

***FORT HAYS STATE UNIVERSITY
ALLIED HEALTH DEPARTMENT***

RADIOLOGIC TECHNOLOGY

STUDENT HANDBOOK

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FACULTY DESCRIPTIONS

Program Director

A campus faculty member that is responsible for the overall organization and operation of the program. The program director is responsible for the following:

- Administering the program
- Curriculum design
- Evaluation of the faculty
- Advising and counseling students

Clinical Coordinator

A campus faculty member will be responsible for the organization, supervision, and coordination of the clinical education courses in each of the affiliated hospitals. Their responsibilities include the following:

- Serve as a liaison between the campus and clinical setting and facilitate communication between the clinical affiliates and the university
- Assist the clinical instructors as needed with scheduling, lesson plans, etc.
- Periodically visit the clinical site to observe the students during their clinical experience
- Advise and counsel students

Clinical Instructor

In each clinical affiliate department, one or more registered radiologic technologist(s) will be the clinical instructor(s). In addition to their responsibilities for the day-to-day operation of the department, these individuals are responsible for the following:

- Supervision of students during their clinical education
- Responsible for ensuring that all students follow policies and procedures of the department and the hospital
- Assure that all students are following the clinical experience schedule
- Available to assist, advise, and counsel students

University Policy Regarding Criminal Background Checks

Fort Hays State University offers numerous programs of study which require the student, as a prerequisite to the successful completion of the program, to engage in a clinical experience which involves on-site training of the student at a clinical site or facility which is normally a hospital or medical center. It has become the practice of the clinical sites to require all students engaging in clinicals, or the University, to perform or have performed a criminal background check on the student. Fort Hays State University wishes to cooperate to the fullest possible extent with these requirements that have been imposed by the clinical site, in order to provide its students with the fullest access possible to clinical training. However, apart from isolated courses of study having state imposed requirements, Fort Hays State University does not have a policy requiring its students, faculty or staff to submit to criminal background checks. As such, it is necessary to formulate a policy governing those students who must undergo criminal background checks as a prerequisite to engaging in their clinical experience.

Therefore, it is the policy of Fort Hays State University that prior to any student beginning a clinical experience required for successful completion of the student's academic program, the student must submit to a criminal background check. This criminal background check will normally be as far in advance of the student's clinical experience as possible. However, at the discretion of the University, the criminal background check may be imposed as a condition of admittance into the academic program where the student will be required to engage in a clinical experience

As it is the student's responsibility to successfully complete a clinical experience as a prerequisite to successful completion of the applicable academic program, it is the student's responsibility to arrange and pay for the criminal background check. However, Fort Hays State University will provide guidance, direction, and recommendations to the student as to how the student can go about obtaining a criminal background check. In no event will the University be responsible for performing the background check or for paying for a background check to be performed. The matters to be researched in the background check, and the information sought by the check, will differ depending on the scope and extent of the check, and also on the entity performing the check. Fort Hays State University currently recommends the search package recommended by the nationwide accrediting authority for hospitals (JCAHO) provided by Clarence M. Kelley and Associates. This package will provide:

- Social Security Number trace
- Criminal records in all county/state jurisdiction search for a seven year address history period
- Criminal records in all federal jurisdictions search for a seven year address history period
- Combine LIG/GSA report
- KCPD alert two system
- Multi-state sex offender registry
- Work verification for the last employer

It is the student's responsibility to insure that the results of the background check will be provided to the faculty member in charge of the student's clinical experience. This faculty member will then transmit the information to the Chair of the department in which the academic program at issue is offered, who will determine with consultation with the faculty member, and if necessary the General Counsel for the University and the Director of the Campus Police Department, whether the student is qualified to participate in the clinical experience. The standard by which the University will use to make this determination, is whether, based upon the results of the background check and other information available to the University, the student's ability to provide safe and competent patient care may reasonably be questioned. The University will make this determination at its sole discretion and the student, as a prerequisite to obtaining the background check, will be required to sign a document acknowledging the discretion of the University in this regard, and providing the student's pledge to abide by the University's determination.

In the event that the University excludes a student from participating in the clinical experience as a result of the background check, the University will provide the basis upon which the determination was made, and allow the student the opportunity to review and provide comment on any information contained in the background check. The student should direct its comments after reviewing the information contained in the background check, to the Department Chair. In the event that the determination regarding the student's ability to participate in clinical exams does not change following the student's opportunity for review and comment, then the student may resort to the following appeal process:

- 1) Within five business days after the Department Chair's final decision (following the student's opportunity for review and comment) the student shall write a letter to the Department Chair specifically stating what aspects of the Department Chair's decision the student wishes to appeal, and specifically setting forth the student's position as to how he or she believes the Department Chair is in error.

The Department Chair will then within five business days from receipt of the written appeal, set a time, date and place for a formal hearing before a committee composed of at least three faculty from that department. The student will be given the opportunity to appear in person and also have the assistance of either a faculty member of the student's choosing or a licensed attorney. Neither the faculty member nor the attorney will be allowed to present any evidence or argue on the student's behalf, but will rather be available in an advisory capacity only.¹ An electronic record of the hearing will be made and the recording will be reduced to a written transcript if ordered by the Chair person of the Departmental Hearing Committee.

¹ The student will only be entitled to the assistance of either a faculty member or an attorney licensed to practice law in Kansas, not both.

A decision from the Departmental Hearing Committee will be made within five business days from the hearing and will be delivered to all concerned parties. The student may accept the decision of the Departmental Hearing Committee and in that instance the appeal procedure is completed, or the student may appeal in accordance with the procedures below.

- 2) In the event the student wishes to further pursue the appeal, the student shall, within five business days after receiving the decision of the Departmental Hearing Committee, write a letter to the appropriate College Dean (in most circumstances the Dean of Health and Life Sciences) requesting a hearing before the University Appeals Committee.² The Dean shall, within five business days of receiving such request, assemble the University Appeals Committee and set a time, place and date for hearing before that Committee. The University Appeals Committee will be made up of five faculty members all of whom are from departments which offer academic programs where clinical experience is required prior to successful completion of a program. The Department from which the student's appeal originated will be represented on the University Appeals Committee, but all attempts will be made to have a faculty member on the committee who was not on the Departmental Hearing Committee.

This procedure to be followed during the hearing will be the same as the procedure used during the Departmental Hearing Committee and the overall conduct of the hearing will be the responsibility and within the discretion of the Chair of the Committee.

Within five business days after the conclusion of the hearing, the University Appeals Committee shall issue a written decision notifying all parties of its decision. The student may either accept the decision at which case the appeal is concluded, or decide to pursue the appeal further as provided below.

- 3) In the event that the student does not accept the decision of the University appeals Committee, the student may appeal in writing to the University Provost. The appeal letter must be submitted within five business days of the issuance of the University of Appeals Committee's decision. The Provost will determine the student's appeal on the basis of the record made at the prior hearings below. No new hearing will be conducted and no new evidence or arguments will be presented to the Provost that were not presented at either of the prior hearings. The Provost shall, within seven business days of receiving the student's appeal letter, issue a decision on the appeal.

² The Departmental Hearing Committee and University Appeals Committee are specially formed only for hearing appeals relating to criminal background checks as set forth in this policy. These Committees will not have the same scope, duties and responsibilities as other Department or University Appeals Committees.

- 4) Should the student not accept the Provost's decision, the student may, within five business days after the issuance of the Provost's decision, submit in writing an appeal to the President of the University. As with the appeal to the University Provost, the appeal to the University President will be based upon arguments and evidence presented below, and no new evidence or arguments will be considered by the President. No hearing will be held and the President's decision will be on the basis of the evidence and arguments presented below and the student's appeal letter to the President. Unless prohibited from doing so by physical absence from the University, the President shall issue a written decision to the student on the student's appeal within seven business days after receipt of the student's appeal letter.

The decision of the University President is final and in the event that the final decision is adverse to the interests of the student, the student may pursue all available non-university avenues. However, the procedure set forth above by which a student may present an appeal regarding the decision of whether, based on the background check, the student may participate in the clinical experience, are the administrative remedies available to the student. All of those administrative remedies must be pursued or the student will be prevented from pursuing any non-administrative remedy. In addition, the student must comply with all of the deadlines and other procedural requirements imposed at each stage of the appeal process, and may not skip a step in the process or alter any of the deadlines unless agreed to in writing by the University.

FORT HAYS STATE UNIVERSITY
ALLIED HEALTH DEPARTMENT
Policy on Drug Testing of Students

Fort Hays State University supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on any property owned, leased or controlled by the University or during any activity conducted, sponsored, authorized by or on behalf of Fort Hays State University. The University prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action.

Education of Allied Health Department students at Fort Hays State University requires collaboration between the University and clinical agencies. Education of many of these students cannot be complete without quality clinical education component, generally referred to as a clinical experience. The University shares an obligation with the contracted clinical facility to protect the facility's patients to the extent reasonably possible from harm due to students who are under the influence of illegal drugs while in the clinical facility. Contracted clinical facilities require that Fort Hays State University obtains a negative drug screen on each student prior to that student arriving at the clinical facility for his/her experience.

Fort Hays State University wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of Fort Hays State University that students enrolling in Allied Health Department courses including, but not limited to Clinical Experience and Medical Imaging Clinical Preceptorships submit to drug testing. This policy only authorizes drug testing of students who voluntarily choose to enroll in Allied Health Department courses that require clinical rotations.

GUIDELINES FOR DRUG TESTING

I. PERSONS TO BE TESTED

Any student who is enrolled in any Fort Hays State University Allied Health course that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug testing prior to the first clinical rotation and annually thereafter.

II. TYPES OF TESTS TO BE PERFORMED

- A. Drug Testing will occur prior to scheduling of clinical rotation and annually thereafter. Only drug tests conducted by University authorized agencies will be accepted. Cost of drug testing will be paid by the student directly to the drug screen provider as directed by the University. Drug tests will be performed on random urine samples.
- B. In addition to annual drug testing, further testing may be required of the student for cause or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the University or the clinical agency. Cost of the drug testing will be the responsibility of the student.

III. DRUGS TO BE TESTED

All students will be tested for the following drug categories: amphetamines/methamphetamines, barbiturates, benzodiazepines, cocaine and metabolites, marijuana metabolites, methadone, MDA-analogues, phencyclidine, propoxyphene, opiates, and expanded opiates: hydrocodone, hydromorphone, oxycodone and oxymorphone. This list of tested drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.

IV. CONSENT TO DRUG TESTING

- A. The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign

the drug testing consent form in addition to the student. The signed consent must be returned to the specified program director or course instructor.

- B. The signed consent form will be maintained in the student permanent record.
- C. Students have the right to refuse to consent to drug testing. However, students who decline will be refuse access to clinical education facilities and will be unable to achieve the required clinical experience. Refusal to submit to drug testing will render the student unable to meet the clinical rotation requirement of the Allied Health program or course. A grade of "U" will be recorded for the course(s) if the student does not officially withdraw.

V. DRUG SCREENING PROCEDURE

- A. The student will be provided with an instructional sheet that will provide details on the drug screen process for the Fort Hays State University Allied Health Department.
- B. This form will include directions for the drug screen vendor, Castle Branch, relative payment instructions, and procedural information.

VI. MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS

- A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. Any positive test result will be reviewed by the vendor's Medical Review Officer (MRO).
- B. A Medical Review Office, who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall:
 - 1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history or review of any other relevant biomedical factors.
 - 2. Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results. The MRO may contact the student directly to discuss the results of the test.

VII. REPORTING OF DRUG TEST RESULTS

- A. Notification indicating either a "Negative" drug screen or "Further Testing Required" shall be provided by the drug screen vendor to the Allied Health Department at Fort Hays State University as soon as possible following initial testing. As further testing is completed, a report of "Negative" or "Confirmed Positive" test results shall be proved b the drug screen vendor to the student and the Allied Health Department at Fort Hays State University with written permission granted by the student. Students shall not be allowed to hand deliver any test results to University representatives. Test results will not be released to any individual who has not been authorized to receive such results. Notification of drug screen results can only be delivered in a manner that insures the integrity, accuracy and confidentiality of the information.
- B. Results of students' drug screens will be maintained by the perspective program director or instructor. They may be provided to a contracted clinical facility upon request.

VIII. CONSEQUENCES FOR A CONFIRMED POSITVE DRUG TESTING OR REFUSAL TO BE TESTED

- A. **Confirmed Positive Test:** A student with a confirmed positive drug test will be ineligible to complete the required clinical rotation. Consequently, the student will receive a grade of "U" if the student does not officially withdraw.
- B. **Refusal to be Tested:** A student's refusal at any point to be tested for drugs will result in ineligibility to complete the required clinical rotation. Consequently the student will receive a grade of "U" if the student does not officially withdraw. The specified program director shall be notified of any refusal to be tested.

Results of any student's drug screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.

9-Panel plus Oxy

DRUG CLASS	INITIAL TEST LEVEL	CONFIRMATORY TEST LEVEL	CONFIRMATORY METHOD
AMPHETAMINES	1000 ng/mL		
AMPHETAMINE		500 ng/mL	GC/MS
METHAMPHETAMINE		500 ng/mL	GC/MS
BARBITURATES	300 ng/mL		
AMOBARBITAL		200 ng/mL	GC/MS
BUTALBITAL		200 ng/mL	GC/MS
PENTOBARBITAL		200 ng/mL	GC/MS
PHENOBARBITAL/SECOBARBITAL		200 ng/mL	GC/MS
BENZODIAZEPINES	300 ng/mL	200 ng/mL	GC/MS
ALPRAZOLAM METABOLITE	200 ng/mL	GC/MS	GC/MS
OXAZEPAM			
COCAINE METABOLITES	300 ng/mL	150 ng/mL	GC/MS
MARIJUANA METABOLITES	50 ng/mL	15 ng/mL	GC/MS
METHADONE	300 ng/mL	200 ng/mL	GC/MS
MDA-ANALOGUES	250 ng/mL		
MDA		200 ng/mL	GC/MS
MDMA		200 ng/mL	GC/MS
OPIATES	300 ng/mL		
MORPHINE		300 ng/mL	GC/MS
CODEINE		300 ng/mL	GC/MS
HYDROMORPHONE		300 ng/mL	GC/MS
HYDROCODONE		300 ng/mL	GC/MS
OXYCODONES	100 ng/mL		
OXYMORPHONE		100 ng/mL	GC/MS
OXYCODONE		100 ng/mL	GC/MS
PHENCYCLIDINE	25 ng/mL	25 ng/mL	GC/MS
PROPOXYPHENE	300 ng/mL	200 ng/mL	GC/MS

CLINICAL EXPERIENCE

There are many differences between the didactic environment, classrooms, to which you have become accustomed and the clinical environment, which you will be entering. Most of these differences will prove exciting and stimulating. Some will test your patience and self-discipline, as well as your dedication to becoming an active professional. How successfully you function within the clinical setting depends in part on how you approach and deal with these differences.

The top priority of the diagnostic imaging department is to operate as efficiently and effectively as possible to deliver optimal patient services and care. Above all else, the patient's welfare is considered first. This is consistent with the goals and needs of clinical education. Because delivery of patient services is first priority, the scheduling and conduction of educational activities must remain flexible.

Compared to the learning activities conducted on campus in the classroom setting, the learning activities in the clinical setting are frequently much less structured. The student **MUST** take a more active and responsible role for integrating the academic preparation of imaging procedures being observed or performed. Each student should simulate imaging procedures in which he/she does not feel proficient or those in which he/she needs to practice due to inactivity.

Generally, in the classroom setting, students work independently to pursue and achieve academic goals. Teamwork and cooperation is not necessarily a requirement to achieve academic goals. In the clinical setting, the student must gear their educational goals to match those of the department to deliver quality patient services. Rather than function independently, the student must become part of a health care delivery team and function cooperatively to achieve educational and departmental goals.

Differences also exist in the way the student must view producing radiographs in the clinical setting as opposed to the classroom or laboratory. In the classroom or laboratory, the student is dealing with acrylic or bony phantoms and attention is narrowly focused on the mechanics of producing the radiograph. There was obviously no need to be concerned or cautious about the welfare of the "patient". The clinical setting demands that the student focuses not only on producing an optimal radiograph, but also have an awareness of the patient and not simply an exam to be completed.

DEVELOPING CLINICAL PROFICIENCY

During the clinical experience, the faculty will assign activities to students designed to develop the student's radiography skills. The program officials at FHSU will be responsible for assuring all activities assigned to the students are educational in nature. In addition, students shall not take the responsibilities or the place of qualified radiographers. Clinical skills can be developed by following a systematic step-by-step approach:

Academic Preparation:

Students complete this step on campus by studying radiation protection, equipment operation & maintenance, image production and evaluation, radiographic procedures, and patient care and management.

Observation:

Your initial activities in the clinical setting will consist primarily of observing qualified technologists at work.

Assisting the Qualified Worker:

Once the student feels comfortable in the radiographic examination room, they will be given the opportunity to assist the supervising technologist in performing radiographic imaging procedures.

Supervised Trial Performance:

As each individual student gains confidence in their ability, they will be given the opportunity to complete an entire imaging procedure under the direct supervision of a radiologic technologist. He or she will observe the student and assist if necessary.

Performance Evaluation:

When a student feels he/she can perform an imaging procedure alone, he/she will ask a supervising radiologic technologist to observe and fill out an evaluation form to document the success/lack of success in the particular procedure. If the student's performance is unsatisfactory, he/she will continue to practice that particular procedure until the supervising radiologic technologist feels the student is ready to be re-evaluated.

Performance Maintenance:

Once a student passes a proficiency evaluation, they will need additional practice to maintain and perfect the skills required to perform those procedures. The

student may now perform this imaging procedure with indirect supervision (a qualified radiographer must be immediately accessible but not necessarily in the exam room). A list of procedures for which each student has demonstrated competency must be posted within the department at all times.

Clinical Competency Requirements

The RT Clinical Competency Requirements will be posted at each clinical site:

1. Students must demonstrate competency in all of the radiologic Procedures. At least 53 of the 60 Radiologic Procedure competencies must be demonstrated on patients (not phantom or simulated). Competency demonstration should incorporate patient-specific variations such as age and pathology.
2. Once a student passes a proficiency evaluation, they will need additional practice to maintain and perfect the skills required to perform these procedures. The student may now perform this imaging procedure with indirect supervision (a qualified radiographer must be immediately accessible but not necessarily in the exam room). Once a student has demonstrated competency in a procedure, they check off that procedure on the competency list. **The JRCERT definition of immediately accessible is within hearing distance and phone call across the hospital do not qualify.**
3. Regardless of whether or not the student has passed a proficiency evaluation, a qualified radiographer evaluates the condition of the patient in relation to the student's knowledge and determines whether indirect or direct supervision is warranted. For example, critical care cases are complex and will require the direct supervision of a qualified radiographer. **The JRCERT considers ICU, ER, and surgery cases as situations where direct supervision is required and the RT must be immediately accessible to help with the exam.**
4. Before a procedure is considered complete, a qualified radiographer must review the results of the procedure to determine whether or not any part of the procedure needs to be repeated. If any part of the procedure needs to be redone, a qualified radiographer must be present to provide direct supervision to complete the procedure.

PHYSICAL REQUIREMENTS

1. Student can stand or walk six hours per day.
2. Student can sit two hours per day.
3. Student can lift or carry up to 60 pounds six times per day.
4. Student can push and/or pull 60 pounds three or more times per day.
5. Student can bend, ready, stoop and crouch throughout the day.
6. Student is able to climb a step stool as needed.
7. Student can use hands for repetitive action such as fine manipulation.
8. Student is capable of eye-hand coordination
9. Student is not involved with treatment and/or medication that might affect his/her physical abilities to work.

In the event a student suffers some form of injury or pathology which results in physical impairment, they must be able to meet the aforementioned physical limitations with reasonable accommodations or they will be suspended from the program until they can meet the physical requirements.

Professional Behavior

Students WILL treat patients with courtesy, respect, and empathy. When a student retrieves a patient from the ward or waiting area, he/she will introduce him/herself and try to establish rapport. Once the patient is in the examination room, the door should remain closed and the student will take all steps to maintain patient modesty. This means keeping the patient properly gowned and/or covered up.

Professional conduct is not limited to the student's attitude, communication with physicians, supervisors, and co-workers. Typical examples of non-professional conduct are:

- Gossip – regarding patients and/or fellow students, co-workers, and other hospital employees.
- Discussion of clinical information with patients or relatives.
- Smoking or chewing gum in patient areas.
- Discussions pertaining to work in public areas.
- Discussions, pertaining to patients and their condition, within their hearing distance
- Consumption of food and/or drink in patient areas.

In addition, students enrolling in the program will also be required to meet the following program behavioral guidelines:

1. The student will not demonstrate inappropriate behavior, i.e., unprofessional comments to patients, unprofessional comments to the staff, strange behavior, or etc.
2. The student will not cheat or falsify records, i.e., cheating on exams, time logs, exam logs, etc.
3. Each student will be expected to follow the dress codes of their clinical facility and should contact their clinical instructor to obtain the current guidelines.
4. The student will not demonstrate unacceptable behavior, i.e., offensive odors (including alcohol breath), black eyes, hickeys, etc.

Cell Phones/Smart Phone and Electronic Device Policy

1. Computer and Internet

The use of University computers and/or computers in the clinical setting is limited to activities related to the curriculum and direct patient care. Any laptop or PDA activity should be related to present class. Students may check email and conduct program-related Internet searches either before or after class or clinical time. School and/or work (clinical) email be used for work/school related activities only. Internet use during a class time must be at the directive of the instructor specifically for a purpose related to course material and/or class activity. This should otherwise, not occur during a class, lab, or clinical rotation. No student should access personal email or the Internet during classes, lab or scheduled clinical hours.

2. Cell Phones and Electronic Devices

Electronic devices and cell phones/smartphone are prohibited in both the classroom and clinical setting. To decrease disruption and to demonstrate respect for fellow students, faculty, coworkers, and patients, all cell phones and electronic devices must be turned off during class, lab, and clinical time. These devices should be stored in the students' backpack, purse, lounge/locker areas, or car. The exception is when a device is used for a class activity per direction of the course instructor. At the conclusion of the activity, cell phones are to be immediately stored away. In the clinical setting, students are prohibited from carrying their cellphone and/or electronic device on them during clinical hours. Students are to refrain from texting, checking social media (Facebook, Instagram, Twitter, Snapchat, and/or Pinterest) during class, clinical, and/or lab time. Students may access cell phones and electronic devices before or after class or clinical time and during breaks.

3. Social Media

Personal Material on Social Media: Students are entitled to enjoy an active social life and free speech, but remember that if put online, it is available forever. There is a mistaken belief that content which has been deleted from a site is no longer accessible, but these postings may be viewable by licensing boards or future employers. Although difficult to control, make it a point to tell friends and family about your professional role and explain expectations regarding social media in an attempt to monitor what others post about you. Social media can blur the boundary between an individual's public and professional life. Always remember – once something is digital, it is forever.

Patient Cases, Images, and Research: All sensitive information meet encryption standards during transmission as required by CMS (Medicare) reg. 140-2. HIPAA requires that electronic devices use unique ID's and be password protected. No student should transmit patient information/images outside of direct patient care activities. Students are prohibited to store or communicate patient information, images, etc. on personal USB's, mobile phones, tablets, and other devices. Any information stored on a personal device for use in a class should be on a device supplied by the course instructor, and/or approved by the clinical instructor and encryption is required. Uploading patient images and/or information onto a social media application is prohibited. Standards of patient privacy and confidentiality must be maintained in all environments, including social media environments. In addition to personal consequences, significant financial consequences to your institution. Many federal regulations and agencies are involved in privacy and confidentiality (HIPAA, CMS, DHHS, etc.). Social media may not be used for subject recruitment and Informed Consent without IRB approval.

Social Media Privacy Settings: As an FHSU Radiologic Technology student, you have a very public job. Remember that "private" social media settings may not necessarily make every message private or exclusive. Private pages should still reflect your professional role positively. Be aware of the limits of social media privacy settings, and maintain a healthy skepticism as terms can change without notification.

FHSU Allied Health Department Be conscious of your social media image and take ownership of your social media activities. Take great care that your actions or comments on social media do not violate any university policies or professional codes of conduct required for future licensure. Be mindful of the mission statements ARRT, and the impact for your actions as you plan for your future. Students are not to post informal, personal, or derogatory comments about patients, colleagues, peers, or employers on social media forums.

In the event a student does not follow the aforementioned behavioral guidelines, the clinical instructor and a witness having observed the inappropriate behavior, will be required to complete an Anecdotal Record for the incident. As a result, the student will be immediately suspended from clinical experience and the Clinical Disciplinary Action Policies and Procedures will be followed.

NOTE: You are a Fort Hays State University student and therefore held to a high standard of excellence and expected to follow the rules outlined in the handbook. DO NOT feel as though you can behave as a Registered Technologist. These policies are outlined clearly and WILL be enforced by the supervising staff and clinical faculty. Observing unprofessional behavior DOES NOT give the student the right to follow the same behavior. It should be recognized as inappropriate by the student and used for future reference as an example not to follow.

jjg/05/18

PROFESSIONAL GUIDELINES

The primary function of the hospital is patient care and our job is to gain the patient's trust and confidence. Under no circumstances should the presence of students downgrade or hinder the quality of patient care. It is the student's responsibility to:

- follow the administrative policies established by the diagnostic imaging department and the hospital.
- check the posted rotation schedule and report to your assigned work area on time.
- Notify the clinical instructor or faculty instructor at least 15 minutes before your scheduled time in case of illness or absences, which are beyond your control.
- check with the supervising radiologic technologist prior to leaving the assigned work area.
- follow the directions provided by the supervising radiologic technologist.
- ask for advice when indicated and do not experiment with patients.

Employment During Program

General Employment

Due to the intensive study necessary to complete the program successfully, employment during the program is generally discouraged. If employment is necessary, the student should consider the following:

To ensure adequate time for their studies, students should initially minimize their employment and limit themselves to as few hours as possible. As they progress through the program, they can increase their hours if they are confident that they will have the time needed to successfully complete the program requirements.

MDI Employment

While the student may have proven competence on specific exams, overall competency cannot be guaranteed until the student has completed the program. The FHSU program strongly discourages student employment in the field of medical diagnostic imaging as a technologist.

ATTENDANCE

Attending classes and maintaining assigned hours throughout the program is mandatory. Any student failing to meet these requirements will be placed on academic probation. Subsequently, any student on probation failing to meet these requirements will be subject to suspension from the program.

Definition of Terms:

Excused Absence: Students needing to miss class must get prior approval from the instructor. Students will be allowed 3 excused absences each semester, and each additional absence will result in the final grade being lowered one full letter.

Unexcused Absence: Absent by 30 minutes without notifying his/her instructor. Each unexcused absence will result in the final grade being lowered one full letter.

Tardy: Late for class from 7 – 30 minutes without notifying his/her instructor. After 3 tardies, each additional tardy will result in the final grade being lowered one full letter.

1. Any student unable to attend regularly scheduled courses and/or clinical hours will be required to notify the instructor as early as possible, but not later than 15 minutes before the scheduled reporting time.
2. Unexcused absences and time missed due to tardiness must be made up at a time that has been arranged by the instructor.
3. If a student acquires one (1) unexcused absence, the instructor will complete an anecdotal record of the incident and their final grade will be lowered one full letter.
4. If a student acquires a second (2nd) unexcused absence, the instructor will complete an anecdotal record of the incident and their final grade will be lowered a second full letter. In addition, the student will be placed on probation for the remainder of the semester.
5. If the student acquires a third (3rd) unexcused absence, the instructor will complete an anecdotal record of the incident and their final grade will be lowered a third full letter. The student will not be allowed to continue in the program.

jg/5/18

PERSONAL LEAVE (COMBINED SICK LEAVE & ANNUAL LEAVE)

In the second year, students are strongly encouraged to schedule vacations in the 6-7 weeks between the three clinical semesters. During clinical semesters, students are allowed seven personal days. These days cannot be taken during the first week of a semester, nor can they be taken during the last week of the semester, nor can they be “made up” with extra time. Students may take their personal days in increments or all at once. The clinical instructor and clinical coordinator must approve all personal leave. Requests for personal leave must be submitted in written form at least two (2) weeks prior to the requested leave time. Any request not submitted in writing and given at least two (2) weeks in advance will be denied. The instructor may take special circumstances into consideration when making his/her final decision. Also, personal leave requests will be granted on a first come first serve basis and will not be counted toward the 3 excused absences allowed per semester.

In case of illness, students are required to call the clinical instructor or faculty instructor as early as possible, but not later than 15 minutes before the scheduled reporting time. Please remember all RT Program classes allow 3 excused absences per semester, and each additional excused absence, will result in a drop on one letter grade per absence. Regardless of whether the student misses a class or part of their clinical experiences, they will be required to make up any class work they miss. In the event a student needs additional sick leave, those hours must be made up at a time mutually agreed upon by the student and the clinical instructor and will be noted on the student’s time sheet. Extended illness should be reported to the clinical instructor through a physician’s note. If a student misses over 5 days due to illness during a semester, they will be assigned an incomplete grade for the course (campus or clinical). In addition, they will be suspended from the program until they can complete the course requirements prior to enrolling in subsequent program courses.

jg/03/18

FUNERAL LEAVE

Students will be allowed three (3) days of excused absences to attend funerals involving immediate family members. Arrangements for course work missed should be made either prior to the leave or immediately upon the student's return. All course work missed either on campus or at the clinical site must be made up as soon as possible

jg/5/18

LEAVE OF ABSENCE POLICY

If circumstances arise which prohibit a student from continuing in the program courses, he/she may submit a written request for a leave of absence to the program director. If the request is granted, the student will be allowed a maximum of one year of leave and the student will be evaluated to determine how he/she should resume the studies within the program.

Each instructor will decide whether or not his/her major courses completed before the leave will have to be repeated.

If the student decides not to resume the program after the leave of absence, he/she will be indefinitely suspended from the program.

CANCELLATION OF CLASSES/CLINICAL

While on campus, classes may be cancelled due to inclement weather at the discretion of the university president and the announcements will be made on the local radio stations.

At the clinical sites, cancellation of clinical experiences will be at the discretion of the clinical instructor.

All course work missed due to inclement weather will be made up during the same semester. During clinical courses, students can get the clinical experiences at the end of the semester or a note must be made on the time log if clinical experiences exceed 40 hours per week at the student's request.

jg/5/18

RADIATION MONITORING

Allied Health Department Energized Laboratory:

1. Each student will be provided a radiation monitoring film badge to be worn during on-campus classes where the students will be making radiographic exposures.
2. The film badge must remain in the lab at all times. At the end of each lab session, the film badges will be turned in to the instructor for safe keeping.
3. It is the student's responsibility to not damage or lose the film badge. Any film badge that is damaged or lost must be replaced at the student's expense. Students will also incur any unreturned dosimeter fees that are assessed by the radiation monitoring company.
4. Failure to return the film badge at the end of the semester will result in the student receiving an incomplete in all classes in which the film badge was worn, and the student will not be allowed to enroll in subsequent program courses.

Clinical Setting:

1. Students cannot participate in any clinical experiences without their film badge. Each student will be provided a radiation monitoring film badge by the hospital to be worn at all times during your clinical experiences.
2. It is the student's responsibility to exchange their film badge for a new one each month according to hospital protocol.
3. Students who fail to exchange their film badge will not be allowed to continue working in the clinical setting nor accrue required clinical hours from the indicated exchange date until the film badge is exchanged.
4. It is the student's responsibility to not damage or lose the film badge. Any film badge that is damaged or lost must be replaced at the student's expense. Students will also incur any unreturned dosimeter fees that are assessed by the radiation monitoring company.
5. Failure to return or exchange a film badge at the end of the clinical semester will result in the student receiving an incomplete in the clinical experience and they will not be allowed to enroll in subsequent program courses.
6. Each student will be permitted to examine the monthly film badge report to view his or her current radiation levels.

Exceeding the Dose Limit

When the program receives notification that someone has exceeded the dose limits (the threshold dose is 50 mrem), an investigation is launched to ensure the

excessive dose is legitimate. If the investigation reveals that the person has been exposed to the excessive amount, then the following will occur:

1. Determine type/source of radiation exposure (workload, activities, performance, environmental conditions or other workplaces)
2. The wearer will be counseled on personal exposure and safety in the workplace.
3. If the radiation exposure exceeds the allotted amount per reporting period or annual allowance, the state requires said person to be removed from the workplace for the remainder of the year (especially for exceeding annual dosage).

jg/5/18

RADIATION SAFETY FOR PREGNANT STUDENTS

In accordance with the guidelines set by the Nuclear Council on Radiation Protection (NCRP) regulations regarding the declared pregnant student (Report #105), a female student has the option of whether or not to inform program officials of her pregnancy. If the woman chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. The written notification can be withdrawn at any time by the student by written request. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

If the student chooses to disclose her pregnancy, she must have the option of continuing the educational program without modification or interruption. Other options can include modification in clinical assignments, a leave of absence from clinical assignments, and/or a leave of absence from the program.

If the student chooses to take measures to protect the unborn fetus, we recommend the following:

1. a) Pregnant students will be discouraged from performing fluoroscopic exams.
b) They may perform portable exams only under the following restrictions:
 1. Two lead aprons are worn
 2. They receive no primary beam
 3. Stand at least six feet (6') from the tube and patient
 4. Portable exams are generally discouraged
2. A second film badge or dosimeter will be worn at the waist under the apron at all times. The radiation dose shall not exceed 5 mSv (0.5 rem) during the pregnancy, or .5 mSv (0.05 rem) in any one month.
3. Students may be assigned to other duties away from radiation areas during pregnancy as required.
4. Once the student is no longer pregnant, she will be scheduled to make up experiences missed due to her pregnancy.

jg/5/18

STUDENT POLICY REGARDING INFECTIOUS DISEASES

Prior to or during the course of the program, the student is required to immediately report to the program director any infectious disease they might have contracted which could be transmitted by casual contact to their fellow students, hospital staff, or patients.

When a patient is admitted who has an infectious disease such as AIDS, or who is suspected by the admitting physician of having such an illness, the patient is entitled to receive quality care and with the hospital providing arrangements for isolation or other precautionary procedures.

Clinical affiliate hospitals will provide students potentially assigned to work with such patients adequate in-service education and training regarding the handling of patients with infectious diseases.

A student shall deliver normal patient care to the patients with infectious diseases to who he or she is assigned. Any student is required to advise his/her clinical instructor of the clinical affiliate hospital that he/she has come in contact with and possible contracted an infectious disease such as AIDS or Hepatitis B virus.

LIABILITY INSURANCE

Each and every student in the FHSU Radiologic Technology Program is required to subscribe to a group liability insurance policy. This is done to protect each student in the event they are involved in any sort of litigation during the laboratory and clinical experiences.

Insurance information will be provided at the beginning of the program. Each student **MUST** purchase part of the group policy. If a student chooses to leave or is suspended from the program, the policy cannot be transferred or refunded.

jg/5/18

HEALTH INSURANCE

Each student enrolled in the program is required to have health insurance. As a student, you will be in an environment where you may come in contact with various communicable diseases and it is important that each student is protected with individual health insurance coverage.

Students must provide the program director with evidence of health insurance coverage throughout the program. This evidence may be a photocopy of the policy or of the insurance card.

Student health insurance is available at the University Student Health Center. Any student failing to provide proof of health insurance will be dismissed from the program.

jg/5/18

CPR CERTIFICATION REQUIREMENTS

Each student enrolled in the program is required to have American Heart Association Basic Life Support (BLS) CPR certification.

An AHA/BLS CPR course will be taught during November of your first fall semester in the Program. This will provide two year certification.

Students who have a current AHA/BLS CPR certification must provide a copy of the certification card with an expiration date after the end of the clinical experience.

jjg/5/18

ACADEMIC STANDARDS

Grade Point Average

Each student must maintain at least an overall G.P.A. of 2.00. The following grading scale will be used in all major courses:

94 - 100	= A
87 - 93	= B
78 - 86	= C
70 - 77	= D
69 - 00	= U

Any student whose overall G.P.A. drops below 2.00 will be suspended from the program and will be placed on academic probation. If the student's G.P.A. remains below 2.00 for two consecutive semesters, they will be indefinitely suspended from the program.

Academic Standards in Major Courses

A grade of "C" or better is required in each and all of the radiologic technology courses and general science requirements (e.g., biology, anatomy and physiology, college algebra, medical terminology.)

If a student fails to meet this standard in a major course requirement, he/she will be suspended from continuing any subsequent program course work. If the student wishes to continue in the program, he/she must reapply and be re-accepted.

If the student is re-accepted, he/she must demonstrate their competency in the courses they have previously taken. Each instructor will decide whether or not the student must attend the class or take a comprehensive examination. If the student fails the comprehensive examination, they will be required to attend the class and achieve a final passing grade before being allowed to continue in the program.

jg/5/18

CLINICAL DISCIPLINARY ACTION POLICY AND PROCEDURES

Professional and personal conduct of students in clinical affiliate hospitals is governed by the policies of the clinical site. Any infraction of the professional and personal conduct policies will warrant disciplinary action (refer to specific objectives for professional and personal growth).

1. If a problem concerning a student develops within the clinical setting, the departmental staff involved with the incident shall provide the clinical instructor an anecdotal record of the incident as soon as possible.
2. Upon receipt of the anecdotal record, the clinical coordinator will investigate the problem as well as the circumstances surrounding the incident.
3. Upon completion of investigation of the incident, the clinical coordinator will arrange a conference (may be in the form of a conference call) with the staff personnel and student involved to discuss the incident.
4. Following the conference, the appropriate corrective action will be one of the following:
 - A. Written Warning
 - B. Probation – The terms and length of probation will be specified in a letter to the student.
 - C. Suspension – The student will be immediately suspended from the clinical experience for ten (10) regularly scheduled clinical days. In order for the student to be able to return, two (2) requirements must be met:
 - 1) The student must submit a letter requesting readmittance to the clinical setting to the clinical instructor and the request must be approved.
 - 2) The student must submit a letter requesting readmittance to the clinical setting to the clinical coordinator and the request must be approved.
5. Severe infractions of hospital or university policies (i.e. unethical behavior, abusing patient rights, etc.) may warrant immediate suspension of the student for ten (10) regularly scheduled clinical days. During this time, Steps 1, 2, and 3 will be completed to determine the appropriate corrective action to be taken.

GRIEVANCE PROCEDURE

There is a long-established tradition of informal appeal at FHSU. Students are strongly encouraged to initially discuss a disputed issue with the instructor(s) responsible. It is assumed that informal student-instructor interaction at this level will provide the setting for a resolution of any disagreement between a student and instructor(s). However, if the student still believes he/she is being treated unfairly, he/she should begin the formal grievance process as follows.

1. The student should prepare and submit a written appeal to the instructor whose action is being appealed within two weeks of the incident. Within two weeks of submission, the instructor should meet with the student and also provide the student a written decision. If the student is not satisfied with the response from the instructor, he/she may appeal to the Chair of the Allied Health Department.
2. Within two weeks of receiving the written response from the instructor, the student should submit the original written appeal, along with any additional materials, to the Chair of the Allied Health Department. The Chair will meet with the student and also notify the student in writing the outcome of his/her appeal within two weeks of receipt of the grievance.
3. If the student is not satisfied with the Allied Health Department Chair's decision, the student should submit the original written appeal, along with any additional materials, to the Dean of the College of Health & Life Sciences within two weeks of receiving the Chair's decision. The Dean will meet with the student and also notify the student in writing the outcome of his/her appeal within two weeks of receipt of the appeal.
4. If the student is not satisfied with the decision of the Dean of the College of Health & Life Sciences, the student should submit the original written appeal, along with any additional materials, to the Provost within two weeks of receiving the Dean's decision. The Provost will meet with the student and also notify the student in writing the final outcome of his/her appeal within two weeks of receipt of the grievance.

If, at any level, the student does not receive a response within the specified time frame, the student may submit his/her appeal to the person at the next level of administration.

Statute of Limitation: Student grievances must be filed by the expected date of graduation.

Confidentiality: All matters discussed in the grievance process are kept in confidence, and information shall be released only to those individuals who have a legitimate reason to be informed of the information. Questions regarding the release of information and breaches of confidentiality should be made known to the Office of the President.

ANECDOTAL RECORD

[illegible]

Other witnesses to the incident:

Clinical Coordinator's Signature: _____ **Date:** _____

Student _____
 Evaluator _____

Affective Clinical Evaluation Clinical I Week 5

Grading: Using the following scale, please rate the student's current level of performance for Standards 1-13
OR 1-14 if an off-shift has been experienced during this 6 week evaluation period.

- 5 = Meets the standard consistently
 4 = Meets the standard most of the time
 3 = Meets the standard only some of the time (specific comments & rationale required)
 2 = Unable to meet the standard (specific comments & rationale required)

1. Appearance The student is well groomed and wears neat uniform according to the Dress Code Policy.	5 4 3 2
2. Punctuality Student is on time and attends clinical hours as scheduled.	5 4 3 2
3. Use and Care of Equipment Student operates equipment properly according to their present level of training. (R/F rooms, portables, c-arm, processing)	5 4 3 2
4. Quantity of Work (Initiative) Student seems genuinely interested in procedures during assigned rotation and is eager to participate. Student is willing to assist with other exams outside their assigned rotation, and associated duties as the work flow requires.	5 4 3 2 5 4 3 2
5. Ability to follow directions The student listens carefully and follows the instructions of superiors.	5 4 3 2
6. Policy and Procedure Student abides by the FHSU direct and indirect supervision guidelines. Student follows the healthcare institution's policy, procedures, and protocols.	5 4 3 2 5 4 3 2
7. Organization of work The student identifies the steps necessary to complete a task or procedure and does so in a methodical manner.	5 4 3 2
8. Application of Knowledge Student is becoming familiar with routine procedures and attempts to position properly. Student is learning how to formulate appropriate technical factors with assistance. Student can discriminate between diagnostic and non-diagnostic quality radiographs and determine necessary changes according to their present level of training. Student implements proper radiation protection for themselves and the patient. Student uses proper patient transfer techniques as well as proper universal precaution techniques. Student can complete exams in an organized and timely manner, with few repeats, according to exam difficulty and current level of training.	5 4 3 2 5 4 3 2 5 4 3 2 5 4 3 2 5 4 3 2
9. Judgement Student displays confidence in skills while recognizing limitations. Student can recognize error and seeks to improve his/her ability.	5 4 3 2 5 4 3 2

10. Professional Image Student is able to perform the exam, in the presence of the patient, a beginning confidence and basic knowledge of the skill.	5 4 3 2
Student demonstrates maturity by exhibiting appropriate actions towards patients, peers, and other health care professionals.	5 4 3 2
11. Concern for the Patient Student attends to the basic needs of the patient in all cases according to professional standards of patient safety, confidentiality, and modesty.	5 4 3 2
Student is learning to obtain an accurate history and symptomology and to explain exam instructions clearly to a diverse population .	5 4 3 2
12. Attitude toward criticism Student accepts constructive commentary and shows a willingness to improve.	5 4 3 2
13. Attitude toward work Student maintains a positive attitude about the daily activities involved with clinical experience.	5 4 3 2

Has the student completed an "off-shift" rotation during this evaluation period? <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. Off-Shift This portion of the evaluation should only be completed if the student has completed an "off-shift" rotation within the past 6 weeks. The supervising technologist is encouraged to complete the entire evaluation form and NOT this section alone.	
Student works cooperatively with the supervising technologist and actively participates in trauma situations, OR, portables, inpatient procedures, ER, or routine shift tasks.	5 4 3 2
Student recognizes unique exam situations and with assistance alters exam protocols to adequately accommodate the patient's situation.	5 4 3 2
Student displays critical thinking abilities to non-routine instances.	5 4 3 2
Student displays an increasing level of competence to complete radiographic procedures according to physician requests.	5 4 3 2
Student recognizes his/her limitations and seeks assistance to avoid compromising patient care.	5 4 3 2
Student researches departmental procedures, and protocols, that are specific to the assigned clinical setting and shift.	5 4 3 2

SCORING	POINTS EARNED	PERCENTAGE
Objectives 1 – 13	Out of 115 possible =	
Objective 14 If off-shift rotation was completed	Out of 30 possible =	
Overall		

Comments:

SAMPLE

Student Signature

Date

Clinical Instructor Signature

Date

**Radiologic Technology
CLINICAL SCHEDULE
Class of 2017-2019**

Semester I: Summer 2017 – No Clinicals

Semester II: Fall 2017 – No Clinicals

Semester III: Spring 2018 – No Clinicals

Semester IV: Summer 2018 – Clinical I

WEEK	MONTH	MON	TUES	WED	THURS	FRI	# HRS
1	June	4	5	6	7	8	40
2		11	12	13	14	15	40
3		18	19	20	21	22	40
4	June	25	26	27	28	29	40
**5	July	2	3	*4	5	**6	32
6		9	10	11	12	13	40
7		16	17	18	19	20	40
8		23	24	25	26	***27	40
**9	Jul/Aug	30	31	1	2	**3	40
10	August	6	7	8	9	10	40
	TOTAL						392

***Independence Day Holiday**

****Affective Evaluations Due:**

- July 6
- August 3

*****Student Clinical Evaluations of Facility & Clinical Instructor Due:**

- July 27

Semester V: Fall 2018 – Clinical II

WEEK	MONTH	MON	TUES	WED	THURS	FRI	# HRS
1	August	20	21	22	23	24	40
2	Aug/Sept	27	28	29	30	31	40
3	September	*3	4	5	6	7	32
4		10	11	12	13	14	40
5		17	18	19	20	21	40
**6		24	25	26	27	**28	40
7	October	1	2	3	4	5	40
8		8	9	10	11	12	40
9		15	16	17	18	19	40
10		22	23	24	25	26	40
**11	Oct/Nov	29	30	31	1	**2	40
12	November	5	6	7	8	9	40
13		12	13	14	15	16	40
14	FALL BREAK	****19	****20	****21	****22	****23	0
15	Nov/Dec	26	27	28	29	***30	40
**16	December	3	4	5		**7	40
17		10	11	12	13	14	40
	TOTAL						632

***Labor Day Holiday**

****Affective Evaluations Due:**

- September 28
- November 2
- December 7

***** Student Clinical Evaluations of Facility & Clinical Instructor Due:**

- November 30

******Fall Break**

During Clinical II, students will have 2 weeks of off shift included in their shift time assignments.

Semester VI: Spring 2019 – Clinical III

WEEK	MONTH	MON	TUES	WED	THURS	FRI	# HRS
1	January	7	8	9	10	11	40
2		14	15	16	17	18	40
3		*21	22	23	24	25	32
4	Jan/Feb	28	29	30	31	1	40
**5	February	4	5	6	7	**8	40
6		11	12	13	14	15	40
7		18	19	20	21	22	40
8	Feb/Mar	25	26	27	28	1	40
9	March	4	5	6	7	8	40
10	SPRING BREAK	****11	****12	****13	****14	****15	40
**11		18	19	20	21	**22	0
12		25	26	27	28	29	40
13	April	1	2	3	4	5	40
14		8	9	10	11	12	40
15		15	16	17	18	19	40
16		22	23	24	25	***26	40
**17	Apr/May	29	30	1	2	**3	40
18	May	6	7	8	9	10	40
19	May	13	14	15-4 hrs			20
	TOTAL						692

*New Year's Day Observance

*Martin Luther King Holiday

**Affective Evaluations Due:

- February 8
- March 22
- May 3

*** Student Clinical Evaluations of Facility & Clinical Instructor Due:

- April 26

****Spring Break

Mammo Class – January 22 through January 25

During Clinical III, students will have 2 weeks of off shift included in their shift time assignments.

Clinical I Total Hours	392
Clinical II Total Hours	632
Clinical III Total Hours	692
TOTAL CLINICAL HOURS	1716

