Welcome to Northwestern State University’s Radiologic Sciences Program! It is our sincere hope that you will find our program a rewarding and challenging part of your life. As a part of the healthcare team, we are working toward one goal—to provide the best possible care to the patients we are privileged to serve.

We hope this handbook will acquaint you with the NSU Radiologic Sciences Program and provide you with an understanding of our policies. This handbook should help you realize what is expected of you as a student in a health care profession.

The information in this Handbook is subject to change due to changing circumstances; the policies as written may be modified, superseded, or eliminated. You will be notified of such changes through regular channels.

Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis. In addition to this Student Handbook, we also call your attention to the NSU General Catalog at www.nsula.edu. We urge you to study these materials, as they contain considerable information about the day-to-day situations that you may face.

Policy: 1993
Revised: 2005, 2007
# Table of Contents

Statement of Non-Discrimination ................................................................................. 1  
Acknowledgement of Receipt ........................................................................................ 2  
Release of Information .................................................................................................. 3  
Faculty and Administration ........................................................................................... 4  
Clinical Education Settings and Clinical Instructors .................................................... 5  
Mission Statement and Goals ....................................................................................... 7  
Code of Ethics .............................................................................................................. 8  
Organizational Chart .................................................................................................... 10  
BSRS Curriculum Pattern ............................................................................................ 11  
Accreditation ............................................................................................................... 12  
Compliance with JRCERT Standards. ........................................................................ 13  
National Registry ........................................................................................................ 14  
Louisiana State Licensure ............................................................................................. 14  
Professional Societies .................................................................................................. 15  
Student Attendance at Radiologic Sciences Functions & Meetings ......................... 16  
Academic Standards and Grading Scale ...................................................................... 17  
Plagiarism .................................................................................................................... 18  
Student Records........................................................................................................... 19  
Absences in the Didactic Setting .................................................................................. 19  
Inclement Weather ...................................................................................................... 20  
Parking .......................................................................................................................... 20  
Visitors to Campus ....................................................................................................... 21  
Student Employment .................................................................................................... 22  
Code of Conduct......................................................................................................... 22  
Disciplinary Action ...................................................................................................... 22  
Grievance Procedure ................................................................................................. 23  
Sexual Harassment ...................................................................................................... 24  
Health Program .......................................................................................................... 26  
Pregnancy Policy ........................................................................................................ 27  
Workplace Hazards ..................................................................................................... 28  
Hepatitis B Immunization ............................................................................................ 28  
Communicable Disease Notification ......................................................................... 29  
Drug Policy ................................................................................................................. 30  
Cardiopulmonary Resuscitation .................................................................................. 33  
The Clinical Environment ............................................................................................ 33  
Background Investigation Policy ................................................................................. 34  
Patient Confidential Information ............................................................................... 35  
Student Confidential Information .............................................................................. 35  
Professional Behavior and Conduct ......................................................................... 36  
Professional Appearance and Dress Code .................................................................. 37  
Radiation Dosimetry Monitoring .............................................................................. 38  
Developing Clinical Proficiency .................................................................................. 39  
Clinical Supervision .................................................................................................... 40  
Clinical Rotations ........................................................................................................ 41
Radiologic Sciences Program

This handbook is prepared for use by students enrolled in the Bachelor of Science Program in Radiologic Sciences and contains information specific to Radiologic Science education at Northwestern State University. For general NSU policies, see the NSU Student Handbook and NSU General Catalog.

The information contained within this handbook is not intended to be wholly independent, but instead, a complement to the NSU General Catalog as well as the NSU Student Handbook maintained and published by Northwestern State University.

The information in this handbook is current at the time it is printed. However, policies, guidelines and procedures are subject to change. Final interpretation of the program policies and procedures will be made by the program’s faculty.

This handbook contains extremely important information relating to the curriculum of Radiologic Sciences at Northwestern State University. It is your responsibility to become familiar with the contents of this handbook.

Statement of Non-Discrimination

Pursuant to Section 504 of the Rehabilitation Act of 1973, Northwestern State University will provide services and training, without discrimination, to any qualified handicapped person who meets the academic and technical performance standards requisite to admission and/or participation in the Radiologic Sciences Program.
Acknowledgement of Receipt and Understanding of the Radiologic Sciences Program Student Handbook

My signature below indicates that I have received, read, and understand the Student Handbook for the Radiologic Sciences Program at Northwestern State University. I agree to abide by the policies and procedures outlined in this handbook. I understand I am responsible for adhering to these policies and procedures.

_________________________________________   __________________
Student Signature       Date
Northwestern State University  
College of Nursing  
Consent for Release of Information

I, _______________________________, agree to allow Northwestern State University to release my health information and/or criminal background investigation to clinical agencies, as requested. I understand this information is confidential, will be kept secure at all times, and is shared with faculty only as appropriate. I further understand that refusal to sign this consent will result in my inability to participate in clinical courses.

__________________________    _______________________
Student Signature     Date/Time

__________________________    _______________________
NSU Representative     Date/Time
# Faculty and Administration

Radiologic Sciences Program Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Laura Aaron, PhD, RT(R)(M)(QM)</strong></td>
<td>Program Director</td>
<td>LC 205</td>
<td>(318) 677-3069</td>
<td></td>
</tr>
<tr>
<td><strong>Kelli Haynes, MSRS, RT(R)</strong></td>
<td>Clinical Coordinator</td>
<td>LC 207</td>
<td>(318) 677-3071</td>
<td>(318) 564-4086</td>
</tr>
<tr>
<td><strong>Tammy Curtis, MSRS, RT(R)(CT)</strong></td>
<td>Program Faculty</td>
<td>LC 203</td>
<td>(318) 677-3067</td>
<td>(318) 677-8276</td>
</tr>
<tr>
<td><strong>Becky Britt, MSRS, RT(R)(M)</strong></td>
<td>Program Faculty</td>
<td>LC 201</td>
<td>(318) 677-3066</td>
<td>(318) 677-8278</td>
</tr>
<tr>
<td><strong>Kendall DeLacerda, MSRS, RT(R)</strong></td>
<td>Program Faculty</td>
<td>CENLA</td>
<td>(318) 449-7858</td>
<td>(318) 308-3242</td>
</tr>
<tr>
<td><strong>Kari Cook, MSRS, RT(R)</strong></td>
<td>Program Faculty</td>
<td>CENLA</td>
<td>(318) 484-2184</td>
<td>(318) 623-5949</td>
</tr>
<tr>
<td><strong>Ben Wood, MSRS, RT(R)</strong></td>
<td>Program Faculty</td>
<td>LC 227</td>
<td>(318) 677-3080</td>
<td>(318) 455-9985</td>
</tr>
<tr>
<td><strong>Carla Walker, MSRS, RT(R)(M)</strong></td>
<td>Adjunct/Clinical Instructor</td>
<td></td>
<td>(318) 214-4588</td>
<td>(318) 663-9263</td>
</tr>
<tr>
<td><strong>Courtney Cooper, BSRT(R)</strong></td>
<td>Clinical Instructor</td>
<td></td>
<td>(225) 937-9119</td>
<td></td>
</tr>
<tr>
<td><strong>Trisha Roy, BSRT (R)</strong></td>
<td>Clinical Instructor</td>
<td></td>
<td>(318)</td>
<td></td>
</tr>
<tr>
<td><strong>Jordan White, BSRT(R)</strong></td>
<td>Clinical Instructor</td>
<td></td>
<td>(318)</td>
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</tr>
</tbody>
</table>
# Clinical Education Settings and Clinical Education Setting Instructors

<table>
<thead>
<tr>
<th>Clinical Education Setting</th>
<th>Phone</th>
<th>Clinical Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bone and Joint Clinic</td>
<td>318-425-8708</td>
<td>Tiffany Joyner</td>
</tr>
<tr>
<td></td>
<td>x 33</td>
<td></td>
</tr>
<tr>
<td>Byrd Regional</td>
<td>337-239-9041</td>
<td>Angela Calhoun, Joel Davis, Cheryl Mayo</td>
</tr>
<tr>
<td>Christus Schumpert</td>
<td>318-681-4347</td>
<td>Mack McArthur, Brian Temple, Danna Wood</td>
</tr>
<tr>
<td>Desoto Regional</td>
<td>318-871-3108</td>
<td>Alison Ezernack, Cindy Murphy</td>
</tr>
<tr>
<td>LA Family Practice</td>
<td>318-212-7830</td>
<td>Denise Edwards, Sharon Festervan</td>
</tr>
<tr>
<td>Bldg 2300 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>X 128</td>
<td></td>
</tr>
<tr>
<td>LSUHSC</td>
<td>318-675-6200</td>
<td>Cathy Beauregard, Courtney Cooper, Judy Fobbs, Elizabeth Ledger, Fran Phillips, Cindy Reeves, Tommy Shepherd, Leroy Tatum</td>
</tr>
<tr>
<td>LSU-ACC</td>
<td>318-813-2250</td>
<td></td>
</tr>
<tr>
<td>LSU-ER</td>
<td>318-675-6222</td>
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</tr>
<tr>
<td>Minden Medical Center</td>
<td>318-371-3269</td>
<td>Angela Brown, Doug Loennig, James Shumake</td>
</tr>
<tr>
<td>Natchitoches Regional</td>
<td>318-214-4588</td>
<td>Michele Dore’, Melissa Malmay, Lyndi Paludan, Nicole Rung, Carla Walker</td>
</tr>
<tr>
<td>Location</td>
<td>Phone Number</td>
<td>Names</td>
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<tr>
<td>--------------------------</td>
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<tr>
<td>Shriners’ Hospital</td>
<td>318-222-5704</td>
<td>Sheila Barritt, Gloria Case</td>
</tr>
<tr>
<td>Spine Institute</td>
<td>318-629-5568</td>
<td>Kim Lemoine</td>
</tr>
<tr>
<td>VA Med Center Alex</td>
<td>318-473-0010 Ext. 2971</td>
<td>Kevin Allen, Jerry Ainsworth, Kristy Bell, Nicole Harvey, Linda Raxsdale, Stephanie Scallan</td>
</tr>
<tr>
<td>VA Med Center S’port</td>
<td>318-221-8411 ext. 6640</td>
<td>Brian Nash, Anthony McClendon</td>
</tr>
<tr>
<td>Willis-Knighton Bossier</td>
<td>318-212-7000</td>
<td>Dora Ell, Veronica Moore</td>
</tr>
<tr>
<td>Willis-Knighton North</td>
<td>318-212-4636</td>
<td>Tonja Bordelon, Kara Champagne, Stephanie Conner, Linda Smith</td>
</tr>
<tr>
<td>Willis-Knighton Pierremont</td>
<td>318-212-3550</td>
<td>Arthur March, Tait Salter</td>
</tr>
<tr>
<td>Willis-Knighton South</td>
<td>318-212-5165</td>
<td>Amanda Ryder, Karen Long</td>
</tr>
<tr>
<td>Willis-Knighton Portico</td>
<td>318-212-3583</td>
<td>Doug Stroud</td>
</tr>
</tbody>
</table>

**PRESIDENT OF NORTHEASTERN STATE UNIVERSITY**

**Dr. Randall Webb**  
NSU, Natchitoches, Roy Hall  
Phone: (318) 357-6441

**DEAN OF THE COLLEGE OF NURSING**

**Dr. Norann Planchock**  
NSU, Shreveport, LC 4th Floor  
Phone: (318) 677-3100
Northwestern State University  
Radiologic Sciences Program  
Mission and Goals  

Program Mission  

The mission of the Northwestern State University Radiologic Sciences Program is to provide students with advanced knowledge and skills through guided experiences and clinical practice that culminates in professional radiologic technologists becoming an integral part of the healthcare community and society.

Program Goals  

Consistent with the mission statement, the specific goals for the educational program are:  
- To provide a base for entry as a radiologic technologist within the profession  
- To provide opportunities which will enhance the development of radiographer roles  
- To provide a foundation for advanced study and professional development in the radiologic sciences

<table>
<thead>
<tr>
<th>GOALS</th>
<th>OBJECTIVES</th>
</tr>
</thead>
</table>
| To provide a base for entry as a radiologic technologist within the profession | • Incorporate team player behaviors into practice.  
• Synthesize communication strategies in a medical environment.  
• Produce quality images for routine and special radiographic procedures. |
| To provide opportunities which will enhance the development of radiographer roles | • Evaluate a clinical situation and perform accordingly using critical thinking skills.  
• Integrate leadership skills into clinical practice. |
| To provide a foundation for advanced study and professional development in the radiologic sciences | • Select to be a member of a professional organization.  
• Demonstrate the ability to utilize basic research skills.  
• Students will prepare a plan for acquiring the necessary exams and documentation for challenging an advanced certification. |
Code of Ethics

Ethical professional conduct is expected of every member of the American Society of Radiologic Technologists (ASRT) very individual registered by the American Registry of Radiologic Technologists (ARRT). As a guide, the ASRT and the ARRT have issued a code of ethics for their members and registrants. By following the principles embodied in this code, radiologic technologists will protect the integrity of the profession and enhance the delivery of patient care.

Adherence to the code of ethics is only one component of each radiologic technologist's obligation to advance the values and standards of their profession. Technologists also should take advantage of activities that provide opportunities for personal growth while enhancing their competence as caregivers. These activities may include participating in research projects, volunteering in the community, sharing knowledge with colleagues through professional meetings and conferences, serving as an advocate for the profession on legislative issues and participating in other professional development activities.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care.

Code of Ethics

- The radiologic technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
- 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.
- The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 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.

- The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
- The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- 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.
- 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.

Source: American Society of Radiologic Technologists, 2005
## Northwestern State University
### Radiologic Sciences Program
#### BSRS Curriculum Pattern

### Freshman Year

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours</th>
<th>Semester 2</th>
<th>Hours</th>
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<tbody>
<tr>
<td>English 1010</td>
<td>3</td>
<td>English 1020</td>
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<tr>
<td>****Math</td>
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<td>****Math</td>
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<tr>
<td>Orientation 1010</td>
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<td>Chemistry 1080, 1091</td>
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<tr>
<td>Psychology 1010</td>
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<td>Biology 1220, 1221</td>
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<td>Chemistry 1070</td>
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<td>RADS 2200</td>
<td>2</td>
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<tr>
<td>Health Education 1010</td>
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### Sophomore Year

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<th>Hours</th>
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<tr>
<td>Biology 2220, 2231</td>
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<td>RADS 3300 (Princ &amp; Equip)</td>
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<td>Communication 1010</td>
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<td>RADS 3310 (Pos. I)</td>
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<td>Nutrition 1030</td>
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<td>RADS 3320 (Pt. Care)</td>
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<tr>
<td>RADS 2210 (Intro)</td>
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<td>**English Literature</td>
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<tr>
<td>*History</td>
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<td>Allied health 1020</td>
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### Junior Year

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<th>Semester 6</th>
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<tr>
<td>RADS 3811 (Clinic II)</td>
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<td>Psychology 4400</td>
<td>3</td>
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<td>RADS 3820 (Pos. II)</td>
<td>3</td>
<td>RADS 3911 (Clinic III)</td>
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<td>RADS 3830 (Imaging Princ.)</td>
<td>3</td>
<td>RADS 4520 (Research)</td>
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<tr>
<td>RADS 3840 (Adv. Pt. Care)</td>
<td>3</td>
<td>RADS 4530 (Rad Prot)</td>
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### Senior Year

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<th>Semester 9</th>
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<td>RADS 3920 (Pathology)</td>
<td>2</td>
<td>RADS 4711 (Clinic VI)</td>
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<tr>
<td>RADS 4611 (Clinic V)</td>
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<td>RADS 4710 (Spec Imaging)</td>
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<td>RADS 4610 (QM)</td>
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<td>RADS 4620 (Adv. Prac)</td>
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<tr>
<td>RADS 4510 (Adv. Proc.)</td>
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<td>RADS 4630 (Mgmt)</td>
<td>3</td>
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<tr>
<td>Fine Arts</td>
<td>3</td>
<td></td>
<td>12</td>
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</table>
This is the curriculum pattern for the Bachelor of Science in Radiologic Sciences program. It is intended for students to follow the pattern as stated. If for some reason, a student is not able to follow the plan as stated, a waiver form must be submitted to the program director.

Policy: 2005
Reviewed: 2007
Revised: 2006, 2008

Accreditation

Policy: 101

The Northwestern State University Radiologic Sciences Program is accredited and evaluated by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Inspection of these documents is available through the Program Director. The JRCERT is dedicated to excellence in education and to quality and safety of patient care through educational programs in radiation and imaging sciences.

The JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy. The JRCERT awards accreditation to programs demonstrating substantial compliance with these STANDARDS.

There are established standards a program must be in compliance with to achieve accreditation. The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2001) are as follows:

Standard One: The program, in support of its mission and goals, develops and implements a system of planning and evaluation to determine its effectiveness and uses the results for program improvement.

Standard Two: The program demonstrates integrity in representations to communities of interest and the public, in pursuit of educational excellence, and in treatment of and respect for students, faculty, and staff.

Standard Three: Organizational and administrative structures support quality and effectiveness of the educational process.

Standard Four: The program’s curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.
Standard Five: The program’s learning resources, learning environments, and student services are sufficient to support its mission and goals.

Standard Six: The program has sufficient qualified faculty and staff with delineated responsibilities to support program mission and goals.

Standard Seven: The program’s and sponsoring institution’s policies and procedures serve and protect the rights, health and educational opportunities of all students.

Standard Eight: Program policies and procedures are in compliance with federal and state radiation protection laws.

Standard Nine: The program and the sponsoring institution have adequate financial resources, demonstrate financial stability, and comply with obligations for Title IV federal funding, if applicable.

Students have the right to report program infractions of the STANDARDS to the JRCERT.

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL  60606-3182

Policy: 1993

Compliance with JRCERT Standards

Policy: 102

The Northwestern State University Radiologic Sciences program strives at all times to be in compliance with the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. If an individual believes, at any time, the program is not in compliance with any standard; a compliant can be brought to the program’s attention. Upon receipt of an allegation, the Radiologic Sciences Program will review it to determine if the non-compliance issue exists. Within ten (10) days after receiving the compliant, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the program faculty will develop a plan to resolve the issue and bring the program into compliance. If the party filing the compliant is not satisfied with the results, a meeting will be scheduled with the Program Director to determine if non-compliance still exists. This meeting will be scheduled within twenty (20) days of the original meeting. If the Program Director determines non-compliance is still present, a plan will be drafted to solve the non-compliance issue. If the results of this meeting are still unsatisfactory to the party filing the compliant, a meeting can be scheduled with the Dean for the College of Nursing, the Provost, and/or the JRCERT.
National Registry

Policy: 103

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers in the United States.

To become a Registered Technologist in Radiography, RT(R)(ARRT), you will have to successfully complete the ARRT examination.

The ARRT examination is offered any day after your graduation. You will need to make an appointment to take the examination at your convenience. As a Northwestern State University Radiologic Sciences graduate, it is suggested that you take the examination as soon as you graduate, within two months of your graduation. Examination dates will be scheduled on an individual basis.

One issue addressed for certification eligibility is conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and /or drug related violations must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Individuals may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted at any time either before or after entry into an accredited program. For pre-application contact the ARRT at:

ARRT
1225 Northland Dr.
St. Paul, MN  55120-1155
Tel: (651) 687-0048

Louisiana State Licensure

Policy: 104

To work as a registered radiologic technologist in a hospital located within Louisiana, you are required to hold a valid license granted by the state.
Successful completion of the American Registry of Radiologic Technologists’ (ARRT) examination in radiography and payment of a licensure fee will enable you to work at a hospital in the state.

From the time you graduate from the program until your registry results are sent to the Louisiana State Radiology Technology Board of Education (LSRTBE), you will be able to work under a temporary permit. The temporary permits are issued one time and one time only.

An unsuccessful attempt of the American Registry of Radiologic Technologists examination will cancel any temporary permit issued by the LSRTBE; therefore, you will not be able to work at a hospital in the state until a passing score on the ARRT exam is reported to the LSRTBE.

Students engaged in radiologic procedures from a Board-approved school are exempt from the licensure law while at the Clinical Education Setting (CES) for clinical radiography courses. Students may not perform radiologic procedures at the CES any other time than the scheduled clinical time.

Policy: 1993
Revised: 2005, 2007

Professional Societies

Policy: 105

Many organizations play key roles in the professional lives of radiologic technologists. Upon acceptance to the Radiologic Sciences Program, each student becomes a member of the Association of Radiologic Technology Students referred to as ARTS. The purpose of this organization is to encourage early involvement in professional organizations, promote a professional attitude within the clinical setting, facilitate effective communication between administration, faculty, and student organizations, and to orient, introduce, and promote the Radiologic Sciences major and the professional aspects of the career. The President of each senior, junior, and sophomore class are invited to attend the Radiologic Sciences Faculty meetings to provide the faculty with suggestions and concerns the students have in regard to the policies and procedures of the Radiologic Sciences Program.

The state society is the Louisiana Society of Radiologic Technologists (LSRT). All clinical students are required to join the LSRT. The LSRT conducts two educational meetings per year. The national society is the American Society of Radiologic Technologists (ASRT). Student membership is available in both organizations at a reduced rate. For more membership information, see the Program Director.
Lambda Nu is the national honor society for the radiologic and imaging sciences. Students with a grade point average of 3.7 or higher will be invited into the honor society just prior to graduation. Acceptance is competitive and only three students per year are invited to join.

Policy: 1993

**Student Attendance at Radiologic Sciences Functions & Meetings**

Policy: 106

Students enrolled in the Radiologic Sciences Program at NSU are required to attend any mandatory function or meeting related to the Radiologic Sciences. The students are required to participate in professional annual meetings; this includes the *Mid-Winter Seminar* and *Annual Meeting* of the Louisiana Society of Radiologic Technologists. The students will assume all responsibilities regarding personal conduct, transportation, and expenses at all required functions and meetings. Students are also required to attend the annual Radiologic Sciences Program Recognition Ceremony each spring.

Unfortunately, there is a penalty if a student does not attend a required function. The penalty for not attending a required/mandatory function is equivalent to missing a day of clinical. For example, if the student misses one day of an annual meeting, it will count as one clinical day missed. Also, if a student is late for a lecture, it will count as a tardy for clinical. If the student is unable to attend any part of the meeting, the student should meet with the Clinical Coordinator to discuss the penalty.

For the Mid-Winter Seminar and the Annual Meeting, students are required to attend the student program, including lectures, student bee, quiz bowl, Student Council meeting, banquet, and other functions deemed mandatory by the Radiologic Sciences faculty. Both meetings require attendance through Saturday.

Students are allowed to wear the class t-shirt on the first day of each conference. On the following days, students are expected to dress nicely, as you would for church or any professional function. Blue jeans are not permissible. Students are expected to behave in a professional manner while at any Radiologic Science function. Remember, you are representing Northwestern State University.

Policy: 1993
Academic Standards and Grading Scale

Policy: 107

The College of Nursing follows the policies of Northwestern State University as published in the NSU General Catalog and the Student Handbook. It is the student’s responsibility to be aware of these requirements.

University policies regarding requirements for admission, graduation, academic standing, probation, suspension, appeals, readmission from suspensions and honor roll requirements are found in the NSU General Catalog under the respective headings.

Students must earn at least a 2.0 GPA on courses outlined in the radiography curriculum pattern. Students must earn a minimum grade of “C” in all required radiography/health science courses before progressing to the next radiography course(s). A radiography or health science course may be repeated one time only. A maximum of two different radiography/health science courses may be repeated, including those dropped with a grade of “W.”

A student is subject to dismissal from Undergraduate Studies in Radiography for the following reasons:

- Failure to achieve at least a “C” when repeating or enrolling for the second time in the same required radiography or health science course.
- Failure of more than two required radiography or health science courses.
- The need to repeat/re-enroll in more than two required radiography or health science courses.
- Participation in academic cheating.
- The unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or use of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs.
- Illegal possession of weapons.
- Theft.
- Lack of professional compatibility or unsafe clinical practice as identified by the Undergraduate Studies in Radiologic Sciences Faculty.

Grading Scale

93 - 100 = A  
85 - 92   = B  
77 - 84   = C  
69 - 76   = D  
68 - below = F

Policy: 1993
Plagiarism

Policy: 108

Plagiarism is defined by the Council of Writing Program Administrators (2003), as “the action of a writer who deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging [citing] its source.”

Council of Writing Program Administrators

http://www.wpacouncil.org

Below is a list of the most common forms of plagiarism which should be avoided to prevent disciplinary actions.

• Buying a paper from a research service or term paper mill
• Turning in another student’s work
• Turning in a paper a peer has written for the student
• Copying a paper from a source text without proper attribution
• Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
• Paraphrasing materials from source text without appropriate documentation

To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program faculty regarding proper methods of source citation.

In the event of suspected plagiarism violation, the student will be requested to provide documentation supporting their work. Furthermore, the student will be given the opportunity to defend their research during an Academic Dishonesty Hearing which will consist of program faculty members and the Dean of the College of Nursing.

Based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, failure in the course, academic probation, or expulsion from the program and the University.

All students are responsible for reviewing plagiarism policies for both the program and the university. These policies are available in the NSU student’s handbook and online through the NSU Website.

Policy: 2003
Revised: 2005

Student Records

Policy: 109

The University maintains accurate and confidential student records. It is the right of the students to have access to most of their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws. Student records, with certain exceptions, will not be released without prior consent of the student through written request.

The following student records may not be viewed by students: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment job placement or honors to which they have waived their rights of inspection and review.

Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

Northwestern State University maintains that the student records policy in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1997. In accordance with Northwestern State University’s Policy on Family Educational Rights and Privacy Act, information about a student generally may not be released to a third party without the student’s written permission. Exceptions under the law include state and federal educational and financial institutions, and law enforcement officials. The only records that will be released concerning students is that information that can be considered “directory” information such as: field of study, name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, attendance, and degrees and awards. The policy also permits students to review their educational records and to challenge the contents of those records.

With regard to clinical radiography course files, only the Radiography Faculty may remove files to be copied. Students may not remove or copy the file themselves. Any violation of the above will result in disciplinary action by the Radiologic Sciences Program Faculty.

Policy: 1993
Revised: 1997; 1998

Absences in the Didactic Setting
Policy: 110

Students are expected to attend class regularly and punctually. Failure to do so may jeopardize a student’s scholastic standing and may lead to suspension from the University. Roll is taken at the beginning of the lecture/lab period. Students should be in the classroom and ready to begin when the roll is taken. Students not present will be marked absent and the following policy will be followed:

- Make-up tests must be scheduled according to the course syllabus.
- Students are responsible for all class work missed, regardless of the reason for the absence.

The NSU Radiologic Sciences Program is considered a professional degree program. Students should attend class, just as you would your professional job.

Policy: 1990

Inclement Weather

Policy: 111

If Northwestern State University closes due to inclement weather, an announcement will be made as early as possible on the radio and/or television stations in the surrounding areas. If an announcement concerning closing is not made before a student must leave for Northwestern State University or their Clinical Education Setting, then the student must use good judgment in making a decision as to whether or not to attend. If the student does not attend when the Northwestern Campus is open and operating normally, then the day is considered an absence. When the Northwestern State University Campus is closed, clinical education is also canceled. If the NSU Campus closes during the day, students will be dismissed from the NSU Campus or the Clinical Education Settings.

The Nursing Education Center in Shreveport follows the Caddo Parish School Board’s policies regarding closure due to weather conditions. For the Alexandria campus, the NSU Radiologic Sciences program will follow the Rapides’ Parish School Board’s policies.

Policy: 1993

Parking
Policy: 112

A parking permit (obtained during registration) is required to park on any NSU campus. The Nursing Education Center has three parking lots. The South Parking Lot is located adjacent to the Faculty Tower with the entrance from Elizabeth Street. Reserved spaces for faculty parking are located in the first two rows of the South Parking Lot. The East Parking Lot is located between the Line Avenue School and the Library Building with the entrance from Wichita Street. Handicapped parking is located in the East Parking Lot.

The Warrington Parking Lot is adjacent to the Warrington Building with the entrance from Warrington Street. Student parking is located in the last two rows of the South Parking Lot, the East Parking Lot and the Warrington Parking Lot. Students will be ticketed if parked in reserved spaces or areas of no parking. Parking fines may be paid at the Financial Aid Office.

At the CENLA campus located at Rapides Regional Medical Center, students should park in the parking lot across the street from the medical arts building or in the adjacent parking garage.

While at the any clinical sites, students should contact the Clinical Instructor at the clinical education setting they are assigned, to determine where the appropriate parking might be located.

**Transportation**- Northwestern State University Radiologic Sciences students will be responsible for providing their own transportation to attend all on-campus classes and clinical assignments.

Policy: 1996

**Visitors to Campus**

Policy: 113

To promote an academic environment for the entire Northwestern State University community, students are expected to exercise prudence in bringing visitors to campus without prior approval. This policy includes the presence of children and other family members. Children and family members are not allowed in classrooms, lab facilities, hospital environment, etc. Such a policy protects the children and family members and eliminates distractions for others.

Policy: 2007
Reviewed: 2008
Student Employment

Policy: 114

Students must exercise judgment in the number of hours of employment that they seek outside of the clinical and didactic requirements of the program. **Work schedules must not conflict with the program curriculum** (clinical and didactic courses). Students must never receive monetary compensation for work done in the Radiology Department **during their assigned clinical education rotations**. Please be advised, if a student is employed in a radiology department, you are not allowed to take an exposure when you are on the clock. This could prohibit you from being able to take the national registry or obtain a state license.

Policy: 1993

Code of Conduct

Policy: 115

The University has established standards and procedures that shall govern the conduct of students on University property, in University facilities, and away from the University Campus. This code of conduct is detailed in the University’s Student Handbook.

Disciplinary procedures governing University students are administered by the Vice President of Student Services. Disciplinary problems may be referred to a student-faculty discipline committee appointed by the President of the University.

Policy: 1998
Revised: 2005

Disciplinary Action

Policy: 116

The policies contained in this handbook are necessary in order to insure consistency and orderly operation as well as to protect the rights and safety of all concerned. It is the desire of this program to assist all students so that we can achieve our objectives for the best education and finest patient care available. Willful or inexcusable violations of the policies in this handbook will be dealt with under a uniform policy that applies equally to all students. The Clinical Instructor or Program Faculty from Northwestern State University may provide verbal or written warnings of violations of policies.

**Verbal Warning**
This is *informal* notification to a student that they have violated a policy of the student handbook. If a repeated violation occurs, then a written warning will result. Documentation of the verbal warning will be placed in the student’s clinical folder.

**Written Warning**

This is *formal* notification to a student that they have violated a policy of the student handbook. Written documentation is prepared and entered into the student’s clinical folder with signatures of all parties involved.

VERBAL AND WRITTEN WARNINGS ARE CUMULATIVE FROM ONE CLINICAL RADIOGRAPHY COURSE TO ANOTHER.

When a violation of policy warrants disciplinary action by the Radiologic Sciences Program Faculty, the following actions will be taken: A meeting will be held by the Radiologic Sciences program faculty and based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: loss of clinical leave time, academic probation, failure of the course, or expulsion from the program and the University.

Policy: 1993

**Grievance Procedure**

Policy: 117

Differences of opinion may arise from time to time. If a student has an issue with a faculty member, the student is expected to follow the chain of command. Resolving these differences fairly and quickly is obtained by the following procedure.

**Step One**
Discuss the concern with the faculty member involved within two days of the occurrence.
- Faculty member required to give answer within two working days.
- No answer, or not satisfied with the response, advance to step two.

**Step Two**
State your concern to the Program Director.
- Must be in writing.
- Submitted within three working days after initial reply to step one.
- Program Director required to reply within one week.
- No answer, or not satisfied with the response, advance to step three.

**Step Three**
Follow the Student Code of Conduct in the University Student Handbook. This policy may be found at http://www.nsula.edu/studenthandbook/documents/StudentHandBook06-07.pdf

NOTE: Formerly Due Process Procedure
Policy: 1998

Policy: 2005
Reviewed: 2006
Revised: 2007, 2008

Sexual Harassment

Policy: 118

This section is designed to help students, staff, faculty, and administrators of Northwestern State University understand and comply with the prohibitions against sexual harassment. These prohibitions were established by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1962, as amended, and state laws.

The possibility of sexual harassment exists in relationships between people of the same or different gender. It may occur in various relationships, i.e., between a supervisor and employee, faculty and student, student and student, technologist and student, etc. The University’s policy on sexual harassment and procedures for reporting allegations of sexual harassment are contained below.

**NSU Policy on Sexual Harassment**

No employee or student at Northwestern State University shall be subjected to unsolicited and unwelcome sexual conduct, either verbal or physical. Sexual harassment violates University policy as well as state and federal laws and is specifically prohibited. It is neither permitted nor condoned.

Members of the University community, students, staff, faculty and administrators are entitled to a professional environment free of harassment or interference for reasons unrelated to the performance of their duties. Since some members of the community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power to avoid actions that are abusive or unprofessional. Faculty and supervisors, in particular, in their relationships with students and fellow employees, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to a strictly professional relationship. It is the responsibility of faculty and students to behave in such a manner that their words or actions will not reasonably be perceived as suggestive or coercive.

It is also a violation of this policy for any employee or student at the University to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

**Definition**
Sexual harassment has been defined by the Equal Employment Opportunity Commission as unwelcome sexual advances, including requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive educational environment, or adversely affecting any student.

Any University employee, student, faculty member, or other member of the University community who believes that he or she has been sexually harassed may seek to resolve the matter through the informal as well as the formal procedure described below. Complaints will be handled informally while grievances may involve a formal investigation and may result in hearings. If a satisfactory resolution is not reached informally, the complainant may follow the grievance procedure.

Complainants are encouraged to follow the procedure outlined to resolve a sexual harassment complaint. However, the University recognizes that matters of this sort may often be awkward or embarrassing to individuals and that in some cases the complainant may find it difficult to discuss these matters with one or more of the designated university officers.

**Informal Complaint Resolution**

In most instances, complaints or concerns should be initially expressed to the individuals involved.

If individuals who believe they have been the subject of sexual harassment or sexual intimidation (hereinafter referred to as "Complainants") have been unable, for whatever reason, to resolve the matter with the individuals involved, they should consult with the appropriate University personnel described below (hereinafter referred to as "University Officer(s)" and orally present and discuss such complaint in an attempt to resolve the matter.

Informal Complaint Resolution

In most instances, complaints or concerns should be initially expressed to the individuals involved.

If individuals who believe they have been the subject of sexual harassment or sexual intimidation (hereinafter referred to as "Complainants") have been unable, for whatever reason, to resolve the matter with the individuals involved, they should consult with the appropriate University personnel described below (hereinafter referred to as "University Officer(s)" and orally present and discuss such complaint in an attempt to resolve the matter.

Students should contact the Vice President for Student Affairs or a faculty member. Upon receiving the initial complaint, the University Officer will schedule a preliminary meeting to discuss the charges, to complete a Sexual Harassment Complaint Checklist, to determine whether further information is needed, to provide the Complainant with an understanding concerning proper procedures for resolving such disputes, and to attempt to resolve the matter. Attempts to resolve the matter can include, but are not limited to, such options as further investigation, discussions with both parties, discussions with other pertinent individuals, mediation and/or compromise.

If the University Officer and the Complainant are able to resolve the matter or if the Complainant does not want to proceed with the complaint, the above described University Officer will make a record of the complaint and will take such action to protect the interest of all parties.

If the Complainants want to proceed with their complaint, they should pursue any such complaint with the Vice President. The Complainant should so advise the University Officer of such decision so that the Sexual Harassment Complaint Checklist and any other pertinent documents can be forwarded to the appropriate Vice President.
If student Complainants want to proceed with their complaints, the Vice President for Student Affairs will assist the student in initiating the formal grievance process.

*Formal Grievance Procedures*

If either party deems the informal proceedings inappropriate, for whatever reason, or if the matter is not resolved through the informal process, the Complainant may initiate the formal grievance procedure.

Student Complainants should follow the grievance procedure as outlined in the Student Code of Conduct.

*Confidentiality*

To the extent possible, confidentiality will be maintained to protect the privacy of all individuals involved. Only those individuals involved in the resolution of such a case will be given access to information about the case. However, Complainants are advised that confidentiality can only be respected insofar as it does not interfere with the University's obligation to investigate allegations of misconduct which, when brought to the University's attention, require it to take corrective action. NOTE: Any individual who believes he or she has been the victim of sexual harassment is encouraged to report the incidents promptly. Prompt reporting is important to the University's ability to conduct complete investigation and to resolve the matter.

Individuals can seek assistance or report complaints concerning incidents of sexual harassment to any of the following:

*Vice President for Student Affairs*
Room 234 Friedman Student Union
357-5286

*Director of Nursing Student Services*
Nursing Center Shreveport
Room 409 Nursing Ed. Center
677-3100

Policy: 1993
Revised: 1997; 2004, 2005

**Health Program**

Policy: 119

Students admitted to the first clinical course in Radiologic Sciences must submit a completed College of Nursing Health Form within four weeks prior to attending clinical in the hospital environment. These forms are given to students’ during the first clinical semester. The physical examination and laboratory tests can be conducted no earlier than six weeks prior to the summer semester. An abbreviated health form must be completed every year thereafter. The abbreviated health form must be submitted to the Clinical Coordinator within four weeks of registration. Students will not be able to attend clinical if the form is not completed.
Students are not employees of the Clinical Education Settings and are not covered by worker’s compensation. Injury and sickness insurance is available through registration fees for students enrolled on a full-time basis (12 hours). This fee may be refunded after presentation of proof of insurance. Dependents may be added for a fee within 10 working days from fee payment each semester. Students who are registered less than full-time (less than 12 hours) may also add this insurance for a fee within this time period. Liability insurance may be obtained through private companies.

Malpractice Insurance

The State of Louisiana’s Public Health and Safety Act 40:1299.39, Part XXI-A assumes student liability coverage by the state. This act is on the Radiologic Sciences Program director’s office.

Policy: 1993

Pregnancy Policy

Policy: 120

If a student suspects she is pregnant while in enrolled in the program, she can notify the Clinical Coordinator and/or the Program Director. Pregnancy notification is strictly voluntary. This program strongly advises pregnancy notification so that all efforts to protect the unborn child from ionizing radiation can be presented to the pregnant student. If pregnancy is declared, the student must then sign a witnessed “Attest” form. This form states that the appendix to Regulatory Guide 8.13 of the United States Regulatory Commission was read and discussed. The program recommends, but does not require the following provision for the student:

- Continuation of the program with no rotations through Fluoroscopy, Special Procedures, Mobiles and Surgery, Nuclear Medicine. Depending on competency completion, the student may or may not be allowed to graduate at the scheduled date.

The above provision is an option for the student. Other options may be available. The student will be provided with an extra dosimeter to wear for fetal measurement, if the student has declared the pregnancy. If the student does not declare the pregnancy, a fetal monitor will not be issued.

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupationally exposed women. This dose is currently set at a maximum dose of 50 mREM/month with a maximum of 500 mREM/gestational period, both with respect to the fetus. It is the policy of this program to instruct all students about the importance of proper radiation safety. Neither the University nor the Clinical Education Setting will be responsible for radiation
injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

Policy 1993

**Workplace Hazards**

Policy: 121

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated at the clinical education setting regarding the following:
- Universal precautions
- Tuberculosis awareness
- Fire safety
- Hazardous materials (chemical, electrical, bomb threats, etc.)
- Blood-borne pathogens

Policy: 2007
Reviewed: 2008

**Hepatitis “B” Immunization**

Policy: 122

The Occupational Safety and Health Administration (OSHA) has published standards addressing occupational exposure to blood-borne pathogens. The Standards state there is an occupational hazard for health care workers — especially when dealing with blood-borne pathogens such as the **Hepatitis B Virus (HBV)**. The standards require that employers make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who come in contact with blood and infectious materials while working. The standards fail to specifically include students working in health care settings.

Students enrolled in the Radiologic Sciences Program may come in contact with blood and infectious material while attending clinical Radiography Courses and laboratory courses at an assigned Clinical Education Setting. The students must be aware that they are at risk of coming in contact with the HBV while obtaining clinical experience. The Clinical Education Settings are complying with the OSHA standard by immunizing their employees.
against HBV; however, students will need to plan for their own immunization if they desire this means of protection.

The Radiologic Sciences Program strongly recommends that you take part in a Hepatitis B immunization program. The immunization will include three injections and a blood antibody test. If you choose to participate, you will be responsible for payment and submitting documentation of participation to the Radiologic Sciences Program Clinical Coordinator. If you do not choose to participate with the immunization or have not completed the immunization, you must sign a waiver (see form F-20) indicating such and submit the waiver to the Radiologic Sciences Program Clinical Coordinator.

Policy: 1993
Revised: 1997, 2005

Communicable Disease Notification

Policy: 123

A communicable disease is defined as any disease transmitted from one person or animal to another directly by contact with excretion or other discharges from the body; or indirectly, via substances or inanimate objects. The state of Louisiana has listed those diseases, which are reportable as communicable diseases. The current list of reportable diseases is as follows (2007):

Class A Diseases-Reporting Required within 24 hours

<table>
<thead>
<tr>
<th>Botulism</th>
<th>Neisseria meningitides</th>
<th>Staphylococcus Aureus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cholera</td>
<td>Q fever</td>
<td>Tularemia</td>
</tr>
<tr>
<td>Cryptosporidiosis</td>
<td>Rabies</td>
<td>Viral Hemorrhagic Fever</td>
</tr>
<tr>
<td>Haemophilus Influenza</td>
<td>Rubella</td>
<td></td>
</tr>
<tr>
<td>Measles (rubeola)</td>
<td>Small pox</td>
<td></td>
</tr>
</tbody>
</table>

Class B Diseases-Reporting Required within 1 Business Day

<table>
<thead>
<tr>
<th>Chancroid</th>
<th>Hepatitis A, B, E</th>
<th>Pertussis</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. Coli</td>
<td>Legionellosis</td>
<td>Salmonellosis</td>
</tr>
<tr>
<td>Encephalitis</td>
<td>Malaria</td>
<td>Shigellosis</td>
</tr>
<tr>
<td>Hantavirus</td>
<td>Meningitis</td>
<td>Syphilis</td>
</tr>
<tr>
<td>Hemolytic Uremia</td>
<td>Mumps</td>
<td>TB</td>
</tr>
</tbody>
</table>

Class C Diseases-Reporting Required within 5 Business Days

<table>
<thead>
<tr>
<th>AIDS</th>
<th>Hepatitis C</th>
<th>Tetanus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amebiasis</td>
<td>HIV</td>
<td>Toxic Shock Syndrome</td>
</tr>
<tr>
<td>Communicable Diseases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Blastomycosis</td>
<td>Lyme Disease</td>
<td>Typhoid Fever</td>
</tr>
<tr>
<td>Campylobacteriosis</td>
<td>MRSA</td>
<td>Varicella</td>
</tr>
<tr>
<td>Chlamydial infection</td>
<td>Mycobacteriosis</td>
<td>Vibrio Infections</td>
</tr>
<tr>
<td>Ehrlichiosis</td>
<td>Rocky Mountain Fever</td>
<td>VRE</td>
</tr>
<tr>
<td>Encephalitis</td>
<td>Streptococcal Disease</td>
<td>West Nile Virus</td>
</tr>
<tr>
<td>Gonorrhea</td>
<td>Streptococcus Pneumoniae</td>
<td></td>
</tr>
</tbody>
</table>

Communicable diseases vary in their virulence, duration, mode of infection, and affects. In order to fully protect students, patients, and clinical staff, the student should do the following:

- Students suspecting exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana must see a physician immediately.
- Students diagnosed with any diseases (conditions) stated above and as determined by their physician to be of short duration which may be transferred by air or contact, may not attend Radiologic Science courses, depending on physician’s recommendations.
- Students diagnosed with communicable diseases that are of relatively long duration must present a written diagnosis to program officials. The student may be able to continue Radiologic Science clinical courses with proper counsel from the infection control nurse and/or the department of the Clinical Education Setting. Depending on the severity of the disease, the type of the disease and the student’s physician, the student may be required to withdraw from the Radiologic Science course.

The student’s confidentiality will be protected.

Failure to comply with this notification policy will result in disciplinary action as determined by the radiologic sciences program faculty.

Policy: 1993

**Drug Policy**

Policy: 124

Northwestern State University believes that substance abuse is a danger to the well being of faculty/staff, students, health agency employees and clients.

Therefore, to insure public and professional trust, safety, and to insure fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs by students will not be
tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the Radiologic Sciences Program.

This policy does not supersede the policies published in the current NSU Student Handbook from Northwestern State University. This policy reflects additional requirements of curricula for professional Radiologic Technologists.

**Definitions**

Controlled Substances — For the purpose of this policy, controlled substances include all chemical substances or drugs listed in any controlled substance acts or regulations applicable under any federal, state or local laws.

Campus/Clinical — For the purpose of this policy, a student is on campus/clinical whenever he or she is:

- On any University/health agency property including parking lots.
- Present at any University sanctioned activity.
- Wearing an official NSU Radiologic Sciences uniform/lab coat. This includes travel to and from campus/clinical.

**Scope**

The following are prohibited by the Radiologic Sciences Program when a student is on campus/clinical and will result in disciplinary action by the Program:

- Unauthorized possession or use of a controlled substance and/or alcohol.
- Being under the influence of a controlled substance and/or alcohol, including but not limited to: DWI arrests, convictions, and driving suspensions.
- Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.
- Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is any possibility that such use may impair the student’s ability to safely perform or may adversely affect his/her safety or patient safety and care, or safety of faculty or fellow students.

**Testing**

Drug or alcohol testing of students is authorized under this policy allowing the Dean of the College of Nursing, or her designee, to direct a student to undergo testing under the following circumstances:

- When there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the “influence,” in keeping with the purpose of this drug policy. NSU views that discretion must be given to the faculty and staff in recognizing the usual signs and symptoms of alcohol or drug use. In that
respect, the following is a listing of what NSU deems signs and symptoms of drug or alcohol use:

- Frequent absences from class, clinical or lab and/or disappearance from such
- Isolation and withdrawal
- Patient care errors, particularly medication errors
- Detectable odor of alcohol
- Increasingly poor decision and judgment about patient care
- Illogical or sloppy charting
- Unusual accidents/incidents
- Deteriorating personal appearance
- Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupilary changes

- When a student is found in possession of alcohol or drugs in violation of this policy.
- Following an instance or incident that the nature of which indicates possible impairment of ability or judgment or following an incident in which patient care standards were violated or careless acts were performed.
- Random drug testing is also allowed under this policy. Students will have 36 hours to report to a drug/alcohol testing facility. The student will assume all responsibility for the cost of the drug tests.

When such signs and/or symptoms are observed in a student, the faculty member will notify the Director or designee. The Director or designee will go to the campus/clinical area and direct the student to submit to drug/alcohol testing and sign a consent form witnessed by two University representatives. Failure to agree to such testing shall be considered as admission of violation of the student responsibilities as it relates to this policy and shall be sufficient cause to allow Director’s action as allowed under this policy. If the student refuses the test, he/she shall sign a refusal form witnessed by two University representatives. If the student refuses to sign this refusal form, this information shall be noted on the form and witnessed by two University representatives. Refusal to sign any of these forms may result in immediate dismissal form the Radiologic Sciences Program.

Within one hour of completion of the required consent form, the student shall report to an identified lab that utilizes the chain of custody procedure for blood and/or urine testing at the student’s expense. A University representative will verify the student’s identity prior to specimen collection. The student may not drive a motor vehicle to this lab and will be responsible for all transportation costs.

The student may not attend class or clinical activities until the lab results are reviewed by the Director or designee.
Results of the tests will be kept confidential and will be reported to the Director or Designee who will then meet with the student to discuss the results.

A positive blood alcohol and/or urine drug screen test may subject the student to sanctions that may include suspension or dismissal from the Radiologic Sciences Program.

Policy: 1996
Revised: 1998, 2005

**Cardiopulmonary Resuscitation**

Policy: 125

Students enrolled in Radiologic Science courses are required to hold a current certification in cardiopulmonary resuscitation. This certification should be kept current for the duration of the program. CPR certification must be obtained at the start of the clinical portion of the Radiologic Sciences program. A copy of the students’ CPR card must be on file in the clinical coordinators office.

Current policy for the College of Nursing requires that all clinical Radiography students be certified in CPR through the College of Nursing or by the American Heart Association. CPR classes will be scheduled by the College of Nursing and the dates and times are provided to the students.

Policy: 1993

**The Clinical Environment**

Policy: 200

You will notice many differences between the academic environment to which you have been accustomed and the clinical environment that you are entering. Most of the differences will prove exciting and stimulating; some will prove to be frustrating and aggravating. How successfully you function and learn in the clinical setting depends in part on how you approach and deal with these differences.

The reality of the situation is that patient care is the top priority in the Radiology Department. This means that the patient’s welfare is considered first. Usually this is consistent with the goals and needs of clinical education. Occasionally, however, this reality dictates that the scheduling and conducting of educational activities be flexible.
Compared to the learning activities conducted in the didactic courses, the learning activities in the clinical setting are frequently much less structured. You must take a more active and responsible role for integrating the academic preparation you had with the individual examinations you are observing or performing.

Generally, in the classroom setting you work independently as you pursue your academic goals. Teamwork and cooperation among the students is not a necessity in achieving academic goals. In the clinical setting, you must pursue your educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than function independently, you become part of a health care delivery team and must function cooperatively to achieve educational and departmental goals.

Undoubtedly, you will be able to add many more differences to our list. The point is that you will make a transition that will require some reorientation and adaptation on your part. You are not the only one, however, involved in this process. This is a time of transition also for the students in the class ahead of you who are assuming a new role and responsibilities as senior students. The clinical staff is also involved in reorientation and adaptation. At the point when you enter the hospital, they have been working with students who in the most part require minimal supervision. The staff must cycle back and assume a direct supervisory role all over again.

Policy: 1993
Revised: 1997

**Background Investigation Policy**

Policy: 201

The Northwestern State University Radiologic Sciences Program is committed to insuring public and professional trust and providing safe patient care. In order to meet this goal, background investigations of students are authorized under this policy. Many of our clinical education settings require criminal background investigations of all employees and students who attend for clinical experience. To comply with these requirements, upon acceptance into the clinical portion of the Radiologic Sciences Program will be asked to submit to a background investigation in order to ascertain the student’s suitability for clinical rotations. Students will be responsible for paying for the background investigations.

The information contained in the background investigation will remain confidential and will only be viewed by the Radiologic Sciences Program Director. Any criminal conviction which is found during the background investigation that may deem a student unsuitable for clinical rotations will be considered on a case by case basis. Additional information regarding the conviction may be required in order to make an informed decision. The background investigation will be available to clinical education settings that require such. Individuals at the Clinical Education Setting, who are authorized to make
decisions regarding an individual’s eligibility to attend a setting, will inform the Program Director and the Dean of the College of Nursing whether a student will be allowed to attend clinical at that setting. In addition to the background check conducted by the student, some clinical education settings will also conduct a background check. If an offense appears on the criminal background check that disqualifies the student from attending clinical experiences, the clinical site(s) will notify the program regarding any students’ disqualification for attending clinical at that site. The student will receive written notification if they are ineligible to attend clinical courses. Students who receive notification of ineligibility and who wish to dispute the results of the background investigation may follow the University Grievance Procedure.

Policy: 2005  
Revised: 2006, 2007  
Reviewed: 2008

**Patient Confidential Information**

Policy: 202

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the Supervising Technologist or the Clinical Instructor. Students are expected to maintain confidentiality in a professional manner.

In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the health care facility; refraining from putting any personal identifier on any paperwork associated with the Radiologic Sciences Program; client initials may be used as an identifier, however, no room number or health care facility name/unit.

Students will be expected to adhere to the HIPAA policies at each clinical education setting. Any violation of these policies will result in disciplinary action.

Policy: 1993  

**Student Confidential Information**

Policy: 203
In accordance with the Family Education and Rights Act (FERPA) 1997, this program maintains all students’ records as confidential and can only release certain items designated as directory information. Directory information is considered name, local and permanent address, telephone listing, major field of study, dates of attendance, etc. The student can prohibit the release of this directory information by making a written request to the Radiologic Sciences Program.

Students must be aware that reviewing another student’s folder or clinical paperwork is a violation of the confidentiality of that students’ records.

Any violation of the above will result in disciplinary action by the Program Faculty.

Policy: 1993

Professional Behavior and Conduct

Policy: 204

The radiology department should be a place where patient confidence is inspired. This can be accomplished when one consistently exhibits professional behavior and conduct. One must endeavor to treat patients with kindness and courtesy to insure preservation of the patient’s privacy and dignity. After the patient has been placed in the radiographic room, the door should always be closed and care must be exercised to keep the patient covered. Always introduce yourself and any additional people in the room, and wear your name badge.

Students are expected to maintain professional behavior at all times, in both the classroom and clinical settings. Failure to comply with this policy will result in disciplinary action. Failure to comply with any policy in the student handbook will result in disciplinary action, including, but not limited to; a loss of clinical personal time, probation, suspension, dismissal from the program. Students are also expected to follow the policies and procedures of the clinical education setting. Each infraction will be discussed on a case by case basis.

All students will:

- Report to the clinical assignment in an alert condition,
- Report to the clinical assignment in the proper uniform,
- Not be in possession of drugs or alcohol, nor engage in their use while on clinical assignments or in didactic course work,
- Not engage in immoral conduct,
- Not chew gum, eat or drink in clinical areas,
- Not sleep on clinical assignments,
- Not engage in theft of any articles from the Clinical Education Setting,
• Not leave patients unattended while undergoing diagnostic procedures,
• Not sign in the attendance record of another student,
• Not abuse patients physically or verbally,
• Not smoke in areas where it is prohibited while on clinical assignments,
• Not leave the assigned areas unless instructed to do so,
• Not use foul language in the clinical or didactic setting,
• Not receive or make personal phone calls except in emergency situations,
• Not falsify records
• Not use a cell phone during the clinical assignment time

Policy: 1993

Professional Appearance and Dress Code

Policy: 205

The student uniform is to be worn by all students in the Radiologic Sciences program while in attendance at the CES, and in the laboratory setting. Student uniforms can be worn on the NSU campus; however, street clothes will not be worn at the CES. When the assigned area requires something other than the student uniform, the student must arrive and leave the CES in the student uniform. Anytime the student uniform is required, the student must wear the entire student uniform. For example, student cannot where the uniform to the clinical education setting and then change shoes prior to attending class on the same day. The student is expected to be neat and conservative in appearance at all times. Radical departures from conventional dress or personal grooming may be cause for disciplinary action.

Required Attire:

- Navy blue uniform
- Northwestern State University Photo Identification badge is to be worn at all times while on Northwestern campus and at the Clinical Education Setting.
- Official Name Pin
- Official Insignia Patch--Patches must be sewn on left sleeves of uniforms and lab coats 2 inches below shoulder seam.

Optional:

- White lab coat (waist length only) or same color as uniform, no prints.

The following will be observed:

- Clean and well-pressed uniform at all times. White T-shirts and/or tank tops are allowed to be worn under the uniform, however, if they are short sleeved, they must not be visible coming out of the bottom of the scrub top or out from under the sleeves. Long sleeved t-shirts are permitted. There must not be any visible writing or logos on the t-shirts.
- White leather shoes with closed toes and closed heels. No clogs.
- Hair must be conservative; clean, neat and off collar of uniform; beards and mustaches are permitted if neatly trimmed.
- Fingernails are to be clean and not to exceed the fingertip in length (light color polish only). Artificial nails are not allowed, CDC policy (10/02).
- Make-up must be worn in moderation.
- Perfume — heavy perfume may be offensive to patients.
- Plain white socks.
- Excessive jewelry is not permitted.
  - Earrings must be a matching pair: studded earrings only.
  - Wristwatch with a second hand is suggested.

All students will be required to follow the dress code; any student with inappropriate appearance will be sent home. Repeated violations of the dress code will warrant disciplinary action.

Policy: 1993

**Radiation Dosimetry Monitoring**

Policy: 206

Radiation safety is an individual attitude and reflects each student’s motivation toward protecting himself/herself. Students will be expected to practice proper radiation safety procedures at all times when present in clinical assignments and in laboratory activities. The radiation safety officer (RSO) will closely monitor and record monthly dosimeter readings.

Students will always wear a dosimeter while attending clinical assignments and energized laboratory sessions; the student is not allowed to attend without their dosimeter. If a student arrives without the dosimeter, the student will be sent home to retrieve the dosimeter. The dosimeter is the responsibility of the student.

Declared pregnant students will have collar and fetal badges assigned for more thorough monitoring. All radiation monitoring records are kept on file in the RSO’s office.

Northwestern State University will follow NCRP dose limits currently set at:
- 416 mREM / month: Whole body
- 1250 mREM / month: Lens of Eye
- 4,166 mREM / month: Skin / shallow dose
- 4,166 mREM / month: Extremities

**All students will be expected to:**
- Wear dosimeter attached to the collar of the uniform when in clinic or the energized laboratory,
• Prevent dosimeter from exposure to heat, moisture, washing machines, dryers, microwave ovens, and color televisions,
• Prevent dosimeter from receiving excessive exposure from radiation when not worn,
• Exchange dosimeter by the fifth day of every month,
• Students who arrive at their clinical education classes without their dosimeter will be asked to return home to get their dosimeter. *The student will lose one full day of their personal time.*
• In the event a dosimeter is lost or destroyed, it is the student’s responsibility to inform the RSO immediately so that a replacement dosimeter can be obtained,
• If an excessive reading is obtained (a reading higher than the monthly limit), the RSO will discuss the excessive reading with the student.

Policy: 1993  

**Developing Clinical Proficiency**

Policy: 207

Clinical skills can be developed by following a systematic step-by-step approach. The following sequence of steps will generally produce outstanding technologists:

- **Academic Preparation**
- **Observation**
- **Assisting Registered Radiologic Technologist**
- **Performance Evaluation**
- **Competency Evaluation**
- **Performance Proficiency**

**Academic Preparation:** You complete this step by studying radiographic physics, radiographic principles and techniques, anatomy and physiology, radiographic positioning, etc., in your didactic course work.

**Observation:** Your initial activities in the hospital will consist primarily of observing registered technologists at work.

**Assisting Registered Radiologic Technologist:** Once you feel comfortable in the radiographic exposure room, you will be given an opportunity to assist the radiologic technologist in performing radiographic procedures.

**Performance Evaluation:** As you develop confidence and proficiency, you will be given the opportunity to complete entire examinations under the direct supervision of a registered radiologic technologist. The technologist will observe and assist you and step in whenever the need arises.

**Competency Evaluation:** When you feel certain that you are able to do a particular examination by yourself, ask the Clinical Instructor to do a competency
evaluation when the next patient for that examination arrives. Your performance will be documented on a Clinical Competency form. If competency is achieved it will be counted toward the requirement for that semester. If competency is not achieved, a remedial assignment must be assigned and the competency must be repeated until competency has been achieved. All competencies may be reevaluated by the Clinical Coordinator or NSU faculty for quality and completeness. The final approval of competency/proficiency evaluations will be by the Clinical Coordinator or NSU faculty, regardless of prior approval by Clinical Instructor.

- **Performance Proficiency**: Once you pass the Competency Evaluation for a particular examination you need additional practice to maintain and perfect your skill. You may now perform this examination with indirect supervision. A registered technologist must be in an adjacent room or area, but not necessarily in the exposure room. However, if a repeat examination should become necessary, for any reason, a registered technologist or Clinical Instructor must be present to provide direct supervision for the repeat exposure.

Policy: 1998

**Clinical Supervision**

Policy: 208

During the professional curriculum, the students are under supervision of an ARRT registered technologist. Once a student has successfully performed a specific competency evaluation, the student is under indirect supervision of a radiographer.

**Direct Supervision**

- Must occur for students **before** documented competency of any procedures.
- The clinical instructor or radiologic technologist will:
  - Review request in relation to the student’s achievement.
  - Evaluate the condition of the patient in relation to the student’s knowledge.
  - Be present during the examination.
  - Review and approve the radiographs.

**Indirect Supervision**

- Must occur for students **after** documentation of competency for any given procedure.
- The clinical instructor or radiologic technologist will:
  - Review, evaluate, and approve the procedure as indicated above and is immediately available to assist students regardless of student achievement.
When repeat exposures are necessary, a radiographer must be present in the examining room. It is the student’s responsibility to ensure the proper clinical supervision prevails before performing a specific exam. To document that a radiographer was present during the repeat exposure, the student should use the Student Repeat Exposure form and have the technologist sign the form. This information should be available for Clinical Instructors to view while in the Clinical Educational Settings.

Students will be subject to dismissal from the program if this policy is not strictly followed.

Policy: 1993

Clinical Rotations

Policy: 209

Students enrolled in the professional phase (clinical) courses of the Radiologic Sciences Program are assigned to area hospitals and clinics that serve as Clinical Education Settings (CES). The Clinical Coordinator makes clinical assignments on a semester basis. Course assignments, including both clinical and didactic courses, shall not exceed 40 hours/week or 8 hours/day.

While assigned to the CES, the student will rotate through the various areas of the Radiology Department. Clinical rotation assignments take place during daytime and evening hours, Monday through Friday. Clinical rotation assignments are given to each student at the beginning of each semester and posted at each CES. Students are not permitted to attend clinic in an area they are not assigned. Also, students are not allowed to attend clinic beyond their scheduled time.

To increase the understanding and appreciation of the specialty areas within the radiology department, students are required to rotate through each of the specialty areas where NSU has clinical contract agreements. During these rotations, students should try to observe as much as possible to maximize their clinical progress and gain an understanding of other modalities.

**Required Clinical Rotations**

*Diagnostic Radiography*
*Fluoroscopy*
*Surgery*
*Special Procedures*
*Trauma 3-11*
*Computed Tomography (CT)*
Once the student has completed all of the required competencies for the program, the student may rotate through an elective specialty area of interest or any of the above mentioned clinical specialty rotations for an extended period of time.

The following rotations are strictly voluntary based on the students’ interest. The student must meet with the Clinical Coordinator to discuss their interest and determine if a rotation through one of these areas can be added into their rotations.

**Elective Specialty Rotations**

- Heart Catheterization
- Dual Energy X-ray Absorptometry (DEXA)
- Mammography
- Ultrasound
- Nuclear Medicine
- Radiation Therapy

Policy: 2000

**Grading Procedures for Clinical Radiography Courses**

Policy: 210

**Summary of Clinical Grading System**

**Rotation Evaluations**
The student will be evaluated by the radiographer to whom they are assigned at the end of each rotation. It is the student’s responsibility to obtain the necessary form and submit it to the radiographer. The student is to provide an envelope for the technologist and the completed form will be placed in the envelope, sealed, signed and returned to the student. The student will turn in the evaluation to their assigned instructor.

**Clinical Instructor Evaluations**
The Clinical Instructors will evaluate the student by employing a student clinical evaluation form two times a semester, at mid-term and at the end of the semester.

**Competency Evaluations**
- Each competency evaluation will be passed with a score of 90% or better.
- If the student fails to complete the competency evaluation successfully, the score received will be counted in the semester in which it was received, regardless of the minimum/maximum number of competencies required.
• Each successfully completed competency over the required number will be carried over to the next semester.
• In the final semester, the “Final Five” senior competencies will be obtained, one from each of the five exam areas (extremity, spine, trauma, mobile, and pediatric). The final five senior competencies can not be performed until all regular competencies are complete.

Professional Development/Involvement
The details regarding professional development/involvement for each semester are detailed in each course syllabus. These assignments range from paper writing, to presentations, to participation at conferences.

Policy: 1998

Minimum Requirements for Each Clinical Course

Policy: 211

RADS 3320
   Patient care competencies, including;
   Vital Signs
   CPR
   Sterile and aseptic technique
   Transfer of patient
   Care of patient medical equipment (e.g. oxygen tank)
   Venipuncture-5 competencies are required using separate competency form

RADS 3311
   8 competency evaluations from Module 1
   1 competency evaluations from Module 2
   2 proficiencies

RADS 3811
   9 competency evaluations from Module 1
   3 competency evaluations from Module 2
   2 proficiencies

RADS 3911
   9 competency evaluations from Module 1
   3 competency evaluations from Module 2
   2 proficiencies

RADS 4511
   9 competency evaluations from Module 1
   3 competency evaluations from Module 2
   2 proficiencies

RADS 4611
   4 competency evaluations from Module 1
2 competency evaluations from Module 2
5 final five competencies
RADS 4711
Objectives as stated in the syllabus

These minimum requirements are necessary for establishing a grading system and are not meant to be restrictive. Students should request evaluation on any examination they feel prepared to perform, even if they have completed their requirements for the semester. Competency evaluations completed over the minimum requirements will be counted toward the next semester. All required competency evaluations must be completed by the last day of clinical. If the student does not meet the minimum competency requirements for a semester, the student will meet with the clinical coordinator. The consequences for not completing the minimal competency requirements can include receiving an incomplete for the semester, not progressing to the next semester and failing the course.

It is important to emphasize that this is a competency based system and the pace or rate of the student’s progress is dependent on the student’s ability to comprehend and perform the various examinations.

- For the first three semesters of the clinical radiologic sciences program, all competencies and proficiencies shall be performed using a manual technique (with the exception of the EPA/lateral chest examination). Students may choose to use either a manual technique or the phototimer during the remaining semesters of their clinical experience for competencies and proficiencies.

Policy: 1998

Evaluations

Policy: 212

Clinical Instructor Evaluations
Students enrolled in clinical radiography courses will be evaluated by the clinical instructors two times per semester for clinical radiography courses. This will be at mid-term and at the end of the semester.

Technologist Evaluations
The technologist evaluations will be completed by the student during each clinical radiography course. Each student is required to complete a minimum of two technologist evaluations.

Clinical Education Setting Evaluation
Students will evaluate the Clinical Education Setting to which they are assigned at the end of each semester.
Clinical Instructor Evaluation
Students will evaluate each Clinical Instructor to which they are assigned at the end of each semester.

Student Clinical Evaluation
The student will be evaluated by the radiographer to whom they are assigned at the end of each rotation. It is the student’s responsibility to obtain the necessary form and submit it to the radiographer. The completed form will then be turned in to the Clinical Instructor. The evaluation will be placed in an envelope, sealed, signed and returned to the student.

Competency Evaluation
To evaluate the student’s performance of a specific radiologic examination (chest, IVU, etc.), it is the responsibility of the student to select his/her single competency evaluations for each semester. The Clinical Instructor will complete this evaluation while observing the student’s performance.

Proficiency Evaluation
To evaluate the student’s performance on a previously mastered examination, the Clinical Instructor will complete this evaluation while observing the student.

Policy: 1993

Specifics of the Competency Evaluation System

Policy: 213

The clinical education of the students in the Radiologic Sciences Program is distributed over the professional curriculum. There are seven semesters in which clinical experience is a part of the curriculum. Clinical competencies are divided into two categories, module one and module two.

Module 1: Mandatory
Each of the examinations on the Mandatory list must be performed and mastered on patients (or simulated* with an instructor). Please note: 29 of the 39 competencies must be performed on patients; no more than ten may be simulated with an instructor.

Module 2: Elective
The Elective examinations are performed less frequently in the Radiology Department. Because these examinations are less common, it may be necessary for students to simulate* some of these exams using anthropomorphic phantoms. Each student must complete any 12 of the 28 Elective exams on patients or in simulation. Performing these exams on actual patients, when possible, provides the optimal learning experience. The Clinical Instructor will determine the need for clinical simulation as opposed to examining a live patient.
Simulated examinations involve all necessary components of an actual examination, including exposure to ionizing radiation. Simulations will be performed on phantoms and will employ ionizing radiation. Simulations can only be performed under the direct supervision of a NSU faculty member.

**Competency Forms**

Competency forms are included in the back of this handbook. Students are provided 100 competency forms. Once these forms are depleted, the student is responsible for printing and supplying their own forms. Forms must be copied front and back on colored paper. The student is responsible for bringing the competency form to the Clinical Education Setting for evaluation.

**Remedial Actions**

In the event of an unsuccessful attempt at a competency, proficiency or simulation, the clinical instructor is required to assign a remedial action that will help the student increase their understanding of the mistake or examination. Every unsuccessful attempt, regardless of mistake, requires a remedial action to be submitted.

After receiving the remedial action from the clinical instructor, the student is to sign the remedial form. This signature indicates that the student has been informed of remedial actions. The student then has the remainder of the semester to complete the remedial action. If the remedial action is not submitted to the clinical coordinator by the last day of clinic, the grade recorded for that examination will be “zero.”

*Students will not be allowed to reattempt the examination for a grade until the remedial action has been completed. If a student successfully attempts to perform a competency on an examination where there is an outstanding remedial, the successful attempt will be discarded and not counted toward the semester’s grade.*

**Proficiency Evaluation**

To evaluate the student’s performance on a previously mastered examination, the Clinical Instructor will complete this evaluation while observing the student. During each semester of clinical, students are required to obtain two proficiencies as part of the clinical grade. Clinical instructors may also perform proficiency evaluations at their discretion.

**Simulations**

Students will be allowed to simulate once the clinical coordinator has set a range of dates for simulations to begin. Generally this range is set to coincide with the last half of the clinical semester. Students are allowed to simulate a total of ten exams total, this includes module one and module two.

Students are only allowed to simulate the number of examinations that is required to meet the minimum number of required competencies for the semester. Neither simulations nor proficiencies can be carried over from semester to semester. For example, if a student
needs two mandatory competencies to finish the required 9 competencies for the semester, that student will only be allowed to simulate two examinations.

Simulated examinations involve all necessary components of an actual examination, including exposure to ionizing radiation, film critique, etc. Simulations will be performed on phantoms in the exposure lab. For fluoroscopy examinations, the student must complete part one in the clinical setting, and may simulate the overhead projections.

The following is a list of possible examinations that a student could possibly simulate:

<table>
<thead>
<tr>
<th>Skull</th>
<th>Sternum</th>
<th>Mandible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facial Bones</td>
<td>Orbits</td>
<td>AC joints</td>
</tr>
<tr>
<td>Nasal Bones</td>
<td>Zygomatic arches</td>
<td>Clavicle</td>
</tr>
<tr>
<td>Ribs</td>
<td>UGI</td>
<td>BE</td>
</tr>
<tr>
<td>Scapula</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Policy: 2000

Clinical Rotation Paperwork

Policy: 214

The following paperwork should be turned in one week after each clinical assignment:
- Student Clinical Rotation Evaluation
- Room Checklist
- Rotation Procedure form
- Repeat Exposure Log

To ensure confidentiality of the students’ records, all clinical paperwork must be submitted in a sealed envelope, or slipped under the door of the assigned instructor. Do not leave clinical paperwork in the mailbox outside the faculty office.

Student Clinical Rotation Evaluation
The student will be evaluated at the end of each rotation by the radiographer to whom they are assigned. It is the student’s responsibility to obtain the necessary form and submit it to the radiographer. The completed form will then be turned in to the Clinical Instructor, if the CI is on site. If the CI is not on site, the evaluation will be placed in an envelope, sealed, signed and returned to the student.

Room Checklist
The student will complete a room checklist for each room assigned. This form is to be completed with the technologist in the first day of each clinical rotation.

Rotation Procedure Form
The student is to maintain a log of exams performed. At the end of each rotation, summarize the patient log onto the procedure form. Students must perform all calculations as stated on the form.

**Repeat Exposure Log**
The repeat exposure log must be with the clinical student at all times while in the CES. When the student has a repeat exposure, it must be obtained with a registered technologist present in the examination room. The technologist will then initial the repeat exposure log to attest they were present during the exposure. Clinical instructors will be checking the repeat exposure log while in the CES. If students do not have the form on hand, this violation will be written up. On the second offense, the student will meet with the Dean of the College of Nursing.

**Technologist Evaluation**
At the close of each semester, the student will evaluate two technologists they were assigned to during the semester. Students will use the Technologist Evaluation form available in Blackboard.

Students must be aware that reviewing another student’s folder or clinical paperwork is a violation of the confidentiality of those students’ records.

Any violation of the above will result in disciplinary action by the Program Faculty.


**Mandatory Clinical Supplies**

Policy: 215

The following is a list of items the student is required to carry to clinic each day:

1. Photo Identification Badge
2. Official Name Badge
3. Dosimeter
4. Lead Markers
5. Pen
6. Clinical Notebook
7. Technique Notebook
8. Clinical Competency List
9. Repeat Exposure Log
Clinical instructors will be checking for the presence of these items. If the student does not have these items at the time of the clinical instructor’s inquiry, the student will be subject to disciplinary actions.

**Lead Markers**
Students entering into the professional curriculum are responsible for ordering *at least* two sets of right (R) and left (L) lead identification markers with their initials (two initials required) for use in the Clinical Education Settings. These markers are to be used on every image the student produces and are not to be used by another student or radiographer.

In the event that markers are lost, the student will not be able to attend clinical. Lost markers must be reported immediately to the Clinical Coordinator and replacement markers should be ordered as soon as possible.

Students who arrive at their clinical education setting without their markers will be sent home and the day will be *counted as one day of their personal time.*

**Technique Books**

Students are required to maintain a pocket-sized notebook for techniques. This book will serve as a reference for students while they are learning techniques. As techniques are used and deemed “good,” these techniques should be written in the book for future reference.

Clinical instructors will be checking for the presence of the technique book. If the student does not have the book at the time of the clinical instructor’s inquiry, the student will be subject to disciplinary actions.

**Books and Bags**

Due to infection control policies in the clinical education settings, students are permitted to have only one book and one notebook in the clinical setting. Backpacks, briefcases and other bags are not permitted in the clinical education setting. This policy will be strictly enforced. Disciplinary action will follow if rule is not followed.

Policy: 2000  
Revised: 2002, 2006

**Clinical Participation**

Policy: 216

**Attendance**

Clinical attendance is required for a student to meet the objectives of the course and to meet the required hours of clinical participation. Students are expected to use the honor
system when signing in each day. A student is expected to sign in and out at the exact time. Students should sign in upon immediate arrival at the clinical site. Any inaccurate recording of a students’ time is considered a falsification of records and will result in disciplinary action. A student is not allowed to sign in or out for a fellow student.

If a student is to miss a day of clinic, they must notify the Clinical Coordinator and the clinical site of the absence. You must notify both parties prior to your scheduled time for clinic. You can notify the Clinical Coordinator by email or by leaving a message on the answering machine in the Clinical Coordinator’s office. If a student fails to notify both parties, the absence will be recorded as two days missed.

Clinical attendance is expected. Attendance comprises 10% of the clinical grade. In the attendance category, the student begins with 100%. When the student misses one day, the attendance grade drops to 93%. When the student misses the second day, the attendance grade drops to 85%. When the student misses the third day, the attendance grade drops to 77%. Once the student exceeds 3 days, the student is subject to disciplinary action and must schedule a counseling session with the Clinical Coordinator. When the student misses the fourth day, the attendance grade drops to 69%. If a student misses more than four days, the attendance grade drops to zero, and the student is in jeopardy of not progressing to the next clinical level because the clinical time requirement for this course has not been met.

**Tardies:** A student is considered tardy after five minutes. Students who report to the assigned clinical area within 15 minutes of their assigned time are considered tardy. A tardy will be recorded on the student’s attendance record regardless if the student is three minutes late or 15 minutes late. Students are expected to arrive at the clinical education site on time. When the student is tardy one day, the attendance grade drops by 3%. When the student is tardy the second day, the attendance grade drops by an additional 3%. When the student is tardy the third day, this counts as an absence and the clinical grade drops by 7%. Once the student exceeds 3 tardies, the student is subject to disciplinary action and must schedule a counseling session with the Clinical Coordinator. If the student is tardy three times (on the 3rd tardy, not the 4th tardy), it will be counted as one day absent for every three tardies. Students who report to the assigned clinical area after 15 minutes of their assigned time are considered one full day absent, which will be recorded in the student’s attendance record. If the student is considered absent due to the accumulation of tardies, the student is to leave the clinical site.

*Excessive absences may warrant dismissal from the program.*

In the event that a physician imposes extended physical restrictions, see the Program Director and/or Clinical Coordinator immediately.

Policy: 1996
Venipuncture

Policy: 217

Venipuncture is a procedure commonly performed at the Clinical Education Setting. Students enrolled in Clinical Radiography courses are permitted, under supervision*, to perform venipuncture and/or injections on patients. This practice is required as a clinical patient care competency. Students will be required to obtain five competencies in venipuncture. The venipuncture competency forms are located in the back of this handbook. Students are given the theory of venipuncture in lecture and the opportunity to practice venipuncture on patient simulators in a controlled lab situation. Students are not allowed to perform the competency until after the theory and practice sessions have been completed.

If the student is not performing the venipuncture, they should assist by setting up for the procedure and handing supplies to the qualified individual performing the injection.

*Supervision of students must be by an ARRT registered radiographer, a licensed RN, or licensed MD approved to perform venipuncture by the CES. The supervisor must be present in the room during the procedure.

Policy: 1993

Incident Reporting

Policy: 218

All accidents or unusual occurrences in the clinical setting must be reported in writing to the Clinical Coordinator. Whether these accidents involve the student, patient, or any other person, ALL INCIDENTS MUST BE DOCUMENTED. Students involved in the incident will be held responsible for notifying the clinical instructor or chief technologist at the site. The clinical instructor at the clinical site needs to complete an incident report and file it according to their policy and forward a copy to the clinical coordinator.

Policy: 1993

Breaks

Policy: 219
Students enrolled in Clinical Education courses will be permitted to leave their assigned areas for breaks and/or lunch at the discretion of the Clinical Instructor or Supervising Technologist. Fifteen minute breaks can be scheduled when the workflow permits, but these breaks are not guaranteed. **In no instance are students entitled to breaks.**

When appropriate, lunch or dinner breaks will be limited to 30 minutes unless otherwise approved by the clinical instructor. Lunch is scheduled between 11:30 A.M. — 1:00 P.M.

In many of the clinical education settings, lunches have been assigned. If this is the case, students are to make every effort to adhere to the assigned schedule.

Students are not allowed to leave the clinical education setting for lunch, unless this is the practice of the site (example: clinics). Disciplinary action will follow if students do not adhere to this policy.

**Policy:** 1997  

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**Telephones and Computers**

**Policy:** 220

Personal telephone calls are not allowed while in the CES. No one will be called from a class or clinical assignment except in an emergency. No one will make personal calls except on breaks, lunch, or dinner and then the call must be from a pay phone.

Cellular telephones are prohibited in the classroom and the clinical site. Cellular phones must be turned off when in these locations. Students are not permitted to make or receive text messages while in the classroom or clinical setting.

There is no reason for a student to access information contained within any of the networks or computers at any of the clinical education settings. Students are not allowed access to computers at any clinical sites, this includes the internet. Students “surfing” the internet are subject to dismissal from the program.

Computer access will only be allowed when that access is required to complete the examination and the associated paperwork. **Any misuse of this access is in direct violation of this policy.** Disciplinary action by the Radiologic Sciences

**Policy:** 1993  
Radiologic Procedures

Policy: 221

Students are not allowed to have complimentary radiologic procedures performed on them during clinical time, unless admitted as a patient. Also, students are not allowed to perform radiological procedures on staff, unless admitted as a patient. Radiologic exams are not to be performed without a physician’s order. Even though ultrasound and magnetic resonance imaging are nonionizing radiation, these are not allowed.

Any violation of the above will result in disciplinary action by the program faculty.

Policy: 2002
Revised: 2005

Fluoroscopy

Policy: 222

Northwestern State University students will not use fluoroscopy for the purpose for “checking the positioning” of a patient for any clinical radiography course. Northwestern State University students may perform selected fluoroscopic procedures in keeping with the policy of the Clinical Education Setting if the student has previously demonstrated competency in the procedure and/or is under the direct supervision of the Clinical Instructor or Supervising Technologist or Physician.

Any violation of the above policy will result in disciplinary action (which may include dismissal from the program) by the Radiologic Sciences Program Faculty.

Revised: 2003