INDIANA UNIVERSITY SOUTH BEND

RADIOGRAPHY PROGRAM

CLINICAL STUDENT HANDBOOK

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

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

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

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

Revised August 2024

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VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Radiography

Student Signature Page

My signature verifies I have read the IU South Bend Radiography Program Clinical Student Handbook (Revised August 2024) in its entirety and agree to abide by the policies and tenets described in the handbook and online. I know that these policies are subject to change; therefore, I will retain my copy of the handbook for future reference to reconcile any written notification of such changes. Changes in program policy will be announced to all students in writing prior to implementation. I realize that any change(s) may result in the revision of the degree requirements.

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

_____

Printed Student Name

_____

Written Student Signature

_____

Student ID#

_____

Date

Chapter 1: Introduction

Introduction

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

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

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

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

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

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

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

Program Description

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

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

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

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

IU South Bend Radiography Program Contacts

Program Director: Maryann Oake, MBA, R.T. (R)(MR)
(574) 520-4372 moake@iu.edu

ASR Coordinators: Amy Gretencord, MS.Ed., R.T. (R)
(574) 520-5461 abeehler@iu.edu

Rory Langton, MS.Ed., R.T.(R)(CT)
(574) 520-4378 rlangton@iu.edu

Adjunct Lecturers: Kelsey Bogard, BS, R.T. (R)
Julie Carlo, BS, R.T. (R)
Micha Purcell, BS, R.T.(R)(CT)
Chelsea Singleton, BS, R.T. (R)
Yuliya Yegorov, BS, R.T.(R)(CT)

Administrative Assistant: April Hernandez
aprherna@iu.edu

Beacon Granger Hospital
3220 Beacon Parkway,
Granger, IN 46530 (*8 mi.)
Phone: (574) 999-8814
Kristi Gibson, R.T. (R)(CT)

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

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

Community Hospital of Bremen
1020 High R. Bremen, IN 46506 (*16 mi.)
Phone: 574-209-0649
Kylie Campbell, BS, RT(R)(RDMS)(RVT)

Elkhart Clinic
303 S. Nappanee St., Elkhart, IN 46514 (*12 mi)
Phone: 574-296-3200
Julie Carlo, R.T.(R)

Elkhart General Hospital
600 East Boulevard, Elkhart, IN 46514 (*13 mi.)
Office (574) 296-6420
Main Dept. (574) 523-7836
Gail Pederson, R.T. (R)
Mike Slack, R.T. (R)

Goshen Hospital
200 High Park Ave., Goshen, IN 46526 (*27 mi.)
Main Dept. (574) 364-2863, (574) 364-2141
Katie Forgey, R.T. (R)

Goshen Surgery Center
1605 Winsted Drive, Goshen, IN 46526 (*27 mi.)
Main Dept. 574-364-4730

Lutheran Kosciusko Hospital
2101 Dubois Dr, Warsaw, IN 46580 (*45 mi.)
Phone: (574) 372-7608
Zachary Dennis, R.T.(R)

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

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

St. Joseph Regional Med. Ctr.-Mishawaka
5215 Holy Cross Parkway
Mishawaka, IN 46545 (*5 mi.)
Main Dept. (574) 335-1144
Justin Rosen, R.T. (R)

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

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

The Orthopedic Hospital of Lutheran Health Network (Pending)
701 Orthopedic Drive
Warsaw, IN 46582
Karen Terry, R.T.(R)

Three Rivers Health Hospital
701 S. Health Pkwy,
Three Rivers, MI 49093 (*46 mi.)
Kelsey Sharp, R.T.(R)(CT)

Unity Physicians Hospital
4455 Edison Lakes Parkway #100, Mishawaka, IN 46545 (*5 mi.)
Phone: 574-231-6839, 574-231-6171
Kimberly Boyer, R.T.(R)

*miles from campus

Program Advisory Committee

Indiana University South Bend
Maryann Oake, Director Radiography/Medical Imaging Technology Program
Amy Gretencord, ASR Clinical Coordinator
Rory Langton, ASR Clinical Coordinator
Jenny Deranek, PhD, LAT, ATC, School Leader, Vera Z. Dwyer School of Health Sciences
Jesús García-Martínez, MD, MSc, PhD, Dean, College of Professional Studies

Beacon Granger Hospital
Kristi Gibson, Radiography Clinical Instructor

Beacon Medical Group Ireland Road
Valerie Maternowski, Radiography Clinical Instructor

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

Community Hospital of Bremen
Kylie Campbell, Radiography Clinical Instructor

Elkhart Clinic
Julie Carlo, Radiography Clinical Instructor

Elkhart General Hospital
Gail Pederson, Clinical Instructor
Mike Slack, Clinical Instructor

Goshen Hospital
Katie Forgey, Radiography Clinical Instructor

Lutheran Kosciusko Hospital
Zachary Dennis, Radiography Clinical Instructor

Memorial Hospital
Courtney Soule, Radiography Clinical Instructor
Heather Quiroz, Radiography Clinical Instructor

Memorial Lighthouse Medical Imaging Center
Karen Shorter, Radiography Clinical Instructor

Saint Joseph Regional Medical Center-Mishawaka
Justin Rosen, Radiography Clinical Instructor

Saint Joseph Regional Medical Center-Plymouth
Natasha Schafer, Radiography Clinical Instructor
Kim Sanders, Radiography Clinical Instructor

Saint Joseph County VA Clinic
Brad Stevens, Radiography Clinical Instructor

Unity Physicians Hospital
Kimberly Boyer, Radiography Clinical Instructor

The Orthopedic Hospital of Lutheran Health Network (Pending)
Karen Terry, Radiography Clinical Instructor

Three Rivers Health Hospital
Kelsey Sharp, 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 Accreditation Standards - 2021 - JRCERT: Joint Review Committee on Education in Radiologic Technology.

The program assures that students and faculty are cognizant of the Standards and must provide contact information for the JRCERT. Any individual associated with the program has the right to submit allegations against a JRCERT accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Additionally, an individual has the right to submit allegations against the program if the student believes that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

If at any time during their clinical professional education a student feels that the program is not in compliance with JRCERT Standards, the individual must first attempt to resolve the complaint directly with program/institution by following the due process or grievance procedures provided by the program/institution. Written grievances should follow the Student Appeal Policy found on the IUSB Radiography Program Policy Website.

If the complaint cannot be resolved or the individual believes that the concerns have not been properly addressed, they may submit allegations of non-compliance to the JRCERT. Students should contact the JRCERT by (1) mail: 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; (2) phone: (312) 704-5304; (3) fax: (312) 704-5304 or (4) email: mail@jrcert.org. Any complaint found to have merit by the JRCERT will be addressed and corrected to the satisfaction of the JRCERT.

Contacting the JRCERT must not be a step in the formal institutional or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with institutional/program officials by following the grievance policy/procedures provided by the institution/program. If the individual is unable to resolve the complaint with institutional/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT.

Philosophy of the Program in Radiologic Technology

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

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

Mission and Goals of the Program in Radiologic Technology

Mission Statement:

The Radiography Program at Indiana University South Bend is committed to serving north-central Indiana and southwest 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 judgment. Through continuous improvement, we will serve our community by educating students with a strong work ethic and values.

Program Goals

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

Student Learning Outcomes

Student Learning Outcome 1:

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

Student Learning Outcome 2:

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

Student Learning Outcome 3:

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

Student Learning Outcome 4:

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

Professional Registration and Indiana State Licensure

A. Professional Registration

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

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

B. State Licensure/Indiana Licensure State Licensure

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

Indiana Licensure

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

Indiana State Department of Health

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

AS in Radiography Program Statements

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

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

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

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. The committee meets every fall semester.

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. Student participation is highly valued and appreciated.

Academic Advising

Academic advisors are located in the administration building and via Zoom. Advisors are dedicated to assisting IU South Bend 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. Please email sbadvise@iusb.edu for advising questions.

Division of Radiologic Sciences Scholarships

The Vera Z. Dwyer School 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://southbend.iu.edu/students/scholarships/index.html

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

IU South Bend Medical Imaging Club

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

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

Campus Resources for Academic Success

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

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

Student Counseling Center: https://southbend.iu.edu/students/student-support-services/counseling-center/index.html

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

Accessible Educational Services: https://southbend.iu.edu/students/student-support-services/aes/index.html

Pregnancy at IU: https://pregnancy.iu.edu/

Office of Student Conduct: https://southbend.iu.edu/students/student-support-services/office-of-student-conduct/index.html

Office of Veteran Student Services: https://southbend.iu.edu/students/student-support-services/veteran-services/index.html

Office of International Student Services: International Student Services

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

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

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

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

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

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 School of Health Sciences (CHS) Polices, the Division of Radiological Sciences Policies, Radiography Program Student Handbook, and course syllabi.

Academic Regulations and Policies of Indiana University

- Academic, faculty, and student policies

Policies of the Vera Z. Dwyer School of Health Sciences

- Policies from the Vera Z. Dwyer School of Health Science

Policies of the Division of Radiological Sciences

- Policies from the Division of Radiological Sciences

Office of Student Affairs and Diversity

- Academic Success Programs, Career Services, Financial Aid, Housing, Registrar, and Student Service

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

Professionalism: ARRT Standards of Ethics

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

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

Professional Conduct

The IU South Bend Radiography Program is committed to develop radiographers who will provide the highest quality of care to their patients. Students in the radiography program are expected to conduct themselves in a professional manner at all times. Students are representatives of the IU South Bend Radiography Program on the school campus, in clinical agencies, and in the community. Students will be accountable for their own behavior. Students must abide by the American Registry of Radiologic Technologist's (ARRT's) Standard of Ethics.

Students are to treat all individuals with respect. Students must understand that they are a student, and while they may be an adult, they must follow instructions without questioning the decision of the Technologist or Instructor. If students have any concerns, please contact the program director.

Students will be an integral part of the healthcare community. Radiology departments in clinical agencies are to provide the patient with diagnostic and/or interventional services and excellent care. To do this, everyone working in the department, including students, must keep in mind that everything that is said or done within the department can impact patient care.

During clinical rotations, lab on campus, and in the classroom, students are expected to follow the Radiography Program Handbook, Radiography Program Policies, the IU Student Code of Conduct, and course syllabi. Students are expected to know and follow the clinical sites rules and regulations.

Despite these expectations, some students may not always act in a professional manner while they might be identified as an IU South Bend Radiography student. Unprofessional behavior will be addressed immediately.

Professional Organizations

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

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

- Annual fall conference and Quiz Bowl
    - Students are required to attend the annual fall conference and quiz bowl
- Membership ($10.00 each year)

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

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

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

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

National Credentialing Exam

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

Program Grading Scale

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

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

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

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

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

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

Calculating GPA

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

Grade Grievances

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

Good Standing in the Radiography Program

To remain in good standing, a student must:

- Maintain a grade of C (2.0) or better in each required course.
- Maintain an overall CGPA of 2.0 or above.
- Ethics and behavior consistent with ARRT Standard of Ethics.
- Follow the required course sequence.

- Students must achieve an overall average of 73% on all exams (content and final) within a didactic course to pass the course. This follows Policy R-23, Exam Policy.

Clinical Progression

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

If a student is unsuccessful in a course, they will meet with the Program Director. It is recommended that the student meet with the faculty member first. Please see Policy R-18, Reinstatement Policy, about being reinstated into the program.

The following didactic courses and clinical practicums must be taken together:

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

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

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

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

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

1. Students will be promoted to the R181 Clinical Experience in Radiography upon successful completion of: R103 Introduction to Clinical Radiography

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

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

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

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

4. Students will be promoted to R282 Clinical Experience in Radiography upon successful completion of: R281 Clinical Experience in Radiography

5. Students will be promoted to R283 Clinical Experience in Radiography upon successful completion of: R282 Clinical Experience in Radiography

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

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

Notification of Improvement and Violations

The IU South Bend Radiography Program follows Policy R-13, Notification of Improvement Policy to allow students the opportunity to be successful in the radiography program. When opportunities of improvement are noted by faculty, students will be given a notification of improvement through an Alert Form (written warning) or a Program Level Success Plan. An Alert Form or Program Level Success Plan can affect a course grade and progression in the program.

All courses allow the introduction, practice, and mastery of program curriculum. Students are expected to be accountable, exhibit professional behavior, communicate effectively, use critical thinking, and be in good standing with the program. Course Violations occur when students fail to follow course syllabi policy, handbook policy, and IU policies. The action taken by faculty depends on what is outlined in the course syllabus. Please see Policy R-24 for details and a list of violations.

Clinical and Lab are a critical part of the curriculum to become a radiographer. Students are expected to adhere to program policies, course objectives, course or program competencies, the Student Code of Conduct, or the ARRT Standard of Ethics. This can result in professionalism point deductions in Clinical or Lab. Clinical and lab violations occur when students fail to follow course syllabi policy and handbook policy. The action taken by faculty depends on what is outlined in the course syllabus. Please see Policy R-24 for details and a list of violations.

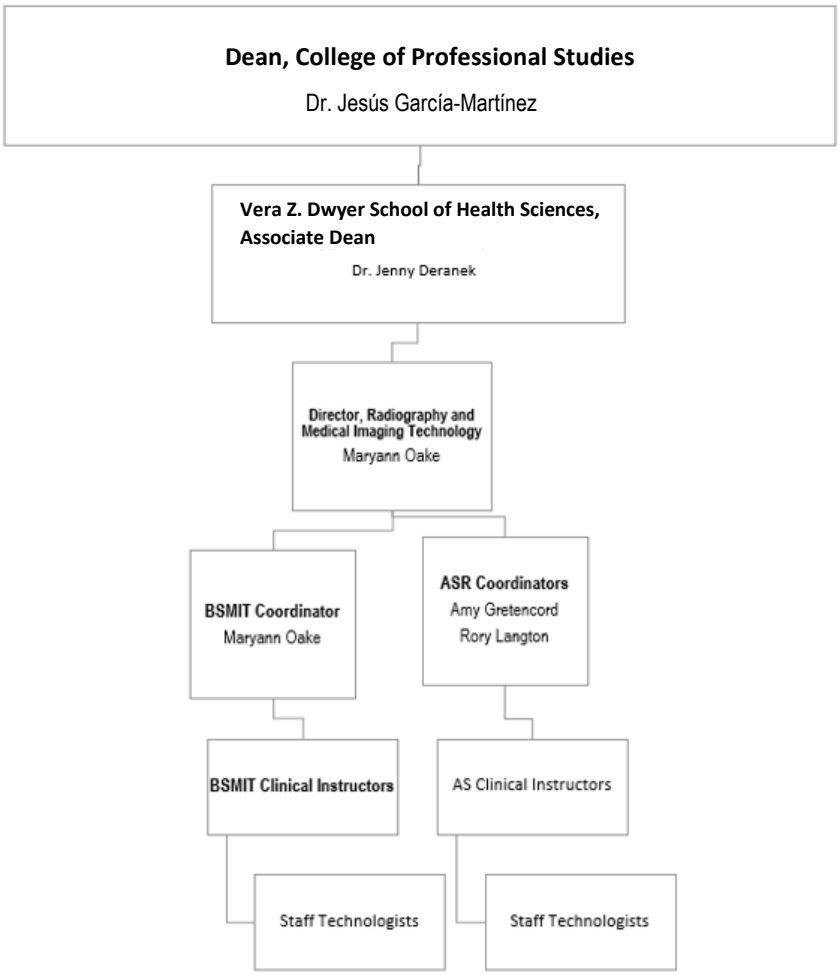
Behaviors and actions that can lead to automatic course failure or academic and disciplinary actions are part of the IU Student Code of Conduct. This includes Academic and Personal Misconduct. Students should familiarize themselves with this list because they are held accountable for their actions.

Violations may impact course grade and/or progression in the program.

Chapter 3: Clinical Information

Radiography and Medical Imaging Organizational Chart

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



Radiography Program Roles

Program Director

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

Duties include:

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

Clinical Coordinator

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

Duties include:

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

Clinical Instructor

The clinical instructor, or clinical preceptor, is a full-time employee of the affiliated clinical agency and functions as a liaison between the students assigned to that agency and the faculty at IU South Bend. The clinical instructor provides oversight for student radiographers at the assigned clinical site with assistance from the clinical coordinator and assigns clinical course grades. Clinical instructors have the ability to gauge student performance to help assist IU faculty to determine student performance. 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 or at the discretion of the clinical instructor/clinical coordinator. Competency rechecks require a 5-year post registry or at the discretion of the clinical instructor/clinical coordinator.

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

AS in Radiography estimated program costs can be found on the Radiography Program Website under costs.

Lead Markers

Each student radiographer is responsible for purchasing two sets of lead initial markers. Lead initial markers are used in clinic and must contain three letters (for example, ASG). Students should take care not to lose their lead markers and should always have both lead positional markers with them when in the clinical setting. The average cost for one set of markers is $28.00 ($60.00). These can be purchased at Techno-Aide.com, (Elite Style Marker Set with 3-Letter Initials).

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

Students must also use lead markers correctly and correctly label radiographic images. Failure to do so can result in inaccurate reports and can negatively impact patient care.

Malpractice Policy

Indiana University South Bend carries limited malpractice insurance for all students enrolled in the IUSB-CHS programs. The policy is in effect only during the time the student is engaged in scheduled clinical field experience and does not cover part-time employment or time spent in the clinical setting which is unrelated to IUSB student activities.

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 in Castlebranch include:
    - Immunizations
    - TB – Annual
    - Drug screening – Annual
    - Flu shot – Annual
- Items stored in Castlebranch include:
    - Background Check
    - Essential Abilities/Technical Standards (annual)
    - Requirement to Disclose Form (annual)
    - Proof of CPR – At time of admittance of program
    - Proof of Health Insurance - At time of admittance of program

    - Indiana State Radiology Student Permit
    - OSHA blood borne pathogens (annual)
    - Child Abuse Recognition, Reporting and Prevention of Abuse Training (annual)
    - HIPAA Mobile Devices Certification (annual)
    - HIPAA Privacy & Security Certification (annual)
- Items collected during AHLT – R103 (Introduction to Clinical Experience) and stored in the Learning Management System (Canvas):
    - Clinical Student Handbook Signature (annual)
        - This includes reviewing the radiographic repeat policy and the pregnancy policy
    - MRI Screening Form (annual)
- Radiation monitoring record – Maintained monthly and stored indefinitely within the department.
    - Monthly/yearly dosimeter reports and competencies are kept and stored within a secured filing cabinet and electronically, indefinitely.
- Student competencies, performance evaluations, and time records – Maintained throughout the program and stored indefinitely.

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

The School Leader, Director of Student Services, Program Director, and School Recorder have administrative access to Castlebranch.

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
- Students must achieve an overall average of 73% on all exams (content and final) within a didactic course to pass the course. This follows Policy R-23, Exam Policy
- Have all clinical experience time completed
- Meet all University degree requirements
- Complete all required clinical rotations
- Complete all required clinical objectives for each clinical rotation
- Fulfill all clinical competency requirements of the Radiography Program in accordance with established professional standards
- Complete an application for graduation
- Turn in radiation badge

Employment Placement

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

Chapter 4: Clinical Evaluations, Competencies and Schedules

Description of Clinical Experience

The Clinical Experience portion of the curriculum is arranged into six (6) clinical education courses. The clinical education courses are structured to complement didactic coursework. Fall and spring semesters consist of 8 to 16 weeks. Summer sessions consist of 6 weeks per semester. The program concludes at the end of the spring semester in the second year of the program. Time spent in the program is divided between didactic course work, clinical laboratory instruction, and clinical experience. A student must successfully pass Clinical Experience with a grade of "C" or better or satisfactory to progress to the next semester.

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

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

Number of Clinical Placements

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

Each student radiographer will be assigned to a specific clinical site for the duration of the program. This is considered the student's primary clinical site. All students will rotate through each primary clinical facility. Additionally, students will have the opportunity to rotate through all affiliated clinical sites during the program. These clinical sites can be up to 50 miles from the University.

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.
3. If a student is removed from a clinical site due to disciplinary reasons, the student will receive -30 professional point deductions.

Primary Clinical Placements

Clinical Settings	Current Number of Primary Clinical Placements/Year
Elkhart General Hospital	5
Goshen Hospital	3
Memorial Hospital	8
St. Joseph Regional Medical Center: Mishawaka Campus	3
St. Joseph Regional Medical Center: Plymouth Campus	2
Kosciusko Community Hospital	2
Three Rivers Health Hospital	1
Total Number of Clinical Placements	**24**

Clinical Experience Courses

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

First Year Clinical Experience

First year student radiographers attend clinical orientation at their assigned clinical site for a total of 15 hours spread out over 3 days. This occurs at the end of the first 8-weeks in the fall semester. Students attend clinical 2 days per week in the second 8 weeks of the fall semester. In the spring semester, students will attend clinical 2 days per week. Students are in the clinical setting observing, assisting and performing radiographic procedures. Clinical labs are conducted on campus. In the summer, students attend clinic 5 days per week, 8-hour days. Students will be required to travel to affiliated clinical sites to complete required affiliate clinical rotations. If accommodations are needed, the student will need to contact the program director. Affiliate rotations are scheduled by the Clinical Coordinator.

Second Year Clinical Experience

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

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

Explanation of Credit Hours

Didactic

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

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

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

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

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

Clinical Practicum

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

Course	Hours	Credit hours
R181	159	2 cr
R182	248	3 cr
R281	224	3 cr
R282	240	3 cr
R283	328	4 cr
R290	348	4 cr
Total	**1555**	

Lab

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

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

Determination of Lab Grades

Radiography labs, course R180, are conducted during the fall and spring semesters during the student's first year in the program. The labs are conducted on campus and taught by faculty. Clinical labs are structured to complement didactic course work and taught in a specific sequence. Students must demonstrate competency of at least 85% in the lab setting before attempting to perform any radiographic procedure on a patient in the clinical setting. Students must practice in lab or at clinical for at least one hour prior to the test out(s) in lab. If a student does not pass with at least an 85% in the lab, the student must practice the exam and perform the lab competency on a future date. The lab instructor will arrange this date.

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

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

During the initial fall and spring semesters, the student will be evaluated by faculty utilizing the Lab Competency Evaluation form in 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 B for the Lab Competency Evaluation Form and grading rubric.

Clinical and Lab Violations

The IU South Bend Radiography Program follows the Notification of Improvement policy to allow students the opportunity to be successful in the radiography program. When opportunities of improvement are noted by faculty, students will be given a notification of improvement through an Alert Form (written warning) or a Program Level Success Plan. An Alert Form or Program Level Success Plan can affect course grade and progression in program.

If a student does not follow the terms of a Program Level Success Plan, professional point deductions will occur or possible dismissal from the program.

Clinical and Lab are a critical part of the curriculum to become a radiographer. Students are expected to adhere to all safety, professionalism, communication, ethics, critical thinking, and self-reflection rules and policies. This is outlined in the Clinical and Lab Violation mapping and points are deducted from clinical and lab depending on the frequency of offenses and the severity of offense.

Behaviors and actions that can lead to automatic course failure or academic and disciplinary actions are part of the IU Student Code of Conduct. This includes Academic and Personal Misconduct. Students should familiarize themselves with this list because they are held accountable for their actions.

Determination of Clinical Grades

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

Student Performance Evaluations – Completed by Staff Technologists or Radiology Personnel

Students are evaluated during each clinical semester by staff technologists or radiology personnel in the clinical setting. The Performance Evaluation form for staff is located in Microsoft Teams through a QR code or link. Student Performance Evaluations completed by staff provides qualitative and quantitative feedback for students throughout their clinical semester, but are not part of their semester grade. Staff technologists will assess the student's performance in 4 different categories, plus qualitative feedback. Staff Technologists must also verify that students followed the clinical repeat policy and the supervision policy. The Student Performance Evaluation can be viewed here. Students are not allowed to complete a Student Performance Evaluation on themselves or another student. Student Performance Evaluations completed by staff are used as resources for Clinical Instructors when completing the Midterm and Final Evaluation, which is part of the student's clinical grade. If students disagree with a QR code evaluation, they should first notify their clinical instructor. If the issue is not resolved, the Clinical Coordinator/Program Director will then step in for assistance.

Student Performance Evaluations – Completed by Clinical Instructors

The Clinical Instructors will fill out an evaluation at mid-term and end of semester which is part of a student's clinical grade in Trajecsys (Appendix C). Clinical instructors use the feedback from the QR code evaluations from staff technologists to complete the mid-term and end of semester evaluation.

Clinical Instructors will assess the student's performance in 13 different categories. 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.

If the student receives a failing mid-term or final Student Performance Evaluation from the Clinical Instructor, the student will fail the clinical course and be out of progression in the radiography program. Failure is below 73%.

Assignments in Canvas

Students are evaluated on various topics throughout each clinical practicum. In a student's junior year, a student binder is put together by the student to keep track of protocols, techniques, and hospital policies. Over the summer and in a student's senior year, review modules are provided to prepare for the national registry through the ARRT. Self-assessments are completed after each clinical practicum in the program. One self-assessment will be completed for both summer sessions.

In addition to the evaluation is a list of Objectives and Performance Checklists specific to the rotational assignment. Objectives are placed online in Canvas and in Trajecsys for students to view. Each semester, students will complete a quick check in canvas in which they acknowledge their responsibility of clinical objectives. The student must also verify their rotation objectives, clinical supervision, and the repeat policy in Canvas after each clinical rotation. Failure to complete clinical rotation quizzes 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.

Professionalism Points

All students receive 30 professionalism points each semester in clinical and in lab. Professionalism points are only good for one semester and do not roll over into the next semester.

A violation can affect professionalism points. A violation occurs when failure to adhere to program policies, course objectives, course or program competencies, the Student Code of Conduct, or the ARRT Standard of Ethics.

- The action taken by faculty depends on the violation and the frequency of offenses. This may impact course grade and/or progression in the program.
- An Alert Form will be implemented first before issuing point deductions unless the violation warrants a deduction in professionalism points as noted in the syllabi.
- Violations will continue forward during a students' academic time in the program unless otherwise noted in the course syllabi.
- Students may receive more than 1 violation at a time.
- Actions and behaviors of students resulting in severe violations may result in immediate dismissal. The appropriate IU authorities will be notified.

- In some cases, the student may be asked to leave class, lab, or clinical setting and must report to the Program Director before returning to class, lab, or clinical. If the student refuses, security will be called to remove the student. This will result in immediate dismissal from the program.

Clinical Competencies

Clinical Competencies are requirements of the ARRT. Once competency on a radiographic procedure has been established in lab, and documented in the lab setting, the student can then perform exams on patients in the clinical setting. If prior lab competency has not been performed, the student will not practice/perform the 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 D for complete Clinical Competency form. The Clinical Competency form is located in Trajecsys.

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

For arthrogram, cystography/cystourethrography, ERCP, HSG, and Myelogram competency forms, please see Appendix G. On these competency forms, the student is evaluated in 14 areas. These forms are located in Trajecsys.

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

Class of 2025 and 2026

Semester	Number of Competencies Needed	Number of Rechecks Needed
Junior Fall	2	0
Junior Spring	6	1
Summer I	10	1
Summer II	10	1
Senior Fall	11	2
Senior Spring	12	2
Total	51	7

By the end of the Radiography Program, students in the Class of 2025 and 2026 must complete a total of 36 mandatory competencies and 15 of the 35 elective competencies for a total of 51 competencies. Competencies must be performed on patients whenever possible.

Students from the Class of 2025 and 2026 should review all didactic and clinical competency requirements from the ARRT. Students may work ahead on competencies. Students must select an exam to perform from the list of Mandatory and/or Elective Procedures from the ARRT.

All Clinical Competencies and Rechecks for each semester must be completed on or before the last day of the clinical experience. Clinical Competencies and Rechecks cannot be simulated until the final semester of the program and approved by the clinical instructor and clinical coordinator.

Before the last semester of the program, if a student does not successfully complete their competencies for that particular semester, the student will be out of progression and receive -30 violation points. Students may receive an "I" incomplete in a course upon approval from the Program Director if a student does not successfully complete their competencies, which can be completed in the next semester. This is for extenuating circumstances only.

- Students must complete all required competencies for each clinical course. Points in clinical courses are not calculated into the course grade until the completion of all competencies for that semester. Once all the competencies have been reached, the final course grade is calculated. If a student fails to achieve the required competencies, the student will receive an unsatisfactory as a grade and will be out of progression in the radiography program.

OR

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

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

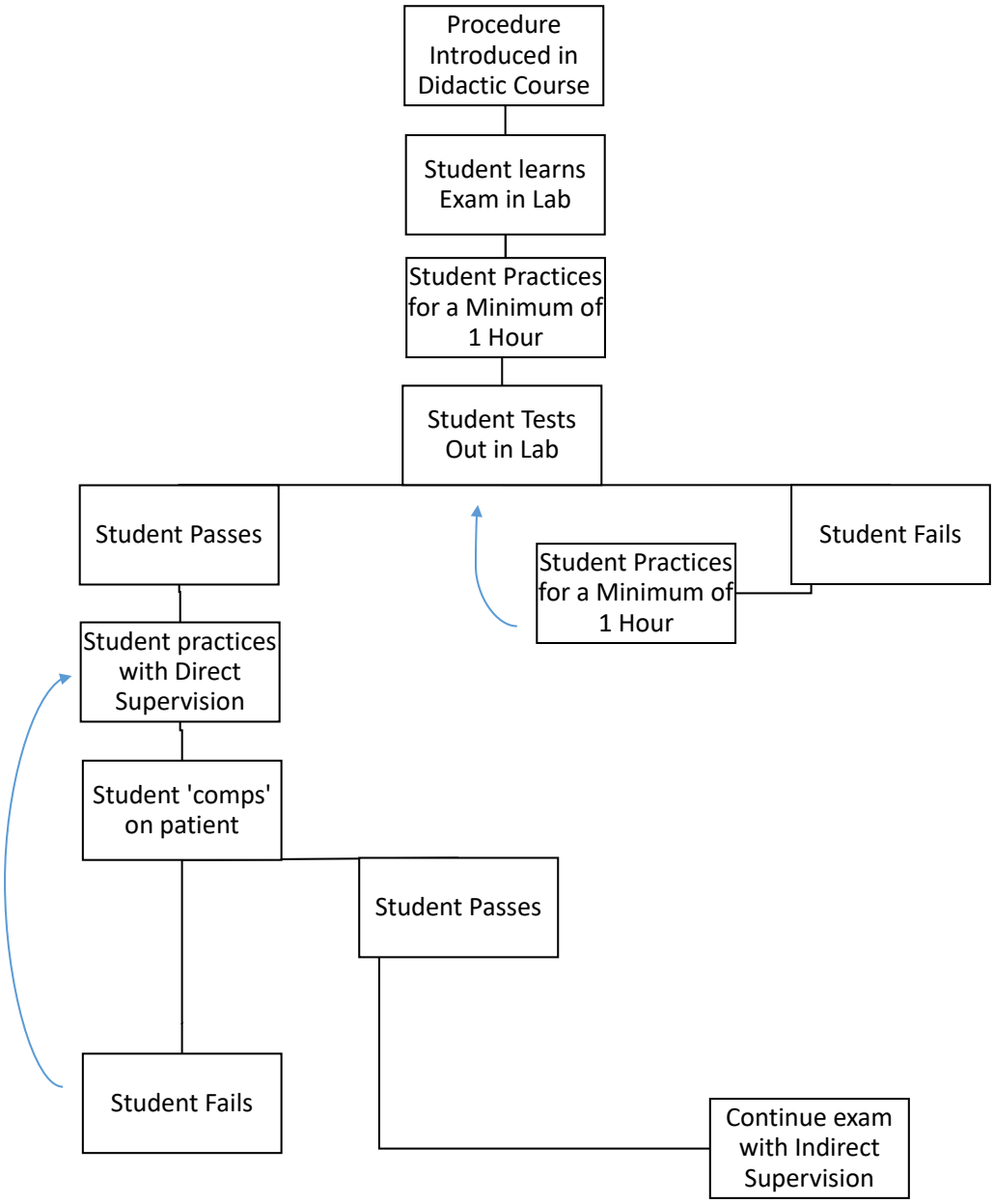
*Even if a student is graded with a score above 90% and the grading technologist does not think the student is competent to complete the exam without direct assistance, the student will not pass the competency.

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

Clinical Competency Evaluation System Structure

Introduction

A Clinical Competency Evaluation System is a standardized method of evaluating the performance of students. The major portion of the system is structured for two types of evaluations (Initial Clinical Competency Evaluations and Recheck Clinical Competencies). A flowchart shows how a student can achieve clinical competency on radiographic procedures.



ARRT Statement on Didactic Competency Requirements

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

ARRT Statement on Clinical Competency Requirements

The purpose of the clinical competency requirements is to verify that individuals certified by the ARRT have demonstrated competence performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the certification examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of their formal education.

Steps towards Clinical Competency

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

1. Cognitive and Psychomotor (classroom and laboratory)

The student will learn examinations in the Radiographic Procedures classes. The clinical laboratory setting is for demonstration and practice of the examination learned in Radiographic Procedures. The student will be evaluated in the laboratory on each examination and must obtain a mastery of minimum 85%. Laboratory competencies do not count towards the student's total clinical competency exams.

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

3. Clinical Competencies

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

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

Each clinical competency will be documented using the *Clinical Competency Evaluation* form in Trajecsys. For each exam, the student must obtain a minimum mastery level of at least a 90%.

- If a student fails the initial Clinical Competency, the original competency score is the student's grade.
- If unable to master the exam, the student must review the positioning and technical factors of the failed exam.
- If a student fails a Clinical Competency twice, their score will be a zero. Competency must be achieved on all required ARRT imaging procedures.
    - A failed competency should be repeated if possible during the same semester.
- A failed competency that has not yet been retested on cannot constitute as a graded competency for that semester.

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

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

4. On Campus Competency Recheck

All students will be evaluated by faculty on campus at random times during each semester (excluding the first semester). These rechecks will help in determining whether the student continues to perform competently in any prior successfully completed clinical competency. This competency recheck will be unannounced and unscheduled, and all students are required to participate in this recheck. The recheck will be figured into the student's clinical experience grade.

At a random point during the semester, the student will be called to campus from the clinical site to complete a recheck(s) utilizing the energized labs on campus. Students must have adequate transportation to arrive on campus at the announced time. Failure to arrive on campus will constitute as an unexcused absence and will be handled according to syllabi, policy, and clinical handbook. Faculty, or clinical coordinators, will determine the exam that is to be completed upon arrival. It should be noted that practice time will not be allowed, thus, simulating real-world application. Students will receive 30 minutes to complete all aspects of the recheck.

Rechecks will occur the following times:

Juniors: 1 recheck will happen on Fridays during the spring semester

Seniors: Rechecks will occur summer I & II, fall, and spring

- Summer I & II – 1 recheck will happen the entire length of summer. It will happen on random days throughout the semester.
- Fall – 1 recheck will happen on Thursdays
- Spring – 1 recheck will happen on Thursdays

A combination of positioning and image critique will be required of each student during each recheck. Phantoms, positioning aides, and other technical equipment may be utilized throughout the exam. The instructor will check positioning prior to exposure and leave feedback accordingly. After exposure, the student will vocally discuss the radiograph and be able to answer questions pertaining to the following items:

- Anatomy
- Rotation/position
- Exposure: IR exposure (EI# / Deviation Index), contrast, spatial resolution, distortion
- Knowledge of how to repeat image to improve image quality

The student will be evaluated by the following point system for an on campus competency recheck.

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

If the student scores below 90%, the student will be required to repeat the recheck. Any on campus competency recheck that is failed **must be repeated** during the same semester in which it occurs, unless circumstances dictate otherwise as determined by the Clinical Coordinator. A recheck cannot be duplicated during the length of the program.

Each recheck will be documented using the *On Campus Recheck Competency* form in Trajecsys. For each exam, the student must obtain a minimum mastery level of at least a 90%.

- If a student fails a recheck, the original recheck score is the student's grade.
- If unable to master the exam, the student must review the positioning and technical factors of the failed exam.
- If a student fails a recheck twice their score will be a zero. Competency must be achieved on all required ARRT imaging procedures.
    - A failed recheck must be repeated during the same semester.
- A failed recheck that has not yet been retested on cannot constitute as a graded competency for that semester.

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

1. Room Preparation and Appearance
    - Have all necessary diagnostic equipment ready prior to exam (i.e. image receptors, grid, lead, markers, control panel, etc.)
    - Room is presentable and clean prior to patient entering the room
2. Verification of Patient I.D., Patient History and Requisition Evaluation
    - Ensures proper patient identifiers (name and date of birth)
    - Checks physician's order/requisition for proper exam
3. Prepare patient and give clear, appropriate instructions
    - Ensure patient is properly gowned and ready for exam
    - Effectively communicates exam to patient
4. Demonstrates effective patient care skills (respect, privacy, comfort)
    - Conducts study in a professional, caring, and compassionate manner
    - Protects patient's privacy and modesty
    - Provide for patient's physical safety and comfort
5. Knowledge of procedure routines, necessary positions/projections
    - Performs the required projections (as per department) per procedure
6. Patient artifacts

- All possible artifacts are removed which could compromise the diagnostic quality of the study. (i.e. glasses, hair pins, snaps on gowns, etc.)

7. Proper patient positioning
    - Places patient in correct position for each required view
8. Central ray proper alignment to part
    - Central ray enters and exits desired part of interest
9. Central ray proper alignment with image receptor
    - X-ray tube and wall bucky/table bucky are in alignment
    - Properly position image receptor, either transversely or longitudinally, for procedure of projection being performed according to departmental procedure or patient needs
10. Proper SID
    - Ensures that proper SID is utilized for the study
11. Proper tube angulation and direction
    - Proper direction and degree of angulation (as per departmental requirements)
12. Appropriate field of view or collimation
    - Selects the proper field of view size for desired study
    - Selects proper image receptor size for desired study
    - Collimates to anatomical part of interest
    - Evidence of collimation is displayed on all studies when it does not interfere with diagnostic quality of study
13. Appropriate marker selection and placement
    - Places primary markers on the image so that they are visible while not interfering with required anatomy
    - In digital imaging, secondary markers may be used per department protocol
14. Appropriate exposure factors selected
    - Selects proper exposure factors: mA, time, kVp, focal spot, and back-up time (automatic exposure control)
    - Utilizes a technique that produces the highest quality radiograph while using the lowest possible dose. (NOTE: Exposure defects due to equipment malfunction does not deduct from the student's score.)
15. Proper operation of equipment
    - Shows knowledge of equipment operation and functions
16. Practices proper radiation safety measures
    - Uses lead aprons, gonadal shielding (as applicable), and other types of protective devices
    - The student must wear radiation protection on portable and surgical procedures
    - The student must protect other staff members, family members, and general public as required
    - Door to radiographic room is kept closed during exposures
    - Questions the patient about the possibility of pregnancy
17. Shows knowledge of related anatomy on radiographs
    - Student must be able to identify anatomy on radiograph
18. Display awareness of how to improve image quality
    - Student is able to evaluate the images and articulate methods of improving the overall quality of study (when applicable). i.e. Positioning/Exposure Factors
19. Display of processed radiographs
    - Displays images on the viewing device/monitor per department protocol
20. Completes exam in a timely manner
    - Exam is completed in an appropriate length of time
21. Radiographic study is of diagnostic quality

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

Gonadal Shielding

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

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

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

Faculty Evaluation on Clinical Site Visits

Frequent constructive feedback is an important part of successful clinical course completion and progression in the program. Constructive feedback that is provided in a 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) to evaluate students' clinical progress. Progress is documented with a student performance evaluation. The number of evaluations received by the student will depend on the Clinical Coordinator(s) site visits, student rotations and availability of patient exams during visitations. The student performance evaluation 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 I for the Clinical Progress Form.

Attendance

Please see program specific policies on attendance for labs, clinicals and didactic education. Students are required to attend class, clinical, lab, and other activities throughout the program. These policies can be found electronically on the IUSB website: https://healthscience.iusb.edu/radiography/student-resources.html

Trajecsys: Time Tracking

Students must use Trajecsys for documenting arrival/departures times on a designated computer at their clinical site or with their mobile device. Trajecsys is a cloud-based program that is managed through the Internet where students will use the system to record clinic time on an electronic timesheet. All records are kept online and can only be seen by the student and faculty (this includes Clinical 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. Students must allow location on their device when using Trajecsys to validate area of clocking in or out. In the event Trajecsys is experiencing difficulty, the student will email the clinical coordinator immediately.

Funerals

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

Conference Attendance

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

Snow Days/Inclement Weather/Campus Closure

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

Employment Orientation

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

Jury Duty

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

Sports or Other Campus Related Events

If the student participants in a university sport or campus related event, the student will have to make-up the hours. The program will work with students so they can attend the event, but this must be communicated with faculty as soon as possible in writing.

Semester Breaks

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

Clinical Experience during Semester Breaks

Students are not permitted to attend Clinical Experience when the university is closed.

Clinical Experience Assignment

Students are scheduled and rotated through various clinical areas as scheduled by the clinical coordinators. 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. 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 may also use this time to study schoolwork; however, students should not be on personal electronic devices or hospital computers to complete schoolwork during this time. Students should also contact the clinical instructor who may permit them to leave their assigned clinical area.

Tobacco Products
Smoking, vaping, and chewing tobacco in the clinical setting is prohibited. If excessive odor from smoking is noticeable and considered offensive, faculty and clinical instructors have the right to request that a student be sent home to change scrubs. Any missed clinical time must be made up prior to the end of the semester.

Military Leave
Students that are serving in the military have an allotted number of clinical days to use for their service. Please see the R-22 Military Policy for more information.

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 student's assigned clinical site for storing personal belongings (lunches, textbooks, book bags, cellphones, etc.). Students should bring locks to secure belongings. Items should be stored in designated areas during clinical hours and should not be kept in common areas where they might be considered in the way of hospital workflow. Please be considerate and store items in the designated area away from direct patient care areas.

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

Clinical Course Descriptions

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

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

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

Clinical Experience V, AHLT- R283, Semester V: Fall, 4 Cr. Hrs.
Clinical rotation includes General Radiography, Emergency Radiography, Portable/Surgery, Fluoroscopy, Evenings, rotation of choice (includes all modalities), weekend(s), and affiliate clinical site rotations. Rotation of choice include any diagnostic or modality of the student's choosing. The student will complete approximately 24 hours of clinical experience each week.

Clinical Experience VI, AHLT-R290 Comprehensive Experience, Semester VI: Spring, 4 Cr. Hrs.
Clinical rotations include General Radiography, Emergency Radiography, Fluoroscopy, Portables/Surgery, Evenings, rotation of choice, weekend(s), and affiliate clinical site rotations. Rotation of choice include any diagnostic or modality of the student's choosing. The student will complete approximately 24 hours of clinical experience each week

Violations in Courses

Failure to follow course syllabi policy and handbook policy will result in course violations.

- The action taken by faculty depends on the violation and the frequency of offenses. This may impact course grade and/or progression in the program.
- The action taken by faculty depends what is outlined in the course syllabus. This follows the course policies found in course syllabi and students may also be put on a Program Level Success Plan.
- Course violations reset with each course.
- Students may receive more than 1 violation at a time.
- Actions and behaviors of students resulting in severe violations may result in immediate dismissal. The appropriate IU authorities will be notified.

- In some cases, the student may be asked to leave class, lab, or clinical setting and must report to the Program Director before returning to class, lab, or clinical. If the student refuses, security will be called to remove the student. This will result in immediate dismissal from the program.

Clinical Assignments

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

Clinical Assignments	Junior Fall R181 (8W2)	Junior Spring R182	Summer I and II, R281 and R282	Senior Fall R283	Senior Spring R290	Total Weeks
Orientation* Completed during AHLT-R103 – Includes PACS/Office/Transport* (pass/fail rotation)	3					3
ER	2	4	2	1	1	10
General Radiography: **Lighthouse, Ireland Road, VA, Beacon Granger Hospital, Elkhart Clinic and home sites**	4	4	1	3	3	15
Fluoroscopy	1	2	2	1	1	7
Mobile/Surgical Radiography: **Unity Physician's Hospital and home sites**	1	4	2	3	3	13
Evenings: 1:30pm-10:00pm	1	2	2	1	1	7
Affiliate **EGH, Memorial, Mishawaka, Goshen, LKH, Plymouth**			Juniors - 3 (1-week rotation at 3 different sites)	3 (3-week rotation at 1 site)	3 (3-week rotation at 1 site)	9
Rotation of choice **(pass/fail rotation)** ***See below for options***				3	3	6
Total Weeks in Assignments	12	16	12	15	15	70
Weekend Experience: Saturday/Sunday 7:30am-4:00pm Saturday/Sunday 1:30pm-10:00pm (pass/fail rotation)		2 days	2 days	2 days	2 days	8 days

Rotation of choice weeks include: Any **diagnostic** rotation at EGH, Memorial, Mish, Plymouth, LKH, Goshen, Three Rivers, Bremen Hospital | Lighthouse, Ireland Road, Beacon Granger Hospital, VA, Elkhart Clinic, Unity Physician's Hospital, and BMG Bristol Street Pediatrics | **CT** - EGH, Memorial, Mish, Plymouth, Goshen, LKH | **IR/Cath** - EGH, Memorial, Mish, Goshen | **Radiation Oncology** - EGH, Memorial, Goshen | **MRI** - Mish, Memorial, EGH, Goshen, LKH, BGH | **US** - EGH, Memorial, Mish, Plymouth, Goshen, LKH | **Nuc Med** - EGH, Memorial, Mish, Plymouth, Goshen, LKH | **Mammography** - EGH, Memorial, Mish, Plymouth, LKH | *All locations are subject to change

Please view the Position Statement about the Mammography rotation

IUSB Radiography Clinic Schedule: Fall 2024

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

Week	Date	Junior hours W/F 7:30a-4:00p or 1:30p-10:00p	Senior hours M/T/TH 7:30a-4:00p or 1:30p-10:00p
Week 1	August 26 – September 1	--	24
Week 2	September 2 – September 8 Labor Day off	--	16
Week 3	September 9 - 15	--	24
Week 4	September 16 - 22	5	24
Week 5	September 23 - 29	5	24
Week 6	September 30 - October 6	5	24
Week 7	October 7 - 13	16	24
Week 8	October 14 - 20	16	16
No Clinic - Fall Break October 21 – October 22			
Week 9	October 23 – 27 Juniors - Off Oct 23 Seniors - Off All Week	8	--
Week 10	October 28 – November 3	16	24
Week 11	November 4 – November 10	16	24
Week 12	November 11 - 17	16	24
Week 13	November 18 - 24	16	24
No Clinic - Thanksgiving Break November 25 – December 1			
Week 15	December 2 - December 8	16	24
Week 16	December 9 - 15	16	24
Week 17	December 16 – 20 Final Exams	8 (last day Dec. 18)	8 (last day Dec. 16)
Semester totals		159 hours*	328 hours*

Finals December 16th – 20th
Winter Break December 21st-January 13th

IUSB Radiography Clinic Schedule: Spring 2025

Junior Clinical days: AHLT-R182, Wednesday and Friday, 8-hour days
Senior Clinical days: AHLT-R290 Monday, Tuesday, and Thursday, 8-hour days

Week	Date	Junior hours W and F (7:30a-4p) or 1:30p-10:00p	Senior hours M/T/TH (7:30a-4p) or 1:30p-10:00p
Week 1	January 13 - 19	16	24
Week 2	January 20 - 26 Martin Luther King Jr. Day off – 20th	16	16
Week 3	January 27 – February 2	16	24
Week 4	January 3 - February 9	16	24
Week 5	February 10 - 16	16	24
Week 6	February 17 - 23	16	24
Week 7	February 24 – March 2	16	24
Week 8	March 3 - 9	16	24
Week 9	March 10 - 16	16	24
Spring Break March 17 - March 23			
Week 10	March 24 - 30	16	24
Week 11	March 31 – April 6	16	24
Week 12	April 7 - 13	16	24
Week 13	April 14 - 20	16	24
Week 14	April 21 - 27	16	24
Week 15	April 28 – May 4	16	20, Half day on May 1st
Week 16	May 5 – May 9 Final Exams	8	--
Semester totals		248 hours*	348 hours*

Finals May 5th - May 9th
Commencement May 13th, 2025
Summer break May 10th to 18th
* Subject to Change

IUSB Radiography Clinic Schedule: Summer 1 & 2, 2025

Summer 1

Junior Clinical days: Monday-Friday 7:30 am– 4:00 pm or 1:30p-10:00p

Week	Date	Junior hours M-F (7:30a-4:00p)*
Week 1	May 19 - 25	40
Week 2	May 26 – June 1 Memorial Day off May 26th	32
Week 3	June 2 - 8	40
Week 4	June 9 - 15	40
Week 5	June 16 - 22 Juneteenth off (June 19th)	32
Week 6	June 23 - 29	40
Semester Totals		224

Summer 2

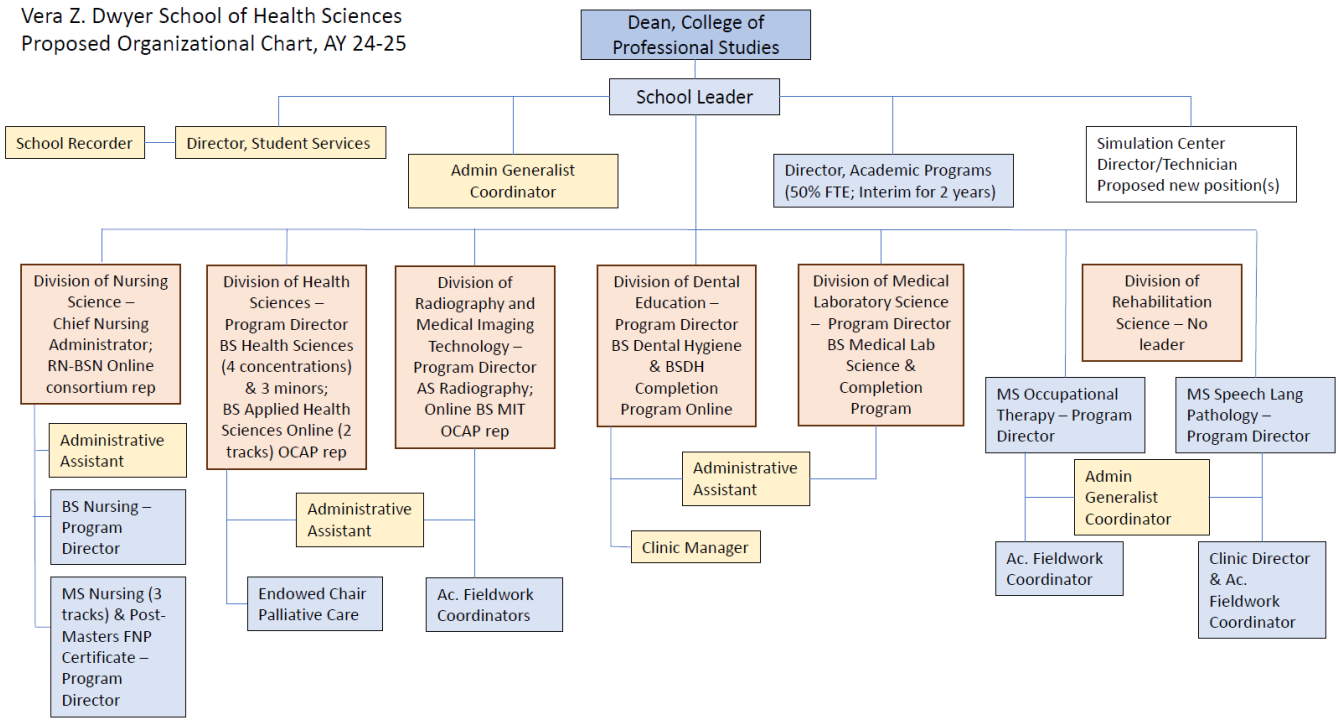
Junior Clinical days: Monday-Friday 7:30 am– 4:00 pm or 1:30p-10:00p

Week	Date	Junior hours M-F (7:30a-4:00p)*
Week 1	July 7 - 13	40
Week 2	July 14 - 20	40
Week 3	July 21 - 27	40
Week 4	July 28 – August 3	40
Week 5	August 4 - 10	40
Week 6	August 11 - 17 Last day of clinic 8/15	40
Semester Totals*		240

*The following schedules are tentative and subject to change

Appendix

Appendix A – Organizational Chart



Appendix B – Lab Competency Evaluation

INDIANA UNIVERSITY
SOUTH BEND

IUSB Lab Competency Evaluation

Student:_____ Procedure:_____ Date:_____

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

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

Section I **Comments:**

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

Section II

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

Total (out of 14):_____

Comments

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

Scoring

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

☐ Approved ☐ Not Approved Technologist Signature_____

☐ Simulated ☐ Retest

*Form on Trajecsys

Appendix C – Midterm and Final Student Performance Evaluation

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

*A mid-term or final performance evaluation score below 73% will result in the failure of a clinical course

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

☐ Check to complete later, then click "Submit"

◉ Approved ○ Not Approved

Submit

Appendix D – Clinical Competency Evaluations

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

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

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

Comments:

Appendix E - C-arm Competency Evaluation

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

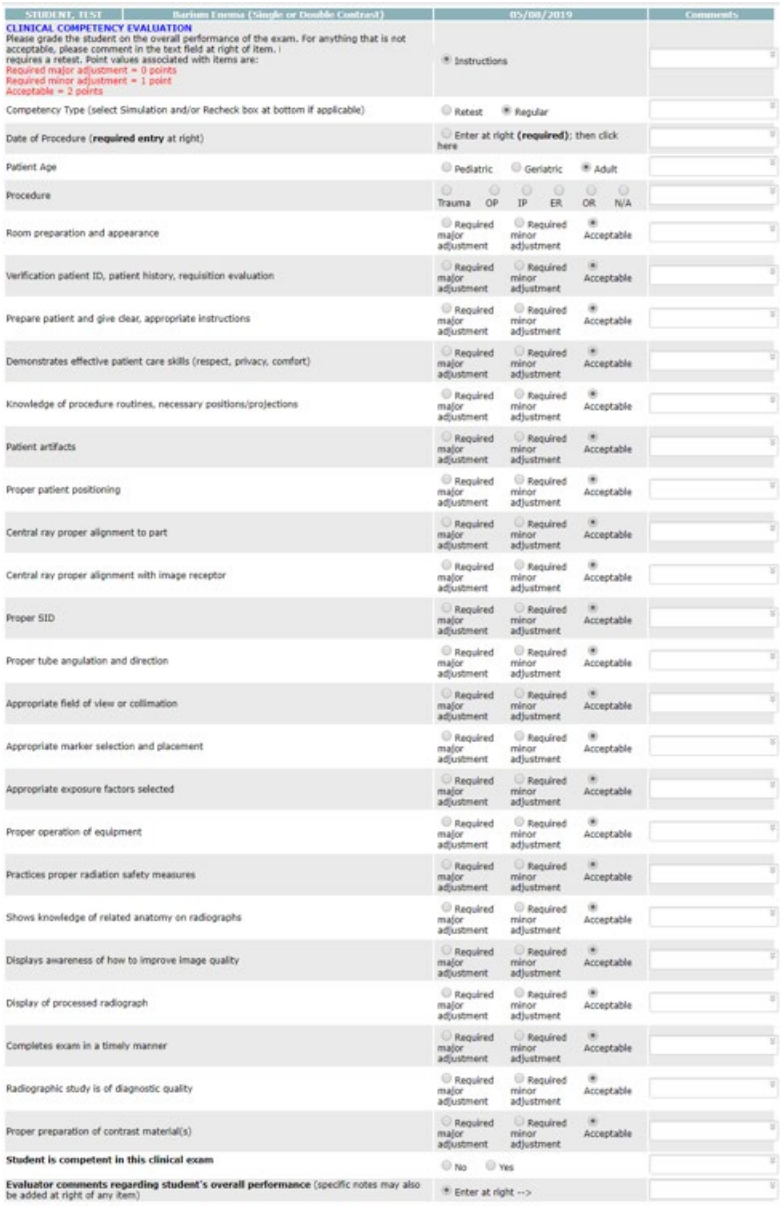
*Form is in Trajecsys

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

Comments:

Appendix F - Fluoroscopy Competency Evaluations

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



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

*Form is in Trajecsys

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

Comments:

Appendix G - Arthrogram, Cystography/Cystourethrography, ERCP, HSG, and Myelogram

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

☐ Check to complete later, then click "Submit" ◉ Approved ○ Not Approved

*Form is in Trajecsys

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

Comments:

Appendix H - General Patient Care Competency Requirements

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

General Patient Care Procedures:

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

Appendix I - Clinical Progress Evaluation

AS in Radiography Program

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

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

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