



Radiologic Technology Program
Student Handbook
September 2019

Preface

The primary objective of this Student Handbook is to provide Radiologic Technology students with a comprehensive reference manual for Florida National University Radiologic Technology Program. As such, it is not intended to replace the Policies and Procedures Manual, the Student Code of Conduct, the University Catalog or other official Institutional documents.

This handbook deals specifically with the policies and procedures for the Radiologic Technology Program and serves to assist its student towards the successful completion of their course of study. It is the responsibility of each student to review this handbook regularly and to be knowledgeable of its contents.

The University reserves the right to modify, change or delete any of these policies and procedures, in whole or in part.

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Program Officials and Faculty

Allied Health Division Head

Dr. Loreto Almonte

Program Director

Dr. Yolanda Acebo, Ph.D., RT(R), CT., M., RDMS, CNA

Clinical Coordinator/Faculty

Mr. Jorge Martinez, RT(R)

Faculty

Mr. Alfredo Armenteros, RT(R)

Program Administrative Assistant/ Academic Advisor

Ms. Maria de la Caridad Noa, M.A, Ed.

Clinical Affiliates

For an updated list of clinical affiliations, please refer to our Website: www.fnu.edu

Florida National University Radiologic Technology Program

Program Mission

To provide the optimal educational experience in the field of Radiologic Technology by assessing our students through competency based on skill evaluations, which should ensure successful entry-level employment.

Program Objective

To prepare students for employment as Radiologic Technologist, or to provide supplemental training for persons previously or currently employed in this occupational area.

Program Goals

1. To apply the acquired knowledge of imaging principles and concepts to produce diagnostic radiographs.
2. To ensure that there is a radiology student's retention rate of at least 75%.
3. To ensure that upon graduation 75% of students feel that they are prepared for entry-level employment
4. To ensure that 75% of the students taking their ARRT examination pass.
5. To ensure a job placement rate of no less than 75% of graduates within 6 months of graduation

Program Entrance Requirements

The FNU's Radiologic Technology, AS program is a collegiate degree, which include 39 General education courses and 47 core requirement courses. This course will provide the students with the knowledge and skills necessary to fulfill the entrance level position as a competent Radiology Technologist. Additionally, the students need to complete 600 clinical hours complying with the clinical competencies required by the American Registry of Radiologic Technology (ARRT). After completing this program, the students will be eligible to take the ARRT Certification Exam.

In order to be admitted, candidate must:

- Have a high school diploma, GED, or equivalent.
- Complete an interview with an FNU admissions, the Radiologic Technology Director and the Allied Health Division Head.
- Submit a completed and signed Enrollment Application.

- Make a commitment to abide by the directives and regulations as established by the University Board of Governors.
- International students on an I-20 Visa will demonstrate fluency in an English Entrance Exam. Otherwise, the student will have to acquire an adequate level of proficiency.
- Take a diagnostic test as University entrance requirement.
- FNU uses the Test of Essential Academic Skills (TEAS) as program entrance requirement. In order to be admitted in the program, the candidate must achieve a score of 50 % or more.
- Attend the Radiologic Tech student orientation.

The rigorous nature of the program, make it is strongly recommended that applicants plan ahead financially for their 26-months in the program. The number of academic hours alongside with required study hours and clinical practicum hours make it difficult for a student to work while enrolled in the Radiologic Technology program. Transportation is necessary for travel to and from the hospitals for clinical experience. Attendance at all scheduled classes, laboratories and clinical rotations are enforced; each one of those meetings holds an essential component of your progress in the program. All applicants admitted into this program will be required to complete a physical examination and provide a complete immunization record. In addition, a complete FDLE LII and Local Background Screening in conjunction with Drug Testing will be required by clinical facilities. Positive results could impact a students' chances of attending their hospital rotations, completing the program requirements, or gaining a license to practice upon graduation. The cost of required physical examinations, immunizations, background check and drug test will be paid by the student. Students accepted into the program will be provided with specific details. In addition, you will be required to take a sequential list of courses: BLS-CPR, OSHA and HIV to get prepared for each of your clinical rotations.

Program Requirements

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

1. Adhere to all Florida National University policies.
2. Adhere to the student role, as outlined by affiliate contracts.
3. Adhere to the ARRT Code of Ethics for radiographers
4. Dress appropriately in accordance with the Radiography Technology uniform code and/or assigned clinical affiliate.
5. Maintain patient confidentiality at all times.
6. Demonstrate compliance for patient privacy and individual right as outlined in the Patients' Bill of Rights
7. Deliver optimum care in a non-discriminatory manner.
8. Document all services provided using proper English (verbal and written).
9. Report immediately, any errors of omission/commission to the proper authorities.

10. Be punctual in reporting to the assigned clinical affiliate, as well as in submitting the attendance sheet that must be signed each clinical day by the Clinical Instructor. The attendance and clinical competencies forms are due to the Clinical Coordinator by 12:00 p.m. on the succeeding Monday.
11. Adhere to OSHA Regulations while in attendance at the clinical affiliate.
12. Demonstrate physical, cognitive and psychological competence.
13. Demonstrate a caring, empathetic and non-selfish attitude.
14. Show respect for clinical affiliate staff and avoid the use of words or body language that could be constructive as derogatory.
15. Be physically able to perform studies that require portable equipment to be transported to the rooms, floors other than that occupied by the radiology department.
16. Utilize the internet or radiology websites to search for information pertaining to radiology.

Student Code of Conduct Policy

Students are required to comply with all University regulations as outlined in the Florida National University Catalog. Students are required to behave in a manner that will reflect their most honorable attributes, as well as, those of the university and profession of Radiologic Technology. Infraction of any Radiologic Technology Program and/or Florida National University regulation(s) will result in a written or verbal warning depending on the nature of the infraction. Any serious infraction would lead to immediate dismissal from the program.

If any student is having difficulty during his or her clinical rotation, this should be documented through evaluations, which are filled out by the Clinical Instructor, as well as, the Clinical Coordinator. Each student will have the opportunity to review his or her evaluations.

Code of Ethics The American Registry of Radiologic Technologists

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1 The radiologic technologist acts 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 race, color, creed, religion, national origin, sex, marital status, status with regard to public

assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

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 appropriately.

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 observation 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 healthcare team.

8 The radiologic technologist practices ethical conduct appropriate to the profession and protects 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.

11 The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Adopted by: The American Society of Radiology Technologists and the American Registry of Radiology Technologists

Student Code of Conduct

The rules and regulations are to be adhered to by all students (not limited to the following). Students are expected to behave in a professional and ethical manner at all times and shall not engage in:

1. Mistreatment of program officials, instructors and colleagues in any manner (physical, verbal, etc.), including abandonment.
2. Excessive absenteeism or tardiness: is described as three or more missed class hours on any one day and/or a combination of three late arrivals and/or early departures from the site. This includes failure to notify the Clinical Instructor, Clinical Coordinator, Program

Director and Division Head of any absence or tardiness. Any absences or tardiness for a didactic and/or clinical courses in excess of 10% of class hours, may cause the student to be ineligible to take the final exam in the course.

3. Loitering on affiliate premises outside of the assigned laboratory or presence within the assigned laboratory, but beyond program-approved (scheduled) hours.
4. Misuse of confidential information, falsification of information, records and/or reports
5. Exhibition of insubordination
6. Exhibition of degenerate and indecent behaviors
7. Damage or destruction (misuse, etc.) to institutional property (etc.) including defamation of character (patient, fellow student, Clinical Instructor, staff, administration, Clinical Coordinator, Program Director and Division Head).
8. Unauthorized use or possession of affiliate and/or non-personal property.
9. Creation or contribution to unsanitary conditions on affiliate grounds, including diagnostic (exam) areas, recordkeeping areas, washrooms, dining area, etc.
10. Intimidation or coercion of another student or employee through physical, verbal and or psychological (implied etc.) threats.
11. Soliciting or gambling on University and/or affiliate grounds.
12. Smoking or narcotic usage while on affiliate grounds and/or reporting to the University or affiliation while under the influence of drugs and/or alcohol.
13. Be in possession of a weapon of any kind while on University and/or affiliate grounds
14. Engage in excessive talking, laughing or other disturbing behaviors including the adornment of strong and perfumes, colognes, etc.
15. Failure to report any accident or injury involving student(s) affiliate employee etc.
16. Abandonment of the assigned laboratory (i.e. no permission from the immediate supervisor to leave).
17. Sleeping or unauthorized "resting"/cigarette breaks while on the University or clinical grounds.
18. Failure to show interest or provide assistance at University or Clinical sites

Note: Each clinical affiliate reserves the right to refuse student reentry as a result of student misconduct while on affiliate premises.

Personal Appearance and Uniform Policy

The personal appearance and demeanor of each Florida National University Radiologic Technology student shall reflect the highest standards of the individual. The University, as well as the profession, are indicative of individual interest and pride. Uniforms, which are required, shall at all times be clean and pressed. Shoes shall be clean at all time (preferably white). White sweaters can be worn with the uniform when needed, except in instances where the affiliate uniform policy is such that there is a requirement for visiting students to adhere strictly to it (e.g. glue uniforms or scrubs provided by the affiliate).

Any student reporting to his or her assigned clinical affiliate in improper uniform or attire or with a soiled, unprofessional appearance, will be asked to excuse him/herself from affiliate premises until the infraction is rectified. (Any clinical time missed will have to be made-up immediately.)

The following provides additional information on Florida National University Radiologic Technology uniform policy:

1. Uniforms
 - a. Females: Regulation Khaki uniform. Shoes worn must be white and enclosed. Plain white socks underneath pants, any stockings worn will be completely devoid of obvious “runs”. White undershirt at all times.
 - b. Males: White undershirts, Khaki uniform, and white socks are to be worn underneath trousers
 - c. White tennis shoes may be worn but must be completely white and devoid of color stripes, stars and other designs.
2. Identification badge: Identification badges must be worn at all times.
3. Hair:
 - a. Females: Hair must be clean and neatly combed or braided. Long hair is considered inappropriate when it falls in front of the face or when it comes into contact with patient or with diagnostic or clerical (etc.) equipment. Must be kept on a bun or pony tail.
 - b. Males: Follow hair policy for females. Mustaches, beards and long hair must be clean, manageable, appropriately groomed (trimmed, etc.) and should never be unruly.
4. Accessories: Use of cosmetics should be discreet (including perfume, cologne, hairsprays, lotions, etc.) and kept them at an absolute minimum. Fingernails should be kept at a reasonable length to allow proper operation of diagnostic (etc.) procedures. Fingernails should be clean and otherwise reflect adherence to OSHA frequent (interpatient, inter-procedure, etc.) hand washing regulations. Acrylic nails are no longer acceptable in clinical settings. Jewelry must be kept to a minimum no hoop earrings permissible and earrings must be affixed to the earlobe. Other permissible jewelry includes watches, wedding bands and engagement rings.
5. The radiation monitoring badge must be worn during all clinical experience hours
6. Students must bring their leaded left and right markers to clinic each day. These markers must be used during ALL examinations performed.
7. All cellular phones, pagers or other form of communication must be turned off or on a silent mode during didactic classes and clinical activities.
8. All body arts (Tattoos) must be covered at all time during clinical activities

Attendance

Students are expected to attend all class sessions except in cases of emergency (e.g. illness, death in the immediate family), the observation of a major religious holiday (the observance of which requires restrictions on daily activity), or when participating in official Florida National University functions (e.g. field trips and athletic events). In the case of an absence for special

personal reasons other than those mentioned above, the student is responsible to confer with the instructor whether or not the absence is to be considered as excused. In order to determine this, the instructor may require evidence as seems fit and may consider the student's previous attendance record.

All students must meet clinical observational and clinical rotation schedule. When a student is going to be absent from his or her assigned clinical site, the student must first notify the Clinical Instructor, followed by immediate communications with Clinical Coordinator and Program Director. All absences from clinical rotation must be made up within the same rotating period. (e.g. absent Monday 8 hours must make hour prior to the commencement of the following week Sunday.)

“Make-ups” (exam, homework, projects etc.):

Unexcused absences usually cannot be made up. Any permission to complete assignments will be granted only at the instructor's discretion. Any abuse of clinical time by the student should be immediately reported to the Clinical Coordinator. If a student misses more than two (2) days during the externship rotation (term), the student will be withdrawn from the clinical course, unless there are extenuating circumstances. If the student is absent he or she must notify the Clinical Instructor, Clinic Coordinator and Program Director thirty (30) minutes prior to the beginning of the clinic-day. Failure to notify the clinical site and the program officials will result in withdrawal from the clinical course.

Inclement Weather Policy

In the event that Florida National University should be declared close due to weather conditions such as floods, tropical storms, hurricanes etc., an announcement will be made as early as possible on area radio stations. If an announcement concerning any (Florida National University) closing is not made before a student must leave for the University or the assigned clinical affiliate, the student must exercise his or her best judgment in making an attendance decision. This policy shall apply to day (clinical training, etc.) as well as evening classes. All students are expected to follow through with the appropriate phone calls to Program faculty (clinical instructor, course instructor, clinical coordinator and Program Director, etc.) indicating any potential tardiness or absence. Finally, when the University has announced an official closing due to inclement weather, students are not required to report to their classes nor are they required to report to their clinical affiliates although they are still responsible for completing the hours missed for clinical practice.

Note: An announcement of “Miami-Dade County Public Schools” closing does not include Florida National University. Instead and at all times students are requested to listen for specific Florida National University announcement of closing.

Students are also encouraged to print and read the Florida National University Emergency Manual page 15-17. (Provides more detail information as it relates specifically to hurricanes, tropical storms.)

Communicable Disease Policy

It is the policy of Florida National University to not discriminate against any student who has or is suspected of having a communicable disease. As long as the student is able to satisfactorily perform the essential functions of the curriculum, and there is no medical evidence indicating that the student's condition is a threat to the health or safety of the individual, student or public. A student shall not be denied admission to the campus or classes based on whether or not he/she is suspected of having a communicable disease. Florida National University will consider the educational status of individuals with a communicable disease or those suspected of having a communicable disease on, case-by-case basis following procedures outlined by the Board of Florida National University.

Plagiarism

Definition: is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment. More specifically, plagiarism is: The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and The act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own. If a student is in doubt about the nature of plagiarism, he/she should discuss the matter with the course instructor.

Unauthorized duplication or collaboration of any graded work (exams, laboratory exercises, assignments, projects, etc.) in any way or form (verbal, visual physical, etc.) shall constitute plagiarism as each student is expected to submit or present his or her original work. Duplication of images or films not taken by the student themselves, but submitted as an original work shall also be considered plagiarism. Student exams and lab exercises are considered Program property and will be kept in the students' permanent record. Students may have access to them for review, but are not permitted to copy exams and/or exercises in any format.

Description of the Profession

The profession of Radiology Technology includes practicing different types of diagnostic imaging. The profession requires proper judgment and the ability to provide appropriate health care services. Radiographers are highly skilled professionals qualified by didactic and clinical training to provide patient services using diagnostic radiology under the supervision of an interpreting physician. The radiographer may provide this service in a variety of clinical settings, where the supervising Radiologist is ultimately responsible for the diagnostic interpretation of the radiological studies. Radiographers assist physicians in gathering radiographic data necessary to arrive at patient management decisions. The Radiologic Technologist is able to perform a multitude of tasks such as:

1. Obtain, review and integrate pertinent patient history, supporting clinical data and facilitate optimum diagnostic results.

2. Perform appropriate procedures and record anatomical, pathological and/or physiological data for interpretation by a physician.
3. Record, process or transmit electronically images and data report and other pertinent observations made during the procedure for presentation to interpreting physician.
4. Exercise direction and judgement in the performance of radiologic services.
5. Provide patient education related to General Radiography procedures and promote principles of good health.

Progression Requirements

The Radiologic Technology curriculum is dependent upon proper sequencing of courses. Radiologic Technology courses must be completed in the appropriate sequence. It is the responsibility of each student to meet all pre- and co-requisites.

Any student who is unable to meet curriculum requirements will be unable to progress in the Radiologic Technology Program. Any student who withdraws from the Radiologic Technology Program will be subject to readmission criteria as set by the institution, regardless of the reason. Meeting the previously established criteria however, does not guarantee automatic re-entry. This will be contingent upon space availability, as noted in the University Catalogue.

Professional Activities and Organizations

The radiologic Technology Program encourages student 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 becomes familiar and involved with a professional radiologic society during their Radiologic Technology training. Related professional organizations include (but are probably not limited to) the following:

1. American Registry of Radiologic Technologist (ARRT)
2. American Society of Radiographic Technologist (ASRT)
3. Florida Society of Radiologic Technologists (FSRT)
4. Greater Miami Society of Radiologic Technologists (GMSRT)

Clinical Observations and Rotations

Any clinical component of the Radiologic Technology Program, quite naturally, will differ from the traditional classroom experience as clinical experiences entail the operation of various diagnostic modalities and related radiography equipment in the delivery of care to actual (“real”) patients. Obedience to all established rules (Radiologic Technology affiliate, OSHA, Patient Bill of Rights, etc.) shall be adhere to by all students in the delivery of care to patient, regardless as to race, gender, country of national origin, etc. (Please refer to the Student Conduct Policies above for more information on student responsibilities at clinical settings, etc.)

Student Clinical Duties

Essential student responsibilities/functions during the clinical experience are to include but not limited to:

1. Technical support
2. Perform a variety of technical procedures according to department, hospital, clinical and Accreditation Standers
3. Calibrate, maintain and troubleshoot equipment. Optimize equipment and supply to benefit department operations with supervision
4. Clerical duties
5. Responsible for accurately completing records, daily quality assurance and improvement information and meeting regulatory standards under supervision
6. Stock work area as necessary
7. Practice body substance isolation
8. Complete all necessary education procedures under direct and indirect supervision to meet education standards required by accreditation.
9. Communicate with other health care professionals and other members of the health care team concerning patient status, diagnosis, samples for testing or related information while maintaining HIPAA guidelines
10. Operate multiple communication and telecommunication systems, including computed Radiography and picture archival and communication systems (PACS).
11. Implement care/services that recognize age/diversity specific needs/issues of customer service.
12. Other duties as requested by supervising technologist and/or clinical coordinator.

Student Assignment to Clinical Affiliate

The Radiologic Technology Program faculty shall retain complete jurisdiction over the assignment of student to a clinical site. Under no circumstances shall any student be allowed to report to a diagnostic laboratory for purposes of official Radiologic Technology clinical training, without proper compliance to the Program requirements nor without the prior consent of his/her Clinical Coordinator. However, recognizing the role that the Radiologic Technology Program plays in the facilitation of each student's education, legitimate factors, which can affect each student's success, will be considered. These factors consist of, but are not limited to the following conditions:

1. Complementary nature of affiliate to student's technical, interpersonal (etc.) deficiencies;
2. Rotational fairness to follow students;
3. Overall compatibility of student/mentor/site/affiliate;
4. Exposure of student to in-patient and out-patient experience;
5. Variety in clinical instructorship and case volume handled by the site;
6. Student, exposure to a variety of equipment;
7. Student's technical ability;

While the Radiologic technology program recognizes the need of specific group (single parent, car-less, etc.), clinical site assignments of each student will only be altered on the basis of site availability. The program does not provide accommodations for personal needs. Students should be aware that the Radiologic Technology program is a full-time responsibility. The school cannot work around the student's schedule.

Posting of Rotation Schedule

Student clinical assignment schedules will be prepared and will include dates of rotation and the areas of assignment for each student during the externship course. Rotation schedules will be posted in the Radiology Department in a designated area

Clinical Time Records

Florida National University provides standard sign-in sheets at each clinical site. All students must sign in at the beginning of each day in order to receive credit for the hours attended. At the end of the day at the clinic, students must sign out and the Clinical Instructor must initial to verify the hours indicated. Time sheets will be maintained in a central location within the Radiology Department. The Clinical Coordinator will collect time sheets at the end of each week.

JRCERT AND FLORIDA NATIONAL UNIVERSITY CLINICAL SITE SCHEULE / ATTENDANCE / EXAM RESTRICTIONS

ATTENDANCE/TARDINESS

Attendance at each clinical assignment is required.

The clinical assignment is the responsibility of the faculty. Assignment modification will be allowed only when needed for the student's achievement of competencies. Students cannot modify their assigned times or schedules without the permission of faculty and the Clinical Site clinical instructor.

Clinical assignments are Monday thru Sunday, with evening and weekend assignments as required by some Clinical Education Centers. A maximum of 25% (450 hours) of the student's total clinical clock hours maybe spent in evening and weekend assignments.

Absences can be made up on a day or evening shifts, Monday through Sunday, as long as they stay in compliance with the JRCERT traditional assignment requirements. If there are more than 16 hours of absence, the student is required to notify the program clinical coordinator be placed on probation for a period of 30 days. During that period of time the student must make up the required number of absences. Students may not change their day and/or time schedules without the permission of a Clinical Site instructor. (See Section below JRCERT CLINICAL SITE SCHEDULE POLICY.) and complete the Clinical Site make up hours form with the Clinical Site instructor approval. If a student fails to notify the clinical coordinator after 16 hours of absence, the student will be dismissed from the program.

Students are not permitted to work more than 40 hours per week (clinical plus didactic) and no more than 10 hours per shift. The total required days/hours for each semester is stated in the

clinical education course objectives. (See below for JRCERT definition of traditional assignment).

The clinical instructor or a designee is required to maintain the attendance sheet at each Clinical Site. Clinical instructors should designate absenteeism with the initial A, on the attendance sheet under the date in place of the number of hours. The attendance sheet must be kept up-to-date and posted for review and verification by the program faculty and appropriate technical staff at the Clinical Site.

Students must contact the clinical instructor and assigned faculty if they are going to be late or absent from the clinical or classroom assignment. Failure to contact the Clinical Instructor when late or absent will result in the student being dismissed from the program. Three unexcused absences from lecture or lab will result in the student being dismissed from the program. Any absence that reduces the total required days must be made up with the approval of the clinical instructor.

Absences 16 hours or more requires the student to notify the assigned faculty and meet to discuss an action plan. Students must keep track of all nontraditional hours using the semester attendance sheet and the calculation form below. Each semester the faculty performing the written evaluation will verify student records.

Orientation to class, college labs and clinical assignment are critical to your ability to perform. Orientation to the Clinical Site will vary depending on the Clinical Site policy. Orientation information and documents will be provided to students prior to the students start date. Absence from any of these orientations may necessitate an instructor-initiated withdrawal from the course. Punctual attendance at all RAD classes—lecture, university assignments, clinical assignment and community observational experiences—is required.

A request for leave of absence during clinical term must be submitted in writing to the program director for consideration.

JRCERT CLINICAL SITE SCHEDULE POLICY

JRCERT policy states that students may not exceed the 40 hours total per week that includes didactic and clinical hours. JRCERT defines a **traditional assignment** as any scheduled clinical hours between **5:00 AM and 7:00 PM weekdays**.

JRCERT policy requires:

1. A maximum of 25% (450 hours) of the student's total clinical clock hours may be spent in evening and weekend assignments.
2. Student to qualified staff ratio of 1:1 must be maintained at all times.
3. Students must be allowed to complete clinical competencies during these assignments.
4. Utilization of clinical assignments must be equitably applied to enrolled students.
5. Repeat radiographs must be performed under the direct supervision of a certified technologist.
6. The timing of assignments must be correlated with the didactic curriculum.
7. A student's combined didactic and clinical contact hours must not exceed 40 hours per week.

It is also suggested that the combined hours not exceed 8 hours per day. Furthermore, consideration should be given to the amount of free time available to a student between the end of a particular clinical assignment and the start of the following clinical assignment or classroom experience.

8. Program total capacity cannot be increased through the use of evening and/or weekend assignments.

DOCUMENTATION OF UTILIZATION OF EVENING AND/OR WEEKEND ASSIGNMENTS

The following information in support of the program’s utilization of evening and/or weekend assignments must be made available to the site visit team at the time of the on-site evaluation:

Evening and/or Weekend Assignment Clock Hours Calculation:

Total number of clinical hours required by the program	
Total number of clinical hours complete during the evening and/or weekend*	

Calculation: Divide the evening/weekend hours by the total number of clinical hours.

Equitable Clinical Learning Experience

The provision of equitable learning activities promotes a fair and impartial education and reduces institutional and/or program liability. The program must provide equitable learning opportunities for all students regarding learning activities and clinical assignments. For example, if an opportunity exists for students to observe or perform breast imaging, then all students must be provided the same opportunity. If evening and/or weekend rotations are utilized, this opportunity must be equitably provided for all students.

(Incidental) Clinical Assignment to Current Affiliate of Student Employment

Students that are employed at the physical location of any Radiologic Technology clinical affiliate must immediately notify the Program Coordinators of said employment, in order to prevent any “role conflict.” Moreover, under no circumstances shall any student receive monetary compensation for the delivery of care during assigned (and Radiologic Technology approved) clinical hours.

Radiation Monitoring Devices/Film Badges

Due to Nuclear Regulatory Commission (NRC) regulations and Florida Statutes, students must wear radiation-monitoring badges at all times during clinical activities. Florida National University provides a radiation-monitoring badge that each student is to purchase at the beginning of their externship.

At the end of each clinical day, students are required to take with them the radiation monitoring badge with them. Remember badges are not to be in direct sunlight and must be properly stowed as per radiation-monitoring badge manufacturer.

If a monitoring badge is lost, the student must notify the Clinical Coordinator immediately so a replacement badge can be provided. The Clinical Coordinator will meet with the student to discuss the loss of the badge and the proper procedures for badge storage and care

Exposed Monitoring badges will be sent for processing on a regularly scheduled basis. The Clinical Coordinator will provide a new insert at the time of collection.

The manufacturer of the badges will provide the Program with a report showing the radiation exposure for each student. Once the report is received, the Clinical Coordinator will meet with each student to review the report and the student must sign the verification of the reading with the Clinical Coordinator. If the report demonstrates radiation exposure the Clinical Coordinator will discuss the student's clinical activities, basic radiation protection measures, and document the meeting. (Complete: **RADIATION SAFETY REVIEW FORM Appendix Clinical Forms**)

“Right” and “Left” Markers

Each student must purchase from the University Bookstore a “right” and “left” leaded markers prior to externship. Leaded right and left markers must be permanently developed onto all radiographs. If a student loses one or both of the markers, an additional set must be purchased.

The Role of the Clinical Coordinator

General speaking, the role of the Clinical Coordinator is that of a clinical facilitator, advisor and evaluator. The Clinical coordinator combines school and clinical affiliate and/or site resources in order to transition students of Radiologic Technology into their assigned clinical settings. Clinical grading criteria reestablished and implemented in direct consultation with the Program Director, a pool of clinical instructors, alumni, and current students. In order to best service students, creative ways of combining affiliate offerings (patient volume, case variety, protocol variety, equipment variety etc.) and student needs are often employed while simultaneously considering contractual limitations, student technical deficiencies, and student/affiliate compatibility. The Clinical Coordinator will act as the liaison between the student and the University, or affiliate staff and the University.

The Clinical Coordinator is responsible for the collection, grading, and documentation of all clinical assignments. It is of the utmost importance that clinical assignments are turned in on time. Assignments turned in late will be assessed a penalty. Students are allowed and encouraged to seek assistance when preparing a clinical assignment, however, the final product turned in to the Clinical Coordinator must be the work of the student alone.

“Direct” and “Indirect” Supervision Policy

All laboratory and clinical competencies are supervised and documented by a qualified practitioner. Students must work under the direct supervision of a licensed staff technologist whenever observing and performing procedures if a competency evaluation has not been completed. The program defines “direct supervision” as:

The student works with a licensed technologist physically present in the examination room. The technologist demonstrates new procedures and observes the student’s performance during subsequent practice efforts.

Once a student radiographer successfully completes a competency-based evaluation in the presence of a licensed technologist, the student may perform the clinical examination under indirect supervision. The program defines “indirect supervision” as:

The student has already proven competent by successfully completing a competency evaluation. The student may perform these examinations with a technologist available in the case of emergency or questions, a student’s ability to work under indirect supervision will be at the discretion of the Clinical Site personnel.

The purpose of this policy is to ensure necessary patient radiation protection from unnecessary repeat exposures. The presence of a licensed Technologist will ensure a minimum number of repeat exposure by providing necessary assistance and guidance to the student technologist.

Repeat Examinations

In support of professional responsibility for provision of quality patient care and radiation safety: JRCERT STANDARD FOUR Objective 4.6, “Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images. The technologist assures safety; proper educational practices must be physically present and approve procedure.”

To monitor the repeat image policy, the student must complete the form for all images repeated.

The technologist signature is required. This form will stay in the Clinical Site a copy will be placed in SCF and will be reviewed by the faculty on a regular basis. (See Please refer to appendix under repeat image policy form).

Technical Standards (Functional Abilities Essential for Radiologic Technology Practice)

The purpose of the Radiologic Technology Program is to educate students to meet the program outcomes and to ensure that no graduate will pose a danger to the patient. Radiologic Technology students will receive both classroom and clinical instruction in entry level radiography and will be required to demonstrate competency in multiple examinations and procedures.

In order to provide safe and effective patient care in the Radiologic Technology Program, the student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the

program curriculum and clinical agency requirements. Any applicant who has met the necessary academic prerequisites and can, with or without reasonable accommodation, meet and/or perform the Radiologic Technology Program Technical Standards will be accepted for admission.

Students admitted to the Radiologic Technology Program gain experience in many settings that can be physically demanding, e.g., hospitals, outpatient and urgent care centers, and college labs. During each clinical experience, the Radiologic Technology student is assigned to a clinical education center that will require direct patient care. Students will be expected to adhere to the Health Insurance Portability and Accountability Act (HIPAA) of 1996 which safeguards patient confidentiality.

Transportation to and from health care facilities is the responsibility of the student.

Please read the Radiologic Technology Program Technical Standards

Functional Ability	Standard	Examples of Essential Actions
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective patient care examinations	<ul style="list-style-type: none"> • Move within confined spaces such as examination room or operating suite • Assist with turning and lifting patients • Administer CPR
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	<ul style="list-style-type: none"> • Pick up and grasp small objects with fingers such as x-ray identification markers
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12 hour clinical shift while standing, sitting, moving, lifting, and bending to perform patient care examinations	<ul style="list-style-type: none"> • Walk/stand for extended periods of time; turn, position, and transfer patients. • Wear lead aprons, and thyroid collars for extended periods of time • Manually resuscitate patients in emergency situations
Physical Strength	Physical strength sufficient to perform full range of required patient care activities	<ul style="list-style-type: none"> • Push and pull 250 pounds on wheeled bed or gurney • Push and pull radiographic mobile

		<p>equipment for extended periods of time</p> <ul style="list-style-type: none"> • Lift and move heavy objects up to 50 pounds
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bed, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity and hand-eye coordination to perform Radiologic Technology activities.	<ul style="list-style-type: none"> • Move around in work area and treatment areas. Position oneself in the environment to perform duties without obstructing the position of other team members or equipment.
Functional Ability	Standard	Examples of Essential Actions
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient health care needs	<ul style="list-style-type: none"> • Hear normal speaking level sound • Hear auditory alarms (monitor, x-ray exposure indicator, fire alarms, call bells) • Hear cries for help
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of Radiologic Technology duties	<ul style="list-style-type: none"> • See objects up to 20 feet away • Visual acuity to set exposure factors and operate computer keyboard • Assess skin color (cyanosis, pallor)
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	<ul style="list-style-type: none"> • Feel vibrations (pulses) • Detect temperature changes • Palpate anatomical landmarks during radiographic positioning

		<ul style="list-style-type: none"> • Adapt rapidly to changing environment/stress • Exhibit ethical behavior and exercise good judgement
Communication	<p>Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team, including non-verbal communication, such as interpretation of facial expressions, affect and body language</p>	<ul style="list-style-type: none"> • Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussions of patient care • Elicit and record information about health history, current health state and responses to treatment from patients or family members • Convey information to patients and others as necessary to teach, direct individuals in an accurate, effective and timely manner • Recognize and report critical patient information to other caregivers
Cognitive/Quantitative Abilities	<p>Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis</p>	<ul style="list-style-type: none"> • Calculate appropriate technical factors given specific patient parameters • Analyzes and synthesize data and develop an alternative means to obtain the necessary radiographic images • Collect data, prioritize needs and anticipate reactions.

		<ul style="list-style-type: none"> • Transfer knowledge from one situation to another • Accurately process information on medication container, physicians' orders, monitors, equipment calibrations, printed documents, medication records, medical records and policy and procedure manuals
Conceptual/Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships	<ul style="list-style-type: none"> • Comprehend spatial relationships in order to • properly perform radiographic exams, assist • with intravenous lines, catheters etc.
Clinical Reasoning	Ability to reason across time about a patient's changing condition and/or changes in the clinician's understanding	<ul style="list-style-type: none"> • Evaluate patient or instrument responses, synthesize data, draw sound conclusions
Flexibility	Adapt to Radiologic Technology Department course scheduling Policy	<ul style="list-style-type: none"> • Available to work the hours of an assigned schedule.

CLASSROOM/COLLEGE ASSIGNMENT/CLINICAL ASSIGNMENT

METHODS OF INSTRUCTION

Classroom

- Simulations, this includes do simulation with skeletons, phantoms, peer to peer, etc.
- PowerPoint presentations
- Lectures
- Printed handouts
- Guest speakers
- Group discussion
- Critical thinking exercises/Computer related assignments
- Self-paced learning, online activities and research
- Internet assignments
- Individual written and oral presentations
- My Pima Assignments
- Portfolios: Radiography Project for all courses

LAB Assignment

- Simulations: X-ray simulation practicum, peer to peer
- Role playing
- Small group discussion
- Critical thinking exercises
- Image critique
- Practicum experiences

Clinical Assignment/Assignments

- Small group discussion
- Shadowing/Observation
- Skills competencies
- Image Evaluation
- Verbal evaluations with faculty and clinical instructor
- Direct and indirect supervision during radiographic examinations.
- Selected clinical experiences
- Student, CI faculty evaluation conferences

Administration of Pharmacologic Agents: Intravenous and Oral Contrast Media

The goal is to ensure the highest quality of patient care and safety while providing maximum learning experience. Students are not allowed to start intravenous lines or inject contrast media. The level of required supervision of contrast media preparation and assisting in the administration in the clinical sites varies according to the course level of the student, and the Clinical Site policies.

1. Students will be supervised during the preparation of injectable contrast media.
2. The student will not start I.V.'s or administer I.V. contrast media.

Breaks, Food Consumption & Smoking

Break times will be according to department policy and workload. Students rotating more than six hours are entitled to (30) minute meal break during the clinical day. Students may not take the meal break at the end of the scheduled day in order to leave the clinical site 30 minutes early. Students will eat and drink only in the cafeteria or other designated areas and never in x-ray rooms. Students may not smoke in any health care facility. If the student needs to smoke, he/she must do so 100 feet from the health care facility. (**Note: All health care facilities are smoke free zones**)

Personal Items

Because secure storage space is limited, students are encouraged not to bring personal items to the clinical site. Unless the departmental staff has identified a secure area, purses and backpacks should not be brought into the clinical site.

Liability (Malpractice) Insurance

Each student will be held responsible for his or her actions while in contact with patient and at the assigned clinical affiliate(s). Florida National University requires that all student entering their clinical site pay the required fees to demonstrate proof of malpractice insurance while at the affiliate site(s). All incidents/accidents beyond a “routine” level of seriousness should be reported immediately to the Clinical Instructor as well as the Clinical Coordinator and Program Director. Affiliate and Florida National University Radiologic Technology Program Incident/accident reports should be completed as thoroughly and accurately as possible and immediately submitted to the appropriate institutions (i.e. clinical affiliate and Florida National University).

Student Use of Fluoroscopy

In order to ensure proper radiation protection practices, no student is allowed to use fluoroscopy to position patients for radiographs. Doing so increases the patient’s radiation exposure.

Unauthorized Radiographs

Unauthorized radiographs are prohibited. A student taking unauthorized radiographs should be immediately reported to the Clinical Coordinator or Program Director.

Patient Radiation Protection

Patient radiation exposure should be kept to an absolute minimum. Students must always be aware of patient radiation protection and use the following:

- **Collimation:** accurate collimation must be used on all radiographic exposures to show the necessary anatomy while shielding other parts of the patient’s body from unnecessary

radiation exposure. All student films should demonstrate a minimum of two distinct border as evidence of collimation.

- **Lead shielding:** lead shielding must be used to provide additional protection against radiation exposure to the other part of the patient's body. This shielding can include a lead apron, leaded "half-apron", lead cut outs, contact and shadow shields. For all patients within the "child-bearing" age range, gonadal shielding must be utilized
- **Proper positioning:** common causes for poor radiographs include problems with communication between technologist and the patient, failure to completely explain the procedure to the patient in understandable terms, careless positioning, and improper selection of technical exposure factors. Student radiographers must take necessary precautions when unsatisfactory radiographs must be repeated in the presence of a licensed technologist regardless of competence evaluation status. (**Please refer to repeat examination policy**).

Personal Radiation Protection

In order to reduce student radiographer exposure to ionizing radiation, the following guidelines must be followed during clinical activities:

- **During Fluoroscopic Examinations:** Students will wear leaded protective garments. When students are required to be in the examination room during the use of fluoroscopy, they may not stand close to the x-ray table. Students should maintain as much distance between the table and themselves as practical to reduce student radiation exposure.
- **Holding Patient During Exposures:** Under no circumstances will a student radiographer hold a patient during a radiographic exposure. If a patient must be restrained during an exposure, a non-radiation worker should be used for this purpose. Non-radiation workers used for holding patients must be provided with lead apron and thyroid shield (if available). The student is required to ask female workers agreeing to hold patients if there is any possibility if they may be pregnant. If there is, then another non radiation worker must be used for this purpose.
If a pediatric patient must be restrained and no restraining devices are available, a parent may be used to hold the child during exposure. A lead apron must be provided and a thyroid shield if available. If there is any possibility the mother could be pregnant, the father (if present) or other person must be used for this purpose.
- **Student Position During Radiographic Exposures:** all student must remain behind fixed barriers during all radiographic exposures. During mobile examinations (including Operating Room Procedures), the student radiographer is required to wear a lead apron and maintain as much distance as possible from the patient during exposure.

Hospital Personnel Protection from Radiation Exposure

During mobile radiography, the student is required to announce all exposures before rotor. This will allow nurses and other hospital personnel within the vicinity the opportunity to increase their distance from the machines and patient. This procedure must be followed at all times.

Pregnancy Policy

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted that the risks of detectable effects induced by medical diagnostic exposure are very small.

The program has established the following policy directed toward the protection of the declared pregnant student and the unborn fetus from the harmful effects of ionizing radiation. The student may elect to voluntarily declare the pregnancy to the program director. The declaration must be in writing. The declared pregnant student has the option to withdraw the declaration of pregnancy at any time. Withdrawal of the declaration must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant and will continue her educational program without modification.

Declared pregnant students are expected to follow additional protective steps detailed below. These measures restrict the fetal radiation dose to not exceed 0.5rem (5mSv), the maximum permissible occupational exposure dose equivalent to the embryo-fetus during the gestational period.

The following procedure shall be followed:

1. The Program Director will review the student's previous radiation exposure history. The Director will review with the student the NCR Guide 8.13, protective actions and the risks associated with radiation exposure to the fetus. Guide available at: <http://www.ehs.ucr.edu/radiation/regulatoryguide8.13.pdf>
2. After student consultation with her physician and medical certification that a pregnancy exists, the Program Director will offer two options to the student. Medical forms provided by the Program will need to be completed by the physician.

Option #1 - Leave of Absence During Pregnancy

If the student so decides, she may elect to leave the program during the pregnancy period.

- A. If the student decides to accept this option and leaves the program, she must immediately notify the Program Director in writing.
- B. May postpone entry until the following year if the pregnancy is declared before beginning the program.
- C. An incomplete grade will be awarded for the course(s) in progress. The remaining course work may be completed upon the student's return; however, it may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.

Put Copy in SCF

- D. All didactic and clinical course work must be completed prior to completion and graduation from the program.

Option #2 - Remain in the Program During the Pregnancy

If the student so decides, she may continue in the program under the following requirements:

- A. The student is required to review and implement radiation safety practices as outlined by NCR Guide 8.13.3.
- B. Submit a physical exam report from her physician documenting that she may

continue to participate in all aspects of the clinical portion of the Radiologic Technology Program.

- C. Follow all policies and procedures of the clinical education affiliate.
- D. The student will wear two body dosimetry badges. One badge should always be worn at collar level and the other badge at waist level. The waist level badge should be identified as a fetal badge. When a lead apron is worn, the badge at collar level should be worn outside the apron and the badge at waist level should be worn under the apron.
- E. The student should wear a wrap-around lead apron during exposures to radiation. Lead aprons of 1.0 mm Pb. worn at fetal level is recommended.
- F. The student is required to participate in all scheduled clinical rotation areas as assigned in order to complete required clinical competency exams with the exception of elective Nuclear Medicine and Radiation Therapy optional rotations.

The student is required to complete and sign documentation acknowledging receipt of all information associated with the pregnancy. This documentation is kept in the student's secure file. (Refer to acknowledgement form appendix clinical forms)

Parking Policy

Student is responsible for their parking cost and tolls at the clinical site

Clinical Site Placement

Students may be placed at any available clinical site within a hundred-mile radius from the school

Reporting Accidents

The Program Director, Clinical Coordinator and School Director should be immediately notified of any student illness, accidents or hospitalization of a student.

Holidays

Florida National University observes the following holidays and vacation breaks:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- The university also has a Spring, Summer, and Christmas breaks (1,1,2 weeks)

Radiologic Technology (RT), Associate of Science Degree

The program prepares the student, upon successful completion of the Certifying Examination, for a position as a member of a health care team in a hospital, clinic or physician's office. The degree can also be used in industry; in the manufacture and supply of medical equipment or management. This program is designed to prepare the student for the National Certifying Examination by the American Registry of Radiologic Technologists, as well as for the State of Florida Dept. of Health and Rehabilitative Service General License Examination. The program also includes a fifteen-credit-hour component of general education/liberal arts courses. FNU awards an Associate of Science Degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 86 CREDITS)

REQUIRED COURSES	Credits	Hours
General Education Requirements		
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		3
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
NATURAL SCIENCES (4 CREDITS)		
BSC 1020C	Human Biology	4
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0
CORE REQUIREMENTS (63 CREDITS)		
HSC 1000C	Introduction to Health Care	3
HSC 1531C	Medical Terminology	3
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
HSC 1230L	Patient Care Procedures	2

RTE 2385C	Radiation Protection and Radiobiology	6
RTE 2418C	Image Production and Evaluation	7
RTE 2458C	Equip. Op., Radiographic Related Physics/Quality Assurance	3
RTE 1503C	Radio. Proc., Radiographic Positioning & Related Anatomy I	6
RTE 1513C	Radio. Proc., Radiographic Positioning & Related Anatomy II	4
RTE 2523C	Radio. Proc., Radiographic Positioning & Related Anatomy III	4
RTE 2782C	Radiographic Pathology	3
RTE 2804C	Radiographic Clinic I	4
RTE 2814C	Radiographic Clinic II	4
RTE 2940L	Clinical Journal in Radiology	6
RTE 2935	Special Topics in Radiology	0

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations. All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 600 hours of clinical practice.

***General Education Component (see page 208)**

****This course has prerequisites; check course description.**

Grade Scale

The following grade scale is used to indicate the level at which students have achieved the educational objectives of a class.

A	Exceptional Competent	90%- 100%
B	Highly Competent	80%- 89%
C+	Competent Plus (minimum passing grade)	75%
C	Competent	70% - 74%
D	Non Competent	60% - 69%
F	Non Competent	Less than 60%



Radiologic Technology, AS Program General Information

Student's Name: _____ Student's ID # _____

Institution Pre-Requisites

A prospective student must meet all admission requirements mandated by Florida National University (FNU). In addition, the requirements for admission to the Radiologic Technology, A.S. program are as follows, once the General Education courses are passed:

- Complete FNU change of program procedure with your academic advisor
- Attend and interview with the Radiology Program Director, or Allied Health Division Head, or the Allied Health Academic Advisor to verify English Language skills and discuss program in details.
- Students transferring MAC 1105 and ENC1101 will be given two semesters to pass the TEAS exam, failure to meet this requirement will be subject to termination. Students have multiple opportunities to take the TEAS.
- Students that pass the TEAS, 50% minimum, will then go through an interview with the Radiologic Technology Program Director and/or the Allied Health Division Head.
- Students must complete all General Education Courses with at least 2.5 cumulative GPA, if not, student will be not allowed into the program.
- All General Education courses must be completed with C minimum grade.
- Academic progress should be closely monitor by the student every semester while completing the General Education courses and program courses once admitted. The student must request assistance in regards to class self-scheduling if needed. If student self-schedule the General Education, they must follow classes that are relevant to the Radiology program.
- Student Acknowledgement Regarding Results of Background Check must be signed prior to admission. Results of background check will determine if a student is allowed to continue in the program or terminated.
- Students accepted into the Radiologic Tech program should attend a Programmatic Orientation with the Program Director and/or the Allied Health Division Head.

Programmatic Requirements

I _____ understand that I must meet all the following requirements to maintain a good standing in my program of study. I also understand that I will be terminated from the program if I fail any of the following requirements:

Once the student completes all general education courses, the students must:

- Complete a Level 2 Federal & AHCA Background Check. If a student takes more than a year, a second complete Level 2 Federal & AHCA Background Check must be done at the request of the clinical facility.
- Submit signed technical standards form.

If student fails to earn a C+ (75%) in a Radiology core course the student will be dropped from the program with the option of returning to retake that course when offered again. However, the student will have to audit the core courses offered to the next cohort prior to reinsertion in that cohort, at no extra cost.

Students will be allowed to repeat only one core course. After repeating one core course, a C or less in any of the subsequent courses will result in complete withdrawal from the program, with no option to return at a later time.

Due to the rigorous nature and the time demands of the program, it is strongly recommended that applicants plan ahead financially for their 16 months in the program.

The student is responsible for all transportation necessary for travel to and from the hospitals/clinics/facilities for clinical experiences as well as for all other expenses that will be generated to be in compliance with the program requirements, both didactic and clinical.

Participation at all scheduled classes, laboratories and clinical practicums is mandatory; each one of those meetings is an essential component to the student's successful progress in the program.

Student's Signature

Date

Admission Advisor's Name

Admission Advisor's Signature

Date

Appendix

Clinical Documents

CLINICAL SITE ORIENTATION

Student Name: _____ Clinical Site: _____

The following topics need to be discussed with students assigned to your Clinical Education Center within the first **2 weeks**.

		Students Signature (SIGN CLEAR)	Technologist Signature
1.	General Orientation to the Hospital		
	a. Parking		
	b. Hospital Entrances		
	c. Hospital Layout/ Hospital Map		
	d. Policy for students answering the phone		
2.	Department Orientation		
	a. Radiographic Rooms		
	b. PACS System		
	c. Front Desk System /Radiologist's Offices		
	d. Exam Protocol book		
	e. Storage/Linen cart/cleaning supplies		
	f. Transportation Procedures		
	g. Line of command/chain of authority for dept./		
	h. Technique charts/ Identification needed on each radiograph, Marker Rt /Lt policy		
3	Department Policy and Procedure Manuals		
	a. Department Safety, Fire, OSHA, Quality Assurance, Department Specific Policies		
	b. Set up for Special Radiographic Examinations to include oxygen/BP equipment/suction policies and procedures.		
	c. Incident reports/ Standard Precautions for Disease Prevention (eg. gloves, eye glasses, hand washing)		

	d. Procedure for responding to a codes, (cardiac, Respiratory, Fire, etc.) crash cart location		
4.	Time Accountability—break and lunch assignments		
	a. Make-up-time		
	b. Punctuality		
	c. Attendance		
	e. Absenteeism (who to contact) Plus faculty!		
	e. Room Assignments/Breaks/Lunch Assignments.		
	f. Where the schedule and time sheets will be posted.		
5.	Emergency Room exam protocol/procedures		
6.	System Orientation		
7.	Emergency Room exam protocol/procedures		
8.	RIS System operation and access functions		
9	Patient ID verification policy and procedure		
	a. Restraints secure/ wheelchairs locked, stretcher side rails up		
	b. Ask women of childbearing age if there's any chance of pregnancy. (What is the radiology department's procedure?)		
	c. Exam history documentation policy		
	d. A radiographer must be present with the student on a repeat examination.		
	f. When in question <i>ASK</i> .		

This form will be maintained in the student clinical file for review by university faculty

NOTICE OF UNSAFE OR UNACCEPTABLE PRACTICE ACT (UPA)

Student Name: _____ Date: _____

Clinical Instructor: _____ Course: _____

Location of Occurrence: _____

This is UPA (____ #1 DATE: _____) (____ #2 DATE: _____) (____ #3 DATE: _____)
(____ #4 DATE: _____) (____ #5 DATE: _____)

A “UPA” is an action, which potentially or actually jeopardizes patient safety, or an action that demonstrates poor judgment in areas which the student has had previous opportunities for learning, and may result in exclusion from the clinical area. Unsafe or improper actions will result in a “clinical contract” and may result in withdrawal from the clinical area.

You may have COMMITTED A “UPA” IN THE CATEGORY CHECKED BELOW.

YOU HAVE FAILED TO PROPERLY:

- _____ 1. Warn personnel in close proximity when doing a portable X-Ray exposure.
- _____ 2. Shield gonads of pediatric/child bearing age patient.
- _____ 3. Practice radiation protection.
- _____ 4. Ascertain if patient is pregnant
- _____ 5. Inquire if patient has allergies prior to radiopaque contrast media (ROCM) Administration.
- _____ 6 Identify a patient before beginning a procedure
- _____ 7. Practice standard precautions
- _____ 8. Elevate side rails of patients who are confused, medicated, or a loss of consciousness (ALC).
- _____ 9. Restrain confused or irrational patients
- _____ 10. Check physician’s orders before beginning procedure, and obtain pertinent history.
- _____ 11. Recognize and report important patient changes: Respiration, color, bleeding, Emotional state.
- _____ 12. Perform a repeat exposure without proper supervision
- _____ 13. Inability to demonstrate appropriate level of judgment, confidence, and professionalism.
- _____ 14. Inability to prioritize and or handle stress.
- _____ 15. OTHER

USAFE PRACTICE ACTS

A. Maintain patient’s legal rights:

- 1. Maintain patient confidentiality
- 2. Provide for client privacy
- 3. Initiate and correctly perform life support measures (CPR)
- 4. OTHER

B. Meet Student Role Requirements:

- 1. Recognize own limitations: perform procedures not competent to perform without instructor.
- 2. Demonstrate inappropriate professional behavior that could jeopardize patient safety: tardiness, excessive absences, inappropriate grooming/dress/interpersonal behavior, reporting to clinical under the influence of alcohol or drugs, stealing or lying regarding medications, possessions (staff or patient) or treatments in the clinical experience, not following policy of Florida National University and the Radiologic Technology Program.
- 3. OTHER

C. Description of Deficiency (include names of persons involved):

D. This UPA results in (please check those that apply):

- 1. 1% point reduction in final clinical grade
- 2. “Clinical Contract”: Student may be placed on a clinical contract based on the nature of the problem.
- 3. Exclusion from the clinical area. Justification:

The UPA committee will consist of: clinical instructor, technologist, clinical coordinator, Lead faculty. If the student disagrees with the committee decision, he/she may appeal the decision by following the process outlined in the Student Rights and Responsibilities document. The student will not be allowed to return to the Clinical Site until all appeals have been completed.

Statement of Contractual Agreement

I, _____, understand and agree to the following:

Target Behavior:

Student Signature: _____

Date _____

Clinical Instructor: _____

Date _____

Clinical Coordinator: _____

Date _____

Program Director: _____

Date _____

Radiographic Procedures Clinical Competency Requirements and Process

The clinical competency requirements include 10 general patient care activities and 57 radiographic procedures for a total of 62 competencies.

Demonstration of competence should include variations in patient characteristics (e.g., age, gender, medical condition). Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education. The following pages identify the specific procedures for the clinical competency requirements.

1. General Patient Care

Requirement: Students must be CPR certified and demonstrate competence in the remaining nine (9) patient care activities listed below. The activities should be performed on patients; however, simulation is acceptable.

2. General Performance Considerations:

Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition.

3. Simulated Performance

Simulations must meet the following criteria:

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

4. Imaging Procedures

As part of the FNU Radiologic Technology program, students must demonstrate competence in the clinical activities identified below:

- Ten mandatory general patient care activities;
- 37 mandatory imaging procedures;
- 15 elective imaging procedures selected from the list of 34 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 of which must be either upper GI or contrast enema.

Students must demonstrate competence **in all 37 procedures listed as mandatory**. (A maximum of eight mandatory procedures may be simulated if demonstration a patient is not feasible)

Students must demonstrate competence in **15 of the 34 elective procedures**. (If demonstration on patients is not possible electives may be simulated.)

Total number of competencies required is 62.

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

*Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc. Exp. (Orthogonal views using the IR and tube instead of the patient part)

Once a competency has been achieved, the student will require indirect supervision by a certified R.T., for that examination (**except for examinations that are repeated and portable exams**).

Re-Check competencies are performed and documented just like original competency exam.

Note: To ensure the highest level of quality and consistency throughout the Clinical Site, the following process must be adhered to:

- Only FNU faculty and the designated clinical instructor at the Clinical Site can sign on the master competency form.
- A competency is not completed until the Clinical Site instructor or the faculty reviews the competency form and the images with the student. (Image evaluation and oral critique sessions)
- Competencies can be achieved in areas that have not been formally taught in the classroom, if didactic instruction has been provided at the Clinical Site. Appropriate documentation is noted on the back of the competency form. It will be the responsibility of the clinical instructor and FNU faculty to note the delivery of didactic instruction and verification of student understanding through oral testing, (image critique).

FNU RAD Program Master Competency Requirements Check sheet

Imaging Procedures	Patient or Simulated	Date Completed	Competence Verified by	Re-check
Upper Extremity				
Trauma Upper Extremity (Non-Shoulder) 2 views (M)				
Finger or Thumb (M) 3 views				
Hand (M) 3 views				
Wrist (M) 3 views				
Forearm (M) 2 views				
Elbow (M) 3 views				
Humerus (M) 2 views				
Shoulder (M) 2 views				
Trauma Shoulder (Y view, transthoracic, or axillary) (M) 1 view				
Clavicle (M) 2 views				
Scapula (E) 2 views				
Acromioclavicular Joints (E) 2views				
Lower Extremity				
Foot (M) 3 views				
Os Calsis (E) 2 views				
Toe(s) (E) 3 views				
Ankle (M) 3 views				
Tibia and Fibula (M) 2 views				
Knee (M) 3 views				
Patella (E) 1 view				
Trauma Lower Extremity (M) 2views				

Hip (M) 2 views				
Hip (trauma) (cross-table lateral) (M)				
Femur (M) 2 views				
Pelvis (M) 1 view				
Chest				
Chest PA & LAT routine (M)				
Chest Lateral Decubitus (E)				
Chest AP Wheelchair or Stretcher(M)				
Abdomen				
Abdomen Supine (M)				
Abdomen Decubitus (E)				
Abdomen Upright (M)				
Bony Thorax				
Ribs (M) 3 views				
Sternum (E) 2 views				
Sternoclavicular Joints (E) 3 views				
Larynx (soft tissue neck) (E) (1 view)				
Spines				
Cervical Spine (M) 5 views				
Thoracic Spine (M) 2 views				
Lumbar Spine (M) 5 views				
Trauma Cervical Spine Cross Table Lateral or Swimmers Lateral (M)				
Scoliosis Series (E)				
Sacrum and /or Coccyx 3 views (E)				

Sacroiliac Joints (E) 2 views				
Head-(must demonstrate one E from this Section				
Skull (E) 2 views				
Facial Bones (E) 3 views				
Paranasal Sinuses (E) 3 views				
Nasal Bones (E) 3 views				
Mandible (E) 4 views				
Orbits (E) 3				
Temporomandibular Joints (E)				
Pediatric Age 6 years or younger				
Mobile Study (E)				
Chest 2 view (M)				
Abdomen 1 view (E)				
Upper extremity 2 view (E)				
Lower extremity 2view (E)				
Geriatric Patient (A patient that is > 65 years old with a chronic illness and/or impaired physical condition)				
Chest Routine (M)				
Upper Extremity (M)				
Lower Extremity (M)				
Fluoroscopy Studies-(Must select either upper GI or contrast enema, plus one other elective procedure from this section)				
Upper Gastrointestinal Series Single or				

ERCP (E)				
Double (E)				
Contrast Enema, Single or Double (E)				
Small Bowel Series (E)				
Myelography (E)				
Arthrography (E)				
Esophagus (E)				
Cystography/Cystourethrography (E)				
Hysterosalpingography (E)				
Mobile C-Arm Studies				
Surgical C-Arm Procedure requiring manipulation around a sterile field. (M)				
C-Arm Procedure requiring manipulation to obtain more than one projection (M)				
Mobile Radiographic Studies				
Chest 1 view (M)				
Abdomen 1 view (M)				
Orthopedic 2 view (M)				
<p>GENERAL PATIENT CARE: Clinical Competency Requirements The student must demonstrate competence in the following 10 general care activities. Demonstration of competence should include variations in patient characteristics (e.g., age, gender, medical condition). Clinical Instructors will oversee the instruction and verify the following General Patient Care areas: care of patient medical equipment, transfer of patient, and sterile and aseptic technique. FNU faculty will be responsible for instruction and verification of: vital signs, venipuncture and CPR.</p>				

VITAL SIGNS

Objectives Check off Form

General Patient Care	Date Completed	Competence Verified by
Care of patient; tubes, catheters, medical equipment (e.g. oxygen tank, IV tubing)		
CPR certified		
Vital Signs – Blood Pressure		
Vital Signs- Temperature		
Vital Signs - Pulse		
Vital Signs - Respiration		
Vital Signs – Pulse Oximetry		
Sterile and aseptic technique		
Transfer of Patient		
Venipuncture		

Vital Signs

Objectives Check off Form

Student Name: _____ Date Completed: _____

Evaluator's Name: _____ Date: _____

Objectives Completed Yes No

THE STUDENT IS ABLE TO:

_____ a. Define vital signs

_____ b. List the normal rates/limits of temperature, pulse, respiration, and blood pressure

_____ c. Demonstrate proper oxygen mask or cannula placement and oxygen gauge

_____ d. Identify various pulse sites

_____ e. Accurately read a clinical thermometer

_____ f. Accurately monitor pulse rate to be done clinically

_____ g. Accurately monitor respirations

_____ h. Accurately monitor blood pressure

STERILE AND ASEPTIC TECHNIQUE

Objectives Check off Form

Student Name: _____ Date Completed: _____

Evaluator's Name: _____ Date: _____

Objectives Completed Yes No

THE STUDENT IS ABLE TO:

- _____ A. Demonstrate the proper hand-washing technique that is accepted as medically aseptic when working with patients
- _____ B. Demonstrate the proper method of putting on a mask
- _____ C. Demonstrate the correct method of putting on a sterile gown and sterile gloves
- _____ D. Demonstrate the ability to locate infectious control measures on patient Requisitions
- _____ E. Demonstrate proper infectious control measures when working with patients
- _____ F. Demonstrate the correct method of opening a sterile pack and of placing a sterile object on a sterile field
- _____ G. Demonstrate the skin preparation for a sterile procedure
- _____ H. Demonstrate the correct method of removing and reapplying a dressing
- _____ I. Identify areas in the operating room that are considered sterile and those that are not
- _____ J. Demonstrate the correct method of passing by a sterile person

VENIPUNCTURE

Objectives Check off Form

Student Name: _____ Date Completed: _____

Evaluator's Name: _____ Date: _____

Objectives Completed Yes No

THE STUDENT IS ABLE TO:

_____ A. Demonstrate the proper hand-washing technique that is accepted as medically aseptic when working with patients

_____ B. Demonstrate the proper method of putting on a mask

_____ C. Demonstrate the correct method of putting on a sterile gown and sterile gloves

_____ D. Demonstrate the ability to locate infectious control measures on patient

Requisitions

_____ E. Demonstrate proper infectious control measures when working with patients

_____ F. Demonstrate the correct method of opening a sterile pack and of placing a sterile object on a sterile field

_____ G. Demonstrate the skin preparation for a sterile procedure

_____ H. Demonstrate the correct method of removing and reapplying a dressing

_____ I. Identify areas in the operating room that are considered sterile and those that are not.

_____ J. Demonstrate the correct method of passing by a sterile person

TRANSFER OF PATIENTS

Objectives Check off Form

Student Name: _____ Date Completed: _____

Evaluator's Name: _____ Date: _____

Objectives Completed Yes No

THE STUDENT IS ABLE TO:

A. Correctly assess patient's need for assistance

- Assess patient's physical condition
- Assess patient's cognitive status for impairment
- Assess patient for geriatric status
- Assess patient's range of motion and weight-bearing ability
- Assess patient's strength and endurance
- Assess patient's ability to maintain balance
- Assess patient's ability to understand what is expected during transfer
- Assess patient's acceptance of the move
- Assess patient's medication history

B. Demonstrate the correct method of moving and positioning a patient to prevent injury to patient and to the student

C. Demonstrate the safety measures that must be taken when transferring a patient from a stretcher to the radiographic table

- Secure all locks
- Provide appropriate assistance to patient
- Enlist technologist assistance when necessary
- Enlist assistance and demonstrate a sliding board transfer
- Enlist assistance and demonstrate a sheet transfer

D. Demonstrate the safety measures that must be taken when transferring a patient from a wheelchair to the radiographic table

- Secure all locks
- Provide appropriate assistance to patient
- Enlist technologist assistance when necessary

CARE OF PATIENT: OXYGEN THERAPY

Objectives Check off Form

Student Name: _____ Date Completed: _____

Evaluator's Name: _____ Date: _____

Objectives Completed Yes No

THE STUDENT IS ABLE TO COMPLETE THE FOLLOWING:

Oxygen Therapy

A. Explain the potential hazards of oxygen administration

- Oxygen toxicity
- Combustible/flammable

B. Identify the common types of oxygen administration equipment

- Nasal Cannula
- Nasal Catheter
- Face Mask
- Oxygen Tent

C. Identify the common oxygen delivery systems

- Oxygen tank
- Oxygen wall outlet

D. Demonstrate the procedure for turning an oxygen tank and wall outlet mechanism on and off

E. Properly regulate the prescribed flow of oxygen

F. Determine the amount of oxygen indicated on the gauge of the oxygen tank

**CARE OF PATIENT:
CATHETERS / TUBING/ Devices**

Objectives Check off Form

Student Name: _____ Date Completed: _____

Evaluator's Name: _____ Date: _____

Objectives Completed Yes No

THE STUDENT IS ABLE TO COMPLETE THE FOLLOWING:

Objective	Description	Date Completed
NASOGASTRIC AND NASOENTERIC TUBES	<ul style="list-style-type: none"> • Demonstrate the proper care and handling of nasogastric and nasoenteric tubes 	
TRACHEOSTOMIES	<ul style="list-style-type: none"> • Demonstrate care in not dislodging tracheostomy • Recognize breathing difficulties and alerts appropriate personnel 	
MECHANICAL VENTILATORS	<ul style="list-style-type: none"> • Demonstrate care in not dislodging endotracheal tube or tracheostomy • Understand the need for assistance to move patient safely • Demonstrate care in not placing tension on any intravenous tubing or tubing to the ventilator • Recognize patient distress and act appropriately 	

<p>CHEST TUBES/ Porta-Catheters/ Insulin pumps</p>	<ul style="list-style-type: none"> • Determine if and when the device can be exposed to x-ray. • Keep tubing from pleural cavity to drainage chamber as straight as possible keeping the water-sealed chamber below the patient chest • Recognize patient distress and act appropriately 	
<p>TISSUE DRAINS</p>	<ul style="list-style-type: none"> • Demonstrate care to prevent tension on tissue drains • Demonstrate proper infection control techniques to prevent infection 	
<p>IV TUBING</p>	<ul style="list-style-type: none"> • Recognize signs of infiltration of fluid into surrounding tissues 	

STUDENT RADIOGRAPHER CLINICAL PROGRESS EVALUATION

Student Clinical Site: _____ Date: _____

Mid-Term Grade: _____ Final Grade: _____ Total deficient hour's: _____

- A = 113-123 pts.**
- B = 105-112 pts.**
- C = 93-104 pts.**
- D = 92 or less pts.**

It is possible for a student to earn an (A) regardless of the stage or level of training/education. Students will perform a self-evaluation (in pencil) and give it to the CI or assigned designee one week prior to due date. The assigned faculty will, in conjunction with Clinical Clinical Site staff and CI input, determine the final grade.

Grading Scale: 3-0 please put the appropriate number in each box. Total each section for final score. More than 2 infractions for criteria 15 will necessitate a score of zero. Any infractions for criteria 40, 41 will result in a score of 0.

- A = 3 Student requires minimal direction and demonstrates consistent performance. Above average performance. (Based on level of training)**
- B = 2 Student requires some direction and occasional inconsistent performance. Average performance. (Based on level of training)**
- C = 1 Student demonstrates competency only when direct guidance/instruction provided. Not consistent in performing skills. Needs improvement. (Based on level of training)**
- D = 0 Unacceptable performance Not able to demonstrate tasks even when direction is given. (Based on level of training, needs major improvement)**

CI(V)	Positioning and Organizational skills	Comments	S(w)	CI (W)
	1. Exhibits understanding of classroom knowledge as it relates to positioning skills			
	2. Follows through on assigned tasks follows instructions			
	3. Effectively using clinical time, actively seeking radiographic assignments			
	4. Proper use of tube, table and bucky locks			

	5. Completed required competencies and re-check			
	6. Completes work tasks in a timely manner			
	7. Completes exams with acceptable level of accuracy			
	8. Demonstrates ability to QC radiograph and determine image acceptableness.			
	9. Maintains, cleans, and stocks work station before and after each exam. Demonstrates an organized and current SCF.			
	10. Demonstrates correct selection of cells and technical factors for AEC			
	11. Demonstrates correct selection of technical factors for manual exposures			
	12. Proper use of marker, and image annotation			
	13. Follows department exam protocol			
	14. Performs competencies and			
	Total =			
CI(V)	Professionalism, Interpersonal Skills and Initiative	Comments	S(w)	CI (W)
	Regular attendance/Punctuality/ and making up of absences. More than 2 absences, tardy, or non-timely make up hours will earn a score of zero.			
	16. Ability to set priorities and make good professional judgment.			
	17. Demonstrates appropriate level of confidence and decision making when performing duties.			

	18. Offers assistance to staff: Teamwork, Promotes understanding/cooperation with staff, technologist, and physicians			
	19. Accepting constructive criticism and suggestions by taking responsibility for errors			
	Total =			
CI(V)	Radiation Protection	Comments	S(w)	CI (W)
	20. Practicing radiation protection for patient/staff, and self (ALARA)			
	21. Has all images checked by technologist and does not delete or crop/shutter images without approval			
	22. Safely uses and properly cares for equipment			
	23. Proper use of collimation to area of interest			
	24. Verification of pregnancy status and acts according to department policy.			
	Total =			
CI(V)	Patient Care Skills	Comments	S(w)	CI (W)
	25. Addresses patient by name, verification of ID by at least two forms. effectively determine geriatric status.			
	26. Introduces self to patient and effectively evaluates the patient to determine if he or she is physically or cognitively impaired due to age, and			
	27. Verifies exam type, obtains relevant medical history for exam, and explains procedure to patient.			
	28. Maintains patient's modesty, comfort, and confidentiality (HIPAA)			
	29. Adapt positions and sequence to cause no further injury to patient. (assesses patient capability, patient transfer techniques)			

	30. Knowledgeable of department policies: codes red, blue, yellow, restraint, etc.			
	31. Knowledge of department emergency equipment and usage: O2, Suction policies			
	32. Practices Universal Standards: gloves, gowns, hand-washing			
	33. Demonstrates proper sterile technique and aseptic technique.			
	34. Communicates with patient with an appropriate vocal tone and volume.			
	35. Assists patients as needed (clothing, bedpans, directions etc.)			
	Total =			
CI(V)	Critical Thinking/Problem Solving	Comments	S(w)	CI (W)
	36. Applies didactic coursework to properly select and modify technical factors for patient body habitués, age and patient condition.			
	37. Demonstrates the ability to modify positioning techniques to accommodate the patient conditions, age, and Pathology.			
	38. Demonstrate the ability to recognize and evaluate problems and use proper channels to communicate concerns			
	39. Effectively assesses one's actions and modifies future behavior.			
	Total =			
CI(V)	Dress Code and Personal Appearance	Comments	S(w)	CI (W)
	By: Wears appropriate uniform, name tag, Any infractions for criteria 40 will result in a score of 0.			

	41. Maintains good body hygiene- no excessive scents, and OSHA guidelines regarding artificial finger nails etc. Any infractions for criteria 41 will result in a score of 0.			
	Total =			

Scores = Section 1 _____ Section 2 _____ Section 3 _____ Section 4 _____ Section 5 _____

Total= _____

The Following space is for the Clinical Instructor and assigned faculty to make notes. Id not already noted by the clinical instructor the assigned faculty is responsible for writing an explanation in the space below on criteria with a score of 2 or less.

Student's Strengths:

Areas for Improvement:

I certify that this evaluation represents the view of staff technologist that has worked with the student and my best judgment as a Clinical Instructor.

Clinical Instructor Signature: _____ Date: _____

Per policy the final grade is the responsibility of the program faculty in consultation with the CI staff and student.

Faculty Signature: _____ Date: _____

I have read and received feedback on my performance. I understand my strengths and will address the areas noted that need immediate improvement.

Student Signature: _____ Date: _____

COMPETENCY EVALUATION FORM

Student: _____

Date: _____

Evaluator: _____

Competency Form for CR and DR Radiography

The student must notify the clinical instructor (CI) or designated technologists before the examination is to be attempted for a competency or re-check.

The clinical instructor or the college faculty will review exam competency/ images and sign off on the Master Competency Form.

A competency is not completed until the Clinical Site instructor or the faculty reviews the competency form and the images with the student during the image evaluation and image critique meetings. Once a competency has been achieved, the student will require indirect supervision by a certified R.T. for that examination (except for examinations that are repeated and portable exams).

Re-Check competencies are performed and documented just like original competency.

All radiographs must be approved by a certified R.T. prior to patient leaving the department or sending to PACS.

Competencies can be achieved in an area that has not been taught in the classroom in limited situations.

When requested by the clinical instructor, student and approved by clinical coordinator the didactic instruction will be given during the faculty student scheduled image evaluation critique meetings.

Faculty is responsible for providing course objectives and assignments.

Appropriate documentation of delivery of didactic instruction and verification of student understanding through oral and written testing and image/competency critique will be provided by the faculty.

Documentation is attached to the competency and kept in the SCF.

Rubric

0=Not Acceptable

1=Requires Minor Improvement

2=Acceptable

Performance Evaluation	A			B			C			D		
Perform the Radiological Procedures Listed Demonstrating Appropriate: 1-17	0	1	2									
Type of Exam:	Projection			Projection			Projection			Projection		
	_____			_____			_____			_____		
1. Evaluation of requisition and verified patient I.D., and LMP status												
2. Room readiness, and Portable, C-arm cleanliness												
3. Patient care and management. Effectively evaluates the patient to determine if he or she is physically or cognitively impaired due to age, and effectively determine geriatric status.												
4. Obtained and documented exam related history.												
5. Correct positioning skills. CP/alignment.												
6. Correct CR and part position/rotation												
7. Correct use of collimation, shields, aprons, and monitoring badge. ALARA												
8. Evaluate whether the resulting images demonstrate proper image identification (patient I.D. and correct marker, artifacts).												
9. Demonstrated professional behavior and attitudes when dealing with the patient and family. Demonstrates ability to prioritize and handle stress.												

10. Released patient and properly completed paperwork.													
11. Evaluate whether the resulting images demonstrate proper anatomical part(s), key anatomy, and significant pathology.													
12. Evaluate whether the resulting images demonstrate proper: radiographic technique.													
13. Performed exam in a timely manner. Demonstrates ability prioritize, and make sound decisions in a timely manner													
14. Demonstrate Digital/CR equipment set up, Includes KVP, MAS, SFS, LFS, Fluoroscopy timer, etc.													
15. Demonstrate understanding of “S” and DI” number and optimization of image prior to sending to PAC’s.													
16. Demonstrated competence in the functions and use of all control buttons and settings window, brightness, contrast, and orientation. (level and window controls)													

COMPETENCY EVALUATION GRADE SHEET

1. The Competency Evaluation Grade Sheet has been designed for evaluating a maximum of four projections per radiographic examination.
2. The evaluator will mark each area with an X to indicate the point value.
3. Passing score for a 1 projection exam a minimum of 29 out of 32 possible points.
 Passing score for a 2 projection exam a minimum of 58 out of 64 possible points.
 Passing score for a 3 projection exam a minimum of 86 out of 96 possible points.
 Passing score for a 4 projection exam a minimum of 115 out of 128 possible points.

STUDENT'S TOTAL POINTS ÷ TOTAL POSSIBLE POINTS = _____

C-ARM COMPETENCY EVALUATION FORM

Student's Name: _____ Date: _____

Evaluator's Name: _____

Competency Form for C-Arm Procedure

The student must notify the clinical instructor (CI) or designated technologists before the examination is to be attempted for a competency or re-check. The clinical instructor or the college faculty will review exam competency/ images and sign off on the Master Competency Form. A competency is not completed until the Clinical Site instructor or the faculty reviews the competency form and the images with the student during the image evaluation and oral critique meetings. Once a competency has been achieved, the student will require indirect supervision by a certified R.T. for that examination (except for examinations that are repeated and portable exams). Re-Check competencies are performed and documented just like original competency. All radiographs must be approved by a certified R.T. prior to patient leaving the department or sending to PACS.

Competencies can be achieved in an area that has not been taught in the classroom in limited situations. When requested by the clinical instructor, student and approved by clinical coordinator the didactic instruction will be given during the faculty student scheduled image evaluation critique meetings. Faculty is responsible for providing course objectives and assignments. Appropriate documentation of delivery of didactic instruction and verification of student understanding through oral and written testing and image/competency critique will be provided by the faculty. Documentation is attached to the competency and kept in the SCF.

0=Not Acceptable 1=Requires Minor Improvement 2=Acceptable

Performance Evaluation:	A		
	0	1	2
Type of Exam			
Evaluate the requisition for the required examination and properly verify patient identification			
Demonstrate the appropriate steps for turning on and off the C-Arm.			
Demonstrates the ability to handle stress and prioritize the physician needs.			
Understand and demonstrate proficiency in setting exposure factors (i.e., regular, lo-dose, pulse) on the control panel.			
Demonstrate proper maneuverability of the C-Arm during the examination including applicable Locks and pedals.			

Apply pertinent patient identification for final image processing			
Manipulate post processing parameters to improve the diagnostic quality of the resultant images			
Demonstrate proficiency in retrieving previous images and sending resultant images to and from PAC's, or printing if applicable.			
Maintain appropriate radioprotective guidelines such as; employing the use of dosimetry, documenting fluoroscopy time, and providing radioprotective apparel for all personnel in the exam room.			
Properly disinfect the C-Arm before and after the procedure			
Demonstrate the standard principles of surgical asepsis throughout the procedure			

COMPETENCY EVALUATION GRADE SHEET

The Competency Evaluation Grade Sheet has been designed for evaluating competency in use of the C-Arm.

The evaluator will mark each area with an X to indicate the point value.

A minimum of 15 points out of 20 possible must be scored to demonstrate competency.

Student's Total Points ÷ Total Points Possible = _____ %

RADIOGRAPHIC IMAGE EVALUATION

This form is used when performing Image Critique and Competency verification by the clinical coordinator at the Clinical Site.

I. Patient's Clinical and Physical, Cognitive Conditions

- A. Medical history
- B. Clinical indications for procedure
- C. Patient's mental state during procedure
- D. Body habitus

II. Technique Used

- A. Factors
- B. Source image-receptor distance (SID)
- C. Adjustments
- D. Grids
- E. Cassettes / Image receptors
- F. Ranges for S # DI value and ranges for body part examined

III. Collimation and Shielding

- A. IR size and alignment
- B. Field size
- C. Radiation protection devices
- D. Markers
- E. Annotation

IV. Positioning

- A. Basic positioning
- B. Devices
- C. Adjustments

V. Radiographic Anatomy

- A. Radiographic anatomy
- B. Anatomical anomalies
- C. Pathology

VI. Radiographic Quality

- A. Density/ Brightness
- B. Contrast
- C. Resolution
- D. Distortion and magnification
- E. Mottle
- F. Artifacts
- G. S value/ Dose index/ Exposure Index
- H. Magnification

1. Evaluate orally the images based on the image evaluation form layout.
2. Present information related to patient's clinical and physical condition.
3. Describe technical errors present in radiographs due to improper technique, poor positioning, or extrinsic factors.
4. Describe adjustment of technique or position to enhance or improve the image.
5. Identify radiation protection devices utilized during the procedure.
6. Describe radiographic anatomy and pathology pertinent to the exam.

RADIATION SAFETY REVIEW FORM

_____ has exceeded the maximum dose equivalent of 125mrem during

(Student Name)

the following month. The dosimeter report has been reviewed and signed by the student. He/she has been given a radiation safety review and can describe means in which to adhere to the concept of ALARA and understands the importance of practicing good radiation safety measures.

Clinical Site where the radiation incident occurred: _____

Clinical Site notified on: _____ (date)

Possible Activity that led to the reported incident:

Suspected Date(s) during the report period that the incident may have happened:

Actions Taken: _____

Student Signature

Faculty Signature

Program Director Signature

HEALTH RISK STATEMENT OF UNDERSTANDING

I understand there is health risks involved **as a participant in the Radiologic Technology Program** at Florida National University.

I understand I may come in contact with clients who have contagious or communicable diseases such as AIDS, hepatitis or measles. I will be taught Standard Precautions, but it is possible I will still come in contact with pathogenic organisms.

I understand contact with pathogenic organisms can cause physical complications during pregnancy and/or can cause defects in an embryo or fetus.

I understand to fulfill the requirements of the skills laboratory and clinical laboratory components of the Radiologic Technology Program, students must be able to demonstrate correct lifting and transferring of adult clients.

I understand, to meet the requirements of the program, I will have no restrictions on my ability to lift any amount of weight. I must be physically able to meet the requirements of the program.

I am advised to consult a physician concerning any of these health risks as they apply to me.

Understanding the health risks involved, I choose to pursue the training and education necessary to fulfill the requirements of any of the Radiologic Technology Program at Florida National University

Student Name (PRINT)

Student I.D. Number

Date

Student Signature

VERIFICATION OF PERSONAL HEALTH INSURANCE

Verification of health insurance. Students must provide a **current** personal health insurance card. Students will be asked to sign a form verifying and agreeing to maintain personal health insurance while in the program. Discount or sliding scale fee cards are not accepted.

I understand that:

1. In order to participate in any radiologic course with a clinical component, I must carry
2. personal health insurance; **it is my responsibility to have current documentation of insurance in the front of my Clinical Site Education Department, and one copy in my SCF.**
3. By signing this verification, I am stating to the radiologic program and the clinical agencies that I have personal health insurance;
4. Falsification of this document will result in my being processed through the Student Code of Conduct.

Student Name (PRINT) Student I.D. Number

Student Signature Date
Radiologic Course & Term

INDIRECT and REPEAT EXAMINATION

Policy Verification

In support of professional responsibility for provision of quality patient care and radiation safety, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency. Failure to comply with this policy may be grounds for suspension or termination.

JRCERT Objective 4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

JRCERT Objective 4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

JRCERT Objective 4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

HIPAA/Patient Confidentiality

The undersigned hereby recognizes that medical records, patient care information, personnel information, reports to regulatory agencies, conversations between or among any health care professionals are considered privileged and should be treated with utmost confidentiality.

If it determined that a breach of confidentiality has occurred as a result of my action. I can be liable for damages that result from such a breach.

Signature indicates that you have read the above policy and understand your rights and responsibilities as a student radiographer in the Florida National University Radiologic Technology program.

MRI Safety

I have viewed the MRI safety video and successfully completed the post-test and reviewed the MRI safety checklist. I will comply with all MRI safety guidelines set forth in the instructional video and those protocols designated at the clinical centers. I understand that I am not allowed in the MRI suites at any clinical center without authorization and must have direct supervision when allowed into MRI suites as part of my training.

Student Name (PRINT): _____ Date: _____

SCHEDULING POLICY

Schedules for radiology courses (lectures, college assignment, and clinical assignments) are established at the discretion of the Radiologic Program. Individual student requests for schedules will not be guaranteed. Radiologic schedules are dependent on clinical site and instructor availability and are always subject to change. Clinical site rotation sites and shifts may be changed from the original designated clinical site/ shift at the discretion of the Clinical Site and Program. Students are responsible for Clinical Site placement fees and additional immunizations. I have read and understand the above statement. I will sign this statement at the beginning of each and every semester I am enrolled in a radiologic course.

Student Name Print: _____ Student ID: _____

Student Signature: _____ Date: _____

Pregnancy Policy

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted that the risks of detectable effects induced by medical diagnostic exposure are very small.

The program has established the following policy directed toward the protection of the declared pregnant student and the unborn fetus from the harmful effects of ionizing radiation. The student may elect to voluntarily declare the pregnancy to the program director. The declaration must be in writing. The declared pregnant student has the option to withdraw the declaration of pregnancy at any time. Withdrawal of the declaration must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant and will continue her educational program without modification.

Declared pregnant students are expected to follow additional protective steps detailed below. These measures restrict the fetal radiation dose to not exceed 0.5rem (5mSv), the maximum permissible occupational exposure dose equivalent to the embryo-fetus during the gestational period.

The following procedure shall be followed:

3. The Program Director will review the student's previous radiation exposure history. The Director will review with the student the NCR Guide 8.13, protective actions and the risks associated with radiation exposure to the fetus. Guide available at: <http://www.ehs.ucr.edu/radiation/regulatoryguide8.13.pdf>
4. After student consultation with her physician and medical certification that a Pregnancy exists, the Program Director will offer two options to the student. Medical forms provided by the Program will need to be completed by the physician.

Option #1 - Leave of Absence during Pregnancy

If the student so decides, she may elect to leave the program during the pregnancy period.

- A. If the student decides to accept this option and leaves the program, she must immediately notify the Program Director in writing.
- B. May postpone entry until the following year if the pregnancy is declared before beginning the program.
- C. An incomplete grade will be awarded for the course(s) in progress. The remaining course work may be completed upon the student's return; however, it may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.

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- D. All didactic and clinical course work must be completed prior to completion and graduation from the program.

Option #2 - Remain in the Program During the Pregnancy

If the student so decides, she may continue in the program under the following requirements:

- A. The student is required to review and implement radiation safety practices as outlined by NCR Guide 8.13.3.
- B. Submit a physical exam report from her physician documenting that she may continue to participate in all aspects of the clinical portion of the Radiologic

Technology Program.

- C. Follow all policies and procedures of the clinical education affiliate.
- D. The student will wear two body dosimetry badges. One badge should always be worn at collar level and the other badge at waist level. The waist level badge should be identified as a fetal badge. When a lead apron is worn, the badge at collar level should be worn outside the apron and the badge at waist level should be worn under the apron.
- E. The student should wear a wrap-around lead apron during exposures to radiation. Lead aprons of 1.0 mm Pb, worn at fetal level is recommended.
- F. The student is required to participate in all scheduled clinical rotation areas as assigned in order to complete required clinical competency exams with the exception of elective Nuclear Medicine and Radiation Therapy optional rotations.

The student is required to complete and sign documentation acknowledging receipt of all information associated with the pregnancy. This documentation is kept in the student's secure file.

I have read and understand this pregnancy policy. I accept all risks and all of the responsibilities for my pregnancy,

Student Name (PRINT)

Student Signature

Date

Program Director

Date

ACADEMIC /CLINICAL WARNING

Student's Name: _____

Date: _____

Course Name: _____

Instructor: _____

CI: _____

In keeping with the published standards regarding minimum grade requirements in the Radiologic Technology Program curriculum, please be advised that you are below acceptable limits in the above course.

In accordance with program policy you must maintain a 75% average in all radiography courses. Please make an appointment with me to discuss ways in which you can improve your course average in order that you may be successful in this course and in the program. My office hours are posted in the course syllabus.

A copy of this form will be given to you and one placed in your academic file.

Please make an appointment with your instructor within 24 hours.

Student Signature: _____

Instructor Signature: _____

Program Director Signature: _____

Clinical Instructor Signature: _____

Dear Student:

You are in jeopardy of failing Course Code: _____, because of your performance on exam(s) _____.

Comments: _____

STUDENT DEFICIENCY NOTICE / LEARNING CONTRACT CLINICAL

Student Name: _____ Date(s) of Deficiency: _____

You are in jeopardy of failing the Radiologic Technology Program, because of your performance in the Clinical Site.

This Student Learning Contract is in effect until you graduate from the program.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Areas of Deficiency: _____

Required Goal(s): _____

Deadline for Meeting Goal(s): _____

Student Code of Conduct

As a student of Florida National University you have rights and responsibilities which are listed in the Student Code of Conduct. It is the duty of each student to be aware of the policies that govern behavior and due process at Florida National University. As a student in Florida National University you must sign and date the verification below:

I realize that it is my responsibility to read and understand the information contained in the Student Code of Conduct. I confirm that I have read and understand the Student Code of Conduct.

Name (Please print): _____

Signature: _____ Date: _____

REPEAT IMAGE POLICY

JRCERT STANDARD FOUR Objective 4.6, “Assures that students are directly Supervised by a qualified radiographer when repeating unsatisfactory images. The technologist assures safety; proper educational practices must be physically present and approve procedure.”

To monitor the repeat image policy, the student must complete the form for all images repeated. The technologist signature is required. This form will stay in the SCF and will be reviewed by the faculty on a regular basis.

Reason for repeat:

P = Positioning

M = Motion

TOE = Technique overexposed

TUE = Technique under exposed

OC= Off Center

D = Detent

Ant= Anatomy

Misc. = Miscellaneous

STUDENTNAME _____ SEMESTER _____

Projection repeated	Date	Technologist Signature	Reason for repeat

**Florida National University
Radiologic Technology Program
Externship Hour Log**

Student Name: _____ **Externship Site:** _____

Student #: _____

Week of: _____

Day	Time In	Time Out	Total Hours	Comments	Initials CI/CC
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

I certify that the above information is correct. This student has completed a total of _____ hours of Clinical Rotation under my supervision.

Supervisor's Name

Title

Signature

Date

Required Document Check List for Clinical Rotation

Document	Yes	No
CPR/OSHA/HIV Seminar \$50.00 paid at FNU/Bursar's Office		
Liability Insurance \$25.00		
Pregnancy Form		
Good Moral Character (only good for 30 days)		
Physical Exam		
Immunization Record: <ul style="list-style-type: none"> • Hepatitis B • Tetanus • Rubella • MMR • Varicella 		
PPD (Tuberculosis no more than six months)		
HIPAA Seminar & Assessment (good for one year)		
Finger prints FDLE \$43.00 paid at FNU/Bursar's Office (Good for 30 days)		
AHCA Background \$90.00		
Hospital Schedule		
Student Affiliation and Exhibit A and B forms		
Tenet Release form		
Vaccine acknowledgement form		
Drug Test \$50.00 paid at FNU/Bursar's Office (good for 30 days)		
Copy FNU Student ID		
Hospital ID \$5.00 paid at FNU/Bursar's Office		
Tenet Test		

FDLE/VECHS Release		
AHCA Release		
Flu Vaccine		
Dosimeter \$95.00 paid at FNU/Bursar's Office		
FERPA form		

Fingerprints are valid for 6 months therefore if student changes clinical site during this period would need to retake FDL/VECHS background.

All documents must be completed 15 days from the beginning of clinical orientation. Failure to provide these documents on a timely manner will not allow the student to enter the clinical rotation and must wait the duration of one term for new clinical assignment.

Also, clinical Orientation is mandatory, not participating in the orientation will not allow students to enter the clinical rotation as schedule and must wait a term to re-enter and a new clinical assignment will be provided.

SIGNATURE FORM FOR RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK

Printed Name: _____ Student Number: _____

I have received, read, understand and will abide by Florida National University Radiologic Technology Program Student Handbook policies. I have attended the orientation, where the entire Handbook was reviewed and discussed.

Signature _____

Date: _____

STUDENT'S PERSONAL DATA

Name: _____ Date: _____

Address (Street & Number): _____

City, State, Zip _____

Home Phone: Cell Phone: _____

E-mail: _____

Name of Nearest Relative: _____ Relationship: _____

Address (Street & Number): _____

City, State, Zip _____

Home Phone: Cell Phone: _____

E-mail: _____

If any of the information above change, the student must communicate such changes to the Program Director.

**Put Copy in SCF
Give Copy to Director**