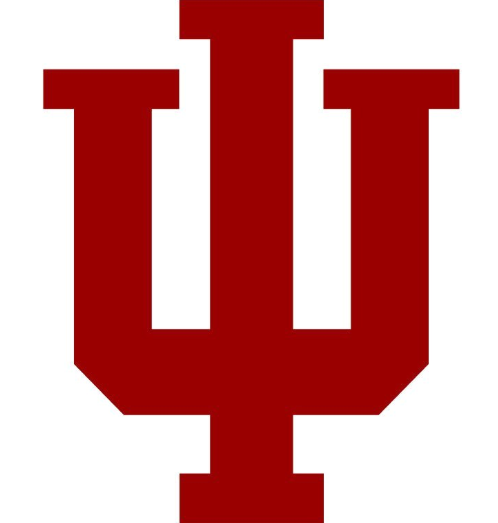
**INDIANA UNIVERSITY SOUTH BEND**

**RADIOGRAPHY PROGRAM**

**CLINICAL STUDENT**

**HANDBOOK**

The IU South Bend Radiography Program is accredited by: Joint

Review Committee on Education in Radiologic Technology

**20 North Wacker Drive, Suite 2850**

**Chicago, IL 60606-3182**

**Phone: 312-704-5300 ∙ Fax 312-704-5304**

**E-mail:** [mail@jrcert.org](mailto:mail@jrcert.org) **∙ Web Site:** [www.jrcert.org](http://www.jrcert.org/)

**Revised August 2020**

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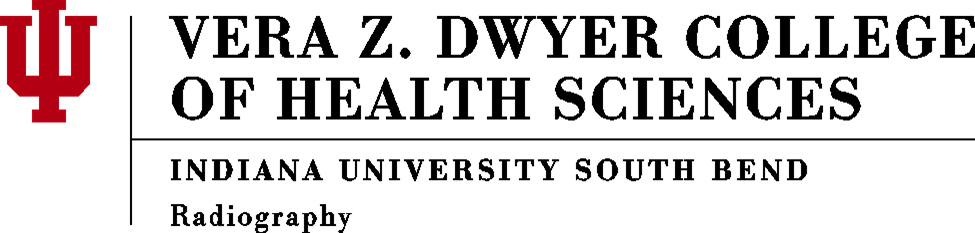
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## 

## Student Signature Page

My signature verifies I have read the IU South Bend Radiography Program Clinical Student Handbook (Revised August 2020) 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/.](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)

(574) 520-4372 [moake@iusb.edu](mailto:moake@iusb.edu)

ASR Coordinators: Amy Gretencord, MS.Ed, R.T. (R)

(574) 520-5461 [abeehler@iusb.edu](mailto:abeehler@iusb.edu)

Rory Langton, BS, R.T.(R)(CT)

(574) 520-4378 [rlangton@iu.edu](mailto:rlangton@iu.edu)

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

(574) 520-4504 [megdotso@iu.edu](mailto:megdotso@iu.edu)

**Memorial Hospital**

615 N. Michigan Street

South Bend, IN (\*3 miles)

Main Dept. (574) 647-7241,

(574) 647-6570

Jeanne Renken, R.T. (R) Heather Quiroz, R.T.(R)

**Goshen Hospital**

200 High Park Avenue

Goshen, IN 46526 (\*27 miles)

Main Dept. (574) 364-2863, (574) 364-2141

Stephanie Lueking R.T. (R)

**Memorial Lighthouse Medical Imaging Ctr**

6901 N Main St,

Granger, IN 46530 (\*6 miles)

Phone: (574) 647-2900

Karen Shorter, R.T. (R)

**Beacon Medical Group Ireland Road**

1815 E. Ireland Rd,

South Bend, IN 46614 (\*3 miles)

Phone: (574) 647-1741

Valerie Maternowski, R.T. (R)

**Elkhart General Hospital**

600 East Boulevard Elkhart, IN 46514 (\*13 miles)

Office (574) 296-6420

Main Dept. (574) 523-7836

Mark Holcomb, R.T. (R)

**St. Joseph Regional Med. Ctr.-Mishawaka**

5215 Holy Cross Parkway

Mishawaka, IN 46545 (\*5 miles)

Main Dept. (574) 335-1144

Sue Lamb, R.T. (R)

Tammy Fike, R.T. (R)

**St. Joseph Regional Med. Ctr. -Plymouth** 1915 Lake Avenue

Plymouth, IN 46563 (\*30 miles)

Main Dept. (574) 948-4054

Kim Sanders, R.T.(R)

**Kosciusko Community Hospital**

2101 Dubois Dr, Warsaw, IN 46580 (\*45 miles)

Phone: (574) 267-3200

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)

**Beacon Granger Hospital**

3220 Beacon Parkway,

Granger, IN 46530 (\*8 miles)

Phone: (574) 999-8814

Kristi O’Brien, R.T. (R)(CT)

## 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

Heather Quiroz, Radiography Clinical Instructor

Memorial Lighthouse Medical Imaging Center

Karen Shorter, Radiography Clinical Instructor

Beacon Granger Hospital

Kristi O’Brien, 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

Kim Sanders, 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](mailto: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.

## Professional Registration and Indiana State Licensure

### A. Professional Registration

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

**(ARRT):** American Registry of Radiologic Technologists

1255 Northland Drive

St. Paul, MN 55120‐1155

(651) 687‐0048

[www.arrt.org](http://www.arrt.org)

### B. State Licensure/Indiana Licensure State Licensure

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

**Indiana Licensure**

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

**Indiana State Department of Health**

Division of Medical Radiology Services

2 North Meridian Street, 4th Floor Selig

Indianapolis IN 46204

(317) 233‐1325 (ISDH Main Switchboard)

Email: [MedicalRadiology@isdh.in.gov](mailto:MedicalRadiology@isdh.in.gov)

<http://www.in.gov/isdh/23279.htm>

## AS in Radiography Program Statements

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

1. Function as a clinically competent diagnostic radiographer.
2. Demonstrate professional behaviors in accordance with the American Registry of Radiologic

Technologists (ARRT) Standards of Ethics during their practice of diagnostic radiography.

1. Employ critical thinking and problem-solving skills that will enhance their procedural capabilities during the performance of radiographic examinations.
2. Demonstrate effective verbal and written communication skills in their interactions with patients, physicians, peers, and other members of the health care team.
3. Successfully complete and pass the American Registry of Radiologic Technologists (ARRT) certification examination on their first attempt.
4. Apply knowledge of the principles of radiation protection according to ALARA standards to the patient, oneself, and others.
5. Apply knowledge of anatomy, positioning, and radiographic techniques to accurately demonstrate anatomical instructions on a radiograph.
6. Select appropriate exposure factors to achieve optimum radiographic technique with a minimum radiation dosage to the patient.
7. Examine radiographs to evaluate exposure factors, patient positioning, and overall diagnostic quality.
8. Exercise discretion and sound judgment while providing compassionate patient care during the performance of diagnostic radiographic procedures.
9. Recognize emergency patient conditions and initiate lifesaving first aid.
10. 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/](http://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](http://www.iusb.edu) or the following links for more information on campus resources for students:

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

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

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

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

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

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

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

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

Commencement: <https://www.iusb.edu/alumni-relations/commencement/commencement.html>

Fall 2020 IU - <https://fall2020.iu.edu/>

# Chapter 2: Policies

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

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

Students are expected to comply with the:

[Academic Regulations and Policies of Indiana University](https://policies.iu.edu/categories/academic-faculty-students.html)

* Academic, faculty, and student policies

[Policies of the Vera Z. Dwyer College of Health Sciences](https://healthscience.iusb.edu/policies/policies-and-forms.html)

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

[Policies of the Division of Radiological Sciences](https://healthscience.iusb.edu/radiography/policies-and-forms.html)

* 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](https://students.iusb.edu/student-support-services/office-of-student-conduct/index.html)

* [Code of Student Rights, Responsibilities, & Conduct](http://studentcode.iu.edu/)

[Office of the Registrar](https://students.iusb.edu/registrar/index.html)

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](https://www.iusb.edu/affirmative-action/index.html)

[Student Support Services](https://students.iusb.edu/student-support-services/index.html)

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

[The American Registry of Radiologic Technologists (ARRT) Standards of Ethics](https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements)

Professionalism: [ARRT Standards of Ethics](https://www.arrt.org/docs/default-source/governing-documents/arrt-standards-of-ethics.pdf?sfvrsn=c79e02fc_16)

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

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](http://www.isort.org/)

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

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

* American Society of Radiologic Technologist (A.S.R.T.): [www.asrt.org](http://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](http://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 73%, is required to successfully pass a clinical & didactic course**. Grades will not be rounded in courses and extra credit is not allowed. For example, a grade of 72.9% is not rounded to 73% and results in a course failure. Likewise, a score of 89.9% is a B+ and not rounded to 90%. Failure to receive a final grade of “C” will require the student to retake the course.

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

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

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

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

Starting Fall 2020, a satisfactory/fail system will be used for clinical grading. More information can be found at <https://students.iusb.edu/registrar/grades/satisfactory-failing-grades.html>

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

## Grade Grievances

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

## 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:

**Senior Students:**

**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 Summer Semester Junior Year**

R205 Radiographic Procedures III

R281 Clinical Experience in Radiography II

**AS Rad Fall Semester Senior Year**

R200 Pathology

R260 Radiobiology and Protection

R282 Clinical Experience in Radiography III

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

**Junior Students:**

**AS Rad Fall Semester Junior Year**

R100 Orientation to Radiologic Technology

R101 Radiographic Procedures I

R102 Principles of Radiography I

R103 Introduction to Clinical Radiography

R180 Radiographic Procedures Lab

R208 Topics in Radiography - Ethics

**AS Rad Spring Semester Junior Year**

R180 Radiographic Procedures Lab

R181 Clinical Experience in Radiography I

R182 Clinical Experience in Radiography II

R201 Radiographic Procedures II

R250 Physics Applied to Radiography

**AS Rad Summer Semester Junior Year**

R281 Clinical Experience in Radiography II

R282 Clinical Experience in Radiography III

**AS Rad Fall Semester Senior Year**

R200 Pathology

R205 Radiographic Procedures III

R260 Radiobiology and Protection

R283 Clinical Experience in Radiography V

**AS Rad Spring Semester Senior Year**

R207 Senior Capstone

R208 Topics in Radiography

R202 Principles of Radiography II

R290 Clinical Experience in Radiography VI

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

R103 Introduction to Clinical Radiography

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

R100 Orientation to Radiologic Technology

R101 Radiographic Procedures I

R102 Principles of Radiography I

R180 Radiographic Procedures Lab

R181 Clinical Experience in Radiography

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

R180 Radiographic Procedures Lab

R182 Clinical Experience in Radiography

R201 Radiographic Procedures II

R208 Topics in Radiography - Ethics

R250 Physics Applied to Radiography

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

R281 Clinical Experience in Radiography

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

R282 Clinical Experience in Radiography

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

R205 Radiographic Procedures III

R200 Pathology

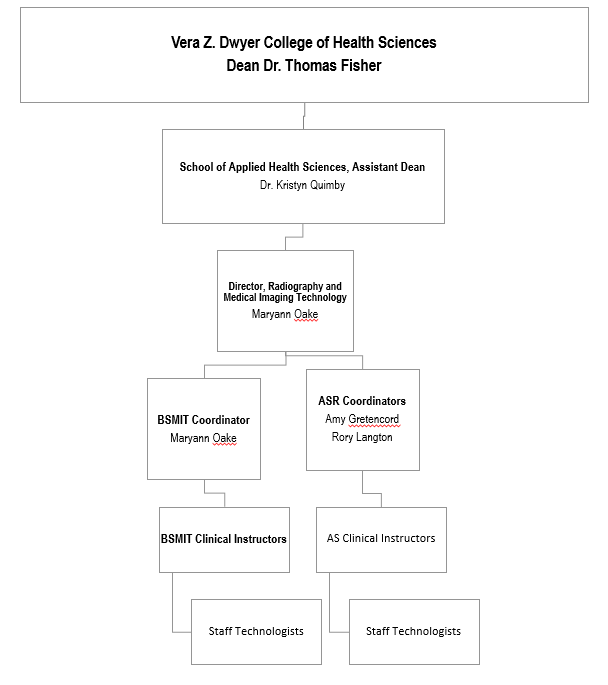
R260 Radiobiology and Protection

R283 Clinical Experience in Radiography

# Chapter 3: Clinical Information

## Radiography and Medical Imaging Organizational Chart

The Radiography and Medical Imaging Program at IUSB is part of the Vera Z. Dwyer College of Health Sciences. Below is the organizational chart where the Radiography and Medical Imaging Program is housed in the College. Please see [Appendix L](#_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 Trajecsys electronic record-keeping system
* Participate in program faculty meetings
* Supports the program and promotes its ideals and mission
* Complete ASRT Student Supervision module, one time
* Complete ASRT Clinical 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 Trajecsys electronic record-keeping system to ensure clinical progress. Staff technologists must hold the appropriate credentials with the American Registry of Radiologic Technology and the Indiana State Board of Health. In order to evaluate students for a competency or rotation evaluation, the technologist must be 1-year post registry. Competency rechecks require a 5-year post registry or at the discretion of the Clinical 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 Trajecsys 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)  IT requirements - <https://uits.iusb.edu/> | | $1,200 | |
| 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 (2 sets of scrubs, lab jacket, 1 pair of clinic shoes, name tag) | | $280 | |
| Textbook fees (includes online requirement of Rad Tech Boot Camp subscription) | | $750 | |
| Total Cost First Year: **$2,692\*\*** | | | |
|  | | | |
| **Second Year** | | |
| Uniforms (2 sets of scrubs and 1 pair of clinical shoes) | $200 | |
| ASRT (required for curriculum) | $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://students.iusb.edu/registrar/transcript-requests.html>

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

* Items stored at the health and wellness center include:
  + Immunizations
  + TB – At time of admittance
  + TB Screening – Completed second year in program
  + Drug screening – At time of admittance to program
  + Flu shot – Annually
* Items stored by the Academic Advising Center Office Manager/Recorder.
  + Essential Abilities for Admission and Retention Certification Statement
  + Criminal History Disclosure Form and proof of completed background checks
  + Problem assessment forms and learning contracts
  + Proof of CPR
  + Proof of Health Insurance
* 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 (completed yearly)
  + 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://students.iusb.edu/registrar/policies/ferpa.html> for guidelines pertaining to FERPA records, student records, electronic data, and study academic records.

## Program Graduation Requirements

In order to graduate, the student must:

* Receive a passing grade of C or above in all didactic and clinical courses
* 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. The clinical education courses are structured to complement didactic coursework. Fall and spring semesters consist of 15 weeks. Some clinical practicums are divided into 8-week blocks for fall 2020 and spring 2021. 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 or satisfactory to progress to the next semester.

The JRCERT limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week per Standard 1, Objective 1.4. Starting on 3/19/20, JRCERT is granting exceptions indefinitely to the above standard:

* Allowing flexible scheduling in clinical education, such as evening and weekend rotations that may exceed 25% of total clinical clock hours; and
* Granting clinical assignments to more than 10 hours per day; however, this much be voluntary on the part of the student

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

## Number of Clinical Placements

Each clinical site has a designated number of available spots called clinical placements. The number of clinical site placements is negotiated with each affiliated clinical agency for a specific period of time. Students enrolled in the clinical professional program are assigned to a primary clinical site for the 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 (5 students for summer/fall/spring 2020) |
| 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

**Second Year Students**

|  |  |  |
| --- | --- | --- |
| Semester | Course  *All Clinical Experience Courses are 4 credit hours* | 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 | No Clinical | No Clinical |
| First Year  Summer II Semester | AHLT-R281: Clinical Experience in  Radiography | Monday through Friday  7:30-4:00 |
| Second Year  Fall Semester | AHLT-R282: Clinical Experience in  Radiography  AHLT- R283: Clinical Experience in  Radiography | Monday, Tuesday, Thursday, Friday  7:30-4:00 |
| Second Year  Spring Semester | AHLT-R290: Comprehensive Experience | Monday, Tuesday, Thursday\*\*  7:30-4:00 |

**First Year Students**

|  |  |  |
| --- | --- | --- |
| Semester | Course  *All Clinical Experience Courses are 4 credit hours* | Days/Times of Attendance\* |
| First Year  Fall Semester | No Clinical | No Clinical |
| First Year  Spring Semester | AHLT-R181: Clinical Experience in Radiography  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 | TBD |
| Second Year  Spring Semester | AHLT-R290: Comprehensive Experience | TBD |

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

\*\* Senior students will be in clinical for face-to-face interaction with new cohort at clinical site or in a modality rotation.

## First Year Clinical Experience

First year student radiographers attend clinic at their assigned clinical site a few days at the end of the fall semester for an orientation to the clinical site. In the spring, students will attend clinical 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(s) 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.

Due to the novel coronavirus, affiliated clinical sites may reduce or stop the number of students rotating in/out of facility. If this happens, students will remain at their primary hospital until further notice. Students will not be expected to make up the affiliate hours.

## Second Year Clinical Experience

Second year student radiographers attend clinic at their assigned clinical site 4 days per week in the fall and, 3 days per week in the spring semester. Students will be required to travel to affiliated clinical sites to complete required affiliate clinical rotations during the fall and spring semesters. Affiliate clinical rotations will be scheduled by the program Clinical Coordinator.

Due to the novel coronavirus, affiliated clinical sites may reduce or stop the number of students rotating in/out of facility. If this happens, students will remain at their primary hospital until further notice. Students will not be expected to make up the affiliate hours.

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://fall2020.iu.edu/academic-calendar/index.html> and <https://students.iusb.edu/registrar/calendars/index.html>

## Explanation of Credit Hours

Didactic

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

15-Week Semester

1 credit = 50 min in-class and 2 hours out of class

2 credits = 1 hours 40 min in class and 4 hours out of class

3 credits = 2 hour 30 min in class and 6 hours out of class

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

8-Week Semester

1 credit = 1 hour 30 min in class 2 hours out of class

2 credits = 3 hours in class and 4 hours out of class

3 credits = 4 hour 30 min in class and 6 hours out of class

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

Clinical Practicum

For fall 2020 and spring 2021, 8 weeks in a clinical practicum in the Division of Radiography and Medical Imaging is equal to a 3-credit hour course. 9 weeks in a clinical practicum in the Division of Radiography and Medical Imaging is equal to a 4-credit hour course.

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

R181 = 24 hours per week x 8 weeks = 3 credit hours

R182 = 24 hours per week x 9 weeks = 4 credit hours

R282 = 32 hours per week x 8 weeks = 3 credit hours

R283 = 32 hours per week x 9 weeks = 4 credit hours

R290 = 24 hours per week x 9 weeks = 4 credit hours

For summer 2020, R281 is 6 weeks long. This is equivalent to 3 credit hours.

## 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.

During the summer 2020, students will be graded on testouts in lab and their performance in clinic. Clinical competencies are encouraged. By the end of the fall semester 2020, second year students must achieve 29 mandatory competencies to pass the clinical practicum.

Starting Fall 2020, a satisfactory/fail system will be used for clinical grading. More information can be found at <https://students.iusb.edu/registrar/grades/satisfactory-failing-grades.html>

## 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. During the summer semester, only end of semester evaluation are completed by a clinical instructor. 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](https://healthscience.iusb.edu/radiography/policies-and-forms.html).

The Student Performance Evaluation is located on [Appendix C](#_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(s) and the Program Director to evaluate students’ clinical progress. Progress is documented with a Clinical Progress Form (in Trajecsys) that is available for the student to view at any time. The number of forms received by the student will depend on the Clinical Coordinator(s) or Program Director site visits, student rotations and availability of patient exams during visitations. The Clinical Progress Form is for information purposes only, and not a part of the student’s grade. The Clinical Instructor may use this evaluation in determining the students’ mid-term and end of semester evaluation. Please see [Appendix A](#_Clinical_Progress_Evaluation) for the Clinical Progress Form.

During Summer 2020, clinical site visits will not be conducted due to clinical site visitor restrictions.

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 in Trajecsys. The student will demonstrate competency on exams taught in lab through simulation of the assigned radiographic exam. The student will be evaluated on fourteen different areas to demonstrate competency on the exam. Please see the Appendix for the Clinical Laboratory Evaluation Form and grading rubric.

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

During summer 2020, remaining labs from the spring 2020 will be completed at clinical agencies.

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](#_Appendix_E_-_1) 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](#_Appendix_F) and [Appendix G](#_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](#_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](#_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](file:///K:\Handbook%202016%20revision\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

1. 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.)

1. Proper patient positioning

* Places patient in correct position for each required view

1. Central ray proper alignment to part

* Central ray enters and exits desired part of interest

1. 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

1. Proper SID

* Ensures that proper SID is utilized for the study

1. Proper tube angulation and direction

* Proper direction and degree of angulation (as per departmental requirements)

1. 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
2. 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
3. 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.)
4. Proper operation of equipment

* Shows knowledge of equipment operation and functions

1. 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
2. Shows knowledge of related anatomy on radiographs

* Student must be able to identify anatomy on radiograph

1. 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

1. Display of processed radiographs

* Displays images on the viewing device/monitor per department protocol

1. Completes exam in a timely manner

* Exam is completed in an appropriate length of time

1. Radiographic study is of diagnostic quality

* Overall quality meets the expected standards (per department) to be considered a diagnostic radiographic study

## Achieving Clinical Competency on Radiographic Procedures Flowchart Summary

## 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 or Sunday, students are not required to attend their scheduled Saturday or Sunday rotation. If a student is in clinic and IU South Bend announces that it will close, they will be dismissed from clinic at that time. All students must leave clinic at that time. Students who decide to stay in clinic are doing so on a voluntary basis and will not be 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](http://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://fall2020.iu.edu/academic-calendar/index.html> and <https://students.iusb.edu/registrar/calendars/index.html>

### Clinical Experience during Semester Breaks

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

### Clinical Experience Assignment

Students are scheduled and rotated through various clinical areas as scheduled by the clinical 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. Students should contact the clinical instructor and clinical coordinator if a problem with scheduling arises.

### Breaks in Clinic

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

### Lunch Break

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

### Slow Periods

When the assigned clinical education area is not busy and patient flow is slow, the student should remain near their assigned area. During slow periods, the student may practice radiographic positioning, attend to linens, disinfect equipment, study in that area, etc. Students should also contact the clinical 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](#_Appendix_B_-) for the complete form.

## Clinical Course Descriptions

**Clinical Experience I, AHLT-R181, Semester 1: Fall, 3 Credit Hours (First year students = Spring 2021)**

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 24 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, 3 Cr. Hrs. (Second year students = R281, SSII and R282 Fall 2020)**

Clinical rotations include General Radiography III/IV, Fluoroscopy III/IV, Portable Surgery III/IV, Emergency Radiography III/IV, and evening rotations. Affiliate rotations are postponed for second year students. First year students will complete affiliate rotations and multiple one (1) day modality visits CT/MRI, US, IR, Cath Lab, Radiation Therapy, and Nuclear Medicine throughout the summer. Two (2) one-day weekend clinical rotations are required (Saturday or Sunday, 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.

Second year students will complete approximately 40 hours of clinical experience each week during Summer Session I and 32 hours of clinical for the first 8 weeks in the fall semester.

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

Clinical rotation includes General Radiography V, Emergency Radiography V, Portable/Surgery V, Fluoroscopy V, Evenings, CT, rotation of choice, weekend and affiliate clinical site rotations (tentative). Two (2) one-day weekend clinical rotations are required (Saturday or Sunday, 1st and evening shift). The student will complete approximately 32 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, rotation of choice, weekend, and affiliate clinical site rotations. Two (2) one-day weekend clinical rotations are required (Saturday or Sunday, 1st and evening shift). The student will complete approximately 24 hours of clinical experience each week.

## Clinical Assignments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Class of 2021** | | | | | |
| **Clinical Assignments** | **Junior Fall**  **R181** | **Junior Spring R182** | **Summer 2**  **R281** | **Senior Fall R282-F8W & R283-S8W** | **Senior Spring**  **R290** | **Total**  **Weeks** |
| **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 | 1 | 1 | 1 | 7 |
| **Mobile/Surgical Radiography** | 4 | 4 | 2 | 3 | 3 | 16 |
| **Evenings: 1:00pm-9:30pm** | 1 (after fall break) | 2 | 1 | 2 | 2 | 8 |
| **Affiliate**  **EGH, Memorial, Mishawaka, Goshen, KCH, Plymouth** |  |  |  | 2 | 2 | 4 |
| **CT\***  **(pass/fail rotation)** |  |  |  | 1 |  | 1 |
| **Rotation of choice\***  **(pass/fail rotation)**  ***See below for options*** |  |  |  | 3 | 3 | 6 |
| **Total Weeks in Assignments** | 15 | 15 | 6 | 8 | 15 | 67 |
| **Weekend Experience:\***  **Saturday/Sunday 7:30am-4:00pm**  **Saturday/Sunday 1:00pm-9:30pm**  **(pass/fail rotation)** |  |  | 1 | 2 | 2 | 5 |

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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Class of 2022 - tentative** | | | | | |
| **Clinical Assignments** | **Junior Spring**  **R181-F8W** | **Junior Spring R182-S8W** | **Summer 1&2**  **R281/282** | **Senior Fall R283** | **Senior Spring**  **R290** | **Total Weeks** |
| **Orientation, PACS, Office, Transport\***  **(pass/fail rotation)** | 1 |  |  |  |  | 1 |
| **ER** | 2 | 2 | 1 | 2 | 2 | 9 |
| **General Radiography** | 2 | 1 | 2 | 1 | 2 | 8 |
| **Fluoroscopy** |  | 1 | 2 | 1 | 1 | 5 |
| **Mobile/Surgical Radiography** | 2 | 2 | 2 | 3 | 3 | 12 |
| **Evenings: 1:00pm-9:30pm** | 1 | 1 | 2 | 2 | 2 | 8 |
| **Affiliate**  **EGH, Memorial, Mishawaka, Goshen, KCH, Plymouth** |  |  | TBD | TBD | TBD | TBD |
| **CT\***  **(pass/fail rotation)** |  |  |  | 1 |  | 1 |
| **Rotation of choice\***  **(pass/fail rotation)**  ***See below for options*** |  |  |  | 3 | 3 | 6 |
| **Total Weeks in Assignments** | 8 | 7 | 12 | 15 | 15 | 57 |
| **Weekend Experience:\***  **Saturday/Sunday 7:30am-4:00pm**  **Saturday/Sunday 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](https://www.jrcert.org/sites/jrcert/uploads/documents/Mammography_Position_Statement_FINAL_.pdf) 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 2020

\*The following schedules are tentative and subject to change

|  |  |  |  |
| --- | --- | --- | --- |
| Junior Clinical days: No full clinical days, clinical days part of orientation in R100  Senior Clinical days: AHLT-R282 (8W1) and AHLT-R283 (8W2) Monday, Tuesday, Thursday, and Friday | | | |
| Week | Date | Junior hours | Senior hours  M/T/TH/F 7:30a-4:00p or 1:00p-9:30p |
| Week 1 | August 24-30 | -- | 32 |
| Week 2 | August 31- September 6 | -- | 32 |
| Week 3 | September 7-13  Labor Day is not included | -- | 32 |
| Week 4 | September 14-20 | -- | 32 |
| Week 5 | September 21-27 | -- | 32 |
| Week 6 | September 28 – October 4 | -- | 32 |
| Week 7 | October 5-11 | -- | 32 |
| Week 8 | October 12-18 | -- | 32 |
| Week 9 | October 19-25  No Fall Break | -- | 32 |
| Week 10 | October 26 – November 1 | -- | 32 |
| Week 11 | November 2-8 | -- | 32 |
| Week 12 | November 9-15 | 4 | 32 |
| Week 13 | November 16-22 | 4 | 32 |
| Thanksgiving Break November 22-November 29 | | | |
| Week 14 | November 30 – December 6 | 4 | 32 |
| Week 15 | December 7-13 | 4 | 32 |
| Week 16 | December 14-19 | -- | 32 |
| Semester totals | | 16 hours\* | 512 hours\* |
| Finals December 14th – 19th  Winter Break December 20th-January 18th  Campus is closed December 27th – January 3rd  \*Does not include lab hours | | | |

## IUSB Radiography Clinic Schedule: Spring 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Junior Clinical days: AHLT-R181 (8W1) and AHLT-R182 (8W2) Wednesday, Thursday, and Friday  Senior Clinical days: AHLT-R290 Monday, Tuesday, and Thursday\* | | | | |
| Week |  | Date | Junior hours  W/TH/F (7:30a-4p)  or 1:00p-9:30p | Senior hours  M/T/TH (7:30a-4p)  or 1:00p-9:30p |
| Week 1 | January 18-24  Martin Luther King Jr. Holiday off 18th | | 24 | 16 |
| Week 2 |  | January 25-31 | 24 | 24 |
| Week 3 |  | February 1-7 | 24 | 24 |
| Week 4 |  | February 8-14 | 24 | 24 |
| Week 5 |  | February 15-21 | 24 | 24 |
| Week 6 |  | February 22-28 | 24 | 24 |
| Week 7 |  | March 1-7 | 24 | 24 |
| Week 8 |  | March 8-14 | 24 | 24 |
| Week 9 |  | March 15-21  (No Spring Break) | 24 | 24 |
| Week 10 |  | March 22-28 | 24 | 24 |
| Week 11 |  | March 29-April 4 | 24 | 24 |
| Week 12 |  | April 5-11 | 24 | 24 |
| Week 13 |  | April 12-18 | 24 | 24 |
| Week 14 |  | April 19-25 | 24 | 24 |
| Week 15 | April 26-May 2  Last day of clinic, April 30th | | 24 | 24 |
| Week 16 | May 3-9 | | -- | 24 |
| Semester totals | | | 360 hours\* | 376 hours\* |
| Finals May 3rd to 9th  Summer break 10th to 16th  \*Does not include lab hours | | | | |

\*The following schedules are tentative and subject to change

## IUSB Radiography Clinic Schedule: Summer 1&2, 2021

|  |  |  |
| --- | --- | --- |
| **Summer 1**  Junior Clinical days: Monday-Friday 7:30 am– 4:00 pm or 1:00p-9:30p | | |
| Week | Date | Junior hours M-F (7:30a-4:00p) |
| Week 1 | May 17-23 | 40 |
| Week 2 | May 24-30 | 40 |
| Week 3 | May 31-June 6  Memorial Day off, 31st | 32 |
| Week 4 | June 7-13 | 40 |
| Week 5 | June 14-20 | 40 |
| Week 6 | June 21-27  Last day of clinic, 25th | 40 |
| Semester Totals | | 232\* |

|  |  |  |
| --- | --- | --- |
| **Summer 2**  Junior Clinical days: Monday-Friday 7:30 am– 4:00 pm or 1:00p-9:30p | | |
| Week | Date | Junior hours M-F (7:30a-4:00p) |
| Week 1 | Jul 5-Jul 11  Independence Day off, 4th | 40 |
| Week 2 | July 12-18 | 40 |
| Week 3 | July 19-25 | 40 |
| Week 4 | July 26-August 1 | 40 |
| Week 5 | August 2-8 | 40 |
| Week 6 | August 9-15  Last day of clinic, 13th | 40 |
| Semester Totals | | 240\* |

# Summer Break:

\*The following schedules are tentative and subject to change

# Appendix



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 Trajecsys

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

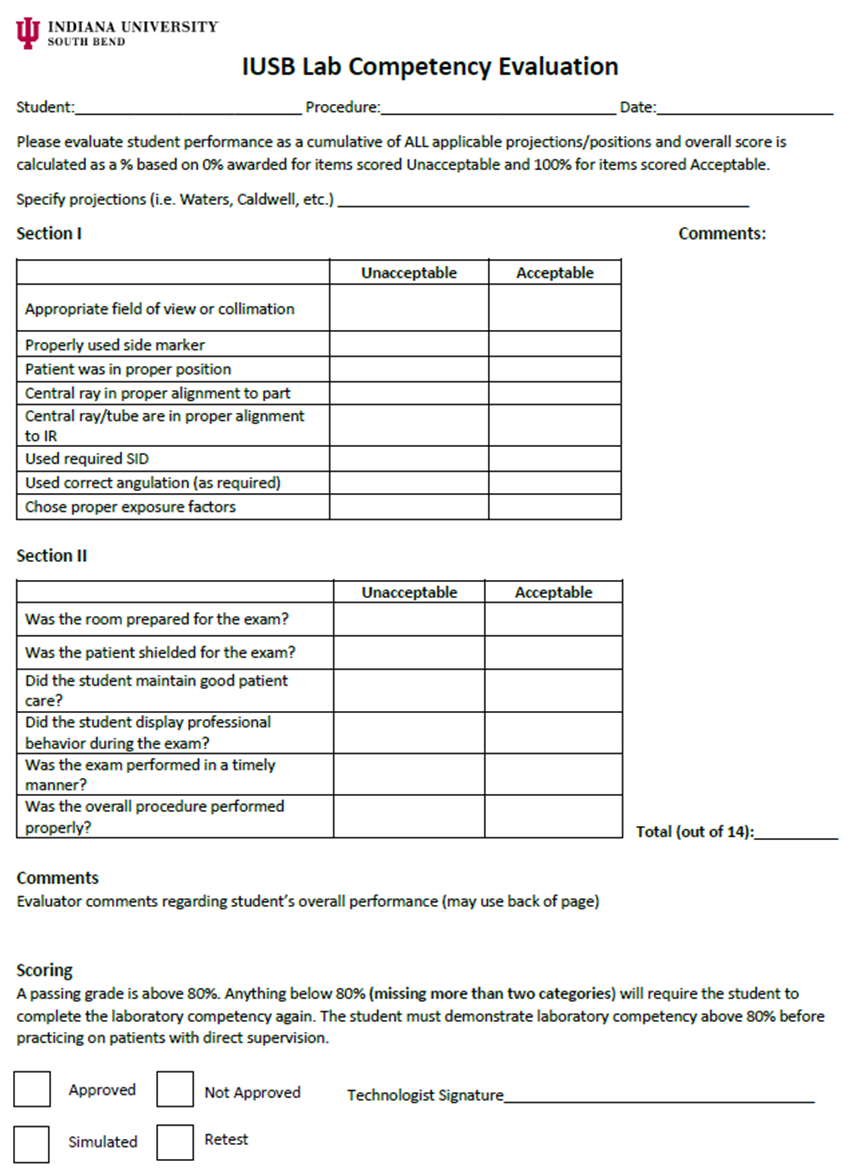
Date:\_ \_\_\_\_\_\_\_\_\_\_\_\_

## 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 | | |

*Form in Trajecsys*

## Appendix D – Clinical Laboratory Evaluation



\*Form on Trajecsys

## Appendix E - Clinical Competency Evaluation

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

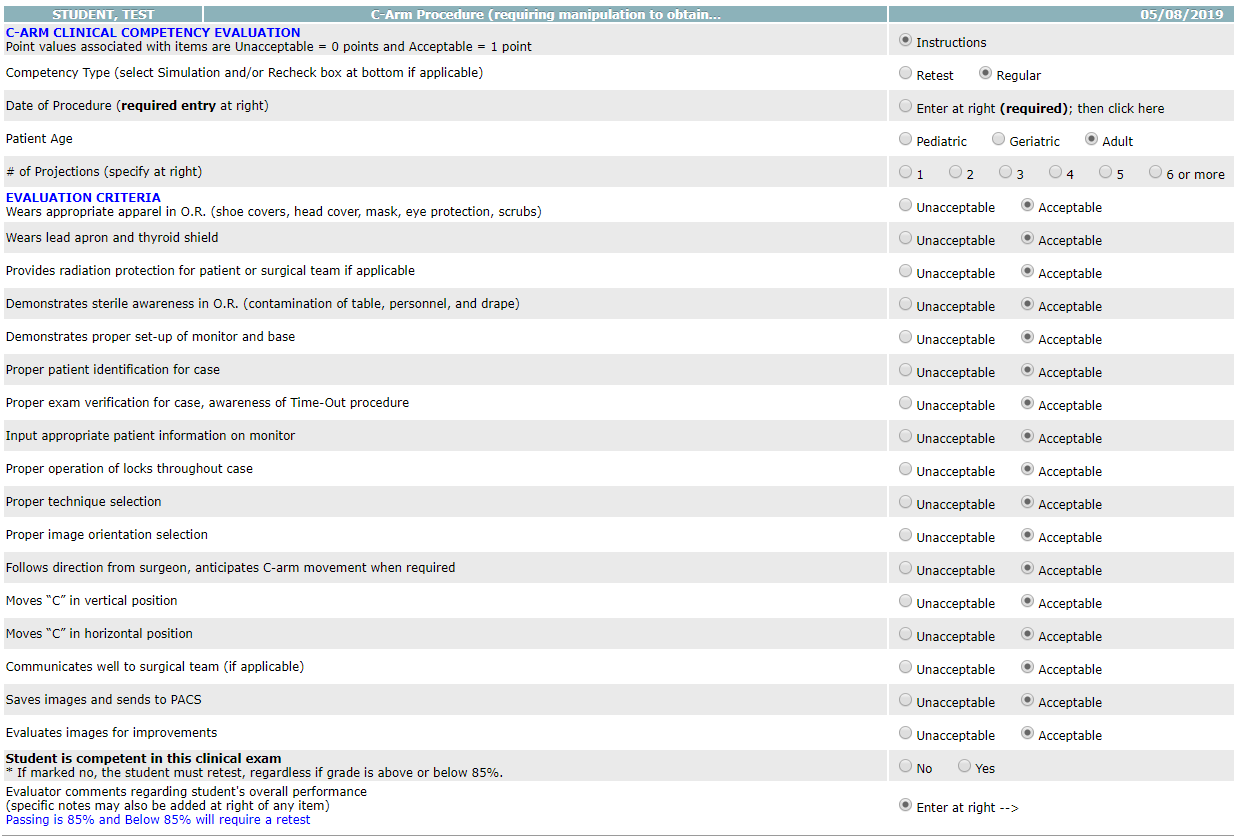
Please grade the student on the overall performance of the exam. For anything that is not acceptable, please comment below. Passing is above 85%. Below 85% requires a retest.

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

Comments:

Form is in Trajecsys

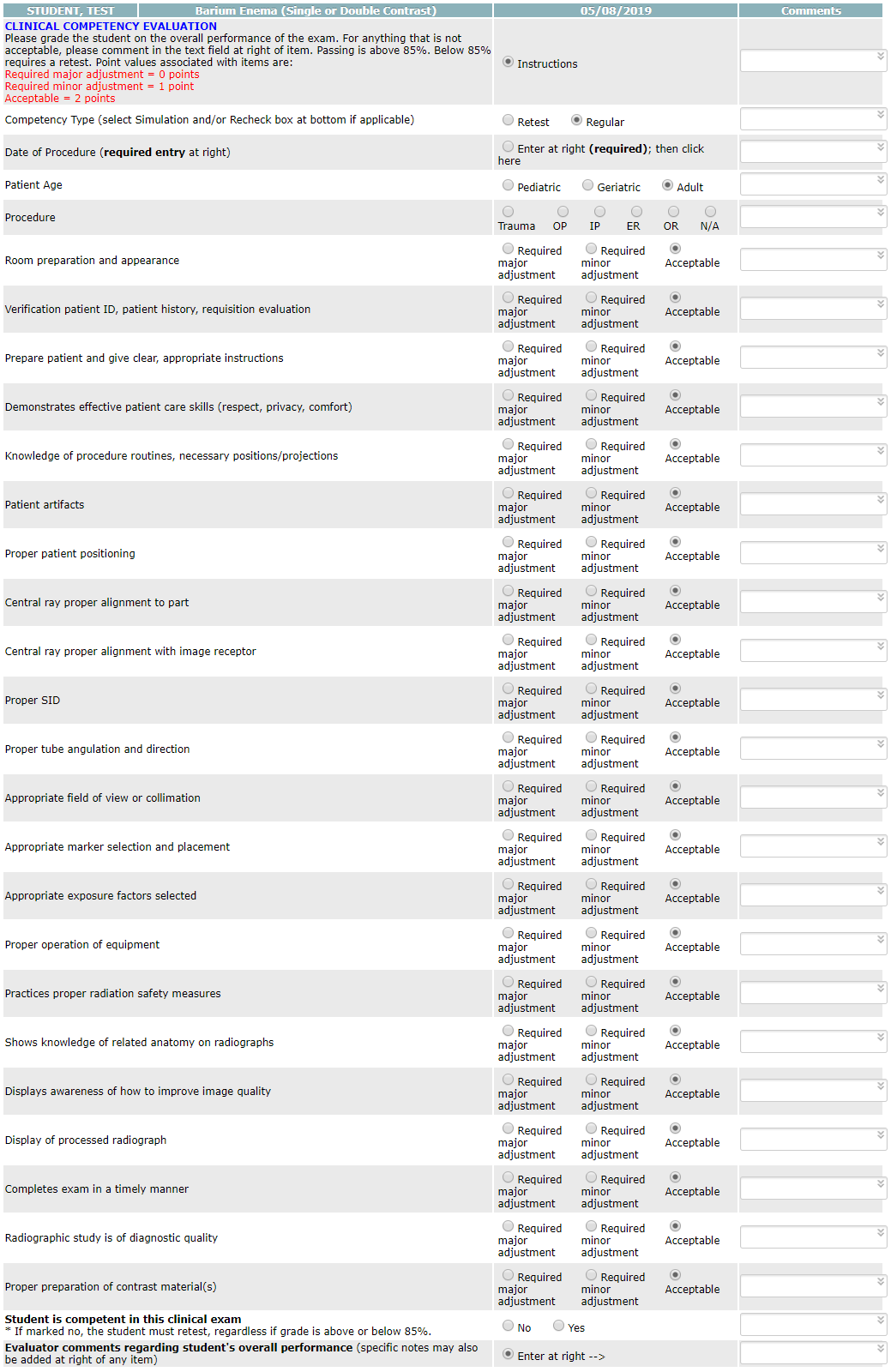
## Appendix F C-arm Competency Evaluation



\*Form is in Trajecsys

## Appendix G - Fluoroscopy Competency Evaluation

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



## 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.

\*\*Subject to change due to unforeseen circumstances

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

