

**AUSTIN PEAY STATE UNIVERSITY  
RADIOLOGIC TECHNOLOGY PROGRAM (RADIOGRAPHY)  
601 COLLEGE STREET  
CLARKSVILLE, TN 37044**

# **RADIOGRAPHY STUDENT HANDBOOK**

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## INTRODUCTION

This handbook details the Radiography Program philosophy and operational framework, which allows the Radiography students and faculty in the Radiography Program to work together with harmony and mutual understanding. The Program along with JRCERT requires rules and regulations to establish the rights and responsibilities of all parties. The policies contained within are intended to ensure that department operations will be consistent with its goals and responsibilities as a professional group.

The faculty of the Radiologic Technology Program (Radiography) is dedicated to assisting each student in Radiography in achieving the goals of the educational program and to the development of their full potential. The faculty is also obligated to prepare radiographers who meet safe standards of practice and are skilled in the science of radiography.

The Radiologic Technology Program (Radiography) faculty adheres to the policies and information in this handbook and reserves the right to make changes through committee action. Please keep abreast of any policy updates.

The accrediting agency for Austin Peay State University is the Southern Association of Colleges and Schools (SACS).

COMMISSION ON COLLEGES  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS)  
1866 Southern Lane  
Decatur, Georgia 30033  
Phone # (404) 679-4500

## JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)

### Complaint and Resolution Policy

The Austin Peay State University Radiologic Technology Program is accredited by the  
Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-2850  
Ph# (312) 704-5300  
e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

If a student finds the program is **NOT IN COMPLIANCE** with any of the Standards, they can contact the JRCERT.

Upon receipt of written notification of a complaint, the APSU Radiologic Technology Program will address the complaint immediately. A letter with a statement addressing how the complaint was resolved will be mailed to the JRCERT within 10 working days.

## **MISSION**

The mission of the Radiologic Science Program is to provide training in the field of imaging science. The goal of the program will be to fulfill the needs of healthcare providers in the community and surrounding regions. Serving people by being a provider requires critical thinking and technical skills to offer the best possible care. To prepare the students to meet these requirements, they are provided with various levels of training. This training includes theory, clinical practice, didactic learning, laboratory testing, and competency testing in the clinical setting. Upon successful completion of the program, graduating students will be prepared to meet the requirements for an entry-level position in radiology.

## **PHILOSOPHY**

The philosophy of the Radiography Program reflects the beliefs of the faculty and provides the foundation for the development of the radiography curriculum. The philosophy and objectives of this program complement the philosophy, mission statement, and institutional goals of Austin Peay State University.

## **OBJECTIVES**

APSU's objective for the Radiography Program is to provide a sound foundation for the development of knowledge and skills pertinent to the radiographer as a practitioner. The Radiography Program hopes to promote effective communication between its students and the personnel they will encounter. This communication will increase the ability of the program to satisfy its' prime objective of educating radiographers. Duties of the graduate radiographer include but are not limited to:

1. Provide patient services using imaging modalities as prescribed by a physician.
2. Perform radiographic and other related imaging procedures, producing quality images for interpretation by a physician.
3. Apply the principles of radiation protection.
4. Evaluate images for technical quality.
5. Exercise professional judgment in the performance of procedures.
6. Provide patient care essential to radiographic procedures.
7. Recognize patient conditions requiring immediate action and initiate basic life-support procedures.
8. Perform diagnostic radiographic services.
9. Maintain patient records.
10. Assume responsibility for the assigned area.
11. Provide input for equipment and supply decisions.
12. Instruct specific units of didactic and/or clinical education in the Radiography Program, if applicable.

13. In the absence of a supervisor, may assume acting supervisory responsibility.
14. May be responsible for participating in the quality assurance program.
15. May be responsible for the control of inventory and purchase of supplies for assigned area.
16. Pursues continuing education.

## **GOALS**

### **Goal # 1: Student(s) will demonstrate Clinical Competence.**

*Outcomes:*

- A. The student will demonstrate proper positioning skills.
- B. The student will demonstrate radiation safety principles.
- C. The student will demonstrate proper equipment operation.

### **Goal #2: Student(s) will develop communication skills.**

*Outcomes:*

- A. The student will demonstrate effective oral communication skills.
- B. The student will demonstrate the ability to write a research paper.
- C. Students will communicate with patients.

### **Goal #3: Student(s) will develop professionalism.**

*Outcomes:*

- A. The student will demonstrate understanding and commitment to values and ethics.
- B. The student will demonstrate compassionate patient care.
- C. The graduate will participate in professional and/or personal growth activities.

### **Goal#4: Student(s) will demonstrate Critical Thinking Skills.**

*Outcomes:*

- A. Students will demonstrate the ability to modify routine protocols.
- B. Students will perform non-routine exams.

### **Goal #5: The program will provide our healthcare community with quality radiologic technologists.**

*Outcomes:*

- A. Students who begin the program will graduate.
- B. Graduates will pass the ARRT exam on the first attempt.
- C. Employers will be satisfied.
- D. Graduates will find employment as radiographers.
- E. Graduates will indicate that the program prepared them to perform the duties of an entry-level radiologic technologist.

### **Notice of Felony or Misdemeanor Convictions**

The American Registry of Radiologic Technologists (ARRT) has stringent rules regarding misconduct and eligibility to take the national registry exam. The ARRT offers an Ethics Review Pre-Application as an early ethics review of violations that would otherwise need to be reported on the Application for Certification and Registration upon completion of an ARRT recognized education program. The Ethics Review Pre-Application may be used to report criminal proceedings including misdemeanor charges and convictions, felony charges and convictions, military court-martials, and/or disciplinary actions taken by a state or federal regulatory authority or certification board, and/or honor code violations. Program candidates may complete the pre-application review process with the ARRT prior to program enrollment to avoid delays and uncertainty regarding certification eligibility. The Ethics Review Pre-Application is downloadable from the Ethics section of ARRT's website at [www.arrt.org](http://www.arrt.org) or by calling ARRT at (651) 687-0048, ext. 8580. In the event that a student or graduate of the Radiologic Technology Program is concerned about ARRT eligibility, it is the sole responsibility of the student or graduate to certify eligibility with the ARRT.

### **Admission Requirements**

1. Be admitted to the university
2. Complete all core requirements with a 2.5 GPA and all courses with a "c" or better
3. Download the Radiography application from the program's website
4. Complete 24 hours of observations at 3 different RADIOGRAPHY locations. One hospital, one clinic, and one type of applicant's choosing. Use observation evaluation forms included in the application. Forms must be sealed by clinic location, sealed with tape, and signed by observer over the seal.
5. Official transcripts from transfer school send to Allied Health: Radiography
6. Applications must arrive no later than February 28<sup>th</sup>.
7. Students will receive notification of acceptance or interview by email
8. Acceptance emails will include a contract and list of health requirements.
9. Applicants must be able to physically manipulate and operate equipment, manipulate patients, and visually assess patients, test results, and the working environment. They must be able to clearly communicate, both verbally and in writing, make appropriate judgment decisions in emergency or other situations, and demonstrate emotional stability and psychological health in day-to-day interaction with patients, their family members, and personnel.
10. All radiologic technology students must submit evidence of good health by returning a completed Physical Examination form.
11. All students must have TB skin test yearly. TB
12. Evidence of immunity for:
  - a. Measles, Mumps, Rubella (MMR) (positive titers)
  - b. Varicella Zoster (chicken pox) (positive titer)
  - c. Tetanus/diphtheria booster within the past ten years
  - d. Hepatitis B vaccine
  - e. Influenza vaccine
13. All students must submit evidence of current Basic Life Support (BLS) certification compliant with the American Heart Association (AHA) guidelines.
14. Malpractice insurance-paid by the student to the university as a program
15. Health insurance is required. Students must provide evidence of health insurance coverage before clinical assignments may begin
16. Annual criminal background check
17. Annual 10-panel drug screens
18. Based on the results of these tests, any affiliated clinical site may determine to not allow your presence at their facility. Denial of clinical access could result in your inability to successfully complete the clinical requirements of a specific course and the program.

19. Students may be required to obtain additional vaccinations as clinical agencies adopt and implement new requirements, respond to periodic recommendations from the Centers for Disease Control or area health departments, etc. All such vaccinations will be at the expense of the individual student. Any student who refuses to be immunized will have the option of following the alternative processes allowed for agency employees, if available (i.e. wearing protective masks 100% of the time while at a clinical facility).
20. In compliance with the Americans with Disabilities Act, students are encouraged to register with the counseling/disability services office for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting special accommodation are (strongly) encouraged to contact the counseling/disability services office at the beginning of the semester.
21. Students will take all program courses offered for each cohort semester

### Student Estimated Costs

University tuition and fees may be found at: [https://www.apsu.edu/student-account-services/tuition\\_and\\_fees/index.php/index.php](https://www.apsu.edu/student-account-services/tuition_and_fees/index.php/index.php) The program hold no liability of tuition and fee increases to current students.

#### Radiography Program Expenses - Projected

##### JUNIOR YEAR

Urinalysis testing	\$50.00
Background Investigation	\$50.00
Malpractice Insurance	\$30.00
Uniforms	\$200.00 - \$500.00
Trajecsys Clinical Portal 24 Months	\$150.00
The Tennessee Alpha Chapter of Lambda Nu Membership fee	\$40.00
TSRT Membership	\$13.00 - \$20.00
ASRT Membership	\$30.00 - \$50.00
Clinical Record Keeping	\$150
TSRT Annual Meeting	\$200.00 - \$300.00
Influenza vaccine, TB Test, Hep B Vaccine, DTap Vaccine, and immunity testing	Varies (May be covered by insurance)

##### SENIOR YEAR

Urinalysis testing	\$50.00
Background Investigation	\$50.00
Uniforms	\$100.00 - \$200.00
Malpractice Insurance	\$30.00
TSRT Membership	\$13.00 - \$20.00
ASRT Membership	\$30.00 - \$50.00
TSRT Annual Meeting	\$200.00 - \$300.00
Influenza vaccine and TB test insurance)	Varies (may be covered by insurance)
Registry Review Materials	\$100 - \$300
Radiography Pin	\$50.00 - \$200.00
ARRT Exam fee	\$200.00 - \$250.00
Pictures for Application	\$10.00 - \$15.00
Honor Stole for Graduation	\$30.00 - \$50.00

Other fees may be incurred if clinical site requirements change.

**AUSTIN PEAY STATE UNIVERSITY  
RADIOLOGIC TECHNOLOGY PROGRAM (RADIOGRAPHY)**

**PERSONAL BEHAVIOR EXPECTATIONS/DRESS CODE FOR  
STUDENTS IN THE CLINICAL AREAS**

Radiography students have experiences in a number of institutions. It is important that students are continually aware they represent APSU and the Radiography profession. Some clinical facilities have an employee handbook that will be made available to the students. It is to be stressed that radiography students are not eligible for any benefits owed to the employees of the clinical institution. However, they are bound by the institutes' rules and regulations since they will be encountering patients on their premises. The students must abide by the rules of the radiology program in addition to those established by the clinical institutions. Each student is responsible for reading, understanding and adhering to these rules. The following regulations, as well as the Radiation Protection Policies in Section "W," will assist the students in becoming a desirable representative of our program.

**UNIFORM:** The Radiography Program uniform for juniors consists of a wine-colored Wink Pro two-piece scrub suit of appropriate professional appearance. Senior students will wear a Caribbean blue Wink Pro two-piece scrub suit of appropriate professional appearance. Students must wear an **all-white** T-shirt under their uniform top. The uniform should be clean and properly fitting. A clean, white or scrub colored lab jacket is to be worn over the uniform. Undergarments should not be visible through the uniform. The specific styles of uniforms are given in the student's first semester.

**SHOES AND SOCKS:** Shoes are to be **ALL-WHITE**, clean, polished, well-supporting and with clean laces; no open-toed or open heels. Shoes should be a leather material and should not have open holes on the toe (Clogs, thongs, sandals, canvas shoes/tennis shoes/sneakers with color brand logos are not acceptable.) White hose or white socks that fit above the ankle are to be worn at all times.

**NAME TAGS:** The name tag is to be purchased from Austin Peay University Facilities, located in the Morgan University Center, room 207. It is to be worn and visible with the uniform and jacket/lab coat **at all times**. This tag must be returned to APSU faculty at the end of the program or upon demand.

**JEWELRY:** Jewelry could be a safety hazard and might interfere with aseptic techniques. An analog watch, which measures seconds, is considered part of the uniform. No other jewelry is to be worn, except for a wedding band which may need to be removed at times. If ears are pierced, one pair of small, plain stud/post/button earrings may be worn, only one earring per ear in the ear lobe is permitted. Neither Austin Peay State University nor Clinical Affiliates are responsible for lost or stolen jewelry, money or other personal items.

**BODY PIERCINGS:** Only earrings may be visible. One pair of earrings is permitted and must be in the ear lobe. Body modifications such as gauging of the ears will not be permitted. Previously gauged ears should be corrected before the start of the program.

**TATTOOS:** must not be visible.

**Long Sleeve T-shirt:** Students are allowed to wear a long sleeve white t-shirt under their scrubs. Seniors may wear a shirt that is the same color of the scrubs set.

**HAIR:** Hair must be clean and well-controlled, so it does not hang in eyes, around the face, or on shoulders while in uniform. Extreme hairstyles or hair colors are to be avoided. Hair accessories must be sized appropriately. Headbands may be black or neutral color and no wider than 1/2". Beards and mustaches should be trimmed neatly. Students may not begin growing a beard or mustache during a clinical assignment. This growth may be done during a semester break.

**PERSONAL GROOMING:** Personal cleanliness, including bathing, the use of deodorant & oral hygiene, is essential. Smoke odor is to be avoided. The moderate use of makeup, perfume, mild cologne and/or shaving lotion is acceptable. Nails must be clean, well-trimmed, smooth and fairly short. A natural – clear color nail polish may be worn if not chipped or cracked. **(Colored nail polish is prohibited.) NO PROSTHETIC NAILS ALLOWED.**

**PROFESSIONAL BEHAVIORS:** Students will conduct themselves in a professional and dignified manner at all times. Students will not congregate in groups in patient areas and will keep noise to a minimum so as not to disturb others. Students are not permitted to make or receive personal phone calls except in emergencies. All calls made or received must be cleared through the clinical instructor. Students who arrive in the clinical facilities under the influence of controlled substances including alcohol, will be sent home (This may result in the dismissal from the Program). There is to be no eating, drinking, gum chewing, smoking, or tobacco chewing in patient care areas. Check with the clinical facility for designated areas. See undergraduate bulletin for

**USE OF TOBACCO PRODUCTS:** (See Undergraduate Bulletin)

**SCHEDULING MEETINGS:** If you need to use any part of the building for a meeting, please arrange this with the University Facilities Office.

**FOOD AND DRINKS:** Food and drinks are prohibited in the **classrooms** without instructor approval.

**PARKING:** Students are to park in designated areas only.

**GUESTS:** Guests in the classroom are **prohibited** without the instructor's permission. **Please do not** bring your children to the building and leave them unattended. They can be disruptive to the classes or may be injured.

**MAILBOXES:** Will be checked daily when here for classes. The mailboxes are located in E117.

**NOTE:**

**Students who do not follow these rules will be sent home. No credit will be given for any part of that clinical day.**

## **TECHNICAL STANDARDS /WORKER CHARACTERISTICS OF A RADIOGRAPHER**

The following are essential characteristics for any Radiologic Technologist (Radiographer) as compiled from observations of a wide variety of job experiences.

### 1. VISUAL ACUITY:

- ◆ Distinguish whether beam is perpendicular, horizontal or angled through center of anatomical area being x-rayed to center of film.
- ◆ Perform necessary radiography procedures that involve placement of needles, catheters, etc. into proper anatomical structures of patient.
- ◆ Read protocol for radiography procedures in the department.
- ◆ Perform data entry tasks using digital and computer terminals.
- ◆ Near-visual acuity and depth perception to examine exposed film for pertinent detail, and to take patient vital signs using devices such as: thermometer, sphygmomanometer, etc.
- ◆ Must be able to read units on a syringe.
- ◆ Must be able to work in dimly lit areas such as darkrooms and fluoroscopic rooms.

### 2. HEARING ACUITY:

- ◆ Hearing must be sufficient to communicate with others.
- ◆ Distinguish phonetic sounds either mechanically transmitted or from conversation in order to perform film processing tasks and fluoroscopic procedures in light controlled areas.
- ◆ Hear and retain pertinent information to relay instructions.
- ◆ Hear and respond to patient questions and clinical history while processing a request.

### 3. SPEAKING ABILITY:

- ◆ Speak clearly and loudly enough to be understood by a person in the radiology department, in surgery or on the phone.
- ◆ Good communication skills are also necessary to maintain good interpersonal relationships with patients and peers.

### 4. DIGITAL DEXTERITY:

- ◆ Grasp and manipulate small objects required to perform job functions.
- ◆ Perceiving such attributes of objects/materials as size, shape, temperature, texture, movement or pulsation by receptors in the skin, particularly those of the finger tips.
- ◆ Operate a variety of x-ray equipment.
- ◆ Arms and hands or functional artificial limbs are essential to perform radiographic procedures and transfer patients.
- ◆ Legs and feet or functional artificial limbs are essential to maintain balance to accomplish required duties and transport patients.

5. PHYSICAL ABILITY:

- ◆ Walk or stand for about 80% of a normal workday.
- ◆ Maneuver through congested area(s) or unit(s) to perform positioning procedures and transport patients.
- ◆ Raise arm(s) while maintaining balance when positioning a patient, reaching over table, adjusting x-ray tube.
- ◆ Maneuver in stairways, hallways, control booths, and various inclines.
- ◆ Push/pull medical equipment and adjust x-ray tubes to standard focal film distance; transfer of patients to and from units.
- ◆ Weight must allow free movement within a small control booth, move quickly during patient emergencies; squeeze in small areas while performing portable radiographic procedures.

6. ADAPTIVE ABILITY:

- ◆ Complete tasks or job functions within deadlines.
- ◆ Complete required tasks/functions under stressful conditions.
- ◆ Track and complete multiple tasks at the same time.
- ◆ Perform independently with minimal supervision.
- ◆ Interact appropriately with diverse personalities.

## GENERAL POLICIES

### INTRODUCTION:

University policies for retention and progression at Austin Peay State University are applicable to radiography students **except in those instances where specific standards of the Radiologic Technology Program (Radiography) take precedence over university standards.**

The Director and the faculty of the Radiography Program have the authority and responsibility to refuse admission or to separate any student from the Radiologic Technology Program (Radiography) if unusual circumstances of a legal, moral, health, emotional, or academic nature indicate that the student is not qualified for radiography.

### A. **GENERAL EDUCATION:**

After a student has been accepted into the Austin Peay State University Radiography Program, only college work earned at APSU may be applied toward the Bachelor of Science in Radiologic Technology (Radiography).

Specified general education courses in the curriculum are placed so that they precede radiography courses for which they are prerequisites. They shall not, in most cases, be taken later than specified. Failure to complete these courses could result in prolongation of the Program. **A minimum grade of “C” is required in all core classes and each of the natural and behavioral sciences.** The policies of APSU state that a 2.0 GPA is required to fulfill graduation requirements.

### B. **PROGRESSION IN RADIOGRAPHY:**

Students must successfully complete the radiography courses in a logical sequence. Progression to each semester depends on the successful completion of prior radiography related courses.

Summer or first semester: RLTN 3080 course requirements: the student shall pass exams. A student that fails one exam will be placed on academic probation. A student who fails two didactic exams must meet with the program director to discuss remediation or possible dismissal (a class average lower than a 75 is not permissible). If the student does not participate in the remedial activities, the director may dismiss the student from the program. A student who fails three didactic exams will be immediately dismissed from the program. A student whose lab average is less than 90% after one lab exam is placed on clinical probation; failure of two lab examinations will lead to immediate dismissal from the program.

It is the responsibility of the student to follow the degree plan as established by the Radiography Program. It is also the responsibility of the student to do a degree audit during the **FALL SEMESTER OF THE SECOND YEAR** in the Radiography Program. **A copy of this degree audit MUST be provided to the student’s advisor.**

C. **MINIMUM GRADE :**

**A minimum grade of C is required in each radiography course.**

1. The scoring range for the APSU Radiography Program is:
  - 90 - 100% = A
  - 80 - 89% = B
  - 75 - 79% = C
  - 60 - 74% = D—Immediate dismissal
  - Below 59% = F
2. A grade below C: It is the student's responsibility to recognize the seriousness of any grade below "C" and to seek counseling from his/her advisor and/or instructor as soon as it is possible.
3. The exam grade recorded and calculated into your course grade is the score received the first time the examination is given. Make-up tests WILL NOT be given unless approved by the instructor in advance. The grade for the missed exam is ZERO. If a zero is given for a missed exam or imaging laboratory test, it will be counted as test one(1). Students who arrive late WILL NOT be permitted to take the exam if another student has already completed the test and left the classroom. You must score a MINIMUM OF 75% ON EACH TEST/EXAM/QUIZ, AND A MINIMUM OF 90% ON EACH IMAGING LABORATORY TEST.  
**A grade below 75% or 90% respectively is cause for concern. You must RE-TEST UNTIL THE REQUIRED 75%, OR 90% IS ACHIEVED, UP TO A MAXIMUM OF TWO(2) RE-TESTS.** If 75% or 90% is not achieved by the third test(2<sup>nd</sup> re-test), this will result in DISMISSAL from the Radiography Program. The re-test must be scheduled with your instructor and completed within SEVEN CONSECUTIVE DAYS following the review of the material tested. This will be the ONLY REVIEW allowed. The retest can't be the same day as the review. The re-test score will not be computed into the course grade. Failure to re-test in the allotted amount of time will result in DISMISSAL from the Radiography Program.
4. Any mid-term grade less than a "C" places the student on academic probation.
5. Any final grade less than a "C" in radiography and situations where a student is allowed to take a core course necessitates the student to be separated from the Radiography Program. Re-entry into any radiography course in which a grade less than "C" was earned will be dependent upon the action of the Admission Committee and recommendation of the radiography faculty. Students will not be allowed to repeat a non-radiography course, and remain in the Radiography Program if the class interferes with the student's regular radiography courses (including the clinical courses).
6. All requirements listed within the course syllabus must be met before a final grade will be given.
7. Failure of two exams in one course will place a student on academic probation. Remediation activities will be provided. If the student does not participate in the remedial activities, the director may dismiss the student from the program. If three

exams are failed in one course, the student will be immediately dismissed at the program director's discretion.

**D. WRITTEN WORK POLICY:**

All written assignments specified by the syllabus must be submitted.

All written work:

1. Will have 20% of the total possible score deducted from the earned score if submitted within five (5) school days of the original due date.
2. Will receive no numerical credit if submitted six (6) or more school days after the original due date, yet must be submitted to avoid an incomplete in the course.
3. Students who consistently submit late work (3 assignments/projects or more) will be placed on Academic Probation.
4. Plagiarism will result in dismissal from the program. A plagiarism tutorial will be given to the student in the summer.
  - + For example, if a sentence is directly quoted, there must be quotation marks, a citation, and reference at the end of the document. Paraphrasing shall also have citations and a reference at the end of a paper.
5. Students cannot submit the same paper for credit to different courses.
6. Students must follow the writing direction by each faculty member.

**The student is expected to assume the responsibility for discussing any possible extenuating circumstances with his/her instructor in advance, if at all possible.**

**E. MISSED EXAMS:**

Make-up tests WILL NOT be given unless approved by the instructor in advance. The grade for the missed exam is ZERO. If a zero is given for a missed exam or imaging laboratory test, it will be counted as test one (1). You must score a MINIMUM OF 75% ON EACH TEST/EXAM/QUIZ, AND A MINIMUM OF 90% ON EACH IMAGING LABORATORY TEST. You must RE-TEST UNTIL THE REQUIRED 75%, OR 90% IS ACHIEVED, UP TO A MAXIMUM OF TWO (2) RE-TESTS. If the 75% or 90% is not achieved by the third test (2<sup>nd</sup> re-test), this will result in DISMISSAL from the Radiography Program. The re-test must be scheduled with your instructor and completed within SEVEN CONSECUTIVE DAYS following the review of the material tested. This will be the ONLY REVIEW allowed. The retest can't be the same day of the review. The re-test score will not be computed into the course grade. Failure to re-test in the allotted amount of time will result in DISMISSAL from the Radiography Program.

**F. CLINICAL EDUCATION, SUPERVISION, EVALUATION BEREAVEMENT TIME AND ATTENDANCE:**

**For More Detailed Information and Clinical Site Telephone Numbers, Please Refer To Your CLINICAL EDUCATION COMPETENCY PROGRAM HANDBOOK. For radiation protection policies, please refer to Section of this handbook titled “RADIATION PROTECTION POLICIES”:**

Clinical evaluations will be conducted by the designated technologists (only Registered Technologists in good standing with the American Registry of Registered Technologists), clinical instructor, clinical coordinator, and program director. These evaluations are conducted on separate forms and carry various weights in the grading process. This is explained in more detail in The Clinical Education Competency Handbook and each clinical course syllabus issued to each student at the beginning of the course. **Students must meet the minimum level of competency in each section of the clinical evaluative tool to receive a clinical grade of passing.**

All evaluations are kept on file by the Program Director and are available to the student on an appointment basis. Any evaluations not completed in Trajecsys **MUST** be signed by the Clinical Instructor. After the evaluations have been discussed with the Clinical Instructor, they must be electronically signed by the student. **It is the responsibility of the student to keep up with his/her progress and to make appointments with the Clinical instructor to review.** When a student fails to electronically sign the evaluation, the student shall receive a zero (0) for that particular evaluation.

Clinical grades will include competency testing. Students not completing the required competencies for any semester will not be permitted to enroll in the next semester. This is explained in more detail in The Clinical Education Competency Handbook and the clinical course syllabus issued to each student at the beginning of the course. Furthermore, students at the end of the two-year program, that have not completed the minimum required of competency evaluations will not be permitted to take the American Registry of Radiologic Technologist Certification Examination.

It is the responsibility of the student to schedule and keep the clinical conference appointment with the program director/clinical coordinator. These conferences will be scheduled at the end of each semester. Conferences occur during final exam week. Students shall remain available until the last day of the semester specified on the academic calendar.

Clinical rotations are assigned by the Program Director/Clinical Coordinator and are not chosen by the student. Students are expected to attend the clinical site assigned by the Clinical Coordinator. Any request for clinical changes must be in writing. However, the Program Director/Clinical Coordinator will decide what is best for the student and the University according to course objectives and available space. Students who change clinical sites without written permission will be counted absent and be required to make up the days attended at the unauthorized clinical site.

**During inclement weather**, students may attend the clinical site nearest their home. However, they **must notify** their assigned clinical site and the Clinical Coordinator

and/or the Program Director. If all classes at Austin Peay State University are canceled, the students are not required to attend clinical for that day. **School closings are given on local radio stations and TV Stations. APSU also offers optional text message alerts.** Inclement weather closings are not the decision of the Program Director or the Clinical Coordinator.

Student **attendance in the clinic is mandatory.** The attendance policy for each Clinical course is outlined in the form titled CLINICAL ATTENDANCE POLICY. This form is located in The Clinical Education Competency Handbook and each clinical course syllabus.

**ALL CLINICAL ABSENCES REQUIRING MAKE-UP TIME MUST BE COMPLETED WITHIN 1 WEEK OF THE END OF THE SEMESTER. IF THIS DOES NOT OCCUR, THE STUDENT WILL RECEIVE AN INCOMPLETE (I) FOR THE CLINICAL COURSE GRADE. AFTER THE STUDENT COMPLETES THE REQUIRED MAKE-UP TIME, THE “I” MAY BE REPLACED AND A CLINICAL GRADE GIVEN. THE STUDENT MUST MAKE PROVISIONS TO CHANGE THE “I” TO A MINIMUM OF A “C” LETTER GRADE BEFORE HE/SHE IS ALLOWED TO ENROLL IN THE NEXT SEMESTER.** Makeup time must be scheduled with the clinical instructor of the appropriate clinical site and the program director/clinical coordinator. Clinical time missed must be made up, day for day, at the clinical site where it was missed.

**BEREAVEMENT TIME** will be allowed for the immediate family (Examples are: spouse, child, parent, or sibling.) Bereavement time must be approved by the Clinical Coordinator and /or the Program Director. Absences from other University courses must follow the guidelines as established by Austin Peay State University and the individual instructors

It is the student’s responsibility to inform the clinical site to which he/she is assigned if they are to miss any time. The student must inform the Clinical Coordinator and/or Program Director of the Radiography Department of any time missed. Information regarding any missed clinical time is kept in the student’s file. Verification of time made up must be in writing and signed by the clinical instructor. This statement must be presented to the Clinical Coordinator.

Students who miss a clinical day or expects to be tardy must call the appropriate clinical site and the Clinical Coordinator and/or Program Director no less than thirty (30) minutes before the beginning of the clinical time. Three (3) tardy incidents equal one (1) absence.

**Tardy is any time after the start of the shift.** If a student fails to follow the proper call-in procedure, the clinical grade will be lowered according to the clinical grading policy as described in the clinical syllabus.

A passing grade in clinical is required to pass the course. Students are required to attend all clinical lab activities, including Practice Labs and orientation rotations through all the Health care facilities.

**G. CLINICAL SAFETY:**

**For More Detailed Information, Please Refer To Your CLINICAL EDUCATION COMPETENCY PROGRAM HANDBOOK. For radiation protection policies, please refer to Section “V” of this handbook titled “RADIATION PROTECTION POLICIES:**

Clinical safety is defined as the consistent implementation of scientific principles (physical and behavioral) in the care of assigned clients and professional relationships. Clinical safety includes but is not limited to: the administration of contrast media, the application of radiographic procedures with moderate direction from an instructor (the staff technologist, radiologist, clinical instructor, clinical coordinator, and/or program director), being adequately prepared and maintaining professional interpersonal relationships with peers, clients, faculty, and clinical facility staff.

The student who is frequently unprepared, needs frequent correction, and close supervision, or who fails to consult the instructor appropriately is considered unsafe in the clinical area and will be placed on clinical probation or dismissed from the program if conditions warrant. The primary consideration is the **SAFE** application of all aspects of radiography with a moderate amount of guidance and direction.

**H. PROBATION:**

1. Clinical safety - Students who do not meet minimum expectations for Clinical safety will be placed on clinical probation. Those students placed on clinical probation for safety violations will be counseled and evaluated at least every two weeks, according to the course objectives. A probationary period of eight (8) weeks will be allowed to demonstrate improvement in Clinical Safety. Clinical probation will be removed if the student shows consistency in performing at a minimum safe level of competency.

A student may not be on probation for clinical safety more than one (1) time during the program. Students on probation who fail to meet the course objectives with minimum competency will be dismissed from the program, and fail the course. Should the student desire to re-enter the program, he/she will be required to repeat the entire course from which he/she was dismissed.

2. **OTHER CAUSES FOR PROBATION:(this list is not all-inclusive)**
  - a. Unprofessional behavior/performance, in the opinion of the clinical instructor, clinical coordinator or program director
  - b. Attendance ( including absences, tardiness and make-up time)
  - c. Theory grade less than “C.”
  - d. Written work grade less than “C.”
  - e. Late homework
  - f. Lack of organization
  - g. Unprofessional appearance
  - h. Personal problems
  - i. Improper “calling-in.”

- j. Failure to submit to the Program Director/Clinical Coordinator, the required number of competency examinations during your end of semester scheduled meeting
- k. Other (as specified in APSU student handbook and undergraduate bulletin).

A probationary period of 8 weeks will be allowed for the student to demonstrate improvement. The exact terms of the probation will be specified on the Radiologic Technology Program Student Contact form.

The terms will include the behaviors required to remove the probationary status. If the terms of the probation are not met the student may be dismissed from the program.

Academic probation status is placed on the student whose academic performance is below 75% at midterm or whose participation in the course is not consistent with policies stated in the Radiography Student Handbook. No student will graduate while on probation, nor progress from one semester to another.

**I. DISMISSAL: (this list is not all-inclusive)**

**CAUSES FOR IMMEDIATE DISMISSAL:**

1. If the student is found to be unsafe in the clinical setting or found unsuited to the profession of Radiography according to the evaluation method.
2. Dishonesty.
3. Possession, use of, or distribution of mind-altering substances in university or Clinical areas or while attending meetings, seminars or conventions as representatives of Austin Peay State University.
4. Use of abusive or profane language.
5. Being placed on probation a second time for lack of clinical safety or a third time for other probation reasons.
6. Disclosure of confidential information.
7. Assault and/or battery while acting as representative of Austin Peay in any way.
8. If the student fails to complete any course criteria as specified in the course syllabus.
9. Failure to achieve the required 75%/90% grade after the 2<sup>nd</sup> re-test attempt.
10. Failure to achieve the required 75% overall course grade.
11. Plagiarism.
12. Submitting the same paper twice, purchasing of a paper, or using work that another student has submitted.
13. Any other reason as stated in the APSU Student Handbook or undergraduate bulletin.

**J. LEAVE OF ABSENCE:**

If unforeseen circumstances in a student's life situation interfere with the student's academic progress, the student should discuss this with his/her advisor for the purpose of problem-solving. The best solution may be to request a Leave of Absence in writing from the program and to resolve the problem before applying to re-enter the program. **A Leave of Absence shall not be for longer than one year.**

**K. RE-ADMISSION:**

Any student who withdraws or is dismissed from the Program must reapply for admission and be accepted before being permitted to continue. A student may be re-admitted to the Radiography Program one time only.

To be re-admitted to the Program requires completing an Application for Re-admission and a grade point average of 2.5 in course work applying toward the radiography degree. This should be done at least one full semester prior to the time of the requested re-admission. Re-admission will be subject to approval of the Admissions Committee and available space.

Students who separate from the Radiography Program will not be considered for readmission without an exit interview on file. **It is the student's responsibility to schedule an exit interview.**

Students who have been out of a Radiography Program for more than one year will be required to complete competency testing, and challenge or retake the applicable radiography courses.

**INDIVIDUALS DISMISSED FOR LACK OF CLINICAL SAFETY WILL NOT BE RE-ADMITTED.**

**NO ONE WILL BE READMITTED A SECOND TIME.**

**L. ADMISSION BY TRANSFER:** Transfer is subject to space availability.

A student may be admitted by transfer in accordance with the regular college policy. If credit is to be allowed for radiography courses from other programs, this is accomplished through radiography faculty action.

Courses in radiography completed more than two (2) years prior to application for transfer are generally not acceptable.

Students who have been out of a Radiography Program for more than one year will be required to complete competency testing, and challenge or retake the applicable radiography courses.

While a student is part of the Radiography Program, only college work earned at APSU may be applied to a Bachelor of Science in Radiologic Technology Degree in Radiography, without prior approval by Radiography Faculty.

**M. WITHDRAWAL:**

To formally drop a class, you must drop the course on OneStop.

**If you must withdraw from school before completing the semester, you should officially withdraw by participating in an exit interview and withdraw on OneStop to receive a GRADE OF “W”.** Additional forms may be required if dropping at the the automatic W period.

If you leave the school or stop attending a class **without officially withdrawing from the university or class, you will receive a GRADE OF “F”** in the course(s) in which you were enrolled. Refer to the APSU undergraduate bulletin.

Any student who withdraws from a radiography course should understand that he/she must apply for readmission to the Radiography Program and is subject to review by the Admissions Committee.

**N. ATTENDANCE:**

Students are expected to attend all classes and clinical/lab sessions.

**CLINICAL: For More Detailed Information Regarding Clinical Attendance and Clinical Site Telephone Numbers Please Refer To Your CLINICAL EDUCATION COMPETENCY PROGRAM HANDBOOK.** Students must arrive on time, ready to work and leave on time. Any clinical/lab time missed must be up on a day for day basis according to the **Clinical Education Competency Program Handbook**.

A clinical absence form must be turned in on the first class day after the absence.

**DIDACTIC CLASSES AND LAB SESSIONS:** If an absence is going to occur, the course instructor **must** be notified prior to the beginning of the class/lab session.

**TELEPHONE NUMBERS FOR CONTACTING FACULTY:**

**Program Director, Jennifer Thompson (931) 221-6516  
Clinical Coordinator, Jared Walker (931) 221-6443**

An absence form must be submitted for each class missed to the instructor on the first day in attendance after the absence. The instructor will then make the decision to make the absence excused or unexcused. If notification is not received, then the absence is automatically unexcused. Attendance is a part of your grade. (see below)  
3 tardies = 1 absence (tardy is anytime after the start of the class period)



Students who are exposed to a communicable disease in the clinical site through any source such as (but not limited to) needle sticks, patient contact, contact with contaminated supplies, must immediately inform his/her clinical instructor and the clinical coordinator or the program director. The student must complete all paperwork required by the clinical affiliate, and inform the Clinical Coordinator or the Program Director.

If a student should contract any type of communicable disease while enrolled in the program, the student must inform the Clinical Coordinator or the Program Director. After review by Program Officials, they may be removed from clinical assignments and /or the classroom. This decision will be based on the advice of medical experts. Readmission will not occur until the student provides the Radiography Department with proof that he or she is no longer contagious.

**Q. GRADUATION CLEARANCE:**

All students will be required to show CLEARANCE before the Program Director can process the required forms for the ARRT REGISTRY EXAM.

**R. CELL PHONE POLICY:**

***Cell phones, will not be used during class, or be visible to the instructor. If the Instructor sees the cell phone, the student will be dismissed from the class and be subject to probation/dismissal.***

***Cell phones are NOT to be worn in the clinical area. If there is an emergency, and a student needs to be contacted while in the clinical setting, the phone call must go through the clinical instructor.***

***Students are urged to tell family/friends/employers not to contact students during clinical hours unless it is an emergency.***

**S. SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of misconduct which undermines the integrity of relationships. It undermines morale and interferes with the productivity of its victims and their peers. All students must be allowed to learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment takes various forms. It is deliberate or repeated unsolicited verbal comments, questions, representations or physical contacts of an intimate nature which are unwelcome to the recipient. It may include actions such as:

- Sex-oriented verbal “kidding” or abuse
- Subtle pressure for sexual activity
- Physical contacts such as patting, pinching or constant brushing against another’s body
- Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning the student’s status

Sexual harassment is a prohibited practice when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s appraisal

2. Submission to or rejection of such conduct by an individual is used as the basis for clinical assignments and grading criteria
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's learning or creating an intimidating, hostile or offensive educational environment

While it is not the intent of APSU Radiography Program to regulate the student's consensual social interactions, conduct constituting sexual harassment will not be tolerated. Complaints of sexual harassment involving misuse of one's official position should be made orally and followed up in writing to the Department of Allied Health Sciences.

Because of differences in student's values and backgrounds, some individuals may find it difficult to recognize their own behavior as sexual harassment. To create an awareness of conduct which may be construed as sexual harassment, we may incorporate sexual harassment awareness training in radiography classes.

#### **T. INFECTION CONTROL PRECAUTIONS:**

The use of standard precaution for infection control is essential in the health field. Standard precautions must be used with all patients, whether handling blood or body substances in order to protect oneself from exposure to all communicable diseases. Any person can be infected with an infectious, even though not exhibiting symptoms. For example, it takes five weeks to twelve months after exposure for a person to develop HIV antibodies.

Following these steps could save your life:

1. Handle blood and body substances of all patients as potentially infectious.
2. **Wash hands** before and after all patient or specimen contact, even when gloves are used.
3. Use procedures which minimize spraying, splashing, spattering, and generation of droplets of infectious material.
4. **Gloves** should be worn at all times when there is potential contact with blood and body substances.
5. Wear a **gown**, an apron, surgical caps or hoods, and or shoe covers when splashing with blood or body substance is expected.
6. Wear protective **eyewear and mask** if splattering with blood or body substance is possible.
7. All garments should be removed as soon as possible if penetrated by potentially infectious material. Do not take them home to wash. Notify your clinical instructor if contamination occurs.
8. Place used syringes immediately in a nearby impermeable container. **NEVER** RECAP, REMOVE, OR MANIPULATE NEEDLE IN ANY WAY.

9. Contaminated sharps should be placed in appropriate containers.
10. Treat all linen soiled with blood or body substance as infectious.
11. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in areas with potential contact with blood and body substances.
12. Food and drink should not be stored where blood or other potentially infectious materials are present.
13. Specimens of infectious materials should be properly labeled and placed in a leak proof container.
14. All equipment and working surfaces should be decontaminated after contact.
15. If an exposure incident occurs, such as a needle stick, or splash of blood or body substance, immediately flush the wound with soap and water; flush mucous membranes with water or normal saline solution. Immediately after washing or flushing notify your clinical instructor and complete an incident report at the clinical facility. Make a copy of this report and bring it to the program director so it may be permanently placed in your records.
16. Only students with a **PROPERLY FITTED TB MASK** are permitted to knowingly perform x-rays or give patient care to **ACTIVE TB PATIENTS** with **PERMISSION OF THE ASSIGNED CLINICAL FACILITY.**

**U. GRIEVANCE PROCEDURE AND DUE PROCESS:**

A student who is dissatisfied with his/her grade will utilize the procedures for student grade appeal as outlined in University policy. The policy is located on the University web at <https://www.apsu.edu/student-affairs/dean-of-students/student-appeals-and-complaint-procedures/grade-appeal.php>. In the event the Chair and the Program Director is the same person, the grievance will go directly from the Program Director to the Dean of the College of Science, Technology, Engineering and Mathematics.

A brief discussion of the appeal steps are as follows:

Step 1: A student who has an academic grievance must first seek informal resolution with the faculty member. This is to be completed within 7 days of receiving the grade.

Step 2: If the difference cannot be resolved between the student and the faculty, the student may seek informal resolution with the Program Director. This is submitted within 7 days of discussion with the faculty member.

Step 3: If a resolution cannot be accomplished the student must submit a formal appeal (Letter) to the Allied Health Sciences Department Chairperson. This will be submitted within 7 days of the discussion with the Program Director.

Step 4: Once a formal appeal has been submitted to the Department Chairperson, the University procedures will be followed.

A non-academic grievance with program/clinical personnel procedures are as follows:

## INVOLVING PROGRAM FACULTY

Step 1: A student that has a non-academic grievance with program faculty will submit the grievance to the Program Director within 3 days of the incident. If the grievance pertains to the Program Director, the grievance will be submitted to the Allied Health Sciences Department Chairperson within 3 days of the incident.

Step 2: The program Director will attempt to resolve the situation with the student and faculty member. If unable to resolve the situation the grievance will be forwarded to the Allied Health Sciences Department Chairperson within 7 days.

Step 3: The Allied Health Sciences Department Chairperson will meet with the student and faculty members. If unable to resolve the situation, statements from the student, faculty and chairperson will be forwarded to Dean of the College of Science, Technology, Engineering and Mathematics (STEM). This will be completed within 7 days of the meeting.

Step 4: Once the information has been submitted to the Dean of STEM the procedures will follow University Policy 3:008, Student Non-Academic Grievance Committee Guidelines. This policy can be found on the University web at <https://www.apsu.edu/student-affairs/dean-of-students/student-appeals-and-complaint-procedures/other-non-academic-grievances.php>.

## INVOLVING CLINICAL STAFF

Step 1: A student that has a non-academic grievance with clinical staff will submit the grievance to the Clinical Instructor within 3 days of the incident. If the grievance is with the Clinical Instructor the grievance will be submitted to the Program Director.

Step 2: The Clinical Instructor will meet with the student and clinical staff member within 7 days of the incident in an attempt to resolve the situation. If unable to resolve the situation the student will submit the grievance in writing to the Program Director within three of the meeting with the Clinical Instructor.

If the grievance involves the Clinical Instructor the student will submit the grievance to the Program Director within 3 days of the incident. The Program Director will schedule a meeting with the student and the clinical instructor within 7 days in an attempt to resolve the situation.

Step 3: If unable to resolve the situation, the Program Director will discuss the situation with the Director of Imaging to conclude a resolution.

Step 4: If the Program Director and Director of Imaging cannot come to a resolution within 7 days the grievance will be forwarded to the Dean of the STEM for a final decision.

## INVOLVING ANY OTHER UNIVERSITY STAFF OR FACULTY

A student with a non-academic grievance with other university staff or faculty will be handled in accordance with University Policy 3:008. This policy can be found on the University web at <https://www.apsu.edu/student-affairs/dean-of-students/student-appeals-and-complaint-procedures/other-non-academic-grievances.php>.

### **V. RADIATION PROTECTION PRACTICES AND POLICIES:**

#### **INTRODUCTION:**

All students will **PROMPTLY** be informed of **ANY CHANGES OR NEW RULES** which apply to this section using the **NEW POLICY FORM**.

You should practice all Radiation Protection Practices and Policies for yourself, co-workers, members of the Health Care Team, the general public, persons holding patients, and for the Patient. This includes the following: proper use of personnel radiation monitoring devices, closing the door to the radiographic room during radiographic examinations and exposures, proper collimation, using and applying safety devices; using protective apparel as needed, proper safety precautions with respect to mobile and surgical radiography and radioactive materials.

In addition, all appropriate institutional safety, fire and infection control methods should be considered part of your responsibility in delivering safe, competent patient care.

As a student radiographer, it is your responsibility to know and understand these practices and policies so they may become instinctive to your professional expertise.

Students desiring to observe/rotate through MRI, must be cleared by the facility using their screening questionnaire. Students will follow the MRI Screening Policy Prior to entering the clinical portion of the program.

#### **MRI Policy**

##### **MRI Safety Screening Policy**

The radiography student may have the opportunity to enter the MRI suite; whether it be observation, a rotation, or a call for help. In MRI, the magnetic field is ALWAYS on; therefore, entering the MRI suite with ferromagnetic objects or an implanted device poses a threat to the student or anyone in the suite and is strictly prohibited.

The following protocols are in place:

- All students must complete an MRI safety-screening sheet prior to attending clinical to ensure that they are safe to enter the MRI suite.

- All students must comply with each clinical site's policy and procedures pertaining to ferromagnetic or metallic objects in the MRI suite to avoid ferromagnetic projectiles from entering the MRI suite.
- All students will have MRI safety lecture that will include videos on MRI safety

Students must complete an MRI Screening Form prior to beginning their scheduled clinical rotation

### **MRI Screening Procedure**

1. Students must complete an MRI Screening Form prior to beginning their Clinical Education 1 rotation.

- i. An example of this form may be found at:

[http://www.mrisafety.com/SCREENING\\_FORM/PreScrnF.pdf](http://www.mrisafety.com/SCREENING_FORM/PreScrnF.pdf)

2. The screening form is reviewed by the Program Director and will be kept in the student's permanent file.

3. Students who answer "yes" to any of the questions on the MRI Screening Form may be required to undergo additional screening to ensure their safety.

- i. Additional screening may consist of further questions, documentation of metal implants or diagnostic procedures assuring metal has been removed

4. Any health changes that place metal in the body or bodily alterations that will change a "No" answer to a "Yes" must be immediately reported.

### **The Rules of MRI Safety**

To ensure student safety and the safety of personnel and patients in the department, it is important that students respect and follow the rules of MRI safety at all times while in the MRI environment.

- The MRI safety policies and screening requirements for each Clinical Education Setting (CES) must be followed.
- Do not enter the MRI suite unless cleared and accompanied by an MRI technologist.
- Assume the magnet is always ON.
- Carrying magnetic items or equipment into the MRI suite is strictly prohibited. These items can become projectiles causing serious injury or death and/or equipment failure. These items include, but not limited to, most metallic item such as: oxygen tanks, wheelchairs, carts, monitors, IV poles, laundry hampers, tools, and/or furniture. MRI compliant medical equipment is available for use in the MRI department.
- Personal magnetic items must be removed prior to entering the MRI suite. These include the following: Purse, wallet, money clip, credit cards or other cards with magnetic strips, electronic devices such as beepers/cell phones, hearing aids, metallic jewelry (including all piercings), watches, pens, paper clips, keys, nail clippers, coins, pocket knives, hair barrettes/hairpins,

shoes, belt buckles, safety pins, and any article of clothing that has a metallic zipper, buttons, snaps, hooks or under-wires.

- Disclose or ask the supervising MRI technologist or faculty about all known indwelling metallic device(s) or fragment(s) the student may have prior to entering the MRI suite to prevent internal injury. Injury risks In addition to the personal items listed, students are advised that any metallic implants, bullets, shrapnel, or similar metallic fragment in the body pose a potential health risk in the MRI suite. These items could change position in response to the magnetic field, possibly causing injury. In addition, the magnetic field of the scanner can damage an external hearing aid, or cause a heart pacemaker/defibrillator to malfunction.

Examples of items that may create a health hazard or other problems in the MRI suite include:

- Cardiac pacemaker, wires, heart valve(s) or implanted cardioverter defibrillators (ICD)
- Neurostimulator system
- Aneurysm clip(s)
- Surgical Metal
- Metallic implant(s) or prostheses
- Implanted drug infusion device
- History of welding, grinding or metal injuries of or near the eye • Shrapnel, bullet(s) or pellets
- Permanent cosmetics or tattoos (if being scanned) • Dentures/teeth with magnetic keepers • Eye, ear/cochlear, or other implants
- Medication patches that contain metal foil (i.e. transdermal patch)

Items that are allowable in the MRI suite, and that generally do not pose a hazard to the student or other persons include:

- Intrauterine devices (IUD's)
- Gastric bypass devices (lapbands)
- Most cerebrospinal fluid (CSF) shunts

Prior to a special rotation in MRI, each facility may require additional medical screening (such as a radiograph of the orbits), which may require a physician's order.

Please review the American College of Radiology's guidelines for MRI safety: ACR Guidance Document on MR Safe Practices and the American College of Radiology's MR Safety Guidelines available at: <http://www.acr.org/quality-safety/radiology-safety/mr-safety>

#### 1. **DOSIMETRY BADGE:**

The dosimetry badge issued to the student **must be worn on the collar and outside the lead apron** and is presumed, therefore, to record whole-body exposure. It is to be worn whenever the student may be exposed to ionizing radiation, whether during scheduled hours in the Clinical Facility or in the APSU radiography laboratory. **The dosimetry badge may not be worn in any other facility.**

This badge should not be left in your vehicle, in areas of extreme heat, in direct sunlight, immersed in water, or dropped. Dosimetry badges need to be **CHANGED MONTHLY, ON THE 25<sup>TH</sup> OF THE MONTH** or as directed by the Clinical Coordinator. **Delinquent pick-up or return may result in lowering your clinical grade and will result in a \$50.00 LATE SURCHARGE. Lost and/or damaged dosimetry badges must be reported in writing immediately to the Clinical Coordinator or Program Director. The damaged badge must be returned to the department of radiography within 2 school days following the notification of the same. Replacement of the badge will be \$50.00. No student is permitted at the clinical sites or the laboratory without a current dosimetry badge. (Prices subject to change as charged by Landauer)**

**A student who has voluntarily informed the Program Director and Clinical Coordinator, in writing, of her pregnancy will be issued a second dosimetry badge to be worn at the waist.**

## 2. **DOSIMETRY BADGE REPORT:**

Records of radiation accumulated exposure will be ongoing during your lifetime as a radiographer. It is important that you maintain this record. When employed as a radiographer your employer will keep this record. This occupational exposure to radiation is added to the record which began when you were a student. If you were previously monitored for occupational radiation exposure you should inform the Program Director or the Clinical Coordinator.

The APSU-issued dosimeter is to be worn whenever the student, during scheduled hours, is in the Clinical Facility or in the APSU radiography laboratory. **The dosimetry badge may not be worn in any other facility.** If you are employed in a radiation field, you must have a separate dosimeter.

The dosimetry badge report is kept on file in the Director's office. It is the student's responsibility to view their report. **After reviewing their report, each student must initial next to their name, indicating that they have reviewed and understood their report. This must be done within 7 consecutive calendar days.**

APSU students' will rarely, if ever, obtain levels of exposure that would cause concern. The Radiography Program believes in keeping radiation to the lowest possible level in accordance with ALARA (radiation exposure should be As Low As Reasonably Achievable). Radiation practices and policies are taught via various didactic and clinical courses and laboratory demonstrations. Verification that the student is in accord with ALARA occurs via ongoing review of each student's clinical practices (i.e. use of shielding collimators, remote handling devices, the knowledge and ability to follow the Cardinal Principles of Radiation: time, distance and shielding).

Students may discuss their readings or concerns with the Program Director and/or the Clinical Coordinator.

The monthly radiation report for a student **must not** exceed the maximum permissible dosage for occupationally exposed persons as established by state and federal agencies for Radiologic health. However, if the monthly Badge reading exceeds 35 mrem, the student will be counseled and an investigation will be conducted.

### **Students annual exposure must be limited to 1 mSv; 100 mrem**

Effective Dose limit:

1 mSv, 100 mrem

### 3. LEAD MARKERS:

Students are required to use personal lead markers on ALL IMAGES. Competency evaluations **are not valid** without the student's personal lead markers on the film. STUDENTS WORKING WITHOUT THEIR OWN PERSONAL LEAD MARKERS WILL BE CONSIDERED OUT OF UNIFORM AND DISMISSED FROM THE CLINICAL SETTING. The lead markers will be distributed by the Clinical Coordinator or Program Director. Students are required to purchase two (2) sets of personal lead markers. One set will be kept in the Clinical faculty office at all times.

If a student needs to replace a right or left marker they must:

- Order a new set.
- Get a replacement from the Clinical faculty. NOTE: the new set ordered will become the new back-up set. There must always be a back-up set in the faculty office.

### 4. LABORATORY POLICIES, RULES, AND GUIDELINES

Radiation can be both beneficial and harmful. Therefore, it is necessary to establish policies, rules, and guidelines for the APSU energized laboratory to assure that the student, faculty and innocent bystanders are not irradiated. The radiography laboratory is available for use by the APSU Radiography Students and Faculty.

#### POLICIES, RULES, AND GUIDELINES:

1. Under no circumstance will the student be allowed to image another person in the laboratory. The laboratory is for teaching purposes only and can not be used for diagnoses.
2. Students who expose another person are subject to immediate dismissal from the radiography program.
3. Exposures are only allowed with permission from Radiography Faculty.
4. When an exposure is made, all students and faculty will remain behind the lead barrier or outside the room.
5. Dosimetry badges must be worn at all times.
6. Each student is expected to replace equipment and other teaching aids in their proper location.
7. Items should not be placed on the floor as they present a tripping hazard.
8. The processor may be turned on only with permission from Radiography Faculty.
9. CR printing shall be performed by faculty only.
10. Food and drinks are not allowed in the laboratory.
11. Practice cassettes are to be placed the pass-box.
12. Quality assurance equipment is not to be removed from the laboratory or classroom without faculty approval.

13. Students using the laboratory outside the regular scheduled laboratory times must ask permission. These students are responsible to see that the overhead lights, view box lights, safe lights, x-ray machine, processor and its' water supply are turned off. In addition, make sure that the laboratory is locked.
13. If the film bin is exposed the student **must notify faculty immediately**.

5. **HOLDING OF PATIENTS:**

According to the NCRP report #105, individual medical personnel **should not** have the responsibility of routinely holding patients during diagnostic radiology procedures. In particular, this **should not** be a practice routinely demanded of individuals who are designated as radiation workers ( e.g., student radiographers and radiologic technologists (radiographers)). Patients **should** be held only after it is determined that available restraining devices are inadequate. Individuals holding patients for x-ray procedures **should** be provided with lead aprons and lead gloves and **should** be positioned so that no part of their body is exposed to the direct radiation beam. To assist in minimizing exposure, it is important for the student radiographer and radiologic technologists (radiographers) to collimate carefully to the area of clinical interest.

Student radiographers **shall not routinely** be permitted to hold patients. When it is the institutional policy to allow the radiologic technologists (radiographers) to hold patients, the student may alternate with the technologist on a case need basis.

Actual guidelines or policies for the selection of the individuals responsible for holding patients at each of the clinical affiliates **should** be reviewed by the student with the Clinical Instructor on the first day of his/her rotations.

Students **must not** hold cassettes at any time.

6. **PREGNANCY POLICY:**

The student has the option of whether or not to inform the program faculty of their pregnancy. If the decision is to voluntarily declare their pregnancy, it **must be in writing and include their expected date of delivery. If the voluntary declaration in writing is not submitted a student cannot be considered pregnant.**

- All **declared pregnant women** will be provided with a copy of NRC Regulatory Guide 8.13.
- All **declared pregnant women** will be provided with a second dosimetry badge, to be worn at waist level.
- All **declared pregnant women** will be required to provide a physician's consent to continue their clinical work.

The declared pregnant student will have several options based on their individual needs and preferences:

- She may continue in the program as is without any changes
- She may continue in the program with modifications in the Clinical Assignments

- She may request a leave of absence from Clinical Assignments and/or the Radiography Program’s entire curriculum
- Pregnancy declaration can be withdrawn at any time by submitting a letter rescinding the previous declaration.

Radiation to the abdomen includes probable exposure to the embryo or fetus. The embryo/fetus is more radiosensitive than an adult. This sensitivity is NOT uniform during the entire gestation period. The interval of real consequence extends from 10 to 40 days post-conception. The NCRP (National Council on Radiation Protection and Measurements) has made specific recommendations in keeping with the concept of ALARA.

**Dose limits for pregnant students will be monitored according to the guidelines established by the National Council on Radiation Protection and Measurements (NCRP):**

- A “During an entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed 0.5 rem” (500 mrem or 5 mSv or .005 Sv)
- B The dose limit for the student radiographer is 1 mSv or 100 mrem per year (0.1 rem).
- C The monthly dose limit for the fetus is .5 mSv or 50 mrem (.05 rem).

**7. RADIATION SAFETY OFFICERS:**

**Blanchfield Army Community Hospital (BACH)**

Marcial Q. Favila, MD

**Bone and Joint Group**

Amanda Hill, RT(R)

**Dickson Medical Associates**

Miranda Jackson, BSRT (R)

**Tennova Healthcare**

Richard Boone  
Radiologic Physics Associates

**Houston County Community Hospital**

Kayla Clark, RT(R)

**NorthCrest Medical Center**

Dan Grippo, MD

**Premier Medical Group**

Phil Fuqua, RT(R)(MR)

**Tennessee Orthopedic Alliance**

Mary Pat Stephens,  
RT(R)

**Three Rivers Hospital**

Randy Stewart, RT(R)

**Centennial Medical Center**

Dr. Gregory Weaver

**NorthCrest Orthopedics**

Dan Grippo, MD

## GENERAL INFORMATION

### A. **ARRT EXAMINATION CLEARANCE:**

Each graduate from the Radiography Program must complete the clearance procedure as defined by the Radiography Program. This clearance includes:

1. Fulfillment of degree requirements for the Bachelor of Science in Radiologic Science (Radiography). A completed degree check must be on file with the Radiography Program.
2. Clearance by the Clinical faculty as completing all of the Clinical requirements, including the Competency Program, turning in University and Hospital ID's, Dosimetry badges and Holders, Competency Books and logbooks, and signing off on all dosimetry badge reports.
3. Clearance from the APSU Business Office (no outstanding bills).
4. Clearance from the APSU Library (no overdue books).
5. Participating in the Pinning Ceremony

### B. **ADVISOR/ADVISEE RESPONSIBILITIES:**

Each student will have a faculty advisor.

The advisor will:

1. Assist the student to:
  - a. Establish and evaluate personal objectives.
  - b. evaluate progress in the program.
2. Confer with the student as necessary to guide and assist with academic and clinical growth and development.

The Student Is Responsible For:

1. Planning his/her program of study to meet the requirements for the Bachelor of Science in Radiologic Technology Degree in Radiography.
2. Self evaluation of progress and objectives.
3. Conferring with advisor as necessary.
4. Keeping advisor notified of current name, address and phone number.
5. Making and keeping appointments with advisor.

### C. **BULLETIN BOARD:**

1. Notices placed on the bulletin board by students should be dated so they can be removed when no longer current.
2. Each class has its own designated board. The board should be updated by the class annually by the third week of the classes in the Fall.

### D. **CPR CERTIFICATION:**

All students are required to maintain current American Heart Association for Health Provider certification. It is the students' responsibility to locate an appropriate class. Each student is required to provide proof of CPR certification to the Radiology Program. Failure to provide proof and/or maintain current certification will be cause for removing the student from the assigned clinical

rotation. This removal will affect the student's grade and attendance required in accord with the Clinical Attendance Policy. **The student must keep his/her CPR certification current while enrolled in the Radiography Program and at the time of the ARRT exam.**

**E. COMMUNICATION:**

Incoming telephone calls to students are discouraged except in emergency situations. Cell phones will not be used in the classrooms or lab.

**F. FINANCIAL AID: (see APSU undergraduate bulletin)**

**G. FUND RAISING: Should be coordinated with the radiography faculty.**

**H. HEALTH INSURANCE:**

It is required for students to provide their own health insurance coverage as they responsible for any medical expenses incurred while enrolled in the Radiography Program. Austin Peay State University does not assume the responsibility for student's health, whether through illness or injury nor for medical bills incurred while on clinical duty or on campus. Some clinical sites will not allow student participation without health insurance.

**I. HEALTH REQUIREMENTS:**

Any student whose health, changes after entering the program, affecting his/her ability to meet the physical requirements of the Program will be asked to withdraw from the Program until the problem is corrected. Due to clinical requirements, students may be required to complete a medical physical annually.

**J. HONORS THAT ARE ROUTINELY AWARDED ANNUALLY AT PINNING:**

**JRCERT Certificate and TSRT Award:**

Are presented to a second-year radiography student in recognition of outstanding clinical performance. Awards are presented at the pinning ceremony. The selection of the recipient(s) is made by the radiography faculty on the basis of academic grades in clinical achievement and clinical performance including: leadership, professionalism and delivery of quality radiographs and patient care skills.

The selection for these awards will be based on clinical/didactic grades, classroom participation, and community service.

**Outstanding Student Award:**

Senior students select the recipient of this award. Criteria for selection include leadership, cooperation, contribution to the Radiography Program and APSU.

**Attendance Award:**

Senior student(s) that have perfect attendance for didactic and clinical education will be recognized.

**K. INCIDENT/ACCIDENT DOCUMENTATION:**

Within 24 hours of an incident/accident occurring, at Austin Peay State University or a clinical facility, students must submit written documentation to Radiologic Technology Program faculty. If the Radiologic Technology Program faculty are not available, the documentation of the incident/accident should be submitted to the Allied Health Sciences Department Secretary. The information included in this documentation should include: Who, Why, What, Where, When and Witness information as applicable.

**L. MALPRACTICE INSURANCE:**

Contractual agreements with clinical affiliates require all students to carry malpractice insurance. No student will be allowed in the clinical area without verification of coverage.

**M. NAME/ADDRESS/PHONE # CHANGE:**

A change of name/address/phone number is to be reported **PROMPTLY** to the Director of the Radiologic Technology Program (Radiography).

**N. PINNING CEREMONY:**

Pinning Ceremony occurs at the **completion of all didactic and clinical work** as required for the Bachelor of Science in Radiologic Technology (Radiography) degree. **The purchase of the program pin is mandatory. All senior students are required to participate in the rehearsal and the pinning service.** All junior students are required to assist with the organization (set up/clean up) and attend the pinning reception. Pinning ceremonies typically occurs the Thursday before graduation, students should refer to the academic calendar.

**O. PROFESSIONAL ORGANIZATIONS:**

Students will join professional organizations of their perspective future career. Participation helps prepare students for future growth and development in their profession as well as afford them access to learning experiences through seminars, meetings, and publications. Information and enrollment will be taken care of during the summer semester.

The organizations include:

1. **Tennessee Society of Radiologic Technologists (TSRT):**

All students will join TSRT and attend the annual Convention/Seminar (3 days) held usually in October. **Attendance at the Convention/Seminar is mandatory.**

It is highly recommended that students present a project or a paper. Furthermore, all students should participate in the Knowledge Bowl.

2. **American Society of Radiologic Technologists (ASRT):**

All students will join the ASRT and are expected to read the bimonthly journals.

Q. **SMOKING, EATING AND DRINKING:** See student handbook

R. **STUDENT HEALTH SERVICES:** (see undergraduate bulletin)

S. **STUDENT EMPLOYMENT:**

Students are not encouraged to hold outside jobs, but are not prohibited from doing so, as long as this does not interfere with their academic or clinical responsibilities. No special privileges are given to students who work or engage in any outside activity.

**Students who receive payment for duties assigned as a part of their clinical experience will be immediately dismissed from the Radiography Program.**

T. **TRANSPORTATION:**

The radiography student, himself/herself, is solely responsible for transportation to and from college and any facility used for clinical education. Students will NOT transport patients in their own automobiles. Proof of Insurance is required.

U. **COMMUNITY SERVICE:**

Students are required to perform two community service projects per semester. Lambda Nu activity meets this requirement.

V. **Alcohol and Drug Testing**

The Radiologic Technology Program supports a drug and alcohol-free environment during all aspects of the program. Students may be tested based on reasonable causes. If the student is suspected of intoxication with questionable or inappropriate behavior, the student will require immediate alcohol (breath or blood) and/or drug test at the student's expense. Impairment may lead to dismissal from the program.

W. **BACKGROUND INVESTIGATION**

A background investigation is required annually. The first before classes begin in the junior year and the second during the week of spring conferences.

X. **Drug Analysis**

Drug analysis is required annually. The first before classes begin in the junior year and the second during the week of spring conferences.

## **Y. REPORTING ILLNESS**

### **PURPOSE**

For the protection of each student as well as the patients, the Austin Peay State University population and its affiliates, the program requires students who have or suspect they have a contagious illness to notify the Program Faculty and not attend clinical or didactic courses. In cases where the university is collecting self reported cases, the student must report to the university as well.

Any student who has a fever of greater than 100.4 degrees Fahrenheit, a known contagious illness or suspects that he/she has a contagious illness cannot attend clinical or didactic courses. Students must have a physician's clearance to return to class or clinic or follow any CDC guideline at the time of illness.

### **PROCEDURE**

1.0 Students who are ill must follow the Radiologic Technology Attendance Policy as addressed by the course syllabus.

2.0 Students who knowingly attend clinical education or classes with a contagious illness will follow the due process.

3.0 Students missing multiple days may be required to submit a physician's clearance to return to the clinic or classroom.

## **Z. Temporary Policy**

### **AA. COVID-19**

The following agreement is intended to acquaint the Radiologic Technology:

Radiography Program

student with the requirements and guidelines during the COVID 19 pandemic

I understand that during my education at APSU, safety for our patients, students, and staff are the first priority.

1. Due to our students caring for possible immunosuppressed patients and people of the surrounding communities, the radiography COVID 19 policy is more stringent than APSU's current policy. However, we will use current CDC policy.

Tennessee/Montgomery County mandates will supercede APSU and CDC guidelines if most stringent.

2. Students will wear a mask and maintain 6 foot social distancing during didactic and lab.

3. When 6 feet social distancing is not feasible in didactic and lab courses, Students will wear a face shield. If in labs where palpation is necessary, they will wear gloves.

4. Students will self report on the Peay mobile App before their first didactic class of the day. Any temperature above 100.4 or any has COVID 19 symptoms without exposure will require the student to isolate for 10 days and 24 hours of no fever without fever reducing medications. The student may not return to class or clinic until that 10 day period ends. (see #9 and #10 for exposure rules)

5. Students must report any illness as stated in the "Reporting Illness" policy.

6. Students must fill out the COVID 19 Trajecsys form every rotation. They must also use the self reporting tool on the portal if exposed or symptomatic.

7. Students in the program will follow CDC guidelines regarding COVID and that changes may occur rapidly. If changes are more stringent than the APSU

Radiography policy, the CDC policy will take affect. Clinic policies may be more stringent than CDC, in this case the clinic policy must be followed.

8. Students will follow all clinical protocols. This is includes, but not limited to, face masks, face shields, daily

COVID screening questions, and temperature checks.

a. Participation in Clinical Education carries inherent risk of exposure to infectious diseases, which may include COVID-19.

b. Clinical education is an essential component of my professional education that cannot be replaced with laboratory experiences, virtual simulations, or other remote experiences.

c. Student will follow safe infection control practices in the clinical setting and to adhere to any additional Safety Guidelines, Policies and Procedures instituted by the clinical site and the radiography program. Failure to follow these guidelines may result in dismissal from the clinical site and the program.

d. Following these procedures and guidelines does not eliminate the risk of contracting these diseases, only reduces the probability of transmission.

9. Students will follow the CDC guidelines for exposure: (8/12/2020) The CDC defines exposure as being in close contact (within 6 feet) for ten (10) minutes or more of an individual who tests positive for COVID 19 or has been in direct contact with infectious secretions of a positive COVID19 case.

10. Students will follow the CDC's recommendation on quarantine.

11. Any student who has tested positive for COVID-19 with symptoms must follow CDC guidelines in regards to returning to clinical rotation which include: At least 10 days since symptoms first appeared and At least 24 hours with no fever without fever-reducing medication and symptoms have improved

12. Any student who tested positive for COVID-19 without symptoms must follow CDC guidelines in regards to returning to clinical rotation.

13. Students will not be allowed to enter rooms of pending/positive patients.

14. Clinical assignments may change due to clinical affiliate policy changes.

15. Any breach of policy will be grounds for immediate dismissal from the program.

16. Students have the opportunity to grieve any disciplinary actions.

17. Absences from clinical education must be made up following the absence. Make-up time will be assigned by clinical faculty.

18. Any substantial breach of regulations may constitute grounds for my expulsion from the program.

CDC policy website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

AUSTIN PEAY STATE UNIVERSITY  
RADIOLOGIC TECHNOLOGY PROGRAM (RADIOGRAPHY)

POLICY CHANGE FORM

The students listed below have received a copy of revised policy concerning:

This policy has been explained to students in a meeting held on \_\_\_\_\_.

Consequences were also reviewed, where applicable.

\_\_\_\_\_  
Program Director/Clinical Coordinator

RADIOLOGIC TECHNOLOGY PROGRAM (RADIOGRAPHY)

STATEMENT OF CONFIDENTIALITY

As a student of the Austin Peay State University Radiography Program, I will not divulge any information which comes to me through the execution of my duties while at the assigned clinical facilities.

This shall include:

- Not discussing any patient/client or any information pertaining to any patient/client with anyone (even including my own family) who is not directly working with said patient/client.
- Not discussing any patient/client information pertaining to any patient/client in any place where it can be overheard by anyone not directly working with said patient/clients, especially other patients/clients.
- Not describing any behavior which I have observed or learned through my relationship as a radiography student, except to those authorized to have this information.

I will not contact any individual or agency to get personal information about an individual patient/client unless a release of information has been signed by the patient/client or significant other. Nor will I carry over my relationship with a patient/client in my off-duty hours.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUSTIN PEAY STATE UNIVERSITY  
RADIOLOGIC TECHNOLOGY PROGRAM (RADIOGRAPHY)

I HAVE RECEIVED AND READ THE STUDENT HANDBOOK FOR STUDENT RADIOGRAPHERS.

I AGREE TO ABIDE BY THE CONDITIONS SET FORTH IN THE POLICIES AND REGULATIONS  
FOR THE RADIOGRAPHY PROGRAM.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**AUSTIN PEAY STATE UNIVERSITY**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
**(RADIOGRAPHY)**

**CLINICAL EDUCATION**

**COMPETENCY PROGRAM**

**HANDBOOK**

**Jennifer Thompson, Ed.S., BSRT(R)(QM), Program Director**  
**Jared Walker, MBA, RT (R), Clinical Coordinator**

## **CLINICAL EDUCATION – COMPETENCY PROGRAM**

In an effort to help you gain proficiency as radiographers of the future, a Competency Program has been devised. This 24-month continuous Competency Program is committed to the Mission of the University and to the Radiography Program itself. Its delivery provides for a meaningful educational experience during the six (6) semesters of both didactic and clinical education. You will rotate through as many clinical settings as possible, which will expose you to the greatest variety of imaging modalities and equipment, as well as, exam protocols, and patients (critical, pediatric, and geriatric). Each semester acts as a building block to the next semester until the successful completion of the Program when the graduate is considered competent as an entry-level Radiographer and is Registry eligible.

**All clinical assignments required will be activities that are educationally related and valid.**

**NOTE: If you have any questions regarding your clinical assignment(s) validity, seek the assistance of the Clinical Instructor, Clinical Coordinator or the Program Director.** We are here for you!

The clinical experience is structured to allow a systematic approach reflecting the assessment of the affective, cognitive and psychomotor domains from class lecture, laboratory demonstration, and practicum into the practical aspects of radiography. This program involves a total of 76 competencies or test outs. There are sixty-five (65) initial competencies/test outs, (37 mandatories, 18 electives (15 ARRT and 3 Program) and 10 general patient care activities), 7 continuing competencies/test outs, and 4 final/ terminal competencies/test outs. Students must have 1 skull/facial bones; 1 BE or UGI, 1 ARRT fluoroscopy, and 1 general fluoroscopy.

Although a student successfully completes an initial competency/test out, the continuing performance of that examination must be demonstrated and tested via continuing competencies/test outs for the student to excel in the final/terminal competency/test out. If a student is unsuccessful in performing any level of competency/test out the student returns to the laboratory for remedial instruction and will be reassigned to the appropriate clinical site and area to practice under “direct supervision.” **SUCCESSFUL COMPLETION OF ALL COMPETENCIES/TEST OUTS COMPLETES THE REQUIREMENTS FOR GRADUATION.**

The first semester of clinical experience begins with observing and assisting in the classroom and laboratory settings. As you continue to learn in the classroom and laboratory settings during this period of time, the cognitive and psychomotor aspects of the student’s education continue to develop, enabling you to move into a more advanced clinical performance stage. This allows you, the student, to complete an introductory overview of the field, as well as the necessary entry-level radiation protection requirements necessary prior to clinical involvement with patients. After this introduction period, you are ready for initial rotations in actual patient-radiation areas in the Department of Radiology at either Hospital or Clinic settings. This takes place during the first clinical course titled *Introduction to Clinical (RLTN 3080)*. The objectives of Introduction to Clinical Education are exemplary of basic skills and equipment

manipulation necessary to perform radiographic examinations. During this clinical course, you will learn and practice clinical skills.

Clinical Education I & II incorporates clinical objectives, which are somewhat more complex than Introduction to Clinical Education. You will be expected to observe and participate in basic patient care procedures, image acquisition, filing, room maintenance, patient processing, and equipment manipulation. You are required to test out on equipment manipulation in two different clinical rooms, which count as one continuing competency/test. Your exposure time in the clinical settings is two days each week, gradually moving to a more active phase assessing patients, integrating theory with practical experience regarding equipment, patient positioning and technique. To become competent to work under “indirect supervision” it is recommended to complete thirteen test outs/initial competencies and one continued competency in Clinical Education I and fourteen test outs/initial competencies and one continued competency in Clinical Education II. A minimum of ten comps per semester is required for full clinical points.

In Clinical Education III there are fewer didactic classes to allow a higher concentration in clinical experience. You will be at the clinical facility for three to four days each week. Additionally, beginning with Clinical Education III, each student will work two weeks of an “evening” shift. This shift is from 11:00 a.m. to 7:00 p.m. This rotation is designed to permit the student to observe and assist with differing patient populations typically seen during this shift. This continuity of experience will allow you to expand your practice to include radiographic examinations taught in Radiographic Procedures I, II, and Laboratory. It is recommended to complete fourteen test outs/initial competencies and two continued competencies.

During the second year, you will continue to develop and enhance your clinical skills. In Clinical Education IV students attend the clinical facility three days and it is recommended to complete thirteen test outs/initial competencies and two continued competencies. In Clinical Education V, the last clinical education course, the students are in attendance for 3 days and must complete four final/terminal competencies. Completion of Clinical V finds the student radiographer with sound foundations academically and clinically and prepared to be an “entry-level radiographer.” After successful completion of all terminal competencies, you may observe additional modalities (ultrasound, nuclear medicine, and radiation therapy).

At the beginning of each semester, course syllabi are given to each student. The syllabi consist of clinical objectives, written assignments and competency requirements for that semester. The purpose is to assist, remind, and demonstrate to the student the importance of familiarizing themselves with the equipment and case types in each clinical facility, as well as making known the specific requirements for the particular clinical course.

The competency forms and the four 4–week clinical performance evaluation forms test the affective, cognitive and psychomotor skills. You will be introduced to this format during the classroom lectures and tests and again in lab testing. The Competency Program follows five steps of progression:

1. **LECTURE & DIDACTIC TESTING:** classroom instruction is provided, followed by an examination of the material covered
2. **LABORATORY:** Instruction with a demonstration of positioning skills
3. **LABORATORY TESTING:** You will be graded while simulating the examination  
**NOTE:** All competencies whether in the laboratory or hospital/clinical settings require a grade of 90% to pass.
4. **PARTICIPATION:** Students will be expected to work under the direct or indirect supervision of a Registered Radiographer at **ALL** times. These will be further explained under the “Supervision Policy.”
5. **Clinical Competency Evaluations**
  - **\*Initial Competencies/test outs:**  
The student will complete 65 initial competencies/test outs as required before graduation.
  - **\*Continued Competencies/test outs:**  
The student will complete seven continued competency tests as required before graduation.
  - **\*Final/Terminal Competencies/test outs:**  
The student must complete four final/terminal competencies/test outs as required. The clinical instructor, clinical coordinator, or program director will select these. **The four exams will be selected from different categories You cannot perform more than one in each category.**  
The categories include:
    - upper and lower extremities           thorax/abdomen
    - pelvis and vertebral column       skull radiography
    - contrast studies                           CT
    - portable radiography                 pediatric radiography

**NOTE:** All competency tests and continued competency tests must be completed before final competency tests may be performed.

**Final competency tests MAY NOT be simulated.**

\* **NOTE:** If a student is unsuccessful in obtaining passing grades during the five steps of clinical education, remedial help by program faculty will be provided. Failure to complete the required competency evaluations for any given semester results in an incomplete grade. Failure to complete the required competencies by the beginning of the next semester is grounds for dismissal.

The clinical coordinator, in conjunction with the clinical instructors and program director, plans the daily clinical education experiences based upon the abilities of the students. You will be scheduled for clinical from two to four days per week. There is daily direct

and indirect supervision of students by the clinical coordinator, clinical instructors, program director, and staff radiographers, involving a collaborative effort for the practical aspect of the students' training. The ratio of the clinical instructor to students will never be greater than 10:1. The ratio of registered staff radiographers to students prior to achieving competency will be 1:1.

Laboratory sessions are incorporated into Radiographic Procedures, Image Production & Evaluation, Patient Care, Quality Control, and Radiographic Physics. Labs develop and test the skills the students learn in class. It is where you will practice in a "hands on" setting.

Your progress is evaluated in many ways. The Orientation evaluation forms used in the beginning of Introduction to Clinical Education lead to semester objective forms for the latter half of Introduction to Clinical Education. The semester objective forms will continue to be used through Clinical Education V. Competency evaluations are used to measure your skills and competency level. These competency evaluations reflect radiography as an exact science. Objective rather than subjective clinical progress can be accomplished using these tools. These are performed at your pace, and require certain expectations of achievement (90%) to obtain a satisfactory course grade. During the 4<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup> and 16<sup>th</sup> weeks (i.e., every 4 weeks) performance evaluations completed by the clinical instructors keep you informed of your progress. In addition, conferences are held at the end of each semester to discuss your progress and review your competency and exam logs.

At the end of each clinical rotation (8 to 16 weeks), students are requested to complete an evaluation of that clinical site. Constructive criticism is welcomed. Your signature is NOT required on these evaluations. The faculty of the radiography program will review and discuss the positive and negative comments as indicated. Remember the success of this program is a "Team" effort, in which students play a large part.

Your competency book is a bound book containing your record of competency form. This form will help students track their competencies and pace themselves as the semester progresses. **STUDENT HANDBOOK AND CLINICAL HANDBOOK ARE PART OF YOUR CLINICAL UNIFORM AND MUST BE WITH YOU AT THE CLINICAL SITES AT ALL TIMES.**

## **COMPETENCY GUIDELINES**

1. Students may not perform a competency until he/she has successfully completed didactic and laboratory testing.
2. Students must perform a minimum of one (1) examination alone under “direct supervision” before challenging the competency/test out. NOTE: There are exceptions to this requirement listed.
3. Under “direct observation” the registered radiographer observes the student’s performance. During the competency/testing, the radiographer will critique and approve the radiographs, complete the required forms, and sign the logbook sheet.
4. A student may simulate a competency/test out as per the “SIMULATION POLICY.”
5. If the student does not achieve a minimum grade of 90%, the student returns to the laboratory for remedial instruction, and will review the procedure in the textbook. The student will then be reassigned to the appropriate clinical site for additional practice under “direct supervision.”
6. The student and/or the registered radiographer performing the failed competency/test out must notify school personnel so remedial instruction can be arranged.
7. Upon successful completion of the competency/test out, the student can perform all examinations of that type with “indirect supervision” while continuing to achieve additional experience and efficiency.
8. The competency/test out will check proficiency in the areas of patient care: room, equipment, and supply readiness; identification of the procedure, patient, pathology, and patient history; equipment operation; positioning skills; evidence of radiation protection; and image evaluation and critique.
9. The competency must be logged in Trajecsyst before the comp is valid. The faculty should be able to access the images to verify the competency/test out.
10. All images to be considered for competency evaluation **must** have the student’s right or left markers on each of the images.
11. The views for the routine examination at the clinical site at the time that the competency exam is being executed will be followed.

## **COMPETENCY EXAMINATIONS AS REQUIRED BY SEMESTER**

### **FIRST YEAR:**

#### **TERM I – INTRODUCTION TO CLINICAL**

##### **CLINICAL INTRODUCTION/ORIENTATION**

Requirement: Equipment competency/test out  
Clinical Orientation

#### **TERM II – CLINICAL I**

##### **CATEGORY I– THORAX, ABDOMEN, UPPER AND LOWER EXTREMITIES AND SHOULDER GIRDLE**

Requirement: 14 competencies/test outs

9 Mandatory

4 Elective

1 continued competency/test - Equipment

Note: 2 Equipment competencies/test outs = 1 competency

##### **Mandatory**

Chest (routine)

Chest (Wheelchair or Stretcher)

Abdomen (KUB)

Abdomen (upright)

Finger(s) or thumb

Hand

Wrist

Forearm

Elbow

Humerus

Shoulder (non-trauma)

Clavicle

Shoulder (trauma)-Y view, transthoracic, or axillary

Upper Extremity (trauma) nonshoulder

Geriatric Chest

Geriatric Upper Extremity

##### **Elective**

Chest (lateral decubitus)

Upper Airway

A/C Joints

Scapula

Abdomen (decubitus)

## **TERM III – CLINICAL II**

### **CATEGORY II – LOWER EXTERMITTY, BONY THORAX, PELVIS AND VERTEBRAL COLUMN**

Requirement: 16 competencies/test outs

10 Mandatory

4 Elective

2 continued competencies/test outs from category I

#### **Mandatory**

Foot

Ankle

Tibia-fibula (leg)

Knee

Femur

Lower Extremity (trauma)

Hip (trauma) (cross table lateral)

Hip (non-trauma)

Pelvis

Spine (trauma) (cross table lateral)

Cervical Spine (non-trauma)

Thoracic Spine

Lumbar Spine

Ribs

Geriatric Lower Extremity

#### **Elective**

Scoliosis series

Sacroiliac joints

Sacrum or Coccyx

Sternum

Patella

Calcaneous (os calsis)

Toe(s)

**SECOND YEAR:**

**TERM IV – CLINICAL III**

**CATEGORY III – CRANIUM, PEDIATRIC AND PORTABLES**

Requirement: 16 competencies/test outs

10 Mandatory

4 Elective

2 continued competencies/test outs from one category I and one from category II.

**Mandatory**

Portable Abdomen

Portable Chest

Portable Orthopedics

Chest(age 6 years or younger)

5 more from previous category not already competency tested

**Elective and 1 mandatory skull/facial bone elective**

Facial Bones

Nasal Bones

Zygomatic Arches

Orbits

Mandible

Pediatric Upper Extremity(age 6 or younger)

Pediatric Lower Extremity(age 6 or younger)

Pediatric Abdomen

Pediatric Mobile Study

Skull

Paranasal Sinuses

TMJ

**TERM V – CLINICAL IV**

**CATEGORY IV – CONTRAST STUDIES, MAMMOGRAPHY AND SURGICAL PROCEDURES**

Requirement: 16 competencies/test outs

8 Mandatory

6 Elective

2 continued competencies/test outs one from category II and one from category III.

**Mandatory**

C-Arm ( Requiring manipulation to obtain more than one projection)

Surgical C-Arm Procedure (Requiring manipulation around a sterile field)  
6 more from previous categories not already tested

**Elective**

<Must have 3 contrast studies>

\*Upper GI      \*Must have one of these

\*Barium Enema

Small Bowel Series

Cystography/cystourethrography

ERCP      Esophagus

Myelography

Arthrography Hysterosalpingography

Intravenous Urography

### **Program Electives**

Can use 3 of the exams below to count towards the 18 electives, however, 15 must be ARRT approved. Other exams not listed below may count with Program Director permission.

CT

SC joints

Swallow Study

Other Sacrum or Coccyx

Bone Age

Metastatic bone survey

NICU neonatal intensive care unit exams

### **TERM VI – CLINICAL V**

#### **CATEGORY VI – FINAL/TERMINAL COMPETENCIES/TEST OUTS AND ELECTIVE ROTATIONS**

Requirement: 4 final/terminal competencies/test outs

The student must successfully complete four final/terminal competencies/test outs as required in order to graduate. The clinical instructor, clinical coordinator, or program director will select these, *and only APSU faculty or a designated clinical instructor may perform the terminal competency testing*. **The four exams will be selected from different categories. You cannot and should not be asked to perform more than one in each of the following categories.**

The categories include:

- upper and lower extremities      thorax/abdomen
- pelvis and vertebral column      skull radiography
- contrast studies      CT
- portable radiography      pediatric radiography

**NOTE: All competency tests and continued competency tests must be completed before final competency tests may be performed.**

**Final competency tests MAY NOT be simulated.**

**Students may select an elective rotation once all their competencies have been successfully met.**

#### **GENERAL PATIENT CARE**

Students will demonstrate competence in six patient care activities.

Vital Signs (blood pressure, pulse, respiration, temperature, pulse oximetry)

Sterile and aseptic technique

Venipuncture

Transfer of patients

Care of patient medical equipment (e.g., oxygen tank, IV tubing)

Students will be certified in CPR through the American Heart Association prior to beginning the program.

## DIRECT SUPERVISION

Under direct supervision the registered radiographer is physically present for the total radiographic examination and approves the radiographs. This is the supervision required **BEFORE THE STUDENT HAS SUCCESSFULLY COMPLETED AN INITIAL COMPETENCY/TEST OUT. IF THE STUDENT NEEDS TO REPEAT AN IMAGE, IT IS TO BE DONE UNDER DIRECT SUPERVISION REGARDLESS OF COMPETENCY STATUS.**

The following parameters constitute direct supervision:

The registered radiographer shall:

- Review the request for examination in relation to the student's achievement.
- Evaluate the patient's condition in relation to the student's knowledge.
- Be physically present during the examination.
- Review and approve the procedure and radiographs.
- **REPEAT RADIOGRAPH POLICY:**

**The registered radiographer shall be present during the repetition of any unsatisfactory radiograph regardless of the student's competency status. The repeat must be logged in Trajecsys**

## INDIRECT SUPERVISION

Under indirect supervision the registered radiographer is immediately available (adjacent to the room or location) to assist students, as needed, during the radiographic examination regardless of the level of student achievement. This availability of the registered radiographer applies to all areas where ionizing radiation is in use. **Indirect supervision is permitted only after the student has been deemed competent.**

The following parameters constitute indirect supervision:

The registered radiographer shall:

- Review the request for examination in relation to the student's achievement.
- Evaluate the patient's condition in relation to the student's knowledge.
- Be immediately available to assist the student regardless of the level of student achievement.
- Review and approve the procedure and radiographs.
- **REPEAT RADIOGRAPH POLICY:**

**The registered radiographer shall be present during the repetition of any unsatisfactory radiograph regardless of the student's competency status. The technologist must sign the repeat sheet in the student's logbook.**

All students **must participate alone** in a **minimum of one** (two recommended) radiographic examinations under the direct supervision and have successfully completed didactic testing in the classroom and laboratory before attempting an initial competency/ test out.

**Due to the infrequent nature of the following examinations, exceptions may be made. You may comp these studies without completing any previous solo exams. You MUST,**

however, have successfully tested didactically and in the laboratory setting. You must also be knowledgeable of the department's procedure and routine.

- |                          |             |         |
|--------------------------|-------------|---------|
| • Humerus                | Femur       | Sternum |
| • All cranium            | Scapula     | Sacrum  |
| • T-tube cholangiography | Cystography | Coccyx  |
| • Esophagography         | Venography  | ERCP    |

### **SIMULATION POLICY:**

A student may simulate a maximum of two competencies. This competency should be replaced with an actual competency if and when one becomes available. When they are replaced you may then simulate another exam. To meet the competency-based program's requirements you may simulate a total of TWO competencies, at the end of Clinical. Final competencies/test outs **MAY NOT** be simulated.

### **Procedure for a simulated examination:**

- The student performs the radiographic examination on a model or phantom (not a patient). If the phantom is used the student may make an exposure. If a model is used a simulated exposure will be used.

### **GRADING POLICY:**

- A minimum grade of 90% is required for passing all competencies/test outs whether performed in the laboratory, clinical setting or simulated. IF A STUDENT FAILS, THE STUDENT MUST CONTACT BOTH THE CLINICAL COORDINATOR AND THE CLINICAL INSTRUCTOR, TURN IN THE FAILED COMPETENCY FORM IN EXCHANGE FOR A BLANK FORM, RE- TEST IN THE LAB AND SET UP A DATE AND TIME TO TAKE A RE-TEST. THE RE-TEST SCORE **WILL NOT** BE COMPUTED INTO THE COURSE GRADE.
- **STUDENTS MAY ONLY RE-TEST TWICE FOR ANY GIVEN EXAMINATION. FAILURE TO SUCCEED AFTER THE SECOND RE-TEST WILL RESULT IN DISMISSAL FROM THE RADIOGRAPHY PROGRAM.**
- In Introduction to Clinical (Category1) the completion of ten competencies/test outs are required. The two competencies/test outs on equipment will count as one competency/test out and no less than two exams as listed in category 1.
- For categories 2 through 5:  
All students must perform the required number of continued competencies. Grading criteria based on the total number of competencies (INCLUDING INITIAL AND CONTINUED) successfully performed:  
10 or more = 100%  
9 = 90%  
8 = 80%  
7 = 70%  
Below 7 = 0%
- For Clinical V the student **MUST PASS** the 4 required final/terminal competencies/test outs.

## **Trajecsys Policy**

All clinical documentation including clocking in and out at the clinical site on a daily basis will be done through Trajecsys. All clinical exams, competencies, and evaluations should be logged in Trajecsys.

### **Clock In/Out**

The student will clock in at the beginning of the clinical day and clock out at the end of the day. The student can clock in/out using a clinical site computer or a personal device with GPS location enabled. The personal device should be locked or kept in a safe place during the clinic rotation and is only to be used to access Trajecsys.

### **Time Exception**

In the event that the student is unable to clock in or out on Trajecsys, the student may submit a time exception. It is the student's responsibility to clock in and out and the time exception should only be used in select circumstances. The Clinical Coordinator will investigate the excessive use of the time exception or any entries that appear out of ordinary. Submitting a time exception that is not accurate will constitute as falsification of records. Clocking in after the scheduled clinic start time will constitute as tardy. It is unacceptable for anyone to clock another student in or out. The student must complete a time exception.

### **Daily Log of Exams**

The student will record exams of procedures performed to verify the volume and variety of procedures being performed. The student should record each procedure into the Trajecsys system for a permanent record. Information entered into Trajecsys includes: date, number of instances, type of procedure, repeats, participation level (observed, assisted, and performed), and any necessary comments. The daily log sheet should be updated daily; however, must be updated at least weekly.

### **Evaluation of Student's Performance**

The Clinical Instructor is responsible for completing the evaluation; however, it is the student's responsibility to ensure the form is completed. After completed, the student can view it in Trajecsys.

### **Trajecsys End of Semester Requirements**

At the end of each clinical course, students must ensure the following are completed and submitted:

- Clinical Time Approval by Clinical Coordinator
- Clinical Exam Log Approval by Clinical Coordinator
- Clinical site evaluation of Student (Halfway and Final)
- All required clinical competencies for the semester
- Completion of the site orientation checklist

All items listed above must be completed/submitted by the due date listed in the course syllabus.

All evaluations must be submitted before grade entry is due or the student will receive a failing grade or Incomplete for the course.

## **GLOSSARY OF IMPORTANT TERMS**

**COMPETENT:** The ability to function with limited supervision and assume the required duties and responsibilities.

**COMPETENCY EVALUATION:** The procedure by which a student's performance and knowledge is evaluated. In addition, the resultant radiograph(s) is/are critiqued and evaluated.

**INITIAL COMPETENCY:** The first competency evaluation of a specific radiographic examination.

**CONTINUED COMPETENCY:** A competency evaluation which assesses the on-going competence in categories previously completed.

**FINAL/TERMINAL COMPETENCY:** A series of (4) random competency examinations from various categories used to demonstrate the student's overall competence. After successful completion the student is considered competent as an entry level radiographer and is Registry eligible.

**DIRECT SUPERVISION:** A registered radiographer physically present for the duration of the entire examination.

**INDIRECT SUPERVISION:** A registered radiographer is "immediately available"(adjacent to the room or location) to assist students during the radiographic examination.

**SIMULATION:** The student performs the radiographic examination on a model or phantom (not a patient). If the phantom is used the student may make an exposure. If a model is used a simulated exposure will be used. A radiograph is used for critique and evaluation.

## **AFFILIATES/ CLINICAL INSTRUCTORS:**

- Blanchfield Army Community Hospital: Berniece Jones RT (R); 650 Joel Drive, Fort Campbell, KY 42223, (270) 798-8244
- Bone and Joint Group: Amanda Hill, RT(R): 980 Professional Park Dr., Clarksville, TN 37043. (931) 905-1001
- TriStar, Ashland City: Brad Jenkins, RT (R) (CT);Chris McConnell, RT (R)(CT); 313 North Main Street, Ashland City, TN 37015, (615) 792-2409
- Dickson Medical Associates; Miranda Joy Jackson, BSRT(R); 127 Crestview Park Drive, Dickson, TN 37055,(615) 441-4425
- Tennova Healthcare: Taylor Basey, RT(R); Ashley Ambler RT(R): 651 Dunlop Lane Clarksville, TN, 37040 (931) 502-1570
- NorthCrest Medical Center, Shannon Chambers, RT(R)(M), 100 NorthCrest Drive, Springfield, TN 37172, (615) 499-1874
- Houston County Community Hospital: Kayla Clark Redman, RT(R): 302 East Main Street, Erin, TN 37061, (931) 289-4211 Ext. 353
- Premier Imaging Center: Phil Fuqua ,RT (R)(MR); Louise Lane, RT (R) (M): 490 Dunlop Lane, Clarksville, TN 37043 (931) 245-8622
- Tennessee Orthopedic Alliance: Mary Pat Stephens, RT(R): 141 Hillcrest, Clarksville, TN 37043 (931) 221-4065
- Three Rivers Hospital: Randy Stewart, RT(R); Kendal Dodd RT(R)(M), 451 Hwy 13 South, Waverly, TN 37185, (931) 296-0298
- Centennial Medical Center; Travis Martinez RT(R); Deanna Lessert RT(R), 2300 Patterson Street, Nashville, TN 37203, (615) 342-3590
- NorthCrest Orthopedics; Taylor Shadwick RT(R), 1810 Madison St B, Clarksville, TN 37043, 931-919-2820

## **RADIATION SAFETY OFFICERS:**

Blanchfield Army Community Hospital	Marcial Q. Favila, MD
Bone and Joint Group	Amanda Hill RT(R)
Centennial Medical Center	Dr. Gregory Weaver
Dickson Medical Associates	Miranda Jackson, RT(R)
Tennova Healthcare	Dr. Richard Boone
Houston County Community Hospital	Marina Zumdom, RT(R)
NorthCrest Medical Center	Dan Grippo, MD
Northcrest Specialty Clinic and Ortho	Dan Grippo, MD
Premier Imaging Center	Phil Fuqua, RT(R)(MR)
Tennessee Orthopedic Alliance	Mary Pat Stephens, RT(R)
Three Rivers Hospital	Randy Stewart, RT(R)

AUSTIN PEAY STATE UNIVERSITY  
RADIOLOGIC TECHNOLOGY PROGRAM  
(RADIOGRAPHY)

**LABORATORY POLICIES, RULES, AND GUIDELINES**

**INTRODUCTION:**

Radiation can be both beneficial and harmful. Therefore, it is necessary to establish policies, rules, and guidelines for the APSU energized laboratory to assure that the student, faculty and innocent bystanders are not radiated. The radiography laboratory is available for use by the Austin Peay State University Radiography Students and Faculty.

**POLICIES, RULES, AND GUIDELINES:**

14. Under no circumstance will the student be allowed to radiograph another person in the laboratory. The laboratory is for **teaching** purposes only and **can not** be used for diagnoses.
15. Students who expose another person are subject to **immediate dismissal** from the radiography program.
16. Exposures are only allowed with permission from Radiography Faculty.
17. When an exposure is made, **all** students and faculty will remain behind the lead barrier or outside the room.
18. Dosimeters **must** be worn when exposures are being made.
19. Each student is expected to replace equipment and other teaching aids in their proper location.
20. Items should **not** be placed on the floor. Someone could trip over them.
21. Students will clean up any personal trash.
22. Cassettes are to be placed on the proper shelves in the laboratory.
23. Quality assurance equipment is **not** to be removed from the laboratory or classroom.
24. Students using the laboratory outside the regular scheduled laboratory times **must ask permission and be supervised**. These students are **responsible** to see that the overhead lights, view box lights, safe lights, x-ray machine are turned off. In addition, make sure that the laboratory is **locked**.

**AUSTIN PEAY STATE UNIVERSITY**  
**RADIOLOGIC TECHNOLOGY PROGRAM (RADIOGRAPHY)**

**CLINICAL ATTENDANCE POLICY**

	CLINICAL I RLTN3082	CLINICAL II RLTN3083	CLINICAL III RLTN4030	CLINICAL IV RLTN4084	CLINICAL V RLTN4085
NUMBER OF ABSENCES COURSE GRADE NOT EFFECTED	2	2	3	3	3
NUMBER OF ABSENCES CLINICAL GRADE LOWERED ONE GRADE	3	3	4	4	4
NUMBER OF ABSENCES COURSE GRADE WILL BE LOWERED 2ND LETTER GRADE STUDENT WILL BE PLACED ON CLINICAL PROBATION	4	4	5	5	5
NUMBER OF ABSENCES WHICH WOULD RESULT IN AN AUTOMATIC COURSE FAILURE	5	5	6	6	6

**NOTE:** Students are expected to attend every clinical day. They must arrive on time, ready to work and leave on time.

1. Any missed clinical days **MUST BE UP FOR A DAY FOR DAY BASIS.**
2. Tardy is any time after the start of the shift. Three (3) tardies equals one(1) absence.
3. All students that will be late or absent must call both the Clinical Site(Clinical Instructor) and Faculty(preferably the Clinical Coordinator- if not available The Program Director) at **least thirty (30) minutes before the shift.** If you do not speak directly to these people, get a name of the person relaying the message. If you calling the Clinical Coordinator/Program Director –leave a message on the voice mail/tape. On the voice mail/tape you must include your full name(first & last) and the date, day of the week, time, and which clinical site you are assigned at.
4. If a student fails to follow the proper **“CALL IN PROCEDURE”**, the clinical grade will be lowered as follows:  
 FIRST NO CALL – Five (5) point deduction from the clinical course grade  
 SECOND NO CALL – Fifteen (15) point deduction from the clinical course grade  
 THIRD NO CALL – Twenty-five (25) point deduction from the clinical course grade , placed on probation or dismissed from the program if the clinical grade becomes less than a “C”.  
 FOURTH NO CALL – The student will be **dismissed from the Radiography Program.**
5. Any clinical time required to be made-up, must be made completed within the first week after the semester ends at the clinical site where the absence occurred. Make up time must be arranged and approved by Clinical Instructor and Clinical Coordinator. (Make up day can not be on an University recognized holiday.)
6. The student **may not enroll in the next Clinical Course UNTIL the required absences are made-up.**
7. Students may have 2 personal days per year. Days may roll over to the senior year.
8. Students may have 1 day for work interviews in the last semester of the senior year.

**IMPORTANT PHONE NUMBERS**

Jennifer Thompson- (931)221-6516  
 Jared Walker (931) 221-6443  
 BACH- (270)956-0273  
 TOA- (931) 221-4065  
 DMA- (615) 441-4425  
 Tennova - (931) 502-1570  
 Centennial Medical Center Nashville (615) 342-3590  
 NorthCrest – (615) 499-1874

Premier Imaging - (931) 245-8623 or (931) 245-8622  
 Houston County Community Hospital– (931) 289-4211 Ext. 353

Three Rivers – (931) 296-0298  
 B&J- (931)905-1001  
 Northcrest Specialty Clinic-Ortho 931-919-2820

**AUSTIN PEAY STATE UNIVERSITY  
RADIOLOGIC TECHNOLOGY  
PROGRAM  
(RADIOGRAPHY)**

**LOG BOOK**

# Logging Guide

## **BODY AREA**

**CLINICAL EXPERIENCE RECORD: FOR INSTRUCTOR USE ONLY**.....

**RECORD OF COMPETENCY OBJECTIVE EVALUATIONS**.....

### **EXTREMITIES:**

**UPPER:** Digits, hand, navicular, wrist, carpal canal or bridge, forearm, radial head, elbow,  
Humerus, shoulder joint, clavicle, AC joints and scapula.....

**LOWER:** Digits, foot, calcaneus, ankle, lower leg, knee, patella, intercondyloid fossa, femur  
Pelvis and hip.....

### **THORAX:**

**CONTENTS:** Lungs, heart, trachea, larynx i.e., chest, etc.....

**BONES:** Ribs, sternum, SC joints.....

**VERTEBRAL COLUMN:** Cervical, thoracic, lumbar, sacroiliac joints, sacrum, scoliosis series  
Spinal fusion series.....

**ABDOMEN:** KUB, pelvimetry, fetogram, flat and upright abdomen, decubitus abdomen.....

### **GASTROINTESTINAL SYSTEM:**

**UPPER GASTROINTESTINAL:** esophagography, UGI (single or double contrast), ERCP.....

**SMALL INTESTINES:** Small bowel series.....

**COLON:** Barium enema (single or double contrast).....

**BILIARY SYSTEM:** Oral, IV, T-Tube, laparoscopic or percutaneous transhepatic cholangiography....

**GENITOURINARY SYSTEM:** IVP, retrograde studies, cystograms (including voiding),  
Tomography, hysterosalpingography.....

### **SKULL:**

**CRANIUM:** Skull, mastoids, sella turcica, petrous pyramids.....

**FACIAL:** Nasal bone, mandible, TMJ's, optic foramina, orbits, zygoma, maxilla.....

**PARANASAL SINUS**.....

**OTHER**.....

**PORTABLE:** chest, abdomen, extremity, skull, c-spine, etc.....

**OPERATING ROOM:** Operative cholangiography, cystography, orthopedic, etc.....

**SPECIAL PROCEDURES:** Arteriography, arthrography, venography, myelography, lymphangiography  
Long bone measurement etc.....

**NUCLEAR MEDICINE**.....

**SONOGRAPHY**.....

**RADIATION THERAPY**.....

**COMPUTERIZED TOMOGRAPHY**.....

**MAGNETIC RESONANCE**.....

**OTHERS**.....

**SIMULATED EVALUATION (S)**.....

**CLINICAL, EXPERIENCE PROFILES**.....

**GENERIC LOG EXAM SHEETS**.....

## GUIDE TO LOG BOOK USE:

This book **MUST** be with you whenever you are in the CLINICAL SETTING.

This book is to be used to record all radiological examinations in which the student participates. **The semester checks on page one are for instructor use only. The verification statement at the bottom of page one is to be signed and dated on the last day the student is with the program.** The student should log all radiological examinations on the appropriate page to be used as a guide to fill out Trajecsys forms and when Trajecsys is not available. The patient may be listed by tracking number only. Identification numbers of competency exams must be entered so that the instructor can perform periodic checks. When the patient has examinations on more than one section, the student will list the patient in each section where he/she participated. If the student performed the entire examination alone (positions and techniques), then the student should mark P for perform in the OPPP column. If the student observed the exam, the student should mark O in the OPPP column. If the student participated by assisting the technologist, the student should mark PP in the OPPP column. Second-year student should be performing the majority of their examinations.

Pages may contain examinations from more than one day. At the end of each semester, the student will complete the clinical experience profile provided to them in an excel file. The file should be kept and updated each semester by the student and turned in at the end of semester conference by email. The student will then submit the entire log for the instructor examination. All logbooks are to be kept neat and in good order. If extra pages are needed, they can be obtained online.



## RECORD OF COMPETENCY EVALUATIONS

STUDENT'S NAME \_\_\_\_\_

### **Term 1 INTRODUCTION TO CLINICAL EDUCATION**

DATE	LAB MANUAL PAGE	COMPETENCY DEMONSTRATED	CLINICAL SITE	ROOM	TECHNOLOGIST SIGNATURE
	3	Equipment Competency			

### **Term II CLINICAL EDUCATION I**

#### **Mandatory**

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	<u>PASSED</u> <u>FAILED</u>	CLINICAL SITE	TECHNOLOGIST SIGNATURE
	<u>37</u>	<u>Chest (Routine)</u>			
	<u>53/57</u>	<u>Chest AP (Wheel Chair or Stretcher)</u>			
	<u>7</u>	<u>Abdomen (KUB)</u>			
	<u>11</u>	<u>Abdomen (Upright)</u>			
	<u>71</u>	<u>Finger (s) Thumb</u>			
	<u>75</u>	<u>Hand</u>			
	<u>83</u>	<u>Wrist</u>			
	<u>99</u>	<u>Forearm</u>			
	<u>103</u>	<u>Elbow</u>			
	<u>119</u>	<u>Humerus</u>			
	<u>123</u>	<u>Shoulder (non-trauma)</u>			
	<u>127/131</u>	<u>Shoulder (trauma) – Y view, transthoracic or auxiliary</u>			
	<u>155</u>	<u>Upper Extremity (trauma) nonshoulder</u>			
	<u>147</u>	<u>Clavicle</u>			
	<u>65</u>	<u>Geriatric Chest</u>			
	<u>163</u>	<u>Geriatric Upper Extremity</u>			
		<u>Geriatric Lower Extremity</u>			

**Electives**

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	<u>PASSED</u> <u>FAILED</u>	CLINICAL SITE	TECHNOLOGIST SIGNATURE
	<u>45</u>	<u>Chest (Lateral decubitus)</u>			
	<u>267</u>	<u>Upper Airway</u>			
	<u>151</u>	<u>A/C Joints</u>			
	<u>143</u>	<u>Scapula</u>			
	<u>15</u>	<u>Abdomen (decubitus)</u>			

**Continued Competency** (2 Equipment competencies =1)

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	<u>PASSED</u> <u>FAILED</u>	CLINICAL SITE	TECHNOLOGIST SIGNATURE
	<u>3</u>	<u>Equipment Comp Rotation 1</u>			
	<u>3</u>	<u>Equipment Comp Rotation 2</u>			

**Term III CLINICAL EDUCATION II**

**Mandatory**

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	<u>PASSED</u> <u>FAILED</u>	CLINICAL SITE	TECHNOLOGIST SIGNATURE
	<u>177</u>	<u>Foot</u>			
	<u>189</u>	<u>Ankle</u>			
	<u>193</u>	<u>Tibia-fibula (leg)</u>			
	<u>197</u>	<u>Knee</u>			
	<u>213</u>	<u>Femur</u>			
	<u>225</u>	<u>Lower Extremity (trauma)</u>			
	<u>221</u>	<u>Hip (trauma) (cross table lateral)</u>			
	<u>217</u>	<u>Hip (non-trauma)</u>			

	<u>295</u>	<u>Pelvis</u>			
	<u>253</u>	<u>Cervical Spine (non-trauma)</u>			
	<u>285</u>	<u>Spine (trauma) (cross table lateral)</u>			
	<u>271</u>	<u>Thoracic Spine</u>			
	<u>275</u>	<u>Lumbar Spine</u>			
	<u>247</u>	<u>Ribs</u>			
	<u>233</u>	<u>Geriatric Lower Extremity</u>			

**Electives**

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	<u>PASSED</u> <u>FAILED</u>	CLINICAL SITE	TECHNOLOGIST SIGNATURE
	<u>291</u>	<u>Scoliosis Series</u>			
	<u>299</u>	<u>Sacroiliac joints</u>			
	<u>303/307</u>	<u>Sacrum or Coccyx</u>			
	<u>239</u>	<u>Sternum</u>			
	<u>205</u>	<u>Patella</u>			
	<u>185</u>	<u>Calcaneous (os calsis)</u>			
	<u>169</u>	<u>Toe (s)</u>			

**Continuing Competencies**

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	<u>PASSED</u> <u>FAILED</u>	CLINICAL SITE	TECHNOLOGIST SIGNATURE

**Term IV Clinical Education III**

**Mandatory**

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	<u>PASSED</u> <u>FAILED</u>	CLINICAL SITE	TECHNOLOGIST SIGNATURE
	<u>365</u>	<u>Portable Abdomen</u>			
	<u>361</u>	<u>Portable Chest</u>			
	<u>369</u>	<u>Portable Orthopedics</u>			
	<u>61</u>	<u>Pediatric Chest</u>			

**Electives**

**Must have 1 skull/facial procedure**

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	<u>PASSED</u> <u>FAILED</u>	CLINICAL SITE	TECHNOLOGIST SIGNATURE
	<u>319</u>	<u>Facial Bones</u>			
	<u>337</u>	<u>Nasal Bones</u>			
	<u>353</u>	<u>Zygomatic Arches</u>			
	<u>325</u>	<u>Orbits</u>			
	<u>341</u>	<u>Mandible</u>			
	<u>347</u>	<u>Temporomandibular Joints</u>			
	<u>313</u>	<u>Skull</u>			
	<u>331</u>	<u>Paranasal Sinus</u>			
	<u>229</u>	<u>Pediatric Lower Extremity (age 6 or under)</u>			
	<u>159</u>	<u>Pediatric Upper Extremity (ages 6 or under)</u>			
	<u>31</u>	<u>Pediatric Abdomen</u>			
	<u>381</u>	<u>Pediatric Mobile Study</u>			



**Electives**

**\*Must have at least one fluoroscopic procedure from this section and one additional contrast study, for a total of 3**

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	PASSED FAILED	CLINICAL SITE	TECHNOLOGIST SIGNATURE
	<u>415</u>	<u>Small Bowel Series*</u>			
	<u>433/429</u>	<u>Cystography/Cystourethrography*</u>			
	<u>449</u>	<u>ERCP*</u>			
	<u>439</u>	<u>Choloiangiography/cholecystogram (operative)</u>			
	<u>467</u>	<u>Myelography*</u>			
	<u>471</u>	<u>Arthography*</u>			
	<u>411</u>	<u>Esophagography*</u>			
	<u>419</u>	<u>Intravenous Urography (IVU)</u>			

**Mandatory Elective**

**Must have at least 1 form this section**

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	PASSED FAILED	CLINICAL SITE	TECHNOLOGIST SIGNATURE
	<u>399/405</u>	<u>Upper GI</u>			
	<u>387/393</u>	<u>Barium Enema</u>			

**Continued Competencies**

DATE	LAB MANUAL PAGE	EXAM DEMONSTRATED	PASSED FAILED	CLINICAL SITE	TECHNOLOGIST SIGNATURE


**Term VI CLINICAL EDUCATION V**

**Terminal Competencies**

DATE	EXAM DEMONSTRATED	<u>PASSED</u> FAILED	CLINICAL SITE	TECHNOLOGIST SIGNATURE

















































**PROGRAM**  
**(RADIOGRAPHY)**

**STUDENT**

**BLANK FORMS**

# ABSENCE FORM

Student name: \_\_\_\_\_

Absent from: \_\_\_\_\_ clinic \_\_\_\_\_ class \_\_\_\_\_  
Date absent: \_\_\_\_\_ Notification received: Y or N  
Date notified: \_\_\_\_\_ Time notified: \_\_\_\_\_  
Person notified: \_\_\_\_\_

Reason  
for absence: \_\_\_\_\_

Is absence determined: \_\_\_\_\_ excused \_\_\_\_\_ unexcused  
(if excused, documentation must be attached) Document attached: Y or N

Student's total absences for this semester:

clinic	_____ unexcused	_____ excused
class	_____ unexcused	_____ excused

Does this absence require a make-up day?: Y or N Make-up  
date: \_\_\_\_\_

Does this absence place the student on probation?: Y or N (attach copy of probation form)

Students  
comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's/Coordinator's comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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AUSTIN PEAY STATE UNIVERSITY  
RADIOLOGIC TECHNOLOGY PROGRAM (RADIOGRAPHY)

CLINICAL MAKE -UP TIME ARRANGEMENT FORM

STUDENT \_\_\_\_\_

CLINICAL SITE \_\_\_\_\_

CLINICAL STARTING DATE \_\_\_\_\_

CLINICAL ENDING DATE \_\_\_\_\_

DAYS OF THE WEEK PARTICIPATING IN CLINICAL EDUCATION THIS ROTATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF DAYS TO BE MADE UP \_\_\_\_\_

DATES SCHEDULED FOR MAKE-UP \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

CLINICAL INSTRUCTOR'S SIGNATURE \_\_\_\_\_

CLINICAL COORDINATOR'S SIGNATURE \_\_\_\_\_

**NOTE: Except in unusual circumstances, students WILL NOT be permitted to re-schedule missed make-up days. This could result in the student be dismissed from the Radiologic Technology Program.**

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\_\_\_\_\_  
\_\_\_\_\_

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## VENIPUNCTURE EVALUATION SHEET

**Student:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Objective:** At the end of this rotation the student will:

	YES	NO
1. Properly introduce himself/herself.	_____	_____
2. Check patient armband .	_____	_____
3. Explain procedure to patient.	_____	_____
4. Assess patient’s emotional status.	_____	_____
5. Venipuncture supply ready.	_____	_____
6. Select venipuncture site.	_____	_____
7. Properly apply tourniquet.	_____	_____
8. Properly prep skin at site.	_____	_____
9. Practice Universal Precautions.	_____	_____
10. Position needle correctly (bevel up/ point down).	_____	_____
11. Stabilize vein.	_____	_____
12. Obtain “flash back” in hub.	_____	_____
13. Advance catheter.	_____	_____
14. Release tourniquet.	_____	_____
15. Connect flush tubing.	_____	_____
16. Secure catheter.	_____	_____
17. Choose correct vacutainer.	_____	_____
18. Correctly label vacutainers.	_____	_____
19. Remove catheter.	_____	_____
20. Place a bandage at site.	_____	_____

PASS FAIL

NOTE: The student must successfully perform a minimum of 17 out of the 20 items listed to pass.

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## Patient Transport Check-off Form

**Directions:** The student will have an ARRT-registered radiologic technologist or Patient Transport Technician checks off the student for this clinical area, by placing a check in the appropriate box. **All boxes must be checked, where applicable.**

Key:   √ = Student demonstrates performance  
           N/A = Non applicable

	√	N/A
Checks with nursing station and gets chart before transporting		
Greets the patient		
Checks patient identification		
Explains to the patient what is about to happen		
Uses appropriate transport equipment (e.g. Wheelchair, Stretcher, or Bed)		
Checks the equipment for safety and function		
Properly positions transport equipment and sets locks prior to patient movement		
Checks to be certain that oxygen lines, intravenous tubing and urinary catheters are free and will not be pulled during the transfer		
Uses proper transfer techniques (body mechanics)		
Uses available transfer aids (e.g. draw sheets and slide boards)		
Practices transport safety (e.g. side rails up, safety straps, transport with patient facing the correct direction)		
Requests help when needed		

Comments:

Semester: \_\_\_\_\_

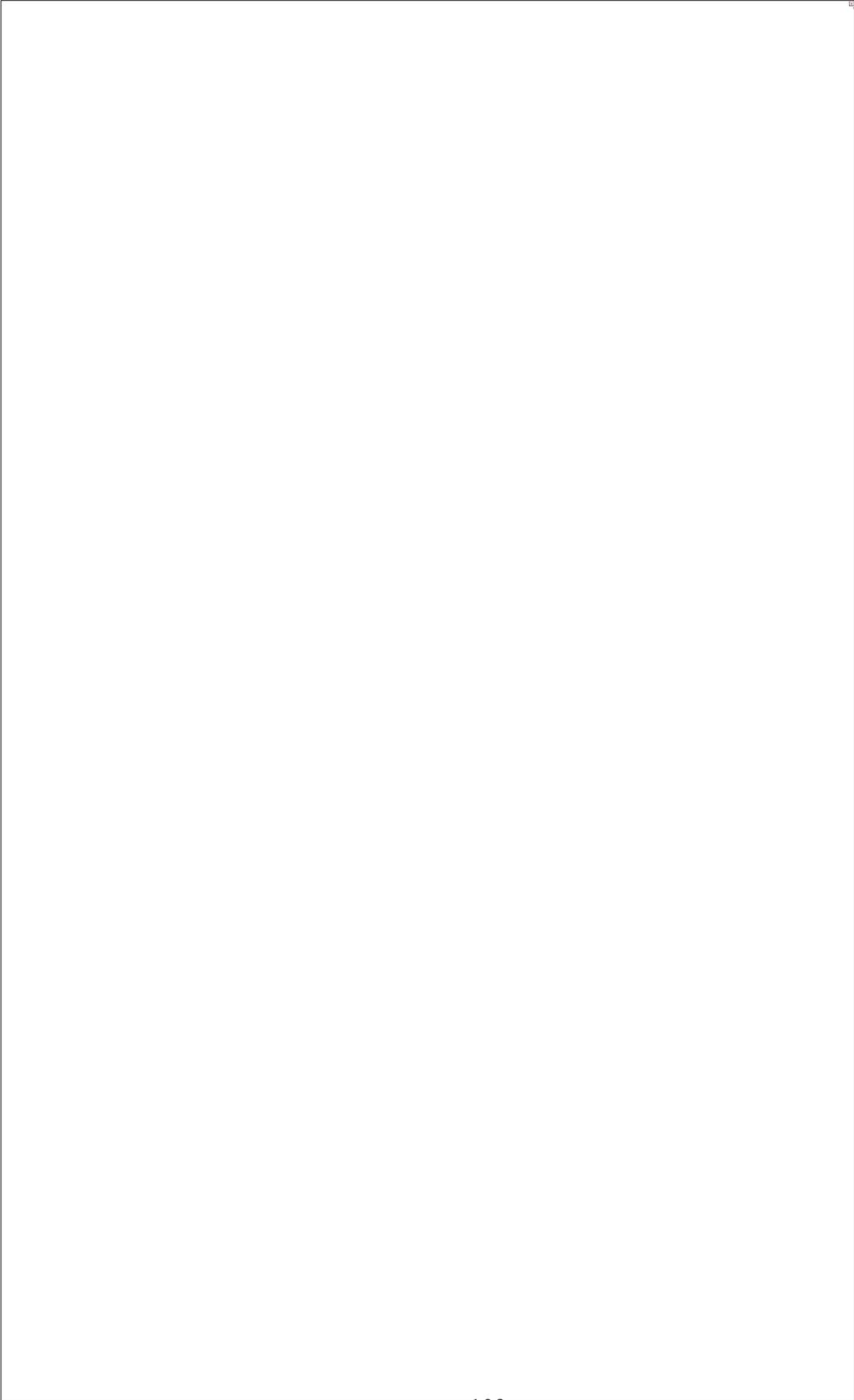
Date

Clinical Affiliate: \_\_\_\_\_

Room

Radiographer's signature \_\_\_\_\_

Student's signature \_\_\_\_\_



**Back Up Time Record**  
**APSU RADIOGRAPHY STUDENT TIME RECORD**

<b>Name (signature)</b>	<b>Date</b>	<b>Time In</b>	<b>Time Out</b>	<b>Tech's initials</b>	<b>Time Out</b>	<b>Tech's Initials</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
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14.						
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16.						
17.						
18.						
20.						
21.						
22.						
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25.						
26.						
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28.						
29.						
30.						

Austin Peay Radiologic Technology  
 Student Orientation Checklist  
 Must be completed the FIRST day of clinic BEFORE any exams are performed

Student Name: \_\_\_\_\_ Clinical Instructor: \_\_\_\_\_ Clinical Site: \_\_\_\_\_

Dates of Rotation: Start: \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_

**Please return this completed form to the school to be kept in the student file**

	Subject	Completed Y/N
1.	Clinical Site Values, Vision, Mission	
2.	Chain of Command	
3.	Location of Rooms Used by Students; MRI Policy	
4.	Documentation of Exams	
5.	Confidentiality- HIPPA	
6.	Location of Supplies: Gowns, Radiation Protection, Crash Cart, Etc.	
7.	Fire Electrical, and Chemical Safety	
8.	Valuables/Student Materials	
9.	Standard Safety Guidelines: Review Body Fluids/ Patient Mobilization/Fall Prevention and other standard precautions	
10.	Codes: How to Call a Code in the Facility. Types of Codes	
11.	Fire and Weather: Evacuation Procedures	
12.	Oriented to at Least one Examination Room	
13.	Review of Clinical Standards & Protocols Notes:	
14.	Review of Student Expectations: What the Student Expects to Learn, Comps Needed, Etc. Notes:	

Clinical Instructors Signature \_\_\_\_\_ Date completed \_\_\_\_\_

Austin Peay Radiologic Technology  
 Student Orientation Checklist  
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Student Name: \_\_\_\_\_ Clinical Instructor: \_\_\_\_\_ Clinical Site: \_\_\_\_\_

Dates of Rotation: Start: \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_

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14.	Review of Student Expectations: What the Student Expects to Learn, Comps Needed, Etc. Notes:	

Clinical Instructors Signature \_\_\_\_\_ Date completed \_\_\_\_\_

Austin Peay Radiologic Technology  
 Student Orientation Checklist  
 Must be completed the FIRST day of clinic BEFORE any exams are performed

Student Name: \_\_\_\_\_ Clinical Instructor: \_\_\_\_\_ Clinical Site: \_\_\_\_\_

Dates of Rotation: Start: \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_

**Please return this completed form to the school to be kept in the student file**

	Subject	Completed Y/N
1.	Clinical Site Values, Vision, Mission	
2.	Chain of Command	
3.	Location of Rooms Used by Students; MRI Policy	
4.	Documentation of Exams	
5.	Confidentiality- HIPPA	
6.	Location of Supplies: Gowns, Radiation Protection, Crash Cart, Etc.	
7.	Fire Electrical, and Chemical Safety	
8.	Valuables/Student Materials	
9.	Standard Safety Guidelines: Review Body Fluids/ Patient Mobilization/Fall Prevention and other standard precautions	
10.	Codes: How to Call a Code in the Facility. Types of Codes	
11.	Fire and Weather: Evacuation Procedures	
12.	Oriented to at Least one Examination Room	
13.	Review of Clinical Standards & Protocols Notes:	
14.	Review of Student Expectations: What the Student Expects to Learn, Comps Needed, Etc. Notes:	

Clinical Instructors Signature \_\_\_\_\_ Date completed \_\_\_\_\_