

AdventHealth University

A.S. Radiography Program Manual

2023-2024

Department of Imaging Sciences

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Dear Radiography Student:

Welcome to AdventHealth University's Radiography Program. We are hopeful that it will be an exciting and productive time for you.

Medicine is an ever-changing science. As new research and technology evolves, it is our responsibility at AdventHealth University (AHU) to keep you, the student, abreast of new and innovative trends in our profession. We trust that through your training at the university and the various clinical education sites, you will achieve not only personal satisfaction, but also an opportunity to satisfy your professional career ambitions.

As a student radiographer, you will want to know many things about the program that will better enable you to understand the full realm of your training. As such, I am pleased to make available to you this *A.S. Radiography Program Manual*. This document is designed to help familiarize you with important aspects of the program and its policies. It is our intention at AHU to demonstrate a commitment to excellence and a dedication to Christian principles, all in a nurturing climate.

Each student enrolled in the Radiography Program at AHU is responsible for reading, understanding, and abiding by the Rules and Regulations as presented in this manual, as well as the general Rules and Regulations of the university as set forth 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; e-mail: mail@jrcert.org, website: www.jrcert.org.

We hope that you will find this Manual useful. Please don't hesitate to call upon our faculty if you have any questions or concerns after reading this manual thoroughly.

Sincerely,

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SECTION 1: GENERAL PROGRAM INFORMATION

Mission Statement, Vision, 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](#)".

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.

Program Goals – 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 1. Students will integrate and apply oral communications in the clinical setting. 2. 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 1. Students will demonstrate retention and application of knowledge when assessing for appropriate positioning and image quality. 2. 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 1. Students will utilize appropriate radiation and patient safety measures. 2. Students will demonstrate radiographic positioning knowledge to obtain quality diagnostic images. 3. 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.

Refer to the AdventHealth University website for “[University Student Learning Outcomes](#)”.

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

Radiography Program Information

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.

For a comprehensive overview of our curriculum, detailed course descriptions, and technology requirements, we encourage you to visit the AHU website and/or refer to the Academic Catalog. These valuable resources provide in-depth information to help you understand the structure of our program, the content of individual courses, and any specific technology or software prerequisites necessary for successful participation.

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.

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

Radiography Program 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: INSTITUTIONAL POLICIES AND PROCEDURES

Please refer to the AHU *Academic Catalog* for a complete list of the policies and procedures. The AHU *Academic Catalog* may be accessed online at <http://catalog.ahu.edu/>.

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*”.

Academic Dismissal and Drop/Withdraw

Refer to the *Academic Catalog* for the complete “[Academic Dismissal](#)” and “[Drop/Withdraw](#)” policies.

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

Americans with Disabilities Act & the Rehabilitation Act

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.

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

Counseling Services

Counseling is available for all students from a licensed counselor. Please contact University Counselor at 407-303-7747 ext. 110-6074 or visit the [Student Affairs](#) (click link to access) website for inquiries as well as for making appointments.

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.

Health Insurance Portability and Accountability Act (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
- 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 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 and AdventHealth Rocky Mountain’s Social Media Policies can be found in iRad > Modules > Clinical Site Policies (Orlando and Denver).

Jury Duty / Court Summons

As per the [“Jury Duty”](#) section of the 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.

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"](#).

Students found to be posting such comments are subject to disciplinary action by the AdventHealth University Citizenship Committee.

Student 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 University 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.

Student Rights and Confidentiality of 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.

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.

Title IX and School Policies

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 Coordinator

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

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>

Miscellaneous 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 Polices

The following academic policies can be found in the Academic Catalog.

- [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.

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](#)
- [Student Affairs](#)
- [Tutoring Center](#)
- [Testing Center](#)
- [Writing Center](#)

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

SECTION 3: RADIOGRAPHY PROGRAM POLICIES AND PROCEDURES

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., download, 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 *Academic Catalog*.

Didactic Courses

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.

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.

Ethical and Professional Conduct

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

General Guidelines

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, 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. *Refer to Section 3, Policy 8*

Radiography Clinical Guidelines

The following guidelines will be adhered to:

- Telephones belonging to the clinical education site are not to be used for personal business except in a true emergency.
- Students are not permitted to use cell phones or any other personal electronic devices (e.g., tablets, personal computers) during clinical hours. This includes utilizing these devices for the purpose of studying. The only approved study materials to be utilized during clinical time are printed positioning notes.
- All accidents or incidents involving patients and students occurring within the clinical site must be reported to Clinical Preceptor and/or staff technologist and the Clinical Coordinator. The proper forms at the clinical site and for AHU must be completed.
- No student will leave clinical assignments, prior to the end of their rotation, without specific permission from the Clinical Preceptor, staff technologist, or AHU faculty.
- The student will return promptly from meal breaks. Meal breaks are 30 minutes long, except where otherwise directed.
- Eating, drinking, or chewing gum in the procedure rooms is prohibited.
- Students should give prompt and courteous recognition to patients, visitors, physicians, and staff.
- Patient complaints are to be investigated and referred to the appropriate sources. Students will direct patient complaints to the Department Supervisor.
- Private conversations should be avoided in the patient's presence or within the hearing range of patients or visitors.

- No patient should ever be left unattended for any unreasonable period of time, especially when they are lying on the examination table. Safety straps, side rails, or other devices are to be utilized with patients whose conditions warrant the use of these precautions.
- Check patient's name bands and orders before doing any procedure to ensure you have the correct patient.
- Complaints or areas of concern relating to the clinical site or staff should only be discussed with the program faculty.
- Students are responsible for all information placed in the student mailboxes.
- Clinical site telephones should be answered according to the established protocols.
- The clinical setting is for the student to gain experience in the performance of all radiologic procedures. When no patient procedures are being done in the department, clinical rotations should be spent practicing positioning, studying your printed positioning notes, or learning to operate the x-ray equipment (i.e., general radiographic equipment, fluoroscopic equipment, and c-arm equipment). Additionally, it is the responsibility of all students to ensure that the procedure rooms are adequately stocked with linens and other supplies as necessary.
- Clinical time spent in any other manner will be deemed inappropriate and will result in a written reprimand. Each case will be discussed, and action will be taken on a case-by-case basis. Studying notes other than positioning notes is not acceptable.
- Injecting patients with contrast for certain examinations is part of the requirements for Radiologic Technologists. As a student in this program, you will receive training on the proper method of injecting patients. However, while you are a student, you will follow the requirements of the clinical education site where it pertains to injecting patients. Because of various reasons, some of the clinical education sites do not allow students to inject patients. Other sites do allow injection by students; however, a registered technologist, registered nurse, or a doctor must be present in the room observing you while you perform the injection. This requirement is in effect for the entire length of the program.
- Patient confidentiality must be maintained at all times. Patient Protected Health Information (PHI) should only be discussed with other medical personnel who are directly involved with the procedure. AdventHealth University Sciences follows the terms set forth in the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191, and the regulations contained in chapter 45 of the Code of Federal Regulations (CFR), parts 160, 162, and 164. In accordance with this law and AHU policy, students are required to take certain measures to keep PHI confidential. The policy takes into account all PHI, including but not limited to external remote electronic transmissions.
- Should a suspected violation of this policy occur, the AHU Department of Imaging Sciences will conduct an investigation of the alleged incident. After investigation and

confirmation that a violation has transpired, the student(s) will be the student will receive disciplinary action in accordance with program policy, up to and including program dismissal.

Disciplinary Action

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).

Disciplinary Process: 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:

- 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.
- 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.
- 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).
- 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.

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

Actions Taken

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.*

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

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. This will result in the student's clinical grade for that trimester being lowered one step as per the Disciplinary Action Policy (Section 3.1.3) in the *A.S. Radiography Program Manual*
 - b. 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.

Criminal Background Checks

University Policy: 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.

American Registry of Radiologic Technologists (ARRT) Policy

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.

State Policies

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.

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.

CPR Certification

Verification of Basic Life Support 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. **Courses offered via the Internet are not acceptable.**

Immunizations

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

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](#)

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.

Radiography Laboratory

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

The Denver Campus Laboratory (Lab) consists of a non-energized x-ray/fluoroscopic unit located at 711 E. Yale Ave, Denver, CO. 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 and 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 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 the Radiography Program Faculty are not available, the lab will be turned off, and the door will be locked. **Any violations 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.**

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.

Identification Marker Replacement

Students who lose their markers can obtain a replacement set by notifying the Radiography Faculty as soon as possible. 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.

Clinical Attendance

Clinical education is a vital part of the total program in developing a student's skills. Prompt and consistent clinical attendance is expected of all students in the Radiography Program.

Clocking In and Out at Clinicals

The student is responsible for being present for all scheduled clinical hours. The student will clock in and out of their clinical site using Trajecsyst (see *Section 3, Policy 14*). Students may clock in and out utilizing one of the two following methods:

1. Computers located WITHIN the imaging department at their clinical site, or
 2. Utilizing a smart device (e.g., phone, tablet, etc.) while in the imaging department at their clinical site.
- Clocking in and out of Trajecsyst requires specific settings on smart devices. Students are required to have GPS ENABLED on the device and must have a reliable cellular or Wi-Fi network connection. Trajecsyst will record the geolocation along with the time record. If the student is not in the imaging department when clocking in/out (e.g., parking lot, lobby, at home, etc.), the student will be considered absent for that day. The student would still be required to complete that clinical day as scheduled. If the student is considered absent due to incorrect geolocation, they are required to make up a full clinical day during finals week of that trimester. A Personal Day Off (PDO) may not be utilized for make-up time. There will be no exceptions to this policy. The student will no longer be able to use a smart device for the remainder of the program should more than one instance of incorrect geolocation occur.
 - If a student forgets to clock in/out, the student must document this using the 'Time Exception' in Trajecsyst. Time Exceptions can only be used a maximum of 2 times per trimester. Each additional Time Exception will result in a 1% grade reduction of the final clinical grade.

Personal Days Off (PDO)

- In addition to the two absences mentioned in *Section 3, Clinical Attendance*, each student is allowed two (2) Personal Days Off (PDO) each clinical trimester.
- A PDO is a personal day off and must be used to cover the entirety of a scheduled shift. Partial shift coverage is not accepted.
- Students are not required to make up days taken as a PDO.
- If a student does not use the two PDOs, they cannot be carried over into the next trimester.
- It is up to the student to inform the faculty on the day of the missed clinical time as to whether or not they will be using that day as a PDO.

- Personal Days Off (PDO) are a privilege. Students abusing any program policy or procedure, as determined by the faculty, could have their PDOs suspended for that trimester. If they have already used their PDOs for that trimester, the next trimester's PDOs will be suspended.
- If a student chooses to save their PDO(s) until the last week of the trimester, must ensure that all clinical requirements are completed for that trimester before taking the PDO(s). If there are any pending clinical requirements, the student will not be allowed to take the PDO(s).
- PDO(s) cannot be retroactively applied to missed clinical time.

Personal Day Off (PDO), Absence, or Late Arrival Notifications

- The student must notify the program faculty and the clinical site in the event of an absence, PDO, or late arrival. A student will be penalized if **any** of the following criteria are not met:
 - Notified clinical site, via personal e-mail, of absence or PDO prior to the start of the assigned clinical rotation to include date/day of absence and the rotation assigned (e.g., ER, surgery, etc.)
 - Notified all the program faculty of absence prior to the start of the assigned clinical rotation via thorough completion of the Trajecsys PDO/Absence Form
 Failure to meet the above criteria will result in a **1% reduction** in the student's Professional Integrity grade for **each** incident.
- If a student is absent from clinicals and is not taking a PDO, a valid reason must be provided along with supporting documentation (i.e., doctor's note, evidence of car trouble, etc.). This documentation must be provided to the Clinical Coordinator within 24 hours from the first date of absence. If the student fails to provide a valid reason for the absence and supporting documentation within the stated timeframe, the absence will be 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.
- The Radiography student must arrange any vacation time so that there is minimal impact on their course work, clinical time, and other obligations to the University. Vacation time during the trimester is highly discouraged as it may impact a student's success in a course or progression in the Program. **Vacation time is considered an unexcused absence** and can be subject to grade reductions. Please refer to the A.S. Radiography Program Manual and specific course syllabi policies on absenteeism.

Absenteeism and Tardies

- The student 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 published times.
- Failure to clock in before the scheduled start time will be recorded as a tardy.

- A student is allowed to accumulate two excused absences and tardies without penalty to the clinical grade.
- Accumulating more than two incidents of absenteeism or tardiness during a trimester will result in a grade reduction as follows:
 - Three incidents result in a 5% reduction in final clinical course grade **and** a written warning
 - > 3 results in a 10% reduction in final clinical course grade, a written reprimand, **and** is subject to clinical probation
- A student who accumulates more than ten incidents of clinical absences or tardiness at any time during the length of the program may be subject to dismissal.
- In addition to the above, the university policy on attendance will be adhered to as well. This policy states that when a student's number of absences (excused or unexcused) for any course exceeds 20% of the total course appointments, a grade of "F" may be given for that 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.

Make-Up and Extra Clinical Time

- Make-up time must be scheduled with the clinical program faculty a minimum of two days prior to the day that it is to be performed. If the student fails to fulfill the scheduled make-up time without prior notification, it will be counted as additional missed clinical time.
- Failure to complete the makeup time as scheduled will result in additional makeup time equivalent to the missed scheduled time. If students do not complete the makeup time as scheduled without prior notification to the faculty, the missed makeup time will be considered an absence (refer to Item 1 of the Participation/Attendance section for information on the number of absences). All policies regarding time and attendance also apply to makeup time.
- All clinical time missed, regardless of the reason, **must be made up no later than the following two weeks**. Consideration will be given to time missed due to extenuating circumstances such as personal surgery, etc.
- Clinical time, including any makeup time, is only to be performed during the hours of 7:00 a.m. and 11:00 p.m. Monday through Thursday and 7:00 am and 5:00 pm on Friday
- Students are not allowed to switch clinical rotations with another student. If any extenuating circumstances arise, the student must receive approval from the Clinical Coordinator to make any changes to the clinical schedule.
- Students are not to exceed a combined class hour, clinical hour, and clinical make-up time of 40 hours per week. Students are not to exceed ten clinical hours per day.
- Students requesting to do extra clinical time (not make-up time) must do so in writing via Canvas or email to the Clinical Coordinator for approval.

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.

Clinical Uniform and Appearance

Proper dress, personal grooming, and overall appearance add to the positive image that the public has of AdventHealth University and its clinical affiliations. For these reasons, the Radiography Program requires all students to follow the clinical uniform and appearance policies as stated herein.

Radiography Clinical Uniform

In order to exhibit the proper professional image to patients, co-workers, and the public, student radiographers assigned to the Radiology Department are required to wear a standardized uniform.

The Radiography Clinical Uniform consists of the following:

- Choice of Ceil Blue, Navy Blue, or Galaxy Blue scrubs.
- T-shirts, if worn beneath the scrub top, **must** be plain white. Colored T-shirts are **not** authorized.
- The uniform must be:
 - Clean and in good repair
 - Pressed and free of wrinkles
 - Properly hemmed
 - Free of rips, holes, stains, fading, or any other blemishes
- White lab coats with long or short sleeves may be worn. Lab coats or track jackets in the color of Ceil Blue, Navy Blue, and Galaxy Blue are also acceptable. If the student chooses to wear a colored lab coat, it must be the same color as the scrubs.
- The AdventHealth University patch must be worn on the left sleeve of each uniform and lab coat. It must be centered 2 ½" below the shoulder seam.
- Shoes/sneakers must be a solid, conservative color, closed-toe, and in good repair.
- Students must wear radiation monitoring devices and hospital ID cards on the outside of the uniform and in an appropriate location while in the clinical setting.
- Appropriate undergarments are to be worn.

Surgical Site Attire

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

- Freshly laundered, facility approved, surgical attire, including clinical uniforms, shoes, and head coverings are worn in the semi-restricted and restricted areas of the operating room.

- Surgical masks are worn in the restricted area when sterile supplies are opened.
- Dangling earrings are not permitted when scrubbed at the sterile field.
- Facial hair covering must be worn in the restricted area when sterile supplies are opened.
- **Shoe/Shoe Covers:** Closed toe shoes shall be worn; may don shoe covers for protection from gross contamination.
- **Head Coverings:** A clean, facility approved, surgical hat or hood that confines all hair.
- **Surgical Masks:** Must completely cover the mouth, nose, and chin and fit snugly in a manner that prevents gaps at the sides. The wearer's facial shape will determine which mask attachment (eg, ties, earloops) provides the best fit. The type of surgical mask needed for the procedure should be selected according to the barrier level indicated on the box. A fresh clean mask should be worn for every procedure and must be replaced and discarded when it becomes wet or soiled.
- **Personal Protective Equipment:** Specialized equipment or clothing for eyes, face, head, and body (i.e. barriers) designed to protect the healthcare worker from injury or exposure to a patient's blood, tissue, or body fluids. Personal protective equipment must be removed prior to leaving the peri-operative environment.
- No perfume shall be worn in surgical suites.

General Appearance

- **Condition of clinical uniform** must be:
- **Hair** should be clean and groomed so as not to interfere with a workforce member's work responsibilities. Workforce members in direct patient care must have hair pinned back or styled so that it does not fall over patients. Some departments may require that hair nets or caps be worn. Unnatural hair colors (blue, green, pink, etc.) are not permitted.
- **Facial hair** must be trimmed and neatly maintained in a way that is professional. Uniforms and shoes must be kept clean and neat. For workforce members in clinical settings, facial hair must not interfere with the fit, seal, or function of a respiratory mask as mandated by the Occupational Safety and Health Administration (OSHA). Interference is defined as any hair growth between the skin and the facepiece sealing surface, such as stubble beard growth, beard, mustache, or sideburns which cross the respirator sealing surface. Adornments and rubber bands in beards are not permitted. Some departments may require that hair nets be worn over beards.
- **Tattoos** must not contain vulgar or offensive images/language, and must be kept covered as much as possible.
- Workforce members should be conscientious of wearing strong scents and be sensitive to the effects of scents/odors on patients, visitors, and fellow workforce members, as they could aggravate allergies.
- **Cosmetics**, when worn, should not be excessive, should enhance natural features, and project a professional image.
- **Jewelry** may be worn if it does not present a safety hazard.

- Conventional earrings that present a professional image are allowed.
- Visible body piercing(s) are not allowed.
- Facial piercings, such as nose, lip, and eyebrow piercings should be removed.
- Gauges larger than natural earlobe size are not permitted and must be replaced with skin colored plugs. An acceptable gauge should have the same appearance as a small post earring. If skin dangles from gauge removal, earlobes 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.
- **Hats and caps** are not permitted unless part of a department uniform and/or used for safety in performing certain jobs. Hats and caps required for work purposes must be plain in color and free of logos, emblems, insignias, etc., unless it is an item issued by AdventHealth.
- **Fingernails** must be kept clean, neat, and a reasonable length for good job performance. For clinical areas, nails should not exceed $\frac{1}{4}$ inch in length. Acrylics, artificial nails/nail extenders, and silk overlays are also not permitted in clinical areas. There are certain departments that prohibit all nail polish products. Workforce members should adhere to the protocols for their department.

Students arriving in the clinical area inappropriately dressed or unshaven (as determined by the program faculty or department staff) may be asked to leave. Any time missed because of this will be required to be made up. Additionally, the student will receive a written warning or reprimand (Refer to *Section 3, Disciplinary Action.*), as appropriate.

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

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.

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.

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."

Mobile/Surgical Supervision

A registered radiographer will accompany students on all portable and surgical procedures in order to fulfill the minimum requirement of indirect supervision.

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 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 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

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 will be for **each** occurrence. If the student accumulates more than two violations in a given trimester, they will receive a **written reprimand** and be subject to the consequent 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 is not logged on the student's Clinical Procedure Log**
- **Clinical Procedure Logs consistently devoid of any repeat exams**

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 turned in to the 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 this process is complete. If this process is not completed by two weeks, the student will be suspended from clinicals until the process is completed.

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. (refer to the *A.S. Radiography Program Manual, Section 3, Disciplinary Action.*)

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 then be entered electronically into the “Daily Procedure Log” form in Trajecsys. These entries are **not** to be accomplished during clinicals hours.

The Clinical Procedure Log must be submitted to the Faculty by the due dates provided. 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 Procedures Logs for any reason, they will receive a **written reprimand**. Students who repeatedly fail to submit these forms will be subject to Clinical Probation (refer to *Section 3, Disciplinary Action*).

Clinical Procedure Logs are evaluated by program faculty to ensure accuracy and completion.

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.

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).

Communicable Disease 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.

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.*

Patient Safety

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.

Trajecsys

The Radiography Program at AdventHealth University uses an online student record management service called Trajecsys. 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 Trajecsys. 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 Trajecsys.

Service Learning

AdventHealth University requires that all students receiving an Associate of Science Degree, such as the A.S. in Radiography (ASR), must complete Service Learning (refer to the *Academic Catalog*). Project requirements will be given to the students during the third trimester of the program.

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: DIDACTIC/CLINICAL SCHEDULING

Course Sequences

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*

First Year	Summer	Fall	Spring
RTCA 111: Introduction to Radiography	3		
RTCA 113: Patient Care for the Health Sciences	2		
ENGL 144: Medical Terminology	2		
RELP 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

Second Year	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 Courses:

MATH 120 College Algebra

Course descriptions can be found in the *Academic Catalog*.

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
AdventHealth Celebration	Day
AdventHealth DeLand	Day
AdventHealth East Orlando	Day & Eve.
AdventHealth Fish Memorial	Day, Mid-Day, & Eve.
AdventHealth Kissimmee	Day
AdventHealth Orlando	Day & Eve.
AdventHealth Waterman	Day
AdventHealth Winter Garden	Day
AdventHealth Winter Park	Day, Mid-Day, & Eve.
AdventHealth Imaging – Altamonte	Day
AdventHealth Imaging – Innovation Tower	Day
AdventHealth Imaging – Lake Mary	Day
AdventHealth Imaging – Oviedo	Day
AdventHealth Imaging – Partin Settlement	Day
AdventHealth Imaging – Waterford Lakes	Day
AHMG Pediatric Orthopedic Surgery	Day
Rothman Orthopaedics AdventHealth Training Center	Day
Rothman Orthopaedics Innovation Tower	Day
Rothman Orthopaedics Winter Park	Day
Denver Sites	
AdventHealth Castle Rock	Day
AdventHealth Littleton	Day & Eve.
AdventHealth Parker	Day
AdventHealth Porter	Day
Colorado Joint Replacement	Day

Health Images – Boulder	Day
Health Images – Cherry Hills	Day
Health Images – Church Ranch	Day
Health Images – Diamond Hill	Day
Health Images – Longmont	Day
Health Images – North Denver	Day
Health Images – South Denver	Day
Health Images – Southlands	Day
St. Anthony West	Day & Eve
Women’s Imaging Boulder	Day

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 outlines the types of clinical rotations **all** students will have throughout the duration of the Radiography Program:

	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 requirements, students are required to perform evening rotations. The JRCERT states that a maximum of 25% of the student's total clinical clock hours can be performed in evening and weekend assignments. The Radiography Program at AHU does not assign weekend clinical rotations.

The JRCERT defines evening hours as any time between 7:00 pm and 5:00 am. Based on the 25% maximum allowed by the JRCERT, the Radiography Program requires students to participate in evening rotations for **a minimum of 3% and a maximum of 15%** of their total 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.

Clinical Site Contact Numbers

AHU Radiography Clinical Education Sites	Contact Info *
Orlando Sites	
AdventHealth Altamonte	407-303-2600
AdventHealth Apopka	407-609-7331
AdventHealth Celebration	407-767-4367
AdventHealth DeLand	386-943-4608
AdventHealth East Orlando	407-303-8695
AdventHealth Fish Memorial	386-917-5114
AdventHealth Kissimmee	407-933-6691
AdventHealth Orlando	407-609-0850
AdventHealth Orlando Outpatient Center	407-303-3610
AdventHealth Waterman	352-253-3940
AdventHealth Winter Garden	407-614-0500
AdventHealth Winter Park	407-646-5337
AdventHealth Imaging – Altamonte	407-303-2155
AdventHealth Imaging – Innovation Tower	407-303-1414
AdventHealth Imaging – Lake Mary	407-333-9766
AdventHealth Imaging – Oviedo	407-977-7460
AdventHealth Imaging – Partin Settlement	407-861-3336
AdventHealth Imaging – Waterford Lakes	407-949-6444
AHMG Pediatric Orthopedic Surgery	407-303-5687
Rothman Orthopaedics AdventHealth Training Center	407-625-7584
Rothman Orthopaedics Innovation Tower	kara.dore@rothmanortho.com
Rothman Orthopaedics Winter Park	407-451-8574
Denver Sites	
AdventHealth Castle Rock	720-455-8007
AdventHealth Littleton	720-528-0776
AdventHealth Parker	303-269-4605
AdventHealth Porter	303-765-3842
Colorado Joint Replacement	303-260-2904
Health Images – Boulder	303-440-1000
Health Images – Cherry Hills	303-762-0060

Health Images – Church Ranch	303-446-0200
Health Images – Diamond Hill	303-964-1444
Health Images – Longmont	720-494-4777
Health Images – North Denver	303-964-1410
Health Images – South Denver	303-577-4000
Health Images – Southlands	303-341-7731
Women’s Imaging Boulder	303-416-1350

*These contact numbers are subject to change without notification to the AHU Radiography Program Faculty. It is the student’s responsibility to make sure they have the most current contact information.

Each clinical site has an assigned Clinical Preceptor. The names and contact information of these preceptors are located in Canvas in the iRad course.

Modality Shadowing Policy

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 5: DIDACTIC/CLINICAL GRADE EVALUATION

Radiography Program Grading Scale

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

Academic Counseling

Faculty are available for academic counseling when requested and/or necessary.

Clinical Grade

It is the student's responsibility to fulfill all clinical course requirements before the appointed deadline as published in the clinical syllabus. The student must plan ahead and utilize each clinical rotation effectively in order to master the necessary skills to accomplish this.

Evaluation of Clinical Grade

The grade for all Clinical Education courses will be calculated based on the following general scale:

Competency Exams	40%	Lab Testing/Assignments	30%
Student Evaluations	10%	Professional Integrity	20%

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

Additional factors that will affect the student's trimester grade, as noted on each respective syllabus, are:

- Attendance
- Disciplinary actions
- Record of Clinical Procedure Logs/Repeat Image Violations

Students who do not complete all of the 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.

Clinical Performance

A student's clinical performance may be evaluated by program faculty at any time while in the Radiography program to determine whether the student is performing at the appropriate clinical level. If the student's performance is found to be below the appropriate clinical level as determined by the program faculty, actions taken may result in failure of the clinical course or program dismissal.

Clinical Dismissal

The infractions resulting in a recommendation for dismissal from the Radiography Program include, but are not limited to:

- Absent from clinicals for more than 20% of the scheduled time. Refer to the *Academic Catalog*.
- Received four reprimands for the same or different offenses. Refer to *Section 3, Disciplinary Action*.
- Failure to satisfactorily fulfill the terms imposed by clinical probation.
- Any gross disregard for hospital/university policies in the clinical setting.
- Breach of ethical or professional behavior. Refer to *Section 3, Ethical and Professional Conduct*.

- Accumulating four critical errors while enrolled in the Radiography Program. Refer to *Section 3, Disciplinary Action*.
- Failure to demonstrate satisfactory clinical performance appropriate for the clinical level. Refer to *Section 5, Evaluation of Clinical Grade*.

Laboratory Proficiency Testing Policies and Procedures

Laboratory Demonstration will be conducted following the classroom presentation of the Radiographic Procedures I and II courses (RTCA 121 and 141). The grade received for the Laboratory Testing will be included as part of the clinical grade for Clinical Education I and II courses (RTCA 112 and 122). For Clinical Education I and II, students must successfully complete the Laboratory Proficiency Testing before they are allowed to perform their attempts on the respective procedures. Refer to *Section 7, Appendix D*.

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

The following policies will be adhered to during laboratory testing:

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.

Competency Record

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.

Identification Markers

- Students are to bring their AHU-issued markers to the laboratory testing session.
- Students who forget their markers will be penalized in the Exam Performance category related to appropriate use of markers.
- Students utilizing externally-sourced markers (Etsy, eBay, etc.) will receive a zero for the lab testing

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 to 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**.

Unexcused Absence for Laboratory Testing

It is the responsibility of the student to notify the Course Instructor and/or Lab Instructor of any absences 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.

Failure to notify the 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)**. Should the student provide 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 3, Disciplinary Action*.

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)**.

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.

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.

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.

Deductions

In addition to the deductions stated in *Section 5*, the following actions will result in deductions to the student’s laboratory testing grade:

- Any error(s) 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 lab testing, the student will be given a score of **zero**, regardless of the score in Trajecs (refer to *Section 5, Laboratory Proficiency Testing Policies and Procedures*). The student will then complete the Lab Remediation Process.
- If an incorrect view is performed.

Clinical Education I & 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*.

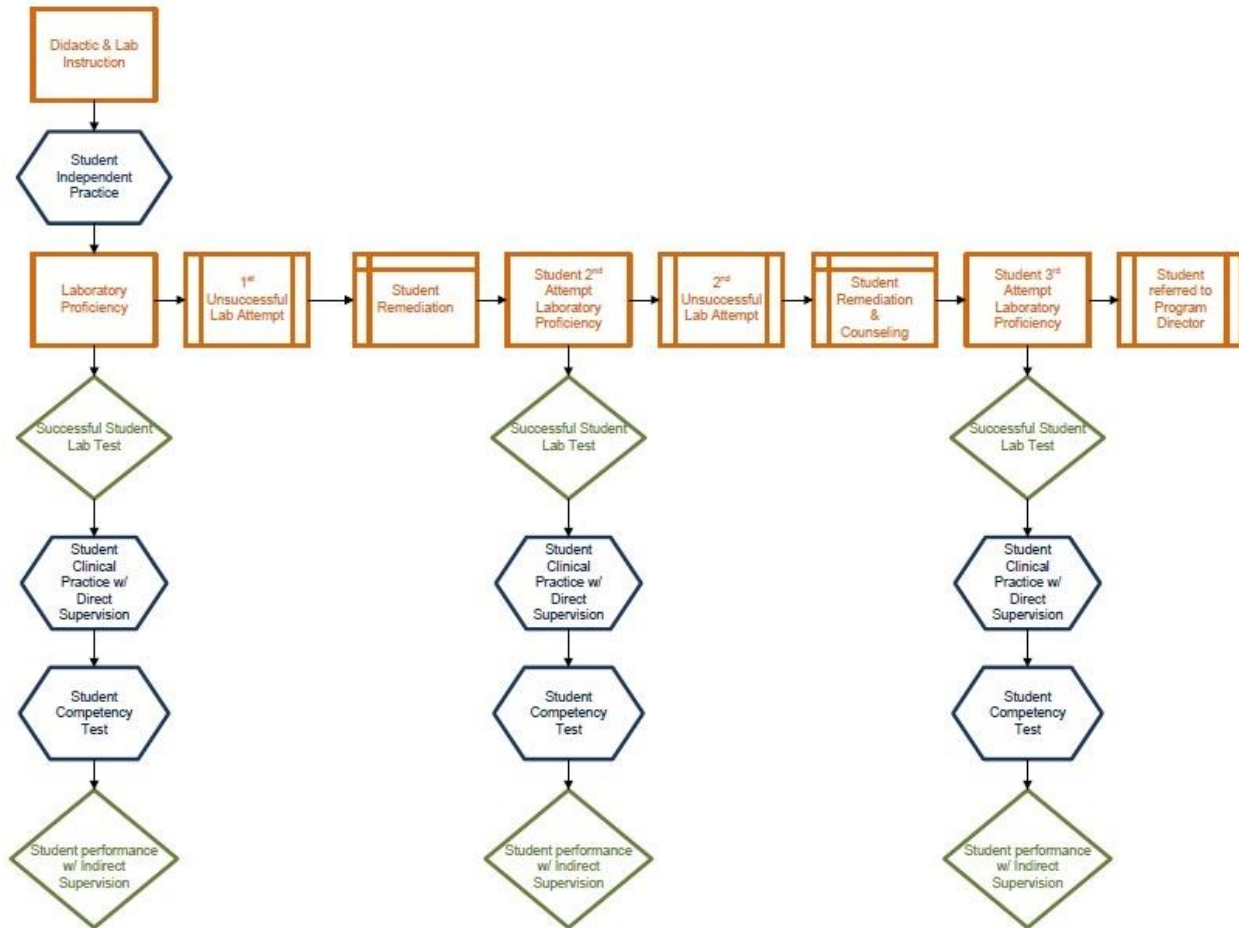
If a student is unsuccessful in any proficiency examination, attempts or comps on that exam are not permitted in the clinical setting until after successfully completing the remediation process.

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*.

Clinical Education I & II Laboratory Remediation

If a student receives below a 79.50% during laboratory testing, the student will undergo the Laboratory Proficiency Remediation process as indicated by the following flowchart:



- A Clinical Faculty member will issue a remediation form outlining the remediation steps.
- The student will be assigned a remediation worksheet related to the procedure. The student must achieve a grade of 79.50% or higher. If the student is not successful on the first worksheet, they will be required to complete another worksheet. If the student does not pass the second worksheet with a 79.50% or higher, the failure will count as an additional lab testing failure.
- The faculty member who issues the remediation slip will schedule the retesting.
- Retesting of the student will not be based on the exact positions that were originally given, but rather a combination of positions from those attempted and those required. **The student must achieve an 85% on the retest of the failed exam.** A grade earned below 85% will result in a lab testing failure.
- The Laboratory Proficiency Remediation process must be completed within four (4) academic days. If the student fails to complete the remediation process in this timeframe, the student will be placed on clinical probation. Refer to *Section 3, Disciplinary Action*.

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. This requires the student to undergo the remediation process. Refer to *Section 5, Laboratory Proficiency Testing Policies and Procedures*.

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 III (RTCA210) or Clinical Education IV (RTCA212), as appropriate. This will result in dismissal from the program. Readmission will follow normal procedures as outlined in the Academic Catalog.

Clinical Education III & IV Senior Lab Testing Remediation

If a student receives below an 85% during Senior Lab Testing, they must undergo the Laboratory Proficiency Remediation process.

- A Clinical Faculty member will issue a remediation form outlining the remediation steps.
- The faculty member who issues the remediation slip will schedule the retesting.
- Retesting of the student will not be based on the exact positions that were originally given but rather a combination of positions from those attempted and those required. **The student must achieve a 90% on the retest of the failed exam.** A grade earned below 90% will result in a lab testing failure.
- The Laboratory Proficiency Remediation process must be completed within **four (4) academic days**. If the student fails to complete the remediation process in this timeframe, they will be placed on clinical probation. Refer to *Section 3, Disciplinary Action*.

Clinical Competency Policies and Procedures

After a student has successfully completed laboratory proficiency testing and any required attempts of a procedure, they are then able to competency test on that procedure in the clinical setting. This requires that the student perform the procedure without the aid of any technologist, textbook, or notes. The student must satisfactorily fulfill all trimester requirements as outlined in the course syllabus. By the completion of the program, the student must have successfully completed the required number of mandatory and elective Competency Requirements.

ARRT Requirements

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

This policy describes the competency requirements for Radiography that became effective on January 1, 2022. These requirements are in addition to graduating from an educational program accredited by a mechanism acceptable to the Registry. The requirements listed are the minimum core clinical competencies necessary to establish eligibility for participation in the ARRT Certification Examination. ARRT encourages individuals to obtain education and experience beyond these core requirements.

Students must demonstrate competency in all 36 *Imaging Procedures* identified as **mandatory**.

Students must also demonstrate competency in at least 15 of the 34 *Imaging Procedures* identified as **electives**.

- One of these elective procedures must come from the Head section
- Two of these elective procedures must come from the Fluoroscopy Studies section.

In addition to the requirements listed in *Section 5 – Radiologic Procedures*, the Program requires students must also demonstrate competency on three Equipment Checkoffs:

1. General Radiographic Equipment Checkoff (RTCA112)
2. Fluoroscopic Equipment Checkoff (RTCA122)
3. C-Arm Equipment Checkoff (RTCA210, RTCA212, or RTCA222)

The requirements for these checkoffs are found in the respective Clinical Education course syllabus.

In addition to the Imaging Procedures competencies and Equipment Checkoffs, the following General Patient Care competencies are **mandatory**:

- Vital Signs (Blood pressure, temperature, pulse, respiration & pulse oximetry)
- Sterile and Medical Aseptic Technique
- Venipuncture
- Transfer of Patient
- Care of Patient Medical Equipment

These competencies may be simulated.

Note: Students auditing Clinical courses will be required to repeat five (5) previous competencies during the trimester. No additional competencies during the trimester are permitted.

Demonstration of Competence

Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing, and image evaluation.

Competency exams must be done under the direct supervision of a radiologic technologist. Upon successful completion, the student will be able to perform the competency-tested procedure under indirect supervision. Refer to *Section 3, Clinical Supervision*.

A student must declare their intention to comp on an exam to the radiologic technologist **before** the start of the exam and **before** seeing the patient. Once students have decided that they want to prove competence on a given procedure, they may not change their minds once the procedure has begun.

Clinical exam attempts and competencies must be performed with AHU-issued personalized markers. Externally sourced or generic markers (provided by the clinical site) may not be utilized during any attempt or competency test. Those exams not using AHU-issued personalized markers will be rejected by faculty in Trajecs and must be repeated by the student. Students with repeated noncompliance with this policy may be subject to further disciplinary action.

The student is not allowed to pre-select patients in any way to prove competence in a procedure. This includes looking at the size/status of a patient before declaring to the technologist that they would like to competency test on the exam.

When a student requests to be competency tested, they must know and be able to perform the routine views for the procedure and select the correct technical factors, including manual techniques. The student is not permitted to use the procedure menu on the control panel to select the technical factors. Trauma competency exams are not limited to only the trauma views. Students are required to perform all views as per the facility's protocol.

During competency testing, the student is not permitted to refer to positioning notes or textbooks or ask for technologist assistance in performing routine views. The technologist may offer assistance with a difficult patient, but it is the student's responsibility to take the lead in performing the exam.

The supervising technologist is allowed to stop the student at any time during the competency exam if they feel that the student is not demonstrating competence or harm will result to the patient.

A student may prove competence on an exam at the technologist's discretion. If the technologist feels that the patient is not an appropriate case on which to perform a competency test, they may deny the student's request.

If the student has to be corrected or assisted in any manner during the course of the competency testing, this will be reflected in the grading of the competency exam.

Competency in any procedure does not mean mastery of it. It means that the student is capable of performing it without direct supervision. Mastery of all procedures in Radiography comes with continued performance of the procedures until they are second nature to you. Therefore, once a student has competency tested on any procedure (e.g., Chest X-ray), they will not shy away from or refuse to do them at any time. Statements such as "I don't need to do that because I have already competency tested on it" or "I've done enough of those" will not be tolerated. Violators of this policy will receive disciplinary action as discussed in *Section 3, Disciplinary Action*.

Competencies performed with staff technologists are evaluated by one of the program faculty. Changes to the competency grade may be made at the discretion of the program faculty.

Failing five (5) competencies while enrolled in the Radiography Program could result in dismissal from the program. Additionally, if a student fails the same competency three (3) times, the student could be dismissed from the program. NOTE: Equipment Checkoffs are considered comps.

Competency Protocol

The following protocol will be adhered to in order to perform a competency test on any procedure.

- Students will receive classroom instruction on a specific procedure (Chest x-ray, abdomen, hand, etc.).
- Students will practice the procedure while attending their clinical assignment or in the Radiography Lab. Students may also perform these procedures on patients while under the direct supervision of a registered radiographer. Refer to *Section 3, Clinical Supervision*.
- Students will then demonstrate the ability to successfully perform the procedure during Laboratory Proficiency Testing.
- Upon satisfactory completion of the laboratory proficiency testing, the students may then request to perform the procedure as an "attempt." "Attempts" are only required for the first three clinical trimesters.
- Once the student has successfully completed two "attempts" on the procedure, they may then request to perform it as a competency exam.

- **The student may only complete one attempt and one competency exam OR two attempts on a given procedure in a single clinical shift.** The student is not allowed to complete two attempts and a competency exam on the same procedure in a single clinical shift.
- **Out of respect for the patient, only one student may perform attempts and/or competency exams on a single patient.** In other words, two or more students may not perform competency tests or attempt any exam on the same patient. Any student violating this policy will have the resulting competency exam grade invalidated.
- Should a patient present with bilateral exams (i.e., Bilateral Hands, Bilateral Feet, or Bilateral Hips), and the student has either no attempts or one attempt on the procedure, that student cannot use one side as an attempt, and then the other side as the 2nd attempt or as a comp. The student is only allowed to use one of the exams as either an attempt or a comp.
- **A grade of 79.50% (B-) or better is required for the comp to be considered successful.**
- If the grade on the competency exam is less than 79.50%, the student **must** complete the remediation process prior to attempting to perform the procedure again.
- Upon successful completion of the Competency, the student is considered competent to perform the procedure under the indirect supervision of a registered radiographer. Refer to *Section 3, Clinical Supervision*.
- A comp must be entered in Trajecsyst **within three business days** of the date of the comp to be considered valid. If the comp is not entered within this timeframe, the comp is considered invalid and will not count towards the student's clinical grade; therefore, the student would need to re-comp the exam.

Radiologic Procedures

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.

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 policies apply to the performance of elective competency examinations and simulations:

During clinical education trimesters II – V, simulations may only be performed in the second half of the trimester. Specific dates will be indicated on the respective syllabus. Students are only allowed to complete **one simulation** per clinical trimester, with the exception of the first clinical trimester, in which no simulations are allowed.

Simulations may **not** be performed on any of the following procedures:

- Studies that involve the use of a contrast agent to make visible the internal organs or vasculature of the body
- Portable examinations
- Surgery examinations
- Pediatric examinations

Any competency examination that is performed as a simulation may only be conducted with one of the designated on-site Clinical Preceptors or one of the program faculty.

Note: Exceptions to any of these policies will only be made by the Program Director or Clinical Coordinator on a case-by-case basis.

Student Clinical Evaluations

In order to assess the students' progress throughout the clinical education experience, the Clinical Preceptor or supervising staff technologist at each of the students' clinical rotation sites will submit an evaluation in Trajecsyst at periodic times each trimester. Any student receiving a failing or substandard evaluation will be brought in for counseling by the Clinical Coordinator.

Refer to *Section 5, Clinical Grade*, as to the weight of these evaluations on the student's grade.

SECTION 6: 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 5, Clinical Competency Policies and Procedures*.
- 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 7, 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 7: APPENDICES

Appendix A

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: [2023 ARRT Standards of Ethics.pdf \(kc-usercontent.com\)](#)

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

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: _____