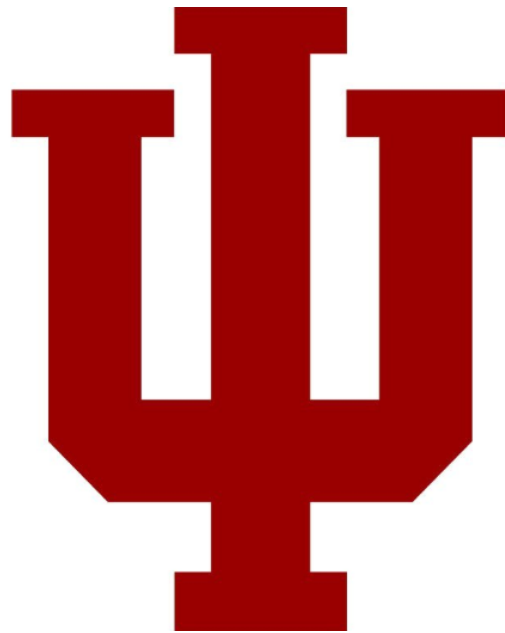


**INDIANA UNIVERSITY SOUTH BEND
RADIOGRAPHY PROGRAM
CLINICAL STUDENT
HANDBOOK**



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

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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 June 2019) 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 Signature

Written Student Signature

Student ID#

Date

Chapter 1: Introduction

Introduction

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

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

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

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

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

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

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

Program Description

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

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

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

The education of the student radiographer consists of didactic classes, clinical laboratories, and clinical field experience. Each student will be assigned to a clinical agency for the duration of the program. This will be considered the student's primary or home clinical site. During clinical experience, the student rotates through a variety of clinical areas in imaging departments and is required to complete the affiliate clinic rotations at the clinical education sites during the twenty- two (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)
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Rory Langton, BS, R.T.(R)(CT)
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Adjunct Lecturers: Kelsey Bogard, BS, R.T. (R)
Micha Purcell, BS, R.T.(R)(CT)
Yuliya Yegorov, BS, R.T.(R)(CT)

Administrative

Assistant: Megan Jerrils
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Memorial Hospital

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

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)
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St. Joseph Regional Med. Ctr.-Mishawaka

5215 Holy Cross Parkway
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Sue Lamb, R.T. (R)
Tammy Fike, R.T. (R)

St. Joseph Regional Med. Ctr. -Plymouth

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Main Dept. (574) 948-4054
Jamie Jardine, R.T. (R)

Kosciusko Community Hospital

2101 Dubois Dr, Warsaw, IN 46580 (*45 miles)
Phone: (574) 267-3200
Michael James, MBA, R.T. (R)
*miles from campus

Beacon Medical Group Pediatrics Bristol Street

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

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
Kristyn Quimby, Ed.D, DH, Assistant Dean, School of Applied Health Sciences
Thomas F. Fisher, PhD, OTR, CCM, FAOTA; Dean, College of Health Sciences

Goshen Hospital

Stephanie Lueking, Radiography Clinical Instructor

Elkhart General Hospital

Mark Holcomb, Radiography Clinical Instructor

Memorial Hospital

Jeanne Renken, Radiography Clinical Instructor
Paula Capozziello, Radiography Clinical Instructor

Memorial Lighthouse Medical Imaging Center

Karen Shorter, Radiography Clinical Instructor

Beacon Medical Group Ireland Road

Valerie Maternowski, Radiography Clinical Instructor

Saint Joseph Regional Medical Center-Mishawaka

Sue Lamb, Radiography Clinical Instructor
Tammy Fike, Radiography Clinical Instructor

Saint Joseph Regional Medical Center-Plymouth

Jamie Jardine, Radiography Clinical Instructor

Kosciusko Community Hospital

Michael James, Radiography Clinical Instructor

Beacon Medical Group Pediatrics Bristol Street

Chelsea Singleton, Radiography Clinical Instructor

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 <http://www.jrcert.org/programs-faculty/jrcert-standards/>. If at any time during their clinical professional education a student feels that the program is not in compliance with the established Standards, they should contact JRCERT by (1) mail: 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; (2) phone: (312) 704-5304; (3) fax: (312) 704-5304 or (4) email: mail@jrcert.org. Any complaint found to have merit by the JRCERT will be addressed and corrected to the satisfaction of the JRCERT.

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, chemistry, 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 display critical thinking skills.
4. The student will exhibit professional behaviors.
5. The student will demonstrate service learning in the community.

Student Learning Outcomes

Student Learning Outcome 1:

The student will complete a variety of diagnostic exams.
The student will apply the principles of radiation safety.

Student Learning Outcome 2:

The student will demonstrate good communication with diverse populations in the clinical setting.
The student will demonstrate good verbal and written communication skills.

Student Learning Outcome 3:

The student will be able to accurately evaluate radiographic images for diagnostic quality.
The student will be able to perform trauma radiography.

Student Learning Outcome 4:

The student will demonstrate effective patient care.
The student will be dependable in clinic.

Student Learning Outcome 5:

The student will explain the importance of civic engagement within the community.

AS in Radiography Program Statements

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

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

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

IU South Bend Health and Wellness Center

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

Radiologic Sciences Assessment Committee

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

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

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

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

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

Course Instructor Evaluations

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

Student Success Center, College of Health Sciences

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

Division of Radiologic Sciences Scholarships

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

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

IU South Bend Medical Imaging Club

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

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

Campus Resources for Academic Success

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

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

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

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

Titan Success Center: <https://students.iusb.edu/academic-success-programs/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: <https://www.iusb.edu/alumni-relations/commencement/commencement.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.

Students are expected to comply with the:

[Academic Regulations and Policies of Indiana University](#)

- Academic, faculty, and student policies

[Policies of the Vera Z. Dwyer College of Health Sciences](#)

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

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

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

Office of Student Conduct

- [Code of Student Rights, Responsibilities, & Conduct](#)

Office of the Registrar

Register for Classes

- Student Engagement Roster (SER)
- Schedule of Classes
- Family Education Rights and Privacy Act (FERPA)
- Academic Calendar
- Policies
 - Federally Required Disclosures
 - Attendance Policy
 - Immunization Policy
 - Residency
 - Reserves Called to Active Duty
 - Audit Policy
 - Canceled Courses

- Exam Scheduling Policy
- Fee Payment
- IU Code of Conduct
- Nondiscrimination Policy
- Student ID Number
- Grading Policies
- Transcript
- Grades and GPA Calculation
- Other Services
 - Enrollment and Degree Verification
 - Enrollment Reports and Data
 - How to I Find my 10-digit ID?
 - Voter Registration
- Duplicate Diploma Requests

Affirmative Action Office

Student Support Services

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

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

Professionalism: [ARRT Standards of Ethics](#)

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

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

Professional Conduct

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

Violation of Policy Examples

Students may be given a problem assessment or learning contract depending on the severity of the violations. A problem area assessment form is located in [Appendix K](#). Examples of violations include:

- The use of intoxicating beverages and/or illegal drugs during a Radiography Program educational function; attending a Radiography Program educational function appearing as if still under the effects of an intoxicating beverage and/or illegal drugs.
- Breach of rules and regulations of the clinical education site, or Radiology Department.
- Breach of rules and regulations of the Clinical Student Handbook.
- Lack of cooperative ability, having an antagonistic disposition, or lacking empathy for patients.
- Conduct unbecoming of a professional person, which includes: Insubordination; dishonesty, cheating; theft; fighting on the premises; leaving the premises during on-duty hours; abuse or mishandling of a patient; falsification of facts; falsification of time cards; incompetence; poor attitude toward patients, authority, or cohorts; disruption of the educational environment during didactic classes, clinical laboratories, and clinical experience; and presence in unauthorized areas of the hospital.
- Misuse of radiation monitoring devices.
- Falsification of Program Evaluation or Clinical Experience Attendance forms.
- Cheating during any didactic or clinical evaluation process.
- Failure to disengage the audio mode of a cell phone and/or texting during didactic classes, clinical labs, and clinical experience.

Depending on the severity of the violation, students may first receive a verbal warning. If the issue continues, a Problem Assessment form will then be issued. In the event a student receives a second Problem Assessment form (regardless of consecutive issues), the student will be placed on a Learning Contract to promote student success. If the Learning Contract is not met, the student will be placed on an APG Board Learning Contract for student success. Please see the specific CHS policies on terms for Problem Assessments and Learning Contracts for student success.

Professional Organizations

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

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

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

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

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

National Credentialing Exam

American Registry of Radiologic Technologists (A.R.R.T): www.arrt.org. The national certification examination given to graduates of approved programs. All graduates are eligible to take the examination and upon passing, will be certified registered technologists in radiography and may use the initials – R.T.(R). Application Fee: \$200.00

Program Grading Scale

All courses in the Radiography Program utilize the following grading scale. An **attainment of at least a C, or 75%, 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 74.9% is not rounded to 75% 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	

Program Grading

If a student is unsuccessful in a course, they will be referred to the Assistant Dean of Student Success in the Vera Z. Dwyer College of Health Sciences for progression guidelines. It is recommended that the student meet with the faculty member first. Advisors are available to assist students with the procedures. Before requesting a course, it is recommended that the student carefully examine and correct study/class habits that may have led to difficulties in the course; this may include counseling for text anxiety and time management. Students will be asked to submit a plan for success before repeating a course.

Calculating GPA

Your SIS transcript shows your semester and cumulative GPA. You can also use the GPA calculator found at: www.iusb.edu/registrar/gpacalculation.php

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.

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 Promotion

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. 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
R180 Radiographic Procedures Lab
R181 Clinical Experience in Radiography I

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 Fall Semester Junior Year

R281 Clinical Experience in Radiography II
R282 Clinical Experience in Radiography III

AS Rad Fall Semester Senior Year

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

AS Rad Spring Semester Senior Year

R207 Senior Capstone
R208 Topics in Radiography
R202 Principles of Radiography II
R290 Clinical Experience in Radiography VI

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

R103 Introduction to Clinical Radiography

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

R100 Orientation to Radiologic Technology

R101 Radiographic Procedures I

R102 Principles of Radiography I

R180 Radiographic Procedures Lab

R181 Clinical Experience in Radiography

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

R180 Radiographic Procedures Lab

R182 Clinical Experience in Radiography

R201 Radiographic Procedures II

R208 Topics in Radiography - Ethics

R250 Physics Applied to Radiography

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

R281 Clinical Experience in Radiography

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

R282 Clinical Experience in Radiography

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

R205 Radiographic Procedures III

R200 Pathology

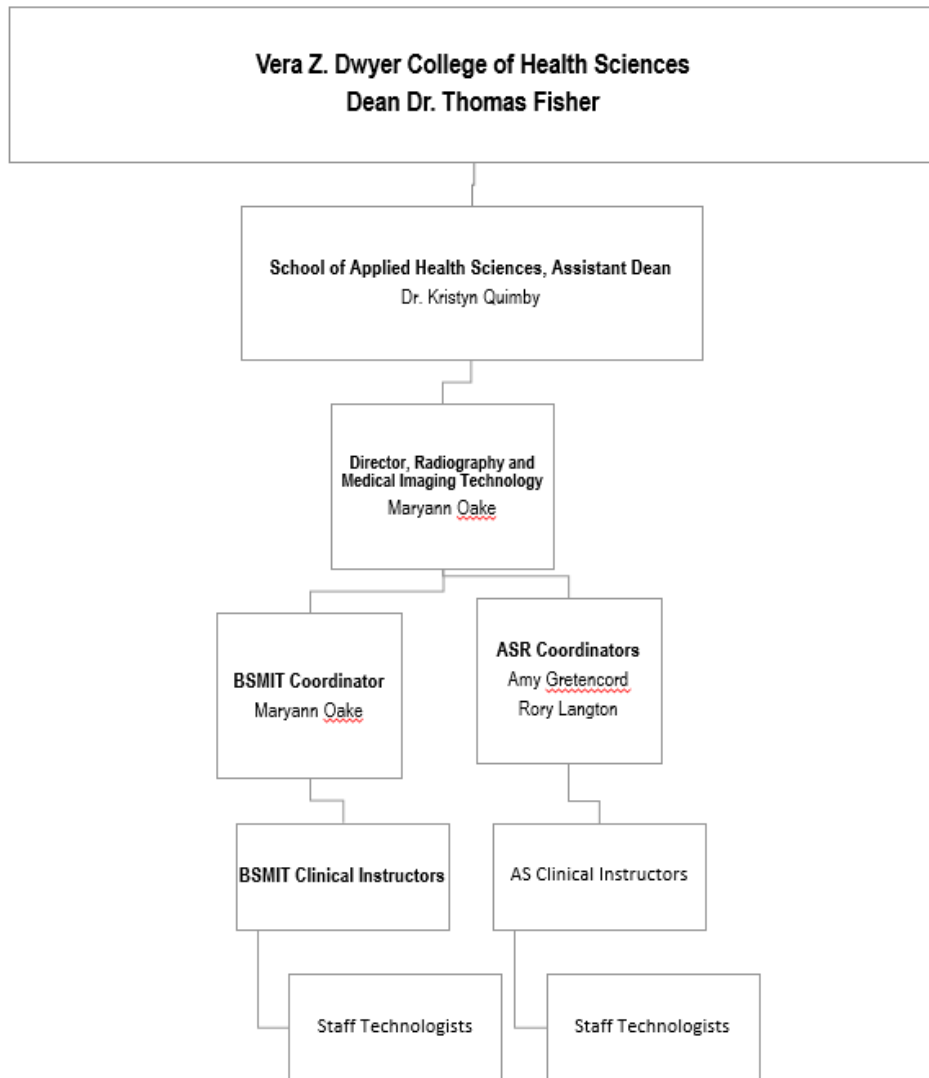
R260 Radiobiology and Protection

R283 Clinical Experience in Radiography

Chapter 3: Clinical Information

Radiography and Medical Imaging Organizational Chart

The Radiography and Medical Imaging Program at IUSB is part of the Vera Z. Dwyer College of Health Sciences. Below is the organizational chart where the Radiography and Medical Imaging Program is housed in the College. Please see [Appendix L](#) 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 Instructor

The clinical instructor 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 instructor provides oversight for student radiographers at the assigned clinical site with assistance from the clinical coordinator and assigns clinical course grades. The clinical instructor 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 Instructor 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. Competency rechecks require a 5-year post registry or at the discretion of the Clinical Instructor.

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 instructor to assure students' clinical progress
- Complete evaluator test every 2 years
- Complete ASRT Student Supervision module, one time

Adjunct Instructor

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

Duties include:

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

Program Costs

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

AS in Radiography Estimated Program Costs

First Year	
Laptop or Tablet Computer (required curriculum supplies)	\$1,200
IT requirements - https://uits.iusb.edu/	
Health Physical with Immunizations	\$250
Drug Screen	\$35
ASRT Student Membership (required for curriculum)	\$35
CPR – BLS (Certification)	\$80
Criminal Background Check	\$40
Lead Initial Markers (required curriculum supplies)	\$22
Uniforms (3 sets of scrubs, lab jacket, 1 pair of clinic shoes, name tag)	\$280
Textbook fees (includes online requirement of Rad Tech Boot Camp subscription)	\$750
Total Cost First Year: \$2,692**	
Second Year	
Uniforms (2 sets of scrubs and 1 pair of clinical shoes)	\$200
ASRT (optional)	\$35
ISRT Membership (optional)	\$10
Immunization Boosters	\$100
ARRT Application Fee (Certification test)	\$200
Textbook fees (includes online requirement of Corectec Software and Kettering Seminar)	\$350
Total Cost Second Year: \$895**	

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

IUSB Banded Tuition at: <https://www.iusb.edu/succeed/banded-tuition.html>

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

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

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

Lead Markers

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

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

Student Records

Official transcripts can be obtained from the Office of the Registrar. For more information visit <https://www.iusb.edu/registrar/contact.php>

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

- Items stored at the health and wellness center include:
 - Immunizations
 - CPR
 - TB – Annually
 - Drug screening – Annually
 - Flu shot – Annually
- Items stored by the Academic Advising Center Office Manager/Recorder.
 - Authorization for Release of Health Documents
 - Statement of Adherence of Clinical Facility Policy and Procedure (Read drug screen policy)
 - Essential Abilities for Admission and Retention Certification Statement (Read Radiography Essential Abilities)
 - Criminal Background Release Form
 - Informed Consent Form
 - Photographic Release Form
- Items collected during AHLT – R103 (Introduction to Clinical Experience) and stored by the Academic Advising Center Office Manager/Recorder.
 - Indiana State Radiology Student Permit
 - OSHA blood borne pathogens
 - Clinical Student Handbook Signature
 - This includes reviewing the radiographic repeat policy and the pregnancy policy
- Radiation monitoring record – Maintained monthly and stored indefinitely.
- Student competencies – Maintained throughout the program and stored indefinitely.

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

Monthly/yearly dosimeter reports and competencies are kept and stored within the office of the clinical coordinator, 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://usss.iu.edu/student-data-mgt/data-retention-sched.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
- Pay all fees
- 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. Recommendations shall be provided based upon overall student performance. 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, one course per semester. The clinical education courses are structured to complement didactic coursework. Fall and spring semesters consist of 15 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. The student is involved no more than forty (40) hours per week. These hours are 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 to progress to the next semester.

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 22-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 most of the affiliated clinical sites during the program. The program director may reassign a student radiographer to another primary clinical education site under the following conditions:

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

Clinical Placements	
Clinical Settings	Current Number of Clinical Placements/Year
Elkhart General Hospital	4
Goshen Hospital	3
Memorial Hospital	6
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	19

Clinical Experience Courses

Semester	Course	Days/Times of Attendance*
First Year Fall Semester	AHLT-R181: Clinical Experience in Radiography	Tuesday and Friday 7:30-4:00
First Year Spring Semester	AHLT-R182: Clinical Experience in Radiography	Wednesday, Thursday**, and Friday 7:30-4:00
First Year Summer I Semester	AHLT-R281: Clinical Experience in Radiography	Monday through Friday 7:30-4:00
First Year Summer II Semester	AHLT-R282: Clinical Experience in Radiography	Monday through Friday 7:30-4:00
Second Year Fall Semester	AHLT- R283: Clinical Experience in Radiography	Monday, Wednesday, Thursday 7:30-4:00
Second Year Spring Semester	AHLT-R290: Comprehensive Experience	Monday, Tuesday, Thursday** 7:30-4:00

*Days and hours may change due to schedule changes and facility hours

**Junior and senior students will rotate Thursdays in the spring semester

First Year Clinical Experience

First year student radiographers attend clinic at their assigned clinical site 2 days per week in the fall, and 2-3 days per week in the spring semester. Students are in the clinical setting observing, assisting and performing radiographic procedures. Clinical labs are conducted by the Clinical Coordinator at the Vera Z. Dwyer Hall room 156A each week. In the summer, students attend clinic 5 days per week. Students will be required to travel to affiliated clinical sites to complete required affiliate clinical rotations during the summer sessions. 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, 2-3 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:

<https://www.iusb.edu/registrar/calendars/>.

Explanation of Credit Hours

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.

One credit hour in a clinical practicum in the Division of Radiography and Medical Imaging is equal to 6 hours per week. If a student is in clinic for 24 hours per week, the clinical practicum is considered a 4 credit hour course. If the student is in clinic for 18 hours per week, the clinical practicum is considered a 3 credit hour course.

The following are the credit hour calculations for each fall/spring clinical practicum:

R181 = 16 hours per week = 3 credit hours

R182 = 16-24 hours per week = 4 credit hours

R283 = 24 hours per week = 4 credit hours

R290 = 16-24 hours per week = 4 credit hours

For R281 and R282 each semester is only 6 weeks long.

R281/R282 = 40 hours per week = 6 credit hours / 2 summer semesters = 3 credit hours each

More information about a credit hour definition can be found at <https://www.iusb.edu/registrar/timeguidelines.php>

Determination of Clinical and Laboratory Grades

During the clinical experience, students are graded on their clinical competency and performance. 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.

Student Performance Evaluations

Students are evaluated at the completion of each clinical rotation assignment by staff technologists utilizing the Student Performance Evaluation form located in Trajecsys. Staff technologists will assess the student's performance in 13 different categories. Please see the Appendix for categories and the complete form. The Clinical Instructor's will also fill out the evaluation at mid-term and end of semester. The rotation evaluations are considered for mid-term and final evaluation grades from the Clinical Instructor.

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 Instructor by the end of each assigned clinical rotation. The student must also verify their rotation objectives, clinical supervision, and the repeat policy for each rotation in Canvas. 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 Student Performance Evaluation is located on [Appendix C](#) and in Trajecsys.

Clinical Progress Form

Frequent constructive feedback is an important part of successful clinical course completion and progression in the program. Constructive feedback that is provided in timely manner helps students master the skills needed to become a clinically competent radiographer. Site visits are scheduled each month to allow the AS in Radiography Program Coordinator and the Program Director to evaluate students' clinical progress. Progress is documented with a Clinical Progress Form 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 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 Instructor may use this evaluation in determining the students' mid-term and end of semester evaluation. Please see [Appendix A](#) for the Clinical Progress Form form.

Clinical Laboratory Evaluation

Simulated Lab Exams

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

During the initial fall and spring semesters, the student will be evaluated by faculty utilizing the Clinical Laboratory Evaluation form. 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 for the Clinical Laboratory Evaluation Form and grading rubric.

The Clinical Laboratory Evaluation is located in [Appendix D](#) and in Trajecsys.

Clinical Competency Evaluations

Once competency on a radiographic procedure has been established in lab, and documented in the lab setting, Clinical Competency Evaluations 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 Evaluation form. The Clinical Competency Evaluation is located in Trajecsys.

For surgical and fluoroscopy competency evaluation forms, please see [Appendix F](#) and [Appendix G](#). On the surgical competency evaluation form, the student is evaluated in 17 areas. On the fluoroscopy competency evaluation form, the student is evaluated in 22 areas. The Surgical and Fluoroscopy Clinical Competency Evaluations are located in Trajecsys

Each semester the student is required to complete a specific number of competencies for their clinical course grade. The required number of clinical competencies for the entire clinical/professional portion of the program is located in [Appendix H](#).

Students may select an exam to perform from the list of Mandatory and/or Elective Procedures from the ARRT. The list of Mandatory and/or Elective Procedures is located in [Appendix I](#). The Clinical Competency Evaluation must be passed with an 85%* score to achieve competency. Each semester the student must meet the required competencies as part of their course grade. Please see the next section for a detailed explanation of the Clinical Competency Evaluation System.

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

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

Clinical Competency Evaluation System

Introduction

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

ARRT Statement on Didactic Competency Requirements

The purpose of the didactic competency requirements is to verify that individuals had the opportunity to develop fundamental knowledge, integrate theory into practice and hone affective and critical thinking skills required to demonstrate professional competency. 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 here. www.arrt.org

ARRT Statement on Clinical Competency Requirements

The purpose of the clinical competency requirements is to verify that individuals certified and registered by the ARRT have demonstrated competency 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 radiography examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings.

Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education. The following pages identify the specific procedures for the clinical competency requirements. Candidates may wish to use these pages, or their equivalent, to record completion of the requirements. The pages do NOT need to be sent to the ARRT.

Clinical Evaluation System Structure

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

1. Cognitive and Psychomotor (classroom and laboratory)

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

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

3. Category Competencies

Once the student has successfully completed the laboratory and clinical participation, the student is eligible to request a Clinical Competency Evaluation in which he/she will demonstrate his/her skill and competency in that particular category of radiographic examinations. The categories are listed within this chapter in the Imaging Procedures List.

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

- If a student fails the initial Clinical Competency Evaluation, the original competency score is the student's grade.
- If unable to master the exam, the student must review the positioning and laboratory aspect, as well as clinical participation of the entire category before challenging the exam another time.
- If a student fails a Clinical Competency Evaluation twice their score will be a zero.

Any Clinical Competency Evaluation that is failed should be repeated if possible during the same semester in which it occurs, unless circumstances dictate otherwise as determined by the Clinical Instructor. This evaluation is considered a 'retest'. If the student fails to repeat the Clinical Competency Evaluation retest, they will receive a score of zero. The points that the student receives on the failed Clinical Performance Evaluation holds firm. The repeat examination is done to demonstrate competency only. The passing score is not part of the grade.

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

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

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

4. Clinical Competency Rechecks

All students should be aware that they will be evaluated (rechecks) by their clinical instructor during each semester, to determine whether the student continues to perform competently in any of the Clinical Competency Categories which the student has previously tested out in. This competency recheck will be unannounced and unscheduled, and all students are required to participate in this recheck. This competency check will be figured into the student's Clinical Experience grade.

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

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

The student will be required to repeat the exam 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 Instructor.

A list of required Clinical Competency Rechecks is below and all of the rechecks must be completed before a student graduates:

Upper Extremity
Lower Extremity
Chest and Thorax
Abdomen
Pediatric Study

Mobile or Surgical Study
Spine or Pelvis
Geriatric Study

Criteria for Clinical Competency Evaluation

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, 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

Attendance

Please see program specific policies on attendance for labs, clinicals and didactic education. These policies can be found electronically on the IUSB website.

<https://healthscience.iusb.edu/radiography/policies-and-forms.html>

Trajecsys: Time Tracking

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

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

Funerals

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

Educational Leave

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

Snow Days/Inclement Weather/Campus Closure

When inclement weather forces the closure of the campus of Indiana University South Bend, all students are released from clinic. When a campus closure occurs during a Saturday, students are not required to attend their scheduled Saturday rotation. If a student is in clinic and IU South Bend announces that it will close, they will be dismissed from clinic at that time. All students must leave clinic at that time. Students who decide to stay in clinic are doing so on a voluntary basis and will not be compensated 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 media (television and radio) and can be verified by accessing the IU South Bend website at www.iusb.edu.

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. The student will not be required to take personal time during these orientations or interviews.

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.

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.

The AS in Radiography Program follows the academic calendar established by IU South Bend which can be located on the campus website at: <https://www.iusb.edu/registrar/calendars/>.

Clinical Experience during Semester Breaks

Students are not permitted to attend Clinical Experience when the university is not formally in session (spring break, Martin Luther King Day, etc.).

Clinical Experience Assignment

Students are scheduled and rotated through various clinical areas as scheduled by the clinical instructors. 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 instructor or supervising staff technologist; the exception is for breaks or lunch.

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 instructor who may grant them permission to leave their assigned clinical area.

Miscellaneous Clinical Information

Transporting Patients

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

Storage of Student Personal Equipment at Clinical Education Site

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

Student Bulletin Board

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

Clinical Performance Incident Notes and Records

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

Clinical Course Descriptions

Clinical Experience I, AHLT-R181, Semester I: Fall, 3 Credit Hours

The student is oriented to clinicals by spending two (2) weeks in PACS, transport, and the radiology office. Following the orientation period, rotations in General Radiography I, Fluoroscopy I, Emergency Room, evenings, and Portables/Surgery I are required. Clinical competency laboratories will be scheduled weekly to allow simulation of radiographic procedures and clinical competency testing of upper and lower extremity, chest, and K.U.B. In a given week, there will be a combination of approximately 16 hours of clinicals.

Clinical Experience II, AHLT-R182, Semester II: Spring, 4 Credit Hours

Rotations include Emergency Room II, General Radiography, Fluoroscopy II, Portables and Surgery II, and evenings are required. Weekly clinical competency laboratories allow simulation of radiographic procedures and competency testing of the spine, contrast studies; all cranial and facial bone related studies and special views of the thorax and abdomen. In a given week, there will be a combination of approximately 16-24 hours of clinicals.

Clinical Experience III and IV, AHLT-R281 and AHLT-R282, Semesters III & IV: Summer I & II, 4 Cr. Hrs.

Clinical rotations include General Radiography III/IV, Fluoroscopy III/IV, Portable Surgery III/IV, Emergency Radiography III/IV, evening and affiliate site clinical rotations. Two (2) one-day weekend clinical rotations are required (Saturday 1st and evening shift). The student will complete approximately 40 hours of clinical experience each week during Summer Session I and Summer Session II. A separate clinical education grade will be given for each summer session.

Clinical Experience V, AHLT- R283, Semester V: Fall, 4 Credit Hours

Clinical rotation includes General Radiography V, Emergency Radiography V, Portable/Surgery V, Evenings, modality rotations, weekend and affiliate clinical site rotations. The student will complete approximately 24 hours of clinical experience each week.

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

Clinical rotations include General Radiography VI, Emergency Radiography VI, Fluoroscopy VI, Portables/Surgery VI, Evenings IV, modality rotations and weekend and affiliate clinical site rotations. The student will complete approximately 16-24 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	Class of 2021			Class of 2020		Total Weeks
	Junior Fall R181	Junior Spring R182	Summer 1&2 R281/282	Senior Fall R283	Senior Spring R290	
Orientation*	1					1
PACS/Office/Transport* (pass/fail rotation)	1					1
ER	3	4	1	2	2	12
General Radiography	3	3	1	2	2	11
Fluoroscopy	2	2	2	1	1	8
Mobile/Surgical Radiography	4	4	2	3	3	16
Evenings: 1:00pm-9:30pm	1 (after fall break)	2	2	2	2	9
Affiliate Major: (EGH, Memorial, Mishawaka) Minor: (Goshen, KCH, Plymouth) Student to rotate to 2 major and 2 minor sites in the program			4	2	2	8
CT* (pass/fail rotation)				1		1
Rotation of choice* (pass/fail rotation) <i>See below for options</i>				2	3	5
Total Weeks in Assignments	15	15	12	15	15	72
Weekend Experience:* Saturday 7:30am-4:00pm Saturday 1:00pm-9:30pm (pass/fail rotation)			2	2	2	6

*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 [this website](#) for 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 Instructor.

IUSB Radiography Clinic Schedule: Fall 2019

Junior Clinical days: AHLT-R181 Tuesday, Friday (7:30am-4:00pm) Senior Clinical days: AHLT-R283 Monday, Wednesday, Thursday (7:30am-4:00pm)			
Week	Date	Junior hours T/FR (7:30a-4:00p)	Senior hours M/W/TH (7:30a-4:00p)
Week 1	August 26 - September 1	16	24
Week 2	September 2-8 (Labor Day (2 nd) off)	16	24
Week 3	September 9-15	16	16
Week 4	September 16-22	16	24
Week 5	September 23-29	16	24
Week 6	September 30 – October 6	16	24
Week 7	October 7-13	16	24
Week 8	October 14-20	16	24
Fall Break October 20th – 22nd			
Week 9	October 23-27 (Fall break off 21 st & 22 nd)	8	16
Week 10	October 28 – November 3	16	24
Week 11	November 4-10	16	24
Week 12	November 11-17	16	24
Week 13	November 18-24	16	24
Week 14	November 25-26	8	8
Thanksgiving Break November 27th-December 1st			
Week 15	December 2-8	16	24
Week 16	December 9-15 Last day of clinic, 14 th	16	24
Semester totals		240 hours*	352 hours
Finals December 16 th – 21 st			
Winter Break December 22 nd -January 12 th			
*Does not include lab hours			

*The following schedules are tentative and subject to change

IUSB Radiography Clinic Schedule: Spring 2020

Junior Clinical days: AHLT-R182 Wednesday, Friday (7:30 am – 4:00 pm) Senior Clinical days: AHLT-R290 Monday, Tuesday, Thursday (7:30 am – 4:00 pm)			
Week	Date	Junior hours W/TH/F (7:30a-4p) Every other Thursday	Senior hours M/T/TH (7:30a-4p) Every other Thursday
Week 1	January 13-19	24	16
Week 2	January 20-26 Martin Luther King Jr. Holiday off 20 th	24	8
Week 3	January 27- February 2	24	16
Week 4	February 3-9	16	24
Week 5	February 10-16	24	16
Week 6	February 17-23	16	24
Week 7	February 24-March 1	24	16
Week 8	March 2-8	16	24
Week 9	March 9-15	24	16
Spring Break, no class/clinic March 14th-22nd			
Week 10	March 23-29	16	24
Week 11	March 30-April 5	24	16
Week 12	April 6-12	16	24
Week 13	April 13-19	24	16
Week 14	April 20-26	16	24
Week 15	April 27-May 3 Last day of clinic, April 29 th	8	16
Semester totals		296 hours*	280 hours
Finals May 1 st – 7 th Commencement May 12 th * Does not include lab hours			

*The following schedules are tentative and subject to change

IUSB Radiography Clinic Schedule: Summer 1&2, 2020

Summer 1			
Junior Clinical days: Monday-Friday (7:30 am– 4:00 pm)			
Week	Date	Junior hours M-F (7:30a-4:00p)	
Week 1	May 18-24	40	
Week 2	May 25-31 Memorial Day off, 25 th	32	
Week 3	June 1-7	40	
Week 4	June 8-14	40	
Week 5	June 15-21	40	
Week 6	June 22-28 Last day of clinic, 26 th	40	
Semester Totals		232	
Summer Break June 29 th - July 5 th			
Summer 2			
Junior Clinical days: TBD, Minimal hours			
Senior Clinical days: M-F (7:30am-4:00pm)			
Summer 2		Junior hours TBD	Senior hours M-F (7:30a-4:00p)
Week 1	July 6-July 12		40
Week 2	July 13-19		40
Week 3	July 20-26		40
Week 4	July 27-August 2		40
Week 5	August 3-9	Minimal Clinical Hours	40
Week 6	August 10-16 Last day of clinic, 14 th	Minimal Clinical Hours	40
Semester Totals		TBD	240

*The following schedules are tentative and subject to change

Appendix



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Radiography

AS in Radiography Program

Appendix A - Clinical Progress Form

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

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

This form is in Trajecsyst

Indiana University South Bend Radiography Program

Appendix B - Clinical Performance Incident Notes

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

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

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

Student Name:

Date:

Setting where incident occurred:

Description of incident:

Comments by evaluator:

Staff Technologist or Clinical Instructor Signature: _____

Date: _____

Appendix C – 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		

Form in Trajecsys

Appendix D – Clinical Laboratory Evaluation

Student: _____ Date: _____

Exam: _____

Projections:		
Section 1 Categories:	Unacceptable (0 points)	Acceptable (1 point)
1. Appropriate field of view or collimation		
2. Properly used side marker		
3. Patient was in proper position		
4. Central ray in proper alignment to part		
5. Central ray/tube are in proper alignment to IR		
6. Used required SID		
7. Used correct angulation (as required)		
8. Chose proper exposure factors		
9. Was the room prepared for the exam?		
10. Was the patient shielded for the exam?		
11. Did the student maintain good patient care?		
12. Did the student display professional behavior during the exam?		
13. Was the exam performed in a timely manner?		
14. Was the overall procedure performed properly?		

Passing grade = 80%* If below 80%, student cannot practice this exam on patient's until above 80% is achieved.

Comments:

Lab Instructor Signature: _____ Date: _____

*Form on Trajecsys

Appendix E - Clinical Competency Evaluation

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

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

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

Comments:

Form is in Trajecsys

Appendix F

C-arm Competency Evaluation

STUDENT, TEST	C-Arm Procedure (requiring manipulation to obtain...	05/08/2019
C-ARM CLINICAL COMPETENCY EVALUATION		<input checked="" type="radio"/> Instructions
Point values associated with items are Unacceptable = 0 points and Acceptable = 1 point		<input type="radio"/> Retest <input checked="" type="radio"/> Regular
Competency Type (select Simulation and/or Recheck box at bottom if applicable)		<input type="radio"/> Enter at right (required); then click here
Date of Procedure (required entry at right)		<input checked="" type="radio"/> Pediatric <input type="radio"/> Geriatric <input checked="" type="radio"/> Adult
Patient Age		<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
# of Projections (specify at right)		<input type="radio"/> Unacceptable <input checked="" type="radio"/> Acceptable
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
* If marked no, the student must retest, regardless if grade is above or below 85%.		
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 -->
Passing is 85% and Below 85% will require a retest		

*Form is in Trajecsys

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

STUDENT, TEST	Barium Enema (Single or Double Contrast)	05/08/2019	Comments
CLINICAL COMPETENCY EVALUATION			
Please grade the student on the overall performance of the exam. For anything that is not acceptable, please comment in the text field at right of item. Passing is above 85%. Below 85% requires a retest. Point values associated with items are: Required major adjustment = 0 points Required minor adjustment = 1 point Acceptable = 2 points			
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	
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 * If marked no, the student must retest, regardless if grade is above or below 85%.		<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)		<input type="radio"/> Enter at right -->	

Appendix H - Clinical Competencies

Required Clinical Competencies for the Entire Clinical/Professional Portion of the Program

Semester	Mandatory/Elective Competencies	Rechecks	Totals
Junior Year			
Fall	6*	1	7
Spring	6	1	7
Summer 1	9	1	10
Summer 2	9	1	10
Senior Year			
Fall	11	2	13
Spring	11	2	13
Totals	52	8	60

By the end of the Radiography Program, students must complete a total of 37 mandatory competencies and 15 of the 27 elective competencies for a total of 52 competencies. Competencies must be performed on patients whenever possible except for fluoroscopy exams when the Radiologist does not require overhead images.

*Students may work ahead the first semester up to 9 competencies. After the first semester, students may work ahead with competencies over the required semester limits.

All Clinical Competencies and Rechecks for each semester must be completed on or before the last day of the clinical experience schedule to avoid a grade of "I" incomplete in the course.

Appendix I - Radiographic Imaging Procedures	Mandatory or Elective	Date Completed	Patient or Simulated	Competence Verified By	Re-√
CHEST AND THORAX					
Chest Routine	M				
Chest AP (Wheelchair or Stretcher)	M				
Ribs	M				
Chest Lateral Decubitus	E				
Sternum	E				
Upper Airway (Soft-Tissue Neck)	E				
UPPER EXTREMITY					
Thumb or Finger	M				
Hand	M				
Wrist	M				
Forearm	M				
Elbow	M				
Humerus	M				
Shoulder	M				
Trauma: Shoulder or Humerus* (Scapular Y, Transthoracic or Axial)	M				
Clavicle	M				
Scapula	E				
AC joints	E				
Trauma: Upper Extremity* (Non-Shoulder)	M				
LOWER EXTREMITY					
Toes	E				
Foot	M				
Ankle	M				
Knee	M				
Tibia-Fibula	M				
Femur	M				
Trauma: Lower Extremity*	M				
Patella	E				
Calcaneus (Os Calcis)	E				

*Trauma is considered a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient's condition.

Radiographic Imaging Procedures	Mandatory or Elective	Date Completed	Patient or Simulated	Competence Verified By	Re-√
HEAD: Must select at least 1 elective head competency					
Skull	E				
Paranasal Sinuses	E				
Facial Bones w/zygomatic arches	E				
Orbits	E				
Nasal Bones	E				
Mandible	E				
Temporomandibular Joints	E				
SPINE and PELVIS					
Cervical Spine	M				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	M				
Thoracic Spine	M				
Lumbar Spine	M				
Pelvis	M				
Hip	M				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	M				
Sacrum and Coccyx	E				
Scoliosis Series	E				
Sacroiliac Joints	E				
ABDOMEN					
Abdomen Supine (KUB)	M				
Abdomen Upright	M				
Abdomen Decubitus	E				
Intravenous Urography	E				

Imaging Procedures	Mandatory or Elective	Date Completed	Patient or Simulated	Competence Verified By	Re-√
FLUOROSCOPY STUDIES: Must select either upper GI or contrast enema elective plus one other elective procedure*					
Upper GI Series (Single or Double Contrast)	E				
Contrast Enema (Single or Double Contrast)	E				
Small Bowel Series	E				
Esophagus (NOT Swallowing Dysfunction Study)	E				
SURGICAL STUDIES					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	M				
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	M				
MOBILE RADIOGRAPHIC STUDIES					
Portable Chest	M				
Portable Abdomen	M				
Portable Orthopedic	M				
PEDIATRICS (Age 6 or Younger)					
Chest Routine	M				
Upper Extremity	E				
Lower Extremity	E				
Abdomen	E				
Mobile Study	E				
GERIATRIC PATIENT (Patient must be at least 65 years old and physically or cognitively impaired as a result of aging)					
Chest Routine	M				
Upper Extremity	M				
Lower Extremity	M				

*Fluoroscopy Studies: Student must choose either an Upper GI or Contrast Enema elective procedure. In addition, one other elective must be chosen for total of 2 elective exams from the Fluoroscopy Studies section. Overhead views for fluoroscopy exams can be simulated if not needed by the Radiologist.

Appendix J - 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 Certified
- Vital Signs:
 - Blood Pressure
 - Temperature
 - Pulse
 - Respiration
 - Pulse Oximetry
- Sterile and Medical Aseptic Technique
- Venipuncture
- Transfer of Patient
- Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)

Appendix K - Problem Area Assessment Form

Vera Z. Dwyer College of Health Sciences

Faculty members use the Problem Area Assessment Form to identify specific problems a student may be facing in their course(s).

Student Name _____ Course _____ Sem/Yr. _____

PROBLEM AREAS	Y	COMMENTS
Behavior/Accountability		
Late Assignments		
Tardiness		
Absenteeism		
Incomplete assignments		
Professional Behavior		
Attitude		
Language		
Lack of preparation		
Difficulty following appropriate chain of command		
Inappropriate dress		
Failure to follow uniform policy		
Difficulty functioning independently		
Difficulty controlling anxiety		
Difficulty accepting constructive criticism		
Communication		
Inappropriate interaction		
Lacks assertiveness		
Difficulty expressing self		
Inappropriate/incomplete documentation		
Difficulty with written work		
Difficulty following directions		
Critical Thinking		
Difficulty applying previously learned knowledge and skills		
Difficulty problem solving		
Difficulty assessing client needs		
Difficulty evaluating self realistically		
Difficulty demonstrating logical thought processes		
Difficulty evaluating consequences of own actions		

Faculty signature _____ Date _____

I have read and understand the identified problem areas. I also understand that this information will be placed in a confidential file for the purpose of tracking my progress throughout the remainder of the program. Repeated receipt of this form by a student may lead to a learning contract or other consequences.

Student signature _____ Date _____

Appendix L – Organizational Chart

