



Advent Health
UNIVERSITY

A.S. Radiography Program

Department of Imaging Sciences

2026-2027

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Dear Radiography Student:

Welcome to AdventHealth University's A.S. Radiography Program. We hope your time in the program will be both exciting and productive.

Medicine is an ever-changing science. As new research and technology evolve, it is our responsibility at AdventHealth University (AHU) to keep students informed of new and innovative trends in the profession. Through your academic training and clinical education experiences, we trust that you will gain personal satisfaction while preparing to achieve your professional career goals.

As a student radiographer, you will want to understand the full scope of your training. This A.S. Radiography Program Manual is provided to help familiarize you with important program information, expectations, and policies. At AHU, we are committed to excellence, Christian principles, and a nurturing learning environment.

Each student enrolled in the Radiography Program is responsible for reading, understanding, and abiding by the rules and regulations presented in this manual, as well as the general university policies outlined in the Student Handbook.

The Radiography Program at AHU is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; phone: (312) 704-5300; fax: (312) 704-5304; email: mail@jrcert.org; website: www.jrcert.org.

We hope you find this manual useful. Please do not hesitate to contact our faculty if you have questions or concerns after reading the manual thoroughly.

Sincerely,

Liz Duncan, MSHS, CNMT, R.T.(CT)(ARRT)

Chair, Department of Imaging Sciences

Liz.Duncan@ahu.edu

Jena Heflin, DSL, MBA, RT(R)(ARRT)

Program Director, Radiography

Jena.Heflin@ahu.edu

Faculty Directory

Jena Heflin, DSL, MBA, RT(R)(ARRT) Program Director & Didactic Faculty Jena.Heflin@ahu.edu	
Leslie Whalley, EMHA, RT(R) Clinical Coordinator (Orlando) & Didactic Faculty Leslie.Whalley@AdventHealth.com	Lyndsey Barbour, MSRS, RT(R)(M)(CT) Clinical Coordinator (Denver) & Didactic Faculty Lyndsey.Barbour@AdventHealth.com
Lukus Staup, MHA-SI, RT(R)(MR) Didactic & Clinical Faculty (Orlando) Lukus.Staup@ahu.edu	Kayla Schween, BSIS, RT(R) Didactic & Clinical Faculty (Orlando) Kayla.Schween@ahu.edu
Liz Baker (Thomason), BS, RT(R)(CT) Clinical Faculty (Orlando) Elizabeth.Thomason@ahu.edu	Andrew Shaw, RT(R) Clinical Faculty (Denver) Andrew.Shaw@my.ahu.edu

How to Use This Manual

This manual is designed to serve as a guide for students enrolled in the AdventHealth University A.S. Radiography Program. Students should read the manual carefully and refer to it throughout the program for information about program expectations, academic and clinical policies, student responsibilities, and professional standards.

This manual should be used in conjunction with the AdventHealth University Student Handbook and any applicable clinical site policies. Students are responsible for understanding and following the policies and procedures outlined in these documents.

Program policies may be reviewed and updated as needed. Students will be notified of significant changes and are expected to remain familiar with the most current program requirements.

Section 1: Program Overview

1.1 AHU Mission, Vision, and Values

AdventHealth University

AdventHealth University (AHU) is a Seventh-day Adventist institution specializing in healthcare education in a faith-affirming environment. Service-oriented and guided by the values of nurture, excellence, spirituality, and stewardship, the University seeks to develop leaders who will *practice healthcare as a ministry*.

Radiography Program

Consistent with the mission of the university, the Radiography Program at AdventHealth University (AHU) provides a Christian educational environment that prepares students to become skilled imaging professionals who possess technical expertise and personal characteristics for successful employment.

Vision & Values

Refer to the AdventHealth University website for “[Vision & Values](#)”.

1.2 Radiography Program Mission, Vision, and Purpose

Radiography Vision and Purpose Statement

Our vision for the radiography program is to be a leading educational institution that produces highly skilled radiologic technologists who excel in delivering safe and accurate diagnostic imaging services, contributing to the advancement of healthcare and improving patient outcomes through innovation, compassion, and professional excellence

The purpose of the radiography program is to provide comprehensive education and training to aspiring students, equipping them with the necessary knowledge, skills, and ethical principles to become competent and compassionate radiologic technologists in the healthcare industry.

1.3 Program Admissions

Applicants to the Associate of Science Radiography Program must submit a complete application file by the published application deadline to be considered for admission. Qualified applicants may be invited to participate in an interview with program faculty; however, meeting the minimum admission requirements does not guarantee an interview or admission to the program. The program is committed to fair and equitable recruitment and admissions practices, and the admissions scoring criteria outlined below are used as a guide in determining applicants' admission status.

Criteria	Weight	Notes
Prerequisite/Science GPA	45%	Strongest predictor of success
Overall GPA	15%	Academic consistency
Structured Interview Score	15%	Professional readiness
Healthcare Experience/Observation	10%	Exposure to patient care
Recommendation Score	5%	Reliability/work ethic
AHU Student/Completed AHU Credits	5%	Institutional engagement
Essay Score	5%	Motivation and reflection
TOTAL	100%	

1.4 Program Goals and Student Learning Outcomes

The Radiography Program has established specific goals to be achieved by the students who will graduate from our program. These goals and the expected outcomes are as follows:

Goal Statement	Expected Learning Outcome
The A.S. Radiography student will be an effective communicator who possesses appropriate verbal, nonverbal, and written skills in the practice of healthcare as a ministry.	COMMUNICATION - Students will integrate and apply oral communications in the clinical setting. - Students will demonstrate written communication skills.
The A.S. Radiography student will be a critical thinker who gathers relevant information and analyzes and uses that knowledge in practicing healthcare as a ministry.	CRITICAL THINKING - Students will demonstrate retention and application of knowledge when assessing for appropriate positioning and image quality. - Students will accurately perform radiographic examinations, demonstrating the ability to adapt to atypical situations.
The A.S. Radiography student will demonstrate professional expertise by passing appropriate examinations and exhibiting clinical competence along with the context of healthcare as a ministry.	PROFESSIONAL EXPERTISE/CLINICAL COMPETENCE - Students will utilize appropriate radiation and patient safety measures. - Students will demonstrate radiographic positioning knowledge to obtain quality diagnostic images. - Students will demonstrate an adequate knowledge base of the radiography profession.
The A.S. Radiography student will be a caring professional who possesses a willingness to nurture other individuals in the context of healthcare as a ministry.	CARING Students will possess the knowledge and skills necessary to deliver quality whole-person care and comfort to the patient.
The A.S. Radiography student will exhibit the characteristics of a Christian professional: treating everyone with respect and dignity in the context of healthcare as a ministry.	ETHICAL/MORAL Students will demonstrate ethical and professional behavior in the clinical setting.
The A.S. Radiography student will be one who fulfills their social, civic, and environmental responsibilities in their involvement in healthcare as a ministry.	SERVICE TO THE COMMUNITY Students will present a topic in health care that is relevant and easily understood by the community.
The A.S. Radiography student will be a lifelong learner who pursues excellence and the ongoing acquisition of knowledge and professional expertise.	LIFELONG LEARNING Students will engage in a variety of learning opportunities.

1.5 Accreditation and JRCERT Standards

The Radiography Program, Department of Imaging Sciences, at AdventHealth University is accredited in accordance with the **Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS)** by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL. 60606-3182; Phone: (312) 704-5300; Fax: (312) 704-5304; e-mail: mail@jrcert.org, website: www.jrcert.org.

The **STANDARDS** require a program to articulate its purposes and scope; demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of its purposes; document its effectiveness in accomplishing its purposes; and provide assurance that it can continue to meet accreditation standards.

It is the policy of the Program that all students be made aware of the **STANDARDS** and the actions to be taken in the event that any student believes that the Program is not in compliance with the **STANDARDS**. A copy of the **STANDARDS** is available for review in the reference section of the university library.

Should a student have a grievance concerning whether or not the Program is in compliance with the **STANDARDS**, they must follow the procedure outlined below:

1. The student should discuss his or her grievance with any member of the program faculty within one (1) week after the issue of non-compliance is believed to have occurred. The faculty member will document this meeting in the student's file.
2. If the grievance is not resolved to the student's satisfaction, the student should, within one (1) week, submit a written statement to the Program Director concerning the matter. The Program Director will then have one (1) week to respond to the student's written request.
3. If the student is still not satisfied, he or she may request to have all materials concerning the grievance be given to Academic Administration. Academic Administration will then review the grievance materials and will return a written decision within two (2) weeks of their receipt.
4. Should the student still not be satisfied with the response from Academic Administration, he or she may contact the JRCERT directly with their complaint. The address is:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(Telephone: 312-704-5300)
(Fax: 312-704-5304)
Website: www.jrcert.org

1.6 Program Communication Expectations

Clear, concise, and effective communication is of utmost importance in the Radiography Program. The University's policy regarding communication can be accessed through the Academic Catalog. Please note that for all program-related communication, Canvas messages and the student provided my.ahu.edu email will be used. Personal emails will not be utilized once a student has been accepted into the program. This approach helps maintain a centralized and secure communication channel, fostering effective engagement and seamless coordination among students, faculty, and staff.

1.7 Program Effectiveness Data

For information about the A.S. Radiography program's current effectiveness data (program completion rate, registry pass rate, and job placement rate) please visit the [A.S. Radiography program website](#) University website or Joint Review Committee on Education in Radiologic Technology (JRCERT) website.

1.8 Minimum Age Requirement

In an effort to maintain compliance with the AS Radiography's Clinical Site Agreements, any student entering the clinical setting to complete required clinical hours must be at least 18 years of age. Students may be accepted to the AS Radiography Program at 17 years or age but must turn 18 before the RTCA112 Clinical Education I course and entrance into Radiography Clinicals. Students are required to notify the AS Radiography Program if they fall outside of this requirement.

Section 2: University Policies and Student Resources

Students are responsible for reviewing and complying with applicable university policies and procedures published in the AdventHealth University Academic Catalog. The Academic Catalog contains the official and most current university policy information and may be accessed online at <http://catalog.ahu.edu/>.

2.1 Academic Appeal

Should a student have an academic grievance concerning a grade or other matters concerning a particular course, he or she should follow the appeal procedures found in the *AHU Academic Catalog* under [“Student Academic Appeal”](#).

2.2 Academic Dismissal, Withdrawal, and Progression

Refer to the *AHU Academic Catalog* for the complete [“Academic Dismissal”](#) and [“Drop/Withdraw”](#) and [“Progression”](#) policies. Students who are unsuccessful in two

radiography courses will be permanently dismissed from the Program without eligibility to reapply.

2.3 ADA/Accommodations

Students seeking accommodations must first contact the Office for Students with Disabilities (OSD) located in the Spiritual Care and Counseling Office, prior to or at the beginning of the trimester. Refer to the AHU Academic Catalog for the complete “[Rehabilitation Act](#)” policy.

2.4 Active Military Duty

Any student called to active duty from the reserves of any branch of the military or the National Guard will receive special consideration from the university to ensure a smooth transition.

Refer to the *AHU Academic Catalog* for the entire “[Active Military Duty](#)” policy.

2.5 Campus Safety and Security

The university is committed to maintaining high standards of safety and security for faculty, staff, students, and property. AHU/AdventHealth/Porter Security Officers assist with fire prevention and detection, parking and traffic control, and maintenance of campus peace and order.

All persons on the AHU campuses are required to have visible identification. Students are required to wear their student identification badges; faculty and staff are required to wear their employee identification badges. If you do not have your identification badge while on campus, Orlando students must visit the Student Services Office to obtain a temporary badge/visitor’s pass. All Orlando visitors and contracted workers must stop at the Reception Desk of the Campus Center Building to obtain a visitor’s pass. Students on the Denver campus must visit the COO to receive approval. If you encounter any persons without the proper identification, notify Campus Security immediately.

This process is subject to change and students are required to comply with current campus safety and security practices.

You can contact security at the following numbers:

AHU Orlando Campus Security – 407- 353-4002

AHU Denver/ Porter Campus Security – 303-778-2463

2.6 Counseling Services

Counseling is available for all students from a licensed counselor. Please contact University Counselor at 407-303-1870 or visit the [Student Affairs](#) (click link to access) website for inquiries as well as for making appointments.

Betty Varghese, Licensed Mental Health Counselor
betty.varghese@ahu.edu

Juan Cubillos, Counselor
juan.cubillos@ahu.edu

Reynold Acosta, Chaplain
reynold.acosta@ahu.edu

2.7 Harassment

AdventHealth University does not tolerate harassment on the basis of gender by a student against another student, faculty, staff, technologist, or other member of the medical imaging team. Violation of this policy may subject a student to discipline, up to and including dismissal from the university.

Sexual harassment is defined as:

1. Threats made on the basis on gender, or unwelcomed sexual advances
2. Requests for sexual favors; and all other verbal, physical, or visual conduct of a sexual or otherwise offensive nature
3. Sexual innuendo, suggestive comments, sexually orientated “kidding” or “teasing,” “practical jokes,” jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material
4. Physical sexual misconduct that includes unwelcome touching which may involve, but is not limited to: fondling, patting, pinching, hugging, repeatedly brushing against, or other physical contact with a person without his or her consent.

All students who encounter or are aware of any type of harassment shall report such incidents to the University Administration for investigation.

Refer to the [“Code of Conduct”](#) section of the *AHU Student Handbook* for more information.

2.8 Title IX

Title IX of the Education Amendments of 1972, and its implementing regulations, prohibit Sex Discrimination in AdventHealth University (AHU) educational programs and activities. Title IX also prohibits retaliation for asserting claims of Sex discrimination. AHU provides

support and resources to students, faculty, and staff to address concerns related to Sex Discrimination.

AHU has designated the following people to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of Sex Discrimination:

Title IX Coordinators

Ana-Michelle Carrington
Campus Center Room 215
671 Winyah Drive
Orlando, FL 32803
Ph: 407-609-0905
Fax: 407-303-0672
Ana-michelle.carrington@ahu.edu

Chauna-Kaye Pottinger
407-303-5526
Chauna-Kaye.Pottinger@ahu.edu

Deputy Title IX Coordinator (Denver Site)

Katie Shaw
950 E. Harvard Ave., Suite B80
Denver, CO 80210
Ph: 303-765-6271
katie.shaw@AHU.edu

For more information regarding Title IX policy, please visit: <http://www.AHU.edu/title-ix/policy>

2.9 FERPA and Student Records

The procedures for protecting the confidentiality of student records are based on the Federal Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights with respect to their education records. The rights include the following:

Refer to the *Academic Catalog* for the complete “[Students Rights and Confidentiality of Records](#)” policy.

2.10 HIPAA

[The Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at AdventHealth University and the affiliated AdventHealth and AdventHealth Rocky Mountain facilities, whether the information is electronic, paper, or spoken.

In accordance with HIPAA, the Department of Imaging Sciences has implemented and provides training for students within the Radiography Program. All students are required to observe these regulations and be in compliance in all aspects of their academic education, both didactic and clinical. Regulations specific to the clinical environment include, but are not limited to:

- Taking any photos or videos on clinical site property, including posting to social media sites
- Discussing patient cases in public areas
- Communicating information about clinicals outside of academic use
- Transmitting by way of any electronic media (texting, social media, etc.) any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy

If a student is found to be in violation of this policy, they are subject to the penalties as outlined in the [“Disciplinary Sanctions for Academic Misconduct”](#) section of the *AHU Academic Catalog*.

Students must adhere to the established policies of the clinical sites in which they rotate. Adhering to the social media policy is also required. AdventHealth’s Social Media Policies can be found in iRad > Modules > Clinical Site Policies.

2.11 Jury Duty and Court Summons

As per the [“Jury Duty”](#) section of the *AHU Academic Catalog*:

The individual course instructor will make reasonable accommodations for any student required to fulfill jury duty or court summons obligations. Students should submit a copy of their jury duty or court summons notice to the course instructor.

The AHU Radiography Program’s Jury Duty/Court Summons policy as pertains to clinical education is as follows:

- Missing clinical time due to Jury Duty/Court Summons does not exempt the student from completing the trimester clinical competency requirements unless under specific circumstances. This will be determined on a case-by-case basis.
- If a student misses just one day of clinical education due to Jury Duty/Court Summons, that day does not need to be made up, unless the student needs to do so in order to satisfy the competency requirements for the trimester.

- All days missed in excess of the first day must be made up. For example, if a student misses three clinical days due to Jury Duty/Court Summons, then the student needs to make up two clinical days.

2.12 Bereavement

Students are allowed to take time off for bereavement as an excused absence if the death was an immediate family member (spouse, parent, sibling, child, or grandparent). For specifics regarding this policy, please see the “[Student Attendance Policy](#)” section of the *AHU Academic Catalog*. Students missing didactic courses will adhere to the Excused Absence policy found in the course syllabus. Any missed clinical time must be made up by the end of the current trimester.

2.13 Social Media and Social Networks

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of AdventHealth University, students are encouraged to use social networking sites for the development and maintenance of healthy relationships. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, staff, or faculty is not acceptable per AHU’s “[Code of Conduct](#)”.

Violations of the Code of Conduct will be addressed pursuant to the Reports and Investigations section and the Discipline Procedures outlined in the Student Handbook.

2.14 Student Work Policy

Students enrolled in the Radiography Program have a rigorous academic load. The combination of clinical and didactic hours will not exceed 40 hours per week. The following policies are in effect:

- Students who work while enrolled in the Program do so without compromising their academic and clinical responsibilities.
- During assigned clinical rotations, students may not take the responsibilities of, nor be substituted for, clinical staff.
- Students employed by an affiliated clinical facility are not permitted to perform program clinical objectives during their work shift.

2.15 Miscellaneous University Policies

Minor Children on Campus

Students (parent/guardian) are not allowed to bring their minor children on campus. This includes taking their child to class. Exceptions to this policy must be approved by the student's department chair. Refer to the "[Children on Campus Student Policy](#)" for more specifics.

Professional Dress and Deportment

In keeping with its mission to educate healthcare professionals in a Christian environment, AdventHealth University requests that students dress modestly and conduct themselves in a professional manner. Students enrolled in clinicals will receive guidelines from their departments reflecting appropriate dress and deportment of the various clinical facilities. Refer to the "[AHU Deportment and Dress](#)" for more specifics.

Additional University Policies

The following academic policies can be found in the AHU Academic Catalog or AHU Student Handbook:

- [Attendance](#)
- [Incomplete](#)
- [Netiquette for Online Courses](#)
- [Student Advising](#)

Specific Radiography Program practices of these policies, along with assignment submission and evaluation, can be found within each course syllabi in Canvas.

2.16 University Resources

AdventHealth University believes in providing students with extensive academic, professional, and personal support services. Below are important links to learn more about each available service.

- [Community and Student Engagement](#)
- [Course Registration](#)
- [Financial Services](#)
- [University Contact Information](#)
- [Online Bookstore](#)
- [R.A. Williams Library](#)
- [Requesting Transcripts](#)
- [Tutoring Center](#)
- [Testing Center](#)
- [Writing Center](#)

*Note: Some of the above resources are only available by logging into my.ahu.edu.

Section 3: Professional Standards and Conduct

3.1 Academic and Personal Integrity

AdventHealth University expects students to exhibit high levels of integrity in all activities applicable to the classroom and clinical settings. Students are expected to adhere to the ethical and professional standards set forth by AHU and the Radiography program. Refer to the *Academic Catalog* for the complete “[Academic Integrity](#)” policy.

Academic dishonesty/misconduct includes, but is not limited to:

- Falsifying official documents or misrepresenting academic qualifications
- **Cheating** on an assignment or examination. Cheating is using or attempting to use materials, information, notes, study aids, or other assistance that has not been authorized by the instructor. **This includes the use of positioning notes during competency testing.**
- Stealing, accepting, or studying from stolen quizzes or examination materials.
- **Plagiarism** is defined as intentionally or carelessly presenting the work of another as one’s own. It includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources.
- **Fabrication** is defined as the use of invented, counterfeited, altered, or forged information. **Forgery** is defined as the imitating or counterfeiting of images, documents, signatures, and the like. **Obstruction** is defined as behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.
- **Multiple submissions** are defined as the submission of the same or substantially the same work for credit in two or more courses, including the use of any prior academic effort previously submitted for academic credit at this or a different institution.
- Misusing material that belongs to AHU, including the illegal use of copyright materials, trademarks, trade secrets, or intellectual properties.
- **Computer misuse** is defined as the use of computers that is disruptive, unethical, or illegal use of the university’s computer resources—unauthorized access to the AHU computer network, including its hardware, software, and data.
- Information used to evaluate students’ academic performance (homework, quizzes, exams, projects, etc.) is not permitted to be discussed, shared, or removed

(i.e., copy/paste, screenshot, etc.) from the on-campus or online environment. Students should seek Course Instructor approval prior to taking any action that may be considered to be plagiarism, forgery, falsification of documents, and/or cheating. Please refer to the *AHU Academic Catalog*.

3.2 Didactic Course Expectations

The didactic classes for our program are conducted using a hybrid, virtual, or face-to-face mode. For detailed information regarding course delivery, student expectations, attendance, grading, and other requirements, please refer to the course syllabus. All courses will be held on our learning management system, Canvas, which serves as the primary platform for accessing course materials and engaging in online discussions.

3.3 Program Attendance Policy

Participation in a professional program requires consistent attendance, preparation, and active engagement. Due to the accelerated and sequential nature of the curriculum, students are expected to attend all scheduled class sessions, laboratories, and program activities unless otherwise approved by Program Faculty. Regular attendance is essential to academic success, professional development, and timely progression toward graduation. Additional course-specific attendance expectations may be outlined in each course syllabus.

3.3.1 Absence Notification

Students are responsible for notifying the Course Instructor of any absence prior to the start of class whenever possible. Notification should be submitted through the CANVAS email system or directly to the instructor's AHU email address. Failure to notify the instructor before class may result in consequences related to professionalism and class participation, including up to a 5% reduction in the overall course grade. Students may also receive a zero for missed assignments, quizzes, examinations, laboratory activities, or other graded coursework that cannot reasonably be made up.

Students are responsible for obtaining all notes, announcements, and instructional materials provided during an absence.

3.3.2 Excused Absence

An absence may be considered excused when:

- The student notifies the Course Instructor prior to the start of class whenever possible; and

- The instructor determines that the reason for the absence is valid and appropriately documented, if requested.

Students with an excused absence are expected to complete any missed examination or required coursework on the first scheduled class day upon return unless otherwise approved by the instructor. Failure to complete the make-up examination or assignment within the designated timeframe may result in a grade of zero (0).

3.3.3 Unexcused Absence Exam Review Policy

An absence is considered unexcused when the student:

- Fails to notify the Course Instructor prior to the start of class; and/or
- Does not provide a valid reason for the absence.

Vacations, personal travel, and non-emergency discretionary events are considered unexcused absences.

Students with an unexcused absence may be permitted to make up a missed examination on the first scheduled class day upon return; however, a penalty of up to a 50% grade reduction may be applied at the discretion of the instructor. Failure to complete the make-up examination within the designated timeframe will result in a grade of zero (0).

Because professional behaviors, accountability, and reliability are essential expectations within healthcare professions, repeated absences, excessive tardiness, or patterns of poor attendance may result in additional academic or professional conduct review by Program Faculty.

3.4 Exam Review Policy

Exams cannot be reviewed independently and must be conducted under faculty supervision. Exams from closed courses cannot be reviewed. Students must schedule appointments with faculty within one week of the test date. Students who are unable to meet with faculty may be given an outline of focus areas for review. Courses may have more specific test review processes.

3.5 Group Work Policy

Group work is a valuable exercise in developing professional peer interactions. When engaging in group work of any kind (including break-out rooms), an equitable workload is expected for each group member. A disproportionate amount of work should not fall to the group leader or any one member of the group. To establish this equitable workload across

the group and produce a high-quality submission, it is expected that regular, timely, and thorough communication with all group members occurs. Each member must have their portion of the assignment completed with enough time to submit it to the group leader and for the portions to be assembled into one cohesive and seamless submission, free from grammatical, APA, and content errors.

Any group member who is found to be lacking in involvement or communication, where other members of the group must accommodate for this absence by increasing their workload, may incur individual deductions in their project grade (up to a grade of zero), at the discretion of the Instructor. Instructors may request information from the group, such as email threads, etc., where further consideration of these types of circumstances is required.

3.6 Ethical and Professional Conduct

Serious breaches of professional or ethical behavior may result in disciplinary action or dismissal from the program.

Breaches of ethical or professional conduct include, but are not limited to:

- Insubordination or refusal of a student to follow instructions or perform designated duties where such instructions or duties normally and properly may be required of a student for educational experience and purpose. Students may not refuse to do exams simply because they have already proved competence in those areas.
- Theft or dishonesty
- Immoral behavior or improper dress
- Soliciting or receiving tips/gifts from patients or other individuals
- Violating safety rules or creating safety hazards
- Smoking on university campus grounds or any hospital grounds
- Gambling
- Abuse or waste of hospital property, supplies, equipment, etc.
- Possession of firearms or other weapons
- Possession of intoxicants or narcotics or being found under the influence of alcohol or drugs
- Use of abusive or profane language
- Failure to adhere to the personal hygiene policy (See Section 7.9)

3.7 Classroom and Laboratory Appearance

Proper dress is essential in a professional program, as it reflects a student's commitment to safety, cleanliness, and professionalism in clinical and academic settings. Adhering to dress code guidelines ensures a respectful learning environment and prepares students for expectations in the healthcare workforce. Students must adhere to the following guidelines:

- Appropriate, natural hair color to be worn in all didactic and clinical courses.
- Tattoos must not contain vulgar or offensive images/language, and must be kept covered as much as possible.
- Hats and/or hoodies are not permitted to be worn during class or labs.
- Clothing must be modest and be void of any vulgar images, wording, or innuendos. Pants must be worn at the natural waist and skirts/dresses should be avoided while in the laboratory.

3.8 Cell Phone and Electronic Device Use

Students may not use, display, or have out cell phones or any other personal electronic devices during clinical shifts. This includes, but is not limited to, smartphones, tablets, smartwatches, laptops, earbuds, and similar devices.

Violation of this policy will result in a written reprimand. An additional violation of this policy may result in clinical probation or dismissal from the program.

3.9 Service Learning

AdventHealth University requires that all students must complete the “[*Service-Learning Requirement*](#)” (refer to the *AHU Academic Catalog*).

During Service Learning, students engage in community service activities with intentional academic learning goals and opportunities for reflection that connects to their academic disciplines. The students benefit from the experiential learning and the opportunity to be of service to the community. The Service-Learning project is based on goal-directed learning experiences that incorporate course concepts.

Section 4: Clinical Readiness Requirements

4.1 Criminal Background Checks

A background check is required for all students accepted to a professional program. The results of this background check may impact the student's eligibility to enroll in clinical education courses and to sit for the national credentialing examination administered by the American Registry of Radiologic Technologists. Student background checks may be shared with clinical site Human Resources departments as required for clinical rotation onboarding. Should a student with positive background screenings be denied entrance into the clinical setting, the student would be ineligible to progress in the Program.

4.2 ARRT Ethics and Eligibility

The candidate for certification by the American Registry of Radiologic Technologists (ARRT) (commonly referred to as the Registry) must be of good moral character. The conviction of a felony or misdemeanor (with the sole exceptions of speeding and parking violations or juvenile offenses that were adjudicated in Juvenile court) may indicate a lack of good moral character for Registry purposes. Individuals convicted of a crime must supply a written explanation, including court documents, with their application for examination. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. This is grounds for permanent denial of eligibility for certification.

The ARRT strongly encourages students with misdemeanor or felony convictions to submit a *Pre-application Review of Eligibility*. This review can be started at any time but should be completed **six months** prior to graduation. All violations must be cleared before an applicant is determined eligible and assigned to a testing window. Pre-application review forms and instructions are available by contacting the Ethics Department at the ARRT office.

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
(651) 687-0048

The "Pre-application Review of Eligibility" form can also be downloaded from the ARRT's website at www.arrt.org.

4.3 State Licensure Considerations

State of Florida Policy

The requirements and recommendations of the *ARRT guidelines* also apply for licensure by the State of Florida.

Pre-application must be made to the following address:

**Department of Health
Bureau of Radiation Control
Radiologic Technology Program
2020 Capital Circle, SE, Bin #C21
Tallahassee, FL 32399-1741
(850) 487-3451**

State of Colorado Policy

The State of Colorado does not require a state license in radiography. The requirements and recommendations of the *ARRT guidelines* also apply to the State of Colorado.

4.4 Health Records

Students are required to maintain current and accurate health records throughout the duration of the Radiography Program. It is the student's responsibility to upload required health records prior to due dates or expiration of existing documents and ensure approval of such documents. Health records must be current in order for a student to participate in clinical education. All records are electronically stored on a third-party compliance tracker via student self-enrollment.

4.5 CPR/BLS

Verification of Basic Life Support (BLS) for Healthcare Providers, which incorporates certification in cardiopulmonary resuscitation (CPR) from the American Heart Association, including infant, child, and adult CPR is required. This CPR certification must remain current throughout the program. Renewal is required every two years to meet the requirement of our clinical affiliations. Students may complete either the traditional instructor-led classroom course or the blended learning option (HeartCode BLS with an in-person hands-on skills session).

4.6 Immunizations and TB Screening

Students are required to complete the *Student Health Assessment Form* provided by the university. Students enrolled in a professional program must present the following:

- Initial verification of tuberculosis screening test (PPD for Orlando; QuantiFERON for Denver), as well as annual attestation, is required. If the test is positive, a chest x-ray is necessary. If testing reveals active disease, the student must follow the directives within the “Communicable Disease Policy” stated in the *AHU Student Handbook*.
- Updated immunization records including Hepatitis B, MMR and Tetanus-Diphtheria
- Verification of varicella vaccination or immunity (titer)
- Evidence of physical examination within twelve months prior to beginning a professional program

4.7 FIT Testing

Students must complete and pass the Medical Clearance for Respirator Wear (a.k.a. FIT Testing) prior to the start of clinicals and must be maintained for the duration of the Program. Orlando student FIT testing appointments can be made by contacting AdventHealth Centra Care. FIT testing appointments for Denver students must be made at AHU approved testing sites. You must present your student badge at the time of the appointment. Proof of FIT testing completion must be submitted prior to the start of clinicals, and annually thereafter. Failure to obtain proof of FIT Testing completion will result in suspension of the student from clinicals.

Due to the nature of FIT Testing, any change in facial hair or weight may void the original results. If this occurs, it is the responsibility of the student to notify the Radiography faculty and be re-tested.

For more information on FIT testing, please visit: [Respiratory Protection Information Trusted Source | NPPTL | NIOSH | CDC](#)

4.8 HIV/AIDS Certificate

Students in the Radiography Program at AHU are required to complete the mandatory HIV/AIDS seminar prior to engaging in the patient care setting. This course is designed to provide the students with the mandatory 1-hour requirement for the Radiography program and will be offered during the first trimester of the Radiography Program. This course fulfills the state of Florida HIV/AIDS certificate requirement.

It is the responsibility of the students to retain a copy of their HIV/AIDS certificate upon completion. For those students applying for Florida state licensure, you may be required to submit a copy of this certificate at the time of initial application or subsequent renewal of the state license.

4.9 MRI Safety Screening

MRI (Magnetic Resonance Imaging) is a medical imaging technique that uses powerful magnetic fields and radio waves to create detailed images of the body. MRI machines can be dangerous if not operated properly and can pose serious risks to patients and healthcare workers. As such, it is important for students in a Radiography clinical program to be screened for MRI safety before entering the Imaging Department or participating in any MRI-related activities.

The following policy outlines the steps that must be taken to ensure the safety of students in a Radiography clinical program when working around MRI equipment:

1. All students in the Radiography clinical program must complete an MRI safety screening questionnaire before entering the clinical environment. The student is responsible for communicating any changes to their MR safety status to the faculty.
2. The questionnaire will include questions related to the student's medical history, including any conditions that may pose a risk during an MRI procedure, such as external or internal medical devices, metallic implants, or any other metallic fragments or shrapnel.
3. In addition to the questionnaire, students are educated at multiple points during the Radiography Program on MRI safety, including education on the risks associated with magnetic fields and radio waves, as well as proper procedures for entering the MRI environment.
4. If the student has any medical conditions or devices that may pose a risk during an MRI procedure, the program director should consult with the student's physician and the MRI facility's medical director to determine whether it is safe for the student to participate in MRI-related activities.
5. If it is determined that the student cannot safely participate in MRI-related activities, the program director should work with the student to identify alternative learning opportunities that do not involve MRI equipment.
6. Students who are cleared for MRI-related activities will wear appropriate clinical attire and may be asked to change before entering zone III or IV or the MRI suite.
7. Students will be asked to remove all articles or items from their person before entering the scan room.
8. Students should be reminded of the risks associated with MRI equipment and abide by the clinical site's MRI safety protocols and procedures at all times.

By following these steps, Radiography clinical programs can ensure that their students are properly screened and trained for MRI safety, reducing the risk of injury or harm while working around MRI equipment. *Any student found to be negligent of MRI safety protocols while assisting in the MRI environment will be considered for Program dismissal.*

4.10 Trajecsyst Registration

The Radiography Program at AdventHealth University uses an online student record management service called Trajecsyst. This system is used by each student to clock in and out of their clinical education sites as well as to keep track of the radiographic procedures in which they are involved. It is used by the staff technologists to complete the necessary assessments on each student, and it is also used by the faculty to maintain accurate records of each student's accomplishments in the clinical setting.

Each student is required to sign up for this service. The instructions for doing this will be provided during the first summer term. There is a one-time fee of \$150.00 that is good for the length of the program. Full refunds may be given if a student withdraws from the program within 30 days of registering for Trajecsyst. Following this 30-day window, no refunds will be given. Students will not be allowed to start their clinical education unless they have registered and paid for Trajecsyst.

4.11 Transportation

Due to the nature of clinical education, where travel to various clinical sites is mandatory, it is **imperative** that each student have their own **reliable** transportation. Some of the clinical education sites are located at a distance of up to 40 miles from the university campus.

4.12 AHU Image Identification Marker Policy

Due to the potential for image artifacts associated with externally sourced x-ray markers, and in an effort to reduce repeat rates, all Radiography Program students must utilize AHU-issued markers while performing lab testing and clinical exams.

Any student found using markers purchased from Etsy, eBay, or any other external source will receive a written warning for the first offense of violation of this policy. A second instance will result in a written reprimand and the associated step-down in the overall Clinical Education course grade (e.g., A to A-).

In addition to these consequences, lab testing or competency exams, in which externally sourced markers are used, will receive a grade of zero.

4.13 Identification Marker Replacement

Students who lose their markers must notify Radiography Faculty within 24 hours in order to obtain a replacement set.

The cost of x-ray identification markers is \$24.00 and individual markers cannot be purchased. With the addition of rush shipping, students will incur a \$30.00 charge to their AHU student account for each replacement marker set that is ordered.

Section 5: Clinical Education Policies

5.1 Clinical Education Overview

Clinical education is an essential component of the Radiography Program and provides students with supervised opportunities to apply knowledge and skills learned in the classroom and laboratory setting. Through clinical education, students develop competence in patient care, radiographic positioning, radiation protection, image evaluation, equipment operation, communication, and professional practice.

Students are assigned to clinical education settings to gain experience with a variety of radiographic procedures and patient-care situations. Clinical learning is progressive in nature. Students begin by observing and assisting under appropriate supervision and assume increased responsibility as knowledge, skill, and competency are demonstrated.

While assigned to clinical education sites, students are expected to conduct themselves professionally and comply with AdventHealth University policies, Radiography Program policies, clinical site policies, and the direction of program faculty, clinical preceptors, supervising technologists, and site leadership. Students are guests at clinical sites and must demonstrate punctuality, preparedness, accountability, respect, patient confidentiality, and a commitment to safe, high-quality patient care.

Clinical assignments, schedules, rotations, and locations may vary based on program requirements, clinical site availability, operational needs, and student progression. Specific requirements related to clinical attendance, clocking in and out, Personal Days Off, supervision, repeat imaging, clinical procedure logs, competency completion, and modality shadowing are addressed in the following sections.

5.2 Clinical Assignments

The Radiography Program at AdventHealth University uses many clinical education sites for the clinical aspect of your training. During each clinical trimester, you will be assigned to a specific site, or a set of sites in which to perform your clinical assignment.

AHU Radiography Clinical Education Sites	Clinical Rotations
Orlando Sites	
AdventHealth Altamonte	Day & Eve.
AdventHealth Apopka	Day, Mid-Day, & Eve.
AdventHealth Celebration	Day, Mid-Day, & Eve.
AdventHealth DeLand	Day
AdventHealth East Orlando	Day, Mid-Day, & Eve.
AdventHealth Fish Memorial	Day, Mid-Day, & Eve.
AdventHealth Kissimmee	Day, Mid-Day, & Eve.
AdventHealth Minneola	Day
AdventHealth Orlando	Day, Mid-Day, & Eve.
AdventHealth Waterman	Day
AdventHealth Winter Garden	Day
AdventHealth Winter Park	Day, Mid-Day, & Eve.
AdventHealth Imaging – Altamonte	Day
AdventHealth Imaging – Apopka	Day
AdventHealth Imaging – Innovation Tower	Day
AdventHealth Imaging – Lake Mary	Day
AdventHealth Imaging – Oviedo	Day
AdventHealth Imaging – Winter Garden	Day
AHMG Pediatric Orthopedic Surgery	Day
Nemours Children’s Hospital	Day
Nemours Children’s Health – Downtown Orlando	Day
Nemours Children’s Health – Lake Mary	Day
Nemours Children’s Health – Winter Garden	Day
Rothman Orthopaedics - AdventHealth Training Center	Day
Rothman Orthopaedics - Innovation Tower	Day
Rothman Orthopaedics - Winter Park	Day
Rothman Orthopaedics - Winter Garden	Day

Denver Sites	
AdventHealth Avista	Day
AdventHealth Castle Rock	Day
AdventHealth Littleton	Day & Eve.
AdventHealth Parker	Day & Eve.
AdventHealth Porter	Day
Colorado Joint Replacement	Day
St. Anthony West	Day & Eve

There are multiple clinical education sites, including hospitals and free-standing outpatient centers where students will be performing their clinical rotations. Students will be assigned to various clinical sites; therefore, **reliable**, personal transportation is **required** for students to be able to get to assigned sites.

The following are example clinical rotation schedules that illustrate the types of clinical experiences students may complete throughout the Radiography Program. Actual rotation assignments, locations, days, and times may vary based on program requirements, clinical site availability, student progression, and operational needs.

	Clinical Education I – II (Fall & Spring of 1 st year)	Clinical Education III (Summer of 2 nd year)		Clinical Education IV & V (Fall and Spring of 2 nd year)	
	<i>Mondays & Wednesdays</i>	<i>Mondays & Wednesdays</i>	<i>Fridays</i>	<i>Tuesdays & Thursdays</i>	<i>Fridays</i>
Day Rotation	7:30 am – 4:00 pm	7:30 am – 3:00 pm	7:30 am – 2:00 pm	7:30 am – 3:00 pm	7:30 am – 2:00 pm
Mid-Day Rotation	10:00 am – 6:30 pm	10:00 am – 6:30 pm	10:00 am – 2:00 pm	10:00 am – 6:30 pm	10:00 am – 2:00 pm
Evening Rotation (Eve.)	1:00 pm – 9:30 pm	1:00 pm – 9:30 pm	1:00 pm – 5:00 pm	1:00 pm – 9:30 pm	1:00 pm – 5:00 pm

There is a total of five (5) clinical trimesters; therefore, clinical assignments will vary from one trimester to another. Students will not receive preferential treatment for clinical assignments based on their home addresses. **Clinical sites are normally within 40 miles of both the Orlando and Denver campuses, which may require students to drive significant distances.**

In accordance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) [20 North Wacker Drive, Suite 2850, Chicago, IL. 60606-3182; Phone: (312) 704-5300; Fax: (312) 704-5304; e-mail: mail@jrcert.org, website: www.jrcert.org], students are limited to not more than ten scheduled clinical hours in any one day. In addition, students shall not exceed a combined total of 40 didactic and clinical hours per week. Hours exceeding these limitations must be voluntary on the student's part.

As part of the clinical education requirements, students may be assigned to evening clinical rotations. In accordance with JRCERT standards, no more than 25% of a student's total clinical clock hours may be completed during evening or weekend assignments. JRCERT defines evening hours as clinical hours scheduled between 7:00 p.m. and 5:00 a.m.

The AHU Radiography Program does not assign weekend clinical rotations. Evening clinical shifts, when assigned, will not exceed 25% of the student's total required clinical clock hours.

Students are assigned to the evening rotation in order to meet the following:

- Evening rotations are utilized to provide the student radiographer with an all-inclusive clinical experience. Due to the decrease in ancillary staff during the evening rotations, students can contribute to all aspects of the patient/examination workflow. Examinations during the evening rotations require greater experience and expertise in performing skeletal work, trauma, and portables due to the heavier concentration of outpatient and emergency examinations during this period.
- Gain knowledge and experience in performing all types of examinations on trauma patients.
- Attain experience and accelerate independence in performing a variety of examinations due to the lighter workload (the examinations usually need not be rushed).
- Satisfy other objectives as listed in the course outlines, such as:
 - a. Practicing and becoming proficient in the positioning of patients for all routine procedures that have been presented in the classroom.
 - b. Practicing and becoming proficient with the operation and use of all x-ray generating equipment and accessories that are available for use in the performance of producing satisfactory radiographic images.

Note: It must be pointed out that the first three bullets listed above are of paramount importance and must receive the most emphasis.

Students assigned to the evening rotation will make their presence known to the department coordinator. When not performing procedures, the student is to stay in the vicinity of the coordinator's desk. You must ensure that the coordinator is aware of your location at all times.

5.3 Clinical Site Contact Information

The most current clinical site contact information is maintained in the Canvas course titled **iRad**. Students are responsible for accessing iRad regularly and using the contact information provided there when communicating with assigned clinical education sites.

Clinical site contact information may change throughout the academic year. Students should not rely on previously saved, printed, or outdated contact lists without first verifying the information in iRad.

5.4 Clinical Attendance

Clinical education is a vital component of the Radiography Program and supports the development of student knowledge, technical skills, patient care, communication, and professional behavior. Prompt and consistent clinical attendance is expected of all students in the Radiography Program.

5.4.1 Attendance Expectations

- Students must attend all scheduled clinical hours.
- Students must arrive on time.
- Students must be clocked in and in the assigned area by the scheduled start time.
- Missed time must be handled according to the clinical attendance policy.
- Students may not switch rotations without Clinical Coordinator approval.

5.4.2 Clocking In and Out in Trajecsyst

Students may clock in and out using one of the following approved methods:

1. A computer located **within the imaging department** at the assigned clinical site; or
2. A smart device, such as a phone or tablet, while physically located **within the imaging department** at the assigned clinical site.

When using a smart device, students must:

- Have GPS enabled;
- Have a reliable cellular or Wi-Fi network connection; and
- Ensure Trajecsys records the correct geolocation with the time record.

Students must be physically located in the imaging department when clocking in or out. Clocking in or out from a parking lot, lobby, home, or another non-approved location will result in the student being considered absent for that clinical day.

If a student is considered absent due to incorrect geolocation:

- The student must still complete the clinical day as scheduled;
- The student must make up a full clinical day during finals week of that trimester;
- A Personal Day Off (PDO) may not be used for the make-up time; and
- There will be no exceptions to this policy.

If more than one instance of incorrect geolocation occurs, the student will no longer be permitted to use a smart device to clock in or out for the remainder of the program.

If a student forgets to clock in or out, the student must document the missed clock-in or clock-out using the **Time Exception** function in Trajecsys. Time Exceptions may be used a maximum of two times per trimester. Each additional Time Exception will result in a 1% reduction of the final clinical grade.

5.4.3 Personal Days Off (PDO)

In addition to the two absences permitted under the Clinical Attendance policy, each student is allowed two (2) Personal Days Off (PDO) each clinical trimester.

The following requirements apply to PDO use:

- A PDO must cover the entirety of a scheduled clinical shift. Partial shift coverage is not permitted.
- Students are not required to make up clinical days taken as PDOs.
- Unused PDOs do not carry over into the next trimester.
- Students are responsible for informing faculty on the day of the missed clinical time whether the absence will be used as a PDO.

- PDOs cannot be retroactively applied to missed clinical time.

Personal Days Off are a privilege. Students who abuse any program policy or procedure, as determined by faculty, may have their PDOs suspended for that trimester. If the student has already used their PDOs for that trimester, the next trimester's PDOs may be suspended.

If a student chooses to save PDOs until the last week of the trimester, the student must ensure that all clinical requirements for that trimester are completed before taking the PDOs. If any clinical requirements are pending, the student will not be allowed to take the PDOs.

5.4.4 PDO, Absence, or Late Arrival Notification

Students must notify both program faculty and the assigned clinical site in the event of a Personal Day Off (PDO), absence, or late arrival. Notification must occur prior to the start of the assigned clinical rotation.

Students must complete both of the following steps:

1. Notify the assigned clinical site by personal email prior to the start of the clinical rotation. The email must include:
 - Date/day of the absence or PDO
 - Assigned rotation, such as ER, surgery, or another assigned area
2. Notify all program faculty prior to the start of the clinical rotation by completing the Trajecsys PDO/Absence Form.

Failure to complete the required notification steps will result in a 1% reduction in the student's Professional Integrity grade for each incident.

If a student is absent from clinical and is not using a PDO, the student must submit a valid reason and supporting documentation, such as a doctor's note or evidence of car trouble, to the Clinical Coordinator within 24 hours from the first date of absence. Failure to submit the required documentation within the stated timeframe will result in the absence being considered unexcused.

An unexcused absence will result in a written reprimand. The student is also subject to grade reductions for accumulating three (3) or more absences within a given trimester.

Vacation time during the trimester is highly discouraged because it may affect course success, clinical progress, or progression in the Program. Vacation time is considered an unexcused absence and may be subject to grade reductions.

5.4.5 Absenteeism and Tardiness

Students must arrive at the clinical site on time. Tardiness is defined as not being present, clocked in, and in the assigned area ready to work according to the published clinical schedule.

The following attendance requirements apply:

- Failure to clock in before the scheduled start time will be recorded as a tardy.
- A student may accumulate two excused absences or tardies without penalty to the clinical grade.
- Accumulating more than two incidents of absenteeism or tardiness during a trimester will result in grade reduction and disciplinary action.

Consequences are as follows:

- Three incidents will result in a 5% reduction in the final clinical course grade and a written warning.
- More than three incidents will result in a 10% reduction in the final clinical course grade, a written reprimand, and possible clinical probation.
- More than ten incidents of clinical absence or tardiness at any time during the program may result in dismissal.

The University attendance policy also applies. When a student's absences, excused or unexcused, exceed 20% of the total course appointments, a grade of "F" may be given for the course. For Clinical Education I and II, 20% is equivalent to 5 days. For Clinical Education III, IV, and V, 20% is equivalent to 8 days.

5.4.6 Make-Up Clinical Time

Make-up clinical time must be scheduled with the Clinical Coordinator at least two days before the make-up time is to be completed.

The following requirements apply to make-up clinical time:

- If the student fails to complete scheduled make-up time without prior notification, the missed make-up time will be counted as additional missed clinical time.
- Failure to complete make-up time as scheduled will result in additional make-up time equivalent to the missed scheduled time.
- If make-up time is missed without prior notification to faculty, the missed make-up time will be considered an absence.
- All policies regarding time and attendance apply to make-up clinical time.
- All missed clinical time, regardless of reason, must be made up no later than the following two weeks unless otherwise approved due to extenuating circumstances.
- All required make-up clinical time must be completed no later than the last scheduled clinical day of the trimester. Make-up clinical time may not be carried over into a subsequent trimester.

5.4.7 Extra Clinical Time

Extra clinical time is separate from required make-up clinical time. Students requesting to complete extra clinical time must submit the request in writing through Canvas or AHU email to the Clinical Coordinator for approval.

Extra clinical time may not be completed without prior approval and must comply with all clinical scheduling limits, supervision requirements, and program policies.

5.4.8 Clinical Schedule Limits

Clinical time, including make-up clinical time, may only be completed during approved clinical hours.

Approved clinical hours are:

- Monday through Thursday: 7:00 a.m. to 11:00 p.m.
- Friday: 7:00 a.m. to 5:00 p.m.

Students may not exceed:

- 40 combined class, clinical, and clinical make-up hours per week; or

- 10 clinical hours per day.

Students are not permitted to switch clinical rotations with another student. If extenuating circumstances arise, the student must receive approval from the Clinical Coordinator before any change is made to the clinical schedule.

5.5 Clinical Supervision

The clinical phase of the Radiography Program provides an environment for supervised clinical education and experience and offers a sufficient, well-balanced variety of radiographic examinations. In addition, the student will be introduced to a variety of radiographic equipment.

5.5.1 Direct Supervision

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement,
- Evaluations of the condition of the patient in relation to the student's knowledge,
- Is physically present during the conduct of the procedure, and
- Reviews and approves the procedure and/or image.

The student will work under the direct supervision of a registered radiographer until they have demonstrated competency in any given procedure. Once competency has been demonstrated, the student will work under the indirect supervision of a registered radiographer. Students found to be in violation of this policy will receive a **written reprimand**.

Any images that need to be repeated **must always** be performed under the direct supervision of a registered radiographer, regardless of the student's level in the program. Students who choose to perform a repeat without adequate supervision (regardless of the reason) will receive a **written reprimand**. Gross negligence of this policy may result in program dismissal.

A student will perform contrast media injections only under the direct supervision of a qualified radiographer, nurse, or physician.

5.5.2 Indirect Supervision

According to the Standards for an Accredited Educational Program in Radiologic Sciences, established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), indirect supervision is defined as follows:

"Students must be directly supervised until competency is achieved. Once students have achieved competency, they may work under indirect supervision. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement."

5.5.3 Mobile and Surgical Supervision

Students must be directly supervised by a registered radiographer during surgical and all

mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

5.5.4 Repeat Policy

Any images that need to be repeated must always be performed under the direct supervision of a registered radiographer, regardless of the student's level in the program. Technologist initials must be obtained on all repeated images to verify that direct supervision occurred. Students who choose to perform a repeat without adequate supervision, regardless of the reason, will receive a written reprimand.

Repeat Radiograph Definition

A repeat radiograph is defined as *any additional image outside the published protocol, whether rejected or submitted, that is taken to provide further diagnostic information.*

JRCERT indicates that repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

Documentation Requirement

Failure to properly record any repeated radiograph on the Clinical Procedure Log will result in a written warning and a 1% reduction of the Professional Integrity grade. These reductions apply to each occurrence.

If the student accumulates more than two violations in a given trimester, the student will receive a written reprimand and will be subject to the corresponding grade reduction as stated in the A.S. Radiography Program Manual. Any student demonstrating a gross disregard for this policy may be subject to program dismissal.

Examples of violations include:

- Missing technologist initials for a repeat;
- Missing the reason for the repeat;
- Repeat noted on a Competency Form but not logged on the student's Clinical Procedure Log; and
- Clinical Procedure Logs consistently devoid of any repeat exams.

Correction Process

Upon notification of a violation, the student will have two weeks to log the repeat correctly on the Clinical Procedure Log and/or obtain the supervising technologist's initials. The corrected Clinical Procedure Log must be submitted to faculty for verification of successful remediation.

Note

The student will still receive the 1% grade reduction for each violation of the Repeat Policy, even after the correction process is complete. If the correction process is not completed within two weeks, the student will be suspended from clinicals until the process is completed.

5.6 Clinical Procedure Log

Each student will record all procedures performed or participated in during their clinical rotations on the Clinical Procedure Log. If a student fails to log all procedures performed in clinicals and/or fails to log technical factors, the student will receive appropriate written disciplinary action as outlined in the Disciplinary Policy.

Due to the confidentiality requirements of the Health Insurance Portability and Accountability Act (HIPAA), the assigned clinical rotation will not be indicated on these forms.

In addition, all attempts must be entered electronically into the **Daily Procedure Log** form in Trajecs. These entries are not to be completed during clinical hours.

Submission Requirements

The Clinical Procedure Log must be submitted to faculty by the due dates provided in the Clinical Education courses. Clinical Procedure Logs are evaluated by program faculty to ensure accuracy and completion.

Late or Missing Submissions

Failure to submit these forms on the due date will result in a 1% reduction of the Professional Integrity grade for each day the forms are late.

Forms submitted more than one week after the due date will result in the student receiving a written reprimand. If a student fails to submit their Clinical Procedure Logs for any reason, the student will receive a written reprimand.

Students who repeatedly fail to submit these forms will be subject to clinical probation as outlined in the Disciplinary Policy.

5.7 Modality Shadowing

Any student wishing to shadow a different imaging modality during clinical time must meet the following criteria:

- All required comps for the program must be completed
- The student must be passing RTCA 255 Radiography Review at the time of the request
- The student must be in good standing with regard to their academic and clinical performance. Students on probation or who have repeatedly violated clinical policies are not eligible.

If a student meets the above criteria, they may submit the request to the Clinical Coordinator using the Modality Shadowing Application form. The student must specify the modality and clinical site at which the shadowing would take place. The Clinical Coordinator or Program Faculty will then contact the appropriate personnel at the clinical site to place the request.

Note the following:

- Students may only request to shadow ONE modality
 - Shadowing in mammography may be limited to only female students.Students should follow clinical site guidelines.
- Requests for shadowing can only be made in the final clinical trimester of the program

- Requests are not guaranteed and are subject to approval by the clinical site and Clinical Coordinator and/or Program Director
- If approved, students may shadow the requested modality for a maximum of 3 clinical days
 - During the shadowing, the student must list the exams observed on their Clinical Procedure Log
 - Within two weeks from the last day of shadowing, the student must submit a Reflection Paragraph of no less than 150 words to the Clinical Coordinator via Canvas email. In this Reflection, the student must address the following:
 - Brief description of what you were able to observe.
 - What did you learn about the modality?
 - How has this experience benefitted you as you prepare to become a radiographer?

Section 6: Safety, Risk Management, and Patient Care

6.1 Patient Safety & Identification

AdventHealth University is dedicated to promoting and ensuring the safety of all patients. This includes proper patient identification, patient assessment, and the administration of any classification of drug.

Students are responsible for adhering to the Patient Safety Goals established by their clinical site. These include, but are not limited to:

- Identifying patients correctly. Use at least two methods to identify patients, including full name and date of birth.
- Using proper communication among staff. Communicate to all personnel involved about the status of the patient, including any known allergies.
- Prevention of infection. Employ the proper techniques to prevent the spread of infection, such as handwashing and proper disposal of medical waste.
- Prevention of patient injuries. Take precautions to ensure the safety of all patients with regards to bedrails, obstacles, and other hazards.
- Prompt response. Be mindful of the status of the patient from the start of your encounter. Regularly assess the condition of the patient and report any deterioration in the patient's condition to the appropriate medical personnel.
- Use of emergency response codes. Know the types of emergency response codes applicable to the clinical setting and the appropriate action to take.

6.2 Radiography Laboratory Safety

The Radiography Program Laboratory on the Orlando Campus consists of a pair of stationary diagnostic x-ray tubes, a C-arm, and two mobile x-ray machines. Students are allowed to utilize the lab to practice and prepare for lab testing. Lab availability will be shared with students on a trimester basis.

The Radiography Program Laboratory on the Denver Campus Laboratory consists of an energized x-ray unit, a C-arm, and a mobile x-ray machine. Students are allowed to utilize the lab to practice and prepare for lab testing and clinicals. Lab availability will be shared with students on a trimester basis.

Note: Laboratory hours are subject to change based on instructor availability.

The Radiography Laboratory equipment is intended for simulation only but has the potential to produce ionizing radiation. As such, federal and state regulations require radiation exposure monitoring of students utilizing the lab for practice. Students are required to wear their radiation dosimeter at all times in the Radiography Laboratory, whether practicing or lab testing.

Students are not permitted to make any exposures in the lab. Therefore, students may not cycle the power to the equipment, touch the exposure switch, or plug in and power on the C-arm or mobile equipment. Radiography faculty must be available if students wish to utilize the lab for practice during normal hours.

When Radiography Program faculty are not available, the lab will be turned off, and the door will be locked. Any violation of this policy will result in the offending student(s) being banned from practicing in the lab for the remainder of that trimester. Future violations of this policy will result in a recommendation of dismissal from the program.

6.3 Personal Safety

The following rules and recommendations have been established to maintain the students' safety when in the clinical environment. Any violation may result in compromise of the students' safety.

- Students will adhere to the safety regulations set forth by the clinical facility. This includes security and fire regulations.
- Students will utilize proper body mechanics when assisting with and moving patients, equipment, and/or supplies. Proper body mechanics are taught to the students in the RTCA113 Patient Care for Health Sciences course in the trimester before they begin their clinical education.

- Students must follow universal precautions with respect to handwashing, infection control, and proper disposal of medical waste.
- When entering patients' rooms, adhere to any contact or respiratory precautions required. Use the appropriate personal protective equipment (PPE).
- If a student experiences a needlestick or exposure to body fluids, they are to cleanse the area, then call the Needlestick Hotline for AdventHealth at 1-888-807-1020 or contact Employee Health for AdventHealth Rocky Mountain or other Denver clinical sites.
- Report any suspicious or violent behavior to hospital security or dial 911.
- If a student experiences a personal injury, they are to fill out the necessary incident report forms required by the hospital and notify the Clinical Coordinator.

6.4 Communicable Disease & Needlestick Policy

AdventHealth and AdventHealth Rocky Mountain are not responsible for providing testing or treatment in the event that students become injured or exposed to a communicable disease while performing clinical responsibilities. The student is required to utilize personal insurance coverage and to consult their personal physician for follow-up of any injury or exposure.

For the purpose of this policy, the communicable disease is defined as any disease transmitted from one person to another, i.e., tuberculosis, hepatitis, meningitis, chicken pox, or HIV/AIDS.

If a student is exposed to a communicable disease in the clinical environment, they should notify the department coordinator and Program Clinical Coordinator to alert the Infection Control office. Follow-up should be made with the student's personal physician.

If the student experiences a needle-stick injury, they should first wash the wound and then call the Employee Health Clinic (see below). This number is available twenty-four hours a day. The student will receive counseling and a packet of information and forms for follow-up.

AdventHealth Needle-Stick Hotline: 1-888-807-1020

AdventHealth Rocky Mountain Needle Stick Hotline: Contact Employee Health

If a student develops an infectious disease, they must notify the program faculty immediately. The student will be temporarily relieved from clinical responsibilities according to the recommendation of the Infection Control Department. All

employees/students/patients exposed to the individual will be identified and notified by Infection Control. Refer to the *AHU Student Handbook* for the complete “[*Communicable Disease Policy*](#).”

Failure to abide by clinical site PPE requirements will result in dismissal from clinical education and/or program.

6.5 Pregnancy Policy

The AHU Radiography Program adheres to the published nuclear regulatory standards by the National Regulatory Commission with regard to the declaration and discussion of pregnancy, including the appropriate courses of action once the declaration of pregnancy has occurred. This policy is also found in the clinical syllabi and Radiation Safety Manual (located in Canvas > iRad).

6.6 MRI Safety Screening

MRI (Magnetic Resonance Imaging) is a medical imaging technique that uses powerful magnetic fields and radio waves to create detailed images of the body. MRI machines can be dangerous if not operated properly and can pose serious risks to patients and healthcare workers. As such, it is important for students in a Radiography clinical program to be screened for MRI safety before entering the Imaging Department or participating in any MRI-related activities.

The following policy outlines the steps that must be taken to ensure the safety of students in a Radiography clinical program when working around MRI equipment:

1. All students in the Radiography clinical program must complete an MRI safety screening questionnaire before entering the clinical environment. The student is responsible for communicating any changes to their MR safety status to the faculty.
2. The questionnaire will include questions related to the student's medical history, including any conditions that may pose a risk during an MRI procedure, such as external or internal medical devices, metallic implants, or any other metallic fragments or shrapnel.
3. In addition to the questionnaire, students are educated at multiple points during the Radiography Program on MRI safety, including education on the risks associated with magnetic fields and radio waves, as well as proper procedures for entering the MRI environment.
4. If the student has any medical conditions or devices that may pose a risk during an MRI procedure, the program director should consult with the student's physician

and the MRI facility's medical director to determine whether it is safe for the student to participate in MRI-related activities.

5. If it is determined that the student cannot safely participate in MRI-related activities, the program director should work with the student to identify alternative learning opportunities that do not involve MRI equipment.
6. Students who are cleared for MRI-related activities will wear appropriate clinical attire and may be asked to change before entering zone III or IV or the MRI suite.
7. Students will be asked to remove all articles or items from their person before entering the scan room.
8. Students should be reminded of the risks associated with MRI equipment and abide by the clinical site's MRI safety protocols and procedures at all times.

By following these steps, Radiography clinical programs can ensure that their students are properly screened and trained for MRI safety, reducing the risk of injury or harm while working around MRI equipment. *Any student found to be negligent of MRI safety protocols while assisting in the MRI environment will be considered for Program dismissal.*

6.7 Contrast Injection Expectations

Injecting patients with contrast for certain examinations is part of the requirements for radiologic technologists. Students in the Radiography Program will receive training on the proper method of injecting patients with contrast media.

While enrolled in the program, students must follow the requirements of the assigned clinical education site regarding contrast media injections. Some clinical education sites do not permit students to inject patients. Other clinical education sites may allow students to perform contrast media injections; however, a registered technologist, registered nurse, or physician must be present in the room and directly observe the student during the injection.

This requirement remains in effect for the entire length of the program.

6.8 Incident Reporting

If a student experiences a personal injury, they are to fill out the necessary incident report forms required by the facility and notify the Clinical Coordinator.

Section 7: Clinical Uniform and Appearance

7.1 Uniform Ordering

Clinical uniforms must be ordered through Scrubs n Stuff at shop.scrubsnstuff.com.

To access the AHU group order page:

- Click the Group Sign In button.
- Enter the group password: AHURP. The password is not case sensitive.

7.2 Uniform Requirements

The clinical uniform consists of:

- A navy-blue scrub top embroidered with the AHU logo; and
- Matching navy-blue scrub pants.

Uniforms must meet the following requirements:

- Properly sized to avoid a tight or inappropriate fit;
- Allow for comfort and ease of movement while maintaining coverage during bending, lifting, kneeling, or squatting in lab and clinical settings;
- Scrub tops must be long enough, and scrub pants must be high enough on the waist to ensure modesty;
- Clean and in good repair;
- Pressed and free of wrinkles;
- Properly hemmed; and
- Free of rips, holes, stains, fading, or any visible blemishes.

7.3 Optional Jacket

A navy-blue jacket embroidered with the AHU logo, available from Scrubs n Stuff, is the only approved jacket for clinical wear.

7.4 Undershirts and Undergarments

The following requirements apply to undershirts and undergarments:

- If a T-shirt is worn under the scrub top, it must be plain white with no visible logos or lettering.
- Undergarments must be worn and must not be visible through or outside of the uniform.

7.5 Footwear

Shoes must be closed toe, appropriate for the clinical environment, and in good repair.

7.6 Required Accessories

Students must wear their dosimeter and hospital ID cards on the outside left side of the uniform in a visible location while in the clinical setting.

7.7 Surgical Site Attire

During the program, students will participate in surgical procedures. While in the surgical suite, the proper donning of surgical attire is required, including:

- Freshly laundered, facility-approved surgical attire must be worn in semi-restricted and restricted areas, including scrubs, shoes, and head coverings
- Surgical masks must be worn in restricted areas when sterile supplies are open
- Dangling earrings are not permitted when scrubbed at the sterile field
- Facial hair coverings must be worn in restricted areas when sterile supplies are open
- Closed toe shoes are required; shoe covers may be worn for protection from gross contamination
- Head coverings must be clean, facility-approved surgical hats or hoods that confine all hair
- Surgical masks must:
 - Completely cover the mouth, nose, and chin
 - Fit snugly to prevent side gaps
 - Be selected according to the barrier level indicated on the box
 - Be replaced when wet or soiled
- Personal Protective Equipment (PPE) such as face shields, gowns, and eye protection must be worn as required and removed prior to leaving the perioperative environment
- Perfume and other fragrances are not permitted in surgical suites

7.8 General Appearance

- **Hair** must be clean, groomed, and styled in a way that does not interfere with clinical duties. In direct patient care, hair must be pinned back or styled to avoid falling over patients. Some departments may require the use of hair nets or caps.
- **Unnatural hair colors** (e.g., green, blue, pink) are not permitted.
- **Facial hair** must be neatly groomed and maintained professionally. It must not interfere with the fit, seal, or function of a respiratory mask per OSHA standards.

Adornments and rubber bands in beards are not permitted. Hair nets may be required over beards in some departments.

- **Tattoos** must be free of vulgar or offensive content and should be covered as much as possible.
- Students should avoid wearing strong scents and be mindful of the potential effects of odors on patients, visitors, and staff.
- **Cosmetics**, when worn, should not be excessive, should enhance natural features, and project a professional image.
- **Jewelry:**
 - Must not present a safety hazard.
 - Stud earrings no larger than 1/4 inch are permitted; all other types of earrings are not allowed.
 - Visible body piercings are not permitted.
 - Facial piercings (e.g., nose, lip, eyebrow) must be removed.
 - Gauges must not exceed the natural earlobe size and must be replaced with skin-colored plugs. If excess skin is visible after gauge removal, it must be taped back.
 - Determining appropriateness of student's jewelry is the discretion of the clinical faculty and must comply with all safety standards, as well as program/facility/department expectations of professionalism.
- **Head Coverings:**
 - Head coverings are not permitted unless required for a radiographic exam or worn for approved religious purposes.
 - Exam-Related Head Coverings must be hospital-issued or plain navy blue, free of logos, emblems, or decorations, unless issued by the clinical site.
 - Religious Head Coverings are allowed with prior approval from the Clinical Coordinator
- **Fingernails:**
 - Must be clean, neat, and kept to a reasonable length (no longer than ¼ inch in clinical areas)
 - Acrylics, artificial nails, nail extenders, and silk overlays are not permitted in clinical areas
 - Some departments prohibit all nail polish; students must follow their department's specific protocols

7.9 Personal Hygiene

Students are required to maintain personal hygiene in clinical, classroom, and laboratory settings. Every detail of personal hygiene is extremely important. Students are expected to

present a positive image of themselves, considering the needs of patients and/or peers. Personal hygiene includes, but is not limited to:

- Daily bathing and oral hygiene
- Clean body and minimized body odors, including bad breath
- No heavily scented perfumes/powders, colognes, and lotions
- Clean and trimmed fingernails
- Neat and well-groomed hair and facial hair
- Modest make-up
- Following appropriate guidelines with respect to clothing contaminated with blood, body fluids, or other contaminants

7.10 Noncompliance

Students arriving in the clinical area inappropriately dressed or unshaven (as determined by program faculty or department staff) may be asked to leave. Any time missed due to non-compliance must be made up. Additionally, the student will receive a written reprimand (Refer to Section 10: Disciplinary Process.), as appropriate.

Section 8: Curriculum, Scheduling, and Progression

8.1 Recommended Course Sequence

The following is the recommended sequence for students in the Radiography Program starting in May. Individual programs may differ from this for students who have previous college/university level credits. However, the length of the program will remain at two years, as all Radiography courses can only be taken in the indicated trimester. A student who successfully follows this sequence will complete the curricular requirements. Failure to follow this recommended sequence may result in the student not graduating on time and will delay the student sitting for the ARRT certification examination.

Recommended Course Sequence*

<i>First Year</i>	Summer	Fall	Spring
RTCA 111: Introduction to Radiography	3		
RTCA 113: Patient Care for the Health Sciences	2		
ENGL 144: Medical Terminology	2		
REL 103: Philosophy of Healthcare	3		
BIOL 101, 102: Anatomy and Physiology I, II with Lab		4	4
RTCA 112, 122: Clinical Education I, II		2	2
RTCA 121, 141: Radiographic Procedures I, II		3	3
ENGL 101, 102: English Composition I, II	3	3	
PHYS 121: Survey of Physics			4
Trimester Total	13	12	13

<i>Second Year</i>	Summer	Fall	Spring
RTCA 232: Radiographic Procedures III	3		
HPER 125: Health and Wellbeing	2		
RTCA 224: Principles of Image Production	3		
REL___: Religion		3	
RTCA 202, 212, 222: Clinical Education III, IV, V	3	3	3
RTCA 241: Radiobiology		1	
RTCA 251: Radiographic Pathology			2
RTCA 253: Radiographic Exposure & Quality Control		3	
RTCA 255: Radiography Review			3
BIOL 144: Sectional Anatomy	3		
PSYC 124: General Psychology			3
Trimester Total	14	10	11

*Program Pre-Requisite Course: MATH 120 College Algebra

8.2 Clinical Education Sequence

Clinical Education courses are completed in sequence throughout the Radiography Program and must be taken in the indicated trimester. The length of the program remains two years, as Radiography courses can only be taken in the designated sequence.

The recommended Clinical Education sequence is as follows:

- **First Year, Fall Trimester:** RTCA 112 Clinical Education I
- **First Year, Spring Trimester:** RTCA 122 Clinical Education II
- **Second Year, Summer Trimester:** RTCA 202 Clinical Education III
- **Second Year, Fall Trimester:** RTCA 212 Clinical Education IV
- **Second Year, Spring Trimester:** RTCA 222 Clinical Education V

A student who successfully follows the recommended course sequence will complete the curricular requirements. Failure to follow the recommended sequence may result in the student not graduating on time and may delay the student sitting for the ARRT certification examination.

8.3 Course Descriptions & Technology Requirements

For a comprehensive overview of the Radiography Program curriculum, detailed course descriptions, and technology requirements, students should visit the [A.S. Radiography Program website](#) and/or refer to the [AHU Academic Catalog](#).

These resources provide information regarding the structure of the program, the content of individual courses, and any technology or software requirements necessary for successful participation.

8.4 Progression Expectations

Refer to the *AHU Academic Catalog* for the complete “[Academic Dismissal](#)” and “[Drop/Withdraw](#)” and “[Attendance and Progression](#)” policies. Students who are unsuccessful in two radiography courses will be permanently dismissed from the Program without eligibility to reapply.

8.5 Readmission and Audit Requirements

Information regarding A.S. Radiography Program admission, progression, readmission, and completion can be found in the *Academic Catalog*. Students are held accountable to the policies and procedures outlined in the current [Academic Catalog](#), [Student Handbook](#), and

the current *A.S. Radiography Program Manual*. Students may be required to audit previous courses upon readmission.

Section 9: Grading and Evaluation

9.1 Radiography Program Grading Scale

In order to maintain satisfactory academic progress in the Radiography Program, each student must achieve and retain a minimum grade of **79.50% (B-)**.

The grading scale for the Radiography Program is as follows:

Grade	Percentage	Rounding Percentage	GPA (4.00 Scale)
A	95-100%	94.50-100%	4.00
A-	90-94%	89.50-94.49%	3.67
B+	87-89%	86.50-89.49%	3.33
B	83-86%	82.50-86.49%	3.00
B-	80-82%	79.50-82.49%	2.67
C+	77-79%	76.50-79.49%	2.33
C	73-76%	72.50-76.49%	2.00
C-	70-72%	69.50-72.49%	1.67
D+	67-69%	66.50-69.49%	1.33
D	63-66%	62.50-66.49%	1.00
D-	60-62%	59.50-62.49%	0.67
F	<60%	0-59.49%	0.00

≥0.50 Round up to next number

≤0.49 Round down to next number

9.2 Clinical Grade

Students are responsible for fulfilling all clinical course requirements before the appointed deadline as published in the clinical syllabus. Students must plan ahead and utilize each clinical rotation effectively to master the necessary skills required to complete clinical course requirements.

Evaluation of Clinical Grade

Clinical Education course grading scales and grade component percentages are published in the respective Clinical Education course syllabi. Students are responsible for reviewing and understanding the grading criteria, assignment requirements, competency requirements, and deadlines outlined in each clinical syllabus.

A minimum grade of **79.50%** is required to progress in the program.

Additional factors that may affect the student's trimester grade, as noted in each respective syllabus, include:

- Attendance;
- Disciplinary actions; and
- Record of Clinical Procedure Logs and/or Repeat Image violations.

Students who do not complete all competency requirements for any trimester prior to the assigned completion date will receive a full letter grade reduction to the overall course grade for not meeting course requirements.

9.3 Professional Integrity Grade

The Professional Integrity grade is a component of the Clinical Education courses and reflects the student's ability to demonstrate accountability, reliability, ethical behavior, professional communication, and compliance with Radiography Program and clinical education policies.

Professional Integrity may be affected by, but is not limited to, the following:

- Attendance, tardiness, or failure to follow clinical notification procedures;
- Failure to notify the assigned clinical site and program faculty prior to an absence, PDO, or late arrival;
- Failure to properly complete or submit Clinical Procedure Logs by the required due date;
- Record of Clinical Procedure Logs and/or Repeat Image violations;
- Failure to properly document repeated radiographs, including missing technologist initials or missing reason for repeat;
- Disciplinary actions, including written warnings, written reprimands, clinical probation, or dismissal-related concerns;
- Unprofessional conduct, lack of accountability, or failure to follow program, university, or clinical site policies.

Grade reductions related to Professional Integrity will be applied as outlined in the applicable policy sections and respective Clinical Education course syllabi. Students are

responsible for reviewing all clinical course requirements, deadlines, documentation expectations, and professional conduct standards.

9.4 Laboratory Proficiency Testing

Laboratory Demonstration will be conducted following the classroom presentation of the Radiographic Procedures I and II courses, RTCA 121 and RTCA 141. The grade received for Laboratory Testing will be included as part of the clinical grade for Clinical Education I and II, RTCA 112 and RTCA 122.

For Clinical Education I and II, students must successfully complete Laboratory Proficiency Testing before they are allowed to perform attempts on the respective procedures in the clinical setting. Refer to the applicable appendix for procedure requirements.

Senior Lab Testing will also be conducted during Clinical Education III and IV. Students auditing clinical courses are required to participate in Senior Lab Testing and achieve a passing score.

The following policies apply to laboratory proficiency testing:

9.4.1 Scheduling of Laboratory Proficiency Testing

Upon registering for the Radiographic Procedures I or II course, students will also register for a corresponding Lab (i.e., Lab A, Lab B, etc.). Students are required to be **present and punctual** in the Lab that they are assigned. During this scheduled Lab time, students will perform their required laboratory proficiency testing and also serve as a patient for another student.

9.4.2 Competency Record

Students must bring their Competency Record of Radiological Procedures form to each laboratory testing session.

Upon successful completion of the lab testing, the faculty member will update the student's Competency Record of Radiological Procedures form to allow the student to progress in the clinical arena.

9.4.3 Required Clinical Uniform

Students are required to be in full clinical uniform, including AHU student badge and dosimeter, as outlined in the program manual. Students not in compliance will be subject to a grade deduction on the lab test form for the first offense. Subsequent clinical uniform violations could result in further disciplinary actions.

9.4.4 Identification Markers

Students are required to bring their AHU-issued markers to each laboratory testing session.

Students who forget their markers will be penalized in the Exam Performance category related to the appropriate use of markers.

Students who utilize externally sourced markers, including markers purchased from Etsy, eBay, or any other external source, will receive a grade of zero for the laboratory testing.

9.4.5 Tardiness to Laboratory Testing

Students are required to arrive on time for laboratory proficiency testing according to the Lab time they have been assigned. Any student arriving after their scheduled lab time is considered late.

Example: Lab A is scheduled from 10:00 a.m. to 11:00 a.m. All students registered for Lab A should arrive at 10:00 a.m. Any student arriving after 10:00 a.m. is considered late.

If a student is late for laboratory testing, they will have to stay to be worked back into the testing rotation per the discretion of the Lab Instructor.

If a student arrives **after** the duration of their scheduled lab time, they may be subject to grade reductions in their Clinical Professional Integrity grade.

Students accumulating more than three (3) incidents of tardiness demonstrate a disregard for Program policies, and this may result in Program dismissal.

9.4.6 Absence from Laboratory Testing

It is the responsibility of the student to notify the Course Instructor and/or Lab Instructor of any absence prior to the start of the scheduled Lab Testing appointment and provide a valid excuse. The student may contact the Course Instructor and/or Lab Instructor via email or Canvas messaging.

Excused Absence for Laboratory Testing

If the student notifies the program faculty of the absence prior to the start of the scheduled Lab Testing appointment and provides a valid excuse, this constitutes an excused absence. The student is still required to demonstrate the missed procedures and must make up the laboratory testing within three academic days of the missed appointment. On Day 4, the student will receive a grade of zero (0).

Unexcused Absence

Failure to notify program faculty of the absence prior to the start of the scheduled Lab Testing appointment is considered an unexcused absence and will result in a grade of zero (0).

If the student provides valid documentation on the day of the unexcused absence, the student will receive a 50% reduction in the overall laboratory testing grade. Documentation will not be accepted after that day.

The student is still required to demonstrate the missed procedures and must make up the laboratory testing within three academic days of the missed appointment.

On Day 4, the student will receive a written reprimand from the Clinical Coordinator, resulting in a full grade reduction in the overall clinical grade. Refer to Section 10: Corrective Action, Probation, and Dismissal.

9.4.7 Student Interaction

Students acting as the “patient” shall not communicate anything that may assist in any way with the student performing the lab proficiency, including giving hints or placing themselves into a specific position.

Any student found to be in violation of this will receive a Written Warning for the first offense while a second offense will result in a Written Reprimand with subsequent point deductions. Any offenses in excess of this may result in program dismissal.

9.4.8 Communication

The student performing the examination is to properly communicate to the “patient” so that there is no misunderstanding as to what is desired. Students are to use layman’s terminology when addressing the “patient,” not medical terminology.

9.4.9 Time Limit

Students are required to complete laboratory testing within a 15-minute time period. Within this time period, the student is expected to properly screen the “patient,” perform the required procedures/views and answer any questions posed by the program faculty.

Should a student exceed that 15-minute time period, they will be marked accordingly in the Exam Efficiency category related to the time limit. Students will be stopped at 20 minutes and graded on the lab performance up to that time.

9.4.10 Deductions

In addition to the deductions stated in the applicable Laboratory Proficiency Testing policies and procedures, the following actions will result in deductions to the student's laboratory testing grade:

Any error resulting in a repeat for any view will result in a reduction in the Exam Efficiency category related to repeats. Such errors include, but are not limited to, clipping anatomy of interest, setting incorrect technical factors, no marker used, incorrect patient positioning, incorrect use of tube angle, etc.

If a student acquires a repeat for all views in a given laboratory testing, the student will receive a score of zero, regardless of the score in Trajecs. The student will then complete the Lab Remediation Process.

Performing an incorrect view will result in a deduction to the student's laboratory testing grade.

9.4.11 Clinical Education I and II Lab Testing Completion

Students must receive a grade of **79.50%** or higher to be considered as having passed the proficiency examination. Any grade below 79.50% is considered a failure for that proficiency. This requires the student to undergo the remediation process. Refer to *Section 5, Laboratory Proficiency Testing Policies and Procedures*.

If a student is unsuccessful in any proficiency examination, attempts or comps on that exam are not permitted in the clinical setting until after successfully completing the remediation process.

The grade the student receives on the first attempt of laboratory testing will be the one recorded in the clinical file. Any grading on subsequent attempts of laboratory testing during the remediation process will be used to evaluate the student on a pass/fail scale.

If a student achieves a failing grade in three (3) laboratory proficiency examinations (lab tests) in a given trimester, this will result in a failure of Clinical Education I (RTCA 112) or II (RTCA 122), as appropriate. This will result in dismissal from the program. Readmission will follow normal procedures as outlined in the *Academic Catalog*.

9.4.12 Clinical Education III & IV Senior Lab Testing Completion

Students must receive a grade of 85% or higher to be considered as having passed the proficiency examination. Any grade below 85% is considered a failure for that proficiency and requires the student to complete the remediation process. Refer to the Laboratory Proficiency Testing Policies and Procedures for additional information.

The grade the student receives on the first attempt of laboratory testing will be recorded in the clinical file. Any grading on subsequent attempts during the remediation process will be used to evaluate the student on a pass/fail basis.

If a student achieves a failing grade in three (3) laboratory proficiency examinations, or lab tests, in a given trimester, this will result in failure of Clinical Education III (RTCA 210) or Clinical Education IV (RTCA 212), as appropriate. This will result in dismissal from the program. Readmission will follow normal procedures as outlined in the Academic Catalog.

9.5 Laboratory Proficiency and Remediation Policy

The purpose of this policy is to define the progression and remediation process for students completing laboratory proficiency testing prior to clinical practice. Students are required to successfully complete the assigned laboratory proficiency test and demonstrate laboratory proficiency before participating in clinical practice with direct supervision for the associated procedure or competency. Students who are unsuccessful will follow the remediation and repeat-attempt process outlined in this policy.

Students may not perform the associated procedure or competency in the clinical setting until laboratory proficiency has been successfully demonstrated.

Laboratory testing failures are subject to the progression and disciplinary standards outlined in Section 10: Disciplinary Process.

9.5.1 Clinical Education I and II Lab Testing Remediation

If a student earns below **79.50%** during Clinical Education I or II Lab Testing, the student must complete the Laboratory Proficiency Remediation Process.

1. A Clinical Faculty member will issue a remediation form outlining the required remediation steps.
2. The student will be assigned a remediation worksheet related to the procedure. The student must earn a grade of 79.50% or higher on the worksheet.
3. If the student is unsuccessful on the first remediation worksheet, the student will be required to complete a second remediation worksheet.

4. If the student does not earn a grade of 79.50% or higher on the second remediation worksheet, the unsuccessful worksheet attempt will count as an additional laboratory testing failure.
5. The Clinical Faculty member who issues the remediation form will schedule the student's laboratory proficiency retest.
6. The retest will not be limited to the exact positions originally assigned. The retest may include a combination of positions from those previously attempted and those required for the procedure.
7. The student must earn a grade of 85% or higher on the retest of the failed examination. A grade below 85% will result in a laboratory testing failure.
8. The Laboratory Proficiency Remediation Process must be completed within four (4) academic days.
9. Failure to complete the remediation process within the required timeframe will result in the student being placed on clinical probation.

9.5.2 Clinical Education III & IV Senior Lab Testing Remediation

If a student earns below **85%** during Senior Lab Testing, the student must complete the Laboratory Proficiency Remediation Process.

1. A Clinical Faculty member will issue a remediation form outlining the required remediation steps.
2. The Clinical Faculty member who issues the remediation form will schedule the student's laboratory proficiency retest.
3. The retest will not be limited to the exact positions originally assigned. The retest may include a combination of positions from those previously attempted and those required for the procedure.
4. The student must earn a grade of 90% or higher on the retest of the failed examination.
5. A grade below 90% on the retest will result in a laboratory testing failure.
6. The Laboratory Proficiency Remediation Process must be completed within four (4) academic days.
7. Failure to complete the remediation process within the required timeframe will result in the student being placed on clinical probation.

9.6 Clinical Competency Policies

9.6.1 Purpose

After a student has successfully completed laboratory proficiency testing and any required clinical attempts for a procedure, the student may request to complete a competency test for that procedure in the clinical setting. Competency testing verifies that the student can perform the procedure independently, consistently, and effectively during formal clinical education.

During competency testing, the student must perform the procedure without the aid of a technologist, textbook, notes, or other unauthorized resources, except as permitted for patient safety or patient care needs. The student must satisfactorily fulfill all trimester requirements as outlined in the applicable course syllabus. By completion of the program, the student must successfully complete the required mandatory and elective competencies.

9.6.2 ARRT Clinical Competency Requirements

The purpose of the ARRT clinical competency requirements is to verify that candidates have demonstrated competency in performing the clinical activities fundamental to radiography. Demonstration of clinical competence means the student has performed the procedure independently, consistently, and effectively during formal education.

Students must meet the ARRT Radiography clinical competency requirements in effect for their program cohort, in addition to graduating from an educational program accredited by a mechanism acceptable to the ARRT.

Students must demonstrate competency in:

1. All 36 mandatory imaging procedures.
2. At least 15 of the 34 elective imaging procedures.
 - a. One elective procedure must come from the Head section.
 - b. Two elective procedures must come from the Fluoroscopy Studies section.

9.6.3 Program-Required Equipment Checkoffs

In addition to the imaging procedure competencies listed in Section 5: Radiologic Procedures, the Program requires students to successfully complete the following equipment checkoffs:

1. General Radiographic Equipment Checkoff — **RTCA112**

2. Fluoroscopic Equipment Checkoff — **RTCA122**

3. C-Arm Equipment Checkoff — **RTCA210, RTCA212, or RTCA222**

Requirements for these checkoffs are outlined in the respective Clinical Education course syllabus.

9.6.4 General Patient Care Competencies

In addition to imaging procedure competencies and equipment checkoffs, students must complete the following mandatory General Patient Care competencies:

- Vital signs, including blood pressure, temperature, pulse, respiration, and pulse oximetry
- Sterile and medical aseptic technique
- Venipuncture
- Transfer of patient
- Care of patient medical equipment

These competencies may be simulated.

9.6.5 Eligibility to Perform a Competency Test

Before requesting to perform a procedure as a competency test, the student must meet all eligibility requirements for that procedure. The student must:

1. Receive classroom and/or laboratory instruction on the procedure.
2. Practice the procedure in the laboratory and/or clinical setting.
3. Successfully complete laboratory proficiency testing for the procedure.
4. Complete any required clinical attempts for the procedure.
5. Declare the intent to competency test to the supervising radiologic technologist before the procedure begins and before viewing or assessing the patient for selection purposes.

Students may not request a competency test until all applicable prerequisite requirements have been completed.

9.6.6 Clinical Attempts

Upon satisfactory completion of laboratory proficiency testing, the student may request to perform the procedure as a clinical attempt. Clinical attempts are required only during the first three clinical trimesters.

Once the student has successfully completed two attempts on the procedure, the student may request to perform the procedure as a competency exam.

1. A student may complete one attempt and one competency exam or two attempts on a given procedure during a single clinical shift.
2. A student may not complete two attempts and a competency exam on the same procedure during a single clinical shift.
3. Only one student may perform attempts and/or competency exams on a single patient.
4. For bilateral exams, the student may use only one side as either an attempt or a competency exam. One side may not be used as an attempt and the other side as a second attempt or competency exam.

9.6.7 Competency Testing Procedure

A student must declare the intent to competency test to the supervising radiologic technologist before the start of the examination and before viewing or assessing the patient for selection purposes. Once the competency exam has begun, the student may not change the exam from a competency test to a non-competency procedure.

The student may not pre-select patients in any way for competency testing. This includes reviewing patient size, condition, or status before declaring the intent to competency test.

During competency testing, the student may not use positioning notes, textbooks, procedure menus, or technologist assistance to perform routine views or select technical factors. The student must know and perform the routine views for the procedure and select the correct technical factors, including manual techniques.

Trauma competency exams are not limited to trauma views only. Students are required to perform all views according to the facility's protocol.

9.6.8 Supervision During Competency Testing

Competency exams must be performed under the direct supervision of a registered radiologic technologist. The supervising technologist may stop the student at any

time during the competency exam if the student is not demonstrating competence or if continuing the exam may result in patient harm.

A student must declare the intent to competency test to the supervising radiologic technologist before the start of the examination and before viewing or assessing the patient. Once the student has declared the intent to competency test and the procedure has begun, the student may not change the examination from a competency test to a non-competency procedure.

A student may complete a competency exam only at the discretion of the supervising technologist. If the technologist determines that the patient or examination is not appropriate for competency testing, the technologist may deny the student's request.

Upon successful completion of the competency exam, the student may perform the procedure under indirect supervision, as permitted by program policy and clinical site requirements. Refer to Section 5.5: Clinical Supervision.

9.6.9 Competency Evaluation Criteria

Demonstration of competence includes, but is not limited to, the student's ability to satisfactorily perform the following:

1. Requisition evaluation
2. Patient assessment
3. Room preparation
4. Patient management
5. Equipment operation
6. Technique selection
7. Positioning skills
8. Radiation safety
9. Image processing, if applicable
10. Image evaluation

If the student is corrected or assisted during the competency exam, the assistance or correction will be reflected in the competency grade.

9.6.10 Marker Requirement

Clinical exam attempts and competency exams must be performed using AHU-issued personalized markers. Externally sourced or generic markers, including markers provided by the clinical site, may not be used during any attempt or competency test.

Exams completed without AHU-issued personalized markers will be rejected by faculty in Trajecsyst and must be repeated by the student. Repeated noncompliance may result in disciplinary action.

9.6.11 Competency Grading and Failure

A grade of **79.50%** or higher is required for a competency exam to be considered successful.

If the student earns below 79.50% on a competency exam, the student must complete the remediation process before attempting the procedure again.

Failing five competencies while enrolled in the Radiography Program may result in dismissal from the Program. Failing the same competency three times may also result in dismissal from the Program. Equipment checkoffs are considered competencies for purposes of this policy.

9.6.12 Post-Competency Expectations

Competency in a procedure does not indicate mastery. Competency means the student has demonstrated the ability to perform the procedure without direct supervision. Mastery develops through continued performance and clinical experience.

Once a student has successfully competency tested on a procedure, the student is expected to continue performing that procedure when appropriate. Refusal to perform a procedure because the student has already competency tested on it will not be tolerated and may result in disciplinary action. Refer to Section 10: Disciplinary Process.

9.6.13 Faculty Review of Competencies

Competencies performed with staff technologists are subject to review by Program faculty. Competency grades may be modified at the discretion of Program faculty

based on documentation, image evaluation, clinical site feedback, or other relevant information.

9.6.14 Simulations

Due to the experience gained in performing examinations on actual patients, it is highly recommended that all mandatory and elective *Imaging Procedures* be performed on actual patients. Simulations may be approved in certain situations.

As per the ARRT, Simulations must meet the following criteria:

- The student must simulate the procedure on another person with the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient. Examples of acceptable simulation include positioning another person for a projection without actually activating the x-ray beam.
- The faculty must be confident that the skills required to competently perform the simulated procedure will transfer to the clinical setting, and, if applicable, the student must evaluate related images.

The following policy applies to the performance of elective competency examinations and simulations:

Students are expected to make every reasonable effort to complete all required competency examinations (comps) on actual patients during their assigned clinical experiences. The goal of clinical education is to ensure students demonstrate performance on real patient cases whenever possible, and simulation is intended only as a limited, last-resort option.

During clinical education trimesters II–V, students are permitted to complete only one (1) simulated competency per trimester, and only if they are one comp short of meeting the required minimum at the end of the trimester. Simulation is not intended as a routine method of comp completion and may only be used when necessary to meet minimum trimester requirements.

All simulations must be completed during the week of finals, and students must schedule additional clinical site time during this week specifically for the purpose of completing the simulation.

Only those examinations explicitly identified as eligible for simulation on the Competency Record of Radiologic Procedures (“Comp Record”) may be performed as simulated competencies.

The following restrictions apply:

- Simulations are not permitted during the first clinical trimester
- Simulations may not be performed for the following procedures:
 - Studies involving the use of contrast agents to visualize internal organs or vasculature
 - Portable examinations
 - Surgical examinations
 - Pediatric examinations

All simulated competency examinations must be performed under the direct supervision of a designated on-site Clinical Preceptor or program faculty member.

Note: Exceptions to this policy will only be considered by the Program Director or Clinical Coordinator on a case-by-case basis.

9.6.15 Trajecsyst Documentation Requirement

Competency exams must be entered in Trajecsyst within *three business days* of the date of the competency exam to be considered valid.

If the competency exam is not entered within this timeframe, the competency will be considered invalid and will not count toward the student's clinical grade. The student must repeat the competency exam.

9.6.16 Clinical Course Audit Requirement

Students auditing clinical courses are required to repeat five previous competencies during the trimester. No additional competencies may be completed during the trimester.

9.6.17 Radiologic Procedures Table

The following table illustrates the various competency requirements set forth by the ARRT and indicates whether the competencies are mandatory or elective. The total number of competencies that are required for each clinical trimester will be indicated on the respective syllabus.

Exam	Mandatory	Elective
CHEST and THORAX		
Chest, routine	•	
Chest AP (wheelchair or stretcher)	•	
Ribs	•	
Chest, lateral decubitus		•
Sternum		•

Upper Airway (Soft Tissue Neck)		•
Sternoclavicular (SC) Joints		•
UPPER EXTREMITIES		
Thumb or Finger	•	
Hand	•	
Wrist	•	
Forearm	•	
Elbow	•	
Humerus	•	
Shoulder	•	
Trauma: Shoulder or Humerus (Y-view, Transthoracic, or Axillary)*	•	
Trauma: Upper Extremity (Non-Shoulder)*	•	
Clavicle	•	
Scapula		•
Acromioclavicular (AC) Joints		•
LOWER EXTREMITIES		
Foot	•	
Ankle	•	
Knee	•	
Tibia-Fibula	•	
Femur	•	
Trauma: Lower Extremity*	•	
Patella		•
Calcaneus (Os Calcis or Heel)		•
Toes		•
HEAD: must select at least one elective procedure from this section.		
Skull		•
Paranasal Sinuses		•
Facial Bones		•
Orbits		•
Zygomatic Arches		•
Nasal Bones		•
Mandible		•
Temporomandibular Joints (TMJ)		•
SPINE and PELVIS		
Cervical Spine	•	
Thoracic Spine	•	
Lumbosacral Spine	•	
Cross-Table (Horizontal Beam) Lateral Spine	•	
Pelvis	•	
Hip	•	
Cross-Table (Horizontal Beam) Lateral Hip	•	
Sacrum and/or Coccyx		•
Scoliosis Series		•
Sacroiliac Joints		•

ABDOMEN		
Abdomen Supine (KUB)	•	
Abdomen – Upright	•	
Abdomen – Decubitus		•
Abdomen Series		•
Intravenous Urography (IVU)		•
FLUOROSCOPY STUDIES: must select either UGI or BE plus one other from this section.		
Upper GI Series (Single or Double Contrast) (UGI)		•
Barium Enema (Single or Double Contrast) (BE)		•
Small Bowel Series (SBS)		•
Esophagus		•
Cystography/Cystourethrography		•
ERCP		•
Myelography		•
Arthrography		•
Hysterosalpingography		•
MOBILE C-Arm STUDIES		
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	•	
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	•	
MOBILE STUDIES		
Chest (PCXR)	•	
Abdomen (PKUB)	•	
Upper or Lower Extremity	•	
PEDIATRIC PATIENTS (Age 6 or younger)		
Chest Routine	•	
Upper or Lower Extremity		•
Abdomen		•
Mobile Study		•
GERIATRIC PATIENT (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)		
Chest Routine	•	
Upper or Lower Extremity	•	
Hip or Spine		•
EQUIPMENT CHECK-OFFS		
General Radiographic	•	
Fluoroscopic	•	
C-Arm	•	
GENERAL PATIENT CARE		
CPR	•	
Vital Signs – Blood Pressure	•	
Vital Signs – Temperature	•	
Vital Signs – Pulse	•	
Vital Signs – Respiration	•	

Sterile and Medical Aseptic Technique	•	
Venipuncture	•	
Transfer of Patient	•	
Care of Patient Medical Equipment (e.g., oxygen tank, IV tubing)	•	

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

9.7 Student Clinical Evaluations

To assess student progress throughout the clinical education experience, the Clinical Preceptor or supervising staff technologist at each clinical rotation site will submit student evaluations in Trajecsyst at designated times during each trimester.

Any student who receives a failing or substandard evaluation will be required to meet with the Clinical Coordinator for counseling.

Refer to Section 9.2: Clinical Grade for information regarding the weight of clinical evaluations in the student's course grade.

9.8 Competency Completion Requirements

Students are responsible for completing all required clinical competencies, equipment checkoffs, General Patient Care competencies, and trimester-specific competency requirements as outlined in this Manual and the applicable Clinical Education course syllabus.

Competency completion is determined by successful completion, proper documentation, and faculty verification of the required competencies. Competencies that are incomplete, invalid, unsuccessful, or not submitted within the required timeframe will not count toward trimester or program completion requirements.

Students must meet all applicable mandatory, elective, equipment checkoff, and General Patient Care competency requirements before completion of the Radiography Program. Failure to complete required competencies may affect clinical course progression, program completion, and eligibility for certification examination requirements.

Section 10: Corrective Action, Probation, and Dismissal

10.1 Disciplinary Process

Students in the Radiography Program are required to abide by the policies and procedures of AdventHealth University, the Radiography Program, AdventHealth System, AdventHealth Rocky Mountain, and any other clinical education sites to which they are assigned.

Students in the Radiography Program are expected to abide by the Code of Ethics of the American Registry of Radiologic Technologists (See Appendix A).

Failure to adhere to any of these may result in disciplinary action against the student. The disciplinary process is intended to help the student identify and correct unacceptable behavior and to promote a higher standard of professionalism. Disciplinary action is used to maintain a positive learning environment and safety in the didactic/clinical setting. Failure to conform to these regulations will result in one, or a combination, of the following:

10.2 Written Coaching

This is usually given on a first offense, provided that the offense is minor. This will identify the offense and present a course of action that the student will take to correct the behavior. Written coaching has no effect on the student's grade.

10.3 Written Warning

This is usually given for a second offense of a minor infraction or the first offense of a more serious infraction. This will identify the offense, present a course of action to correct the behavior, and instruct the student that another offense of this nature will result in a written reprimand. A written warning may have an effect on the student's grade.

10.4 Written Reprimand

This is usually given for the third offense of a minor infraction. It can also be given on the first offense of a serious nature, such as violating patient safety procedures while in the clinical setting or violating the "Direct Supervision" policy. The issuance of a written reprimand will automatically result in the lowering of the final course grade by one step (i.e., from B+ to B).

10.5 Probation or Dismissal

This action may be taken as a last resort for those students who continue to display inappropriate behavior or who commit an infraction that is considered to be of a serious nature.

10.6 Infractions

The infractions resulting in disciplinary action include, but are not limited to:

- Excessive Absenteeism
- Excessive Tardiness
- Improper appearance/apparel
- Failure to notify faculty or clinical site prior to a tardiness or absence
- Unprofessional conduct
- Dishonesty
- Breach of confidentiality/Violation of HIPAA policies
- Soliciting or receiving tips/gifts in any form from patients
- Insubordination
- Any safety violation
- Leaving assigned area without notice or approval
- Failure to complete clinical assignments in a timely manner
- Repeated failure to submit clinical procedures logs or a gross disregard for logging repeats correctly
- Cheating as evidenced by test monitoring systems
- Lunch break tardiness

The following actions will be taken following any infraction:

1. The appropriate form will be completed by the faculty member indicating the specific infraction, the degree of seriousness of the infraction (i.e., coaching, warning, reprimand, or probation), and the steps required by the student to correct the behavior.
2. The infraction will be discussed with the student, and the form will be signed by both the student and the faculty member. The student will receive a copy, and a copy will go into the student's file.
3. The faculty member will discuss the infraction with the Program Director. Depending on the seriousness of the infraction, the Program Director may decide to talk to the student also.
4. If a student accumulates any subsequent disciplinary actions, the Program Director may recommend to the Department Chair probation or dismissal of the student from the program.

Additional items that the faculty will consider:

- Past disciplinary record
- Professional integrity
- Attitude
- Record of absenteeism and tardiness

- Grade record
- Clinical performance
- Proper clinical documentation

**Note: Faculty reserves the right to skip infraction levels based on severity of issue.*

10.7 Student Dismissal from a Clinical Site

Students are guests at the clinical site and should always demonstrate professional conduct and adherence to all department and affiliate policies and procedures. Students should utilize the ARRT Code of Ethics as a guideline for professional clinical behavior. The program will not tolerate policy non-compliance, unprofessional behavior, or any burden on a clinical site. This may include, but is not limited to:

- Professionalism concerns
- Patient safety or care concerns
- Non-compliance with site policies and procedures
- Lack of engagement

In the event the clinical site dismisses a student; the student will leave the site immediately and contact the Program Director and Clinical Coordinator. If the clinical site requests program faculty to notify the student of dismissal, program faculty will notify the student as soon as possible. In either case, the student may not contact the site without permission of the Program Director. Program faculty will determine, through interviews of the clinical site and student, the appropriate action plan which may include the following:

- Counseling
- Placement at a different clinical site. All efforts will be made to move the student should clinical space be available. If clinical space is not available, the student would be advised to reapply to the program.
- Clinical probation
- Program dismissal

If, after a student has been dismissed from a clinical site, they receive another site removal request during the same or future clinical education rotations, they will be immediately removed from the current clinical education course and therefore, dismissed from the program.

10.8 Critical Error Policy

Patient safety and the importance of properly performing radiographic procedures are of paramount concern. In this regard, the following policy will be followed for any student found to have performed procedures improperly in which a critical error was determined to

have occurred. Examples of situations classified as Critical Errors include, but are not limited to:

1. Performing an imaging examination on the Wrong Patient.
2. Placing the Wrong Name on an imaging exam or specimen.
3. Performing the Wrong Examination on a patient.
4. Placing the Wrong Marker/Annotation/L-R Procedure Description on an image.
5. The correct Anatomy/Region of Interest is not included in the exam.
6. All Correct Images are not sent to PACS for interpretation.
7. Errors determined to have the potential to directly affect the patient's treatment status.

When the Clinical Coordinator determines that a student has performed an examination that resulted in a Critical Error, the following disciplinary protocol will be followed for the duration of the Radiography program:

1. For the First Critical Error:
 - a. The student will receive a written warning.
2. For the Second Critical Error:
 - a. The student will receive a written reprimand.
 - b. This will result in the student's clinical grade for that trimester being lowered one step as per the Disciplinary Process (Section 10) in the A.S. Radiography Program Manual
 - c. The student will be required to submit a Reflection Paper on the incident that resulted in the Critical Error. The requirements for the Reflection Paper will be provided to the student.
3. For the Third Critical Error:
 - a. The student will be dismissed from the program. If eligible, students may re-apply to the program according to the policy as published in the Academic Catalog.

*It must be emphasized that being suspended for six (6) clinical days does not relieve the student from acquiring the mandatory number of competencies for that trimester. Failure to perform the required number of competency examinations will affect the clinical grade as noted in the clinical syllabus.

If the student shows a gross disregard for the Critical Error Policy, which results in serious injury to a patient, it is at the discretion of the Program Director to administer further disciplinary action to the student. Serious injury to the patient includes but is not limited to imaging the wrong patient and performing the wrong exam on the patient.

10.9 Appeals and References

Students who wish to appeal a grade, course failure, program dismissal, academic progression decision, or other academic matter must follow the applicable appeal procedures outlined in the AdventHealth University Academic Catalog.

Students should refer to the following resources for additional guidance:

- [AdventHealth University Academic Catalog](#)
- [AdventHealth University Student Handbook](#)

Section 11: Graduation Requirements

In order to graduate from the Radiography Program, you must fulfill the requirements of AdventHealth University as listed in the *Academic Catalog*, as well as the following minimum program requirements:

- Complete all radiography cognate courses and Radiography Program requirements with a minimum passing grade respective to the course/program as listed in course syllabi.
- Satisfactorily fulfill all mandatory and elective competency requirements as required by the ARRT. Refer to *Section 9.6, Clinical Competency Policies*
- Have completed any missed clinical hours due to illness, pregnancy, etc.
- Not be on disciplinary probation.
- Possess the following skills:
 - Apply knowledge of anatomy, physiology, positioning, and radiography techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
 - Understand basic x-ray production and interactions.
 - Operate medical imaging equipment and accessory devices.
 - Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
 - Demonstrate knowledge and skills relating to medical image processing.
 - Evaluate radiographic images for appropriate positioning and image quality.
 - Apply the principles of radiation protection to the patient, self, and others.
 - Provide patient care and comfort.
 - Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
 - Detect equipment malfunctions, report same to the proper authority and know the safe limits of equipment operation.
 - Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

- Provide patient/public education related to radiologic procedures and radiation protection/safety.
- Support the profession's code of ethics and comply with the profession's scope of practice. Refer to *Section 12, Appendix A*.
- Competently perform a full range of radiologic procedures on children and adults in the following categories:
 - Head/Neck
 - Abdominal/Gastrointestinal/Genitourinary
 - Musculoskeletal
 - Thorax
 - Trauma
 - Bedside (Mobile)
 - Surgical

Section 12: Appendices

Appendix A: ARRT Code of Ethics

The American Registry of Radiologic Technologists

Code of Ethics

The American Registry of Radiologic Technologists (ARRT) employs the ARRT Standards of Ethics and includes a Code of Ethics. This articulates the type of behaviors expected of Radiologic Technologists (R.T.s). These expectations apply to radiography students.

Access the ARRT's Standards and Code of Ethics: [2026 ARRT Standards of Ethics](#)

Appendix B: Competency Testing Grade Evaluation

General Evaluation

Requisition

The student was able to:

1. State the patient's name, sex, and age.
2. Identify the mode of transportation.
3. Identify the procedures(s) to be performed.
4. Note any pathological conditions listed.

Patient Care and Safety

The student:

1. Checked the patient's wrist band and/or chart with the request.
2. Transferred patients safely to and from stretchers and wheelchairs, correctly utilizing accessory equipment.
3. Introduced themselves to the patient and briefly explained the procedure.
4. Checked if the patient was properly prepared for the examination.
5. Checked with the patient, chart and x-ray request for any contraindications.
6. Provided safe storage for patient's belongings, e.g., eyeglasses, dentures, jewelry, etc.
7. Provided safety to the patient from mechanical and electric hazards.
8. Utilized rules of body mechanics during physical assistance.
9. Gave proper moving and breathing instructions to the patient.

10. Checked on patient's condition at regular intervals.
11. Asked female patients of childbearing age if they might possibly be pregnant.
12. State types of reactions to contrast media.
13. State emergency measures for reactions to contrast media.

Facilities Readiness

The student:

1. Exhibited clean and orderly storage cabinets and shelves.
2. Had the radiographic room stocked with all necessary supplies and accessories.
3. Had the radiographic table and other equipment clean and ready.
4. Exhibited the correct supplies and accessories.

Performance Evaluation

Efficient Use of Time and Energy

The student:

1. Performed tasks in an efficient order.
2. Used a minimum of time and physical movement to accomplish an objective.
3. Restocked and cleaned the room between procedures.
4. Measured and set technique before positioning.

Correct Radiographic Positioning, Centering, Alignment, Rotation, and Image Evaluation

The student:

1. Correctly positioned patient upright, on stool, or table.
2. Placed the proper size cassette in the "Bucky tray" or on the tabletop.
3. Placed correct markers on the cassette and any lead blockers if needed.
4. Centered collimator to the midline of the table (put the tube in detent).
5. Set the correct tube angle.
6. Set the correct source-to-image distance (SID).
7. Opened collimator to desired field size.
8. Positioned the patient so that the part was in proper aspect to the imaging plate (IP)
9. Aligned center of part to be demonstrated to the center of the IP and centered CR to the center of IP or specific area of the part.
10. Positioned "Bucky" or cassette holder so that the CR was centered to the IP.

11. Collimated down on part to be x-rayed, being careful not to cut off any of the anatomies of interest.

The radiograph demonstrates:

1. Correct transverse and longitudinal centering of the image.
2. Correct tube-part-cassette alignment.
3. Correct CR angulation and placement.
4. The body part in proper position and rotation.

Correct Equipment Selection and Use

The student:

1. Where applicable, selected the proper image receptor, cassette holder, grid, etc.
2. Used immobilization devices as needed.
3. Filled syringes with correct contrast media or other solutions using an aseptic technique.
4. Used equipment in a manner safe to both patient and operator.
5. Programmed control panel correctly for manual and AEC techniques.
6. Correctly utilized all control panel functions and tube controls.
7. Effectively utilized table and upright “Bucky” controls.

Correct Selection of Technical Factors (Correct Receptor Exposure, Contrast, and Definition)

The student:

1. Properly measured the patient or determined if small, medium, or large.
2. Properly selected the correct exposure factors.
3. Adjusted exposure factors for body habitus, pathology, motion, etc.
4. Adapted exposure factors for changes in SID, grid ratio, screens, collimation, contrast, etc.

The radiograph demonstrates:

1. Correct adjustment of mAs, kV, filtration, etc.
2. Adjustment of factors for pathology or motion.
3. Correct use of image receptor, cassette holder, grid, etc.
4. No motion, grid lines, or artifacts.
5. Correct SID and OID.

General Radiation Protection (Evidence of Radiation Protection)

The student:

1. Collimated to part.
2. Wears a film badge.
3. Wears a lead apron when appropriate.
4. Kept door to the radiographic room closed and asked any persons in the vicinity of the patient to move away before making an exposure.

The radiograph demonstrates:

1. Visible collimation limits.

Correct Patient Markers and Identification

The radiograph demonstrates:

1. Right or left markers correctly placed.
2. Time and/or position markers correctly placed.
3. Patient information, name, number, etc., clearly visible.

Student Evaluation of Image

The student was able to:

1. Identify all anatomy of interest that must be included on the radiograph.
2. State whether the radiograph is acceptable as defined by the image evaluation criteria listed above.
3. State what corrective measures are to be taken to improve any radiographic image deficiencies.

Appendix C: Student Physical and Mental Requirements

Requirement	Occasionally	Frequently	Continually	Requirement	Occasionally (i.e., Monthly)	Frequently (i.e., Weekly)	Continually (i.e., Daily)
General Requirements (has the ability to...)				Required Lifting (ability to lift...)			
Sit	☐	☐	☒	Up to 10 lbs	☐	☐	☒
Stand	☐	☐	☒	11 to 24 lbs	☐	☐	☒
Walk	☐	☐	☒	25 to 34 lbs	☐	☒	☐
Bend	☐	☒	☐	35 to 50 lbs	☐	☒	☐
Kneel	☐	☒	☐	Up to and over 100 for some Clinical Areas	☐	☒	☐
Crouch	☐	☒	☐	Pushing/Pulling (ability to push and pull...)			
Twist	☐	☐	☒	Up to 10 lbs	☐	☐	☒
Maintain Balance	☐	☐	☒	11 to 24 lbs	☐	☐	☒
Reach	☐	☐	☒	25 to 34 lbs	☐	☒	☐
				35 to 50 lbs	☐	☒	☐
Sensory Requirements (has ability for...)				Up to and over 100 for some Clinical Areas	☐	☐	☒
Far Vision	☐	☐	☒				
Near Vision	☐	☐	☒	Mental & Emotional Requirements (ability to...)	YES	NO	
Color Vision	☐	☐	☒	Cope with high level of stress	☒	☐	
Depth Perception	☐	☐	☒	Make decisions under high pressure	☒	☐	
Seeing Fine Details	☐	☐	☒	Cope with anger/fear/hostility of others in a calm way	☒	☐	
Hearing Norm Speech	☐	☐	☒	Concentrate	☒	☐	
Hearing Overhead Pages	☐	☐	☒	Handle a high degree of flexibility	☒	☐	
Telephone use	☐	☒	☐	Handle multiple priorities in stressful situation	☒	☐	
				Demonstrate high degree of patience	☒	☐	
Environmental Exposure (may be exposed to...)	YES	NO		Work in areas that are close and crowded	☒	☐	
Infectious Diseases	☒	☐					
Chemical Agents	☒	☐		Hand Manipulation (ability with...)			
Dust, Fumes, Gases	☒	☐		Simple Grasping	☐	☐	☒
Extremes in Temperature or Humidity	☒	☐		Firm Grasping	☐	☐	☒
Hazardous or Moving Equipment	☒	☐		Fine Manipulation	☐	☐	☒
Loud Noises	☒	☐		Use of Keyboards	☐	☐	☒

As a student, I understand that the requirements outlined above for participation in an AdventHealth University radiography clinical rotation. I believe that I can meet and abide by the requirements. I am aware that, pursuant to the American with Disabilities Act, I am entitled to request reasonable accommodation in meeting the requirements.

Signature: _____ Date: _____