

University of Arkansas - Fort Smith

RADIOGRAPHY PROGRAM

Student Evaluation of Clinical Training Sites

Semester: _____

Please use this form to honestly evaluate the clinical training sites in which you have rotated through this semester. Check the blanks to the right of each question and provide answer to comments when requested. Please be as specific as possible and DO NOT SIGN YOUR NAME.

CIRCLE THE CLINICAL TRAINING SITES TO WHICH YOU WERE ASSIGNED THIS SEMESTER. USE THE NUMBERS INDICATED FOR EACH CLINICAL TRAINING SITE IN ANSWERING THE FOLLOWING QUESTIONS:

- 1 – Cooper Clinic (POB/COE)
- 2 – Sparks Regional Medical Center
- 3 – Cooper Clinic
- 4 – St. Edward Mercy Medical Center
- 5 – Sparks Plaza
- 6 – River Valley Musculoskeletal Center

Yes No Sometimes

1. Did you feel that these clinical rotations were adequate to meet your needs (i.e. able to achieve objectives, performed adequate number of exams)?

Comments: _____

Yes No Sometimes

2. Were you able to make good use of your time when there were no examinations to perform?

Yes No Sometimes

3. Were you allowed to assist the Radiographer with examinations as much as you would have liked?

Comments: _____

Yes No Sometimes

4. Do you feel that you were given too much responsibility?

Comments: _____

Yes No Sometimes

5. Do you feel that personnel conducted themselves professionally?

Comments:

USE THE SPACE BELOW TO MAKE ADDITIONAL COMMENTS AS NECESSARY.

COOPER CLINIC:

COOPER CLINIC (POB/COE):

SPARKS:

ST. EDWARD:

SPARKS PLAZA:

RIVER VALLEY MUSCULOSKELETAL CENTER:

CLINICAL PERFORMANCE EVALUATIONS

This form is used to evaluate the student's ethical professional behavior. The clinical instructors complete it at the end of each semester. Each completed form will be graded by the clinical coordinator and kept in the student's file. This score will count as 40% of the student's clinical grade.

**UNIVERSITY OF ARKANSAS – FORT SMITH
RADIOGRAPHY PROGRAM
Clinical Evaluation of Students**

Name: _____

Clinical Site: _____

Date: _____

Evaluator: _____

PART I PERSONAL APPEARANCE

PERSONAL APPEARANCE	Professional, neat and clean	Sometimes follows dress code policy, needs reminding	Follows dress code policy; within guidelines	Sloppy and unkempt, lack of personal hygiene	Most of the time within guidelines
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PART II ATTITUDE

COOPERATION AND ATTITUDE	Good impression	Causes problems, inclined to be quarrelsome	Excellent team worker, positive leader	At times arrogant, passive, disrespectful, and/or surly	Consistently works well with co-workers and others with diverse backgrounds
SELF-CONFIDENCE	Lacking self-assurance, stands back	Too independent, ignores policy and procedures	Displays maturity & confidence	Completely self-sufficient	
ATTITUDE TOWARD SUPERVISION	Responds maturely, respectfully, and promptly to suggestions and feedback	Resents and rejects criticism, blames others	Accepts criticism and feedback in a satisfactory manner but does not show improvement	Opposes criticism and tries to justify self	Accepts criticism and shows improvement
ATTITUDE TOWARD CLINICALS	Regards clinical as a waste of time	Considers clinical a serious learning experience	Negative attitude, allows personal life to interfere	Satisfactory attitude toward clinical	Positive attitude most of the time.

PART III DEPENDABILITY

ABSENCE/TARDIES	Never absent or late. Highly dependable	1 – 2 absences or tardies	3 – 4 absences or tardies	4 or more absences and tardies	
NOTIFICATION	Seldom calls to notify	Always gives proper notification	Usually calls when absent or tardy	Always fails to give proper notification if absent or tardy	
COMPLETES ASSIGNED TASK	Most of the time follows through with clinical task in a reliable, conscientious manner	Always follows through and completes exams or tasks in a reliable, conscientious manner	Frequently relies on others to complete exams	Unreliable, never completes patient exams	
ACCOUNTABILITY	Must be reminded to stay in assigned area, likes to roam	Will not immediately report to assigned area	Always present and punctual in assigned area	Never reports to assigned area, always roaming	

PART IV PROFESSIONAL BEHAVIOR

INTERPERSONAL BEHAVIOR	Excellent relationship with patients and staff. Always works in harmony with others. Never negative	Relations with others are harmonious under normal circumstances	Congenial and helpful. Works well with others. Seen as an asset in cooperation and group harmony	Argumentative with staff and/or students. Bad attitude	Frequent negative comments, attitude rude, causes some friction
ABILITY TO FOLLOW INSTRUCTIONS	Follows instructions well	Learns rapidly, implements and retains knowledge	Satisfactory retention	Headstrong, ignores instructions	Hesitant to respond, needs reassurance
INITIATIVE	Lacks initiative. Must be told frequently what to do	Self-starter. Asks for additional work	Meets minimum requirements	Lazy	Displays initiative consistently
COMMUNICATION SKILLS	Exceptional communication skills; correct grammar, well organized thoughts and easily understood	Uses correct grammar, but does not organize thoughts prior to speaking (rambles)	Satisfactory communication skills	Inadequate communication skills; incorrect grammar, unorganized thoughts, and/or lacks tact	Occasionally has problems expressing themselves
PROFESSIONAL ETHICS	Violates ARRT Code of Ethics; totally unethical behavior	Satisfactory ethical behavior	Abides by ARRT Code of Ethics; displays highest ethical behavior	Occasionally acts in an unethical manner around patients or personnel	Exhibits ethical behavior around patient but unethical around colleagues
PROFESSIONAL BEHAVIOR	Satisfactorily professional behavior	Consistently exhibits moral and ethical behaviors	Unprofessional, gossips about/around patients or personnel	Exhibits professional behavior around patients but unprofessional around colleagues	Inappropriate conversation and volume

PART V QUALITY OF WORK

QUALITY OF WORK	Does what is required	Consistently above average in performance	Requires constant supervision and must be told to repeat	Always produces quality work	Frequent repeats necessary
QUANTITY OF WORK	Slow, just enough to get by	Very productive	Has to be prodded, works very slowly	Superior amount of quality work	Satisfactory, meets minimum requirements
CARE FOR PATIENTS	Hesitant to provide appropriate patient care	Provides appropriate patient care but is inconsistent in anticipating patient needs	Satisfactory patient care	Inadequate patient care skills	Anticipates and provides appropriate patient care, safety and comfort
USE AND CARE OF EQUIPMENT	Consistently demonstrates technical knowledge and skill	Adequate technical knowledge and skill	Careless use and care of equipment	Requires supervision and guidance	Knowledgeable and skillful at operating most of the equipment
ABILITY TO FORMULATE AND ADJUST TECHNIQUES	Requires little help	Makes few mistakes	Excellent abilities	Constantly needs assistance, frequent repeated mistakes	Careless errors
POSITIONING SKILLS	Rarely needs assistance	Makes frequent mistakes	Normal mistakes	Poor application of knowledge	Makes few mistakes
ORGANIZATION OF WORK	Knows what to do first and does it	Needs little help, learns from mistakes	Needs to be told when to do things	Confused, appears lost	Satisfactory
COMPREHENDS MEDICAL HISTORY AND EXAM TYPE	Very knowledgeable, recognizes pathologies and infrequent exam types	Knowledgeable, recognizes common pathologies and infrequent exam types	Recognizes common pathologies in routine exam types	Lacking in knowledge of common pathologies in routine exam types	Unable to determine reason for exam and exam type
RADIATION PROTECTION	Collimates and shields when required	Collimates and shields aggressively	Practices cardinal principles skillfully	Seldom implements protection practices	Careless, needs reminding
INTEREST IN WORK	Does only enough to get by. Little interest or enthusiasm shown	High interest. Very enthusiastic. Takes pride in doing work well	Does not want to perform procedures once competency is completed	Satisfactory amount of interest and enthusiasm	More than average amount of interest and enthusiasm
PROBLEM SOLVING SKILLS	Proficient at using problem solving skills to modify standard procedures to accommodate patient conditions and other variables	Satisfactory problem solving abilities	Exhibits inadequate problem solving abilities	Improving problem solving skills that require modifying standard procedures to accommodate patient conditions and other variables	
CRITICAL THINKING SKILLS	Recognizes incorrect positioning but unable to make appropriate adjustments.	Able to evaluate for appropriate positioning but needs work on evaluating the image quality	Accurately evaluates radiographic images for appropriate positioning and image quality	Inconsistent in evaluating radiographic images for appropriate positioning and image quality	Unable to evaluate radiographic images for appropriate positioning and image quality

Comments from Evaluator:

Signature of Evaluator

Date

Comments from Student:

I agree with this evaluation _____

I disagree with this evaluation _____

Signature of Student

Date

DOCUMENTATION OF FILM BADGE READINGS OVER 300 mR

Student: _____ Date: _____

Clinical Site: _____

Film Badge Reading: _____ mR for the quarter of: _____

If a student's film badge reading is over 300 mR for any quarter, the following procedure will be followed and documented:

- | | <u>Date</u> |
|---|-------------|
| 1. Discussion between student and program director concerning reasons for overexposure | _____ |
| 2. Discussion with the clinical instructor concerning possible reasons for overexposure | _____ |
| 3. Recommendations made by the clinical instructor to prevent future overexposure | _____ |

POSSIBLE REASONS AND RECOMMENDATIONS: _____

Signature of Student Date

Signature of Program Director Date

Signature of Clinical Instructor Date

APPENDICES

APPENDIX A – JRCERT STANDARDS

APPENDIX B – GLOSSARY OF TERMS

APPENDIX C – CODE OF ETHICS

APPENDIX D – GORDON KELLEY LEARNING ASSISTANCE CENTER

APPENDIX A

Statement on Assessment of Program Effectiveness ¹

The Joint Review Committee on Education in Radiologic Technology (**JRCERT**) believes that the accreditation process offers a means of providing public assurance that a program meets standards and of stimulating programmatic improvement. The **JRCERT Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS)** require a program to articulate its purposes; to demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing its purposes; and to provide assurance that it can continue to meet accreditation standards. A variety of assessment approaches in its evaluation processes strengthens a program's ability to document its effectiveness.

The **JRCERT** believes that assessment leads to programmatic improvement. The **JRCERT** does not prescribe a specific approach to assessment. That determination should be made by the program in terms of its own purposes and resources. Assessment is not an end in itself but a means of gathering information that can be used in evaluating the program's ability to accomplish its purposes. An effective assessment process provides information that assists program officials in making useful decisions about the program and in developing plans for its improvement.

The **JRCERT** expects programs to develop a system of planning and evaluation to demonstrate its effectiveness in relation to student achievement. The program is expected to describe and document student learning outcomes and the pursuit of academic excellence.

Introduction

The Standards for an Accredited Educational Program in Radiologic Sciences are directed at the assessment of program and student outcomes. Using these **STANDARDS**, the goals of the accreditation process are to: protect the student and the public, stimulate programmatic improvement, provide protective measures for federal funding or financial aid, and promote academic excellence.

Each **STANDARD** is titled and includes a narrative statement, supported by objectives, describing the outcome required for compliance with the **STANDARD**. Selected key terms are underlined and defined in the Glossary to clarify the meaning. The definitions contained in the Glossary are considered a component of the **STANDARDS** and, as such, must be satisfied to comply with the **STANDARDS**.

¹This Statement is based on a similar Statement developed by the Commission on Institutions of Higher Education, North Central Association of Colleges and Schools. The **JRCERT** acknowledges, with thanks, the permission of the North Central Association for its use.

Standards for an Accredited Educational Program in Radiologic Sciences

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Standard One: Mission/Goals, Outcomes, and Effectiveness

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.

Objectives:

In support of **Standard One**, the program:

- 1.1 Has a mission statement that defines its purpose and scope.
- 1.2 Has written goals that outline what the program is designed to achieve.
- 1.3 Makes its mission statement and goals readily available to students, faculty, administrators, and the general public.
- 1.4 Develops and implements an assessment plan that identifies benchmarks for the measurement of outcomes in relation to its mission statement and goals and includes:
 - program completion rate;
 - clinical performance and clinical competence;
 - problem solving skills and critical thinking;
 - communication skills;
 - professional development and growth;
 - graduate satisfaction; and
 - employer satisfaction.
- 1.5 Documents outcomes consistent with each of the following JRCERT policies:
 - over the past five years, credentialing examination pass rate average of not less than 75% at first attempt; and
 - over the past five years, job placement rate of not less than 75% within six months of graduation.
- 1.6 Regularly solicits feedback from students, faculty, radiologists/radiation oncologists, graduates, employers, and other communities of interest.
- 1.7 Analyzes and uses feedback from communities of interest and outcome data for continuous improvement of its policies, procedures, and educational offerings.
- 1.8 Periodically evaluates its mission statement, goals, and assessment plan and makes revisions as necessary to achieve continuous quality improvement.

Standard Two: Program Integrity

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.

Objectives:

In support of **Standard Two**, the program:

- 2.1 Adheres to high ethical standards in relation to students, faculty, and staff.
- 2.2 Has program faculty recruitment and employment practices that are nondiscriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, and national origin.
- 2.3 Publishes statements accurately reflecting the program's offerings.
- 2.4 Has due process procedures that are readily accessible, fair, and equitably applied.
- 2.5 Has a policy that assures timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT **STANDARDS** and maintains a record of such complaints and their resolution.
- 2.6 Regularly evaluates program policies, procedures, and publications and revises as appropriate.
- 2.7 Documents the continuing accreditation of the sponsoring institution.
- 2.8 Documents the continuing recognition of each clinical education setting by applicable regulatory agencies.
- 2.9 Maintains JRCERT recognition of all clinical education settings.
- 2.10 Maintains JRCERT recognition of all applicable faculty appointments.
- 2.11 Complies with requirements to achieve and maintain JRCERT accreditation.

Standard Three: Organization and Administration

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

Objectives:

In support of **Standard Three**, the program:

- 3.1 Has organizational and administrative structures that support the program's mission and student learning outcomes.
- 3.2 Establishes and maintains affiliation agreements with clinical education settings.
- 3.3 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
- 3.4 Assures an appropriate relationship between program length and the subject matter taught and the objectives for the degree or credential offered.
- 3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.

Objectives:

In support of **Standard Four**, the program:

- 4.1 Maintains a master plan of education.
- 4.2 Follows a JRCERT recognized and accepted curriculum that prepares the student to practice in the professional discipline.
- 4.3 Provides a curriculum that promotes professional values, life-long learning, and competency in critical thinking and problem solving skills.
- 4.4 Provides a well-structured, competency based curriculum that supports the program's mission and goals.
- 4.5 Has a curriculum that reflects assessment of affective, cognitive, and psychomotor domains.
- 4.6 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.
- 4.7 Provides equitable learning opportunities.

Standard Five: Resources and Student Services

The program's learning resources, learning environments, and student services are sufficient to support its mission and goals.

Objectives:

In support of **Standard Five**, the program:

- 5.1 Provides classrooms, laboratories, clinical education settings, administrative and faculty offices, and other facilities to support its mission and goals.
- 5.2 Provides clinical observation sites, as appropriate.
- 5.3 Has clinical education settings that provide students with a variety and volume of procedures for competency achievement.
- 5.4 Reviews, evaluates, and maintains learning resources to assure the achievement of student learning outcomes and program goals.
- 5.5 Reviews, evaluates, and maintains student services to assure the achievement of student learning outcomes and program goals.

Standard Six: Human Resources

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

Objectives:

In support of **Standard Six**, the program:

6.1 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

- Full-time Program Director:

Holds, at a minimum, a masters degree;

Is proficient in curriculum design, program administration, evaluation, instruction, and counseling;

Documents the equivalent of three years full-time experience in the professional discipline;

Documents two years experience as an instructor in a JRCERT accredited program;

Holds American Registry of Radiologic Technologists certification or equivalent and registration in the pertinent discipline.

- Didactic Program Faculty:

Is qualified to teach the subject;

Is knowledgeable of course development, instruction, evaluation, and academic counseling;

Holds appropriate professional credentials, if applicable.

- Full-Time Clinical Coordinator:

Holds, at a minimum, a baccalaureate degree;

Is proficient in curriculum development, supervision, instruction, evaluation, and counseling;

Documents the equivalent of two years full-time experience in the professional discipline;

Documents a minimum of one year of experience as an instructor in a JRCERT accredited program;

Holds American Registry of Radiologic Technologists certification or equivalent and registration in the pertinent discipline.

- Radiography Clinical Instructor(s) or Radiation Therapy Clinical Supervisor(s):

Is proficient in supervision, instruction, and evaluation;

Documents the equivalent of two years full-time experience in the professional discipline;

Holds American Registry of Radiologic Technologists certification or equivalent and registration in the pertinent discipline.

- Clinical Staff:

Hold American Registry of Radiologic Technologists certification or equivalent and registration in the pertinent discipline.

6.2 Documents administrative, faculty, and clinical staff responsibilities are delineated and support the fulfillment of the program's mission and goals.

- Program Director:

Organizes, administers, reviews, develops, and assures program effectiveness;

Conducts on-going program assessment;

Participates in budget planning;

Evaluates and assures clinical education effectiveness;

Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development;

Assumes the leadership role in the continued development of the program.

- Didactic Faculty:

Prepare and maintain course outlines and objectives, instruct and evaluate students, and report progress;

Cooperate with the program director in periodic review and revision of course materials;

Maintain appropriate expertise and competencies through continuing professional development.

- Clinical Coordinator:

Correlates clinical education with didactic education;

Evaluates students;

Coordinates clinical education and evaluates its effectiveness;

Cooperates with the program director in periodic review and revision of clinical course materials;

Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development;

Maintains current knowledge of program policies, procedures, and student progress.

- Radiography Clinical Instructor(s) or Radiation Therapy Clinical Supervisor(s):

Is knowledgeable of program goals;

Understands the clinical objectives and clinical evaluation system;

Provides students with clinical instruction/supervision;

Evaluates students' clinical competence;

Maintains competency in the professional discipline and in instructional and evaluative techniques through continuing professional development;

Maintains current knowledge of program policies, procedures, and student progress.

- Clinical Staff:

Understand the clinical competency system;

Support the educational process;

Maintain current knowledge of program policies, procedures, and student progress.

6.3 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.

6.4 Provides support services to meet all educational, program, and administrative requirements.

6.5 Provides faculty with opportunities for continued professional development.

6.6 Evaluates didactic and clinical faculty performance regularly to assure instructional responsibilities are performed.

Standard Seven: Students

The programs and sponsoring institution's policies and procedures serve and protect the rights, health and educational opportunities of all students.

Objectives:

In support of **Standard Seven**, the program:

- 7.1 Has student recruitment and admission practices that are consistent with published policies of the program and sponsoring institution.
- 7.2 Uses student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, and national origin.
- 7.3 Makes available to prospective students accurate information about admission policies, transfer credit, tuition and fees, refund policies, academic calendars, academic policies, graduation requirements, and student services.
- 7.4 Makes available to enrolled students accurate information about admission policies, transfer credit, tuition and fees, refund policies, academic calendars, academic policies, grading policies, graduation requirements, and student services.
- 7.5 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.
- 7.6 Provides student academic and clinical activities that are educationally valid and support attainment of student learning outcomes.
- 7.7 Safeguards the health and safety of students associated with educational activities through implemented policies and procedures in regard to workplace hazards, harassment, communicable diseases, and substance abuse.
- 7.8 Limits required clinical and academic involvement for students to not more than 40 hours per week.

Standard Eight: Radiation Safety

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

Objectives:

In support of **Standard Eight**, the program:

- 8.1 Safeguards the health and safety of students associated with educational activities through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.
- 8.2 Has a pregnancy policy that is published and made known to accepted and enrolled female students that:
 - is consistent with applicable federal regulations and state laws;
 - includes notice of voluntary disclosure; and
 - provides options for student continuance in the program.
- 8.3 Assures that students use equipment and accessories, employ techniques, and perform procedures in accordance with accepted equipment use and radiation safety practices to minimize radiation exposure to patients, selves, and others.
- 8.4 Assures that radiation therapy procedures are performed under the direct supervision of a qualified practitioner.
- 8.5 Assures that medical imaging procedures are performed under the direct supervision of a qualified practitioner until a radiography student achieves competency.
- 8.6 Assures that medical imaging procedures are performed under the indirect supervision of a qualified practitioner after a radiography student achieves competency.
- 8.7 Assures that radiography students repeating unsatisfactory radiographs are under the direct supervision of a qualified practitioner.
- 8.8 Maintains documentation that learning environments are in compliance with applicable state and Federal radiation safety laws.

Standard Nine: Fiscal Responsibility

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

Objectives:

In support of **Standard Nine**, the program:

- 9.1 Has sufficient on-going financial resources to support the program's mission and goals.
- 9.2 Provides the program director an opportunity to participate in the budget planning process.
- 9.3 For those institutions and programs for which the JRCERT or a mixed accreditor serves as gatekeeper for Title IV financial aid, maintains compliance with USDE policies and procedures.

Glossary

Affiliation Agreement - A formal written understanding between an institution sponsoring the program and an independent clinical education setting.

American Registry of Radiologic Technologists Certification or Equivalent - Certification by the American Registry of Radiologic Technologists or unrestricted state license to operate radiation producing equipment.

Assessment - The systematic collection, review, and use of information to improve student learning, educational quality, and program effectiveness.

Assessment Plan - Provides direction for actions and is a way to determine progress. At a minimum, an assessment plan should include goals, evaluation criteria and benchmarks, outcomes, and a plan of action.

Clinical Coordinator - Required if the program has 6 or more clinical education settings or more than 30 students enrolled in the clinical component. The clinical coordinator may not serve as program director. The clinical coordinator position may be considered equal to a full-time equivalent but may be shared by no more than four appointees.

Clinical Instructor(s) - In radiography one full-time equivalent clinical instructor for every 10 students involved in the competency achievement process.

Clinical Supervisor(s) - In radiation therapy, one clinical supervisor for each clinical education setting.

Clinical Education Setting - A facility recognized by the JRCERT as meeting appropriate qualifications for delivering clinical education and evaluation of clinical competency. A minimum of one clinical instructor/supervisor is designated at each site.

Clinical Observation Site - An observation site is used for student observation of the operation of equipment and/or procedures.

Clinical Staff - For radiography, the ratio of students to staff prior to student competency achievement in a given examination or procedure shall not exceed 1:1. For radiation therapy, the ratio of students to staff shall always be 1:1.

Communities of Interest - Institutions, organizations, groups and/or individuals interested in educational activities in radiologic sciences.

Competency Based - Student attainment of a specified level of proficiency.

Credentialing Examination Pass Rate - The number of graduates who pass the American Registry of Radiologic Technologists Credentialing examination or an unrestricted state licensing examination compared with the number of graduates who take the examination.

Direct Supervision - Student supervision by a qualified practitioner, who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure.

Direct Supervision (continued) - A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.

Due Process - The formal procedure for resolution of a grievance or complaint that identifies timeframes for completion of each step and provides for a final appeal to a source external to the program.

Gatekeeper - An agency with responsibility for oversight of the distribution, record keeping, and repayment of Title IV financial aid.

Goals - Ends or results the program wants to achieve.

Indirect Supervision - For radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Job Placement Rate - The number of students employed in the radiologic sciences compared to the number of students actively seeking employment in the radiologic sciences.

Learning Environment - Places, surroundings or circumstances where knowledge, understanding, or skills are studied or observed such as classrooms, laboratories and clinical education settings.

Learning Resources - Media and reference materials utilized to support and enhance the educational program and scholarly activity.

Master Plan of Education - Documentation of the entire course of study that includes at a minimum: didactic and clinical curricula, program policies and procedures, and strategies for assessing program effectiveness.

Mission Statement - A means to communicate an educational vision and purpose.

Mixed Accreditor - An accrediting agency whose responsibilities for accreditation include situations where the agency accredits the only educational program in an institution. Where there are multiple educational programs in an institution, the agency selected as the institutional accreditor.

Outcomes - Results, end products, or actual consequences resulting from the educational process. Outcomes include what the students demonstrated/accomplished or what the program achieved.

Program Completion Rate - The number of students who complete the program compared to the number of students initially enrolled in the program.

Program Length - Duration of the program which may be stated as total academic or calendar year(s), or total semesters, trimesters, or quarters.

Qualified Practitioner - A radiation therapist or radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession.

Recognized and Accepted Curriculum - 1) The latest American Society of Radiologic Technologists professional curriculum and/or 2) other professional curriculum adopted by the JRCERT Board of Directors following review and recommendation by the JRCERT Standards Committee.

Sponsoring Institution - The facility or organization that has primary responsibility for the educational program and grants the terminal award. A sponsoring institution must be accredited by a recognized agency or meet equivalent standards. Educational programs may be established in: community and junior colleges; senior colleges and universities, hospitals, medical schools, postsecondary vocational/technical schools and institutions; military/governmental facilities; proprietary schools; and consortia (two or more academic or clinical institutions that have formally agreed to sponsor the development and continuation of an educational program). Consortia must be structured to recognize and perform the responsibilities and functions of a sponsoring institution.

Title IV Financial Aid- Monies for education loaned or granted by the Federal government, e.g. Perkins loans, Stafford loans, PLUS loans, Pell grants, Supplemental Educational Opportunity grants and work-study programs.

Awarding, Maintaining, and Administering Accreditation

A. Program/Sponsoring Institution Responsibilities

1. Applying for Accreditation

The accreditation review process conducted by the Joint Review Committee on Education in Radiologic Technology (JRCERT) can be initiated only at the written request of the chief executive officer or an officially designated representative of the sponsoring institution.

This process is initiated by submitting an application and self-study report, prepared according to JRCERT guidelines, to:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 900
Chicago, IL 60606-2901

2. Administrative Requirements for Maintaining Accreditation

- a. Submitting the self-study report or a required progress report within a reasonable period of time, as determined by the JRCERT.
- b. Agreeing to a reasonable site visit date before the end of the period for which accreditation was awarded.
- c. Informing the JRCERT, within a reasonable period of time, of changes in the institutional or program officials, program director, clinical coordinator, and clinical supervisor(s) or clinical instructor(s).
- d. Paying JRCERT fees within a reasonable period of time.
- e. Returning, by the established deadline, a completed Annual Report.

Programs are required to comply with these and other administrative requirements for maintaining accreditation. Additional information on policies and procedures is available from the JRCERT.

Program failure to meet administrative requirements for maintaining accreditation may lead to being placed on Administrative Probationary Accreditation and ultimately to Withdrawal of Accreditation.

B. JRCERT Responsibilities

1. Administering the Accreditation Review Process

The JRCERT reviews educational programs to assess compliance with the **Standards for an Accredited Educational Program in Radiologic Sciences**.

The accreditation process includes a site visit.

Before the JRCERT takes accreditation action, the program being reviewed must respond to the report of findings.

The JRCERT is responsible for recognition of clinical education settings.

2. Accreditation Actions

JRCERT accreditation actions for Probation may be reconsidered following the established procedure.

JRCERT accreditation actions for Accreditation Withheld or Accreditation Withdrawn may be appealed following the established procedure.

All other JRCERT accreditation actions are final.

Procedures for reconsideration and appeal are published in the JRCERT Accreditation Handbook and are available upon request.

A program or sponsoring institution may, at any time prior to the final accreditation action, withdraw its request for initial or continuing accreditation.

Educators may wish to contact the following organizations for additional information and materials:

Accreditation: Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 900
Chicago, IL 60606-2901
(312) 704-5300
www.jrcert.org

Curriculum: American Society of Radiologic Technologists
15000 Central Avenue, N.E.
Albuquerque, NM 87123-3917
(505) 298-4500
www.asrt.org

Certification: American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
(651) 687-0048
www.arrt.org

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20 North Wacker Drive
Suite 900
Chicago, IL 60606-2901
(312) 704-5300
(312) 704-5304 (Fax)
Email: mail@jrcert.org
www.jrcert.org

APPENDIX B

GLOSSARY
OF
KEY TERMS

GLOSSARY OF KEY TERMS

This Glossary is considered a component of the Standards for an Accredited Educational Program in Radiologic Sciences and as such, the definitions must be met to comply with the STANDARDS.

Affiliation Agreement – A formal written understanding between an institution sponsoring the program and an independent clinical education setting which agrees to provide appropriate learning experiences for students.

American Registry of Radiologic Technologists Certification or Equivalent – Certification by the American Registry of Radiologic Technologists or unrestricted license issued by a state to operate radiation producing equipment.

Clinical Coordinator – Required if the program has four or more clinical education settings or more than a total of 20 students. The clinical coordinator may not serve as program director.

Clinical Instructor(s) or Clinical Supervisor(s) – In radiography, one full-time equivalent clinical instructor for every 10 students involved in the competency achievement process.

Clinical Education Setting – A facility recognized by the JRCERT as meeting appropriate qualifications for delivering clinical education. A minimum of one qualified clinical instructor/supervisor is designated at each site.

Clinical Staff – For radiography, the ratio of student to staff prior to student competency achievement in a given examination or procedure shall not exceed 1:1. For radiation therapy, the ratio of student to staff is always 1:1.

Clock Hour – One hour of 60 minutes.

Communities of Interest – Institutions, organizations, groups and/or individuals interested in educational activities in radiologic sciences.

Competency-Based – A course, curriculum or program designed for the application of knowledge, skills, and demonstrated outcomes.

Course Completion Rate – The number of enrolled students who complete a course compared with the number of enrolled students who began the course.

Credentialing Examination Pass Rate – The number of graduates who pass the American Registry of Radiologic Technologists credentialing examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination.

Credit Hour – Time given to a specific unit of learning (usually a 50-minute class session in an academic quarter, trimester, or semester).

Declared Pregnant Worker – A woman (female student) who has voluntarily informed her employer (the designated program official), in writing, of her pregnancy and the estimated date of conception.

Direct Supervision – Student supervision under the following parameters:

A qualified radiographer/radiation therapist reviews the procedure in relation to the student's achievement;

A qualified radiographer/radiation therapist evaluates the condition of the patient in relation to the student's knowledge.

A qualified radiographer/radiation therapist is present during the conduct of the procedure;

A qualified radiographer/radiation therapist reviews and approves the procedure;

A qualified radiographer is present during student performance of any repeat of any unsatisfactory radiograph.

Due Process – The formal resolution of a grievance or complaint. A due process procedure must identify time frames for completion of the steps of the process and provide for final appeal to a source extraneous to the educational program to assure fair and impartial consideration.

Enrolled Student – A student who has been accepted and registered into the professional course of study and who has paid applicable fees.

Experience as an Instructor – Knowledge of and practice in educational methods of instructional delivery and evaluation. The instructor experience may have been attained concurrently with the professional experience requirement.

Gatekeeper – An agency with responsibility for oversight of the distribution, record keeping and repayment of Title IV financial aid.

Graduation Rate – The number of students who graduate compared to the number of initially enrolled students.

Indirect Supervision – For radiography, that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Institutional Mission and Goals Statement – A specific statement with which an institution is embodied. The statement is approved by the highest authority of the governing organization and provides direction for program's services. Goals that support the mission are statements of purpose or intent toward which the institution's efforts are directed.

Learning Environment – A place, surroundings or circumstances where knowledge, understanding or skills are studied or observed, such as classrooms, laboratories, clinical education settings or field study sites.

Learning Resources – Media and reference materials utilized to support and enhance the educational program and scholarly activity. Material specific to instrumentation and technology with publication dates within the last five years are considered acceptable by the JRCERT to support professional curricula. The JRCERT does not endorse any specific learning resource.

Level of Room Utilization – The number of procedures performed in a particular room within a specific time period, e.g., day or week, designated for student learning.

Master Plan of Education – Documentation of the entire course of study which may include: institution and program philosophies and goals, curriculum sequence course descriptions, course outlines and performance (behavioral) objectives, textbooks assigned by course, competency-based clinical education demonstrating integration and correlation with the didactic component, performance objective for clinical education, graduate competencies, strategies and instruments utilized for evaluation of student behaviors in the cognitive, psychomotor and affective domains, grading policy/derivation, program policies and strategy for assessing program effectiveness.

Mixed Accreditor – An accrediting agency whose responsibilities for accreditation include situations where the agency accredits the only educational program in an institution; or where there are multiple educational programs in an institution, the agency selected as the institutional accreditor.

Non-Discrimination Statement – A statement issued by an institution, organization or agency stating the policy or practice of refraining from discrimination with respect to any legally protected status such as race, color, religion, gender, age, disability, and national origin.

Outcomes Assessment – A systematic, continuous process of collecting and analyzing data about program components in order to make decisions that will improve the quality and effectiveness of the program.

Program Completion Rate – The number of students who complete the professional components of the curriculum compared to the number of students initially enrolled in the program.

Program Goals – Specific tasks or direction statements adopted by a program that include the purpose or intent toward which the program’s effort are directed.

Program Length – The duration of the educational program from student matriculation to graduation. Program length may be stated in total academic or calendar year(s); total semesters, trimesters, or quarters.

Program Mission – Statement(s) of purpose or intent toward which program effort is directed.

Program Outcomes – Results toward which effort is directed; the end product resulting from the educational process, e.g., the student’s competence as a practitioner.

Program Policies – Principles or courses of action developed to guide programmatic decision making.

Qualified Practitioner – A radiation therapist or radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline with practiced responsibilities in areas such as patient care, quality assurance or administration. Such practice responsibilities take place primarily in clinical education settings.

Recognized and Accepted Curriculum – The latest American Society of Radiologic Technologists or equivalent professional curriculum for radiography or radiation therapy.

Scholarly Activity – Actions directed toward research and other activities associated with achievements and advancements in a knowledge area.

Sponsoring Institution – The facility or organization that has primary responsibility for the educational program and grants the terminal award. A sponsoring institution must be accredited by a recognized agency or meet equivalent standards. Educational programs may be established in:

- ☐ Community and junior colleges;
- ☐ Senior colleges and universities;
- ☐ Hospitals;
- ☐ Medical Schools;
- ☐ Postsecondary vocational/technical schools and institutions;
- ☐ Military/governmental facilities;
- ☐ Proprietary schools;
- ☐ Consortia – Two or more academic or clinical institutions that have formally agreed to sponsor the development and continuation of an educational program. A consortium must be structured to recognize and perform the responsibilities and functions of a sponsoring institution.

Student Achievement – Accomplishments or attainments by students directed toward the progress and completion of the course of study.

Student Attrition Rate – The number of students who leave the program compared with the number of students who initially enrolled.

Student Capacity – Determined by the JRCERT based on documented availability of qualified faculty, program physical resources, and the volume and variety of examination and procedures.

Student Dismissal – The act of terminating a student from the program of study.

Student Learning Outcomes – The performance indicators identified as a result or end product of learning activities.

Student Loan Default Rate – The percentage of borrowers who enter repayment in a fiscal year and default or meet other specified conditions by the end of the next fiscal year.

Student Retention Rate – The number of students who remain in the program compared with the number of students who initially enrolled.

Support Services – Any service, such as secretarial, clerical, or computer services, which facilitate the educational, administrative, and program goals.

Title IV Financial Aid – Monies for education loaned or granted by the Federal government, e.g., Perkins loans, Stafford loans, PLUS loans, Pell grants, Supplemental Education Opportunity grants and work-study programs. Programs participating in Title IV financial aid must:

- ☐ Maintain financial documents including audit and budget processes confirming appropriate allocation and use of financial resources;
- ☐ Have a monitoring process for student loan default rates;
- ☐ Have an appropriate accounting system providing documentation for management Title IV financial aid and expenditures;
- ☐ Inform students of responsibility for timely repayment of Title IV financial aid.

Using information provided by the United States Department of Education, the JRCERT determines if that information calls into question the institution's/program's compliance with those STANDARDS relating to Title IV financial aid and, if necessary, the JRCERT will take action up to and/or including an on-site review of the program.

Unrelated Functions – Duties required of program officials that are not relevant to academic and organizational program responsibilities.

United States Department of Education (USDE) – The agency authorized by Federal statute to identify accrediting agencies that have documented compliance with Higher Education Act amendments and regulations. The Secretary of Education recognizes such agencies to accredit educational institutions and programs.

Variety and Volume of Procedures – The numbers and types of procedures available in a clinical education setting to support student attainment of program learning outcomes.

APPENDIX C

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS CODE OF ETHICS

Preamble

This Code of Ethics is to serve as a guide by which Radiologic Technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the allied professions and health care consumers.

The Code of Ethics is not law but is intended to assist Radiologic Technologists in maintaining a high level of ethical conduct.

Therefore, in the practice of the profession, we are members of the American Society of Radiologic Technologists, accept the following principles:

Principle 1

Radiologic Technologists shall conduct themselves in a manner compatible with the dignity of their profession.

Principle 2

Radiologic Technologists shall provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by considerations of age, sex, race, creed, social or economic status, handicap, personal attributes or the nature of the health problem.

Principle 3

Radiologic Technologists shall make every effort to protect all patients from unnecessary radiation.

Principle 4

Radiologic Technologists should exercise and accept responsibility for independent discretion and judgment in the performance of their professional services.

Principle 5

Radiologic Technologists shall judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence.

Principle 6

Radiologic Technologists shall apply only methods of technology founded upon a scientific basis and not accept those methods that violate this principle.

Principle 7

Radiologic Technologists shall not diagnose, but in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to radiologic diagnosis or patient management.

Principle 8

Radiologic Technologists shall be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities.

Principle 9

Radiologic Technologists should continually strive to improve their knowledge and skills by participating in educational and professional activities and sharing the benefits of their attainments with their colleagues.

Principle 10

Radiologic Technologists should protect the public from misinformation and misrepresentations.

APPENDIX D

The Gordon Kelley Learning Assistance Center

The Gordon Kelley Learning Assistance Center's goal is to help students become independent and efficient learners so they are better equipped to meet the University's academic standards and successfully attain their own educational goals. Students are challenged to become actively involved in their own learning. The purpose of the Learning Assistance Center (LAC) is to provide all students with an equal opportunity to succeed in college by maintaining a program of support services to address their educational needs. The LAC staff considers not only the student's academic background, preparation, and study habits, but also the specific challenges of the course content and the student's overall college experience.

Contact

Vines 101
Contact us 479-788-7675
or email lac@uafortsmith.edu

Fall/Spring Hours

Open Hours:	Vines 101
Monday	7:45 a.m. – 9:00 p.m.
Tuesday	7:45 a.m. – 9:00 p.m.
Wednesday	7:45 a.m. – 9:00 p.m.
Thursday	7:45 a.m. – 9:00 p.m.
Friday	7:45 a.m. – 4:30 p.m.
Saturday	9:00 a.m. – 1:00 p.m.
Sunday	1:00 p.m. – 6:00 p.m.

Summer Hours

Open Hours:	Vines 101
Monday	7:45 a.m. – 8:00 p.m.
Tuesday	7:45 a.m. – 8:00 p.m.
Wednesday	7:45 a.m. – 8:00 p.m.
Thursday	7:45 a.m. – 8:00 p.m.
Friday	7:45 a.m. – 4:30 p.m.
Saturday	9:00 a.m. – 1:00 p.m.
Sunday	1:00 p.m. – 6:00 p.m.

Tutoring

- Tutoring Services
- Writing Center
- Drop-in Math Labs
- How Do I Become a Tutor?

Guided Study/Study Skills

- Assessment of Current Study Skills
- Group/Class Presentations
- Individual Study Skills Help
- Study Skills

Supplemental/Support Materials

The LAC offers supplemental and support materials in the following areas:

- Math
- Reading
- Computer Literacy
- Spelling
- Social Sciences
- Writing
- Natural Sciences

Testing

- Testing Services

Faculty Services

- Faculty Services

UNIVERSITY OF ARKANSAS – FORT SMITH

RADIOGRAPHY POLICY AND PROCEDURE MANUAL

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WELCOME TO

THE UNIVERSITY OF ARKANSAS – FORT SMITH

RADIOGRAPHY PROGRAM

Congratulations on being selected to participate in the UA Fort Smith Radiography program. The faculty and staff at UA Fort Smith expect that your progress through the program will provide the knowledge and skills necessary for you to perform competently in your chosen profession.

This manual is designed to serve as a guide to general information pertaining to the Radiography program's policies and procedures. Please feel free to address questions or concerns you may have with the program faculty or clinical instructors.

Please read this manual carefully. You will be held accountable for all information related to you in this manual. After reading it, you must sign and return the first six (6) forms to the Executive Director of Imaging Sciences by the end of the first week of school.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

ACCEPTANCE OF POLICY GUIDELINES

I have thoroughly read the policy guidelines for the Radiography program in the manual of the Associate of Applied Science Degree in Radiography at UA Fort Smith. I understand my responsibilities concerning the program. I will comply with the policies and guidelines contained in this manual to the best of my ability. In addition, I understand that I must abide by the policies found in the UA Fort Smith catalog and student handbook.

Student Signature: _____

Date: _____

NOTE: Please sign and return this sheet to the Executive Director of Imaging Sciences, University of Arkansas - Fort Smith.

**UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM**

HEALTH INSURANCE COVERAGE

Radiography program students must be responsible for any financial coverage if injured in the clinical setting, as there is no worker's compensation for students.

This requirement is found on page 51 of the *Radiography Policy and Procedures Manual*.

“All students admitted to the Radiography program are expected to carry personal health insurance.”

_____ I am covered by health insurance with the following company/agency:

Company/Agency: _____

I.D. Number: _____

Policyholder's Name: _____

_____ I am not covered by health insurance, but I will be responsible for any necessary personal health expenses.

Signature: _____

Date: _____

Name: _____

(Printed)

**UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM**

STANDARD PRECAUTIONS STATEMENT

I have been given written and verbal information regarding Standard Precautions. I agree to use Standard Precautions during clinical and simulated laboratory practice.

I understand that my failure to use Standard Precautions may result in exposure to blood borne pathogens including Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

In the event that I experience an exposure to HBV or HIV as a result of my failure to follow Standard Precautions, **I HEREBY RELEASE AND HOLD HARMLESS THE UNVIERSITY OF ARKANSAS – FORT SMITH, ITS BOARD OF VISITORS, OFFICERS, AND AFFILIATING AGENTS FROM ANY AND ALL LIABILITY, RESPONSIBILITY, DAMAGE OR LOSS, WHETHER KNOWN OR UNKNOWN, EXISTING OR POTENTIAL, THAT I MAY EVER CLAIM AS A RESULT OF ANY CONTACT OR CONSEQUENCE THAT MAY ARISE FROM MY EXPOSURE.**

Signature: _____

Date: _____

Faculty/Witness: _____

Date: _____

**UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM**

**POLICY FOR THE PREVENTION AND MANAGEMENT OF SUBSTANCE
ABUSE**

RELEASE FORM

I, _____, have read the Prevention and Management of Substance Abuse Policy of the UA - Fort Smith radiography program and agree as a student in the radiography program to comply with all aspects of the policy as written, including urine, blood or breathalyzer testing.

I agree that Cooper Clinic Occupational Medicine, a drug testing facility, is authorized by me to provide the results of the test(s) to the Executive Director of the Radiography Program. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to 1) compliance of the college with federal and state law and 2) the college's interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I further understand that failure to adhere to the conditions specified in this policy will result in my dismissal from the program. Furthermore, I agree to abide by the provisions for determining suspension and to follow the conditions of readmission as outlined.

Student Printed Name

Student Signature

Date

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

HONOR CODE

The Radiography Program has adopted the following policies. Please read, sign, date, and return this form. This copy will be placed in your student file.

EXAM POLICY

I understand that the content of all examinations is confidential. I agree that I will not divulge any questions on any examination to any individual or entity. I understand that the unauthorized possession, reproduction, or disclosure of any examination questions before, during, or after the examination is in violation of university policy. A violation of this type can result in disciplinary action by the educational institution, including the denial of certification and/or completion of the program.

SIGN-IN POLICY

In the event that students must “sign in” to a class, lab, or clinical setting, each student must sign his/her own name. It is unethical and in violation of policy to sign anyone else in for any reason, and to do so will result in disciplinary action. When signing in for class, lab, or clinical after the designated time, it is your responsibility to note the time on the roll next to your name.

CHEATING/PLAGIARISM POLICY

Cheating in any form, including plagiarism (stealing and passing off as one’s own, the words or ideas of another) is unethical and will result in disciplinary action in accordance with stated university policy. (See *UA Fort Smith Course Catalog*). To assist another to cheat is equally unacceptable and can result in the same disciplinary actions.

Signature: _____

Date: _____

Name: _____

(Printed)

**UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM**

HIPAA STATEMENT

I have received education regarding the HIPAA regulations which are effective as of April 14, 2003. I have been given the opportunity to ask questions. I have been informed and understand the policy on confidentiality. I will be held accountable for practicing within the regulations set forth by HIPAA.

Signature: _____

Date: _____

**UNIVERSITY OF ARKANSAS – FORT SMITH
RADIOGRAPHY PROGRAM**

BACKGROUND CHECK POLICY

Purpose:

The University of Arkansas - Fort Smith College of Health Sciences is committed to producing graduates who go beyond academic excellence, who are productive, self-sufficient citizens of society, who are responsive to the global community and who maintain high ethical standards in their personal and professional lives. The attainment of this goal is facilitated by partnering with clinical agencies that consent to having faculty and students practice in their facilities. Students must therefore adhere to all agency policies, such as background checks. The purpose of this policy is to describe the terms and conditions under which background checks are conducted.

Policy:

A criminal background check is required of all students accepted into the University of Arkansas - Fort Smith College of Health Sciences Imaging Sciences, Surgical Technology and School of Nursing Programs. A third party vendor will conduct the background checks. The student will be responsible for all fees associated with any components of the background check process. All information will be treated as confidential but will be shared with the Imaging Sciences, Surgical Technology or School of Nursing Executive Director and assigned agencies when requested and will be retained in the student's health file.

Each clinical agency will independently determine if an adverse or negative outcome on the criminal background check will prohibit a student's practice in their agency. Students unable to practice in clinical agencies because of an adverse or negative background check will be unable to complete program objectives, halting continued progression in the student's program of study. Failure to complete the background check process prior to the Friday of the first week of class will result in the student's inability to complete the program objectives and will therefore halt progression in the student's program of study.

Students must comply with any additional background checks required by their licensing agency.

General Guidelines:

1. Immediately upon acceptance into a College of Health Sciences Program, the student must authorize the background check by completing the background authorization form provided by the vendor. This form is available to the student via a link on the University of Arkansas - Fort Smith website. The student must also authorize the vendor to send a copy of the results of the background check to

the Executive Director of Imaging Sciences. Results must be received by the Friday of the first week of class.

2. The following background checks shall be conducted by the vendor. Additional requests may be made by an agency.
 - Office of Inspector General
 - Sex and violent offender check
 - Social Security Verification
 - Current County of Residence
3. If a background check is returned with unfavorable results, the Executive Director of Imaging Sciences will notify the student and the student's assigned clinical agencies. The clinical agencies will determine if the student will be allowed to practice as a student in their clinical facility.
4. The student has the option to dispute any inaccurate information with the reporting agency, as a right of the Fair Credit Reporting Act. The student will not be able to complete the program objectives, halting their progression in the program of study, until the dispute is resolved.
5. If the background check is favorable, no further action will be taken.
6. All background check results will be retained in the student's health file.

12/18/06

INTRODUCTION

UNIVERSITY OF ARKANSAS - FORT SMITH

MISSION, ROLE AND SCOPE, VISION, AND VALUES

MISSION

The mission of the University of Arkansas - Fort Smith is to raise the higher education achievement level of the residents of the Western Arkansas service area to meet or exceed the national average by the end of 2010, at a cost that is affordable and comparable to peer institutions.

UA Fort Smith is a unique regional university. The institution will raise the education achievement level by providing high quality baccalaureate, associate, and certificate programs and a wide range of credit educational services for its six-county Western Arkansas service area. Education and training services designed to meet the workforce education and retraining needs of business and industry throughout the state is a direct support responsibility of UA Fort Smith.

Student learning and growth are the priorities for all members of the institution. The University will strengthen the educational, cultural, and economic development of the communities in Western Arkansas.

ROLE AND SCOPE

Founded in 1928, the University of Arkansas - Fort Smith (UA Fort Smith) has grown in stature, role and scope over the years to a singularly distinctive, unique hybrid institution. Organized and focused on teaching and learning, UA Fort Smith offers multi-faceted academic and technical educational opportunities. The University provides these learning opportunities at times and places convenient to students and clients. These programs include single courses of instruction, technical certificates of proficiency, two-year associate's degree programs, and baccalaureate degrees designed to meet a demonstrated demand of the region and industries served by the University. Additional upper division and graduate programs of study leading to select baccalaureate and master's degrees are offered on campus by other universities through the UA Fort Smith University Center.

In addition to certificate and degree programs, UA Fort Smith provides a wide range of customized, on-site education and training services, both pre- and post-employment, designed to meet the workforce education and retraining needs of business and service organizations throughout Western Arkansas and the state. UA Fort Smith provides a variety of public service activities for the people and organizations within its service area. Included are non-credit courses, seminars, workshops, lectures, travel, telecourses, and

teleconferences organized by the University's Business and Professional Institute. UA Fort Smith makes campus facilities and resources available to community organizations and enriches the quality of life of the community through sponsored cultural activities and events.

VISION

The heart and soul of UA Fort Smith's aim is to be a leader in the learning enterprise, locally, statewide, and nationally.

- ∅ We believe in service over self-interest.
- ∅ We seek to provide, facilitate, and broker first-quality learning which will build a productive, self-sufficient citizenry and health communities.
- ∅ We strive to create in each life we touch the perpetual self-learning capacity to live up to one's full potential, to know how to enjoy life and to contribute to making our community and world a better place to live.

VALUES

UA Fort Smith holds a set of core values based on the belief that we can and should be the best of learning organizations, by centering our focus and efforts on the learner and learning, and by practicing and modeling integrity and ethical behavior, responsibility for results, service to our fellow citizens and the communities we serve, and cooperation and collaboration with others in the betterment of the world in which we live.

UNIVERSITY OF ARKANSAS - FORT SMITH

RADIOGRAPHY PROGRAM

MISSION STATEMENT

The Radiography Program at the University of Arkansas - Fort Smith was established to serve the needs of the population and health care industry in the community and surrounding area. The program is committed to provide a high quality education, through didactic courses and clinical experiences, in medical radiography in order to produce competent and registry eligible radiography practitioners with the potential for advancement and leadership, whether the emphasis is education, management, or practice.

PROGRAM GOALS

- GOAL 1:** Prepare students to apply effective communication, problem solving, and critical thinking skills in clinical situations.
- Objective 1.1 Students will demonstrate effective communication skills.
- Objective 1.2 Students will use problem-solving skills to modify standard procedures to accommodate patient conditions and other variables.
- Objective 1.3 Students will exercise independent judgment in adapting exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain radiographic quality.
- Objective 1.4 Students will evaluate radiographic images for appropriate positioning and image quality.
- GOAL 2:** Prepare students to perform diagnostic radiographic examinations using technical knowledge and clinical skills while demonstrating quality patient care.
- Objective 2.1 Students will apply knowledge of anatomy, physiology, and positioning to accurately demonstrate anatomical structures on film or other image receptors.
- Objective 2.2 Students will demonstrate technical knowledge and skill in equipment operations in the performance of radiographic examinations using film/screen, CR, DR, and PAC systems.
- Objective 2.3 Students will apply the principles of radiation protection for patients, self, and others.

- Objective 2.4 Students will anticipate and provide appropriate patient care, safety, and comfort.
- Objective 2.5 Students will recognize emergency patient conditions and initiate first-aid and basic life-support procedures.
- GOAL 3:** Provide students with a learning environment that will facilitate the development of high ethical standards and promote professional growth and development.
- Objective 3.1 Students will demonstrate professional and ethical behaviors in clinical practice.
- Objective 3.2 Students will demonstrate a commitment to life-long learning through professional growth and development activities.
- GOAL 4:** Provide the health care community with professional and competent entry-level radiographers.
- Objective 4.1 Graduates will pass the ARRT credentialing examination.
- Objective 4.2 Graduates will obtain employment in radiography or continue their education for an advanced degree or certification.
- Objective 4.3 Graduates will complete the program within a timeframe consistent with accreditation requirements.
- Objective 4.4 Graduates and employers will be satisfied with the overall quality of the program.

UNIVERSITY OF ARKANSAS – FORT SMITH
RADIOGRAPHY PROGRAM

STRATEGIES

In order to achieve its mission, goals, and objectives, the program and its personnel will strive in order to:

1. Cultivate and enhance partnerships with pertinent health care institutions, including institutions offering specialized and/or advanced training in the imaging sciences.
2. Prepare studies for a technologically-changing workplace by providing instruction, equipment, up-to-date resource material, and clinical experiences utilizing current and future technologies.
3. Conduct continuing assessment of student and employer needs in the field of radiography.
4. Appoint and retain high-quality faculty and clinical supervisors.
5. Offer a comprehensive and up-to-date radiography curriculum as suggested by the field's recognized professional organizations including, but not limited to: ASRT, ARRT, and JRCERT.
6. Address short-term and long-term continuing education needs of current and future imaging science practitioners in the community.
7. Provide opportunities for students to attend and participate in local and regional professional meetings and educational seminars while in the program.
8. Establish interpersonal relationships between students and faculty maximizing open and clear lines of communication, which encourage student success and personal growth as well as a desire for lifelong learning.
9. Regularly and consistently evaluate student competencies in proper positioning, exposure, protection, and patient care, in addition to the various cognitive and affective domain objectives in the program.

This program makes every effort to structure its curriculum in an effective manner thereby enabling the student radiographer to achieve the objectives set forth above. While every effort is made to provide accurate information in all materials published by this program, the University reserves the freedom to change without notice admission and certificate requirements, curriculum, courses, faculty, policies, fees, regulations, and any other information contained in its publications, should such change be deemed necessary for the improvement of education provided by the University. This aspect of evaluation shall be an on-going monitoring of student progress and performance to determine if objectives are being met. A final evaluation of each student's ability to meet the program objectives shall be the student's performance on the American Registry examination, with the determination being a pass/fail score. The results of these examinations shall be a valuable indicator in evaluation of overall program effectiveness, and may be used as a basis for change in the educational format from time to time.

The educational process for this program strives to provide a balance between the didactic and clinical experiences for the student, allowing the student to apply knowledge and skills attained in the didactic portion to development of cognitive psychomotor, ethical and professional skills in the clinical portion in a progressive manner.

**UNIVERSITY OF ARKANSAS – FORT SMITH
IMAGING SCIENCES**

ADMINISTRATION AND FACULTY

Administration

Dr. Paul Beran
Chancellor

Dr. Ray Wallace
Provost/Chief Academic Officer

Dr. Carolyn Mosley
Dean of College of Health Sciences

Faculty

Dr. Nancy G. Hawking, Ed.D, M.Ed., B.S.R.T. (R)
Executive Director – Imaging Sciences

Jodi Callahan, M.S.R.S., R.T. (R), RDMS, RVT
Ultrasound Program Director

Angie Elmore, M.Ed., B.S.I.S. (R)
Clinical Coordinator – Radiography

R.C. Thompson, B.S.R.T. (R)
Clinical Instructor

Casey Harmon, M.S.R.S., B.S.R.T. (R)
Imaging Sciences Faculty

Alisa Cole, M.S.R.S., B.S.R.T. (R) R.D.M.S.
Ultrasound Clinical Coordinator

CLINICAL SITES

St. Edward Mercy Medical Center

7301 Rogers Avenue
Fort Smith, AR 72901
(479) 314-6240

Andy Cenicerros, MSRS, BSRT (R) RDMS

Administrative Director

Dena Fort, R.T. (R)

Clinical Instructor

Dawn Tyson, A.A.S.R.T.

Clinical Instructor

Cooper Clinic

6801 Rogers Avenue
Fort Smith, AR 72903
(479) 452-2077, EXT. 1409

Glenda Gholston, R.T. (ARRT) (RDMS)

Administrative Director

Vicki Horne, R.T. (R)

Clinical Instructor

Physicians Office Building

7303 Rogers Avenue
Fort Smith, AR 72917
(479) 452-2077, ext. 6691

Betty Hawk, R.T. (R)

Clinical Instructor

Sparks Regional Medical Center

1311 South I Street
Fort Smith, AR 72901
(479) 441-5166

Debbie Lashley, R.T. (R)

Administrative Director

Tracy Miller, R.T., (R)

Clinical Instructor

Amy Roberts, R.T., (R) (CV)

Clinical Instructor

Sparks Medical Plaza

1500 Dodson Avenue
Fort Smith, AR 72917
(479) 709-7404

Karen Dodd, R.T. (R.M.)

Administrative Director

Dru Greenwood, R.T. (R)

Clinical Instructor

River Valley Musculoskeletal Center

3501 W. E. Knight Drive
Fort Smith, AR 72903
(479) 441-2000

Wendy Locklear, A.A. S. R. T. (R)

Clinical Instructor

ABOUT THE PROFESSION

The curriculum of the University of Arkansas - Fort Smith's radiography program as previously outlined has been developed to ensure that students are well qualified for their chosen profession and to meet the accreditation guidelines as set forth by the JRCERT (Joint Review Committee on Education in Radiologic Technology).

The following occupation descriptions have been reprinted from the *Allied Health Education Directory 1994-1995, 22nd ed.*

Radiographer

Occupational Description: Radiographers provide patient services using imaging modalities, as directed by physicians qualified to order and/or perform radiologic procedures. When providing patient services, they continually strive to provide quality patient care and are particularly concerned with limiting radiation exposure to patients, self, and others. Radiographers exercise independent judgment in the technical performance of medical imaging procedures by adopting variable technical parameters of the procedure to the condition of the patient and by initiating lifesaving first aid and basic life support procedures as necessary during medical emergencies.

Job Description: Professional competence requires that radiographers apply knowledge of anatomy, physiology, positioning, and radiographic technique in the performance of their duties. They must also be able to communicate effectively with patients, other health professionals, and the public. Additional duties may include processing of film, evaluating radiologic equipment, managing a radiographic quality assurance program, and providing patient education relevant to specific imaging procedures. The radiographer displays personal attributes of compassion, courtesy and concern in meeting the special needs of the patient.

Employment Characteristics: Most radiographers are employed in hospitals. However, there are also positions open to qualified professionals in specialized imaging centers, urgent care clinics, private physicians' offices, industry, and civil service and public health service facilities. Radiographers who are employed full time usually work 40 hours per week. Salaries and benefits vary according to experience, ability, and geographic location, but are generally competitive with those of professions requiring comparable educational preparation. Employment opportunities are available throughout the nation, but may vary geographically.

EXECUTIVE DIRECTOR OF IMAGING SCIENCES

The Executive Director of Imaging Sciences is responsible for the organization, development, and coordination of the didactical and clinical portions of the radiologic technology program. This includes, but is not limited to:

1. Communication between the radiologic technology program and university administration.
2. Assessment of program needs.
3. Official reports and recommendations.
4. Development and revision of curricula and actions to improve effectiveness.
5. Fulfillment of needs for program accreditation.
6. Advisement and counseling of student course and career needs.

CLINICAL COORDINATOR

The clinical coordinator is given the responsibility for assisting in the organization, supervision, and coordination of the clinical education in each of the affiliate hospitals. This responsibility includes but is not limited to:

1. Establishing clinical guidelines and objectives.
2. Serving as a liaison between the academic and clinical faculty.
3. Maintaining communication between the facilities.
4. Assisting the clinical instructor as needed.
5. Integrating and relating curriculum objectives for the classroom and clinical portions to make the education experience as relevant as possible.
6. Observing, counseling, and advising the students in the clinical environment

CLINICAL INSTRUCTOR

In each clinical facility, a technologist is designated to be the clinical instructor. In addition to their responsibilities for the day-to-day operation of the department, these individuals are responsible for the supervision of the clinical education. This includes, but is not limited to:

1. Scheduling students through appropriate departmental work centers.

2. Assuring that student assignments are made to qualified technologists.
3. Completing end-of-rotation evaluation and competency evaluation forms as needed.
4. Being available to assist and advise students in clinical situations.
5. Scheduling make-up time, only in extreme circumstances.
6. Disciplining according to the rules and guidelines set forth in the program manual.

RADIOGRAPHY PROGRAM

POLICIES AND PROCEDURES

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

INTRODUCTION

All students in the radiography program at UA Fort Smith will assume the responsibility for observing the university rules and regulations as stated in the current university catalog and this program manual. Each clinical affiliate has rules and regulations that must be observed while the student is assigned to a particular affiliate. Failure to comply with these rules will adversely affect student evaluations. Dismissal from the radiography program may result if, after counseling, the student fails to correct the errors.

When accepted as a student in the radiography program, the student has also accepted a commitment for the 24 months to become registry eligible. Please remember that you have been selected for admittance into a program, with limited entry, over others desiring entrance.

All affiliate personnel having a direct role in the education and training of the students are required to observe the policy guidelines contained in the manual. Each hospital and clinic will provide a clinical instructor who will have primary responsibility for student supervision during clinical rotations. All clinical instructors work in conjunction with, and should maintain constant communication with, the clinical coordinator.

The radiography program at UA Fort Smith has been developed following the guidelines set by the Joint Review Committee on Education in Radiologic

Technology. The university is proud of its high educational standards and expects the radiography program to exemplify this reputation. The responsibility for maintaining these standards lies with the students, clinical instructors, administrative directors, clinical coordinator and ultimately the Executive Director of Imaging Sciences and the administration of UA Fort Smith.

NOTE: The Executive Director of Imaging Sciences reserves the right to alter or revise policy guidelines at any time.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

STUDENT RIGHTS AND RESPONSIBILITIES

UA Fort Smith will establish standards and regulations which will be designed to ensure unimpeded university functions and activities and to maximize the learning environment on campus.

Each student enrolling in the university assumes an obligation to conduct him or her self in a manner compatible with the university's functions as an educational institution. Conduct which is not compatible is specified in this policy and the student may be subject to disciplinary action for violations of these codes. The goal of disciplinary proceedings, most of which will be conducted as administrative proceedings, will be to help a student avoid further inappropriate behavior and become a responsible member of the university community.

University of Arkansas - Fort Smith Radiography Program

The radiography program has established standards to ensure that all students graduate with a high level of competency and the ability to elevate the public image of the profession.

Each student accepted into the program assumes an obligation to conduct him or her self in a manner compatible with this goal. Conduct which is found not to be compatible with program goals and policies may be subject to disciplinary action.

A. Clinical and Academic Rights

A student will have a right to:

1. Be informed of the policies and procedures of the program and its clinical affiliates.
2. Be informed of specific radiography course requirements.
3. Be evaluated on the basis of his/her academic and/or clinical performance as outlined on the syllabus for a given course.
4. Experience competent instruction, in both the academic and clinical settings.
5. Expect protection against an instructor's or clinical supervisor's improper disclosure of a student's views, beliefs, or other information which may be confidential in nature.
6. Expect protection, through established procedures, against prejudiced or capricious evaluation.

B. Student Academic and Clinical Responsibilities

A student will have the responsibility to:

1. Further inquire about program policies if he/she does not understand them or is in doubt about them.
2. Adhere to the standard of academic and clinical performance as outlined in *Radiography Policy and Procedure Manual and Clinical Portfolio*.
3. Diligently adhere to the program policies and procedures as outlined in the *Radiography Policy and Procedure Manual and Clinical Portfolio*.
4. Adhere to the policies and procedures of each clinical rotation site to which he/she may be assigned.
5. Pursue the proper grievance procedures as outlined in both the *Radiography Policy and Procedure Manual* and the *University of Arkansas - Fort Smith Student Handbook* if he/she believes his/her academic or clinical rights have been violated.
6. Complete all program course work and clinical assignments in the specific semester allotted, subject to time and facility constraints, and as outlined in the *Radiography Policy and Procedure Manual, Clinical Portfolio*, and individual course syllabi.



The Radiography Program is a part of the College of Health Sciences at the University of Arkansas - Fort Smith. Students desiring admission to the Radiography Program need to be aware of and understand the following information related to admission, progression, and graduation.

ADMISSION

Admission to the UA Fort Smith Radiography Program is selective. It is the goal of this institution to produce radiographers exhibiting distinctive characteristics valued by the health care industry. To accomplish this goal, admission criteria have been developed to provide minimum standards by which evaluation of applicant suitability may be determined. Determining suitability is beneficial to both the student and the University. Often, the acceptable applicant pool exceeds the maximum number admitted into the program. Because of this, all eligible students may not receive admittance but are encouraged to apply the following year. In order to be considered for admission into the program, students must meet the following criteria:

- 1) Complete admission requirements to enter UA Fort Smith
- 2) Complete and submit application for admission into the Radiography Program by the application deadline
- 3) Submit a Student Health Statement/Medical Release Form indicating good physical and mental health (See list of physical abilities requirements on the UA Fort Smith - Radiography web page)
- 4) Submit official transcripts from any college(s) previously attended
- 5) Have a minimum of 12 hours and a 2.5 cumulative GPA for all college work (excluding zero level developmental courses)
- 6) Provide recent ACT or COMPASS scores (taken within the last four years) which meet the minimum level in reading (ACT 19/COMPASS 82) and math (ACT 19/ or equivalent COMPASS score) **or** college transcript with acceptable reading and math placement
- 7) Complete required prerequisite courses for the Radiography Program prior to the August starting date
- 8) Must be 18 years of age prior to the August starting date
- 9) Take the Revised Psychological Services Bureau (PSB) Health Occupations Aptitude Examination
- 10) Obtain a personal interview with the selection committee

Note: Students who have been convicted of a felony must seek special permission to write the certification exam to become a registered radiographer.

Selection

A limited number of students are admitted to the Radiography Program in the fall semester. Since the program usually has more applicants than positions available, admission is competitive.

Students who meet the minimum admission criteria are eligible to apply to the Radiography Program. In order to complete the application process, eligible students must schedule an appointment with the Coordinator of Admissions and Advisement, College of Health Sciences, during the 30 days prior to the program deadline but after PSB test scores are received. The program application will be completed at this appointment, and Student Health Statement/Medical Release Forms will be provided to each applicant. Students accepted into the program must complete these forms and have a medical release completed by a health care provider prior to the beginning of the program. The application deadline is May 15 for the class starting in August. Applicants should be notified regarding selection by the first week of June. **Selection is based on the following weighted system:**

Phase One

Revised PSB Health Occupation Aptitude Examination	30 percent
Quality Points Prescribed Courses Only	40 percent
Cumulative GPA	30 percent

Applicants ranked in the top 30 after Phase One of the selection process will proceed to Phase Two.

Phase Two - The Personal Interview

Following the completion of Phase Two (Interviews), the top 20 students will be offered a position in the Radiography program.

In the event that applicants have identical total scores, priority will be given to the highest cumulative grade point average in all college course work, including transfer work (excluding zero level developmental courses).

MEETING THE MINIMUM CRITERIA DOES NOT GUARANTEE ADMISSION INTO THE PROGRAM. Students not admitted must reapply to be considered for another class. Students chosen as alternates are not guaranteed a position in the next class.

College Level Examination Program (CLEP) Credit

If a student has received college credit through CLEP for a course, the student will be given quality points equivalent to a grade of "B" for ranking purposes.

PSB Health Occupations Aptitude Test (Revised)

This test will be given at least 5 times a year. Each student will pay a \$15.00 non-refundable PSB test fee to the UA Fort Smith cashier and obtain a receipt. The student must take the receipt to the Testing Center and sign up for a specific test date. A student may change to a different test date within the same testing cycle if space is available. The tests will be available on first-come, first-serve basis until the maximum number is reached. Students may register for a test until the working day preceding the test unless the maximum is reached earlier. If a student does not test during the test cycle, the money will not be refunded and the receipt will not be held for the next testing cycle.

Students may take the test once per year, with the most recent score being used for ranking purposes. Scores may be used for two years following the date of examination.

PROGRESSION

The Radiography Program is competency based in skills. In order to continue in the program, a student must have satisfactory clinical performance and 75 percent average through each didactic course. A student who drops for academic or other reasons may apply for readmission but is not guaranteed a position. Unless there are extenuating circumstances, a student is limited to one reenrollment into the program.

A grade of "C" or better is required in all science courses. Science courses taken more than five years prior to entering the program must be repeated or validated by taking a challenge exam administered in the science department at UA Fort Smith.

GRADUATION

Upon successful completion of the program plan with a grade point average of 2.00 or better, an Associate of Applied Science degree is awarded. The student must meet with their advisor to complete the graduation application. The student is responsible for providing the Records Office with evidence that the criteria for graduation have been met one month prior to graduation.

I have read and understand this program statement:

Student _____ Date _____

Advisor _____ Date _____

University of Arkansas - Fort Smith
College of Health Sciences
Imaging Sciences Programs
Physical Abilities Requirement

Student Name: _____

Semester Applied to Enter: _____

R-Regularly	O-Occasionally			Measurable Descriptor
		R	O	
		X		Ability to read requisitions, physician orders, instructions on equipment, labels, reports
		X		Hear a patient talk in a normal tone from a distance of 15 feet
		X		Communication with patients, team members
		X		Therapeutic communication with client, rapport and trust with client and health care team
		X		Lbs/ft: 100, equipment, patient carts with and without pts.
		X		Lbs/ft: 50, equipment, patient carts
		X		Lbs/ft: 50, clients, equipment, and supplies
		X		Lbs 75: 3 man lift of patients
		X		Lbs 35: equipment and supplies
		X		Lbs 10: equipment and supplies
		X		Ht/lbs appropriate; equipment
		X		Use of equipment, supplies, and cassettes
		X		Lbs 40: equipment 50 yds
		X		Long periods, up to eight hours;
		X		Infrequent and short periods, break and lunch
		X		Infrequent and short periods; adjusting equipment, cleaning
		X		Infrequent and short periods; adjusting equipment
			X	Infrequent and short periods; adjusting equipment
		X		Long periods of time: up to eight hours;
			X	Infrequent, emergency situations
		X		Infrequent, emergency situations
		X		Frequent extended periods; may position for long periods
		X		Frequent, use of equipment
		X		Short periods, use of equipment

I have read, understand and accept the above working conditions expected of an IS Student in the academic and clinical setting and certify that I am able to meet these requirements.

Student Signature _____

Date _____

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

READMISSION CRITERIA AND PROCEDURE

General Information

A student who has withdrawn or received a failing grade in a radiography course may apply for readmission to the program. A student is limited to one reenrollment into the program. If the student feels there are extenuating circumstances, he/she may request an exception be made. He/she must write a letter to the admissions committee asking for special consideration. (The entire radiography faculty acts as the admissions committee).

Each person seeking readmission will be evaluated on a space available basis. A position is not guaranteed. Students reentering the program are required to follow the sequential structure of the program in the 24-month time frame. Students who successfully completed one full year of the program before withdrawing might be able to enter the beginning of the second year, provided space is available, time lapsed is not more than 12 months, and approval is granted by the admissions committee. A re-admittance examination to evaluate a student's preparedness and/or level of competency may be required.

Re-Admission Procedure

A person interested in reentering the program should begin the enrollment process by having a conference with the Coordinator of Admission and Advisement. The advisor will describe the readmission procedure more fully and answer questions. The individual should then notify the advisor that he/she does request readmission. The advisor will then check the student's file for eligibility for readmission and notify the executive director.

Re-Admission Requirements

Readmission will be based on the following criteria:

- ü Academic and clinical performance status at the time of withdrawal
- ü Cumulative GPA at the time of readmission request (minimum of 2.5 GPA)
- ü Status of any problems previously identified as interfering with learning
- ü Instructor recommendation
- ü Interview with program faculty or admissions committee

Acceptance Procedure

The applicant for readmission will receive notification of acceptance or non-acceptance within two weeks of the committee's decision.

Transfer Students

Transfer students (from a radiography program other than UA Fort Smith's) will be considered individually. The appropriate advisor will evaluate the general education requirements and the compatibility of the radiography curriculum will be evaluated by the program director. Transfer students are admitted on a space-available basis. A curriculum specific comprehensive evaluation and/or letter of recommendation by the student's former program director may be required to help evaluate a transfer student's level of entry into the University of Arkansas - Fort Smith radiography program.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

PROGRAM AND CURRICULUM INFORMATION

Degree Awarded

Associate of Applied Science Degree

Academic Standards

Radiography students must maintain a 2.0 (“C” average) cumulative grade point average. Students receiving a grade less than “C” in any course in the radiography curriculum which does not carry the RADT prefix will be required to repeat the course (or an acceptable alternative). If a student receives a grade lower than a “C” in the repeated course, he/she will be subject to dismissal from the program.

Students receiving a grade of less than a “C” (75%) in any course with the RADT prefix will be dismissed from the program.

Grading System

Didactic: Grades for regular college classes will be determined by the appropriate instructors and in conjunction with UA Fort Smith policy. The program instructional staff will determine grades for radiography classes. University of Arkansas - Fort Smith grading policy is:

100 – 93	A
92 – 84	B
83 – 75	C
Below 75	F

Clinical

The Clinical Coordinator in collaboration with the Clinical Instructors will determine clinical education grades. All clinical grades will be based upon criteria as outlined in the student clinical portfolios.

Because of the heavy curriculum load during the first and second semesters of enrollment in the program, it is **NOT** recommended that students get extra jobs, part-time or full-time.

(Students having trouble with grades should discuss them with the instructor as soon as possible in the semester).

Registry Eligible

To be eligible to sit for the ARRT Registry Exam (American Registry of Radiologic Technologists), all academic requirements for graduation and all clinical criteria must be successfully completed. No student will be recommended to sit for the registry examination until these requirements are met.

Graduation/Pinning

Students completing the AAS degree in Radiography will walk in the May commencement ceremony immediately preceding their last semester term. Official graduation will occur following program completion.

The Program's Pinning Ceremony will be held in the evening on the last day of the summer term. All graduating students are required to attend both the University of Arkansas – Fort Smith graduation ceremony and the Radiography Program Pinning Ceremony.

Failure to attend either ceremony without written permission from the Executive Director of Imaging Sciences will be considered a violation of program policy and a requirement for graduation.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

CLINICAL PARTICIPATION

It is each student's responsibility to achieve the learning objectives by the end of each semester and all that he/she can beyond the objectives. Incomplete objectives will result in an incomplete grade for clinical courses. Clinical instructors and many of the staff radiographers are available and willing to teach and answer questions.

Students will not be required to perform, unassisted, any radiologic examination that exceeds their educational or clinical experience. However, it is the philosophy of the program that if a student is ready to expand into an area of radiography, and the clinical instructor believes that the student is capable, the student may undertake more responsibility. Students are encouraged to learn procedures in the hospital as soon as they feel they are capable.

The student's attitude toward work while in the program will **profoundly affect his/her ability to find employment as a radiographer after graduation.** For this reason, students will be expected to abide by the following:

- A. Students must be punctual, attentive, and cooperative in helping the radiology department accomplish its prime objective; providing patient care. Habitual or excessive absenteeism and/or tardiness is a reflection of poor work habits and must be avoided.
- B. Students shall not leave the hospital at the end of a time shift until they have completed the procedure in progress (within reasonable limits), or made arrangements for someone else to take over and oriented them to the department of radiology. Patients are not to be left unattended while examinations are in progress.
- C. Students must report to the clinical affiliate in a professional manner. This means; on time, correctly dressed, and not under the influence of drugs or alcohol, nor have them in their possession. Nor shall students sleep during the assigned clinical hours.
- D. Students should respect the possessions of others. They shall not remove any articles from the clinical affiliate, other students, or employees of the clinical

affiliate or the university.

- E. A professional attitude shall be displayed toward the patient, fellow students, physicians, technologists, and faculty. Students are required to abide by the *Code of Ethics of the American Society of Radiologic Technologists* printed in the Appendix. Each clinical affiliate reserves the right to refuse to allow any radiography student in the department who does not practice ethical and professional behavior or who does not consider the patient to be the most important person in each department. No immoral conduct will be tolerated.
- F. **Students must honor patient confidentiality at all times. All information regarding hospital procedures and patient records are confidential in nature. Any requests for information should be directed to the clinical instructor or chief technologist. Any student revealing confidential information will be subject to disciplinary action and/or DISMISSAL from the program. (Refer to HIPPA guidelines as taught).**
- G. Students must display initiative in the following areas:
 - 1. Asking questions if they do not understand something
 - 2. Asking for help when needed
 - 3. Learning about the equipment
 - 4. Practicing positioning, critiquing films, studying, and or conducting experiments when there is no patient, AND
 - 5. Volunteering to do exams
- H. Students having completed academic and laboratory training and testing and having passed their competency evaluation for a specific examination may not refuse to perform that examination if directed to do so by the clinical instructor or staff.
- I. Any student who reports to the clinical affiliate with improper uniform may be sent home by the clinical instructor and the time will be made up that same day.
- J. Visitors and use of telephones for personal use should be avoided. Both may be allowed at the discretion of the clinical instructor or the chief technologist. Cell phones and pagers should be turned off during clinical time.
- K. Gum chewing and eating in areas that are not designated shall be avoided.

Violations of the above will result in poor clinical rotation evaluations and may lead to probation and/or dismissal from the radiography program.

SUPERVISION POLICY

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under direct supervision of qualified radiographers. The parameters of **direct supervision** are:

1. A qualified radiographer reviews the request for examination in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is present during the conduct of the examination.
4. A qualified radiographer reviews and approves the radiograph.

After demonstrating competency, students may perform procedures with indirect supervision.

Indirect Supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

REPEAT POLICY

In support of professional responsibility for provision of quality patient care and radiation protection, **unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer under direct supervision, regardless of the student's level of competency.**

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

ATTENDANCE POLICY
ABSENTEEISM

Students are required to regularly attend all scheduled college classes and clinical assignments. Attendance and punctuality are two of your most important responsibilities as a student radiographer.

Classroom

Any absence should be avoided. Illness or family emergencies are the only excused absences. (Elective surgery should be scheduled during university breaks). Unless extenuating circumstances are determined by the executive director, the classroom absences will be treated in the following manner.

1. The third absence from class will result in a warning.
2. The fourth absence from class will result in an instructor/student conference.
3. After the fifth absence from class, the student will be dropped from the program, unless prior arrangements have been made with the program instructor.
4. ALL make-up work and tests are due the day the student returns to class. Ten points will be deducted each day the make-up work is late.

Students must call each day of absence. Notification should be made at least 15 minutes prior to the start of the scheduled class. Sending a message with another student or friend does not meet this requirement. Failure to notify a program official of absence will be considered an unexcused absence and result in a zero for all class work missed during the absence.

Clinical

A maximum of 12 hours of clinical absence will be allowed each semester due to personal or immediate family illness. An absence for any other purpose will result in a one point deduction for each clinical hour missed (extenuating circumstances may be considered). However, **ALL** clinical times missed will be made up. If absences exceed the 12 hours limit, **ONE** point for every one hour of clinical missed will be deducted from the clinical grade at the end of the semester.

Students must call each day of absence. Sending a message with another student or a friend does not meet this requirement. Notification should be made at least thirty minutes prior to the start of clinical.

Failure to notify the clinical site and program faculty on the morning of the clinical absence will result in a one point per hour missed deducted from the final clinical grade at the end of the semester.

If a student becomes ill and cannot perform his/her duties or may be contagious, then he/she should stay home. If students become ill at the clinical site, they must notify the clinical instructor immediately, **BEFORE** leaving the facility. Students will make up all time missed due to illness.

NOTE

Failure to sign in, sign out, or not sign in or out will result in the following action:

1. Failure to sign in on an 8-hour clinical assignment; minus 4 hours clinical time
2. Failure to sign out on an 8-hour clinical assignment; minus 4 hours clinical time
3. Failure to sign in or out; minus 8 hours clinical time
4. On partial day clinical assignments, one half of assigned clinical time will be deducted for failure to sign in or out. Failure to sign in or out will require all of the assigned clinical time to be made up.
5. Students who call in sick on clinical days will not be allowed to come later that day and all the time missed must be made up. (Example: If a student calls in at 7 a.m., that student cannot come in at 1 p.m.)

TARDIES

Classroom

For all radiography classroom courses, each tardy after two will result in five points being deducted from the final semester grade. A tardy in the classroom is defined as arriving 5 minutes past the scheduled starting time for class. Arrival time after 20 minutes from scheduled class time will be considered an absence.

Clinical

A tardy at the clinical site is considered any arrival time after the assigned clinical check-in time. Students arriving after the assigned time will be marked tardy. Failure to notify the clinical instructor and clinical coordinator of a tardy more than 30 minutes will be treated as an unexcused absence resulting in a deduction of 1 point per hour missed. Students arriving 10 minutes to 1 hour tardy will make up that time at the end of the assigned shift that same day. A tardy that is more than one hour will be made up at a time determined between the student and clinical instructor/clinical coordinator. The third tardy (and each tardy thereafter) within one semester will result in a deduction of one percentage point for each tardy from the final clinical grade at the end of the semester.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

MAKE-UP PROCEDURES

Classroom

Only excused absences are approved for make-up. Class work and/or tests scheduled for the day of the absence are due the day the student returns to class. All work assigned the day of the absence may be made up and turned in no later than the next scheduled class period. It is the student's responsibility to ask for make-up work, turn in late assignments (due to the absence), or schedule the make-up test with the instructor the day he/she returns to class. If an excused absence occurs on a scheduled test day, the student should be prepared to take a make-up test which will differ from the test given to the class.

Clinical

Students are expected to complete **ALL** required clinical hours prior to the end of each semester. Failure to do this will result in an "incomplete" grade. Unless prior arrangements have been made with the clinical coordinator, a grade of "incomplete" will become an "F". At this point the student will be dropped from the program.

Make up of clinical time should be arranged through the clinical coordinator as soon as possible after the missed time. Clinical time will be made up at the clinical site where clinical education was missed. The amount of time to be made up will be determined by the previous policies found in this handbook.

NOTE: If arrangements have been made for clinical make-up time and the student fails to attend on that day without calling the appropriate program personnel, he/she will be assessed another unexcused absence.

Junior students **CANNOT** make up time missed in clinical education on Saturdays. Senior students **can** make up time missed in clinical education on Saturdays **ONLY if and while** the clinical instructor is present on duty. This arrangement must be made through the clinical coordinator and appropriate clinical instructor.

Incomplete Make-up Time

The program faculty at UA Fort Smith understands that circumstances beyond a student's control may interfere with completing certain requirements of this program in the time frame given. If this becomes a stumbling block, students should schedule an appointment with the executive director to discuss possible alternatives. Only under extreme cases will adjustments or other arrangements be made. This decision will rest entirely with the executive director. In the event a student is given additional time to complete make-up clinical time, the program and/or clinical coordinator will complete a probation contract to be agreed upon and signed. If the student is unable to fulfill this contract, he/she will be dropped from the program. A sample of this contract is found in the Forms section of this manual.

Advanced Make-up Time

As a general rule, students may **NOT** accumulate clinical hours in advance for future time off.

The only exceptions to this policy will be:

1. Pregnancy – A student may accumulate hours prior to delivery (see pregnancy policy for additional information on pregnancy).
2. Surgery – If a necessary surgery is scheduled and the student is able to accumulate hours prior to his/her surgery.
3. Other special circumstances – These will be evaluated on a case-by-case basis.

If a student qualified for advanced make-up time, arrangements will be made collaboratively with the student, clinical coordinator, and clinical instructor.

EMERGENCY INFORMATION

It is the student's responsibility to provide his/her current address, telephone number, and person to call in case of an emergency to the program faculty. This is necessary for notification of family in case of an emergency or if there is a need to contact the student concerning classes or labs.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

CANCELLATIONS (SEVERE WEATHER)

When the University officially cancels classes due to snow or other severe conditions, the following procedures will be followed:

A. The students are not required to go in to the clinical site that day; **HOWEVER**, clinical hours cannot automatically be awarded.

1. If the student is able to reach his/her clinical site, he/she would work the normal number of clinical hours scheduled for that day.

2. If the student is unable to reach his/her clinical site, he/she **MUST** contact program personnel as outlined under "Absences." Any clinical time missed must be made up by the end of the semester. The student will not be penalized as long as the clinical time is made up.

B. The students are also not required to attend classes that day. Occasionally, students can expect an extra class to be scheduled to make up for cancellations.

VACATIONS/HOLIDAYS

Students will not be required to work during normal vacation periods. However, vacation periods can, and should be, utilized for make-up purposes. Vacations in the radiography program shall be concurrent with the University of Arkansas - Fort Smith academic calendar as published in the current university catalog.

Students desiring to take a vacation must utilize vacation periods **ONLY**. Absences due to other than normally scheduled vacations will be subject to the unexcused absence policy described previously.

UNIVERSITY OF ARKANSAS - FORT SMITH RADIOGRAPHY PROGRAM

DRESS CODE

The student is expected to be neat in appearance with clean uniform and shoes. **DAILY PERSONAL HYGIENE IS REQUIRED.** This will include oral hygiene, daily bathing, and use of an effective deodorant. Any deviation is considered improper uniform. If the student is not in the proper uniform, he/she will be sent home and time missed will be made up the same day. The following dress code is required for all students while at the clinical site.

Uniform

Surgery scrubs will be the uniform for all radiography students.*(Uniform specifics will be given the first week of class). Scrubs may be purchased at either of the uniform shops in town. When purchasing your uniform, specify to the clerk that you are a student in the University of Arkansas - Fort Smith radiography program. (Radiography students will have their own distinctive color). A white T-shirt (or sleeveless tank top) may be worn under the scrub top as long as the sleeves do not extend below the scrub top sleeves.

Shoes

White athletic shoes or white nursing shoes are acceptable. Shoes should be comfortable. Shoes should be clean and in good repair at all times. If not in good repair, they should be replaced.

Socks

White socks are to be worn exclusively.

Hair

Hair must be clean, neatly arranged and kept off the collar. Extreme hairstyles are inappropriate. Long hair may be secured by a hair clip or barrette (discrete and neutral in color) and off the collar.

Facial Hair – A mustache or beard is permitted so long as it is kept short and neatly trimmed.

Fingernails

Nails should not extend beyond the fingertips, and should be kept clean. Nail polish is acceptable when kept in good repair and restricted to pale pink or clear colors. Artificial nails or overlays are strictly prohibited.

Tattoos

Tattoos must be covered at all times while involved in clinical education, community service or any other activity in which the program is participating.

Jewelry

Limited to a wedding band and/or engagement ring, watch, and one small stud earring in each ear. All other jewelry is not allowed during clinical education hours.

Violations of the Dress Code

Dependent upon the degree and nature of the violation(s) of the dress code, the following may occur:

Steps/Sequence –

1. Verbal warning and documentation in the student's file
2. Written warning placed in the student's file
3. Action – removal from the clinical site until violation is corrected. All clinical time missed will be made up that same day (program administration will determine feasibility), and written documentation will be placed in the student's file.
4. Action – same as above **PLUS** – PROBATION CONTRACT
5. Action – Dismissal

Cosmetics and Perfumes

Facial cosmetics used in moderation are acceptable. In clinical settings, the use of cologne and perfumed bath soaps and powders are inappropriate.

Name Badge

University of Arkansas – Fort Smith photo identification name badges will be made during your first semester of the radiography program. Arrangements will be made by your instructor at no cost to you. If for any reason a name badge is lost, the student should report this to a program faculty member who will instruct the student in what they will need to do. Students will wear their name badges during all clinical experiences.

Lead Markers and Initials

Students should purchase a set of right and left lead markers and personal initials from the campus store before reporting to the first clinical site assigned. Student initials must be placed on each and every film taken in which the student participates. (This includes independent student procedures and those observed). Initialing films aids in identifying and documenting student work.

Radiation Safety Policy and Procedures – Film Badges

All students will wear personal radiation monitoring in the form of film badges during ALL clinical training. When the film badge is worn, the following rules shall be observed:

1. Badges will be worn on the left collar
2. Badges shall be worn on the front of the wearer
3. Badges shall be worn outside a protective apron

An overexposure of a film badge is considered presumptive evidence of exposure to the individual. An exposure of over 300 mR or more per quarter, as reported on the Radiation Dosimetry quarterly report, will result in a consultation between the student and clinical coordinator. An exposure of 300 mR or more per quarter will be considered excessive. Documentation of radiation exposure, the student's response to activities and behavior resulting in the exposure, and faculty counseling will be included in the student's file. Excessive radiation exposure may result in limited or delayed clinical education. Abnormal Radiation Dosimetry readings will instigate an investigation by the clinical coordinator.

Although the program provides the initial film badge, students losing or damaging their badges may be required to pay for a replacement.

Students should refrain from holding patients during an exposure. In the event a student has no alternative other than to hold a patient, the student must wear a lead apron during the exposure.

No exposure will be made on human subjects during laboratory or clinical practice without a doctor's requisition.

UNIVERSITY OF ARKANSAS – FORT SMITH

RADIOGRAPHY PROGRAM

ENERGIZED ON-CAMPUS RADIOGRAPHY LABORATORY USAGE POLICY

Students are encouraged to utilize the campus laboratory for positioning practice whenever possible. The following guidelines must be followed when using the laboratory.

1. If faculty is not present, the x-ray generator will be locked in the “Off” position. This will prevent the possibility of non-compliance with accepted radiation safety practices.
2. All equipment will be returned to its designated storage position before leaving the laboratory.
3. Turn off all lights before leaving the laboratory.
4. Handle x-ray equipment and accessories with care using the guidelines taught in Procedures classes.
5. Should a problem arise with any equipment while in the laboratory, inform the faculty as soon as possible.
6. Pick up after yourself to keep the laboratory clean and in perfect order at all times.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

STUDENT EMPLOYMENT

Due to hospital and/or clinic accreditation standards and the Arkansas Licensure law, students enrolled in an accredited radiography program can be employed in radiography as long as that student maintains enrollment and is protected under the auspices of the program. UA Fort Smith radiography students can be employed by the program's clinical affiliates in a part time, limited capacity position, **but** are held to the policies and procedures of the radiography program unless hospital or clinical policies are in direct conflict. At that time the employer's policies supersede program policies. Violations of program policies and procedures may result in disciplinary actions by program administration.

The distinction between "on the clock" and "clinical education time" must be strictly adhered to. When on clinical education time, students may **NOT** be substituted for regular staff or paid for clinical education. Consequently, students employed and "on the clock" may **NOT** use any of that time as clinical education time.

Students employed by a clinical affiliate will be required to wear a radiation monitor provided by that facility and may **NOT** use the UA Fort Smith radiography program's clinical education radiation monitor while working as student employees. UA Fort Smith radiation monitoring devices will be worn while assigned to clinical education only.

Students working PRN or Flex for any Medical Imaging (Radiology) Department may **NOT** skip class or clinical education to work regardless of employer pressure. Violation of this policy may result in immediate probation.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

STUDENT PREGNANCY

Students enrolled in the University of Arkansas - Fort Smith radiography program are instructed in proper radiation safety precautions and personnel monitoring prior to being admitted to any ionizing radiation area. Students are required to abide by ALL radiation safety precautions. The importance of keeping exposure as low as practical through a combination of time, distance, and shielding is stressed.

Due to the number and variety of courses in the curriculum, and the importance of maintaining a rational schedule through the various assigned areas without interruption, students enrolled in this program are strongly encouraged NOT to become pregnant during the two years of their training. However, should a student become pregnant, the student has the right to voluntarily disclose the condition to the executive director. This disclosure must be in writing. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

Following the voluntary written disclosure to the executive director, the student should:

- A. Submit a statement from her physician verifying pregnancy and expected due date. The statement should include the physician's recommendation as to which of the following options would be advisable:
 - 1. Withdrawal from the program
 - 2. Continued full-time status with limited rotations excluding surgery, portable and fluoroscopic procedures until she is past the first trimester of pregnancy.
 - 3. Continued full-time status with no modifications.

- B. Submit in writing the student's choice of the above options within 48 hours

following the presentation of the written disclosure. If withdrawal from the program (1) is selected, no other action is required.

If option (2) or (3) is chosen, the student will:

- C. Counsel with the medical advisor and/or executive director regarding the nature of potential radiation injury associated with in-utero exposure, the regulatory limits established by the NCRP, and the required preventive measures to be taken throughout the gestation period.
- D. Wear two (2) personnel monitoring devices; one placed on the collar and one placed on the abdomen for fetal monitoring. Reading will be monitored closely.
- E. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
- F. Report to the clinical instructor or program director if she feels that she is working in an unsafe area or under conditions she feels are detrimental to herself or the fetus.
- G. Be withdrawn from all clinical courses for the remainder of her pregnancy, if she exceeds the maximum possible dose.
- H. Be informed that all attendance, absence, and make-up policies will be equally enforced.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

INSURANCE COVERAGE AND ACCIDENTS

A. Liability

The university maintains liability insurance for all students and staff while working in the clinical education site.

B. Health

Students are encouraged to carry their own health insurance. The university does not have health insurance available for students.

C. Worker's Compensation

Students enrolled in the radiography program are not employees of the clinical education site and are, therefore, NOT covered by the Worker's Compensation Act.

D. Accidents

If a student is injured at the clinical site, he/she must notify the clinical instructor immediately. Students must fill out a written accident report as soon as possible following any accident or injury (see Forms section). In addition, a hospital accident report form should be completed. Since forms vary in the different clinical education sites, the administrative director and the program director must be notified no matter how minor it may seem. Sending a copy of the accident report to the executive director will satisfy this requirement. **Students are responsible for any expenses incurred as a result of injury.** If an injury results in the student being unable to complete his/her

shift, make-up time will be assessed.

E. Emergency Treatment

Hospital policy will prevail. All costs for any treatment received will be borne by the student. **Students are prohibited from soliciting free medical advice or service by personnel or clinical sites.**

**UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM**

COMMUNICABLE DISEASE POLICY

Students should use surgical gloves for all procedures in which there may be contact with body fluids (urine, blood, excretion, saliva, etc.). Most contacts will be on patients who have not yet been diagnosed and, therefore, the precautionary procedure of wearing gloves is most important. Students will use strict isolation technique if the patient has been diagnosed as having a contagious disease. Students must follow infection control procedures as outlined in the policy manual at the clinical site.

In addition to these precautions, all students are required to have completed the Hepatitis B vaccine series by the spring I semester. This requirement is for the student's protection and is a result of recent OSHA regulations. Facilities providing the vaccination will be discussed by the program faculty and related to the students. Students are required to either provide documentation of vaccination or sign an affidavit refusing the inoculation. This waiver form is located in the front of this manual.

If a student has been accidentally exposed to a communicable disease, he/she shall report it immediately to the clinical coordinator and the clinical instructor. Appropriate measures will be taken. The clinical instructor or clinical coordinator will prepare an Incident Report to be signed

by the student. Each student is required to adhere to the Communicable Disease Policy at the clinical site to which they are assigned.

**UNIVERSITY OF ARKANSAS – FORT SMITH
RADIOGRAPHY PROGRAM**

**POLICY FOR THE PREVENTION AND MANAGEMENT OF SUBSTANCE
ABUSE**

Introduction

The radiography program recognizes its responsibility to provide a safe and healthy environment within which students may learn and prepare themselves to become members of the radiologic technology profession. The faculty is committed to protecting the safety, health and welfare of its faculty, staff, and students, and people who come into contact with them during scheduled learning experiences. The radiography program strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any radiography student who is taking pain or other behavior-altering medications, must provide a medical release from the prescribing physician to the program director. Any radiography student who exhibits behaviors as identified in Appendix C is subject to testing for cause.

Any radiography student who tests positive for illegal, controlled, or abuse-potential substances, and who cannot produce a valid and current prescription for the drug, will be subject to disciplinary action as specified in the Policy for the Prevention and Management of Substance Abuse.

Furthermore, any radiography student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to the program director.

The intent of the Policy for the Prevention and Management of Substance Abuse is to identify chemically impaired students. The Policy also attempts to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a radiologic technologist. Emphasis is on deterrence, education and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity and confidentiality.

As a condition of enrollment, each student will sign a Release Form agreeing to adhere to the Prevention and Management of Substance Abuse Policy (Appendix A). Failure to adhere to the conditions specified in this policy will result in dismissal from the radiography program. This Policy is in alignment with UA - Fort Smith philosophy. (See University Catalog for further information.)

Substances- Substance-related disorders are listed in the *Diagnostic and Statistical Manual of Mental Disorders, fourth edition, (DSM-IV)*. Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. The radiography program will have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

Testing Procedures

When Testing May Occur: The radiography program will require a student to submit to drug testing under any or all of the following circumstances:

- Random testing as required by the clinical agencies.
- For cause (Appendices B and C).
- As part of a substance abuse recovery program.

STUDENTS WHO REFUSE TESTING OR DO NOT SUBMIT TO TESTING IN THE 2 HOUR TIME FRAME WILL BE IMMEDIATELY DISMISSED FROM THE PROGRAM.

Cost: Initial fee: \$30.00*

***Cost may change without prior warning.**

The student will be responsible for the cost of drug screens required due to cause, for MRO (Medical Review Officer) consultation, and/or split sample analysis. The student, if tested for cause, will be required to arrange for alternate mode of transportation (e.g., family or taxi) rather than self-transport.

Testing Facility: The radiography program has identified Cooper Clinic (a SAMHSA2-approved laboratory) to perform testing utilizing the agency's policies. The clinic is located at 4300 Regions Park Circle (map Appendix D). The radiography program will use an MRO who will review and interpret test results and assure (by telephone interview with each donor whose test is lab positive) that no test result is reported as positive unless there is evidence of unauthorized use of substances involved.

Sample Collection-The collection techniques will adhere to the guidelines in accordance with US Department of Transportation 49 CFR Part 40 following chain of custody protocol. An observed specimen will be collected by the designated lab. If warranted (testing for cause or random), the student will submit appropriate laboratory specimens, within a two-hour time frame, in accordance with the UA - Fort Smith radiography program's Substance Abuse Policy. The Director of Nursing Programs will be notified of the results within 48 hours (Appendix B).

Positive Results-Test results will be considered positive if substance levels, excluding caffeine and nicotine, meet or exceed the Arkansas State Board of Nursing established threshold values for both immuno assay screening and gc/ms confirmation studies, and the Medical Review Officer verification interview verifies unauthorized use of the substance. Split samples are saved at the original lab and may be sent to another SAMHSA-2 approved lab for additional testing at the student's expense. If any one laboratory test is positive for substances classified in the DSM-IV, the decision will be immediate suspension from the program.

Confidentiality

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. The radiography program director or designee will receive drug test results from the lab, and only authorized persons will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password-protected electronic database.

(Reference: Confidentiality issues forbid the radiography program from disclosing drug/alcohol information about the student according to guidelines of US Department of Transportation 42 CRF Part 2).

Treatment, Referral & Readmission

The outcome of a positive drug screen will constitute immediate suspension from the radiography program. The executive director will refer persons identified as having substance abuse problems for therapeutic counseling for substance withdrawal and rehabilitation.

A student will not be denied learning opportunities based on a history of substance abuse. The re-admission process for a student who has previously tested positive for substance abuse will include:

- Demonstrated attendance at AA, NA, or a treatment program of choice from a legitimate substance abuse counselor for a **one year** period of time. Evidence of participation must be presented to the executive director by the student. Acceptable evidence shall include: a written record with the date of each meeting, the name of each group attended, purpose of the meeting, and the signed initials of the chairperson of each group attended, plus any pertinent information.
- Demonstration of at least **one year** of abstinence immediately prior to application through random drug screening, including drug of choice.
- Letters of reference from all employers and sponsor within the **last year**.
- A signed agreement to participate in monitoring by random drug screening consistent with the policy of the radiography program and the clinical agency where assigned client care. The student will be required to pay for testing.
- Abstinence from the use of controlled or abuse potential substances (and/or alcohol) except as prescribed by a licensed practitioner from whom medical attention is sought. The student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse potential substances of student's dependency on controlled or abuse-potential substances, and student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioners shall submit the report directly to the radiography program director or designee within ten (10) days of the date of the prescription. If a student is readmitted to the radiography program and a positive test for substance abuse is found, the student will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the radiography program.

Appeal Process:

An explanation of the Appeal Process can be found in the radiography program *Policy and Procedures Manual* under Grievance Procedures and Grievance Process and in the University of Arkansas - Fort Smith *Course Catalog* under Intoxicants/Drug Abuse Policy and Procedural Due Process for Disciplinary Actions.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

POLICY FOR THE PREVENTION AND MANAGEMENT OF SUBSTANCE
ABUSE

TESTING FOR A CAUSE

Any radiography student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. Student behaviors will be observed on campus, in the clinical agencies, and at program-related community activities.

The faculty member's decision to drug test for cause will be based on:

- Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, deterioration of work performance or other behaviors as listed in Appendix C "Policy for Prevention and Management of Substance Abuse".
- Information that a student has caused or contributed to an accident that resulted in client injury potentially requiring treatment by a licensed health care professional.
- Conviction by a court or being found guilty of a drug, alcohol or controlled substance charge.

Any student found guilty of criminal use of drug, alcohol, or controlled substance will be suspended from the program.

Testing will be conducted using the following policy/procedure:

1. The faculty member will have an additional faculty member or staff confirm the student's suspicious behavior.
2. The student will be required to leave the area, accompanied by the faculty member and witness, moving to a location ensuring privacy and confidentiality, where a discussion of the situation will ensue. The discussion will be documented and a decision as to whether or not to drug test will be made.
3. If warranted, the student will submit appropriate laboratory specimens, within a two-hour time frame, in accordance with the UA - Fort Smith radiography program Prevention and Management of Substance Abuse and clinical agency policies.
4. If the clinical agency initiates random or for cause drug screening, the student will follow clinical agency policy on suspected substance abuse.
5. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committee, as designated by the radiography executive director.
6. If the laboratory test is negative for substances classified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class

without penalty. Arrangement to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).

7. If any one laboratory test is positive for substances classified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV), the decision will be immediate suspension from the program.
8. Confidentiality will be maintained.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

SUBSTANCE ABUSE BEHAVIORS

	Alcohol	Drugs
Academic & Clinical Performance	<ol style="list-style-type: none"> 1. Frequently late and/or incomplete paperwork. 2. Unrealistic self evaluation. 3. Lack of participation in group activities and class. 4. Fails multiple tests requiring retakes. 5. Marginal clinical performance. 	
Preferences in Assignment	<ol style="list-style-type: none"> 1. Transfers to less demanding or more independent or isolated assignments; 2. Does not volunteer for additional or difficult assignments. 	<ol style="list-style-type: none"> 1. Prefers area with high usage of drug choice, decreased patient awareness and lack of supervision. 2. Volunteers for evening or night shifts.
Absenteeism	<ol style="list-style-type: none"> 1. Has frequent absences. 2. Calls in at the last minute or does not call. 	
Time on Unit	<ol style="list-style-type: none"> 1. Arrives late (hangovers). 2. Departs early. 	<ol style="list-style-type: none"> 1. Arrives early; leaves late; skips lunch and breaks; appears at unusual hours.
Disappearances	<ol style="list-style-type: none"> 1. Declines offer for meals or breaks with peers; eats on unit or goes alone to use alcohol. 	<ol style="list-style-type: none"> 1. Arrives early; leaves late; skips lunch and breaks; appears at unusual hours.
Decreased Effectiveness	<ol style="list-style-type: none"> 1. Displays inconsistent or erratic performance. 2. Fails to meet deadlines or schedules. 3. Staff complains about student not carrying share of work duties. 4. Decreasing ability to make quick judgments or to accomplish routine tasks. 5. Requires more structure for assignments and activities. 6. Experiences difficulty conceptualizing assignments. 	
Appearance	<ol style="list-style-type: none"> 1. Uses mouthwash or strong perfume to cover alcohol odor on breath and clothing. 2. Eyes are red, "bloodshot," or bleary. 3. Spider veins appear, especially around nose. 4. Face wrinkled, flushed, and puffy. 5. Increasing carelessness about personal appearance. 6. Unkempt; hair lacks luster. 7. Avoids eye contact. 8. Appears older than age. 9. Easily fatigued. 10. Leathery skin. 11. Thin; fat in front with liver enlargement (weight slightly higher on frame than in obesity, which is in lower abdomen, hips and thighs). 	<ol style="list-style-type: none"> 1. Always wears uniform with pockets, long sleeves, or sweater even in warmer weather. 2. Uses Band-Aids on hands and arms. 3. Pupils may be constricted (narcotics), or dilated (stimulants), although need to consider multi drug use. 4. Runny eyes or nose with clear mucous drainage. 5. Malnourished, anorexic, signs of fluid and electrolyte imbalance (edema, dehydration).

Signs of Withdrawal	<ol style="list-style-type: none"> 1. Hand tremors. 2. Poor coordination, gait. 3. Diaphoresis. 4. Headaches, (hangovers) especially in the morning or at the beginning of the shift. 	<ol style="list-style-type: none"> 1. Abdominal muscle cramps. 2. Diarrhea. 3. Irritable; restless manner.
Illness and Injury	<ol style="list-style-type: none"> 1. Frequent minor illnesses; vague somatic complaints (flu, virus, backache, toothache). 2. Prone to accidents. 3. Gastrointestinal problems. 4. Cirrhosis; liver malfunction. 5. Peripheral neuropathy. 6. Pancreatitis. 	<ol style="list-style-type: none"> 1. Requests drug of choice for frequent injuries which require medication or elective surgery. 2. Demonstrates low tolerance for pain and high tolerance for drugs. 3. Experiences infections, abscesses or scar tissue from intravenous punctures. 4. Contracts hepatitis from intravenous punctures.
Common Characteristics	<ol style="list-style-type: none"> 1. Changing to a younger age group; most often observed in ages 40-45. 2. Socializes only with persons who drink; alcohol becomes focus of all activities; becomes isolated. 3. Demonstrates alcohol tolerance. 4. Experiences blackouts. 5. Drinks early in the day, before parties, alone, and sneaks drinks; sensitive to comments about drinking. 6. Uses coffee or cigarettes excessively. 7. Prone to auto accidents. 8. May have had driver's license suspended or revoked. 	<ol style="list-style-type: none"> 1. Changing to 40-50 age group; most often observed in late 20's age group. 2. Spends time alone and sleeping; restricted interests. 3. Preoccupied with obtaining and using drugs.
<ol style="list-style-type: none"> 1. Altered states of consciousness. 2. Demonstrates wide mood swings. 3. Experiences difficulty in all types of relationships. 4. Is irritable with staff, patients, and family. 5. Acts defensive and suspicious. 6. Blames others. 7. Lies; provides inconsistent information; rationalizes and creates elaborate excuses for behavior. 8. Experiences financial problems. 9. Carries large purse, satchel, or thermos. 10. Focus of complaints from other staff and students. 		

Source: Oklahoma Nurse Assistance Program

**6414 N. Santa Fe, Ste. A, Oklahoma City, OK 73116
405-840-3478**

UNIVERSITY OF ARKANSAS - FORT SMITH RADIOGRAPHY PROGRAM

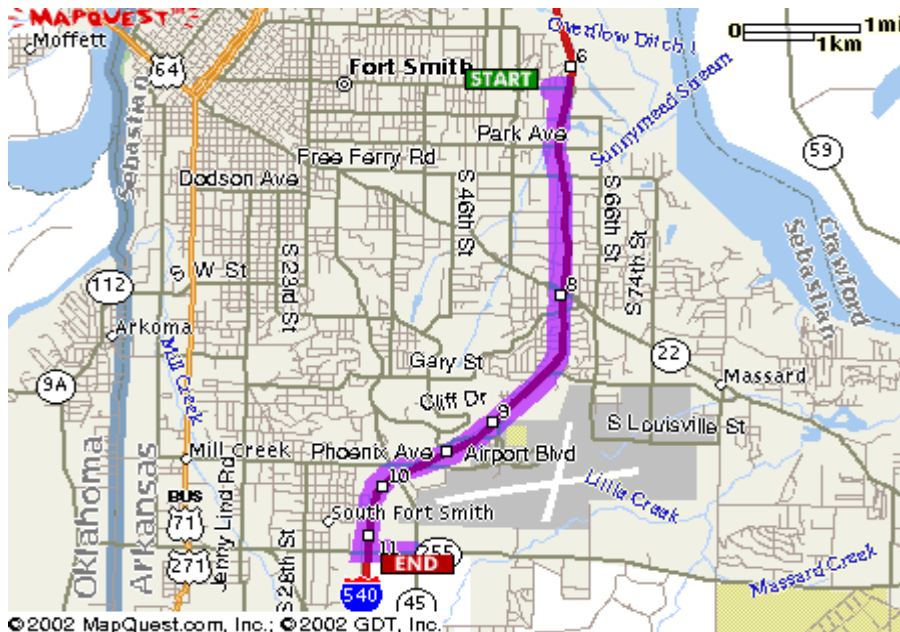
MAP TO TESTING CENTER

Directions Distance

There are 0.42 miles between your starting location and the beginning of your driving directions. Use maps to get from your starting location to the beginning of your route.

- 1: Start out going East on GRAND AVE. 0.09 miles
- 2: Take the I-540 W ramp. 0.24 miles
- 3: Merge onto I-540 W. 4.42 miles
- 4: Take the AR-255/ZERO ST. exit- exit number 11. 0.19 miles
- 5: Turn LEFT onto AR-255. 0.46 miles

Total Estimated Time: 8 minutes and Total Distance: 5.41 miles



ORIGIN:
5210 Grand Ave
Fort Smith, AR
72904-7362 US

DESTINATION:
Cooper Clinic Occupational Medicine
4300 Regions Park Circle
Fort Smith, AR 72903
479-484-4665

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UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

SERIOUS ILLNESS AND DISEASE

- A. The student must inform the program faculty as soon as a serious illness or communicable disease is detected. A serious illness is considered to be any sickness that continues for more than two (2) weeks. A communicable disease is any disease that can be transmitted from one person to another.
- B. The longevity and seriousness of the illness is evaluated to determine if the student will be able to continue with the course of study.
- C. After the student is released from the doctor's care to return to school, a plan between the student and program faculty will be made for continuation of educational activities.

BEREAVEMENT LEAVE

Up to three (3) days' bereavement leave may be granted when a death occurs in your immediate family. Immediate family is defined as: Spouse, children, parents, guardian, brother, sister, stepparent, step-child, step-sister, step-brother, grandparent, grandchild, great-grandparent, great-grandchild, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, and step-parent-in-law.

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HIV AND HBV

Human Immunodeficiency Virus and Hepatitis B

In order to reduce the possibility of exposure to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) to students, faculty, and patients, the radiography program will adhere to the following policy. All students are to be vaccinated for HBV and receive instructions on universal precautions and other preventive techniques for HIV.

Hepatitis B Virus – Vaccination

Students in allied health programs and faculty involved in clinical courses must present to the executive director a health record that includes one of the following:

- 1) evidence of immunization against Hepatitis B;
- 2) evidence of receipt of at least two doses of the vaccine for Hepatitis B followed later with documentation that all three doses of the vaccine have been received within eight months of the first dose;
- 3) a confirmed prior illness with Hepatitis B;

or

- 4) a signed “Hepatitis B Vaccine Waiver.”

One of the above must be presented to the executive director before the individual will be permitted to participate in clinically related learning experiences.

Guidelines for HIV Testing

A student who believes himself/herself to be at risk has an ethical responsibility to know his or her HIV status and therefore has an obligation to be tested for HIV antibody, HbeAg or HbsAg.

Testing will be voluntary, yet there may be circumstances in which the clinical agency may request testing. Confidentiality will be maintained.

Guidelines for Prevention and Management of HIV

Students will receive written and verbal information and instructions on universal precautions for blood borne pathogens in accordance with applicable CDC guidelines prior to any exposure to patients. Failure to use universal precautions may result in exposure to blood borne pathogens including Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

HIV Positive

If it is determined that a student is sero-positive for HIV and/or clinically demonstrating ARC (Aids related complex) or AIDS, the student should meet with the program director and an attending physician to determine the health care needs of the student and the progression in the program. Every case will be individually evaluated and confidentiality will be maintained. Every student enrolled in the program must meet all the objectives and adhere to the class and clinical attendance policy. Therefore, it will need to be determined that the HIV sero-positive student can meet course objectives, perform procedures and tasks, and take care of clients who could be a real threat to the student's health. Also, the possible threat of HIV a sero-positive student could pose on patients must be considered. Some students may be counseled to pursue another career because of health risks.

HIV-Post Positive

Immediate antiseptic procedures should be followed after possible exposure.

If an accidental exposure occurs, faculty and students should follow the CDC guidelines for occupational exposure. If needle stick, test for HIV to establish seronegativity first, then retest at 6 weeks, 3 months, 6 months, 1 year.

A significant occupational exposure is defined as:

- 1) A needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids.
- 2) A mucous membrane (i.e. splash to the eye or mouth) exposure to blood or body fluids.
- 3) A cutaneous exposure involving large amounts of blood or prolonged contact with blood – especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

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ACCIDENTAL EXPOSURE TO BLOOD OR BODY FLUIDS

Exposure is defined as a percutaneous injury, contact of mucous membranes, or contact of non-intact skin with blood or other body fluids or tissues that may potentially contain blood borne pathogens.

In the event of accidental exposure of students or faculty, the following steps are to be instituted:

1. Wound Care/First Aid
 - a. Clean wound with soap and water
 - b. Flush mucous membranes with water or normal saline solution
 - c. Other wound care as indicated
2. The exposure will be documented on the incident form that is used by the agency in which the exposure occurred.
3. The completed incident report form will be submitted to the appropriate agency representative.
4. The person who is exposed to blood or body fluids will be referred for medical care and/or appropriate testing; however, the decision to obtain medical care or testing will rest solely with the person experiencing the exposure. The health care options available for students or faculty include, but are not limited to:
 - a. the emergency or outpatient department of the agency in which the exposure occurred (at personal expense);
 - b. the county health department;
 - c. the private physician of the individual's choice;
 - d. Arkansas AID's Foundation.
5. It is vital the STUDENTS UNDERSTAND THAT THEY ARE RESPONSIBLE FINANCIALLY FOR ANY EXPENSES INCURRED IN THE COURSE OF TREATMENT OR TESTING. NEITHER UA FORT SMITH NOR THE CLINICAL AGENCY WILL ASSUME ANY LIABILITY (FINANCIAL OR OTHERWISE), REGARDING THE EXPOSURE INCIDENT.
6. If the exposed individual chooses to seek medical care and/or testing, all pre and post testing counseling will be provided by the health care provider conducting the testing.

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PROFESSIONAL CONDUCT

Classroom

Students are expected to perform on an adult level. Each student must take the responsibility for his/her own actions, successes, and failures. If a student disagrees with the instructor, that student should ask questions in a non-challenging manner. Students should be seeking information in order to learn and understand and not to challenge the instructor's authority.

Anyone caught cheating or falsifying information, whether on a test, assignment, clinical documentation, or written ***and/or verbal disclosures***, will receive a zero for a test or assignment and will be immediately ***placed on probation***. ***Other intentional misrepresentations will be addressed on an individual basis with consequences dependent upon the severity of the infraction. Actions may include immediate dismissal.***

Students are expected to come to class and/or lab prepared for that day's lesson. Preparedness includes reading the assigned material, preparing assignments on time, and bringing necessary books and materials to class or lab. Tardiness will not be tolerated. Habitual tardiness is a sign of a poor attitude. Tardy students disrupt the class and can interrupt the learning of other students.

Clinical

The clinical site reserves the right to refuse acceptance of any student who is involved in any activity not considered professional or conducive to proper patient care. Students are expected to conduct themselves in a professional manner at all times. Undue conversation, excessive noise, dirty jokes, gossip, and loitering are unprofessional behaviors and should be avoided. Do not discuss personal problems with patients or staff. **No personal telephone calls are to be made or received during clinical hours unless it is an emergency.** Do not seek free medical advice for yourself or family while in clinicals. Do not chew gum while in clinicals.

REMAIN BUSY! Take initiative to find something to do. Cleaning and stocking of the examination rooms or filing are helpful jobs. Be courteous to your patients and staff. Maintain a cooperative and uncomplaining attitude. Professional attitude and behavior are factors considered in recommendations for future employment. Do **NOT** compare one clinical site to another. Each facility has its own uniqueness.

All hospital and clinical records are kept confidential. Any request for information concerning a patient should be referred to the clinical instructor. Do not discuss patients and their problems with anyone else unless authorized by the clinical instructor.

The student who is preparing to be a health care professional is expected to conform to certain standards. The following guidelines for professional conduct are expected to be demonstrated by all radiography students. Each student is expected to:

- 1) Demonstrate *responsibility* and *accountability for decisions and actions*.
- 2) Apply *knowledge of legal and ethical* aspects in implementing patient care.
- 3) Seek guidance and assistance when personal limitations are reached.
- 4) Be *responsive to constructive criticism* and attempt to *alter behavior*.
- 5) Demonstrate *punctuality* for both classroom and clinical education.
- 6) Demonstrate *preparedness* for both classroom and clinical education.
- 7) Recognize the *patient's rights* to privacy, confidentiality, and dignity.
- 8) Demonstrate *self-direction* and professional growth through exploration and utilization of available resources.
- 9) Demonstrate a *positive attitude (verbally and nonverbally) in the clinical and academic setting*.
- 10) Perform any exam when “asked” or instructed to do so by the clinical staff **under direct or indirect supervision according to the student’s competency level**.
- 11) Demonstrate preservation of health, welfare, and safety of patients, hospital staff, instructors, or other students and/or self.

UNPROFESSIONAL CONDUCT

The following behaviors are considered unprofessional conduct and will place the student in the counseling pathway that may result in dismissal from the program.

- 1) Lying or cheating.
- 2) Disrespect toward program faculty, classmates, clinical staff, UA Fort Smith faculty/staff, or patients.
- 3) Unauthorized possession of an exam.
- 4) Plagiarism.
- 5) Inaccurate recording, falsifying or altering of patient information and/or wrongful conduct relating to drugs.
- 6) Illegal possession, sale, or distribution of drugs or other wrongful conduct relating to drugs.

- 7) Illegal possession of weapons.
- 8) Theft.
- 9) Charges and/or conviction of a felony.
- 10) Excessive tardiness or absenteeism.
- 11) Violating the confidentiality of information or knowledge concerning the patient.
- 12) Use of profanity in clinical area.
- 13) Repeated violation of the dress code.
- 14) Any activity that would jeopardize the health safety, and/or welfare of the patient, the hospital staff, instructor, other students, or self.
- 15) Being under the influence of mind-altering drugs, use of illegal drugs, and/or the use of alcohol while in class, the clinical area, or representing the University or program in public.
- 16) Misappropriation of supplies, equipment, and drugs.
- 17) Leaving a clinical assignment without properly advising appropriate personnel and instructor.
- 18) Discriminating in the rendering of services as it relates to human rights and dignity of the individual.
- 19) Committing an act that a reasonable and prudent student would not perform at his/her level in the program.
- 20) Omitting an act that a reasonable and prudent student would be expected to perform at his/her level in the program.
- 21) Failure to disclose errors to the hospital responsible party and clinical instructor.
- 22) Conduct detrimental to public interest.
- 23) While caring for a patient, engaging in conduct with a patient that is sexual or may be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient.

NOTE: Students in the radiography program are subject to the academic and disciplinary rules and regulations of UA Fort Smith.

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GROUND FOR PROBATION AND DISMISSAL

Students in the radiography program are required to strive to do their best and to display the professional attitude necessary to promote a positive image of radiography to patients, fellow students, technologists, physicians, the university, and the general public. However, if a student fails to abide by the policies and procedures of this manual, they have failed to promote a positive image of their would-be profession, and thus may become subject to probation and/or dismissal.

Removal from a Clinical Education Center

A student may be removed from a clinical education center at the request of the clinical instructor and the administrative director of the affiliate. The request must be in writing and must contain the following items:

1. Objective reason(s) for the request.
2. Documentation of efforts to correct the situation.
3. The results of these efforts, and
4. Any other information supporting the request.

The following reason(s) may be considered as grounds for removal from a clinical affiliate:

1. The student has received three incident reports while at that clinical education center.
2. The student has demonstrated flagrant abuse of hospital policies and procedures.
3. Alcohol and drug abuse while at the clinical site will also result in dismissal from the program.
4. Irreconcilable personality difference.
5. Chronic poor performance which may be characterized by an excessive repeat rate, failure to progress, poor listening and communication skills, and/or consistent failure to follow directions and departmental routines, excessive absences, or
6. Any other circumstances which demonstrate poor student performance overall.

Probation Guidelines

A student may be placed on probation if an infraction of any of the various manual policies occurs. An "Unsatisfactory Performance Contract" (probation form) will be completed by the student, the faculty, the clinical coordinator, the Executive Director of

Imaging Sciences, and the clinical instructor (if applicable). (See the Forms section of this manual).

Probation will extend to the length of time designated on the contract and/or the satisfaction of the conditions of the contract agreed upon by the parties above.

The following infractions will cause the student to be placed on probation:

1. The student receives less than a “C” in a course in the radiography curriculum not containing an RADT prefix.
 - Probation will extend one semester during which time the student must repeat the course (or its equivalent) and earn a “C” or better.
2. The student receives a clinical rotation evaluation of less than 75%.
 - Probation will extend through the following semester and the completion of the subsequent semester’s clinical rotation evaluation of 75% or above.
3. A student is removed from one clinical affiliate due to unsatisfactory performance at the request of the clinical instructor and the administrative director (request must be made in writing).
 - Probation will extend until completion of the radiography program in this instance.
4. A student is performing below standards in one or more areas of his/her training, both academically and clinically, which includes but is not limited to the student’s clinical rotation evaluations and annual student evaluations.
 - Probation will be applied and extended at the discretion of the clinical coordinator and/or program director.
5. Chronic poor performance in either the clinical or didactic aspects of a student’s education which may include:
 - excessive absenteeism
 - poor communication skills
 - lack of respect toward program faculty, university faculty and staff, clinical staff, patients, and fellow classmates
 - or other circumstances which inhibit successful completion of the program.

Dismissal Guidelines

A student may be removed from the program based on various infractions of policies outlined in the *Radiography Program Policy and Procedure Manual and the Clinical Portfolio*. The authority to dismiss a student from the program rests solely with the Executive Director of Imaging Sciences.

The following infractions are grounds for removal from the program:

1. Academic Dishonesty:
This includes cheating, plagiarism, or any other attempt to use someone else's work as one's own. Any student guilty of this may also be subject to expulsion from the university.
2. The student receives a grade of less than a "C" in any course in the radiography program with an RADT prefix.
3. Two consecutively failing clinical rotation evaluations.
4. Failure to follow the Supervision Policy on "Direct" and "Indirect" supervision.
5. Failure to follow the "Repeat" Policy requiring Direct supervision for all repeat radiographs regardless of the student's competency level.
6. A student is removed from a second clinical affiliate at the written request of the clinical instructor and the administrative director due to unsatisfactory performance.
7. The failure to respect patient confidentiality (HIPAA).
8. Documented patient endangerment.
9. The failure to satisfactorily complete the conditions outlined in an "Unsatisfactory Performance Contract." (complete for probation status)
10. Violation of any Radiography Program Policy while on probation.
11. The failure to earn a grade of "C" or better in a radiography curriculum course (not an RADT prefix) on the second attempt.
12. More than two consecutive incomplete grades given in the radiography curriculum.
13. Drug and/or alcohol abuse.

14. Any infraction resulting in expulsion from the university.

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

GRIEVANCE PROCEDURES

If a student feels he/she has been unfairly treated or evaluated, he/she has the right to have the matter investigated further through informal and formal grievance procedures. Grievance procedures should not be requested frivolously and should be followed in the correct sequence outlined below.

Informal Grievance

Informal grievance procedures should usually be the first method employed to rectify any problems a student has specific to the program.

The following general guidelines should be used by students and program personnel when dealing with procedural problems:

1. If possible, address the problem at its source first. For example, if a misunderstanding arises between a student and a staff technologist, or a student and another student, steps should be taken by one of the involved parties to rectify the situation independently without any further intervention.
2. If no success is met employing Step #1 above, the student should take the problem to his/her clinical instructor or faculty member, outlining the situation as objectively as possible. The clinical instructor will document and/or rectify the situation at his/her discretion.
3. If a student is still not satisfied with the results, he/she may request input from the clinical coordinator. The clinical coordinator will attempt to gather information from all involved parties. He/she may also choose to document the situation at his/her discretion, depending on the seriousness or sensitiveness of the occurrence.
4. If all of the above channels have been exhausted, the student can request a hearing with the Executive Director of Imaging Sciences. At this level, all such hearings will be documented and kept in the student's personal file at the university. In general, the Director of Imaging Sciences decision is final. If the student still is not satisfied, formal grievance procedures must be employed. (See Formal Grievances below).

5. If a student is unhappy with an academic grade he/she has received, he/she should discuss this with the appropriate instructor first, entering into the informal grievance process at the appropriate step.

Formal Grievances

Formal grievance procedures are to be used when informal procedures have been exhausted or are inappropriate. The student filing a formal grievance must follow these procedures sequentially. The general guidelines are provided below:

To begin formal grievance proceedings in the radiography program, the student must submit a request for a formal hearing (in writing) to the Executive Director of Imaging Sciences within three working days following the final action taken through informal proceedings. This letter should contain the following items:

1. The specific injury to the student.
2. The date(s) on which the injury occurred.
3. Name(s) of person(s) involved.
4. Measures taken by the student to rectify the particular incident being grieved, and
5. Any other information which may be pertinent to the situation.

The Executive Director of Imaging Sciences will review the formal request to determine its merit and to ensure that all other avenues have been exhausted by the student. An answer and/or decision will be issued to the student in writing within seven working days after receiving the written request. Copies of all correspondence will be maintained in the student's program personal file.

If the student wishes to pursue the matter further, he/she is required to follow the formal grievance proceedings listed below. Each step should be initiated with a written request for a formal hearing within three working days of the previous action taken to each individual in the "chain of command."

1. Director of Imaging Sciences
2. Dean of the College of Health Sciences
3. Chief Operating Officer/Provost

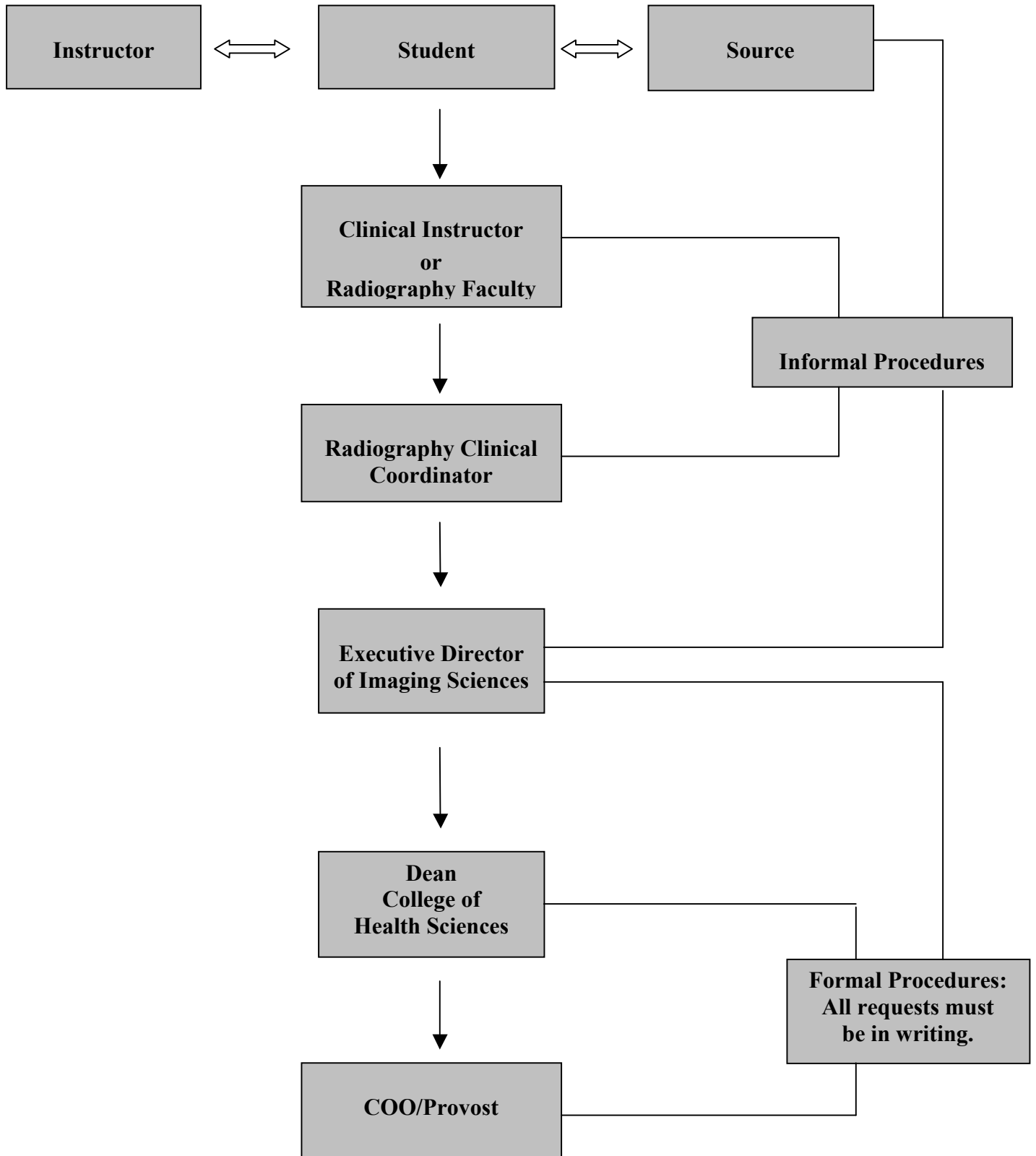
If, during the course of your professional education, you feel the UA Fort Smith Radiography Program does not comply with the JRCERT Standards (see Appendix A) you have the right to notify the JRCERT. Upon JRCERT notification of a complaint or allegation of non-compliance with JRCERT Standards, the Executive Director of Imaging Sciences shall evaluate the merit of the complaint and/or allegation and respond accordingly. The response will include supporting documentation of program compliance and/or methods by which the program has resolved the issue.

The JRCERT address is:

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive
Suite 900
Chicago, IL 60606-2901

THE GRIEVANCE PROCESS



UNIVERSITY OF ARKANSAS - FORT SMITH
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MISCELLANEOUS POLICIES

Policy guidelines for the following issues are outlined in the UA Fort Smith *Code of Conduct* and will be maintained by this program.

	<u>Policy</u>	<u>Page</u>
1.	Intoxicants and Drugs (substance and abuse)	9
2.	Pornography	13
3.	Deception, Fraud, and Misuse of Documents	14
4.	Disregard for Policies	5
5.	Firearms	14
6.	Gambling	5
7.	Property	14
8.	Rights of Others	15
9.	Sexual Harassment	17

UNIVERSITY OF ARKANSAS - FORT SMITH
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STUDENT AND PROFESSIONAL ACTIVITIES

Students are strongly encouraged to participate in the national, state, and local professional organizations in radiologic technology which offer student memberships at a reduced rate.

When authorized by the program director or clinical coordinator, clinical hours may be awarded for students attending any professional educational meeting such as conventions, seminars, and workshops. Students are strongly urged to become active in professional societies and issues.

Research Paper

During the senior year, each student will choose a topic of special interest and write an in-depth research paper. Emphasis will be placed upon self-generated material and clinical experimentation or documentation. The written report will count toward a final grade in RADT 2502 Imaging Equipment. Students may begin work on this assignment at any time and the radiography faculty will be available for help with design and resources. The due date will be given at the beginning of the course.

The report will be done in APA format unless stipulated otherwise by the state competition committee. More specific information will be given at the appropriate time. The paper may be presented orally to the class so that fellow students may benefit from the effort. The top four papers will be submitted for competition at the following annual meeting of the Arkansas State Society of Radiologic Technologists in the spring.

Participation in the Student Paper Competition each year sponsored by the ArSRT is required. Winners will be awarded a plaque by the ArSRT.

Exhibit Competitions

Senior students will also be required to prepare a college level exhibit for the ArSRT state competition. These exhibits will be judged prior to the state convention and scores will be included in the final grade for Procedures V, RADT 2512. ALL exhibits will be submitted to the ArSRT state competition. Winners of the Exhibits competition will be awarded a plaque and ribbon by the ArSRT.

Quiz Bowl is another area in which students compete at the state level. Each year teams from each radiography program compete against other programs in the state. Time from clinical assignments will be allotted to team members for practice. Participation in the Quiz Bowl competition is selective and prestigious. Awards for first, second, and third place teams will be presented by the ArSRT.

All students are required to attend the State Conferences unless excused by the Executive Director of Imaging Sciences due to extenuating circumstances. While representing the University of Arkansas - Fort Smith at the State Conference, students are expected to attend **ALL** Quiz Bowl competitions and the University of Arkansas - Fort Smith program dinner on the Friday night following competition. Failure to attend any required competition, seminar, or program dinner will result in disciplinary actions.

In addition to the awards for each competition mentioned above, students who receive First Place recognition in any of these categories will be given 2 days off from their clinical assignments. Second place winners will receive one day off from their clinical assignments and third place winners will receive a half day off.



**UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM**

**OUTSTANDING CLINICIAN AWARD
CRITERIA AND PROCEDURE**

The radiography faculty will select a student from the graduating class to receive the “Outstanding Clinician in Radiography” Award. The recipient of this award will be presented a medal at the UA Fort Smith Student Recognition Award Ceremony and will have his/her name engraved on a plaque that is kept in the division’s office.

Criteria

1. Grade point average of 3.00 or above at the time of the nominee selection.
2. Demonstration of leadership ability.
3. Demonstration of the application of theory to clinical practice.
4. Demonstration of the following professional characteristics:
 - A. Attendance and punctuality
 - B. Ability to work with others
 - C. Enthusiasm for the practice of radiography
 - D. Professional conduct and appearance

Procedure:

1. The name of each student meeting the criteria above will be placed on a ballot.
2. A ballot will be given to all clinical instructors, Radiography Faculty, the clinical coordinator, and the executive director.
3. The selection will be made by majority vote.
4. The recipient of this award will not be announced until the night of the Radiography Pinning Ceremony.

**UNIVERSITY OF ARKANSAS - FORT SMITH
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ACADEMIC AWARD



The Academic Award will be presented to the graduating student with the highest cumulative grade point average over the course of the radiography program. The recipient of this award will be presented a medal the UA Fort Smith Student Recognition Award Ceremony and will have his/her name engraved on a plaque that is kept in the division's office.

FORMS

All forms included in this section may be photocopied for use if the form is not immediately available at the Clinical Education Site. Please check to be sure each appropriate party receives a copy as indicated for those forms requiring distribution.

Timeframe for correction of conduct to occur: _____

Consequences of non-compliance with guidelines: _____

Student Comment: _____

Student's Signature: _____ Date: _____
(The signature only verifies I have been counseled regarding the above conduct, not that I agree.)

Faculty Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____

I have satisfactorily met the conditions of this contract. I am aware that I may remain in the program until that time in which I might again fail to meet the objectives and goals of the program.

Student's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____

I have not met the conditions of this contract. I am aware that this results in: placement on probation or dismissal from the program.

Student's Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

CLINICAL EDUCATION AGREEMENT TO MINIMIZE FETAL EXPOSURE

Between student _____ and University of Arkansas - Fort Smith
Radiography Program

Date Executive Director notified in writing of student's pregnancy

Due Date _____ Estimated conception date _____

Cumulative exposure received from conception date to above date _____

Executive Director was notified of pregnancy in accordance with the Student Pregnancy policy, as outlines in the *Radiography Program Policy Guideline Manual*. The student has previously completed (or will complete) the program course *Radiation Biology and Protection*. The student is also to receive further counseling regarding possible harmful effects on the fetus.

Under these terms, the student has agreed to continue her Clinical Education at _____ hereafter referred to as the Clinical Site. The student has informed the Clinical Instructor and the Department Director at the Clinical Site. The student has likewise been informed of the policies of the Clinical Site regarding pregnant technologist/students.

The student program for minimizing fetal exposure will include:

1. Wearing a lead apron whenever the potential for exposure to ionizing radiation occurs.
2. If possible, removal from portable, fluoroscopic, and surgical procedures until she is past the first trimester of pregnancy.
3. Once beyond the first trimester of pregnancy, resumption of the procedures outlined in #2 may occur so long as:
 - A. Distance from the x-ray source is maximized
 - B. A wrap-around lead apron is worn
 - C. Departmental policy does not preclude outlined procedures
4. The University of Arkansas - Fort Smith Radiography Program will provide a second film badge to be worn at the waist at all times.

Should the cumulative dose to this second badge exceed 50 mrems (0.5 mSv) in any one month period, the student will be removed from the clinical education site for one month. If the dose to this badge should exceed 500 mrems (mSv) in any one month, the student will be removed from clinical rotation for the remainder of the pregnancy.

The scientific guidelines for fetal dosage are published in the NCRP Report #91 and #107, and published by the United States Government.

This agreement releases the Clinical Site and the University of Arkansas - Fort Smith from any liability in the event that there are any congenital abnormalities at the child's birth.

Signatures:

Student: _____

Date _____

Clinical Instructor: _____

Date _____

Executive Director: _____

Date _____

I have counseled the above named student regarding fetal dose and possible fetal injury due to excessive radiation.

Medical Advisor: _____

Date _____

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

ACCIDENT REPORT

This report is to be used to record ALL details of an accident or mishap involving a student. This report should be completed immediately so that the circumstances surrounding the event will be documented accurately. After completion of this report a copy should be sent to the executive director. The clinical site's administrative director and the executive director should be notified regardless of how minor it may be.

Date _____ Time _____ Location _____

Description of the event:

(If a patient was involved)

Patient's Name _____

Hospital ID _____ Age _____

Doctor _____

Actions taken and/or persons notified:

This report was discussed with me:

Student Signature _____ Date _____

Clinical Instructor _____ Date _____

Administrative Director _____ Date _____

UNIVERSITY OF ARKANSAS - FORT SMITH
RADIOGRAPHY PROGRAM

STATEMENT OF MEDICAL OPTIONS FOLLOWING EXPOSURE TO BODY
FLUIDS
COMPLETE AFTER EXPOSURE

You have been exposed to blood or body fluids. Realizing that several diseases, including HIV and Hepatitis, are transmitted via blood and body fluids, we the faculty of the Radiography Department, strongly recommend that you seek medical care. Medical care options include, but are not limited to:

1. the emergency or outpatient department of the agency in which the exposure occurred (at personal expense);
2. the county health department;
3. the private physician of your choice;
4. the Arkansas AIDS Foundation.

It is vital that you understand that **YOU ARE RESPONSIBLE FINANCIALLY FOR ANY EXPENSES INCURRED IN THE COURSE OF TREATMENT OR TESTING. NEITHER UA FORT SMITH NOR THE CLINICAL AGENCY WILL ASSUME ANY LIABILITY (FINANCIAL OR OTHERWISE) REGARDING THE EXPOSURE INCIDENT.**

I have read the above and understand the options and financial responsibilities.

Signature

Date

University of Arkansas - Fort Smith

RADIOGRAPHY PROGRAM

Student Evaluation of Clinical Instructors

Semester: _____ Year: _____

Clinical Education Site(s): _____

This questionnaire provides you with the opportunity to anonymously express your views of the clinical instructors. Please utilize the sections provided for additional comments.

	Yes	Needs Improvement	No	N/A
1. Were you adequately oriented to the department at the outset of this rotation? If not, comment:	_____	_____	_____	_____
Comments:	_____			

	Yes	Needs Improvement	No
N/A 2. Was the opportunity provided for you to achieve all of your clinical objectives? If not, specify which ones and why:	_____	_____	_____
Comments:	_____		

	Yes	Needs Improvement	No
N/A 3. Was your clinical instructor available for assistance?	_____	_____	_____
Comments:	_____		

	Yes	Needs Improvement	No	N/A
4. Did your clinical instructor provide adequate direction and instruction?	_____	_____	_____	_____

Comments: _____

	Yes	Needs Improvement	No	N/A
5. Did the clinical instructor provide				
a. Periodic one-on-one instruction?	_____	_____	_____	_____
b. Regular opportunities for film critique?	_____	_____	_____	_____
c. Clear, easily understood feedback on your progress.	_____	_____	_____	_____

6. Did you feel that you were graded fairly? If not, by whom and why (in your opinion).	_____	_____	_____	_____
--	-------	-------	-------	-------

Comments: _____

7. Do you feel the clinical instructor is adequately prepared to teach this setting? If not, why?	_____	_____	_____	_____
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Comments: _____

8. Did supervising personnel and other staff help you to gain confidence in your abilities?	_____	_____	_____	_____
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9. Do you feel that you were treated in a fair and respectful manner by clinical staff? If not, why?	_____	_____	_____	_____
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Comments: _____

10. Did your clinical instructor or other qualified staff oversee all of your repeated exams? If not, explain?

Comments: _____

SUMMARY:

Based on the items evaluated, what do you feel are the clinical instructor's:
(If more than one instructor, specify which instructor each comment targets)

GREATEST STRENGTHS:

AREAS NEEDING IMPROVEMENT:

OTHER COMMENTS:

