



**TOURO
UNIVERSITY**

**New York School of
Career & Applied Studies**

**RADIOLOGIC TECHNOLOGY PROGRAM
POLICY MANUAL**

**Touro University
230 W. 125th Street, 3rd Floor
New York, NY 10027**

IMPORTANT NOTICE

This Manual contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Manual are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Manual only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This Manual is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Manual is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all University policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication. For the avoidance of doubt, all applicable new and revised policies, procedures, and practices posted on the Touro website will become effective to you, whether or not you become specifically aware of them.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance in a school or program does not form the basis of a contract. Indeed, a student's acceptance may be revoked if it is later learned, among other things, that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student- educational institution setting by and between Touro and the student. To this end, you waive and Touro disclaims any contract or liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and/or a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Manual is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Manual, which is not resolved through Touro's internal mechanism, shall next be submitted to non-binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall proceed to binding arbitration (the "Mandatory Arbitration"). The Mandatory Arbitration shall be conducted by JAMS or any other reputable ADR organization before a single arbitrator who shall be an attorney or judge. Selection of the arbitrator and location for the Mandatory Arbitration shall be made at Touro's sole discretion. See "Alternative Dispute Resolution" provision for a more elaborate treatment of the Mandatory Mediation and Mandatory Arbitration provisions.

POLICY OF NON-DISCRIMINATION

Touro University is an equal opportunity employer. Touro University treats all employees, job applicants, and students without unlawful consideration of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

For the full policy statement see <https://www.touro.edu/non-discrimination/>.

ACCREDITATION

Touro University was chartered by the Board of Regents of the State of New York in June 1970.

Touro University is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 N. Orange Street, MB #166 Wilmington, DE 19801, (267) 284-5011. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation. This accreditation status covers Touro University and its branch campuses, locations and instructional sites in the New York Area, as well as branch campuses in Illinois, Berlin, Jerusalem, and Moscow.

Touro University California (TUC) and its branch campus Touro University Nevada (TUN), as well as Touro University Worldwide (TUW) and its division Touro College Los Angeles (TCLA), are part of Touro University, and separately accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Alameda CA 94501 (Tel: 510-748-9001).

New York Medical College (NYMC) is a separately accredited institution within Touro University, also accredited by the Middle States Commission on Higher Education (MSCHE).

The Hebrew Theological College (HTC) in Skokie, IL is part of Touro University. HTC is accredited by the Higher Learning Commission (HLC).

RADIOLOGIC TECHNOLOGY PROGRAM ACCREDITATION

The Program holds full accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New York State Department of Health. The JRCERT may be reached by mail at 20 North Wacker Drive, Suite 2850 Chicago, IL 60606 or by phone @ (312) 704-5300. Upon completion, the student will be prepared to take the Registry Examination offered by the American Registry of Radiologic Technologists (ARRT) and recognized by the New York State Department of Health as a prerequisite for State licensure.

TABLE OF CONTENTS

TOURO UNIVERSITY MISSION STATEMENT	7
INTRODUCTION	8
CONTACT INFORMATION	8
PROGRAM MISSION, VISION, AND VALUES	8
HISTORICAL PERSPECTIVE	9
PROGRAM GOALS & LEARNING OUTCOMES	9
PROGRAM EFFECTIVENESS DATA	10
PROGRAM REQUIREMENTS	11
REQUIREMENTS AND FUNCTIONS OF THE RADIOGRAPHER	13
TECHNICAL STANDARDS	14
ENVIRONMENTAL CONDITIONS	15
BACKGROUND CHECK	15
NATURE OF WORK	16
CLASS HOURS/ CLINIC HOURS (EXTERNSHIP HOURS)	16
CLINICAL AFFILIATIONS	17
DIDACTIC EDUCATION	17
PROFESSIONAL BEHAVIORS	17
SCHOOL FACILITIES	20
POLICY ON DRUGS AND CONTROLLED SUBSTANCES	20
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)	23
AUTHORIZATION FOR NON-DISCLOSURE OF DIRECTORY INFORMATION	25
VACATION AND HOLIDAY SCHEDULE	25
STANDARDS OF DRESS AND APPEARANCE	25
FEMALE DRESS CODE	27
MALE DRESS CODE	27
IMMUNIZATIONS	28
CPR POLICY	28
USE OF SOCIAL MEDIA	28
TUITION AND FEES *	29
ADMISSION TO PROGRAM POLICIES	30
EMAIL COMMUNICATION	31
TUITION AND REFUND POLICIES	32
FINANCIAL AID	32
ATTENDANCE POLICY	32
INCLEMENT WEATHER OR NON-WEATHER RELATED EMERGENCIES	33
LATE POLICY/PUNCTUALITY POLICY	33
ILLNESS/INJURY AT SCHOOL	34
LEAVE OF ABSENCE (LOA) AND READMISSION	34
WITHDRAWALS	36
TUITION REFUND SCHEDULE	36
FINANCIAL AID AND WITHDRAWAL	37
ACADEMIC POLICIES	38

GRADING POLICY	38
DIDACTIC GUIDELINES	39
STUDENT EMPLOYMENT	41
POLICY ON TITLE IX AND SEXUAL MISCONDUCT	42
TITLE IX GRIEVANCE POLICY	42
TITLE IX COORDINATOR	42
WHEN TITLE IX APPLIES	43
SEXUAL MISCONDUCT	43
ACADEMIC CODE OF CONDUCT	45
ARRT CODE OF ETHICS	46
PROFESSIONAL CONDUCT	47
INTERNET SERVICES AND USER-GENERATED CONTENT POLICY	48
ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY	48
COURSE DESCRIPTIONS	48
COMPREHENSIVE ACADEMIC EXAMINATIONS	48
DISCIPLINARY ACTION	49
VERBAL WARNING	49
WRITTEN WARNING	49
PROBATION	49
TERMINATION OR SUSPENSION	50
GRIEVANCE PROCEDURE / DUE PROCESS	51
HEALTH AND SAFETY	52
INFECTION CONTROL POLICY	53
COVID-19 POLICY	53
BLOOD OR BODY FLUIDS	53
COMMUNICABLE DISEASES	54
ACCIDENTS AND INCIDENTS	54
CATASTROPHIC ILLNESS/INJURY POLICY	55
RADIATION PROTECTION AND EXPOSURE POLICY	55
PREGNANCY POLICY	59
MAGNETIC RESONANCE IMAGING (MRI) SAFETY POLICY	61
STUDENT SERVICES	64
OCCUPATIONAL HEALTH SERVICES (OHS)	64
ADVISEMENT AND GUIDANCE SERVICES	64
COMPUTER LABS	64
LEARNING RESOURCES	65
TOURO UNIVERSITY LIBRARIES	65
LOCKER ROOMS	67
STUDENT RADIOGRAPHER'S RESPONSIBILITIES	68
CLINICAL EDUCATION	69
COMPETENCY BASED CLINICAL EDUCATION	69
AFFILIATE AND DEPARTMENT POLICIES	71
OBSERVATION SITES	71
SUPERVISION POLICIES	71

DIRECT SUPERVISION	71
INDIRECT SUPERVISION	71
REPEAT POLICY	72
CLINICAL GUIDELINES	72
CLINICAL SITES	73
PROCEDURE FOR PROFICIENCY EXAMS	75
PROFICIENCY EXAM GRADING	75
ATTENDANCE	79
CLINICAL MAKEUP TIME	80
CLINICAL PROFESSIONAL EXPECTATIONS	80
HIPAA	80
OSHA STATEMENT	80
EVALUATION OF STUDENTS	81
CLINICAL COMPETENCY REQUIREMENTS	81
CLINICAL COMPETENCY ASSIGNMENTS	82
CLINICAL ROTATIONS	82
CLINICAL EDUCATION DOCUMENTATION	83
COMPETENCY RECORD	84
OTHER CLINICAL RECORDS	84
MAKE UP REQUEST	87
OR REQUEST FOR ADDITIONAL CLINICAL TIME	87
GENERAL PATIENT CARE	88
COMPETENCY	88
DISCIPLINE POLICY FOR CLINICAL COURSES	89
LABORATORY POSITIONING EXAM	90
CLINICAL LOG RECORD	91
CLINICAL COMPETENCY FORM	94
GRADUATION REQUIREMENTS	95
GRADUATION AWARDS	95
REGISTRY EXAMINATION	96
PROFESSIONAL ORGANIZATIONS	96
JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)	
STANDARDS AND REPORTING	97
ARRT CERTIFICATION REQUIREMENTS	98
POLICY MANUAL	100
ACKNOWLEDGEMENT FORM	100
APPENDIX A – VOLUNTARY DECLARATION OF PREGNANCY OR WITHDRAWAL OF DECLARATION	101
APPENDIX B – CONTAGIOUS / INFECTIOUS DISEASE FORM	102
APPENDIX C –EFSC RADIOGRAPHY PROGRAM CLINICAL ATTENDANCE AGREEMENT	103

TOURO UNIVERSITY MISSION STATEMENT

Touro University is an independent institution of higher education under Jewish auspices, established to promote and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, social justice, and service to society. Touro offers undergraduate, graduate and professional programs that serve diverse components of the Jewish community and the larger society, especially those who have been historically underserved. These academic offerings span Jewish studies, the liberal arts and sciences, and medical and health sciences. Touro is a University where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The core values of the University are based on two fundamental components, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And if I am concerned only with myself, what am I?" These values mirror Touro's commitment to quality education as well as integrity, inclusivity, equity and respect for all members of the Touro Community.

The following goals support Touro's Mission:

1. To impart and enrich the Jewish heritage and its tradition of intellectual inquiry and to incorporate its ethos into the University's academic offerings
2. To promote inclusivity, ethical behavior, and social responsibility through the curriculum and community outreach
3. To advance the career interests and professional aspirations of our students through a broad range of academic programs and innovative approaches
4. To advance faculty and student research and scholarship
5. To promote educational opportunities and access, focused on the student experience and student success

INTRODUCTION

Touro University offers two programs in Radiologic Technology; a General Certificate program for students who have a degree and want to be certified in radiologic technology and an Associates in Applied Science (AAS) program that is the minimum requirement to enter the field of radiography. Both programs can be completed in two years. The curriculum consists of radiography class work and clinical experience. The Programs seek to develop leaders in imaging by fostering academic and clinical excellence.

Under the supervision of professional radiographers, students perform various radiographic examinations and procedures. Students gain experience in routine radiography, trauma radiography, fluoroscopy, mammography, and tomography. In addition, elective rotations in nuclear medicine, ultrasound, angiography, computerized tomography (CT), cardiac catheterization, and MRI are also offered.

All students meeting the Program's graduation requirements shall be eligible to sit for the National Registry Examination given by the American Registry of Radiologic Technologists (ARRT). Upon successfully completing the ARRT examination, the student will also receive a New York State license to practice radiography in the State of New York.

ABOUT THIS MANUAL

Students are responsible for knowing the Program's policies and procedures as published in this Policy Manual. Please take the time to read it carefully. This Manual is intended only to provide information for the guidance of Touro University students. The information is subject to change, and Touro University reserves the right to depart without notice from any policy or procedure referred to herein.

CONTACT INFORMATION

Inquiries regarding the Program should be directed to:

230 W 125th Street, 3rd Floor

New York, New York 10027

Telephone: (212) 939-3475 or (212) 939-3476

medical.imaging@touro.edu

PROGRAM MISSION, VISION, AND VALUES

The Radiologic Technology Program's mission is to graduate competent professional Radiologic Technologists who will provide high quality radiographic health care to the community. The School is dedicated to training and graduating students with the necessary entry level skills required to function as Radiographic Technologists.

HISTORICAL PERSPECTIVE

The Radiologic Technology Program (hereinafter referred to as the “Program”) opened its doors at the Harlem Hospital Center on September 10, 1990 and on September 1, 2018 its sponsorship was transferred to the Touro University New York School of Career and Applied Sciences (NYSCAS). It is located in the Harlem Campus of Touro University, at 230 west 125th Street, 3rd and 5th floors. The space includes areas for the faculty, classrooms, X-ray labs, computer lab, locker rooms, student and faculty lounges.

The School was developed by Harlem Hospital Center with the belief that a community hospital must hold community trust for providing the best possible physical, psychological and social well-being of the sick and injured through quality patient care. The goal is to provide the community with competent personnel who would contribute to meeting the health care and educational needs of the community we serve.

PROGRAM GOALS & LEARNING OUTCOMES

GOAL 1. Graduate clinically competent radiographers

Student Learning Outcomes:

- 1.1 Students will apply proper positioning skills.
- 1.2 Students will demonstrate quality technical skills.
- 1.3 Students will apply appropriate radiation safety practices.

GOAL 2. Students will become effective communicators

Student Learning Outcomes:

- 2.1 Students will demonstrate oral communication skills.
- 2.2 Students will be able to write effectively.

GOAL 3. Students will demonstrate critical thinking skills

Student Learning Outcomes:

- 3.1 Students will demonstrate age-appropriate skills.
- 3.2 Students will adapt standard procedures for non-routine patients.

GOAL 4. Students will demonstrate professionalism

Student Learning Outcomes:

- 4.1 Students will have the ability to work as a member of a team
- 4.2 Students will demonstrate professionalism in the clinical setting

PROGRAM EFFECTIVENESS DATA

Program outcome data can be found on the website:

<https://nyscas.touro.edu/academics/radiography/goals-outcomes--effectiveness/>

Results reported yearly:

1. Students will successfully complete the program
2. Graduates will pass the ARRT national board certification on the first attempt
3. Employers will be satisfied with entry level technologists from the program
4. Graduates will achieve an employment rate consistent with program mission and goals.

Judah Weinberger, MD PhD	Medical Advisor
Stephanie Evans	Director of Education
Peter Baah	Radiography Program Director
Latha Parameswaran	Acting Sonography Program Director
Ibrahim Ghattas	Didactic Instructor
Haytham Zoghaib	Didactic Instructor
Sameh Mohamed	Adjunct Didactic Instructor
Nagy Guirguis	Adjunct Didactic Instructor
Sora Jaleel	Adjunct Didactic Instructor
Amelia Benka- Coker	Adjunct Didactic Instructor
Nehea Prammar	Adjunct Didactic Instructor
Ellie Donvilien	Adjunct Didactic Instructor
Denise Caynee	Adjunct Didactic Instructor
Doune Wright	Adjunct Didactic Instructor
Marlon Francis	Adjunct Clinical Coordinator
Althea Jordon	Adjunct Clinical Coordinator
Swayras Siaba	Adjunct Clinical Coordinator
Michael Kastner	Site Coordinator
Wayne Chang	Admin Associate Radiography
Barbara Rutherford	Adjunct coordinator records

PROGRAM REQUIREMENTS

The Program is dedicated to providing educational opportunities for its students, transmitting and advancing knowledge, and providing a wide range of services to students and to the general community. To accomplish these objectives and responsibilities requires that the Program be free from violence, threats, and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of democratic and lawful procedure; and dedicated to intellectual integrity and a rational approach to the resolution of human problems.

Health professionals are privileged to serve in important and time-honored roles as caregivers for other humans. These roles include physical and emotional dimensions that demand the highest degree of ethical behavior. Ethical behavior includes, but is not in any way limited to honesty, maintaining confidentiality, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, concern for the welfare of patients, and responsibility to duty.

Honesty – Being truthful in communication with all others, while in the healthcare arena or in the community at large.

Maintenance of Patient Confidentiality – Restricting discussion of patient care to those areas where conversations cannot be overheard by others outside of the care team; refraining from disclosing patient identity to those not connected to the care of the patient; maintaining appropriate security for all paper and electronic patient records, whether in the patient care or research realms.

Trustworthiness – Being dependable; following through on responsibilities in a timely manner.

Professional Communication and Demeanor – Being thoughtful and kind when interacting with patients, their families, other members of the healthcare team, and all others; maintaining civility in all relationships; striving to maintain composure under pressures of fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dress in attire that is reasonable and accepted as professional to the circumstances; refraining from intoxication; abstaining from the illegal use of drugs (both prescription and illicit drugs).

Respect for the rights of others – Dealing with all others, whether in a professional or nonprofessional setting, in a considerate manner and with a spirit of cooperation; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients' modesty and privacy.

Personal accountability – Participating responsibly in patient care to the best of one's ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if one is unable to perform clinical tasks effectively; complying with School Policies and Procedures in an honest and forthright manner.

Concern for the welfare of patients – Treating patients and their families with respect and dignity both in their presence and in discussions with others; avoiding the use of foul language,

offensive gestures or inappropriate remarks; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when one's ability to function effectively is compromised and asking for relief or help; never administering care, in person or over the phone while under the influence of alcohol or other drugs (prescription or illegal); not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient; advocating for the best care of the patient, in context of that patient's beliefs and desires.

Responsibility to duty– Effectively undertaking duties with alacrity (eagerness, enthusiasm and promptness are synonyms) and persevering until complete, or notifying a responsible more senior person of a problem; being punctual for class, small groups, rounds, conferences and other duties; timely notification of supervisory faculty, and Directors of absences or an inability to carry out assigned duties duty.

As a student member of the Health Care Delivery Team, it is most important that a basic code of professional conduct be observed and followed. In order to remain in good academic and clinical standing, students are expected to adhere to these widely accepted policies by both the Radiologic Technology Program and Touro University. Therefore, it is important that the student clearly understands what these policies entail and the penalties involved in breaking these rules. Noncompliance with these rules, for whatever reasons, shall subject the student to disciplinary measures up to and including dismissal from the program.

This Program description has been compiled to assist the student with the many questions that arise each year relative to the policies of the Program. The student is expected to be cognizant of these policies and adhere to them.

The following criteria must be adhered to in all Radiologic Technology courses in order to receive a satisfactory performance evaluation. Failure to meet these criteria shall be identified by any program faculty member, both in or out of the clinical facility, who will subject the student to immediate and appropriate disciplinary actions. Each student shall:

1. Adhere to the policies of Touro University and the Program.
2. Adhere to the student role as outlined by each affiliate contract.
3. Adhere to the [ARRT Code of Ethics](#) for radiographers.
4. Dress appropriately in accordance with The Program's Uniform Code.
5. Maintain patient confidentiality at all times in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA PL 104-191).
6. Demonstrate compliance for patient privacy and individual rights as outlined in the patient's Bill of Rights.
7. Deliver optimum care in a non-discriminatory manner.
8. Document all services provided using standard English (verbal and written).
9. Report immediately, any errors of omission/commission to the proper authorities.

10. Be punctual in reporting to the institution and assigned clinical affiliate as well as in submitting assignments.
11. Adhere to OSHA regulation while in attendance at the clinical affiliate.
12. Demonstrate physical, cognitive, and psychomotor competence.
13. Demonstrate a caring, empathic, and positive attitude.
14. Demonstrate respectful behavior for clinical affiliate staff and avoid the use of words or body language that could be misconstrued as derogatory.
15. Be physically able to perform examinations that would require the movement of patients to and from stretchers, wheelchairs and examining tables and the operation of portable equipment to be transported to rooms or floors when deemed necessary.
16. Utilize the internet or radiology websites as a research and educational tool.

REQUIREMENTS AND FUNCTIONS OF THE RADIOGRAPHER

The radiographer's role in healthcare delivery can be broad and multifaceted. However, the essential duties and functions of the radiographer include:

1. Performs diagnostic radiographic services.
 - a. Operates imaging equipment
 - b. Operates other equipment/devices as appropriate
 - c. Positions patients
 - d. Immobilizes patients as necessary
 - e. Calculates exposure factors
 - f. Practices radiation protection
 - g. Evaluates radiographic images for technical quality
 - h. Assumes care for physical and psychological needs of patients during examinations and procedures
 - i. Practices aseptic techniques as necessary
 - j. Assists with administration of contrast media
 - k. Assists physician with imaging procedures
 - l. Initiates life support measures for patient, if necessary
2. Maintains patient records.
3. Assumes responsibility for assigned area.
4. Provides input for equipment and supply purchase decisions.
5. Instruct specific units of didactic and/or clinical education in the radiography program, if applicable.
6. Assumes responsibility for portions of the quality assurance program.
7. Pursues ongoing continuing education.
8. May control inventory and purchase of supplies for assigned area.

TECHNICAL STANDARDS

All students must be able to perform numerous physical skills that require at least an average amount of physical coordination. Students shall be able to manipulate technical equipment for the procedures. While performing clinical training students shall be required to:

Routine

- Grasping – Positioning patients for exams and procedures.
- Repetitive Motions – Entering computer data.
- Crouching – Positioning patients for exams and supply stocking.
- Pulling – Moving items that can weigh as much as 25 LBs (pounds) or more.
- Pushing – transporting patients in wheelchairs or on stretchers using 25 LBs of force. Moving portable and C-arm equipment with 20 LBs of force to areas of the hospital.
- Carrying – Carrying cassettes that can weigh as much as 25 LBs.
- Pulling – Assisting and moving patients off and onto stretchers and wheelchairs using 8 to 24 LBs of force.
- Fingering – Entering computer data and setting techniques for exams.
- Lifting – Moving patients (who can weigh more than 50 LBs (from wheelchairs/carts off and onto exam tables, which includes moving stationary and portable equipment.
- Reaching – Positioning patients and manipulating portable equipment.
- Stooping – Positioning of exams and assisting patients in and out of wheelchairs.
- Feeling – Perceiving attributes of patients and objects such as when positioning patients for procedures or palpating veins for IV insertion.
- Hearing – Perceiving that nature of sounds at normal range; ability to receive detailed information through oral communication, and to make fine discriminations in sound, during auscultation and percussion.
- Walking – Transporting and assisting patients into dressing/exam rooms. Walking to other areas of the department and hospital to do exams and have images interpreted.
- Talking – Must be able to communicate verbally in an effective manner with patients, co-workers and physicians.
- Standing – All clinical assignments require standing

Visual Acuity Requirements

- During clinical assignments, students are required to use a computer terminal and set the proper exposure techniques on the x-ray equipment.
- Clinical assignments require working with printed and/or written documentation.
- Students must be able to assess patient's condition, i.e. color, respiration, motion etc.
- Clinical assignments require critiquing of radiographs.

ENVIRONMENTAL CONDITIONS

As a radiologic technology student, you will be exposed to a variety of substances within the work environment and clinical sites. You can expect exposure to blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, poisonous substances, chemicals, loud or unpleasant noises and high stress emergency situations.

Students are given instruction about OSHA Blood-Borne Pathogen and Universal Precautions prior to starting clinical rotations.

BACKGROUND CHECK

Students are advised to review the applicable licensure/certification following completion of the Program at Touro University. A conviction of a felony or a misdemeanor is considered to be a violation of the Standards of Ethics. Eligibility for licensure may be limited by the results of a criminal background investigation. Information about this can be obtained from the American Registry of Radiologic Technologists, www.ARRT.org.

All healthcare workers and students are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will NOT be allowed to enter the Program.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney. Acceptance to the Program is not a guarantee for eligibility for licensure or that clinical rotations can be effectuated in the event the student has a misdemeanor or felony conviction.

NATURE OF WORK

Radiologic Technologists take x-rays and administer non-radioactive materials into patients' blood streams for diagnostic purposes. They also produce x-ray images of internal parts of the body for use in diagnosing medical problems. They prepare patients for radiologic examinations by explaining the procedure, removing articles such as jewelry, through which x-rays cannot pass, and positioning patients so that the parts of the body can be appropriately radiographed. To prevent unnecessary radiation exposure, they surround the exposed area with radiation protection devices, such as lead shields, or limit the size of the x-ray beam. Radiographers position radiographic equipment at the correct angle and height over the appropriate area of a patient's body. Using instruments similar to a measuring tape (caliper); they may measure the thickness of the section to be radiographed and set controls on the x-ray machine to produce radiographs of the appropriate density, detail, and contrast. Experienced radiographers may perform more complex imaging procedures. For fluoroscopy, radiographers prepare a solution of contrast media for the patient to drink or to be given as an enema, allowing the radiologist, a physician who interprets radiographs, to see the soft tissues of the body.

1. **CT technologists** operate computerized tomography scanners to produce cross-sectional images of patients.
2. **MRI technologists** operate machines using strong magnets and radio waves rather than radiation to create cross-sectional images and are called magnetic resonance imaging technologists
3. **Ultrasound technologists** operate using sound waves rather than radiation to create cross-sectional images of the body.
4. **Radiation Therapy technologists** operate large machines delivering precise amounts of radiation to cancer patients.
5. **Nuclear Medicine technologists** give patients radioactive materials to produce images of physiologic function.
6. **Radiologic technologists** produce images of various anatomical parts of the body and must follow physicians' orders precisely and conform to regulations concerning use of radiation to protect themselves, their patients, and coworkers from unnecessary exposure.

CLASS HOURS/ CLINIC HOURS (EXTERNSHIP HOURS)

In accordance with JRCERT Standards, students will not be scheduled to spend more than 10 hours per day or 40 hours in any one week in school/clinical setting. Students will receive a schedule prior to each term/module. Clinical/externship rotations will be scheduled based on the hours of operations and may vary (e.g., ranging from 5AM – 7PM for day shift) at the discretion of each clinical site and the Clinical Coordinator or Clinical Representative. If applicable, (check with Program Director), hours may range from 8pm – 5AM for evening rotations and any shift on weekends. All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

CLINICAL AFFILIATIONS

The program has a variety of clinical affiliate sites. For a complete listing of all JRCERT approved clinical sites, check with your Program Director.

DIDACTIC EDUCATION

Program Schedule

The program schedule will be broken down into five (5) semesters. A class schedule will be available prior to the beginning of each semester.

Course Syllabi

At the beginning of each course, the course instructor will provide students with a course syllabus that outlines the learning objectives, grading procedure, and other course-related information.

Grading Scale

Grading scales and requirements for satisfactory academic progress are published in the School Catalog.

Test and Quizzes

Quizzes may be given at any time during each course (additional quizzes, beyond those indicated in the course syllabus may be given at the discretion of the instructor). Test and quizzes may be oral or practical and may cover any material previously taught or assigned.

- Unannounced quizzes administered at the discretion of the instructor, may not be made up. Therefore, it is imperative that students attend all scheduled classes.
- Students are not allowed to leave the room during a test/quiz.
- All tests and quizzes are cumulative.

Academic Tutoring

Academic advisement is available to students, as needed. Scheduling of tutoring appointments are in accordance with the constraints of the instructors teaching schedule. Students may schedule tutoring appointments with instructors using sign-up sheets. The lesson will not be retaught and students requesting tutoring should come prepared with specific questions to present to the instructor.

PROFESSIONAL BEHAVIORS

The expected behavior of Radiography students includes a commitment to learning, interpersonal skills, effective communication, ability to receive constructive feedback, professionalism, problem-solving, and critical thinking.

Professional Attitude

Students are expected to maintain a professional attitude at all times during school and clinical/externship hours. Adherence to the policies of the school as well as the policies of the clinical affiliates is required concerning the student's behavior and personal conduct. Each student should conduct themselves within the boundaries of acceptable behavior and appearance that will enable the school to recommend the student to prospective employers as a courteous, reliable, considerate, and professional individual. The radiologic technology students will be required to conduct themselves in an orderly manner while in school and expected to treat the school's equipment and facilities, as well as the clinical affiliate's equipment and facilities, with proper care and concern. Anyone who defaces or damages property belonging to the school or clinical affiliate with purposeful intent, or as a result of extreme carelessness, horseplay or misuse of property, will be subject to disciplinary action and may be held financially liable for damages.

At each clinical affiliate site, students will be under the supervision of a Clinical Preceptor and are expected to obey all rules and regulations set forth at the clinical site. While at the clinical site, students are representatives of the school and their behavior and attitude is a reflection on the school and their employability.

Any display of poor attitude in the classroom, lab, or clinical site will warrant disciplinary action.

The requirements listed below must be completed prior to the completion of the first term of enrollment in the Radiologic Technology program and are required to continue in the program:

- The student must submit a copy of his or her current Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association CPR card or take a short course to obtain the certification. The CPR certification must remain current throughout the program. If the CPR card expires during the Radiologic Technology program, the student may not participate in any clinical activities and may be dropped from the program.
- Student are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Radiologic Technology Program Chair immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience.
- Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the Chair of the Radiologic Technology program.
- Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the Chair of the Radiologic Technology program to make the

final decision as to the student's ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the Radiologic Technology program.

- Since some externship sites may require that students have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating the student is responsible for the costs of all medical services they require.
 - Students are expected to complete or provide proof of current immunization. Immunization requirements are generally based on the current recommendations of the Center of Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization practices (ACIP).
 - Clinical sites where students will be assigned may have additional health clearance and immunization requirement beyond the current recommendations by the CDC or ACIP. Touro University has identified a standard immunization policy but reserves the right to require any additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the program. In addition, immunizations and health care requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe in order to maintain enrollment and progress. All additional requirements are at the student's expense.
- Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to the University and maintain compliance with the immunization and health clearance policy.
- TB test results must be submitted prior to completing the first term. If the results are positive, the applicant must submit negative chest X-ray results. A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. The student will not be permitted to participate in clinical experiences until unless they can provide sufficient documentation of "no evidence of active pulmonary disease" from an appropriately credentialed healthcare provider in management of pulmonary and/or tuberculosis disease. This documentation must be provided each year.
- Students are required to provide documentation of complete COVID immunization.
- Students are not permitted to participate in any clinical experiences if their immunizations, drug or background tests do not meet the program and clinical site standards.

Addressing Faculty and Superiors

When addressing faculty, adjunct faculty, and physicians, students must use the title: "Mr.," "Ms.," "Professor", or "Dr.," whichever is applicable.

Didactic Instructor/Course Evaluation

Students evaluate the instructors and courses for each term/module. This provides the instructors with valuable feedback that can be used to make improvements in the delivery of future courses.

SCHOOL FACILITIES

All radiologic core classes and laboratory sessions are held at Harlem Hospital Center. General Education courses are held at Touro's main campus location. In addition to Harlem Hospital Center, clinical education takes place in the Department of Radiology at Metropolitan Hospital Center, Kings County Hospital Center, Elmhurst Hospital Center, North Central Bronx Hospital and various Mid Rockland Imaging Partners; Rad. Net imaging centers and other Imaging facilities. The extensive number of radiographic examinations and procedures performed enable students to experience the widest possible range of clinical education.

There is a dedicated computer lab in which all students are encouraged to review for classes and for the national registry examination. A variety of questions and answers simulating computer-based examinations are available to students and technologists preparing for the national registry examination.

POLICY ON DRUGS AND CONTROLLED SUBSTANCES

The United States Department of Education has issued regulations implementing the provisions of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). In compliance with Federal law and New York State law, this policy includes information to ensure that all members of the Touro Community are aware of the dangers of substance abuse and to outline the sanctions for violating this policy.

Students, faculty, and staff who distribute or use illegal drugs or illicitly use drugs which would otherwise be legal, including alcohol, while on Touro campuses, locations and facilities, or as part of any Touro activities, are violating Federal laws, New York State laws, and the policies and procedures of Touro. Violations of federal and state laws may lead to prosecution and criminal sanctions, including, but not limited to, fines and/or imprisonment.

Touro is committed to educating and informing students, faculty and staff about the dangers and effects of substance abuse. Touro recognizes that drug addiction and alcoholism are illnesses that may not be easily resolved and may require professional assistance and treatment.

Touro may provide confidential referral services to students with drug and/or alcohol problems. These services are available through the Office of the Dean of Students. All inquiries and requests for assistance will be handled confidentially.

Touro University also has a Biennial Review that is used to document the progress made by Touro and also provide insight into how Touro's Alcohol and Drug policy and programs could be improved.

Touro seeks to safeguard the health and well-being of all members of Touro students, faculty, and staff. All members of Touro are accountable to know the law and to understand the policies and procedures of Touro.

Further information on the policy can be found in the NYSCAS Catalog and the NYSCAS Student Guide found here: <https://nyscas.touro.edu/students/>

For the complete policy, see <https://touro.app.box.com/v/ControlledSubstancesPolicy>

Students are urged to view pages 26-28 in the Annual Security and Fire Report at https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

Drug Screening Policy

Drug screening is required of all students during the enrollment process. Any student who fails to obtain a negative drug/alcohol screening or refuses such a screening will not be allowed to enroll or continue attending. Refer to student catalog (Student Policies).

Random Drug Testing

The program reserves the right to conduct random drug tests on all students. If a student is selected for a random drug test, the student must report to the assigned test site at the time and date specified.

- Failure to report to the test site within the specified timeframe will result in immediate dismissal from the program.
- A failed drug test will result in immediate dismissal from the program.
- A dismissed student can reapply to the program within 6 months with appropriate documentation of treatment. However, space cannot be guaranteed.

Student Responsibilities

- Be respectful and cooperate with instructors, school officials, fellow students, and clinical site staff at all times.
- Attend school regularly.
- Maintain satisfactory grades.
- Schedule extra course help with instructors, when needed.
- Know and observe program policies, rules and regulations.
- Refrain from using cell phones during class and clinical times.

- Know and observe clinical site policies, rules, and regulations.
- Do not discriminate against any other person.
- Discuss grievances with the persons involved before invoking formal grievance action (refer to the grievance policy in the school catalog).
- Respect persons and property of others.
- Follow Standard Precaution procedures (see Glossary).
- Adhere to the United States Occupational Safety and Health Administration (OSHA) regulations. OSHA regulates occupational exposure to radiation through Part 1910 of Title 29 of the US Code of Federal Regulations (29 CFR 1910). A copy of these guidelines may be obtained from the Program Director and/or the clinical site.

Unassigned/Restricted Areas

Students are responsible to adhere to, and comply with, all regulations of unassigned and/or restricted areas both at the school campus and at all clinical affiliate sites. The radiology lab is considered a restricted area unless an instructor gives permission to the student to occupy that area. The following restrictions apply:

No student is allowed to operate radiologic equipment without permission or without a minimum of direct or indirect supervision of an ARRT-registered radiologic technologist or clinical preceptor at either the school campus (direct required for ABHES accredited schools) or under direct or indirect supervision at the clinical affiliate sites (depending on level of competency, but with direct supervision for all repeat radiographs). All students must follow the policies and procedures of radiation protection and safety at both the school campus and the clinical affiliate sites.

Liability/Malpractice Insurance

The school provides liability insurance coverage for all students while on assigned clinical rotations.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro University policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the Office of the Registrar, which can also provide complete information concerning this policy.

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by Touro University or a party acting on behalf of Touro University, which contain information directly related to a student. FERPA specifies some limited exceptions including certain personal memory aids and certain employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the University receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place the records may be inspected. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the University to amend a record that they believe is inaccurate. They should write to the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
2. The right to provide signed and dated written consent before the University discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception that permits disclosure without consent is disclosure to school

- officials with legitimate educational interests. A school official is a person
- b. employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory Information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered “Directory Information” at Touro University and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- Name
 - Address
 - E-mail address
 - Telephone listing
 - Date and place of birth
 - Photograph
 - Major field of study
 - Dates of enrollment
 - Enrollment status
 - Classification (freshman, etc.)
 - Honors and awards
 - Degrees and dates of conferral
 - Most recent prior educational agency or institution attended
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

AUTHORIZATION FOR NON-DISCLOSURE OF DIRECTORY INFORMATION

Enrolled students may refuse to permit disclosure of Directory Information. To do so, they must submit a completed “Authorization for Non-Disclosure of Directory Information” form to the Registrar before the last day to add classes in a semester. This request is valid only for the academic year in which it is made. A new form requesting non-disclosure must be submitted each academic year.

Further information can be found in the NYSCAS Catalog and the NYSCAS Student Guide found here: <https://nyscas.touro.edu/students/>

VACATION AND HOLIDAY SCHEDULE

The Touro Holiday Calendar and Closures Schedule can be found here: <https://nyscas.touro.edu/students/>

STANDARDS OF DRESS AND APPEARANCE

Students are expected to convey a professional demeanor, not only in their behavior but also in their dress and appearance. A professional image conveys credibility, trust, respect, and confidence to one’s colleagues and patients. In all educational settings — classroom and clinical environment — students are expected to be clean, well groomed, and dressed in a manner appropriate to their responsibilities and the standards of their assigned clinical sites. When patient contact is part of the educational experience, students are expected to dress professionally and wear a clean white coat unless otherwise instructed by the faculty. Students are expected to wear their identification badges at all times in clinical and academic settings. All students are required to be clean and maintain appropriate personal hygiene with regard to their body, hair, and nails. Hair and nails need to be clean, neat, and of a reasonable length so as to not interfere with the student’s and/or patient’s safety or ability to perform their duties.

As a professional, your appearance is important. You are representing not only the school but the clinical affiliate and the radiography profession. The following policies shall be adhered to.

Hair Maintenance – Hair shall be neat, clean, and of a natural human color. Unless head coverings are required for religious or cultural reasons, hats or other head coverings should be avoided.

Clothing – Clothing shall be clean, professionally styled, and in good repair. Women shall avoid clothing such as bare back tops, halter tops, midriff tops, spandex tops, or skirts that are too short. Men shall wear slacks and a dress shirt. Shorts and blue jeans are not appropriate professional dress. Shoes shall be closed-toe, comfortable, clean, and in good repair.

Scrubs – Scrub suits shall be worn in specific patient care areas only. They are the property of the hospital and are not to be defaced, altered, or removed from the hospital. Scrubs are

NOT to be worn outside of the Program unless otherwise specified. Stained or soiled scrub suits shall be changed as soon as possible; they are a source of potential contamination. All personal protective equipment (e.g., masks, hats, booties) shall be removed upon leaving operating rooms or procedural areas.

Body Piercing and Tattoos – Body art and body piercing, which may be acceptable in some social situations, shall not be worn or displayed by students in professional settings. The possibility exists of receiving a negative feedback about your grooming and attire from patients, faculty, course directors, and peers when your appearance does not meet expectations for professional and clinical environments.

Fingernails – Fingernails should be short and clean. Bright polish should be avoided. No artificial nails of any type are permitted at the clinical sites.

ADDITIONAL DRESS CODE GUIDELINES:

1. Students shall report to their clinical assignment in the prescribed uniform. Failure to wear the proper uniform shall result in the student being sent home and marked absent for the day.
2. Students are required to have a clean uniform at all times. Students are urged to have a clean, spare uniform in their locker in case of accidents in the clinical area.
3. No short pants are allowed.
4. Sweaters or T-shirts under the uniform tops are NOT permitted.
5. Hospital scrubs are not permitted to be worn in the class room or clinical setting.
6. Surgery uniforms shall be worn only during the performance of rotations in the O.R. surgery assignments.
7. Students are required to wear lab jackets with identification badges at all times while at the clinical sites.
8. Hospital ID badges shall not be defaced and shall be displayed prominently. Any hospital employee, while acting in an official capacity, may inspect the students' badge for compliance issues.
9. In the event the employee health card, ID badge, or dosimeter is lost or destroyed, the student must inform the Program Director and the Director of Education immediately. Students are responsible for the cost of replacement.
10. Under no circumstance shall the student deface or cover the ID badge thus obscuring the STUDENT designation on the badge.
11. Each student shall wear hospital identification while on hospital premises.

12. Personal and oral hygiene shall be the concern and responsibility of each student.
13. As a professional, your appearance is important. You are representing not only the school, but also the clinical affiliate, as well as the radiography profession. It is each student's responsibility to abide by the above directives.

FEMALE DRESS CODE

- White uniform trousers or skirts shall be worn with white stockings or socks with white shoes.
- **ONLY** buttoned down (oxford blue) shirt shall be worn tucked into the skirt or trousers.
- A short white lab jacket shall be worn with the designated school patch displayed on the upper left sleeve.
- Stretch pants, yoga pants, or jeans are **not** acceptable.
- Long hair must be pulled back and tied away from the face
- Earrings are permitted, but **shall only be worn in the ear lobe** (studs) and not dangle, for safety reasons.
- No visible tattoos
- No facial piercings
- Discreet use of makeup shall be permitted. Heavy eye shadow, rouge, and lipstick shall be avoided.
- Fingernails shall be short, neat and clean. Students are not permitted to use any nail enhancements.
- Perfumes shall be used in moderation. Strong scents, which may be offensive to patients, shall be avoided.

MALE DRESS CODE

- White uniform trousers shall be worn with white socks and shoes.
- **ONLY** a blue buttoned down (oxford blue) shirt shall be worn tucked into trousers with a short white lab jacket.
- The lab jacket shall have the designated school patch displayed on the upper left sleeve.
- Stretch pants, yoga pants, or jeans are not acceptable.
- Aftershave or cologne shall be used in moderation. Strong scents, which may be offensive to patients, shall be avoided.
- No visible tattoos
- No facial piercings
- Facial hair groomed and kept short

IMMUNIZATIONS

In accordance with New York State law, students born on or after January 1, 1957 must demonstrate proof of immunization against measles, mumps, and rubella (MMR). In addition, all students regardless of age must complete and submit the Meningococcal Meningitis Vaccination Response Form.

Students must submit acceptable medical proof of immunization. Immunization forms can be obtained in the Office of the Registrar at various campus locations or downloaded at https://las.touro.edu/media/schools-and-colleges/lander-college-for-arts-and-sciences/documents/Immunization_Form_73019.pdf.

Students who fail to provide the required proof of immunization will not be permitted to register and attend classes until a properly completed form has been submitted to the Office of the Registrar.

Students in the health professions programs are required to submit additional documentation of immunizations. Program and University policies address the immunization requirements for healthcare students in fieldwork and clinical settings, and reflect current laws, the requirements of our clinical partners and CDC guidelines. They are non-negotiable and will likely differ from other healthcare facilities and schools you may have attended in the past. **Some immunization requirements will need to be updated throughout the duration of the Program.** Students will not be allowed to participate in clinical if they are noncompliant with the immunization process. Students will be placed on ‘clinical hold’ until noncompliance has been remedied.

CPR POLICY

Students are required to provide proof of current CPR certification before entering clinical facilities. The certification must be maintained throughout the Program and when applying for the ARRT registry exam. An in-person CPR class will be taught within the Program; you don’t need to do this on your own. If you are able to take CPR for free at your place of employment, you just need to bring in your CPR card.

USE OF SOCIAL MEDIA

As described above, behavior of students in the academic setting and beyond shall be in keeping with the ideals of the institution and the profession. The following paragraphs indicate the current standards for behavior that relate to the use of social media.

Each student is responsible for his or her postings on the Internet and in all varieties of social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Inappropriate postings on the Internet or social media will be considered lapses in the standards of professionalism expected of students.

Students responsible for such postings are subject to the Code of Conduct process in the same manner as for any other unprofessional behavior that occurs outside the academic setting. Students who do not follow these expectations shall face disciplinary actions to include dismissal from the

Program. Students are urged to consider the following before posting any comments, videos, pictures, or essays to the Internet or a social media site:

1. There is no such thing as an “anonymous” post. Furthermore, any posts or comments submitted for others to read shall be posted with full identification of the writer. Where your connection to the program is apparent, make it clear that you are speaking for yourself and not on behalf of the Program.
2. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of my Program or the Hospital " are required.
3. Internet activities are permanently linked to the author, such that all future employment may be hampered by inappropriate behavior on the Internet
4. Making postings “private” does not preclude others copying and pasting comments on public websites. “Private” postings that become public are still subject to sanctions described in the Code of Conduct.
5. Do not share information in a way that shall violate any laws or regulations (i.e., HIPAA). Disclosing information about patients without written permission of the patient and the Program, including photographs or potentially identifiable information, is strictly prohibited. This rule also applies to deceased patients.
6. For the schools’ protection, as well as your own, it is critical that you show proper respect for the laws governing intellectual property, copyright, and fair use of copyrighted material owned by others, including the Radiologic Technology Program’s own copyrights and brands.
7. Curricular materials developed by the faculty and staff of this school or faculty/staff of other schools or educational institutions shall not be distributed or redistributed. When in doubt, students are advised to seek guidance regarding appropriate use of such materials.
8. Do not share confidential or proprietary information that may compromise research efforts, business practices, or security.

TUITION AND FEES *

Application Fee	\$60.00
Entrance Exam Fee	\$25.00
Tuition Per Semester	\$8,400 each semester
Student/Administrative Fee	\$100 per semester
Technology Fee	\$150 per semester
Graduation Fee	\$600
Late Payment Fee (Monthly)	\$100 per month
Official Transcript Fee	\$10

Replacement Items

Patches	\$5.00 each
Lost Markers	\$25.00 pair
Lost Dosimeters	\$25.00
Late Dosimeters	\$1.00 per day
Lost Books (<i>when borrowed from the school</i>)	Replacement Cost

**Fees subject to change.*

NOTE: ALL TUITION FEES ARE DUE BEFORE THE START OF EACH SEMESTER

STUDENT RESPONSIBILITIES

- Be respectful and cooperate with instructors, school officials, fellow students, and clinical site staff at all times
- Attend school regularly
- Maintain satisfactory grades
- Schedule extra course help with instructors, when needed
- Know and observe program policies, rules and regulations
- Refrain from using cell phones during class times and clinical times
- Do not discriminate against any other person
- Discuss grievances with the persons involved before invoking formal grievance action (refer to the grievance policy)
- Respect persons and the property of others
- Follow Standard Precaution procedures
- Adhere to the United States Occupational Safety and Health Administration (OSHA) regulations. OSHA regulates occupational exposure to radiation through Part 1910 of Title 29 of the US Code of Federal Regulations (29 CFR 1910). A copy of these guidelines may be obtained from the Program Director.

ADMISSION TO PROGRAM POLICIES

Admission Criteria

The applicant shall:

1. Be at least eighteen (18) years old by December 31st of admission year.
2. Graduate from an accredited high school or equivalent.
3. Take the Test of Essential Academic Skills (TEAS V), TEAS is a timed test administered by NYSCAS at the close of the admissions process (after March 31st). There is a testing fee that must be paid at the time of testing (\$25 per student). Tests can be taken on a Sunday or during a week day. The focus of the test is to assess a candidate's knowledge of Reading, Mathematics, Science, as well as English and Language usage.
4. Applicants not possessing an Associate's Degree, AAS, must be able to complete the minimum degree requirements at Touro University.

5. Take a Math and General Science test provided by the program.
6. Pay a non-refundable \$60.00 application. (See NYSCAS fee schedule for other applicable fees)
7. Transfer credits are not accepted for any of the medical imaging courses. For all other liberal arts courses, the medical imaging Program adheres to the [Touro University Undergraduate Transfer Credit Policy](#).

The University reserves the right to change these requirements at any time without notice.

A Student who is readmitted to the Program will follow the prescribed re-sequenced curriculum plan as deemed appropriate by the Program Director.

1. The Program must be completed within three (3) years of enrollment in the first radiography course
2. Students may be considered for readmission to the Radiography Program
3. Readmission is not guaranteed
4. The student will be on a probationary status during the first semester of re-admission

Program Progressions

1. Sequence of Courses/Prerequisites

The Radiography Program is a tightly sequenced program. Any variation from the curriculum guide must be approved by the Program Director. All Radiography courses must be taken in sequence. Failure to successfully complete any Radiography course will prevent progression in the program.

2. Graduation requirements

Successful completion of Program and University requirements. Students are not eligible to take the ARRT registry until all requirements have been completed.

EMAIL COMMUNICATION

Students are expected to check their Touro University email daily. Students will be held accountable for the information distributed in this manner. Radiography Program faculty will communicate important program and course information via e-mail.

Examples of information disseminated via email are: changes to financial aid awards, notices pertaining to registration, grade due date reminders and notices to prospective graduates. Correspondence from advisors and instructors is often done via email as well.

Students that do not have internet access at home should plan on spending time before or after class to check email and complete any internet-based assignments.

TUITION AND REFUND POLICIES

1. The A.A.S. in Radiologic Technology is a lock-step program that includes both didactic and clinical instruction. Tuition is set at \$42,000 for the entire program (\$8,400.00 per semester, including the summer semester). Semester tuition charges are based on an even distribution of the overall cost of the program and includes didactic instruction, clinical instruction, and fees.
 - a. Refer to the Tuition policies as prescribed by Touro University in the NYSCAS Catalog and Student Guide: <https://nyscas.touro.edu/students/>
2. Tuition is due before the first day of the semester.
3. Failure to pay the prescribed fee shall result in suspension in the program until paid.
4. Tuition from other sources (i.e. TAP, 1199) shall be deferred pending verifiable awards or other financial aid certification.
 - a. If this award is withdrawn or the student is deemed ineligible, the student shall be held responsible for the tuition.
5. Tuition and fees are subject to change. For withdrawal schedule and bursar information visit the “Tuition Refund Schedule” on the [NYSCAS tuition page](#).
6. Students with unpaid tuition or any other unpaid debts to the school will be denied official transcripts. No information will be released until the obligation is satisfied.

FINANCIAL AID

Information on financial aid policies can be found in the NYSCAS Catalog and the NYSCAS Student Guide found here: <https://nyscas.touro.edu/students/>

ATTENDANCE POLICY

It is essential that all students maintain a high standard of attendance and promptness. Students shall be at their clinical site as their schedule dictates. Adhering to the Attendance Policies is a requirement for continued enrollment in the Program.

1. Students shall make up any absence in excess of the allotted amount of sick or bereavement time.
 - a. Time shall be made up only when a staff member is on duty and available to supervise the student.
 - b. Failing the availability of a staff member to supervise the student, he/she shall make up the time that is in excess of his/her allowable allocation after graduation or volunteering on holidays/vacation time pending the availability of a supervising staff.
 - c. Approval for make-up shall be verified by the clinical coordinator.
 - d. The students' ability to graduate shall be withheld until such deficiency is satisfied. (JRCERT requirement does not allow clinical on national holidays)
2. It is the responsibility of the student to call into the Program (1 hour prior to start time) on each day of absence (212) 939- 3476 or (212) 939-3475. If no one answers he/she shall leave a message on the voicemail and to their assigned clinical site if the absence occurs

on a clinical day. Failure to do so shall result in disciplinary action at the discretion of the Program Director.

3. Hospital and Program policy specifies that when an individual is absent for three or more consecutive workdays, a physician's note shall be submitted upon returning to the Program.
4. In the event that a student is absent either the day before or the day after the weekend or a holiday, a Physician's note shall be submitted upon returning to Program.
5. In the event of an emergency, documentation substantiating the emergency shall be submitted.
6. Failure to comply with items 7 & 8 shall result in disciplinary action at the discretion of the Program Director.
7. Students are required to make up all owed time prior to graduation. Failure to do so shall result in the student being rendered ineligible to receive a diploma and being rendered ineligible to sit for the ARRT Certification Examination and receive temporary State licensure until the time is made up.

INCLEMENT WEATHER OR NON-WEATHER RELATED EMERGENCIES

In severe weather or other non-weather related emergencies, classes may be cancelled or delayed. Notification of class delays or cancellations shall be made by email or phone or broadcast on 1010 WINS and WCBS 880. When possible, information will also be posted on the Touro University website at www.touro.edu.

On snowy or icy days, students shall not be considered tardy if they arrive at the clinical site within a reasonable time frame allowed by the Program for that day. The amount of time varies with the intensity and severity of each storm and road conditions in any particular region, at the discretion of the faculty. Students are not to attend clinical if the University is closed due to weather conditions.

Refer to the NYSCAS Student Guide for inclement weather policies:

<https://nyscas.touro.edu/students/>

LATE POLICY/PUNCTUALITY POLICY

1. Students are expected to attend all academic and clinical sessions.
2. Excessive lateness is not acceptable. All students are required to be in class or at their assigned clinical site on time.
3. Punctuality is strictly enforced to help the student adjust to the expectations of the workforce. Punctuality is a vital criterion in the evaluation of work ethic. Students are expected to arrive at least 15 minutes prior to the start of clinical or class start time.
4. Students arriving late to class or clinical shall report to an instructor immediately upon arrival in the clinic or classroom.
5. The student shall notify the school and the clinical site before the start of the clinical or didactic day if he/she expects to be late.

ILLNESS/INJURY AT SCHOOL

1. If the student becomes ill or injured during Program hours and feels they cannot complete the day, they shall notify the appropriate personnel in accordance with the clinical or didactic attendance guidelines.
2. If a student's illness constitutes an emergency, the student shall be escorted to the Emergency Room at the clinical site or OHS at Harlem Hospital. Any costs not covered by their personal health insurance are at the student's expense. If follow up care is needed after the emergency room visit, the student shall see their physician.
3. The Program does not assume liability for any student illness or injury. Students are responsible for maintaining health and accident insurance during the entire enrollment period in the Program.
4. The student's next of kin shall only be notified if the student is unresponsive or if the student is unable to give consent for treatment.

LEAVE OF ABSENCE (LOA) AND READMISSION

A matriculated student enrolled at Touro who chooses to interrupt his/her attendance but intends to return and continue his/her study at Touro must submit to the Office of the Registrar a completed "Leave of Absence (LOA)" request form signed by all parties noted on the form. A LOA should be requested after the semester the student is in is completed and before the following semester starts. If extenuating circumstances arise, a student may request a leave of absence mid-semester and/or beyond one semester. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being. Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid. PLEASE NOTE: This regulation may impact only students who wish to take leaves of absence extending beyond one semester. Therefore, students receiving Title IV financial aid funds must meet with a Financial Aid officer to discuss their situation before filing a "Leave of Absence" request form.

A student whose leave of absence is approved, and who is registered for courses at the point of approval, is automatically withdrawn from all courses. Tuition will be refunded in accordance with Touro's published refund policy.

Students who are on leave must contact the Office of the Registrar and submit a Petition to Return to Classes form at least 30 days prior to the start of the semester in which they wish to resume their studies. To return from a medical Leave of Absence, the student must also submit evidence, such as a letter from the student's physician or an evaluation by a responsible medical authority, that there is no medical impairment that would prevent the student from fully participating in all phases of the program.

The following sections detail some aspects of the policy related to specific types of LOA.

Jury Duty

If a student is subpoenaed or called for jury duty, the student will be excused from school. The student must provide documentation stating the dates on which they are to serve or appear. However, any examinations missed during this time must be made up at a time determined by the instructor.

Military Leave

Touro University is committed to supporting students called to active military duty. Students called to such duty will be considered to be on military leave. Students called to active duty should notify the Program Director immediately and provide all of their pertinent call-up papers. Students returning to Touro from active military duty will be eligible for reinstatement as full-time Touro students once they have notified the Program Director and have supplied any pertinent military papers requested by the Program Director. No additional tuition will be due from students for the resumption of any "incompletes" for work that they started before leaving for active military duty.

Tuition charges for students restarting classes or for subsequent academic semesters will be set at the tuition rates in effect at the time the student left on military duty. The Dean of the University will provide leadership to facilitate the reentry of students into their programs as close as possible to the point when they were called to active military duty. The Dean will provide leadership to facilitate student programming to address issues of stress and personal crisis and will assist students in need of counseling because of a call-up.

Returning from a Leave of Absence

1. Students must contact the Office of the Registrar and submit a Petition to Return to Classes form at least 30 days prior to returning to school from a LOA. Failure to do so may result in administrative withdrawal of the student.
2. If the student chooses to return after the leave has changed into a withdrawal, the student may need to reapply to the college/university.

Appeal process

1. If extenuating circumstances arise and a student was unable to request a LOA during a timeframe indicated in this policy, a student may petition to the appropriate Academic Dean or Dean of Students and University Registrar to be granted a retroactive LOA.
2. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being. Appropriate supporting documents must be provided with the petition.

WITHDRAWALS

(IMPORTANT: Also see “Policy for Withdrawing from All Classes” below, under “Tuition Refund Schedule”)

A student may officially withdraw from a class only with the approval of the Dean or designee. Such approval is granted only for extraordinary circumstances.

- Courses from which a student withdraws during the official add/drop period will not appear on the student's academic transcript.
- Withdrawals assigned after the add/drop period of a semester carry no academic penalty, and will be entered on the transcript as a ‘W’.

Students should be aware that withdrawal from a class may result in a significant extension of the student’s professional program.

TUITION REFUND SCHEDULE

Policy for Withdrawing from All Classes

Students who wish to officially withdraw from a program are required to complete a “Withdrawal from the Program” (WFP) form, obtain approval from their program advisor (Program Chair or Dean), Financial Aid and Bursar, and submit it to the Office of the Registrar for processing. The official date of withdrawal from the program is the date on which the completed withdrawal form is submitted and time stamped at the Office of the Registrar.

Non-attendance, non-participation or notification to the instructor/program director does not constitute an official withdrawal from the program.

The Office of the Registrar is the only Designated Campus Official for all official program withdrawals. Official notification to the school occurs when a student notifies the Registrar of their intention to withdraw. Intent to withdraw means that the student indicates that they have either ceased to attend the school and do not plan to resume academic attendance or believes at the time that they provide notification that they will cease to attend the school. Notification is not considered provided until the Registrar receives the notification.

Students who wish to withdraw from all courses in a given semester without officially withdrawing from a program must complete an Add/Drop form.

When withdrawing from ALL classes, the following tuition refund schedule will apply:

Fall & Spring semesters - When withdrawing from all courses:

- | | |
|--|-----------------|
| ▪ Before the first day of the semester: | 100% of tuition |
| ▪ During the add/drop period: | 100% of tuition |
| ▪ During the week following the add/drop period: | 50% of tuition |
| ▪ After that week: | No refund |

The Administrative Fee is non-refundable for all semesters.

All other fees are refundable during the Add/Drop period only.

Please note that students in receipt of Title IV (Federal Financial Aid) funds are subject to Federal return of Title IV policies when withdrawing from ALL classes. Please contact the Financial Aid Office for further information.

Withdrawal from the University

Students who wish to withdraw from their studies at Touro University in good standing should give official notification to the director of the program in which they are enrolled and to the Office of the Registrar by completing a “Permanent Withdrawal” form. The date of the withdrawal is the date the official notification is received by the Office of the Registrar.

The decision to withdraw from the University is a serious matter. Any student who withdraws from the University or a program is dropped from the rolls of the University. Students contemplating withdrawal are advised to discuss this issue with their faculty advisor and/or Dean of Student Affairs or his or her designee. If a student decides to withdraw, information is available regarding transfer opportunities to other institutions as well as assistance in defining new occupational or career goals. Students considering withdrawal are subject to the policies governing withdrawal from courses. If a student decides at some later date to reapply to reenter the program, he/she must reapply for admission and, if accepted, the status of the returning student will be determined by the Dean.

Non-attendance, non-participation or notification to the instructor/program director does not constitute an official withdrawal. The Office of the Registrar is the only Designated Campus Official for all official withdrawals.

Withdrawal Procedures

A student wishing to withdraw from Touro is required to meet with the Dean of Student Affairs or designee. The student must inform the Dean, in writing, of the decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. An official withdrawal form is available from the Office of the Registrar. The official withdrawal form must be completed and sent to the Registrar's Office. The withdrawal process includes clearing financial obligations to Touro and completion of a financial aid exit interview (See below Financial Aid and Withdrawal). Following completion of these withdrawal procedures, the designation "Withdrawal" will be placed in the student's permanent records. The designation "Unofficial Withdrawal" is placed in the permanent record of any student who withdraws from his/her program without complying with the above procedures.

FINANCIAL AID AND WITHDRAWAL

A student receiving financial aid must meet with a Financial Aid Administrator to review his/her indebtedness. Federal regulations are in effect when a Title IV recipient withdraws from school.

Title IV calculations are required and a return of federal direct loan funds by the student may be applicable. In this event, the student is responsible for any tuition liability that may occur. Payment arrangements can be made by the student through *TouchNet* or a payment plan. Students must contact the Office of the Bursar for all payment plans.

ACADEMIC POLICIES

1. The first semester of the Program is considered to be probationary. The Program reserves the right to terminate or suspend any student who, in the judgment of the Program Director, does not satisfy the requirements of scholarship, clinical ability, ethical behavior, health or personal suitability for the profession of Radiologic Technology.
2. Students shall maintain an overall average in each didactic course and for clinical competencies to remain in good academic standing. Failure to do so shall result in the imposition of disciplinary action to include probation/dismissal. Students should refer to the NYSCAS Catalog and Student Guide for the official average guidelines.
2. If a student fails an examination, he/she shall repeat the section or demonstrate academic competency as determined by the Program Director and Director of Education.
 - a. If a student fails a competency, he/she shall be remediated by the Clinical Coordinator or Program Director before being allowed to attempt the same competency. The method of remediation will be at the discretion of the faculty staff.
3. If a student fails more than one course per semester, the student shall either be dismissed from the Program or be requested to repeat the semester. Failing two consecutive classes (i.e., Physics I and Physics II), shall result in dismissal and the student shall have the option to reapply for admission if they so desire. A reapplication does not imply guaranteed automatic admission to the Program.

Both the Program Catalog and Policy Manual are located online. Students should review these sites because there is helpful information and because students are responsible for abiding by all the listed policies that can be found here <https://www.touro.edu/students/>

GRADING POLICY

Information on grading policies can be found in the NYSCAS Student Guide found here: <https://nyscas.touro.edu/students/>. The passing grade for Radiologic Technology course is a C. The passing grade for clinical competencies is a B-. The passing grade for other non-RT specific general education course is per the NYSCAS grading policies.

1. Didactic: Students must achieve a minimum of “C” for the final grade in ALL COURSES that are required for completion of the degree. The courses are presented in a cumulative sequence and to continue in the program a “C” or better must have been earned on each preceding course.

2. Laboratory: A student must complete minimal performance standards in laboratory prior to progressing to the next laboratory or clinical course. Lab assessment/practical scores must be 75% or above to be passing.
3. Clinical: The student must meet minimal performance standards in order to successfully pass the clinical educational component of the program. Details outlined for each clinical education course within individual course syllabi, more details in the Clinical section of Radiography program handbook.
4. Smart Devices/Cellular Devices shall never be utilized or worn during any didactic, clinical, and/or laboratory examinations, evaluations, and/or assessments. This is recognized as academic dishonesty and will result in either grade deduction or program dismissal.
5. The grading scale utilized by the Radiography Program is:

Grade	%		Grade	%
A+	97 - 100		C	73 - 76
A	93 - 96		C-	70 - 72
A-	90 - 92		D+	68 - 69
B+	87 - 89		D	66 - 67
B	83 - 86		D-	65
B-	80 - 82		F	Below 65
C+	77 - 79			

6. An incomplete grade (I) is given to a student, who although passing the majority of the given course, has not completed the full class requirements. All "I"s must be completed prior to beginning subsequent courses. At the time that grades are submitted, the student will be given a list of work not yet completed and an explanation of how completion of the requirements will contribute to the final grade. (Refer to specific course syllabus)
7. If a student withdraws from or fails the program, they must reapply to the program.

DIDACTIC GUIDELINES

- At the beginning of each course, the course instructor will provide students with a course syllabus that outlines the learning objectives, grading procedures and other course reflected information.
- Students are expected to complete the course requirements in compliance with standards described above. Quizzes may be given at any time during each course (additional quizzes beyond those indicated in the course syllabi may be given at the discretion of the instructor).
- Students are required to attend all classes. The subject matters presented in the classrooms shall be used in the clinical setting and ultimately as a professional in Radiologic Technology.

- Students shall be on time and shall remain for the entire lecture session. All effort shall be made to attend to personal needs during the scheduled breaks to avoid disrupting the lecture session.
- All classroom and clinical assignments shall be handed in on time. In the event of illness, it is the responsibility of the students to make arrangements for the assignments to be delivered to the school office by the stated deadline.
- Material submitted after the deadline (24 hours) shall not be accepted and a zero grade shall be awarded.
- Professional demeanor is expected of the students in the classroom at all times. Disruptive behavior which includes, sleeping, and leaving during lectures shall not be tolerated. The instructor reserves the right to dismiss a student from class for any of the above infractions. The class dismissal shall be treated as an absence.
- If the student finds it necessary to miss class, the following procedures shall be followed:
 - The student shall notify his/her instructor and Program Director or designee if they shall be absent, tardy, or need to leave a class before dismissal time. A time-off form shall be filled out and submitted to the Program Director.
- Make-up exams due to catastrophic incidence or serious illness shall be given at the discretion of the Instructor.
- At the first instance of a student found cheating on an examination, the student shall be immediately dismissed from the program.
- Major examinations are given each semester. Students are responsible for all materials covered in the course up to the date of the examination. In addition, all exams may be comprehensive.
- Students shall have the required textbooks.
- Cellular phone devices are not permitted in class during class lecture, class presentations, during quizzes or examinations.
- Hospital regulations require that cellular phones be off in all patient care areas. No “ear buds” shall be worn in the classroom or clinical areas.
- All students are required to successfully complete an approved program in BLS prior to the start of Clinical rotations.
- Students shall adhere to the Touro University Code of Conduct in the classroom and clinical settings. <https://www.touro.edu/students/policies/code-of-conduct/>

- Students are forbidden to write on and/or deface any school books, desks, or other hospital property.
- Students are required to keep the classroom neat and clean at all times. Smoking, eating, or drinking are not permitted in the classroom at any time whether classes are in session or not.
- Cheating, plagiarism or other forms of academic dishonesty are not acceptable, shall not be tolerated and are basis for suspension and/or termination.
- Non-medical electronic devices are not allowed in classrooms or the clinical setting (i.e., PDA, MP3 players, etc.).
- Students are not allowed to use the classroom audio-visual equipment unless instructed to do so by the instructor.
- Consumption of food or drink is not allowed in the classrooms and labs. Students are encouraged to use the lounge areas for lunch and between class breaks.
- Students are prohibited from altering the condition of the classrooms (desks, skeleton, podium, audio-visual equipment, etc.)
- The student lounge has a cleaning roster posted on the bulletin board. The assigned students are required to keep the lounge clean for the specific period
- The Program is not responsible for student articles left unattended in the classrooms.
- Students shall use classrooms and labs during program hours, with faculty supervision.
- Children are not allowed on the school premises or in the classrooms.

STUDENT EMPLOYMENT

- Students are discouraged from holding other jobs outside the program. All students are advised of this at interview. However, students shall realize that no special privileges shall be given. Outside employment shall not interfere with academic or clinical responsibilities.
- If a student is employed in a radiology department, the student's school dosimeter shall not be worn at their place of employment.
- Clinical rotations are not considered employment and students shall not receive any compensation while on clinical rotations.

POLICY ON TITLE IX AND SEXUAL MISCONDUCT

This policy applies to all members of the Touro University (“Touro”) community, including students, faculty, and administrators as well as third parties (i.e. vendors, and invitees). Discrimination or harassment of any kind in regard to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated.

TITLE IX GRIEVANCE POLICY

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access our educational programs and opportunities.

This Title IX Grievance Policy became effective on August 14, 2020, and only applies to formal complaints of sexual harassment alleged to have occurred on or after August 14, 2020. Alleged conduct that occurred prior to August 14, 2020 will be investigated and adjudicated according to the Title IX and Sexual Misconduct Policy then in effect.

TITLE IX COORDINATOR

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

Contact Information for the Title IX Coordinator:

Matthew Lieberman
50 West 47th Street, 14th Floor
New York, NY 10036
Phone: 646-565-6000 x55667
Email: Matthew.Lieberman@touro.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

WHEN TITLE IX APPLIES

The Title IX process will apply when ***all*** of the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Touro’s education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment, as defined under Title IX, as:
 1. an employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*);
 2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity; or
 3. sexual assault (as defined in the Clery Act); or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)).

If the alleged misconduct meets these requirements, then the Title IX grievance process applies and the Potential Complainant may file a Formal Complaint or their prior Complaint submission will become a Formal Complaint. For the purposes of this Title IX Grievance Policy, “formal complaint” means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Touro’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate and adjudicate the allegation of sexual harassment.

If the alleged misconduct does not meet these Title IX requirements, it requires a mandatory dismissal under Title IX, but it may be addressed by the broader Touro Sexual Misconduct Policy or another applicable Touro policy.

For more details surrounding the Title IX Grievance Policy please see: <https://www.touro.edu/title-ix-policy/>

SEXUAL MISCONDUCT

Touro prohibits discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual’s ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual’s, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

Retaliation against any individual who made a complaint will not be tolerated.

To officially file charges for an act of sexual assault or rape, please contact the Office of Institutional Compliance. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Office of Institutional Compliance immediately. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

This policy applies to all members of Touro, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

Complaints may be filed by contacting the Office of Institutional Compliance:

Phone: 646-565-6000, ext. 55330

Email: compliance@touro.edu

For Further Information: Students are strongly urged to read the full policy at

<https://www.touro.edu/sexual-misconduct-policy/>

Students are also urged to read the Annual Security and Fire Report at

https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2023_ASFSR-web.pdf

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education
Office for Civil Rights
32 Old Slip, 26th floor
New York, NY 10005
Phone 646-428-3800
Fax 646-428-3843
Email: OCR.NewYork@ed.gov

ACADEMIC CODE OF CONDUCT

The Touro University Code of Conduct is a policy that outlines the procedures by which academic honesty is enforced. It outlines offenses, procedures for dealing with offenses, and possible penalty if charges are found to be true.

The ethical integrity of the Program is dependent on the honesty and soundness of the administration/faculty – student learning relationship. All students are expected to be honest in all of their academic activities and relationships with the institution.

Students shall adhere to the Touro University Code of Conduct in the classroom and clinical settings. <https://www.touro.edu/students/policies/code-of-conduct/>

ARRT CODE OF ETHICS

Students are expected to be in compliance with the professional code of ethics established by the ARRT and published below:

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and applicants shall evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team.

1. The radiologic technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed and employs procedures and techniques approximately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observations and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protect the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice; respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

PROFESSIONAL CONDUCT

Touro University and the Program expect and demand that every student observe the basic code of professional conduct. As a member of the Health Care Delivery Team, it is important that the student understand the accepted policies and the penalties involved in violating these rules. The following occurrences shall make the student subject to disciplinary action up to and including dismissal from the Program:

1. Deliberate inattention to patient care.
2. Divulging confidential information concerning patients or their care.
3. Refusal to carry out orders or instructions of their supervisors.
4. Deliberate violation of a posted rule pertaining to health, safety, fire prevention or security.
5. Deliberate false, fraudulent or malicious statements or actions involving relations with a patient, the hospital staff or the public.
6. Falsification of hospital or school records, documents or forms.
7. Unauthorized use, removal, theft or intentional damage to the property of a patient, visitor, employee, student, the hospital or an independent contractor.
8. Threatening to commit actual physical violence.
9. The use of profanity either in the Clinical Sites or in the school.
10. Disorderly, immoral or unethical conduct on hospital grounds.
11. Conviction of a crime while enrolled in the program.
12. Failure to report an injury or incident concerning a patient, visitor, employee, student or any other person on the hospital grounds.
13. Soliciting tips from patients or any other person.
14. Sale of services to patients.
15. Rude or discourteous behavior.
16. Unauthorized absence from the assigned area.
17. Gambling on hospital premises.
18. Refusal to participate in a medical procedure due to its nature or the nature, condition or behavior of the patient.
19. Inattention to the patient's sense of modesty.
20. Administration of any medication, water, food or treatment to a patient without proper authorization.
21. Using a patient for an experiment.
22. Taking radiographs without proper authorization.
23. Failure to meet the financial obligations of the program.
24. Excessive lateness or excessive absenteeism.
25. Taking photographs of patients.

INTERNET SERVICES AND USER-GENERATED CONTENT POLICY

As an educational institution, we recognize that these Internet-based services can support your academic and professional endeavors, but we are also aware that, if not used properly, they can be damaging. In both professional and institutional roles, students, faculty and staff should follow the same behavioral standards online as they should offline, and are responsible for anything they post to a social media site regardless of whether the site is private (such as a portal open to the Touro community only) or public. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media and other university agents apply online as apply offline. Student are urged to read the complete policy, which can be found at <https://touro.app.box.com/v/InternetService-UserGenContent>.

ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY

The Acceptable Use Policy provides for users of the institutional technology resources, facilities, and/or equipment to act responsibly, to abide by Touro's policies, and to respect the rights and privileges of other users. Each user of Touro technology resources is responsible for adhering to all legal and ethical requirements in accordance with the policies of Touro and applicable law.

All users of Touro technology resource users must submit, upon commencement of their relationship with Touro, or at another appropriate time, acknowledgement of the Acceptable Use Policy (AUP). In submitting the AUP Acknowledgement Form, each individual will be certifying that he/she has read and will comply with the AUP.

Students are urged to read the complete policy, which can be found at <https://touro.app.box.com/v/AcceptableUsePolicy>.

COURSE DESCRIPTIONS

Refer to the Program Catalog for Course Descriptions and Program Schedule of Courses.

COMPREHENSIVE ACADEMIC EXAMINATIONS

It is important for graduates of the Program to be competent, perform well clinically, and be able to assimilate their classroom and other cognitive learning so that they shall be able to think independently, communicate their knowledge effectively, and successfully pass their national credentialing examinations. To prepare the student for their certification examinations, "Registry Type" exams shall be given periodically throughout the last academic year.

DISCIPLINARY ACTION

When an infraction of any of the policies of the Program is committed, disciplinary action, commensurate with the nature and severity of the offense, shall be imposed on the student involved.

The following sanctions shall be considered as appropriate, and imposed by the Program Director:

1. Verbal Reprimand
2. Written Reprimand
3. Probation
4. Suspension
5. Expulsion

Whatever the action taken, the decision shall be communicated to the student in writing within five (5) days of the process. A copy of the decision is to be placed in the student's files.

In the event that the student disagrees with the decision, it is the student's responsibility to pursue their concern through each successive step of the appeals procedure, within the allotted time.

Any infraction of the policies of the Program, the hospital in which the student is assigned, or Touro University shall warrant disciplinary action. The type of action taken shall depend upon the seriousness of the infraction.

If the infraction occurs within an assigned site, the hospital shall notify the Program through the appropriate channels. This notice shall identify the problem and any circumstances surrounding the infraction.

The Program staff will investigate the situation, decide upon the appropriate disciplinary measure to pursue, and notify the student and hospital by letter and meeting.

Disciplinary action shall take into consideration the student's right to due process.

VERBAL WARNING

The program staff shall, on the first offense, discuss the problem with the student and suggest remedial action. This event shall be documented (time and date) and placed in the student's records.

WRITTEN WARNING

Student conference forms shall be used to provide the student with a formal written warning. The situation shall be discussed with the student when they are presented with the form. The student shall be given opportunity to write a statement of agreement or appeal on the conference form. The student's signature on the conference form indicates that they have been made aware of the report, not that they agree or disagree with the report.

PROBATION

All students entering the program are placed on probationary status for the first semester. Any evidence of unsatisfactory performance or **ethical misconduct** shall result in disciplinary action

including termination. Unsatisfactory performance shall include but not limited to:

- Failure to maintain the satisfactory academic progress for each course.
- Excessive absences and tardiness
- Inability to meet financial obligations to the program

Ethical misconduct shall refer to incidents outlined under Professional Conduct and the ASRT Code of Ethics.

TERMINATION OR SUSPENSION

The student shall be terminated/suspended from the program for severe infractions of Program/hospital policies. The period of suspension shall be specified by the Program Director.

Clinical affiliates have the right to request the removal of a student(s) for infractions of hospital policies, etc. If such a request is made, the program will attempt to place the student at another facility. If a second instance occurs in which a clinical site requests a student removal, the student will be immediately terminated.

Termination, suspension, or reassignment shall be decided by the Program Director.

Immediate Termination and/or Suspension shall result from any of the following:

1. Failure to meet academic and clinical standards as set forth by the Program and affiliated clinical education sites.
2. Improper performance of duty, neglect, or any malpractice.
3. Using unassigned film markers.
4. Intoxication – reporting to class or clinic under the influence of alcohol or narcotics or partaking of these drugs while on the premises.
5. Verbal, written, or implied insubordination to supervising persons, Program faculty, or Clinical faculty and staff.
6. Improper conduct of any kind that might result in discredit to the department or Program.
7. Falsifying records/falsifying applications to the Program.
8. Accepting tips or gratuities from patients.
9. Sharing patient’s Protected Health Information with others for any reason other than direct patient care.
10. Abuse of hospital equipment.
11. Abandoning class or clinic without notification or permission.
12. Willful destruction of hospital or Program property.
13. Cheating on class or clinical examinations.
14. Convictions of criminal acts or jail sentence while a student.
15. Tampering with attendance records or student records.
16. Willfully exposing someone else’s dosimeter.
17. Use of improper language to classmates, faculty, staff or others.
18. Imaging or being imaged by another student.
19. Verbal or physical abuse to supervising technologists and academic instructors.

20. Inappropriate use of email towards faculty, staff, or other students.
21. Imaging students or technologist's personal family and friends without a proper radiology requisition.
22. Malicious intent to impede another student's progress in the Program.
23. Misuse of the Radiology Information System, Radiology Computer Labs, Hospital information systems, and the telecommunication system.
24. Violating the Right to Privacy whether it is a fellow student or a patient.

GRIEVANCE PROCEDURE / DUE PROCESS

The Program has a step-by-step process to address any claim by a student that the program is not in compliance with the STANDARDS of the JRCERT. The grievance procedure addresses any claim that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation. *The aggrieved student/s shall follow the procedure outlined below.*

Step 1

The student has three working (3) days after the event or violation to register his/her grievance in writing to the Program Director. A scheduled meeting shall take place between the student and the Program Director in an attempt to resolve the matter. If the student is not satisfied, the student shall proceed to Step 2, within three (3) days of the Step 1 meeting. If the student lets 3 working days pass and does not pursue Step 2; the appeal process is terminated with the understanding that the student has accepted the Program Director's decision.

Step 2

The student shall request a meeting with the Director of Education in an attempt to resolve the matter to his/her satisfaction. The request shall be made in writing. The student shall bring any representative, witness(es) and/or documentation they deem necessary to this meeting. The meeting shall take place within five (5) working days from the request for the meeting. The Director of Education shall reach a decision and notify the student within five (5) working days.

If the student finds the decision unsatisfactory, he/she shall proceed to Step #3, within five (5) working days of the response. Failure to proceed to step 3 within the allotted time period shall result in the appeals process being terminated with the understanding that the student has accepted the group decision.

Step 3

If the student is not satisfied with the decision of the Director of Education, he/she shall request (in writing) within five (5) working days that the appeal process be forwarded to the NYSCAS Grievance, who is external to the Program.

The decision of the NYSCAS Grievance Panel (or designee) is final and binding with no further recourse in the appeal process. The decision shall be communicated to the aggrieved student within ten (10) working days of its findings.

JRCERT Noncompliance Procedure

If a student believes that the Program is not in compliance with the JRCERT “Standards”, the student has the option to speak with Program officials regarding his/her concern. If the student is not satisfied with the outcome of the meeting, he/she has the option to report his/her concern, in writing, to the JRCERT. The report must include the area of noncompliance, and must include the student’s name and signature. It should be forwarded to the following address:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606
(312) 704-5300
Email to: mail@jrcert.org

HEALTH AND SAFETY

1. Illness or accidents while on duty shall be reported to the Program Director. An incident report shall be immediately filled out. The student shall then be sent to Occupational Health Services / The Emergency Room for evaluation/treatment.
2. Students are required to have their Employee Health card in their possession at all times. Referral to the clinic cannot be accomplished unless the card is presented.
3. Accidents to students or patients while on duty shall be reported to the floor supervisor and the Program Director or his designee.
4. Students are required to familiarize themselves with the current Hospital policy for Communicable disease. This is done for the health and safety of the patient as well as the student.

INFECTION CONTROL POLICY

COVID-19 POLICY

Based on OSHA guidelines

Touro University's Radiologic Technology Program has implemented basic steps to reduce the risk of student exposure to SARS-CoV-2, the virus that causes COVID-19, in their school setting. The Radiologic Technology Program has developed an infectious disease preparedness and response plan that can help guide protective actions against COVID-19.

The following steps should be implemented in the basic infection prevention measures:

- Promote frequent and thorough hand washing. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encourage staff and/or students to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

The following steps should be implemented for students who are experiencing signs or symptoms of COVID-19:

- Students who have been diagnosed as having any communicable disease/s shall immediately contact the Program Director. It is the responsibility of the student to inform the Program Director/ Director of Education that they have a known or expected form of communicable disease. Appropriate student confidentiality shall be maintained. The student shall request a leave of absence if needed due to illness.

BLOOD OR BODY FLUIDS

All students who have a blood and/or body fluid injury/exposure incident shall be evaluated and documented by the Clinical Instructor and the Clinical Supervisor. The incident shall be documented on the Incident report. The student shall then be referred to the Occupational Health Services for evaluation.

Appropriate first aid shall be rendered which includes cleansing of the wounds with soap and

water. Mucous membranes shall be flushed with water.

Students report exposure to the Clinical Instructor and the Clinical Supervisor.

Instructor/Supervisor completes the Incident report. The instructor/supervisor completing the Incident report shall clearly indicate that the exposure affected a non-employee, but the incident shall be accurately and confidentially recorded pursuant to applicable OSHA regulations.

Once the student has cleaned the wounds, reported the exposure to the Clinical Instructor and Clinical Site Supervisor, and completed the Incident report, the remaining steps shall be followed depending on whether the source patient is known or unknown.

THE FOLLOWING PROCEDURE SHALL BE FOLLOWED IF THE SOURCE PATIENT IS KNOWN:

- Student notifies supervisor where incident occurred to complete an Incident report.
- If the student has been exposed to HIV, the student shall be referred to the Emergency Department to be evaluated for an appropriate post-exposure prophylaxis treatment. This treatment shall be at the student's expense.
- If the student has been exposed to Hepatitis B or Hepatitis C, the student will be referred to the student's private physician for treatment and follow-up, at the student's expense.

THE FOLLOWING PROCEDURE SHALL BE FOLLOWED IF THE SOURCE PATIENT IS UNKNOWN:

- The student will be referred to their private physician for treatment and follow-up, at the student's expense.

COMMUNICABLE DISEASES

Students who have been diagnosed as having any communicable disease/s shall immediately contact the Program Director. It is the responsibility of the student to inform Program Director/Director of Education that they have a known or expected form of communicable disease. Appropriate student confidentiality shall be maintained. The student shall request a leave of absence if needed due to illness.

The Program does not discriminate against individuals with communicable diseases; however, patient care shall be emphasized at all times. A doctor's release shall be provided to the program before the student is allowed to return to clinical education and academic classes.

ACCIDENTS AND INCIDENTS

- All accidents and incidents, whether or not a personal injury is involved, shall be reported to the supervisor in the area of the occurrence and a program faculty member. This is the student's responsibility. An incident report shall be filed relating the details of such accidents or incidents. Any student who witnesses an accident to a patient or a visitor, no matter how slight

the injury, shall report the matter immediately to the area supervisor or the in-charge person.

- The Clinical Coordinator, the Program Director, and the clinical site supervisor shall review incidents involving students, after which counseling of the student the appropriate action shall be taken.
- A copy of all incident forms involving students shall be filed with the student's records.
- Students are subject to meet and shall comply with the policies related to each specific clinical site.

CATASTROPHIC ILLNESS/INJURY POLICY

In the event that a student suffers an illness or injury, which shall result in an extended period of recuperation, the student shall request a medical leave of absence (LOA). Upon completion of the leave of absence, the student shall be allowed to resume academic and clinical duties without prejudice. In all cases however, the standards of academic performance and clinical competency shall be met.

RADIATION PROTECTION AND EXPOSURE POLICY

Rationale for Radiation Protection Policies:

1. It is imperative that students are aware of radiation protection policies. The radiation protection policies and procedures contained herein comply with the Nuclear Regulatory Commission (NRC) regulations and state laws as applicable. The National Council on Radiation Protection and Measurements (NCRP) and the International Commission of Radiological Protection (ICRP) have also developed dose limits, guidelines and regulations for radiation protection and these are accepted by all regulatory agencies. Students must adhere to all guidelines and regulations of the EPA, OSHA and NCRP at federal, state, and local levels.
2. The radiation protection policies ensure keeping occupational and non-occupational absorbed doses below allowable maximum levels. This is achieved through the employment of proper radiation control procedures.
3. Students are always expected to exercise sound radiation protection practices. Students should never participate in a procedure that violates safe radiation protection procedures.

Clinical and Laboratory Policies:

1. Students must adhere to the radiation protection practices of ALARA (As Low As Reasonably Achievable). ALARA was developed to create an awareness of radiation safety in the workplace. Adhering to ALARA protocols should be the goal for all radiation workers. The following is a list of ALARA practices:
 - Never hold patient or image receptor during an exposure
 - Always wear a radiator dosimeter

- Wear dosimeter at the front collar level (outside of lead apron) and, if pregnancy is declared, wear an additional dosimeter at the front waist level (under/behind the lead apron)
- Do not leave dosimeter in an exam room
- Do not wear dosimeter during personal medical or dental radiographs
- Wear lead apron when performing mobile or fluoroscopic procedures
- Stand behind lead barrier when making an exposure
- User proper collimation
- Never make an exposure when the door to the radiographic room is open
- Never enter a radiographic room without first knocking
- Properly shield patients and others in the x-ray room during all exposures
- Follow all rules for radiation safety at each clinical site and in the school laboratory

2. During clinical or laboratory training, all students using x-ray equipment will always practice safe radiation protection measures. All x-ray procedures in the clinical setting must be conducted under the following supervision parameter required by the JRCERT:

Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

Explanation:

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student’s achievement,
- Evaluates 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.

Students must be directly supervised until competency is achieved.

Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

Explanation:

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. ***“Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

** **Note:** Use of electronic communication in any form to contact a qualified radiographer (e.g., phone, texting, pager, intercom, etc.) is NOT considered “immediately available.”

Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

Explanation:

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure.

Note: Students not adhering to these supervision policies are subject to dismissal.

Note: The student to clinical staff ration is 1:1 always, regardless of student competency.

Dosimeter Badges:

1. A dosimeter badge will be issued to each student monthly to monitor their radiation exposure during laboratory and clinical education.
2. All students must always wear a radiation dosimeter badge at the front collar level during clinical or laboratory training (outside of the lead apron when used) to measure radiation exposure. **No student will be permitted to enter a clinical site.** For declared pregnant students, a second dosimeter badge must be worn at the front waist level and under the lead apron when used.
3. Dosimeters will be replaced each month. The old dosimeter must be returned to the Clinical Coordinator. Students receiving new dosimeters must sign a sheet indicating that they have received the new dosimeter. Each student must be also review and initial their monthly exposure report.
4. The dosimeter readings will be reported either monthly in writing to the Program Director by the dosimeter badge company and, in turn, provided to the students within 30 days of receipt.
5. A protective lead apron must be worn during fluoroscopy, mobile radiography, or special radiographic procedures. The dosimeter must be worn outside the apron at the front collar level. For declared pregnant students, a second badge must be worn under/behind the lead apron at the front waist level.
6. Loss of a dosimeter badge must be reported to the Clinical Coordinator immediately.

Radiation Exposure Incident:

If a student is accidentally exposed to ionizing radiation, it must be reported to the Clinical Coordinator immediately.

Protocol for Exceeded Dose Limits:

1. To assure a standard response to student Radiation badge readings that are higher than normal, all RT programs will adhere to the following procedure which is based on the ALARA (As Low As Reasonably Achievable) protocols suggested by the NRC. The following ALARA protocols and the corresponding actions will be followed to assure ALARA compliance by all students:
 - A. Radiation Badge Reading: 175mrem to 374mrem per quarter**
 - 1) The student will be notified and will be asked about the behaviors that might have led to the higher than usual badge reading.
 - 2) The Program Director will reinforce basic radiation safety procedures and make suggestions to the student regarding measures to reduce radiation in the workplace.
 - 3) The badge reading will be signed to acknowledge the student's awareness of the reading.
 - 4) The meeting with the student will be documented in writing with the student's signature.
 - B. Radiation Badge Reading: 375mrem to 749mrem per quarter**
 - 1) The student will be required to provide a reason in writing why the reading was high and what they intend to do to reduce their radiation exposures.
 - 2) The student will be required to write a paper on radiation safety measures that can be taken to reduce radiation to themselves, patients, and others.
 - 3) The badge report will be signed to assure student awareness of the reading.
 - 4) The meeting with the student will be documented in writing with the student's signature.
 - 5) The dosimeter provider will be asked for a second reading to see if the reading was a result of **static exposure (i.e., the badge being left in the room and not being worn during the exposure).
 - C. Radiation Badge Reading: 750mrem or greater per quarter**
 - 1) Follow steps in items A and B.
 - 2) The badge provider will be asked for a second reading to see if the reading was a result of a ***static exposure (i.e., badge being left in the radiation area and not being worn during the exposure).
 - D. Radiation Badge Reading: 1250mrem in one quarter**
 - 1) Follow steps in the items A and B.
 - 2) This reading will require that the Program Director consult with a Radiological Physicist for recommendations regarding further action.
 - E. ** Radiation Badge Reading Due to Static Exposure:**
 - 1) Any badge reading that is determined to be the result of static exposure (meaning that the badge was left in a radiation area and not being worn during the exposure) may be removed from the student's permanent record by having the student write a letter to the badge provider requesting that the reading be removed.
 - 2) The reading will be replaced by an average of the student's monthly readings.

PREGNANCY POLICY

The National Council on Radiation Protection and Measurements (NCRPM) recommends that the maximum permissible dose equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to .05 rem for any 30-day period and to .5 rem for the entire gestation period. Proper instruction in and strict adherence to all radiation safety precautions in conjunction with personal radiation monitoring make it possible to limit all occupational exposure to under 0.5 rem and prevent fetal maximum permissible dose levels from being surpassed.

Disclosure of a student's pregnancy is voluntary. However, because of the potentially dangerous effects of escaped anesthetic gases, caustic fumes from orthopedic cement, radiation exposure from fluoroscopic procedures and the occasional urgent setting of emergency cases, it is very strongly encouraged that the student declares the pregnancy immediately upon knowledge of the pregnancy.

- Any student who believes or suspects she is pregnant may voluntarily declare her pregnancy in writing to the Program Director. The declaration must include the estimated date of conception. The declaration of pregnancy may be written by the student at any time, but she must do so in writing to the Program Director. This document must also be signed and dated by the student. It is strongly recommended for the student discuss her educational situation with her physician.

The declared pregnant student has the following options:

- Continue as a student without any interruption in the program.
- Continue as a student with deferral of fluoroscopy, surgery and portable rotations until pregnancy is completed.
- Continue as a student with classroom participation only. All clinical rotation requirements deferred until pregnancy is completed. These rotations will be made up.
- Withdraw from the program and re-enter later upon completion of the pregnancy. All procedures for readmission will apply upon withdrawal from the program.
- The declaration of the pregnancy may be withdrawn by the student at any time, but she must do so in writing to the Program Director. This document must also be signed and dated by the student.

The declared pregnant student will be counseled by the program faculty regarding the pregnancy policy of the school. The student who decides to continue clinical and didactic participation is required to abide by the following:

- Adhere to all radiation and standard precautions, rules, and policies.
- If any problem or if a change in the student's status must be made, this should be immediately made in writing.
- Wear two (2) personnel radiation monitoring devices; one placed over the collar and the other placed over the embryo-fetus, for monitoring. Readings will be monitored by the Radiation Safety Officer (Program Director).
- If at any time a pregnant student feels she is working in an unsafe area, or under conditions she feels are detrimental to her or her embryo-fetus, she should stop immediately and report to the Program Director or department supervisor.

Upon the student's return to the program, all requirements for graduation must be completed.

**TOURO UNIVERSITY
MEDICAL IMAGING PROGRAM
PREGNANCY DECLARATION FORM**

To: _____
Name of Program Supervisor or Designee

In accordance with the Nuclear Regulatory Commission 10 CFR 20.1208, "Dose to an Embryo/Fetus", and state regulations, I am declaring that I am pregnant. I believe I became pregnant in _____ (MM/YYYY). I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5rem (5mSv) (unless that dose has already been exceeded between the time of conception and submission of this declaration).

I also understand that meeting the lower dose limit may require possible work modifications or transfer of assignments during my pregnancy. I have received a copy of NRC regulatory Guide 8.13 instructions concerning Premature Radiation Exposure.

I also understand that possible work modifications or transfer of assignment may be discussed with the appropriate clinical staff to facilitate the process.

I also understand that general duties in non-interventional diagnostic imaging department do not provide exposures that will exceed the limits if I follow the proper procedures of time, distance and shielding.

If I find out that, I am not pregnant, or if my pregnancy is terminated, I will promptly inform you in writing that my pregnancy has ended.

Student Name (Please Print) Student Signature Declaration Date: (MM/DD/YYYY)

Physician Note Provided on: _____
Date: (MM/DD/YYYY)

Fetal Dosimeter Issue Date: _____
Date: (MM/DD/YYYY)

I am voluntarily withdrawing my declaration of pregnancy. I agree to hold harmless the University and Faculty in doing so with my signature below on:

Date of Withdrawal: (MM/DD/YYYY)

Program Director/ Physicist Recommendations:

1. No fluoroscopy procedure unless on a voluntary basis in an emergency.
2. No portable procedure unless on a voluntary basis in an emergency.
3. Wear two dosimeters, with fetal dosimeter worn at the waist level under the lead apron.

Program Director (Print and Sign)

MAGNETIC RESONANCE IMAGING (MRI) SAFETY POLICY

Students enrolled in the Radiologic Technology Program are required to acknowledge awareness of safe and responsible practices in Magnetic Resonance Imaging (MRI) and practice accordingly. The student is required to read the **ACR Guidance Document on MR Safe Practices: 2013** provided in the link below and sign an attestation prior to their initial clinical assessment. In addition, the student must practice according to any applicable policies and following screening procedures at each clinical site before entering the MRI area.

The guidelines provided through the URL <http://onlinelibrary.wiley.com/doi/10.1002/jmri.24011/pdf> were established by the American College of Radiology (ACR) <http://www.acr.org/> and are intended to promote the safe and responsible clinical practices in Magnetic Resonance Imaging (MRI).

Student must also complete a Magnetic Resonance Imaging (MRI) Safety Screening Form and submit to the Program Director.

MAGNETIC RESONANCE IMAGING SAFETY POLICY

Students enrolled in the Radiologic Technology Program are required to acknowledge awareness of safe and responsible practices in Magnetic Resonance Imaging (MRI) and practice accordingly. The student is required to read the **ACR Guidance Document on MR Safe Practices: 2013** provided in the link below and sign an attestation. This assignment must be completed during the second quarter prior to their initial clinical assignment. In addition, the student must practice according to any applicable policies and follow screening procedures at each clinical site before entering the MRI area.

The guidelines provided through the URL <http://onlinelibrary.wiley.com/doi/10.1002/jmri.24011/pdf> were established by the American College of Radiology (ACR) <http://www.acr.org/> and are intended to promote the safe and responsible clinical practices in Magnetic Resonance Imaging (MRI).

Students must also complete a **Magnetic Resonance Imaging (MRI) Safety Screening Form**, the MRI competency assessment and submit these documents to the Program Director.

Radiologic Technology Program

Acknowledgement of Magnetic Resonance Imaging Safety

Students enrolled in the Radiologic Technology Program are required to acknowledge awareness of safe and responsible practices in Magnetic Resonance Imaging (MRI) and practice accordingly. The student is required to read the **ACR Guidance Document on MR Safe Practices: 2013** provided below and sign this attestation prior to their initial clinical assignment. In addition, the student must practice according to any applicable policies and follow screening procedures at each clinical site before entering the MRI area.

The guidelines provided through the URL <http://onlinelibrary.wiley.com/doi/10.1002/jmri.24011/pdf> were established by the American College of Radiology (ACR) <http://www.acr.org/> and are intended to promote the safe and responsible clinical practices in Magnetic Resonance Imaging (MRI).

To learn more about the American College of Radiology and the history of Radiology, the student may visit the ACR Website at <http://www.acr.org/About-Us/History-and-Mission>.

I have read and understand the above assignment and agree to practice in accordance with the **ACR Guidance Document on MR Safe Practices: 2013** provided in this statement. I also agree to practice according to any applicable policies and follow screening procedures at each clinical site to which I am assigned.

Student Name: (Print)

Student Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

- _____ Biostimulator
- _____ Any type of internal electrodes or wires
- _____ Cochlear implant
- _____ Hearing aid
- _____ Implanted drug pump (e.g., insulin, Baclofen, chemotherapy, pain medicine)
- _____ Spinal fixation device
- _____ Spinal fusion procedure
- _____ Any type of coil, filter, or stent
- _____ Any type of metal object (e.g., shrapnel, bullet, BB)
- _____ Artificial heart valve
- _____ Any type of ear implant
- _____ Penile implant

YES / NO

- _____ Artificial eye
- _____ Eyelid spring
- _____ Any type of implant held in place by a magnet
- _____ Any type of surgical clip or staple
- _____ Any IV access port (e.g., Broviac, Port-a-Cath, Hickman, PICC line)
- _____ Medication patch (e.g., Nitroglycerine, nicotine)
- _____ Shunt
- _____ Artificial limb or joint
- _____ Tissue Expander (e.g., breast)
- _____ Diaphragm, IUD, Pessary
- _____ Surgical mesh
- _____ Body piercing
- _____ Wig, hair implants
- _____ Tattoos or tattooed eyeliner
- _____ Radiation seeds (e.g., cancer treatment)
- _____ Any implanted items (e.g., pins, rods, screws, nails, plates, wires)
- _____ Any other type of implanted item

Instructions for those entering MRI work area:

- Remove all jewelry (e.g., necklaces, pins, rings).
- Remove all hair pins, bobby pins, barrettes, clips, etc.
- Remove hearing aids.
- Remove your watch, pager, cell phone, credit and bank cards and all other cards with a magnetic strip.
- Remove body piercing objects.
- For students who may be pregnant, follow the American College of Radiology (ACR) Guidelines.

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form and MRI work area risks.

Signature of Person Completing Form: _____

Date: ____/____/____

Form Completed By: _____
Print Name

Form Information Reviewed By: _____
Program Director's Signature

Date ____/____/____

STUDENT SERVICES

OCCUPATIONAL HEALTH SERVICES (OHS)

Students who are accepted into the Program are given a complete physical.

1. If the findings of a drug test are positive, the student shall be given the opportunity to retake the test within 24 hours. Upon a second failed drug test, the student shall be immediately dismissed from the Program.

ADVISEMENT AND GUIDANCE SERVICES

1. Advisement and guidance is available to students. There are several sources that can be contacted for counseling – Social Services, Pastoral Care, Psychiatric/Psychological Counseling etc.
2. The Program Director/designee shall refer the student to the appropriate intervening service.

COMPUTER LABS

The student shall adhere to the Touro University and Program policies on protection and use of information, property, and assets documented in the Code of Conduct, previously in this manual, and in the Guides and Manuals of the school.

1. No food or drinks are allowed at any computer workstation.
2. Each student shall log-off of the computer they have been working on.
3. Shutdown procedures shall be performed appropriately.
4. Nothing shall be saved to the hard drive.
5. Do not use USB memory stick or CD disks to save your information.
6. No programs, software, files, etc. shall be loaded on the computers.
7. No programs, software, files, etc. shall be run from disks unless they have been checked and approved in advance.
8. Do not put on any screen savers.
9. Do not change any of the settings or configurations.
10. Don't set up personal bookmarks.
11. Any problems shall be reported to the Director of Education.
12. Students shall not leave any personal items or documents in any computer lab.
13. Students shall use the computer lab during established hours only.
14. Students shall use classrooms and labs during program hours of Monday – Friday. Classrooms and labs are not available during term breaks unless accompanied by faculty member or staff.

LEARNING RESOURCES

Hospital Library

1. Students have full access to the **School of Osteopathic Medicine** library located in the 230 W 125th Street.
2. Students are permitted to access books from the library.
3. The student has access to the school's computer Lab.
4. Reference books, journals, and periodicals may be accessed by student.

Program Library

Students are also allowed to borrow books from the program library as long as they adhere to the lending policy. Failure to follow the protocol shall result in the student forfeiting rights to borrow.

1. Students are allowed to checkout one book at a time.
2. Borrow period shall be for two weeks ONLY. Students shall be notified at checkout of the due date.
 - a. *Books shall be returned on time.*
3. Student shall return the book in the condition it was received.
 - a. *Do not write in, highlight, rip out any pages of the book or DAMAGE the book in any other way.*
4. If a book is Lost or Damaged, the student shall be charged the replacement cost of the book.
5. Keep in mind, copying any part of any book is copyright infringement and is against the law.
6. Students are also allowed to reserve CD's or CD-ROM's under the library guidelines.

Reserves

Students are allowed to place an item/s (Books, video cassettes or CD's) on reserve that is not immediately available. The item on reserve is held for 3 days only.

Late Materials

A fine of \$2.00 per day shall be charged for each overdue book or CD.

TOURO UNIVERSITY LIBRARIES

The Touro University Libraries are managed and developed according to an established "Mission Document," "Collection Development Policy," and "Strategic Plan." These derive from professional standards, guidelines, and criteria, with particular attention to the following:

- *Standards for Libraries in Higher Education*

- *Guidelines for Branch Libraries in Colleges and Universities*
- *Information Literacy Competency Standards for Higher Education*
- *Guidelines for Distance Learning Library Services*

The mission of the Touro University Libraries is to promote a collegial and academic atmosphere in support of the university's mission to further personal growth and intellectual inquiry. Touro University Libraries is committed to creating and maintaining a learning environment focused on service, support of the University's academic programs, and adherence to the principles of intellectual freedom. Touro University Libraries adhere to the *Standards for College Libraries* of the Association of College and Research Libraries. The Vision, Mission Statement, and Strategic Plan were updated, revised, and posted on the library web site:

<https://www.tourolib.org/about/policies/strategic>

The Library supports research and academic goals by collaborating with the faculty and administrative staff to advance Touro University's mission to become a center of religious and secular scholarship. The Libraries acquire, organize, preserve, and provide access to information in a broad range of formats, which support the intellectual pursuits of the Touro University community. Our expert and responsive staff provide group and individual instruction and guidance to the Touro University community to foster information literacy and encourage students to become lifelong learners.

The Library strives to meet the following objectives:

- Increase the Libraries' capacity to acquire, manage, and create digital content.
- Maintain current, physical collections.
- Deliver & expand information classes, webinars, & tutorials to meet the Information Literacy Standards as set in the General Education Goals.
- Create finding aids for archival material.
- Expand and improve assessment of user experience
- Offer scholarly content and services via mobile devices.
- Analyze usage statistics and customer satisfaction surveys.
- Increase staff development
- Maintain a collection that supports faculty scholarship.
- Develop websites that optimally present our digital assets
- To promote services that promote the University's programs.

Resources

The Touro University Library system currently encompasses 12 university libraries throughout the New York City metro area (three in Manhattan, six in Brooklyn, two in Queens, and one in Suffolk County). The libraries are led by 22 professionals with Master's degrees from institutions accredited by the American Library Association who are supported by a skilled support staff of 18 who hold Bachelor's degrees. The library's Technical and Electronic Services Department is managed by the Associate Director of Libraries. The staff consists of an Archivist, a Manualer, a Systems Manager, a Systems Assistant, and an Archivist Assistant. The Assistant Director of Libraries for Public Services directs overall operating procedures of division libraries, manages library collection, delivery of its services and programs, and daily maintenance operations. The Library Information Literacy Director manages a staff of two professional librarians, the Scholarly Communications Librarian and the OER (Open Educational Resources) Librarian.

Hours of operation at all libraries are scheduled to permit ample instruction, research advice, and reference assistance that promote information seeking and evaluation skills as an integrated part of the university experience.

Access to the libraries' print, audio-visual, and electronic collections is provided via a virtual library that has been developed to meet the needs of a diverse student body including distance learners and to tap the wealth of quality Web-based resources. Off-campus access is essential at extension sites and for working graduate students who often must conduct research from home. Access to library electronic resources is provided to Touro University students via a remote access account using a username and password <https://library.touro.edu/patroninfo~S2>.

The virtual library provides Libguides in all subject areas. Access is available at an "Ask the Librarian" option that makes available research advice and answers questions via email within 48 hours, "CHAT" that delivers instant messaging for reference questions.

In addition to intra-library resource sharing, the Library has access to the wealth of material available through interlibrary loan via OCLC (Online Computer Library Center) and LVIS (Libraries Very Interested in Sharing).

Bibliographic instruction to promote research and search strategies, finding and evaluating Web resources, and providing life-long learning strategies can be accessed via webinars provided by the Library Information Literacy department.

LOCKER ROOMS

1. Each student shall be provided with a locker in which to store their personal effects.
2. The lockers are the property of Touro University. Lockers shall be opened by Security with or without the students' permission. Such lockers shall only be opened when the student and faculty member are present.
3. Students are discouraged from keeping anything of value in their lockers. The Program is not responsible for a student's personal possessions

4. Students shall provide their own lock for these lockers. If they use a keyed lock they shall leave a duplicate key at the school office.
5. Student lockers are located in the didactic area of the Program suite and are assigned to each student.
6. Students shall remove their lock and belongings within 2 days prior to graduation or all items shall be discarded.
7. If a student needs access to their locker after program hours, then the student shall request access through the Hospital Police and Program faculty.

STUDENT RADIOGRAPHER'S RESPONSIBILITIES

The student has a definite obligation to uphold the profession's dignity and honor in his/her personal and professional life. The student's standards shall enhance and promote the status of both. It is the student's responsibility to act and react as a responsible team member in all situations encountered in the clinical education center. The student shall be aware of the responsibilities they have to themselves, the patient, the physician, the technologist, and their fellow students. The principles of each of these are outlined in the following:

A.R.R.T. Standard of Ethics (www.arrt.com)

Scope of Practice

Patient Bill of Rights

Principles of Professional Conduct for Radiologic Technologists

CLINICAL EDUCATION

What is Clinical Education?

Clinical Education is the application of skills learned in the classroom and transferred to the clinical environment. A firm academic background is essential to the acquiring of the required skills of the qualified practitioner.

General Statement

The program is a planned and structured sequence of experiences (both didactic and practical), designed to prepare the student to competently function in the work place.

The Radiography Program is divided into five (5) semesters. The first semester is dedicated to exposing the students (providing the students with) to the fundamentals of certain Radiologic courses (see curriculum), before they are placed in the various clinical settings and allowed to interact with patients.

The instructional method employed by the program (outlined below), is in keeping with the philosophy of excellence in patient care delivery.

1. Classroom lectures and demonstrations.
2. Laboratory practice correlated with material received in the classroom, student practicum and laboratory evaluation.
3. Clinical experience with observation of and demonstration by a qualified Radiographer.
4. Performance of various examinations accompanied by clinical competency evaluations.
5. Discussion and review of competency evaluation with clinical coordinator/designee.

Classroom evaluation is obtained through scheduled written examinations.

Procedures (positioning) proficiency is obtained through scheduled laboratory evaluations.

Competency in the performance of any radiographic examination is performed at the clinical setting.

COMPETENCY BASED CLINICAL EDUCATION

Competency based education is a means of checking the progress of students during their clinical education by determining whether or not they are able to meet specified objectives, thus demonstrating competency. The clinical evaluation system is a uniform, structured and progressive approach to the clinical development of a student.

This process begins with didactic and laboratory instruction. Students then demonstrate proficiency in positioning skills. The student then proceeds by observing an examination or group

of examinations. Then the student is able to proceed to the participatory stage of the competency based clinical education system.

In the participatory stage, the student assumes a more active role in their clinical responsibilities. However, the students shall only perform those radiographic procedures previously taught in the classroom and laboratory. Students shall perform these examinations under direct supervision (Definitions of direct and indirect supervision provided in the next section).

The final stage in the competency based clinical education system is the ability of the student to perform radiographic examinations under indirect supervision (Definitions of direct and indirect supervision provided in the next section). Before the student advances to this level, they must demonstrate competency.

To summarize, the competency-based clinical education system is a step-by-step process as outlined below:

- Didactic instruction
- Laboratory instruction
- Student demonstration of ability in the laboratory
- Observation
- Student participation in the department under direct supervision
- Practice competencies as required
- Competency examination
- Student participation in the department under indirect supervision

No student shall be allowed to perform any examination on a patient before they have satisfactorily demonstrated proficiency in performing these procedures in the classroom and laboratory settings.

Students are required to have a completed competency for each of the examinations covered didactically and listed on the Student Clinical Proficiency Log by appropriate semesters.

In compliance with competency-based education, there is no minimum number of examinations required, prior to seeking a competency on that examination.

The established ARRT Clinical Competency Examination criteria are required for graduation. All mandatory competency examinations shall be completed within or before the semester mentioned. Failure to complete the required clinical competency examinations per semester shall adversely affect the student's chances of graduating on schedule. It is the responsibility of the student to complete all clinical competencies in a reasonable, timely fashion to avoid being put on clinical probation.

The faculty and all registered technologists at each clinical affiliate are eligible to complete competency forms. Competency forms completed by non-eligible clinical personnel shall not be accepted for grade or shall not contribute to fulfilling minimum requirements by students.

Students are subjected to random evaluations of their competencies from the program's faculty

and based on the student's response they are subject to having their competencies removed at the discretion of the program faculty.

AFFILIATE AND DEPARTMENT POLICIES

Students are expected to abide by the established policies of the affiliate to which they are assigned. In addition, they are to become knowledgeable of the established examination protocol of each radiology department in their specific area of assignment (e.g. O.R., E.R., OPD etc.)

OBSERVATION SITES

During the second year, students shall be assigned to other complimentary (advanced) imaging modalities (MRI, Nuclear Medicine, C.T., Mammo., Cardiac Cath, and Ultrasound) for the duration of two weeks for observation purposes only. They are not to be involved with the actual examination process of the patient. At the end of this rotation they shall submit a research paper on any examination of their choice that they observed during their specific assignment.

SUPERVISION POLICIES

For the protection of the student and patient alike, student Radiographers are **NOT PERMITTED** to assume the responsibility of a paid staff radiographer. Student Radiographers shall only perform under the direct or indirect supervision of a qualified Radiographer. Students are only allowed to work under indirect supervision after achieving the program's required level of competency in a given procedure.

DIRECT SUPERVISION

For students who have not yet achieved competency on a particular procedure or examination, supervision is provided by a certified radiographer/clinical instructor. It is the responsibility of the radiographer/clinical instructor to:

- Review the consult to determine the examination in relation to the student's level of achievement.
- Evaluate the condition of the patient in relation to the student's knowledge.
- Be physically present in the radiography room while the student performs the radiographic examination.
- Review and approve the final radiographs.

INDIRECT SUPERVISION

For students who have achieved competency on a particular procedure or examination, supervision is provided by a certified radiographer who is immediately available to assist students, regardless of the level of student achievement.

“Immediately available” is interpreted as the presence of a radiographer in or adjacent to the room or location where the procedure is being performed. The radiographer shall not be involved in an additional radiographic procedure, as this could render the radiographer not immediately available under some circumstances.

REPEAT POLICY

- Under **no circumstance** is a Student Radiographer allowed to repeat an image without the direct supervision of a qualified Radiographer. A student Radiographer is **NEVER** allowed to perform bedside or Operating Room (OR) radiography under indirect supervision.
- If a student Radiographer feels that these standards are not being adhered to, written notification shall be immediately made to the Program Director for follow-up.

CLINICAL GUIDELINES

1. All students are required to obtain permission to leave the Radiology department during their scheduled tour of duty. Permission shall be obtained from the Radiology supervisor. In all cases, the Program Director shall be informed and the school shall be notified.
2. All students are to remain in their assigned areas.
3. Students are to keep their assigned area clean at all times.
4. Students shall exercise care and comply with all established radiographic safety standards when performing exams.
5. All radiographic procedures performed either with or without direct supervision shall be properly recorded on the students' log sheet. A specific number of examinations in various areas shall be validated in order to qualify for state licensure and national certification.
6. Students are responsible for securing the required weekly record of clinical time. The records of clinical time are to be completed and accurately documented and submitted to the Clinical Coordinator on a weekly basis. The documentation of clinical time is in addition to the established sign-in procedure at the individual clinical sites.
7. In the event a student needs to make up time (clinical or class), the student shall submit a make-up request to the Clinical Coordinator / Didactic Instructor / Program Director for approval. The request shall remain a part of the student's permanent file.
8. Normal clinical rotation hours are from 8:30 a.m. to 4:00 p.m. “Off Hours” Elective rotations are available to students on request. Off-hours rotations shall only be scheduled on times/days when a designated technologist or clinical instructor is available.
9. In general, students participating in the Off-hours rotation shall be given a compensatory clinical day off in the week. This ensures that the combined assigned clinical and academic hours do not exceed forty (40) hours per week. Students can however request to voluntarily give up their compensatory day off.

10. Unscheduled rotations, visits, or loitering on the premises of the clinical sites after 4:30 p.m. on Friday until 8:30 a.m. on Monday is not permitted.
11. It is the responsibility of all students to check Hospital, Department, and school bulletin boards, e-mails, and student mail boxes on a daily basis.
12. Under no circumstance shall a student eat or drink in patient areas. The area supervisor shall inform the student of the designated area for these activities.
13. While assigned to the clinical area, students shall, at all times, wear the required uniform to include radiation dosimeters. Failure to do so shall result in the student being sent home and marked absent for the day.
14. Students are required to wear clean uniforms and to be well groomed at all times. Failure to do so shall result in the student being sent home and marked absent for the day.
15. Students who are suspected of being under the influence of intoxicants (alcohol or drugs) shall be requested to report immediately to Occupational Health Services (OHS) for evaluation. Refusal to honor this request or a positive finding as a result of the examination shall result in the **IMMEDIATE TERMINATION** of the student from the program.
16. Students are required to inform their clinical supervisor of any malfunctioning equipment, accessories or any other item that may prove hazardous to a patient or themselves.
17. Students are responsible for conducting themselves in a professional manner at all times. Failure to do so shall result in the appropriate disciplinary action as determined by the Program Director, Director of Education, Department Manager, and/or the Medical Advisors.
18. Hospital rules are to be followed at all times.
19. Hospital and department supplies are to be used only for the purposes intended and shall not be removed from the hospital premises. Students in violation are subjected to disciplinary action up to and including dismissal.
20. All clinical sites are smoke free. There is to be no smoking while on these premises. Students found not adhering to this policy shall be subjected to the disciplinary policy at the discretion of the Program Director and shall be subjected to legal action by Hospital Police.

CLINICAL SITES

This Program currently utilizes several clinical affiliates. Clinical education shall be completed through scheduled utilization of approved clinical affiliates. Every effort is made to geographically accommodate students in their clinical rotations; however, the Program reserves the final decision of all clinical assignments. The process for determining clinical site assignment is coordinated by the Clinical Coordinator. Clinical site assignment remains solely at the discretion of the Program faculty.

During the clinical component of the Program, the student shall have the opportunity to practice at a variety of clinical sites. Clinical sites offer similar learning experiences. All students are required to rotate at a site if it has a unique learning experience to offer. The student is expected to adhere to the policies and procedures of each clinical site and provide his/her own transportation to clinical faculties.

Radiologic Technology Program Recognized Clinical Education Sites	
Harlem Hospital Center 506 Lenox Avenue New York, NY 10039	Community Radiology 212 Canal St., Suite 206 New York, NY 10013
Elmhurst Hospital 79-01 Broadway Elmhurst, NY 11373	Metropolitan Hospital 1901 First Avenue New York, NY 10029
Gramercy Surgery Center (Manhattan) 380 2 nd Ave, 10 th Floor, Suite 1000 New York, NY 10010	Gramercy Surgery Center (Queens) 59-25 Kissena Boulevard Flushing, NY 11335
Highline Orthopedics 16 Park Place New York, NY 10007	Hudson Spine & Pain Medicine 281 Broadway New York, NY 10007
Interfaith Medical Center 1545 Atlantic Avenue Brooklyn, NY 11213	John Melnick Lennox Hill Radiology & Medical Imaging Associates 130 East 67 th Street New York, NY 10065
Kings County Hospital 451 Clarkson Avenue Brooklyn, NY 11203	Lenox Hill Radiology & Med. Imag. Assocs. 130 East 67 th Street New York, NY
Lenox Hill Radiology 400 East 66th Street New York, NY 10065	Lenox Hill Radiology – Bronxdale 2016 Bronxdale Ave, STE 201 Bronx, NY 10462
Lenox Hill Radiology 61 East 77th Street New York, NY 10075	Lenox Hill Radiology – Fordham 410 East 189th Street Bronx, NY 10458
Lenox Hill Radiology – Pelham Bay 3250 Westchester Avenue Bronx, NY 10461	Midhudson Regional Hospital 241 North Road Poughkeepsie, NY 12601
New York Radiology Partners – Westside Radiology Associates 1790 Broadway New York, NY 10019	North Central Bronx 3424 Kossuth Avenue Bronx, NY 10467

NYC Health and Hospitals – Queens General Hospital Center 82-68 164 th Street Jamaica, NY 11432	Queens General Hospital Center (Mount Sinai Services) 82-68, 164 th St. Jamaica, NY, 11432
Rad Net/Lenox Hill/ Upper West Side – Mid Rockland Imaging Partners 130 West 79th Street New York, NY 10024	Rad Net/Lenox Hill/Madison Ave – Mid Rockland Imaging Partners 240 Madison Ave New York, NY 10016
Zwanger-Pesiri Radiology Group (Elmhurst) 8812 Queens Blvd Elmhurst, NY 11373	Union Square Diagnostic Imaging 147 West 15th Street New York, NY 10011
Zwanger-Pesiri Radiology Group (Ozone Park) 102-34 Atlantic Ave Ozone Park, NY 11416	Zwanger-Pesiri Radiology Group (Lawrence) 605 Rockaway Turnpike Lawrence, NY 11559

Five of the identified sites are under the umbrella of the Health and Hospital Corporation (HHC) of New York City, which offers comprehensive care to the communities they serve. Interfaith Medical Center and Rad. Net Imaging Centers and others also offer comprehensive radiographic care to the communities they serve.

To assure equitable clinical experience, the students are rotated through the sites, thus ensuring the attainment of the competency requirements of the American Registry of Radiologic Technology (ARRT), the certifying agency.

PROCEDURE FOR PROFICIENCY EXAMS

1. All procedures taught up to testing date may be included for evaluation
2. The exam should be performed as though it is a real patient – use shielding, marker change IR, give breathing instructions, etc.
3. When the students complete a projection, they should tell the evaluator that they are finished. At this point the evaluator will check over the projection and record findings. No verbal feedback is given at this point.
4. The card that was selected is returned to the pile.

PROFICIENCY EXAM GRADING

1. Students should do the procedure as listed on the request
2. If specific projections are not listed, do the normal routine or the routine that is appropriate for the information listed.

3. Students will lose points if any projection would need to be repeated, if markers are not used, if the correct series of radiographs is not completed or if shielding is not demonstrated.
4. Students will lose points for incorrect angle, incorrect collimation, taking too much time to complete the exam, and other errors that may reduce the quality of the radiograph, but not to the point of needing to repeat the radiograph.
5. All procedures must be performed as demonstrated in the textbook, not how they are done at particular clinical sites.
6. Students will lose points for including additional projections beyond the specified routine.

GENERAL COURSE OBJECTIVES FOR CLINICAL ROTATIONS

Cognitive

- Examine procedure orders for accuracy and make corrective actions when applicable
- Comply with departmental and institutional response to emergencies, disasters and accidents.
- Differentiate between emergency and non-emergency procedures
- Determine corrective measures to improve inadequate images.

Affective

- Adhere to team practice concepts that focus on organizational theories, roles of team members and conflict resolution.
- Describe the role health care team members in responding/reacting to a local or national emergency.
- Provide patient- centered clinically effective care for all patients regardless of age, gender, disability, special needs, ethnicity or culture.
- Recognize the influence of professional values on patient care.
- Explain how a person's cultural beliefs toward illness and health affects his or her health status.
- Use patient and family information education strategies appropriate to the comprehension level of the patient/family.
- Provide desired psychosocial support to the patient and family.
- Examine demographic factors that influence patient compliance with medical care.
- Demonstrate safe, ethical and legal practices.
- Maintain patient confidentiality standards and meet HIPAA requirements.

Psychomotor

- Exercise the priorities required in daily clinical practice.
- Execute medical imaging procedures under the appropriate level of supervision.
- Adapt to changes and varying clinical situations.
- Integrate the use of appropriate and effective written, oral and nonverbal communication with patients, the public and members of the health care team in the clinical setting.
- Integrate appropriate personal and professional values into clinical practice.
- Demonstrate competent assessment skills through effective management of the patient's physical and mental status.
- Respond appropriately to medical emergencies.
- Adapt procedures to meet age-specific, disease-specific and cultural needs of patients.
- Assess the patient and record clinical history.
- Demonstrate basic life support procedures.
- Use appropriate charting methods.
- Apply standard and transmission-based precautions.
- Apply the appropriate medical asepsis and sterile technique.
- Apply the principles of total quality management.
- Report equipment malfunctions.
- Integrate the radiographer's practice standards into clinical practice setting.
- Demonstrate the principles of transferring, positioning, and immobilizing patients.
- Adhere to national, institutional and departmental standards, policies and procedures regarding care of patients, providing radiologic procedures and reducing medical errors.
- Select technical factors to produce quality diagnostic images with the lowest radiation exposure possible.
- Critique images for appropriate anatomy, image quality and patient identification.

General Patient Care- Specific Objectives

- Knowledge/ability to perform CPR.
- Ability to assess and record vital signs (blood pressure, pulse, respiration, temperature).
- Ability to properly perform venipuncture.
- Ability to properly and safely transfer patients.
- Knowledge of care and operation of medical equipment (e.g. oxygen tank, IV tubing).

For mobile and surgical radiography, the student is required to:

- Utilize rules of body mechanics
- Provide proper radiation protection while performing bedside or surgical radiographic examinations.

- Make adjustments in exposure factors specific to mobile and surgical procedures.
- Make necessary positioning changes and compensate for these changes.
- Utilize proper safety equipment.
- Prevent spread of infection and disease by practicing medical asepsis and following isolation procedures.
- Communicate needs to nursing staff, when appropriate.

CT- Expectations (Expected of students in non-advanced clinical courses) (If applicable)

- Report to the CT department on time and informs the technologist before leaving the department (i.e. class, break, lunch, end of day)
- Properly obtain and record pertinent patient history.
- Practice Standard Precautions.
- Observe patient during examination.
- Practice radiation safety for patient, self and others.
- Demonstrate confidence and assertiveness.
- Properly enter and retrieve patient information prior to examination.
- Display proper oral communication skills.
- Maintain a clean, stocked, and tidy work area.
- Keep an accurate log of patient/ procedure information.
- Demonstrate proper sterile and aseptic technique.
- Report to the CT department in proper uniform, with ID badge, and radiation dosimetry badge.

CT- Expectations (added to expectations listed above during advanced clinical education courses) (If applicable)

- Properly prepare oral and IV contrast media.
- Know proper warm-up and shutdown procedures.
- Perform daily scan on phantom.
- Keep accurate log of all QC testing.
- Demonstrate proper equipment operation, including contrast injector and accessory devices.
- Properly explain the procedure to the patient.
- Properly operate electronic image processing/transmittal in PACS system.
- Identify pertinent anatomy on CT images.
- Properly position patient and couch for different procedures.

- Demonstrate knowledge of proper technical factors for various patient sizes and procedures.
- Prepare and perform a pilot scan, properly setting increments for procedure.
- Select correct protocol for each procedure.
- Apply critical thinking and problem-solving skills.
- Demonstrate knowledge of the (HIS) and departmental computer system to include accessing patient laboratory and examination information, scheduling, charge/completion, and examination order changes.

ATTENDANCE

Attendance Policy

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training. Attendance is taken daily in class by the instructor. Early departures, tardiness, and class cuts will be recorded.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. Attendance is reviewed by instructors, program directors, and the director of education on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, email, and/or online in the student portal if their attendance is in danger of violating attendance requirements. Students may appeal the University's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process.

Clinical Attendance

Clinical rotations will be assigned by the Clinical Coordinator. Clinical shift hours may vary slightly at each clinical site.

- Students may not change their clinical assignments.

As required by JRCERT Standards, students will not be scheduled for more than 40 hours per week in any combination of academic and/or clinical requirements.

Attendance is expected and is crucial to the students' success. Students should be in attendance at all assigned times. All missed clinical time must be made up to fulfill course and program requirements and must be coordinated with the clinical site coordinator.

Students are expected to attend clinical on the day, time, and at the location that is listed on the clinical schedule. If a student is going to be absent, they must contact the clinical site and use the clinical attendance notification system at least one hour before the start of their clinical rotation. If a student need to leave early during a clinical rotation it must be approved by a clinical supervisor in the scheduled area and reported to the program using the clinical attendance notification system. Excessive absenteeism may result in failing a clinical course and program dismissal. Review the Weekly Clinical Attendance and Performance Evaluation document (later in this document) for specific details.

CLINICAL MAKEUP TIME

Makeup time must be scheduled before the end of each semester. Makeup time may not be scheduled on days that the University is officially closed.

CLINICAL PROFESSIONAL EXPECTATIONS

Students are expected to act professionally at all times in the clinical setting. This includes following the dress code, no gum chewing, respectful interactions. Disruptive, insubordinate or unprofessional behavior/speech will not be tolerated. Conduct resulting in a patient or employee incident/complaint will be investigated. If the complaint is deemed valid, disciplinary action will be taken. Students must follow all the policies and procedures of the clinical site, including policies related to breaks (only when on 8.5 hr shift) and lunch (30 minutes). Students must not do anything that threatens or endangers the health and safety of a patient or others.

HIPAA

Clinical requirements include completion of HIPAA training and Patient Confidentiality, ARRT's General Patient Care competencies, which include CPR, vital signs, sterile and aseptic technique, venipuncture, transfer of patient, and care of patient medical equipment. Failure to comply with all the HIPAA regulations will result in the implantation of the disciplinary policy.

OSHA STATEMENT

OSHA Policy

Under the Occupational Safety and Health Act of 1970, OSHA's role is to assure safe and healthy working conditions for working persons; by authorizing enforcement of standards developed under the Act; by assisting and encouraging the States with their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health. The school complies with OSHA standards to assure safe and healthy working conditions. For more information, visit www.osha.gov.

EVALUATION OF STUDENTS

Laboratory Evaluation

Following classroom theory and instruction, the positioning instructor will conduct evaluations of the student's ability to perform radiographic procedures in a simulated laboratory setting. Students must pass the laboratory practical exam prior to attempting the radiographic procedures on patients for competency evaluation.

If a laboratory practical exam is failed, the student must schedule additional instruction and repeat the practical exam at a scheduled time. The original practical exam score will be recorded and calculated into overall course grade. If the second attempt is failed, additional attempts must be performed until practical exam is demonstrated competent.

Clinical Evaluations

The clinical evaluations are completed by the Clinical Preceptor or supervising technologist at each externship site with input from staff technologists. Clinical Evaluations are completed using the Trajecsys Online reporting system.

Competency Evaluation

Students must complete each completed competency evaluation using the Trajecsys Online reporting system. The evaluation must be submitted regardless of pass or fail status. Should a student fail a competency, the competency must be re-attempted after remedial instruction.

CLINICAL COMPETENCY REQUIREMENTS

The American Registry of Radiologic Technologists (ARRT) promotes high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures and radiation therapy. For more information regarding the ARRT, please refer to the following website: <http://www.arrt.org/>

The American Registry of Radiologic Technologists (ARRT) has published a list of required competency examinations that must be passed before a student may take the credentialing examination. Additional competency examinations are also required by the program, including re-evaluation competencies, as determined by the program officials.

The purpose of the clinical competency requirements is to verify the individuals certified and registered by the ARRT have demonstrated competency performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the radiography examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings.

Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of their formal education. The following pages identify the specific procedures for the clinical competency requirements. Candidates may wish to use the following, or their equivalent, to record completion of the requirements. The pages do NOT need to be sent to the ARRT.

CLINICAL COMPETENCY ASSIGNMENTS

The minimum number of passed competency examinations, due to the end of each term, is indicated in the clinical syllabi.

Students may perform more than the minimum required competency exams each term. In such cases, the excess numbers of competency exams will be carried over to the next term/module to count toward the minimum required number of competencies. Examinations should focus on areas that have been successfully evaluated in the laboratory setting.

Students must repeat one competency from each category listed above (Exceptions: CT and General Patient Care Skills Competencies). In addition, program officials reserve the right to require the student to repeat a competency evaluation at any time. The purpose of such a repeat competency evaluation would be to ensure the student's retention of the required procedural elements in cases when performance quality/consistency is in question.

CLINICAL ROTATIONS

Competency Requirement

ARRT requirements and program requirements must be fulfilled in order to graduate:

As part of the educational program, candidates must demonstrate competence in the clinical activities identified below:

- 10 mandatory general patient care activities.
- 36 mandatory imaging procedures.
- 15 elective imaging procedures selected from a list of 35 procedures.
- One of the 15 elective imaging procedures must be selected from the head section: and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.

One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both).

These clinical activities are listed in more detail in the following sections.

Demonstration of competence must include:

- Patient identify verification.
- Examinations order verification.
- Patient assessment.
- Room preparation.
- Patient management.
- Equipment operation.
- Technique selection.
- Patient positioning.
- Radiation safety.
- Image processing; and
- Image evaluation.

CLINICAL EDUCATION DOCUMENTATION

Verification of experiences gained while in the clinical rotations is essential for maintaining and providing high quality education to the students. It is for this reason that students are required to complete various types of program documentation. It is the student's responsibility to maintain their own documentation and records.

Documentation is reviewed with students and clinical personnel prior to each clinical semester, and sample forms and instructions are provided below. In addition, assistance with documentation is always available from program faculty upon request.

1. Documentation is primarily the responsibility of the student.
2. Responsibility for documentation is as follows:

DAILY	WEEKLY	AS REQUIRED
Daily Exam Log	Timesheets	Proficiency/Competency Forms
Daily Sign in		Make-up time sheets

3. Students are expected to maintain their documentation up-to-date.
4. Documentation will be collected regularly by program faculty.
5. Documentation that is not kept current, and is unavailable for collection is not recorded.

COMPETENCY RECORD

A cumulative competency record will be kept and maintained in the student's clinical file. This record is to be updated as the student progress through the program. It is strongly recommended that each student keep a duplicate of this record.

Special note must be made of the mandatory and elective designations and the requirements for each as mandated by the ARRT, that students "shall demonstrate competence in all 37 procedures identified as M and 15 of the 34 identified as E". (In addition to the 37 Mandatory and 15 electives mandated by the ARRT, the program requires the students to obtain additional competencies. These additional required competencies are designated by an asterisk next to the listed competency) Students must also demonstrate 10 mandatory general patient care activities.

Both mandatory and elective procedures should be performed on patients. However, when not feasible, a maximum of eight mandatory procedures may be simulated.) These procedures may be performed under simulated conditions.

OTHER CLINICAL RECORDS

Clinical Orientation Record

Orientation will occur no later than the first day at the clinical site. After the student is orientated to the various aspects at the clinical site, the clinical orientation record must be completed and signed by the Clinical Preceptor or supervising technologist. This record must be submitted to the Clinical Coordinator after the first week, or upon request.

Clinical Competency Examination Record

All clinical competency examinations are to be documented in Trajecsys Online reporting system. Should a student fail a competency, the competency must be re-attempted after remedial instruction. Records must be submitted to the Clinical Coordinator each week, or upon request.

Clinical Attendance Record (Time Sheets)

The Trajecsys Online reporting system is used to track clinical attendance. The Clinical Preceptor or supervising technologist signs off on these records each day.

Repeat Verification Record

Trajecsys Online reporting system is used to track repeats. Each repeated radiograph must be documented indicating the position repeated and the cause for the repeat. The supervising radiographer must also initial each documented repeat. Students are required to submit this record to the Clinical Coordinator each week or upon request.

Examination Log

Students are required to record examinations in which they participated during clinical education
The policy manual is currently being updated

rotations. This reporting is completed using the Trajecsys Online reporting system.

Clinical Education Site and Clinical Preceptor Evaluation

Students complete this evaluation at the end of each clinical rotation.

Note: The student to clinical staff ratio is 1:1 at all times, regardless of student competency.

WEEKLY CLINICAL ATTENDANCE AND PERFORMANCE EVALUATION

Phone: 212-939-3475

Fax: 212.939.3479

Student Name: _____ Clinical Site: _____ Week: _____
 (Print Name)

Day of the week	Date	CI Initials	Time In	Lunch Out	Lunch In	Time Out	CI Initials	Total Hours	Comments:
Monday			AM PM			AM PM			
Tuesday			AM PM			AM PM			
Wednesday			AM PM			AM PM			
Thursday			AM PM			AM PM			
Friday			AM PM			AM PM			
Saturday			AM PM			AM PM			

Based upon the student's progress for this reporting period, please check the appropriate box below.

Weekly Performance Evaluation	Acceptable	Unacceptable	Comments:
Personal Conduct, Attitude, and professionalism:			
Technical ability meets expectations for level of education:			
Professional Appearance and Dress Code:			
Motivation and Initiative:			
Willingness to accept and learn from constructive criticism:			

Student Signature: _____ Clinical Instructor Signature: _____

Date Received: _____ Clinical Coordinator: _____

**MAKE UP REQUEST
OR REQUEST FOR ADDITIONAL CLINICAL TIME**

Print Name: _____ Today's Date _____

All make-up days must be preapproved.

Date(s)/Time(s) Requested Tech initials	Site	Scheduled day off
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Combined assigned clinical and academic hours should not exceed forty (40) hours per week.
By signing below the student requests permission to voluntary give up a normally scheduled day off.

Student's signature _____ Date _____

Clinical Coordinator's Signature _____ Date _____

Program Director's Signature _____ Date _____

- Approved
- Approved with modifications

Technologists please verify your initials by printing and signing your name below.

PRINT _____ SIGNATURE _____

PRINT _____ SIGNATURE _____

PRINT _____ SIGNATURE _____

GENERAL PATIENT CARE

Requirement: Candidates must demonstrate competence in all (10) ten patient care activities listed below. The activities should be performed on patients; however, simulation is acceptable (see endnote) if state or institutional regulations prohibit candidates from performing the procedures on patients.

GENERAL PATIENT CARE	DATE COMPLETED	COMPETENCE VERIFIED BY
CPR Certified		
Vital Signs-Blood Pressure		
Vital Signs-Temperature		
Vital Signs-Pulse		
Vital Signs-Respiration		
Vital Signs-Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture		
Transfer of Patient		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

PROFICIENCY

Proficiency is attained under simulated conditions in the laboratory setting. Demonstration of proficiency includes the same requisites as those identified by the ARRT for clinical competency requirements. Under no circumstances should a student perform any examination on a patient before he/she has demonstrated proficiency in the performance of said examination in the laboratory setting.

COMPETENCY

All students are expected to satisfy the clinical competency requirements as published by the ARRT.

Competency/Proficiency evaluations are based on three (3) categories as follows:

Category I - Cognitive Domain

Category II - Affective Domain

Category III - Psychomotor Domain

Proficiency evaluations are performed in laboratory setting by the procedures instructor.

Competency evaluations are performed at the clinical sites by a qualified practitioner.

DISCIPLINE POLICY FOR CLINICAL COURSES

Warning: Upon observation or notification of substandard or inappropriate student conduct, a radiography faculty member will complete a warning notice. Warnings will lower the clinical grade and may result in a failing grade.

Behaviors that may result in a warning:

Dress Code

- _____ Not in proper uniform or not scent-free
- _____ Failure to return/exchange dosimeters

Immunizations

- _____ Not compliant with immunizations or mantoux (TB) test
- _____ Failure to remain compliant with required immunizations

Tardiness

- _____ Late for clinical rotation on multiple occasions
- _____ Did not call site to inform them of late arrival
- _____ Did not use the clinical attendance notification system to report arrival time

Attendance

- _____ Not in assigned clinical area during scheduled clinical time
- _____ Failure to notify program and clinical site of absence one hour prior to start time
- _____ Left clinical site early without notifying the appropriate individuals

Clinical Professional Expectations

- _____ Conduct resulting in patient or employee incidents or complaints
- _____ Disruptive or unprofessional behavior or speech
- _____ Incidents of insubordinate behavior
- _____ Abuse of break and/or lunch privileges
- _____ Behaviors inconsistent with the policies of the clinical site
- _____ Performing in the clinical setting in a way that threatens patient safety/health, including overexposure of radiation

Clinical Educational Expectations

- _____ Failure to do radiographic procedures that have been simulated
- _____ Failure to assist in exams being performed
- _____ Failure to demonstrate initiative in a clinical setting
- _____ Failure to demonstrate adequate progress in achieving clinical competence
- _____ Failure to meet deadlines

Repeat Radiographs

- _____ Performed a repeat radiograph without a registered technologist in attendance

HIPAA

- _____ HIPAA violation reported by clinical site

LABORATORY POSITIONING EXAM

Student Name _____ Date _____

Procedure _____

Evaluation as follows: 1= Unsatisfactory 2= Needs Improvement 3= Satisfactory

Projections

1. Explain the procedure	_____	_____	_____
2. Obtain history	_____	_____	_____
3. Prepare equipment	_____	_____	_____
4. Manipulate equipment	_____	_____	_____
5. Correctly use lead strips	_____	_____	_____
6. Use markers	_____	_____	_____
7. Measure the patient part	_____	_____	_____
8. Remove artifacts	_____	_____	_____
9. Properly align Central Ray	_____	_____	_____
10. Collimate	_____	_____	_____
11. Position patient	_____	_____	_____
12. Use Gonadal shielding	_____	_____	_____
13. Align the tube and IR	_____	_____	_____
14. Give patient instructions	_____	_____	_____
15. Properly use accessory Equipment and supplies	_____	_____	_____

TOTAL: _____ = _____ %

COMMENTS:

FACULTY SIGNATURE

STUDENT SIGNATURE

RADIOLOGIC TECHNOLOGY PROGRAM
Patient Confidentiality Pledge (HIPAA)

I, _____, (PRINT NAME) understand and will honor the Health Insurance Portability and Accountability Act (HIPAA) for patient confidentiality. I will also take the necessary action to protect the right of privacy as relating to my externship site's rules and policies, for any patient I observe or with whom I participate in the treatment of, while enrolled in the radiologic technology program. Additional directives include but, are not limited to, the following:

1. Keep conversations with patients, or about patients, in a professional tone and volume to avoid any information being overheard by others.
2. Talking to patients, or about patients, in hallways, reception area, or other common areas is to be avoided.
3. Not divulging any medical, account, or demographic information about a patient to any party without the patient's authorization. (This includes electronic transmission or reproduction of any patient-related information as well as photographs of the patient, their medical images, or any other information).
4. Protect the patient and his/her right to privacy concerning care and treatment, demographic information, and account information.

I understand and will honor the HIPAA pledge of confidentiality. By my signature, I also acknowledge that any violation of these policies will result in disciplinary action up to and including dismissal from the Radiologic Technology Program.

Signed: _____

Date: _____

Witness: _____

Date: _____

RADIOLOGIC TECHNOLOGY PROGRAM

Acknowledgment of Magnetic Resonance Imaging Safety

Students enrolled in the Radiologic Technology Program are required to acknowledge awareness of safe and responsible practices in Magnetic Resonance Imaging (MRI) and practice accordingly. The student is required to read the **ACR Guidance Document on MR Safe Practices: 2013** provided below and sign this attestation prior to their initial clinical assignment. In addition, the student must practice according to any applicable policies and follow screening procedures at each clinical site before entering the MRI area.

The guidelines provided through the URL <http://onlinelibrary.wiley.com/doi/10.1002/jmri.24011/pdf> were established by the American College of Radiology (ACR) <http://www.acr.org/> and are intended to promote the safe and responsible clinical practices in Magnetic Resonance Imaging (MRI).

To learn more about the American College of Radiology and the history of Radiology, the student may visit the ACR Website at <http://www.acr.org/About-Us/History-and-Mission> .

I have read and understand the above assignment and agree to practice in accordance with the **ACR Guidance Document on MR Safe Practices: 2013** provided in this statement. I also agree to practice according to any applicable policies and follow screening procedures at each clinical site to which I am assigned.

Student Name: (Print)

Student Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

CLINICAL COMPETENCY FORM

Student's Name: _____ Date: _____

Clinical Site: _____ Procedure: _____

Technique used: kVp mAs	Accession #:	***Failed competency – a zero in any area
-------------------------------	--------------	---

X-Ray Room	
1. Coordinates room preparation	
2. Able to operate x-ray equipment independently	
3. Effectively operated CR/DR system to process image	
Radiation Protection	
4. Shielding	
5. Collimation	
6. Patient immobilization	
7. Pregnancy determination	
Patient Care	
8. Proper universal precaution practices employed	
9. Exam procedure properly confirmed	
10. Confirmed patients identification	
11. Communicated with patient in a professional manner	
12. Carefully explained procedure	
13. Anticipated the physical needs of the patient	
14. Provided for patient modesty	
15. Obtained patient history	
16. Student exhibited an organized sequence of performance steps	
17. Time from start to finish was appropriate	
Critical Thinking	
18. Recognized the need for deviation from routine protocol	
Image Evaluation	
19. The student assessed radiographs for diagnostic quality	
20. Anatomical structures visualized	
21. Technical factors	
22. Marker placement (RT/LT marker placed correctly)	
23. Positioning	
Contrast Exams Only	
24. Prepared and administered contrast agent	
25. Adjust techniques for contrast studies	
26. Prepared room and supplied required for procedure	

Clinical Instructor/Technologist Name & Signature

Poor (0)	Average (1)
Above Average (2)	Excellent (3)

[Signature] 10/15/2010

GRADUATION REQUIREMENTS

1. Passing all program curricula, including academic and clinical courses.
2. Completing all clinical competencies and program final assessments.
3. Time due to absences shall be made up before or after graduation.
4. Program ID and personal monitoring badges shall be returned, as well as any other Program property.

Graduation Documentation

To be eligible for graduation all students shall complete the competency requirement as specified by the American Registry of Radiologic Technologist (ARRT). Students complete competencies through their clinical experience and Program required verification of experiences gained while in the clinical rotations. This is essential for maintaining and providing high quality education to the students. It is the student's responsibility to maintain documentation and records.

GRADUATION AWARDS

At the end of the program, the Program recognizes students who have excelled in the areas of academic and clinical excellence. Eligibility is based on the student attending the entire program in consecutive semesters. All students shall meet the same criteria for the entire program class year.

Academic Excellence: This award is given to the student with the highest didactic GPA at the end of their program. This does not include the clinical grade. In the event of a tie, both individuals shall be identified.

Academic Recognition: Academic recognition shall be identified as the class valedictorian and the salutatorian. In addition, the valedictorian shall receive the JRCERT certificate of excellence and the AERT Duordonis award. These achievements shall be based on the final cumulative GPA.

Clinical Excellence: This award is given to the student who, throughout his/her clinical tenure, demonstrated the highest level of clinical competency and professionalism to include interpersonal skills, commitment, and dedication. This evaluation involves input from the impressions, opinions, and evaluations of the Technical staff at the clinical sites.

REGISTRY EXAMINATION

Completion Requirement

Minimum achievement of the following criteria determines successful completion of this program:

- Completion of academic program requirements under criteria established
- Completion of certification in BLS (under established guidelines)
- Completion of all required exam competencies
- Participation in graduation ceremonies
- Meeting financial obligations of the Program

The American Registry of Radiologic Technologists (ARRT) offers its examination year-round at a Pearson Vue Test Center.

A \$200.00 application fee is required along with a completed ARRT examination application form.

Upon receipt and verification of eligibility status, the ARRT shall mail an application status report and admission ticket to each examinee within six weeks. Students are assigned to the examination on a conditional basis pending processing of the application and substantiation of eligibility. This assignment is subject to cancellation if information indicating ineligibility reaches the registry office prior to the date of the examination.

The examination is composed of 220 multiple choice questions. Each examinee is allowed 3 hours and 30 minutes to complete the examination. All students meeting the program requirements shall be eligible to sit for the National Board Examination given by the ARRT.

Upon successfully completing the ARRT examination, the student shall also receive a New York State license to practice Radiography in the State of New York for a fee of \$120.00.

PROFESSIONAL ORGANIZATIONS

The School of Radiologic Technology Program encourages students' participation in professional endeavors (activities, contests, organizations, etc.). These activities enhance learning and retention of applicable information. In view of this, it is recommended that each student become familiar and involved with a professional Radiologic society during their training. Related professional organizations include (but are not limited to) the following:

1. American Society of Radiographic Technologist (ASRT) (www.asrt.org)
2. New York State Society of Radiologic Technologist

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT) STANDARDS AND REPORTING

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare.

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

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

The Touro University NYSCAS Radiologic Technology Program is designed and developed to be in full compliance with the established standards published by the JRCERT. These standards are to be used as the guide in the administration of the Program.

In the event that Program receives citation/s of non-compliance relative to any of the standards, it shall primarily be the responsibility of the Program Director and the faculty to initiate corrective measures. If the citation is outside the scope of the Program Director, assistance shall be sought from the Program's administration to resolve the non-compliant issue.

It is the practice of the School of Radiologic Technology to make the JRCERT standards available to the students, faculty, advisory board and the clinical instructors. This is accomplished by posting copies on the bulletin boards and issuing them to interested individuals of the groups cited above. In addition, the specific citation/s and the resolution/s shall also be made available through the same means as above.

If a student believes that the Program is not in compliance with the JRCERT "Standards", the student has the option to speak with Program officials regarding his/her concern. If the student is not satisfied with the outcome of the meeting, he/she has the option to report his/her concern, in writing, to the JRCERT. The report must include the area of noncompliance, and must include the student's name and signature. It shall be forwarded to the following address:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606
(312) 704-5300
mail@jrcert.org

Further information on accreditation, the STANDARDS, and reporting can be found on the JRCERT website: <https://www.jrcert.org/>

ARRT CERTIFICATION REQUIREMENTS

Policy & Continuing Qualification Requirements (CQR)

- ARRT primary and post-primary certifications earned on or after January 1, 2011, are time-limited to 10 years.
- An R.T.'s compliance phase with CQR will begin seven years into the initial 10-year certification period.

Additionally, eligibility requirements for ARRT certification will — effective January 1, 2015 — call for candidates to have earned an associate degree (or more advanced degree) from an appropriately accredited institution. This degree requirement shall apply to those who graduate or take their certification examination on or after January 1, 2015.

Felony or Misdemeanor Convictions

The American Registry of Radiologic Technologists (ARRT) has very stringent rules regarding misconduct and eligibility to take the national certification exam. For this reason, if you have been convicted of any felony or misdemeanor offenses, you are required to apply for and receive pre-application from the ARRT before you will be considered for admission to the radiography program. You may submit your program application, but you must contact the ARRT at 651-687-0048 and request the paperwork for pre-application review of eligibility. The information you provide to the ARRT for this process must be complete and truthful for this pre-application to be valid. A formal letter from the ARRT stating that your previous conviction(s) has/have been cleared for ARRT certification eligibility is required before you can be interviewed for a position in the radiography program.

From the ARRT website:

“One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. All potential violations must be investigated by the ARRT in order to determine eligibility.”

Honor Code Violations

- Have you ever been suspended, dismissed, or expelled from an educational program that you have attended in order to meet ARRT certification requirements?
- This is a question every primary-pathway candidate for certification must answer on the application, in addition to reading and signing the "Written Consent under FERPA," which allows ARRT to obtain specific parts of their educational records concerning violations to an honor code. If a student has ever been suspended, dismissed, or expelled from an

educational program attended in order to meet ARRT certification requirements, he or she should answer "Yes" to the question above and include an explanation and documentation of the situation with the completed application for certification.

A list of some of the violations ARRT is concerned about is provided below, but when in doubt contact the ARRT Ethics Requirements Department at (651) 687-0048, ext. 8580.

Reportable Honor Code Violations

Note: this list does not include all reportable infractions. If you are unsure of whether something should be reported, contact a member of the Ethics staff at (651) 687-0048, ext. 8580.

- Cheating and/or plagiarism;
- Falsification of eligibility requirements (e.g., clinical competency information);
- Forgery or alteration of any document related to qualifications or patient care;
- Abuse, neglect, or abandonment of patients;
- Sexual contact without consent or harassment to any member of the community, including patients;
- Conduct that is seriously obscene or offensive;
- Practicing in an unsafe manner or outside the scope of professional training;
- Violating patient confidentiality (HIPAA);
- Attempted or actual theft of any item not belonging to the student (including patients' property); and/or
- Attending class or clinical setting while under the influence of alcohol, drugs, or other substances.

**TOURO UNIVERSITY
NEW YORK SCHOOL OF CAREER AND APPLIED STUDIES (NYSCAS)
RADIOLOGIC TECHNOLOGY PROGRAM**

POLICY MANUAL

ACKNOWLEDGEMENT FORM

I, _____ confirm that I have received, reviewed, understand, and acknowledge receipt of the Radiologic Technology Policy Manual.

Date: _____

Signature: _____

**APPENDIX A – VOLUNTARY DECLARATION OF PREGNANCY OR
WITHDRAWAL OF DECLARATION**

Please check either:

Voluntary Declaration of Pregnancy

In accordance with the NRC's regulation at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am voluntarily declaring that I am pregnant. I believe I became pregnant in _____ (Month and Year).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy. I have received a copy of NRC Regulatory Guide 8.13 Instructions Concerning Prenatal Radiation Exposure.

Student's Initials: _____

OR

Withdrawal of Declaration of Pregnancy

I am voluntarily withdrawing my declaration of pregnancy. I agree to hold harmless the college and the program faculty in doing so.

Student Name: _____

Student Signature: _____

Date: _____

APPENDIX B – CONTAGIOUS / INFECTIOUS DISEASE FORM

The Radiography program has set the following as a contagious/infectious disease policy:

All students must complete a medical form prior to admission in the program. This form includes information about contagious/infectious diseases. If a student contracts a contagious/infectious disease during any of their time as a radiography student (inside or outside of the clinical facilities), that student must notify the program officials as soon as the information is learned. This assists in reducing any possible exposure to patients, fellow students, clinical staff and faculty.

The student will be allowed to remain in the program as long as it can be determined, through a physician's statement, that the disease is not a threat to their fellow students or patients.

If a disease will make a student chronically infectious, the decision to allow the student to return to the clinical portion will depend on their potential threat to patients and hospital personnel. The decision made by the University will be based on current medical knowledge and consultation with physicians and college administrators.

All students must sign this form. Signature implies that the student is aware of the policy and their obligations under the policy. Students who do not abide by the policy or delay informing the program officials of their condition, will not be allowed to participate in the radiography program.

Student Name: _____

Student Signature: _____

Date: _____

APPENDIX C –EFSC RADIOGRAPHY PROGRAM CLINICAL ATTENDANCE AGREEMENT

I, _____,

understand that if I am unable to attend clinical, I must notify TWO individuals:

- The Clinical preceptor/ Clinical Site by Phone Call
- The Radiography Clinical Coordinator by Email or Phone call.

To notify the clinical site, I understand that I must call the designated Clinical preceptor or designated supervisor at the clinical site in a timely manner. If unable to reach a CI or supervisor, request that a staff technologist leave a message for them. The phone numbers for the clinical sites are located in

To notify the Radiography Clinical Coordinator, I have the option of leaving a voice mail by calling or sending an email.

These notifications are mandatory. If I do not make the necessary notifications, I understand that I could possibly be academically withdrawn from the Program.

Make-up of missed clinical days must be submitted to the Clinical Coordinator via email. Notification will be sent to you in writing via email if the proposed makeup is approved. He/She will also forward your planned make-up to the appropriate clinical preceptor. This day is now considered a scheduled clinical day and the above attendance policy is in effect.

Student Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

Substance Abuse Policy (Also see Drug and Alcohol Policy in School Catalog)

Radiologic Technology Program Student Address & Phone Number Verification

The Radiologic Technology Program needs the following information for the purposes of contacting you in various situations, ordering student radiation dosimetry badges and markers.
Please complete and sign this form.

Name: _____
(First) (MI) (Last)

Address: _____

Phone: _____

Cell: _____

SS#: _____

Birthday: _____

E-mail: _____

Student's Signature: _____ Date: _____

**Radiologic Technology Program
Record of Clinical Orientation**

Name of Site: _____ Date: _____

Appropriate orientation assures that students are cognizant of clinical policies and procedures. Please check the following, indicating that the selection was explained to the student:

Emergency preparedness

- _____ Hazards (fire, electrical, chemical)- Evacuation Plan
- _____ Emergency exits
- _____ Location of the SDS (Material Safety Data Sheet (MSDS))
- _____ Fire pulls and extinguishers
- _____ Protocol Manual
- _____ Eye wash station

Medical emergencies

- _____ What is the standard procedure to follow in a medical emergency?
- _____ When do you call a code?
- _____ How do you call a code?
- _____ Location of Department Emergency cart

Introduction to Staff and department tour

- _____ Diagnostic and Imaging Suites (e.g. Mammography, CT, MRI, Nuclear Medicine, Radiation Therapy)
- _____ Technologists control area
- _____ Radiologist offices
- _____ Other support staff
- _____ Patient Dressing area
- _____ Lockers or personal storage
- _____ Cafeteria and break room
- _____ Parking

The clinical education setting expectations/policies were discussed and the above topics were reviewed with me during my orientation.

Student Name

Student Signature:

Technologist/Preceptor Name

Technologist/Preceptor Signature