excused and will not require the student to make-up lost time.

Snow Days/Inclement Weather/Campus Closure

When inclement weather forces the closure of the campus of Indiana University South Bend, all students are released from clinic. When a campus closure occurs during a Saturday or Sunday, students are not required to attend their scheduled Saturday or Sunday rotation. If a student is in clinic and IU South Bend announces that it will close, they will be dismissed from clinic at that time. All students must leave clinic at that time. Students who decide to stay in clinic are doing so on a voluntary basis and will not be accruing hours for that time. Students are not required to make-up lost clinical time due to school closures. School closures are generally announced via the local news and through IUSB.

Employment Orientation

In the event a student has a work-related orientation and/or interview at a healthcare facility, the student will be required to make up any missed clinical hours if personal time is not used. The student can decide to either use personal time or make-up the missed hours.

Jury Duty
Students called for jury duty will be excused from clinical and/or didactic classes. In the event that it lasts longer than 3 days, students may be required to make-up missed course work and clinical time at the discretion of the program director. In the event that the student misses an abundance of clinical and didactic work, progression to the next semester may be affected.

Sports or Other Campus-Related
If the student participants in a university sport or campus related event, the student will have to make-up the hours. The program will work with students so they can attend the event, but this must be communicated with faculty as soon as possible in writing. If not communicated, a violation form may be implemented.

Semester Breaks
Students will receive all IU South Bend time-off (breaks, holidays, etc.). For 1st year students, Clinical Experience will be held throughout Summer Sessions I and II.

Clinical Experience during Semester Breaks
Students are not permitted to attend Clinical Experience when the university is not formally in session.

Clinical Experience Assignment
Students are scheduled and rotated through various clinical areas as scheduled by the clinical preceptors. Students are required to attend all clinical assignments as scheduled and are not permitted to alter any posted schedule. Students should not leave their assigned clinical area without the approval of the clinical preceptor or supervising staff technologist; the exception is for breaks or lunch. Students should contact the clinical preceptor and clinical coordinator if a problem with scheduling arises.

Breaks in Clinic
Students may go on a fifteen (15) minute break in the morning and afternoon; students should get approval from the supervising staff technologist prior to leaving their assigned area. Students should not leave the clinical site campus for breaks; students are not required to punch out for breaks.

Lunch Break
The student is allowed a thirty (30) minute lunch break. The time of the lunch break should be coordinated with the assigned technologist and the scheduled course work. Students are not required to punch out for lunch unless they are leaving hospital grounds, in that case you will need to punch out/in.

Slow Periods
When the assigned clinical education area is not busy and patient flow is slow, the student should remain near their assigned area. During slow periods, the student may practice radiographic positioning, attend to linens, disinfect equipment, study in that area, etc. Students should also contact the clinical preceptor who may grant them permission to leave their assigned clinical area.

Smoking
Smoking in the clinical sites is prohibited. If excessive odor from smoking is noticeable and considered offensive, clinical faculty has the right to request that a student be sent home to change scrubs. Any missed clinical time must be made up prior to the end of the semester.

Miscellaneous Clinical Information

Clinical Practicum Fee

Each clinical practicum will have a $250 fee associated with the course.

Transporting Patients

Students should not transport house patients to the patient floors. Students may transport patients to/from the Emergency Department and/or other modalities provided it is on the same floor.

Storage of Student Personal Equipment at Clinical Education Site

Storage areas are provided at each students assigned clinical site for storing personal belongings (lunches, textbooks, book bags, cellphones, etc.). Items should be stored in designated areas during clinical hours and should not be kept in common areas where they might be considered in the way of hospital workflow. Please be considerate and store items in the designated area away from direct patient care areas.

Student Bulletin Board

All clinical sites maintain a student communication area or bulletin board. Students are asked to check the bulletin board regularly. Notices will inform students of classroom and clinical schedules and administrative announcements. Student bulletin boards are in designated areas in the imaging department.

Clinical Performance Incident Notes and Records

A clinical performance incident is any occurrence involving a student, which the clinical evaluator/radiographer believes may affect the educational experience of the student. The incident may be positive or negative. Anyone may fill out a Clinical Performance Incident Note. The signature of the evaluator must be included on the incident note. A clinical preceptor will obtain verification of the incident. Blank notes will be kept in the Radiology Department. After the incident note is completed, it is to be returned to the clinical preceptor. A master record will be kept in each student's file. Please see Appendix P for the complete form.

Clinical Course Descriptions

Clinical Experience I, AHLT-R181, Semester 1: Fall, 2 Credit Hours, Second 8 Weeks
The student is oriented to clinicals by spending one week in PACS, transport, and the radiology office. Following the orientation period, rotations in General Radiography, Fluoroscopy, Emergency Room, evenings, affiliate sites, and Portables/Surgery are required. In a given week, there will be a combination of approximately 16 hours of clinicals.

Clinical Experience II, AHLT-R182, Semester II: Spring, 3 Credit Hours
Rotations include Emergency Radiography, General Radiography, Fluoroscopy, Portables and Surgery, affiliate sites, weekend, and evenings are required. In a given week, there will be a combination of approximately 16 hours of clinicals.

Clinical Experience III and IV, AHLT-R281 and AHLT-R282, Semesters III & IV: Summer I & II, 3 Cr. Hrs.
Clinical rotations include General Radiography, Fluoroscopy, Portable Surgery, Emergency Radiography, affiliate sites, weekend(s), and evening rotations. The student will complete approximately 40 hours of clinical experience each week during Summer Session I and Summer Session II. A separate clinical education grade will be given for each summer session.

Clinical Experience V, AHLT- R283, Semester V: Fall, 4 Credit Hours
Clinical rotation includes General Radiography, Emergency Radiography, Portable/Surgery, Fluoroscopy, Evenings, CT, rotation of choice, weekend(s), and affiliate clinical site rotations. Rotation of choice visits may include CT/MRI, US, IR, Cath Lab, Radiation Therapy, and Nuclear Medicine. The student will complete approximately 24 hours of clinical experience each week.

Clinical Experience VI, AHLT-R290 Comprehensive Experience, Semester VI: Spring, 4 Cr.
Clinical rotations include General Radiography, Emergency Radiography, Fluoroscopy, Portables/Surgery, Evenings, rotation of choice, weekend(s), and affiliate clinical site rotations. Rotation of choice visits may include CT/MRI, US, IR, Cath Lab, Radiation Therapy, and Nuclear Medicine. The student will complete approximately 24 hours of clinical experience each week.

Clinical Assignments

Clinical assignments are scheduled each semester throughout the program. Below is a table representing the different rotations and the amount of weeks required. These rotations are considered mandatory and a failure to complete these rotations will result in an incomplete. If students need special accommodations, the student should contact the program director.

	Clinical Assignments					
Clinical Assignments	**Junior Fall R181 (8W2)**	**Junior Spring R182**	**Summer I and II, R281 and R282**	**Senior Fall R283**	**Senior Spring R290**	**Total Weeks**
Orientation* Completed during AHLT-R103	2					2
PACS/Office/Transport* (pass/fail rotation)	1					1
ER	2	4	2	2	2	12
General Radiography: Lighthouse, Ireland Road, VA, Beacon Granger Hospital, and home sites	3	4	1	1	2	11
Fluoroscopy	1	2	2	1	1	7
Mobile/Surgical Radiography	1	4	2	3	3	13
Evenings: 1:30pm-10:00pm	1	2	2	2	2	9
Affiliate EGH, Memorial, Mishawaka, Goshen, KCH, Plymouth			Juniors - 3 (1-week rotation at 3 different sites) Seniors - 1 (1-week rotation at 1 site)	2 (2-week rotation at 1 site)	2 (2-week rotation at 1 site)	7
CT* (pass/fail rotation)				1		1
Rotation of choice* (pass/fail rotation) ***See below for options***				3	3	6
Total Weeks in Assignments	11	16	12	15	15	69
Weekend Experience:* Saturday/Sunday 7:30am-4:00pm Saturday/Sunday 1:30pm-10:00pm (pass/fail rotation)		1 day	2 days	2 days	2 days	7 days

*These rotations/modalities do not need to have a Student Performance Evaluation form filled out in Trajecsys. Rotation of Choice Includes: CT, MRI, Ultrasound, Nuc. Med., Interventional Radiology, Cardiac Catheterization, Mammography, Radiation Therapy, any Affiliate Site, and any diagnostic rotation.

- Please view the Position Statement about the Mammography rotation.
- The rotations of choice are all considered pass/fail rotations. A Student Performance Evaluation does not need to be filled out. These must be scheduled at least 6 weeks in advance and can only be switched with the permission of the Clinical Preceptor.

IUSB Radiography Clinic Schedule: Fall 2021

Junior Clinical days: Clinical days part of orientation in R103, AHLT-R181, 8W2 Wednesday and Friday
Senior Clinical days: AHLT-R283, Monday, Tuesday, and Thursday

Week	Date	Junior hours	Senior hours M/T/TH/F 7:30a-4:00p or 1:30p-10:00p
Week 1	August 23 - 29	--	24
Week 2	August 30 - September 5	--	24
Week 3	September 6 – 12 (Labor Day is not included)	--	16
Week 4	September 13 - 19	--	24
Week 5	September 20 - 26	5	24
Week 6	September 27 - October 3	5	24
Week 7	October 4 - 10	5	24
Week 8	October 11 - 17	16	24
Week 9	October 18 – 24 (Fall Break - Classes resume Oct 20)	16	8
Week 10	October 25 - 31	16	24
Week 11	November 1 - 7	16	24
Week 12	November 8 - 14	16	24
Week 13	November 15 - 21	16	24
Week 14	November 22 – 28 (Thanksgiving Break Nov 24-28)	--	16
Thanksgiving Break November 24 - November 28			
Week 15	November 29 - December 5	16	24
Week 16	December 6 – 12 (Classes End Dec 8)	16	24
Week 17	December 13 - 19 EXAMS December 11 - 16	16	--
Semester totals		159 hours*	352 hours*

Finals December 11th – 16th

Winter Break December 17th-January 9th

Campus is closed December 24th – January 3rd

*Subject to Change

IUSB Radiography Clinic Schedule: Spring 2022

Junior Clinical days: AHLT-R182, Wednesday and Friday
Senior Clinical days: AHLT-R290 Monday, Tuesday, and Thursday

Week	Date	Junior hours W and F (7:30a-4p) or 1:30p-10:00p	Senior hours M/T/TH (7:30a-4p) or 1:30p-10:00p
Week 1	January 10-16	16	24
Week 2	January 17 - 23 Martin Luther King Jr. Holiday off 17th	16	16
Week 3	January 24 - 30	16	24
Week 4	January 31- February 6	16	24
Week 5	February 7 - 13	16	24
Week 6	February 14 - 20	16	24
Week 7	February 21- 27	16	24
Week 8	February 28 - March 6	16	24
Week 9	March 7 - 11	16	24
Spring Break March 12 - March 20			
Week 10	March 21 - 27	16	24
Week 11	March 28 - April 3	16	24
Week 12	April 4 - 10	16	24
Week 13	April 11 - 17	16	24
Week 14	April 18 - 24	16	24
Week 15	April 25 - May 1 Classes end April 27	16	24
Week 16	May 2 - 9 EXAMS April 29 - May 5	16	24
Semester totals		240 hours*	376 hours*

Finals April 29th - May 5th
Commencement May 10, 2022
Summer break May 9th to 15th
* Subject to Change

IUSB Radiography Clinic Schedule: Summer 1&2, 2022

Summer 1 Junior Clinical days: Monday-Friday 7:30 am– 4:00 pm or 1:30p-10:00p		
Week	Date	Junior hours M-F (7:30a-4:00p)*
Week 1	May 16 - 22	40
Week 2	May 23 - 29	40
Week 3	May 30 - June 5 Memorial Day off, 30st	32
Week 4	June 6 - 12	40
Week 5	June 13 - 19	40
Week 6	June 20 - 24 Last day of clinic, 24th	40
Semester Totals		232

Summer 2 Junior Clinical days: Monday-Friday 7:30 am– 4:00 pm or 1:30p-10:00p		
Week	Da te	Junior hours M-F
Week 1	Jul 5 - Jul 10 Independence Day off, 4th	32
Week 2	July 11- 17	40
Week 3	July 18 - 24	40
Week 4	July 25 - July 31	40
Week 5	August 1 - 7	40
Week 6	August 8 - 12 Last day of clinic, 12th	40
Semester Totals*		232

Summer Break:

*The following schedules are tentative and subject to change

Appendix

Appendix A – Student Appeals Policy

Process Statement:

The purpose of this document is to outline the process for student appeals.

Policy:

Students have the right to appeal academic progression decisions made by their respective program.

Process:

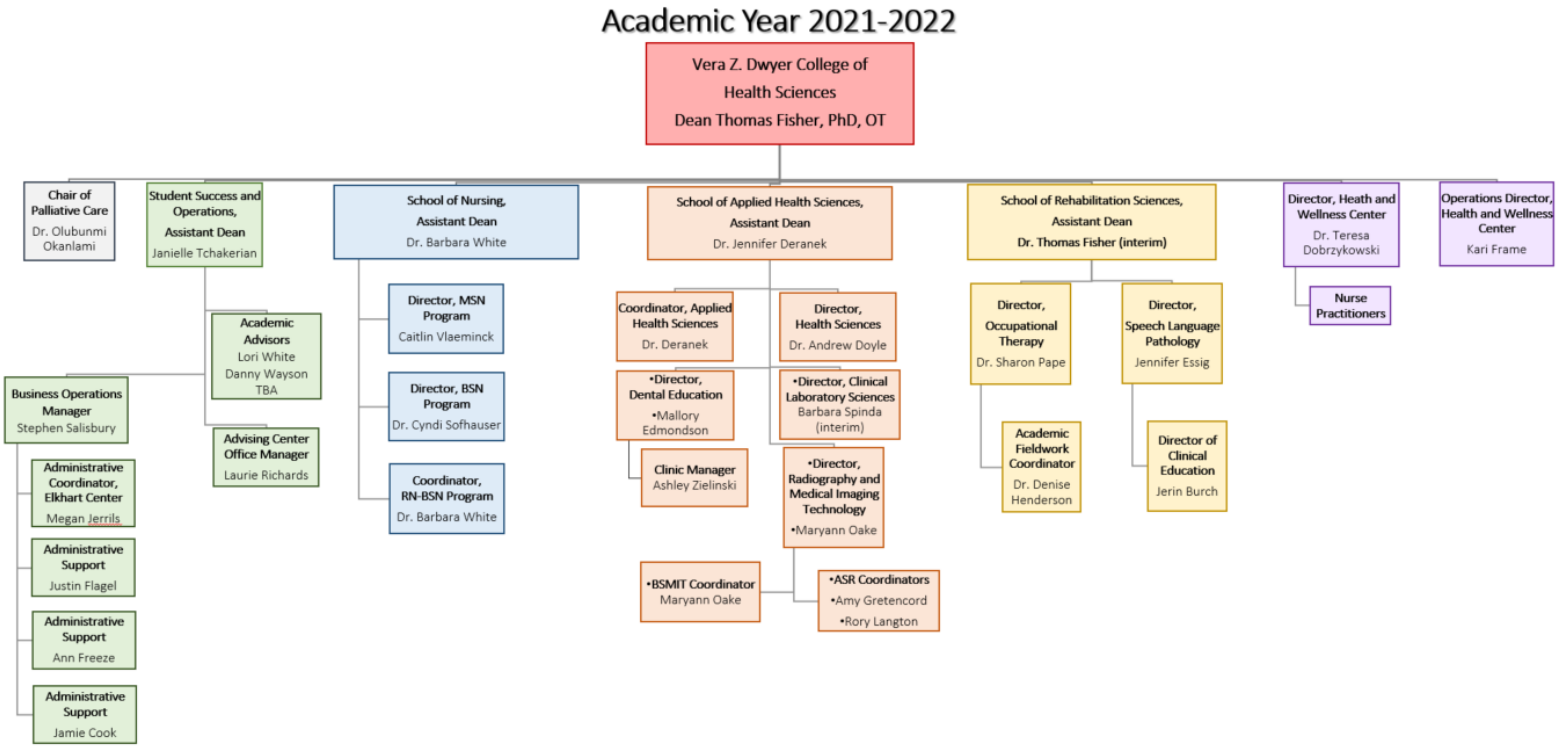
Students who wish to appeal a program level decision will be instructed by the program director to submit the appeal request in writing to the Program Director and Assistant Dean of Student Success and Operations within 5 business days of notification of the decision to address the appeal in a timely manner without delaying the next semester's progression. The Assistant Dean of Student Success and Operations will then direct the appeal to the School of Applied Health Sciences Council (SAHSC) to review the appeal and make a recommendation. If the SAHSC cannot come to an agreement or if the student wishes to appeal the decision, the student may appeal to the Dean who makes the final decision.

Students are encouraged to work with the Assistant Dean of Student Success and Operations for all appeals. The Assistant Dean for Student Success and Operations will be responsible for archiving all documentation in the student file related to the appeal and the decision.

For all appeals regarding reinstatement, visit the program policy.

For all appeals regarding final course grades, visit the Indiana University South Bend policy: https://students.iusb.edu/registrar/policies/index.html

Appendix B – Organizational Chart



Appendix C – Clinical Laboratory Evaluation

INDIANA UNIVERSITY
SOUTH BEND

IUSB Lab Competency Evaluation

Student:_____ Procedure:_____ Date:_____

Please evaluate student performance as a cumulative of ALL applicable projections/positions and overall score is calculated as a % based on 0% awarded for items scored Unacceptable and 100% for items scored Acceptable.

Specify projections (i.e. Waters, Caldwell, etc.) _____

Section I **Comments:**

	Unacceptable	Acceptable
Appropriate field of view or collimation		
Properly used side marker		
Patient was in proper position		
Central ray in proper alignment to part		
Central ray/tube are in proper alignment to IR		
Used required SID		
Used correct angulation (as required)		
Chose proper exposure factors		

Section II

	Unacceptable	Acceptable
Was the room prepared for the exam?		
Was the patient shielded for the exam?		
Did the student maintain good patient care?		
Did the student display professional behavior during the exam?		
Was the exam performed in a timely manner?		
Was the overall procedure performed properly?		

Total (out of 14):_____

Comments

Evaluator comments regarding student's overall performance (may use back of page)

Scoring

A passing grade is above 80%. Anything below 80% (missing more than two categories) will require the student to complete the laboratory competency again. The student must demonstrate laboratory competency above 80% before practicing on patients with direct supervision.

☐ Approved ☐ Not Approved Technologist Signature_____

☐ Simulated ☐ Retest

*Form on Trajecsys

Appendix D – Student Performance Evaluation

Directions: Select the letter grade which indicates the student's level of skill development			
A+, A (100, 93)	Outstanding achievement	D+, D (69, 63)	Below required standard of achievement
B+, B (89, 83)	Above average achievement	F (59-0)	Well below required standard of achievement
C+, C (79, 73)	Average achievement		

INITIATIVE - Displays energy and motivation in starting and completing tasks	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
ATTITUDE - Displays willingness to be guided, directed and instructed while displaying positive emotional and psychological traits	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
COMMUNICATION SKILLS - Interacts appropriately and professionally with patients, staff and physicians	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
PATIENT CARE SKILLS - Perceives patient needs creating a warm, friendly and comfortable experience	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
PROFESSIONALISM - Appearance and behavior consistent with rules and regulations of Indiana University of South Bend Program and its affiliates	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
QUANTITY OF WORK FOR CLASS STANDING - Participates in the total workload of the assigned clinical area, completing the appropriate volume of work	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
QUALITY OF WORK FOR CLASS STANDING - Demonstrates proper accuracy and thoroughness in procedure performance while maintaining standard of professionalism and patient care; practices appropriate radiation protection to patient and staff	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
ORGANIZATION - Performs duties in a logical and efficient manner	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
CRITICAL THINKING FOR CLASS STANDING - Development of analytical and problem-solving skills	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
ADAPTABILITY - Applies information and responsibilities regarding procedures, materials, equipment and techniques	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
SELF CONFIDENCE FOR CLASS STANDING - Displays maturity and confidence	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
DEPENDABILITY - Follows through with clinical responsibilities in a reliable conscientious manner	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
ACCOUNTABILITY - Routinely present and punctual in assigned clinical area	○F ○D ○D+ ○C ○C+ ○B ○B+ ○A ○A+
Student was supervised in keeping with program policies.	○Unmet ○Met
Repeat studies were performed in concurrence with the program repeat policy.	○Unmet ○Met
Comments (mandatory): (For example: What is something the student did or performed well during this rotation? What is something they can improve?)	

◉ Approved ○ Not Approved

Form in Trajecsys

Appendix E – Clinical Competency Evaluations

Criteria	Acceptable (2 points)	Required minor adjustment (1 point)	Required major adjustment (0 points)
Room preparation and appearance			
Verification patient ID, patient history, requisition evaluation			
Prepare patient and give clear, appropriate instructions			
Demonstrates effective patient care skills (respect, privacy, comfort)			
Knowledge of procedure routines, necessary positions/projections			
Patient artifacts			
Proper patient positioning			
Central ray proper alignment to part			
Central ray proper alignment with image receptor			
Proper SID			
Proper tube angulation and direction			
Appropriate field of view or collimation			
Appropriate marker selection and placement			
Appropriate exposure factors selected			
Proper operation of equipment			
Practices proper radiation safety measures			
Shows knowledge of related anatomy on radiographs			
Displays awareness of how to improve image quality			
Display of processed radiograph			
Completes exam in a timely manner			
Radiographic study is of diagnostic quality			
Total (42 possible points)			
Student is competent in this clinical exam* Yes or No			

Please grade the student on the overall performance of the exam. For anything that is not acceptable, please comment below. Passing is above 85%. Below 85% requires a retest.

*If marked no, the student must retest, regardless if grade is above or below 85%.

Comments:

Form is in Trajecsys

Appendix F - C-arm Competency Evaluation

STUDENT, TEST	C-Arm Procedure (requiring manipulation to obtain...	05/08/2019
C-ARM CLINICAL COMPETENCY EVALUATION Point values associated with items are Unacceptable = 0 points and Acceptable = 1 point		◉ Instructions
Competency Type (select Simulation and/or Recheck box at bottom if applicable)		○ Retest ◉ Regular
Date of Procedure (**required entry** at right)		○ Enter at right **(required)**; then click here
Patient Age		○ Pediatric ○ Geriatric ◉ Adult
# of Projections (specify at right)		○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 or more
EVALUATION CRITERIA Wears appropriate apparel in O.R. (shoe covers, head cover, mask, eye protection, scrubs)		○ Unacceptable ◉ Acceptable
Wears lead apron and thyroid shield		○ Unacceptable ◉ Acceptable
Provides radiation protection for patient or surgical team if applicable		○ Unacceptable ◉ Acceptable
Demonstrates sterile awareness in O.R. (contamination of table, personnel, and drape)		○ Unacceptable ◉ Acceptable
Demonstrates proper set-up of monitor and base		○ Unacceptable ◉ Acceptable
Proper patient identification for case		○ Unacceptable ◉ Acceptable
Proper exam verification for case, awareness of Time-Out procedure		○ Unacceptable ◉ Acceptable
Input appropriate patient information on monitor		○ Unacceptable ◉ Acceptable
Proper operation of locks throughout case		○ Unacceptable ◉ Acceptable
Proper technique selection		○ Unacceptable ◉ Acceptable
Proper image orientation selection		○ Unacceptable ◉ Acceptable
Follows direction from surgeon, anticipates C-arm movement when required		○ Unacceptable ◉ Acceptable
Moves "C" in vertical position		○ Unacceptable ◉ Acceptable
Moves "C" in horizontal position		○ Unacceptable ◉ Acceptable
Communicates well to surgical team (if applicable)		○ Unacceptable ◉ Acceptable
Saves images and sends to PACS		○ Unacceptable ◉ Acceptable
Evaluates images for improvements		○ Unacceptable ◉ Acceptable
Student is competent in this clinical exam * If marked no, the student must retest, regardless if grade is above or below 85%.		○ No ○ Yes
Evaluator comments regarding student's overall performance (specific notes may also be added at right of any item) Passing is 85% and Below 85% will require a retest		◉ Enter at right -->

*Form is in Trajecsys

Appendix G - Fluoroscopy Competency Evaluations

(B.E., UGI, Esophagram, Small Bowel Follow Through)

STUDENT, TEST	Barium Enema (Single or Double Contrast)	05/08/2019	Comments
CLINICAL COMPETENCY EVALUATION Please grade the student on the overall performance of the exam. For anything that is not acceptable, please comment in the text field at right of item. Passing is above 85%. Below 85% requires a retest. Point values associated with items are: Required major adjustment = 0 points Required minor adjustment = 1 point Acceptable = 2 points		◉ Instructions	
Competency Type (select Simulation and/or Recheck box at bottom if applicable)		○ Retest ◉ Regular	
Date of Procedure (**required entry** at right)		○ Enter at right **(required)**; then click here	
Patient Age		○ Pediatric ○ Geriatric ◉ Adult	
Procedure		○ Trauma ○ OP ○ IP ○ ER ○ OR ○ N/A	
Room preparation and appearance		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Verification patient ID, patient history, requisition evaluation		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Prepare patient and give clear, appropriate instructions		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Demonstrates effective patient care skills (respect, privacy, comfort)		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Knowledge of procedure routines, necessary positions/projections		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Patient artifacts		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Proper patient positioning		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Central ray proper alignment to part		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Central ray proper alignment with image receptor		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Proper SID		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Proper tube angulation and direction		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Appropriate field of view or collimation		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Appropriate marker selection and placement		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Appropriate exposure factors selected		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Proper operation of equipment		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Practices proper radiation safety measures		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Shows knowledge of related anatomy on radiographs		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Displays awareness of how to improve image quality		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Display of processed radiograph		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Completes exam in a timely manner		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Radiographic study is of diagnostic quality		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Proper preparation of contrast material(s)		○ Required major adjustment ○ Required minor adjustment ◉ Acceptable	
Student is competent in this clinical exam * If marked no, the student must retest, regardless if grade is above or below 85%.		○ No ○ Yes	
Evaluator comments regarding student's overall performance (specific notes may also be added at right of any item)		◉ Enter at right -->	

Arthrogram, Cystography/Cystourethrography, ERCP, HSG, and Myelogram

STUDENT, TEST	Arthrogram	05/10/2021	Comments
CLINICAL COMPETENCY EVALUATION Please grade the student on the overall performance of the exam. For anything that is not acceptable, please comment in the text field at right of item. Passing is above 85%. Below 85% requires a retest. Point values associated with items are: Required major adjustment (unacceptable) = 0 point Required no or minor adjustment (acceptable) = 1 point		◉ Instructions	
Competency Type (select Simulation and/or Recheck box at bottom if applicable)		○ Retest ◉ Regular	
Date of Procedure (**required entry** at right)		○ Enter at right **(required)**; then click here	
Patient Age		○ Pediatric ○ Geriatric ◉ Adult	
Procedure		○ Trauma ○ OP ○ IP ○ ER ○ OR ○ N/A	
Verification patient ID, patient history, requisition evaluation		○ Unacceptable ◉ Acceptable	
Room preparation and appearance (sterile tray)		○ Unacceptable ◉ Acceptable	
Proper preparation of contrast material(s)		○ Unacceptable ◉ Acceptable	
Prepare patient and give clear, appropriate instructions		○ Unacceptable ◉ Acceptable	
Demonstrates effective patient care skills (respect, privacy, comfort)		○ Unacceptable ◉ Acceptable	
Proper operation of equipment		○ Unacceptable ◉ Acceptable	
Appropriate exposure factors selected		○ Unacceptable ◉ Acceptable	
Knowledge of procedure routines, necessary positions/projections		○ Unacceptable ◉ Acceptable	
Practices proper radiation safety measures		○ Unacceptable ◉ Acceptable	
Display awareness of how to send images to PACS		○ Unacceptable ◉ Acceptable	
Shows knowledge of related anatomy on radiographs		○ Unacceptable ◉ Acceptable	
Displays awareness of how to improve image quality		○ Unacceptable ◉ Acceptable	
Completes exam in a timely manner		○ Unacceptable ◉ Acceptable	
Radiographic study is of diagnostic quality		○ Unacceptable ◉ Acceptable	
Student is competent in this clinical exam * If marked no, the student must retest, regardless if grade is above or below 85%.		○ No ○ Yes	
Evaluator comments regarding student's overall performance (specific notes may also be added at right of any item)		◉ Enter at right -->	

☐ Check to complete later, then click "Submit"

◉ Approved ○ Not Approved

Appendix H - General Patient Care Competency Requirements

The following is a list of the general competency requirements mandated by the ARRT. Documentation for these requirements are recorded in Trajecsys.

General Patient Care Procedures:

- CPR/BLS Certified
- Vital Signs:
    - Blood Pressure
    - Temperature
    - Pulse
    - Respiration
    - Pulse Oximetry
- Sterile and Medical Aseptic Technique
- Venipuncture
- Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)
- Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)

Appendix I - Alert Form - Notification of Opportunity for Improvement: Didactic Course

Faculty use the Alert Form to identify and document specific opportunities for improvement a student may be facing in their course. The items below are commonly identified areas for improvement. Additional student specific needs may be addressed in the comments section.

Student Name _____ Course _____ Sem./Yr _____

Opportunity for Improvement		COMMENTS
Behavior/Accountability		
Late assignments		
Incomplete assignments		
Tardiness		
Absenteeism		
Difficulty with written work		
Difficulty following directions		
Lacks preparation for software, hardware, or class activities		
Professional Behavior		
Attitude/language		
Difficulty demonstrating ethical and professional behavior		
Lack of preparation		
Difficulty following appropriate chain of command		
Inappropriate dress/failure to follow uniform policy		
Difficulty functioning independently		
Difficulty accepting constructive criticism		
Communication		
Inappropriate interaction/online etiquette		
Delayed/lack of response to email		
Difficulty expressing self		
Inappropriate/incomplete documentation		
Critical Thinking		
Difficulty applying previously learned knowledge and skills		
Difficulty problem solving		
Difficulty evaluating self realistically		
Difficulty demonstrating logical thought processes		
Difficulty evaluating consequences of own actions		
Good Standing		
Difficulty displaying evidence of meeting or maintaining a minimum grade of C (2.0)		
Difficulty in meeting course objectives/competencies/requirements		
Difficulty in meeting program level competencies and outcomes		
Difficulty meeting Academic or Personal Conduct Expectations		
Other-provide details in narrative.		

Detailed objective narrative of observed behavior and contextual information (provide course objectives/competencies/policies if appropriate):
Faculty Recommended Success Strategies:
Student Comments and Success Strategy:

Faculty Signature _____ Date _____

By signing below, I am agreeing that:

I have met and discussed this concern with the faculty. I am aware of the opportunity for improvement and need for a personal plan for success. I also understand that this information will be placed in a confidential file for the purpose of tracking my progress throughout the remainder of the program. Repeated receipt of this form by a student with lack of evidence of improvement may lead to disciplinary consequences.

Student Signature _____ Date _____

Appendix J - Alert Form - Notification of Opportunity for Improvement: Clinical and Lab

Faculty use the Alert Form to identify and document specific opportunities for improvement a student may be facing in their clinical and/or lab. The items below are commonly identified areas for improvement. Additional student specific needs may be addressed in the comments section.

Student Name _____ Course _____ Sem./Yr _____

Opportunity for Improvement		Comments
Following Protocol		
Failure to follow clinical site protocols and policy		
Failure to follow IUSB protocols and policy		
Clinical Practice		
Failure to demonstrate initiative and willingly participates in the workflow of the department		
Failure to accept the role of the learner and a willingness to be guided by faculty and/or hospital staff		
Failure to demonstrate good patient care skills		
Failure to demonstrate effective, age-appropriate patient communication		
Failure to practice radiation safety protocols specific to a clinical agency		
Failure to demonstrate knowledge of radiographic technique selection appropriate to the exam		
Inaccurately applies lead markers and mislabels radiographic images		
Failure to demonstrate mastery of exams taught thus far by achieving competency with 80% accuracy		
Inability to communicate effectively and professionally with patients, faculty, and/or staff		
Professionalism and Ethics		
Unethical practice and/or decision making		
Unprofessional and/or disrespectful behavior, attitude, language, or dress		
Lack of preparation and/or organization		
Tardiness or repeated tardiness		
Early dismissal from scheduled clinic		
Absence from scheduled clinic (no call/no show)		
Unacceptable clinic time utilization and efficiency		
Difficulty following appropriate chain of command		
Critical Thinking and Self-reflection		
Difficulty displaying critical thinking and knowledge application in patient care and clinical setting		
Difficulty problem solving		
Difficulty self-reflecting on performance and assuming responsibility for professional actions and care based on accepted theories, research, and accepted standard of care		
Difficulty evaluating consequences of own actions		
Failure to identify errors related to positioning, techniques, and/or image artifacts		
Failure to demonstrate knowledge of how to correct the error prior to the repeat exposure		
Good Standing		
Difficulty displaying evidence of meeting or maintaining a minimum grade of C (2.0) and/or passing		
Difficulty in meeting course objectives/competencies/requirements		
Difficulty in meeting program level competencies and outcomes		
Difficulty meeting Academic or Personal Conduct Expectations		
Other-provide details in narrative.		

Detailed objective narrative of observed behavior and contextual information (list course objectives/competencies/policies if appropriate):
Faculty Recommended Success Strategies:
Student Comments and Success Strategy:

Faculty Signature _____ Date _____

By signing below, I am agreeing that:

I have met and discussed this concern with the faculty. I am aware of the opportunity for improvement and need for a personal plan for success. I also understand that this information will be placed in a confidential file for the purpose of tracking my progress throughout the remainder of the program. Repeated receipt of this form by a student with lack of evidence of improvement may lead to disciplinary consequences.

Student Signature _____ Date _____

Appendix K - Course Level Student Success Plan

A Course Level Student Success Plans helps the student identify opportunities for improvement, clarify expectations, and develop an individualized plan for long-term success in a course. The student will take ownership of the responsibility for achieving desired outcomes for success in the course. The faculty member will be a mentor and accountability facilitator in the plan for success. The faculty will provide feedback to the student regarding progress toward meeting course goals.

Student:

Course:

Faculty:

Semester:

Description of the opportunity for improvement (completed by faculty):

(Provide a clear objective description of observed behaviors and contextual information)

Competencies/instructional objectives/policy of concern (completed by faculty):

(Provide course competencies/instructional objectives and or policies related to the areas of concern; copy and paste from syllabus/handbook/handbook as appropriate)

Faculty provided suggestions for success (completed by faculty):

(Include suggested deadlines and suggested resources for improvement)

The above document was provided to the student for review following a face-to-face meeting to notify the student of the opportunity for improvement on _____.

The student is to return the completed document on or before _____.

My signature below indicates that I met with the instructor and I understand I must complete the document on or before the date above.

_____ _____

Student signature date Faculty signature date

Student plan for success (completed by the student):

(Include clear benchmarks and deadlines, self-reflective strategies for improvement, outline how/when the instructor can support your strategies, and provide a plan for communication and follow-up.)

My signature below indicates that I understand and agree to the plan for success outlined above and the following:

___I must adhere to the identified plan and demonstrate all expected course competencies/objectives successfully in order to succeed in this course; the inability to do so will result in failure of the course.

___I understand that each course in the clinical program is essential to providing safe and competent patient care. Failure to successfully pass a course with a C or better could jeopardize my progression in the radiography or medical imaging program.

___My success is my responsibility. My instructors are here to provide mentorship and support while holding each student equally accountable.

___I have read, understand, and have had my questions about course and program level policy answered.

_____ _____

Student Signature and date Faculty signature and date

Appendix L - Program Level Student Success Plan

A Program Level Student Success Plans helps the student identify opportunities for improvement, clarify expectations, and develop an individualized plan for long-term success in the radiography or medical imaging program. The student will take ownership of the responsibility for achieving desired outcomes for success for the duration of the program. The Program Director/Coordinator will be a mentor and be the accountability facilitator in the plan for success. The Program Director/Coordinator will provide regular feedback as appropriate to the student regarding progress towards program completion.

Student:

Director/Coordinator:

Semester Initiated:

Description of the opportunity for improvement (completed by Director/Coordinator):

Competencies/instructional objectives/policy of concern (completed by Director/Coordinator):

Director/Coordinator provided suggestions for success (completed by faculty):

(Include suggested deadlines and suggested resources for improvement)

The above document was provided to the student for review following a face-to-face meeting to notify the student of the opportunity for improvement on _____.

The student is to return the completed document on or before _____.

My signature below indicates that I met with the Director/Coordinator and I understand I must complete the document on or before the date above.

_____ _____

Student signature date Director/Coordinator signature date

Student plan for success (completed by the student):

(Include clear benchmarks and deadlines, self-reflective strategies for improvement, outline how/when the Director/Coordinator can support your strategies, and provide a plan for communication and follow-up.)

My signature below indicates that I understand and agree to the plan for success outlined above and the following:

___I must adhere to the identified plan and demonstrate **all** expected competencies/objectives successfully in order to complete the radiography or medical imaging program; the inability to do so will result in a change in progression status.

___It is my responsibility to discuss the terms of this document with each of my future faculty when appropriate to help facilitate my success.

___I understand that each course and requirement in the clinical program is essential to providing safe and competent patient care. Failure to successfully pass a course with a C or better could jeopardize my progression in the radiography or medical imaging program.

___My success is my responsibility. My instructors are here to provide mentorship and support while holding each student equally accountable.

___I have read, understand, and have had my questions about course and program level policy answered.

_____ _____

Student Signature and date Faculty signature and date

Appendix M – Demerit Examples

I. Respect for all individuals. Unacceptable behavior includes (but is not limited to):

- Expressing racial, sexual, sexist, or religious slurs.
- Committing racial or sexual harassment.
- Using inappropriate, offensive or threatening language.
- Criticizing another inappropriately or unprofessionally with the intention to belittle, embarrass, or humiliate.
- Requiring a colleague to perform personal services.
- Committing physical acts of violence or threats of violence.
- Manipulating field placement schedules for one's own benefit.
- Failing to comply with a reasonable request or instruction from faculty, staff, or administrators.
- Using computer e-mail or internet in a harassing or libelous manner.

II. Appropriate handling of information, records, or examination materials; respect for client confidentiality and safety. Unacceptable behavior includes (but is not limited to):

- Unauthorized access to a test.
- Giving or receiving any information except as allowed by the teaching faculty during the course of an exam.
- Plagiarizing, forging, or falsifying academic records, financial aid information, client records, research, or scientific data.
- Tampering with examination material, or any dishonesty in connection with an examination.
- Abusing computerized information or technology.
- Failing to ask for assistance from appropriate faculty or staff when needed.
- Writing offensive or judgmental comments in the client's chart.
- Sharing medical or personal details of a client with anyone other than health professionals.
- Engaging in discussion about a client in public areas.

III. Proper representation as a College of Health and Human Services professional.

Unacceptable behavior includes (but is not limited to):

- Misrepresenting oneself as a licensed professional rather than a student of the College of Health and Human Services.
- Exhibiting personal appearance that gives the impression of uncleanness or carelessness.
- Failing to maintain professional composure during stressful circumstances.
- Engaging in an inappropriate relationship with clients or their family members.

• Using alcohol, drugs, or other controlled substances inappropriately or in violation of the law, or in a way that could affect the quality of client care or academic performance.

IV. Respect for laws, policies, and regulations (on or off campus). Unacceptable behavior includes (but is not limited to):

• Disobeying federal, state, or local laws and ordinances.

• Disregarding or acting contrary to institutional regulations and policies.

• Refusing to provide information or testify in an investigation of a violation of the Code.

V. Respect for property and instructional material. Unacceptable behavior includes (but is not limited to):

• Defacing or destroying instructional materials, including software.

• Defacing or destroying University or personal property, or any written material other than one's own.

• Removing information, mail, or property from mailboxes or lockers that are not one's own.

• Falsifying or defacing transcripts, evaluation forms, or other official documents.

VI. Academic integrity. Unacceptable behavior includes (but is not limited to):

• Cheating on an examination or other assignment

• Unauthorized assistance on an examination or assignment

• Unauthorized access to an examination

• Plagiarism

• Facilitation of cheating or plagiarism by another

• Failure to report known instances of cheating

• Falsifying clinical hours

• Falsifying client records either through acts of omission or commission

Appendix N – Demerit Form

Student's Name _____

I understand I have received a demerit for the following:

Student's Signature _____

Date of Occurrence _____

Program Director's Signature _____ Date reviewed_____

Appendix O - Clinical Progress Form

AS in Radiography Program

Objective: Evaluate the student's clinical progression by assessing the student's patient care skills, critical thinking and mastery of radiographic procedures at the level that coincides with the student's level of training in the radiography program. Provide any relevant comments related to the student's clinical performance in the areas of professionalism, communication, clinical skills and critical thinking.

Student:	**Course:**		**Site:**
Category	**Unmet**	**Met**	**Comments/Suggestions**
Professionalism			
Demonstrates initiative and willingly participates in the workflow of the department.			
Accepts the role of the learner and demonstrates a willingness to be guided by faculty.			
Effective Communication			
Demonstrates good patient care skills, is attentive to patient's needs during the exam.			
Demonstrates effective, age-appropriate patient communication.			
Demonstrates effective communication with staff, clinical faculty and other members of the health care team.			
Clinical Proficiency			
Practices radiation safety and utilizes lead shielding on all patients of child bearing age (CBA).			
Demonstrates knowledge of radiographic technique selection appropriate to the exam.			
Accurately applies lead markers and labels radiographic images.			
Demonstrates mastery of exams taught thus far by achieving competency with 80% accuracy.			
Critical Thinking			
Identifies errors related to positioning, techniques, and/or image artifacts			
Demonstrates knowledge of how to correct the error prior to the repeat exposure.			
Evaluator:		**Role:**	**Date:**
Comments:			

This form is in Trajecsys

Indiana University South Bend Radiography Program

Appendix P - Clinical Performance Incident Notes

Instructions: A clinical performance incident is any occurrence involving a student, which the evaluator believes may affect the educational experience of the student. The incident may be positive or negative. (Please fill out and return to a clinical preceptor.)

In the event that a negative Incident Note is completed, the program clinical coordinator must be notified immediately. The issuance of a Violation Form form may be given to the student depending on the severity of the problem.

INSTRUCTIONS: This form is used only for occurrences, which need to be documented. This holds no more severity than would a "verbal warning." It is very important that any agreement be documented for future reference. Signatures are required only for proof of agreement/discussion.

Student Name:

Date:

Setting where incident occurred:

Description of incident:

Comments by evaluator:

Staff Technologist or Clinical Preceptor Signature: _____

Date:_____