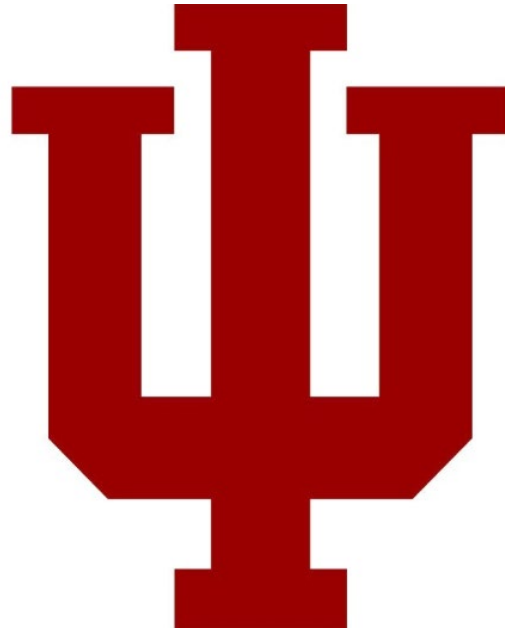


**INDIANA UNIVERSITY SOUTH BEND
RADIOGRAPHY PROGRAM
CLINICAL STUDENT
HANDBOOK**



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 2022

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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 2022) 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

Chapter 1: Introduction

Introduction

Welcome to the Associate of Science in the 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)
Alex Dennis BS,
R.T.(R)(CT)(CI)RCIS
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
Gail Pederson, R.T. (R)
Mike Slack, R.T. (R)

Kosciusko Community Hospital

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

St. Joseph Regional Med. Ctr.-Mishawaka

5215 Holy Cross Parkway
Mishawaka, IN 46545 (*5 miles)
Main Dept. (574) 335-1144
Amanda Butler, R.T. (R)
Tami Schmidt, 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) (CT)
Natasha Shafer, R.T.(R)(CT)

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 Gibson, R.T. (R)(CT)

Elkhart Clinic

303 S. Nappanee St., Elkhart, IN 46514 (*12 miles)
Phone: 574-296-3200
Tara Stepic, R.T.(R)

*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

Jesús García-Martínez, MD, MSc, PhD, Dean, College of Health Sciences

Goshen Hospital

Stephanie Lueking, Radiography Clinical preceptor

Elkhart General Hospital

Gail Pederson, Clinical preceptor

Mike Slack, 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 Gibson, Radiography Clinical preceptor

Saint Joseph County VA Clinic

Brad Stevens, Radiography Clinical preceptor

Beacon Medical Group Ireland Road

Valerie Maternowski, Radiography Clinical preceptor

Saint Joseph Regional Medical Center- Mishawaka

Amanda Butler, 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

Elkhart Clinic

Tara Steplic, 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](#).

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.

If at any time during their clinical professional education a student feels that the program is not in compliance with JRCERT Standards, 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 on the [IUSB Radiography Program Policy Website](#).

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. Students should contact the 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.

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.

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.

Academic Advising Center, College of Health Sciences

The Advising 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, Treasurer, and Secretary.

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 \(iusb.edu\)](http://Alumni%20Relations%3A%20Indiana%20University%20South%20Bend%20(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 Health Sciences (CHS) Policies, 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 Science

[Policies of the Division of Radiological Sciences](#)

- Policies from the Division of Radiological Sciences

[Office of Student Affairs and Diversity](#)

- [Academic Success Programs](#)
- [Career Services](#)
- [Financial Aid](#)
- [Housing](#)
- [Registrar](#)
- [Student Services](#)

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.

Professional Organizations

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

Students are required to purchase a two year student membership with the Indiana Society of Radiologic Technologists (I.S.R.T.): www.isort.org their junior year

- Annual fall conference and Quiz Bowl
 - Students are required to attend the annual fall conference and quiz bowl
- Membership (\$20.00)

Students are required to purchase a membership with the American Society of Radiologic Technologists (ASRT) their junior and senior 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

Students are required to attend the Radiological Society of North America (RSNA)

- Annual fall conference in Chicago
 - Students are required to attend the annual fall conference and the Student Radiography Theater
- No cost to students except food, transportation, and lodging (if applicable)

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>

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 meet with the Program Director. It is recommended that the student meet with the faculty member first.

The following didactic courses and clinical practicums 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 – Image Analysis
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

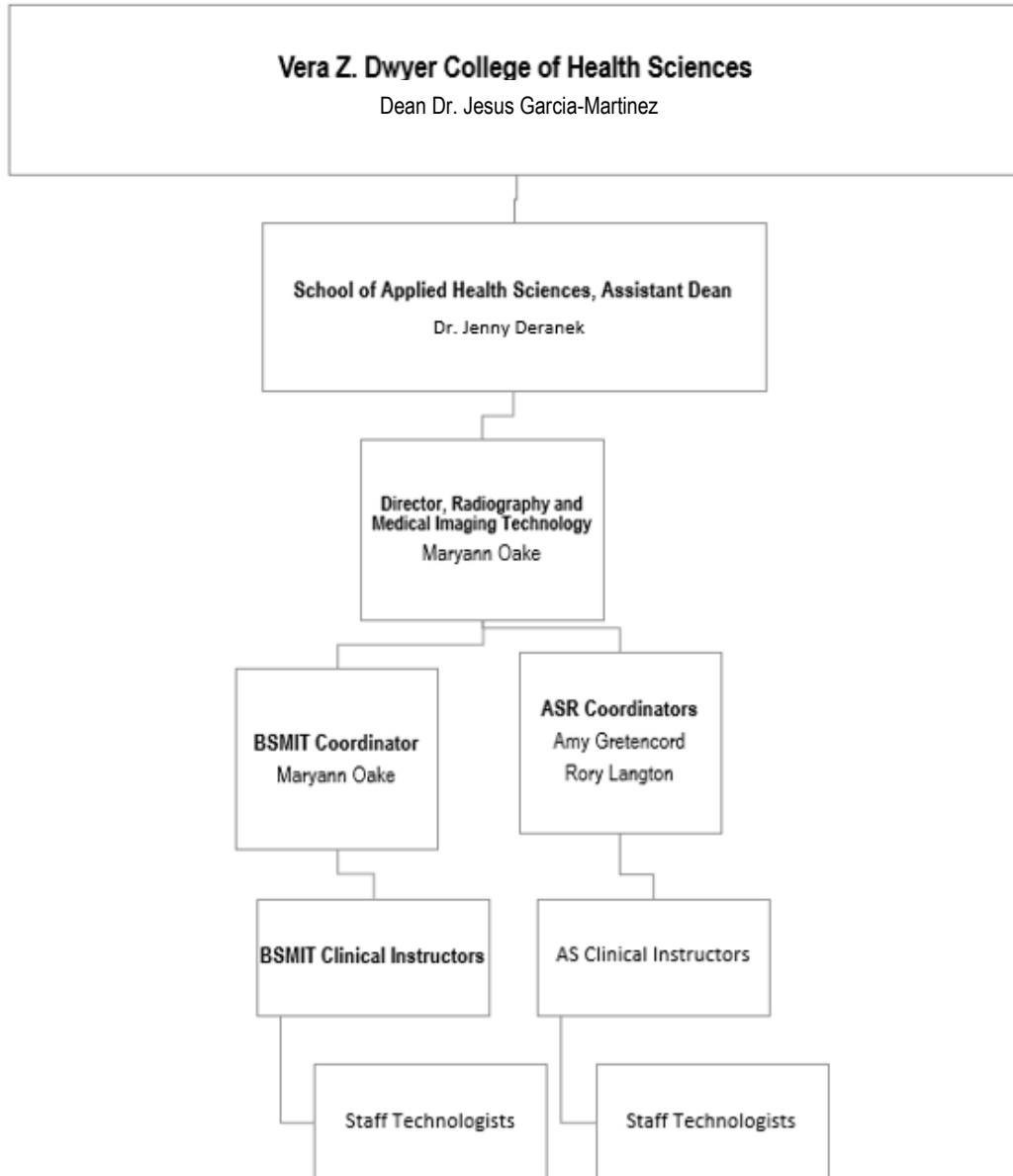
R260 Radiobiology and Protection

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 A](#) 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 Trajecsyst 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 Trajecsyst 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 or at the discretion of the clinical preceptor. 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 Trajecsyst 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 can be found on the [Radiography Program Website](#) under costs.

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 \$26.00 (two sets \$52.00). These can be purchased at [Techno-Aide.com](#), (Elite Style Marker Set W/Initials SKU#: 1E).

If a student loses a marker it is the responsibility of the student to purchase new markers immediately. The new set of markers must be identical to the originals and must be ordered from the same company. Students are not permitted to share markers in the clinical setting. The student must notify the clinical coordinator immediately if they lose a marker. If a student does not purchase markers within a few days of losing their markers, the student will receive a demerit.

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 – Annual
- Items stored by the School Recorder/Castlebranch include:
 - Background Checks
 - Essential Abilities/Technical Standards (annual)
 - Requirement to Disclose Form (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 (annual)
 - Clinical Student Handbook Signature (annual)
 - This includes reviewing the radiographic repeat policy and the pregnancy policy
 - MRI Screening Form (annual)
- 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.

The Program Director, the School Recorder, the Assistant Dean for Student Success and Operations, and the Health and Wellness Center have administrative access to Castlebranch.

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 8 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. All students will rotate to all primary clinical sites. 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) *8-hour days	2 days
First Year Spring Semester	AHLT-R182: Clinical Experience in Radiography *8-hour days	2 days
First Year Summer I Semester	AHLT-R281: Clinical Experience in Radiography *10-hour days	4 days
First Year Summer II Semester	AHLT-R282: Clinical Experience in Radiography *10-hour days	4 days
Second Year Fall Semester	AHLT- R283: Clinical Experience in Radiography *8-hour days	3 days
Second Year Spring Semester	AHLT-R290: Comprehensive Experience *8-hour days	3 days

First Year Clinical Experience

First year student radiographers attend clinical orientation at their assigned clinical site for a total of 15 hours spread out over 3 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 4 days per week, but 10-hour days. 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 85% 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 85% 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.

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

- If a student fails the initial lab 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 lab competency twice their score will be a zero. Competency must be achieved on all required ARRT imaging procedures.
 - A failed lab competency **must** be repeated during the same semester.

During the initial fall and spring semesters, the student will be evaluated by faculty utilizing the Lab Competency Evaluation form in Trajecsyst. 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 B](#) for the Lab Competency 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. Self-assessments are completed after each clinical practicum in the program. One self-assessment will be completed for both summer sessions.

Student Performance Evaluations

Students are evaluated at the completion of each clinical rotation assignment by staff technologists utilizing the Student Performance Evaluation form for technologists located in Trajecsyst. Staff technologists will assess the student's performance in 5 different categories. Please see the [Appendix C](#) for categories and the complete form.

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.

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 in Trajecsyst ([Appendix D](#)). Clinical preceptors use the feedback from the evaluations from staff technologists to complete the mid-term and end of semester evaluation. Clinical Preceptors will assess the student's performance in 13 different categories. 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.

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.

For arthrogram, cystography/cystourethrography, ERCP, HSG, and Myelogram competency forms, please see [Appendix H](#). On these competency forms, the student is evaluated in 14 areas. These forms 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 2023 and 2024

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 and 2024 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 and 2024 should review all [didactic and clinical competency requirements from the ARRT](#). Students may work ahead on competencies. Students must select an exam to perform from the list of Mandatory and/or Elective Procedures from the ARRT.

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 demerit.

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.

A Clinical Competency must be passed with an 90%* score to achieve competency. Each semester the student must meet the required competencies as part of their course grade.

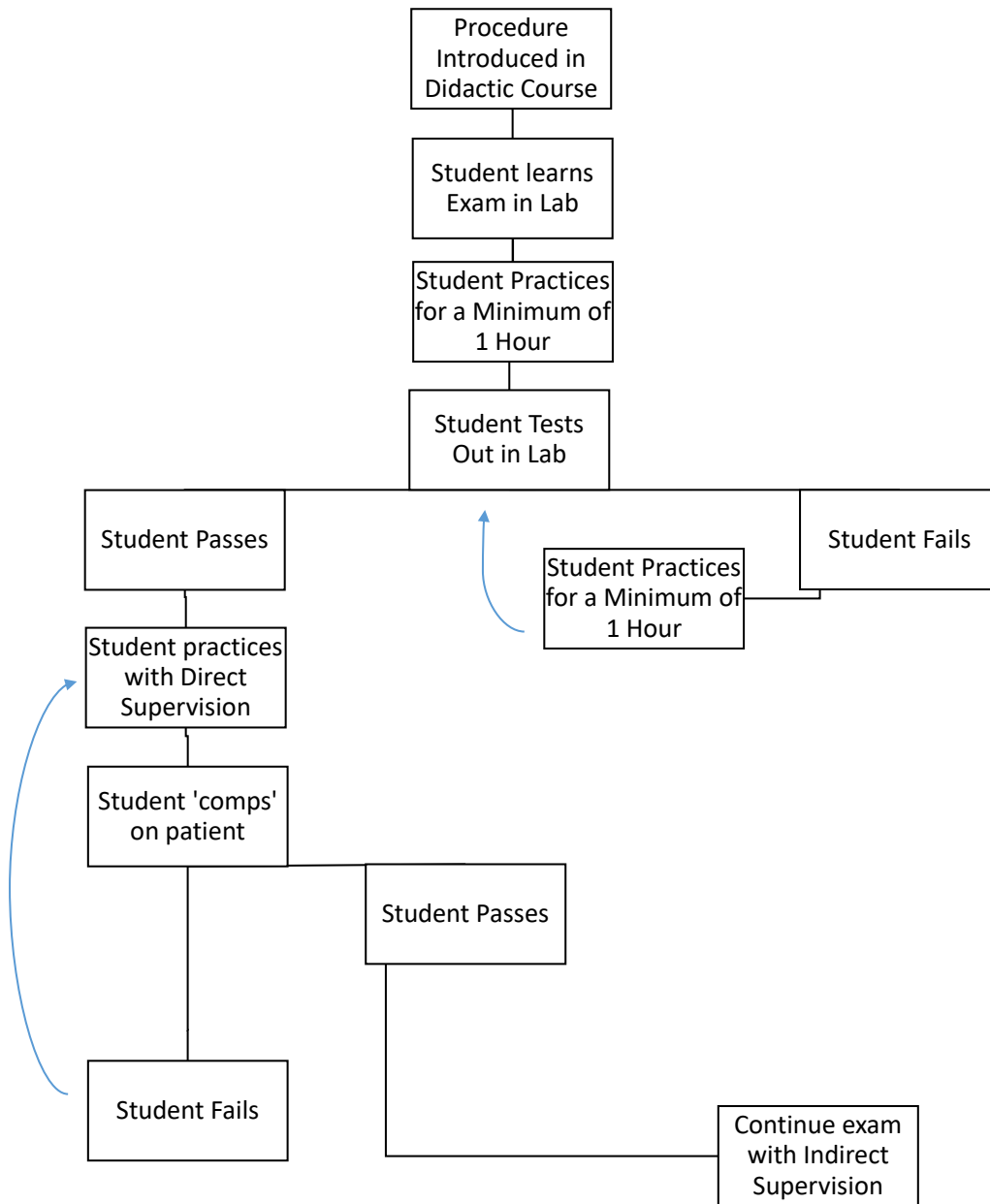
*Even if a student is graded with a score above 90% and the grading technologist does not think the student is competent to complete the exam without direct assistance, the student will not pass the competency.

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 I](#).

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). A flowchart shows how a student can achieve clinical competency on radiographic procedures.



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 their formal education.

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 85%. 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 they are assigned.

3. Clinical 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 their 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 Trajecsyst. For each exam, the student must obtain a minimum mastery level of at least a 90%.

- 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.
- A failed competency that has not yet been retested on cannot constitute as a graded competency for that semester.

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

100% = Exceeds competency requirements
 95% = Above average achievement in competency requirements
 90% = Met minimum competency requirements
 Below 90% = Failure to meet minimum competency requirements

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% = Exceeds competency requirements
 95% = Above average achievement in competency requirements
 90% = Met minimum competency requirements
 Below 90% = Failure to meet minimum competency requirements

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.

Each recheck 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 a 90%.

- If a student fails a recheck, the original recheck 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 recheck twice their score will be a zero. Competency must be achieved on all required ARRT imaging procedures.
 - A failed recheck should be repeated if possible during the same semester.
- A failed recheck that has not yet been retested on cannot constitute as a graded competency for that semester.

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

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](#).

Clinical Progress Evaluation

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 J](#) for the Clinical Progress Form.

Attendance

Please see program specific policies on attendance for labs, clinicals and didactic education. Students are required to attend class, clinical, lab, and other activities throughout the program. These policies can be found electronically on the IUSB website: <https://healthscience.iusb.edu/radiography/student-resources.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 email the clinical coordinator immediately. If a student fails to report a documentation error on their time sheet to faculty, the student may receive a demerit depending 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, siblings, spouses, partners and (1) day bereavement for friends, aunts, uncles, nieces, and nephews. If additional time is needed, please seek approval from the program director. Students may be asked to verify their absence by providing the clinical preceptor with documentation.

Conference Attendance

Students are required to participate in educational conferences while enrolled in the program. Time off from clinic will be considered excused and will not require the student to make-up lost time. The ISRT and RSNA one-day conference is mandatory. Both conferences are held in the fall semester of a student's senior year.

Snow Days/Inclement Weather/Campus Closure

When inclement weather forces the closure of the campus of IU 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. 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 participates 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, an alert form and/or demerit may be issued.

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 closed.

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, faculty and clinical preceptors have 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. An alert form or demerit may be issued if a student does not follow this policy.

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 Course Descriptions

Clinical Experience I, AHLT-R181, Semester I: Fall, 2 Cr. Hrs., 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 Cr. Hrs.

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 Cr. Hrs.

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 include any diagnostic or modality of the student's choosing. The student will complete approximately 24 hours of clinical experience each week.

Clinical Experience VI, AHLT-R290 Comprehensive Experience, Semester VI: Spring, 4 Cr. Hrs.

Clinical rotations include General Radiography, Emergency Radiography, Fluoroscopy, Portables/Surgery, Evenings, rotation of choice, weekend(s), and affiliate clinical site rotations. Rotation of choice include any diagnostic or modality of the student's choosing. 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	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, Elkhart Clinic 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)	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)				3	3	6
<i>See below for options</i>						
Total Weeks in Assignments	11	16	12	15	15	69
Weekend Experience:*		2 days	2 days	2 days	2 days	8 days

Saturday/Sunday 7:30am-4:00pm

Saturday/Sunday 1:30pm-10:00pm (pass/fail rotation)

*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 2022

Junior Clinical days: Clinical days part of orientation in R103, AHLT-R181, 8W2 Wednesday and Friday, 8-hour days Senior Clinical days: AHLT-R283, Monday, Tuesday, and Thursday, 8-hour days			
Week	Date	Junior hours	Senior hours M/T/TH 7:30a-4:00p or 1:30p-10:00p
Week 1	August 22 - 28	--	24
Week 2	August 29 - September 4	--	24
Week 3	September 6 – 11 (Labor Day Sept. 5 – No Clinic)	--	16
Week 4	September 12 - 18	--	24
Week 5	September 19 - 25	5	24
Week 6	September 26 - October 2	5	24
Week 7	October 3 - 9	5	24
Week 8	October 10 – 14	16	24
No Clinic - Fall Break October 15 – October 18			
Week 9	October 19 – 23	16	8
Week 10	October 24 - 30	16	24
Week 11	October 31 – November 6	16	24
Week 12	November 7 - 13	16	24
Week 13	November 14 - 20	16	24
Week 14	November 21 – 22	--	16
No Clinic - Thanksgiving Break November 23 - November 27			
Week 15	November 28 - December 4	16	24
Week 16	December 5 – 7 (Classes End Dec 7)	16	24
Week 17	December 14 EXAMS December 9 - 15	8	--
Semester totals		151 hours*	352 hours*
Finals December 9 th – 15 th Winter Break December 16 th -January 8 th Campus is closed December 24 th – January 2 nd *Subject to Change			

IUSB Radiography Clinic Schedule: Spring 2023

Junior Clinical days: AHLT-R182, Wednesday and Friday, 8-hour days Senior Clinical days: AHLT-R290 Monday, Tuesday, and Thursday, 8-hour days			
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 9-15	16	24
Week 2	January 17 - 22 (MLK Holiday Jan 16 th – No Clinic)	16	16
Week 3	January 23 - 29	16	24
Week 4	January 30- February 5	16	24
Week 5	February 6 - 12	16	24
Week 6	February 13 - 19	16	24
Week 7	February 20- 26	16	24
Week 8	February 27 - March 5	16	24
Week 9	March 6 - 11	16	24
Spring Break March 12 - March 19			
Week 10	March 20 - 26	16	24
Week 11	March 27 - April 2	16	24
Week 12	April 3 - 9	16	24
Week 13	April 10 - 16	16	24
Week 14	April 17 - 23	16	24
Week 15	April 24 – April 28	16	16
Week 16	May 3 EXAMS April 28 - May 4	8	--
Semester totals		248 hours*	344 hours*
Finals April 28 th - May 4 th Commencement May 9 th , 2023 Summer break May 5 th to 14 th * Subject to Change			

IUSB Radiography Clinic Schedule: Summer 1&2, 2023

Summer 1		
Junior Clinical days: Monday-Friday 7:30 am– 6:00 pm or 1:30p-10:00p		
Week	Date	Junior hours M-F (7:30a-6:00p)* 10-hour days, 4 days per week
Week 1	May 15 - 21	40
Week 2	May 22 - 28	40
Week 3	May 30 - June 4 Memorial Day off, 29 th	32
Week 4	June 5 - 11	40
Week 5	June 12 – 18 Juneteenth off (June 14)	32
Week 6	June 19 - 23 Last day of clinic, 23 rd	40
Semester Totals		224

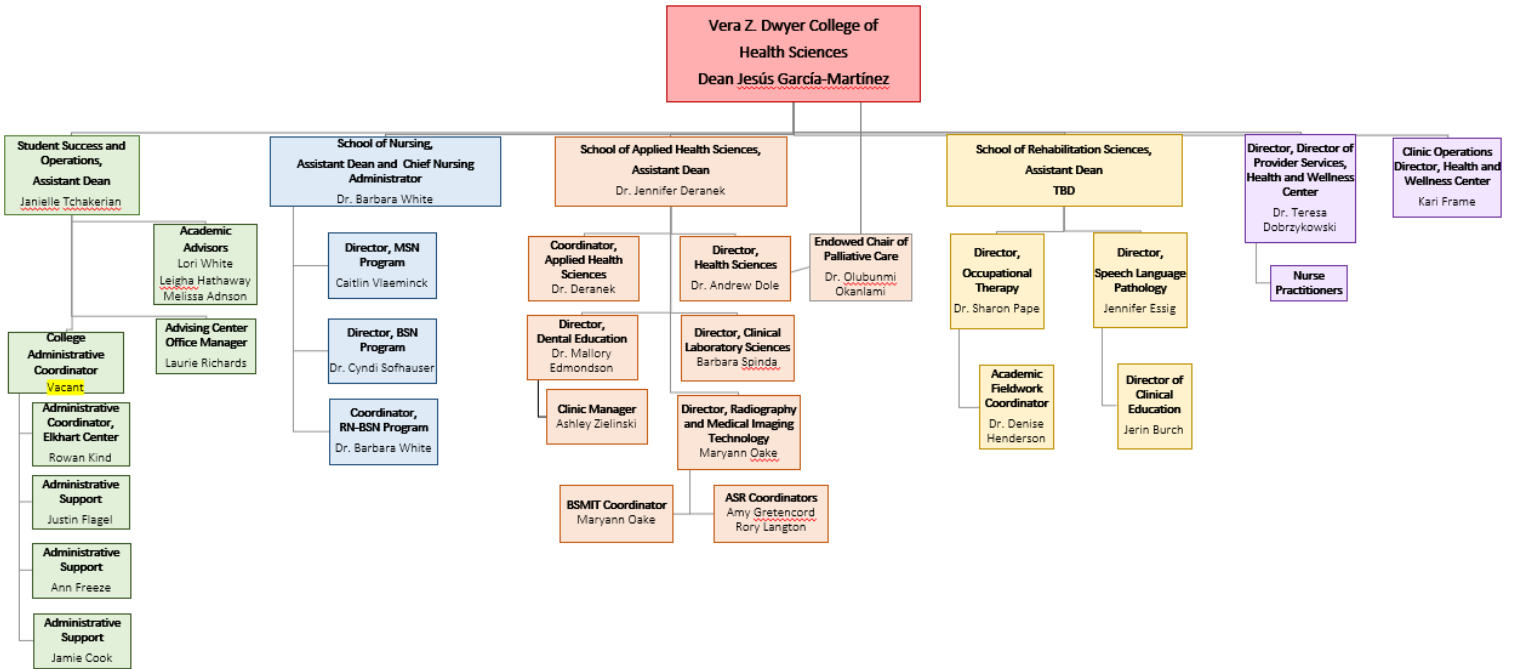
Summer 2		
Junior Clinical days: Monday-Friday 7:30 am– 6:00 pm or 1:30p-10:00p		
Week	Date	Junior hours M-F (7:30a-6:00p)* 10-hour days, 4 days per week
Week 1	July 5 - July 9 Independence Day off, 4 th	30
Week 2	July 10- 16	40
Week 3	July 17 - 23	40
Week 4	July 24 - July 30	40
Week 5	July 31 – August 6	40
Week 6	August 7 - 13 Last day of clinic, 13 th	40
Semester Totals*		230

*The following schedules are tentative and subject to change

Appendix

Appendix A – Organizational Chart

Academic Year 2022-2023



7/19/2022

Appendix B – Lab Competency Evaluation



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 85%. Anything below 85% (missing more than two categories) will require the student to complete the laboratory competency again. The student must demonstrate laboratory competency above 85% before practicing on patients with direct supervision.

Approved Not Approved Technologist Signature _____
 Simulated Retest

*Form on Trajecsys

Appendix C – Student Performance Evaluation for Technologists

Student Performance Evaluation (Technologist) ✕

Rotation

Please select the students rotation. ER Generals Fluoro Evenings Surgery Affiliate 💬

Student Performance Evaluation

This form is for students to receive feedback throughout the semester. A student performance evaluation should be filled out for each rotation about a student. The student should be evaluated based on their semester in the program and not compared to an advanced level performance.

PROFESSIONALISM

Displays a professional demeanor, is dependable in rotations, and effectively communicates. 5 Excellent 💬
 4 Good
 3 Average
 2 Below Average
 1 Poor

PATIENT CARE

Interacts appropriately and is caring towards patients. 5 Excellent 💬
 4 Good
 3 Average
 2 Below Average
 1 Poor

INITIATIVE and QUALITY of WORK

Demonstrates initiative and organization in clinical duties and completes quality/quantity of work for class standing. 5 Excellent 💬
 4 Good
 3 Average
 2 Below Average
 1 Poor

CONFIDENCE

Applies knowledge from coursework and adapts to clinical situations. 5 Excellent 💬
 4 Good
 3 Average
 2 Below Average
 1 Poor

Clinical Repeat and Supervision

Student was supervised in keeping with program policies. Not Met Met 💬

Repeat studies were performed in concurrence with the program repeat policy. Not Met Met 💬

Comments

Please comment on the students rotation (i.e. what areas they did well and what areas need improvement).

Submit

Appendix D – Midterm and Final 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	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
ATTITUDE - Displays willingness to be guided, directed and instructed while displaying positive emotional and psychological traits	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
COMMUNICATION SKILLS - Interacts appropriately and professionally with patients, staff and physicians	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
PATIENT CARE SKILLS - Perceives patient needs creating a warm, friendly and comfortable experience	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
PROFESSIONALISM - Appearance and behavior consistent with rules and regulations of Indiana University of South Bend Program and its affiliates	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
QUANTITY OF WORK FOR CLASS STANDING - Participates in the total workload of the assigned clinical area, completing the appropriate volume of work	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> 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	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
ORGANIZATION - Performs duties in a logical and efficient manner	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
CRITICAL THINKING FOR CLASS STANDING - Development of analytical and problem-solving skills	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
ADAPTABILITY - Applies information and responsibilities regarding procedures, materials, equipment and techniques	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
SELF CONFIDENCE FOR CLASS STANDING - Displays maturity and confidence	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
DEPENDABILITY - Follows through with clinical responsibilities in a reliable conscientious manner	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
ACCOUNTABILITY - Routinely present and punctual in assigned clinical area	<input type="radio"/> F <input type="radio"/> D <input type="radio"/> D+ <input type="radio"/> C <input type="radio"/> C+ <input type="radio"/> B <input type="radio"/> B+ <input type="radio"/> A <input type="radio"/> A+	
Student was supervised in keeping with program policies.	<input type="radio"/> Unmet <input type="radio"/> Met	
Repeat studies were performed in concurrence with the program repeat policy.	<input type="radio"/> Unmet <input type="radio"/> Met	
Comments (mandatory): (For example: What is something the student did or performed well during this rotation? What is something they can improve?)	<input type="text"/>	
<input checked="" type="radio"/> Approved <input type="radio"/> Not Approved		

Appendix E – Clinical Competency Evaluations

Criteria	Acceptable (2 points)	Required minor adjustment (1 pt)	Required major adjustment (0 pt)
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 90%. Below 90% requires a retest.

*If marked no, the student must retest, regardless if grade is above or below 90%.

Comments:

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		<input checked="" type="radio"/> Instructions
Competency Type (select Simulation and/or Recheck box at bottom if applicable)		<input type="radio"/> Retest <input checked="" type="radio"/> Regular
Date of Procedure (required entry at right)		<input type="radio"/> Enter at right (required); then click here
Patient Age		<input type="radio"/> Pediatric <input type="radio"/> Geriatric <input checked="" type="radio"/> Adult
# of Projections (specify at right)		<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 or more
EVALUATION CRITERIA Wears appropriate apparel in O.R. (shoe covers, head cover, mask, eye protection, scrubs)		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Wears lead apron and thyroid shield		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Provides radiation protection for patient or surgical team if applicable		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Demonstrates sterile awareness in O.R. (contamination of table, personnel, and drape)		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Demonstrates proper set-up of monitor and base		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Proper patient identification for case		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Proper exam verification for case, awareness of Time-Out procedure		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Input appropriate patient information on monitor		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Proper operation of locks throughout case		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Proper technique selection		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Proper image orientation selection		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Follows direction from surgeon, anticipates C-arm movement when required		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Moves "C" in vertical position		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Moves "C" in horizontal position		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Communicates well to surgical team (if applicable)		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Saves images and sends to PACS		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Evaluates images for improvements		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
Student is competent in this clinical exam		<input type="radio"/> No <input type="radio"/> Yes
Evaluator comments regarding student's overall performance (specific notes may also be added at right of any item)		<input checked="" type="radio"/> Enter at right -->

*Form is in Trajecsys

Please grade the student on the overall performance of the exam. For anything that is not acceptable, please comment below. Passing is above 90%. Below 90% requires a retest.

Comments:

Appendix G - Fluoroscopy Competency Evaluations (B.E., UGI, Esophagram, Small Bowel Follow Through)

STUDENT TEST	Barium Enema (Simple 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. 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 Rerech box at bottom if applicable)	<input type="radio"/> Retest <input checked="" type="radio"/> Regular		
Date of Procedure (required entry at right)	<input type="radio"/> Enter at right (required); then click here		
Patient Age	<input type="radio"/> Pediatric <input type="radio"/> Geriatric <input checked="" type="radio"/> Adult		
Procedure	Trauma <input type="radio"/> OP <input type="radio"/> IP <input type="radio"/> ER <input type="radio"/> OR <input type="radio"/> N/A		
Room preparation and appearance	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Verification patient ID, patient history, requisition evaluation	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Prepare patient and give clear, appropriate instructions	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Demonstrates effective patient care skills (respect, privacy, comfort)	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Knowledge of procedure routines, necessary positions/projections	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Patient artifacts	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Proper patient positioning	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Central ray proper alignment to part	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Central ray proper alignment with image receptor	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Proper SID	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Proper tube angulation and direction	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Appropriate field of view or collimation	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Appropriate marker selection and placement	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Appropriate exposure factors selected	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Proper operation of equipment	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Practices proper radiation safety measures	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Shows knowledge of related anatomy on radiographs	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Displays awareness of how to improve image quality	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Display of processed radiograph	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Completes exam in a timely manner	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Radiographic study is of diagnostic quality	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Proper preparation of contrast material(s)	<input type="radio"/> Required major adjustment <input type="radio"/> Required minor adjustment <input checked="" type="radio"/> Acceptable		
Student is competent in this clinical exam	<input type="radio"/> No <input checked="" type="radio"/> Yes		
Evaluator comments regarding student's overall performance (specific notes may also be added at right of any item)	* Enter at right -->		

*Form is in Trajecsys

Please grade the student on the overall performance of the exam. For anything that is not acceptable, please comment below. Passing is above 90%. Below 90% requires a retest.

Comments:

Appendix H - 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		<input checked="" type="radio"/> Instructions	
Required major adjustment (unacceptable) = 0 point Required no or minor adjustment (acceptable) = 1 point			
Competency Type (select Simulation and/or Recheck box at bottom if applicable)		<input type="radio"/> Retest <input checked="" type="radio"/> Regular	
Date of Procedure (required entry at right)		<input type="radio"/> Enter at right (required); then click here	
Patient Age		<input type="radio"/> Pediatric <input type="radio"/> Geriatric <input checked="" type="radio"/> Adult	
Procedure		<input type="radio"/> Trauma <input type="radio"/> OP <input type="radio"/> IP <input type="radio"/> ER <input type="radio"/> OR <input type="radio"/> N/A	
Verification patient ID, patient history, requisition evaluation		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Room preparation and appearance (sterile tray)		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Proper preparation of contrast material(s)		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Prepare patient and give clear, appropriate instructions		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Demonstrates effective patient care skills (respect, privacy, comfort)		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Proper operation of equipment		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Appropriate exposure factors selected		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Knowledge of procedure routines, necessary positions/projections		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Practices proper radiation safety measures		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Display awareness of how to send images to PACS		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Shows knowledge of related anatomy on radiographs		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Displays awareness of how to improve image quality		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Completes exam in a timely manner		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Radiographic study is of diagnostic quality		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable	
Student is competent in this clinical exam		<input type="radio"/> No <input type="radio"/> Yes	
Evaluator comments regarding student's overall performance (specific notes may also be added at right of any item)		<input checked="" type="radio"/> Enter at right -->	

Check to complete later, then click "Submit"

Approved Not Approved

*Form is in Trajecsys

Please grade the student on the overall performance of the exam. For anything that is not acceptable, please comment below. Passing is above 90%. Below 90% requires a retest.

Comments:

Appendix I - 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 J - Clinical Progress Evaluation

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:			

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