



SCHOOL OF RADIOGRAPHY

Handbook for Student Radiologic Technologists



Table of Contents

	Page
Mission	4
Program Goals	4
Equal Opportunity Policy	5
Technical Considerations (Physical Requirements) Policy	5
Patient Information Policy	5
Drug-Free Policy	6
Sexual Harassment Policy	6
Attendance Policy	7
Leave of Absence Policy	7
School Hours Policy	7
Personal Leave Policy	8
Military Leave Policy	8
Inclement Weather Policy	9
Funeral & Bereavement Leave Policy	9
Counseling Services	10
Communicable Disease Policy	10
Graduation Policy	10
Dress Code Policy	10
Radiation Dosimetry Badges and Hospital Identification Policy	11
ALARA Policy	11
Safety Policy	12
Housing and Transportation Policy	12
Employment Concurrent with Radiography Training Policy	12
Contact Information Policy	13
Mandatory Health Insurance Policy	13
Financial Assistance	13
Expense and Refund Policy	13
Breaks and Lunch Policy	13
Patient Identification Policy	13
Academic and Clinical Records Policy	14
Readmission Policy	14
Transfer Student Policy	14
Married Student Policy	14
Pregnancy Policy	14
Textbooks and Materials Policy	15
Reimbursement Policy	16
Student Concerns Policy	16
Student Representative Policy	16
JRCERT Standards Compliance Policy	16
Professional Society Policy	17
Clinical Evaluation Policy	17
Remediation Policy	17

Minimum Patient Exam Requirements	19
Competency Repeat Policy	20
Competency Quantity Requirement Policy	21
Clinical Grading Policy	21
Clinical Performance Policy	22
Professional Conduct Policy	23
Performance Improvement/ Corrective Action Policy	23
Policy Change Policy	24
Criteria for Clinical Evaluations	25
Competency Evaluation	28
Clinical Rotation Evaluation	29
Exam Sheet	30
Signature Page	31
Veteran Student Addendum	32

The purpose of this handbook is to provide a guideline of regulations, policies and benefits for the Student Radiologic Technologist. The content of this handbook defines the school's expectations of student performance. In order to meet academic and clinical objectives the student technologist will participate in many clinical activities that will require direct patient contact. Therefore, it is likely that the students' action will directly affect the outcome of the patients' health. In order to ensure patient safety and maintain quality patient care, the policies stated in this handbook are designed to indicate specific performance boundaries in which the student must function. The radiology department provides a 1:1 ratio of staff radiographers to students engaged in competency based clinical education. The program provides a 1:10 ratio of Clinical Instructors to students engaged in competency based clinical education. During classroom instruction, the instructor to student ratio is 1:11. While adequate supervision is maintained through out the program, it is the student's responsibility to realize the boundaries of their own skill set and request additional supervision when needed.

Our Mission:

To provide East Tennessee with competent and caring radiography graduates dedicated to excellence in the delivery of health care.

Program Goals:

Graduates/Students will demonstrate entry-level clinical competency in diagnostic imaging procedures,

- Student Learning Outcomes: The student will demonstrate appropriate patient care.
The student will apply accurate positioning skills.
The student will practice radiation protection.

Graduates/Students will communicate effectively.

- Student Learning Outcomes: The student will employ effective oral communication.
The student will employ effective written communication.

Graduates/Students will possess critical thinking skills.

- Student Learning Outcomes: The student will demonstrate problem-solving skills.
The student will adapt standard procedures for non-routine patients.

Graduates/Students will model healthcare professionalism.

- Student Learning Outcomes: The student will provide confidentiality of patient health information.
The student will provide a professional healthcare environment.

Equal Opportunity Policy

The School of Radiography is committed to equal educational and employment opportunity practices that conform to both the spirit and letter of the law. The School of Radiography is committed to nondiscrimination on the basis of race, color, religion, sex, national origin, disability, age, or veteran status. This policy extends to recruitment, selection, training and all other terms and conditions of student status. Complaint procedure should follow the Student Concerns Policy. Students are encouraged to identify any learning disabilities that may affect their ability to be successful in their course of study. In order to provide special classroom accommodations, the student will be required to provide a copy of a current evaluation by a licensed psychologist or learning specialist who has been trained and licensed to evaluate learning disabilities.

Technical Standards Policy

Prerequisite for admission and graduation from the University of Tennessee Medical Center's School of Radiography requires students to manage the following physical demands:

1. Frequent pushing and pulling of radiographic equipment and patients to and from the x-ray table.
2. Frequent lifting and moving objects of up to 50 pounds while performing patient transfers and bedside radiography.
3. Frequent reaching, crouching and standing while wearing lead radiation protection garments.
4. Frequent use of fine motor skills (touch and temperature discrimination) while adjusting the equipment, positioning the patient and monitoring their condition.
5. See, hear and speak in English to a patient at all times during the exam.
6. As a result of caring for and handling of patients in a radiation area, you will frequently be exposed to disease and radiation.

Patient Information Policy

You are expected to treat all patients with respect and dignity. All employees, physicians, students and others associated with the institution are expected to respect patients' rights, especially privacy. No one should access, share or discuss patient information, patient medical record information, and patient billing information or other patient information that does not have a legal and approved reason to do so. Information collected in the medical records of patients is kept confidential unless it is necessary to serve the patient or required by law. In order to assure a patient's right to privacy, specific information about a patient will be released only to persons authorized by law or by the patient's consent.

Drug-Free Policy

The School of Radiography prohibits the unlawful use, manufacture, possession, distribution or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812), or alcohol on UHS property. Violation of this policy is grounds for corrective action, up to and including immediate discharge. Federal and state laws as well as local ordinances provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-6-401 et seq.).

The School of Radiography is bound to take all appropriate actions against violators, which may include referral for legal prosecution. The unlawful presence of drugs or alcohol at school and/or being under the influence of alcohol or other drugs during the normal school day violates The School of Radiography's Drug-Free Policy.

The program expects students to report to school in a condition to perform their duties in a safe and productive manner. All pre-enrollment and for cause alcohol or other drug screening will be performed at the expense of The School of Radiography.

Final applicants for enrollment will be required to submit to a drug and alcohol screening prior to enrollment. A final applicant is defined as the person chosen to fill a student position contingent upon successful completion of a drug and alcohol screen. A preliminary offer of enrollment must be made and accepted prior to screening. For any applicant, who screens positive for any illegal drug, or who screens positive for alcohol or for any legal drug for which the applicant does not have a valid prescription, the offer of enrollment will be canceled.

Any student who appears to be unfit for school due to suspected influence of alcohol and other drugs may be required to submit to urinalysis, breathalyzer or blood tests. A reasonable suspicion sufficient to screen will be based on a reasonable belief that a student may be under the influence or is using a prohibited drug, or is otherwise in violation of The School of Radiography's Drug-Free Policy. Reasonable suspicion is based on specific, current or continuing physical, behavioral or performance indicators of probable drug use and/or information provided by reliable and credible sources.

Sexual Harassment Policy

The School of Radiography believes all employees, visitors, patients, clients, students and vendors have a right to an environment free from any type of discrimination including sexual harassment. Sexual harassment is prohibited and such conduct will result in disciplinary action up to and including termination. The

School of Radiography prohibits any retaliatory action against anyone for opposing an action, which he or she believes to be sexual harassment. Any person making false accusations will be disciplined up to and including termination.

Definition:

Sexual Harassment is a violation of Section 703 of Title VII Civil Rights Act of 1964 and is defined as:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive environment. Any person who believes he/she is being sexually harassed should politely but firmly confront whoever is doing the harassing by stating the behavior is not acceptable and request the person cease the harassing behavior. If the behavior continues, the student should report the behavior immediately to the clinical instructor or program director

Attendance Policy

Class attendance is mandatory. Attendance and School Hours Policies are strictly enforced. Since punctuality and attendance are vital to dependable performance, clinical knowledge and didactic knowledge, records are kept to give future employers accurate information.

Leave of Absence Policy

A leave of absence from school may be granted only due to extreme circumstances, and then at the discretion of the Program Director. Students granted leave of absence would be allowed to make-up the assignments (clinical and didactic) during normal school hours following the graduation ceremonies for the class in which they were admitted.

School Hours Policy

Student experiences during scheduled school hours are directly related to learning objectives. Each student is involved with the program 32.5 contact hours per week. The student's school hours are 8:30 a.m. until 3:00 p.m. Monday through Friday. Each week the student will spend approximately 13 hours in didactic instruction with the remainder of the school week is spent in clinical assignments.

The student is responsible for clocking-in/out each day at the time clock located in the Radiology Department. Any student clocking-in later than the designated time of arrival or clocking-out prior to the designated time of departure will be penalized*. If the student will be absent or tardy they must notify the clinical office (305-9682) before his/her designated time of arrival and leave his/her name and an explanation. The student will be considered tardy if they are not in his/her assigned area in uniform by 5 minutes after his/her designated time of arrival. If the student is at school and unable to be located by reasonable means, the school staff reserves the right to clock-out the student until such time they are located. If a student needs to leave the campus for any reason, they must (1) notify a school official, (2) complete an early-out form (3) and clock-out. **Under no circumstances should a student clock another student in or out.**

*If the student clocks-out early without permission or is tardy, the time missed due to this will be deducted from personal leave time and one demerit will be assigned to the student. The combination of 4 demerits per semester or 2 per mini term will result in a deduction of points from the final clinical grade. Deductions will be tallied as minus 1 point for each demerit exceeding 4 per semester or exceeding 2 per mini term.

Personal Leave Policy

A total of 10 days (60 hours) personal leave during the training period is available to each student to use when ill or unable to be at school. All doctor and dentist appointments should be scheduled before or after school hours or on days off when possible. If scheduled during school hours a signed statement from the doctor's office must be submitted upon returning to school. Absenteeism beyond the initial 10 days (60 hours) will be reflected in the student's final clinical average. The student's final clinical grade will be reduced one letter grade for each day absent beyond the initial 10 days of personal leave.

Military Leave Policy

A student who receives orders to report for training or active duty in the armed services of the State of Tennessee or of the United States will be granted leave of absence of up to 15 days in any one calendar year. The student must provide the Program Director with a copy of the activating orders prior to receiving a military leave of absence. The student is responsible for missed academic notes, labs and/or tests. Test will be given as scheduled and if the student is not present, a make-up test may be administered at the discretion of the instructor.

Inclement Weather Policy

The School of Radiography follows Pellissippi State Community College's inclement weather class cancelations.

Funeral and Bereavement Leave Policy

A student who is absent during his/her regularly scheduled school week due to the death of an student's spouse, child, or parent, the student may receive up to 30 hours (5 days) of bereavement leave.

A student who is absent during his/her regularly scheduled school week due to the death of a brother, sister, in-law, grandparent, grandchild, the student may receive up to 18 hours (3 days) of bereavement leave.

1. All bereavement leave must begin within 24 hours of the death and the leave must be approved by the program director.
2. The student must notify the program director within 24 hours of the death of the relative to be eligible for bereavement leave.
3. The student must provide the program director with verification of the death.
4. Any holiday occurring at this time will be counted as part of the bereavement leave.
5. Missed tests must be completed within 5 class days once the student returns from bereavement leave.

Students are responsible for missed academic notes, labs and/or tests. Tests will be given as scheduled and if the student is not present, a make-up test may be administered at the discretion of the instructor.

The maximum program length is 6.5 semesters. All make-up time must be completed after the graduation ceremony and before a certificate of graduation is issued. Make-up time must be scheduled with the clinical instructor. Make-up time cannot exceed 10 hours per day or 40 hours per week. If it is discovered at any time during training that the student owes in excess of 260 hours (8 weeks x 32.5 hours/ week) the student will be dismissed from the program and must apply to be reaccepted.

The student will be allowed 8 weeks of vacation during the entire training period. Vacation times are predetermined by the Program Director. The following holidays are recognized by the school: New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

Counseling Services

For all matters other than academic or discipline counseling, students are referred to Chaplin Services for private consultation.

Communicable Disease Policy

Any student with signs and symptoms of an infection (rhinitis, weeping sores/wounds, eye drainage, and temperature above 100 degrees) may not be allowed entrance to the clinical area. Students having such illness should report it to the clinical instructor or program director. If needed, the Occupational Health Services and/or Infection Control Department will be consulted. Upon admission to the program, students are required to attend Hospital Orientation, which consists of Infection Control and Blood Borne Pathogens. An annual update is required.

Graduation Policy

The student will be eligible for graduation once all course work and clinical requirements have been satisfied. The maximum course length will not exceed 6.5 semesters.

Dress Code Policy

All students must wear ceil blue, clean and unwrinkled uniforms with sleeves and conservative necklines. A clean, all white T-shirt may be worn under scrub shirts. If the T-shirt sleeve is visible, it must extend to the wrist. Hemlines of dresses and skirts must be at or below the level of the knee. A white or ceil blue scrub jacket/ cardigan may be worn with the uniform. Hose and/or socks must be worn. Students may wear either white professional duty shoes or white all leather athletic shoes. In either case, the shoes must be clean, polished, and in good repair. Hair color will be of natural hues.

Uniforms:

In assigned areas other than surgery, the student will wear a clean, non-stained, and pressed, ceil blue scrub uniform without gathered or banded legs. All pants

must be hemmed to prevent contact with the floor. Green surgical scrubs and lab coats are provided by the hospital and are to be worn only during the surgery rotation. The student is responsible for retrieving and returning scrubs on a daily basis. (Note: During surgical rotations, the student will have a ceil blue uniform at school.) Surgical scrubs and lab coats are never to be worn out of the hospital or taken home.

The students' hair must appear dry, neat and clean. Long hair will be kept pulled back from the face. If hair falls over shoulders it must be pulled up. Hair ribbons and decorative hair ornaments will not be permitted. Beards and mustaches must be short, neat and trimmed. Male students must shave prior to the start of the school day. Male students wishing to grow a beard must sign a shaving waiver. Fingernails must be neat and trimmed on a regular basis (nail tip length shall be less than 1/4" in length). Clear or cream nail polish may be worn. Neither artificial fingernails nor nail art is permitted.

Excessive make-up and jewelry are not permitted with a uniform. Jewelry is limited to a watch (preferably with a second hand) and one pair of small stud earrings may be worn one earring per ear. A small gold neck chain and only one ring per hand are permitted. No bracelets of any type may be worn. Body art must be covered at all times. Visible body piercing, other than earrings, is not permitted.

Radiation Dosimetry Badges and Hospital Identification Policy

Radiation dosimetry badges and hospital identification shall be worn on the upper left lapel. The student will change the dosimetry packet on the first school day of each month to ensure an accurate and timely record of his/her radiation dose. Dosimetry badges are to be left on a designated board in the Radiology Department each day before leaving school and never worn out of the hospital. Hospital identification shall be worn during school hours when the student is on hospital grounds. The student will not place stickers, tape and/or markers on any portion of the identification badge. Photo ID's will be issued for library privileges.

ALARA Policy

X-ray equipment may only be activated by authorized personnel under the following guidelines:

1. All students will wear collar badges at all times while in the clinical area. The student will change their badges quarterly. Film badges will be stored on the pegboard outside the locker room.
2. All students are required to monitor their quarterly exposure report and discuss concerns with a school official or Radiation Safety Officer.
3. During each exposure, operators shall stand behind a protective barrier or wear a lead apron. For portable exams, they must stand 6 feet from the beam and wear a lead apron.
4. All doors shall be closed during the exposures.
5. Only individuals required for the radiographic procedure shall be in the room during exposures and all shall use appropriate protective devices.
6. The use of lead gloves is required when the hand must be placed in the primary beam.
7. When a patient must be held in position for radiography, mechanical

- supporting or restraining devices should be used. If an individual must hold the patient, that individual shall wear appropriate protective devices and shall be positioned so that the primary beam will strike no part of their body.
8. The primary beam shall be restricted to the area of clinical interest or to the size of the film used.
 9. When possible, gonadal shielding shall be used on all patients of either sex.
 10. Any equipment malfunction, which may affect patient or operator safety, shall be immediately reported to biomedical services for repair.
 11. If at any time during the training period a student's radiation monitor receives 75% of the Annual Effective Dose Limit the student will receive a letter of counseling for failure to adhere to the ALARA Policy. The student will then attend remediation in radiation safety prior to re-admittance to the clinical area.
 12. If at any time during the training period a student's radiation monitor reaches the Annual Effective Dose Limit, the student will be dismissed from the program for failure to adhere to the ALARA Policy.

Safety Policy

Universal (standard) precautions will be used at all times when handling patients, patient specimens, or administering contrast agents. Patients will be identified by name and medical record number prior to the administration of any medication or contrast media. The MSDS is located on Insite. Any equipment malfunction, which may affect patient or operator safety, shall be immediately reported to maintenance for repair. Complaint or identification of unsafe conditions should follow the Student Concerns Policy.

Housing and Transportation Policy

The student will be responsible for his or her own housing and transportation. The school does not provide dormitory space or any type of housing referral. Personal cars must be registered with campus security to obtain a parking permit. The student will display his/her parking permit and park in his/her assigned parking area.

Employment Concurrent with Radiography Training Policy

Full-time and part-time employment is not encouraged as it has been found to interfere with the student's progress. If such employment is necessary, the Program Director must be notified. School hours will not be altered to fit an employment schedule. If the employment is through The University of Tennessee Medical Center or any other health institution, duties completed as required by the students' employment will not count toward fulfillment of any clinical objective required by The School of Radiography at U.T.M.C.

Contact Information Policy

The student will provide the program with a current phone number and mailing address.

Mandatory Health Insurance Policy

Enrolled students are required to carry a health insurance plan.

Financial Assistance

The School of Radiography is a non-participant in Title IV government guaranteed funds. Eligible students may elect to receive U.S. Department of Veterans Affairs education (GI Bill) benefits while attending the radiography school. First year students are eligible to apply for The McCoy Scholarship. A committee made up of educators, the scholarship provider and a radiology administrative representative awards the scholarship. For matters that are personal in nature, students are referred to Chaplin Services for private counseling.

Expenses and Refund Policy

Total tuition is \$6000 and is not refundable. The first \$500 must be paid upon acceptance to school and the remaining balance paid on the first day of attendance. Textbooks for the two-year period will cost approximately \$800. Currently there is no graduation fee. Students must provide for uniforms, meals, housing and transportation. In addition, students are encouraged to join and participate in professional societies, which require minimal annual student dues.

Breaks and Lunch Policy

The student will be allowed thirty minutes for lunch as well as a one fifteen minute break during school hours. Breaks must be taken outside of the Radiology Department. The Clinical Instructor will designate times for lunch and breaks. The school day will not be shortened by taking no lunch or break.

Patient Identification Policy

The student will be responsible for correct patient identification. The patient's name and medical record number on his/her wrist or ankle band will be verified with his/her requisition before every examination. Any patient not wearing a hospital identification band shall not be radiographed. All images must be correctly identified with the patient's name, medical record number, date of exam

and a legible right or left marker. Students will not borrow or share right and left initial markers.

Academic and Clinical Records Policy

The student must maintain at least a 2.0 in both the didactic and clinical phases for each grading period. All required courses must be passed on the first attempt. Failure to meet either of the above criteria may result in dismissal from the program. Student may request to review their grades at anytime during the course. Transcripts are kept and furnished to the student at the end of each semester/mini-term. Outstanding student achievement is acknowledged during each graduation ceremony. The grading scale is course specific and can be found on each course syllabus.

Readmission Policy

To be considered for readmission, the student must establish proof of unusual circumstances beyond his or her control, which led to poor academic performance. The Medical Director and Program Director will evaluate the request on an individual basis. Should the student be readmitted it will be upon the terms and conditions deemed appropriate. Readmission is not guaranteed.

Transfer Student Policy

The program does not accept transfer students.

Married Student Policy

Students married before entering the program or after becoming a student will not be offered special consideration in scheduling or assignments and are expected to participate in all aspects of the program.

Pregnancy Policy

In accordance with the recommendation by the National Council on Radiation Protection and Measurements (NCRP) the maximum allowed dose to radiation workers is 5000 mrem per year but only 500 mrem is allowed to the fetus during the entire gestation period. The NCRP states that when the limit of 5000 mrem to the mother is met, the dose to the fetus will normally be less than 500 mrem in DIAGNOSTIC RADIOLOGY.

In DIAGNOSTIC RADIOLOGY the standard of protection makes it unlikely that an unborn child could receive more than 500 mrem in any clinical environment. However, the higher radiation levels in some areas give a potential for exceeding

this level over a period of many procedures if some component of this protection breaks down for any reason.

Should a student discover or suspect that they are pregnant the student has the OPTION to disclose or not to disclose the pregnancy to the radiography program. Due to the number and variety of courses in the curriculum, and the importance of maintaining a clinical rotation schedule through the various assigned areas in conjunction with an on going didactic program, students enrolled in this program are strongly encouraged NOT to become pregnant during the two years of her schooling.

In the event, the student is pregnant and chooses to disclose her pregnancy and sign a declaration of pregnancy the radiography program will be held responsible by regulatory agencies for maintaining the fetus below the 500 mrem limit. If the student chooses to declare pregnancy; they are requested to adhere to the following policy.

The following guidelines pertain to a declared pregnancy:

1. Notify the Program Director in writing and schedule a consultation with the radiation safety officer.
2. The declared pregnant student should discuss her radiation exposure with her personal physician and follow his/her directions. The student will then submit a statement from her physician verifying pregnancy and expected due date.
3. The declared pregnant student is expected to practice ALARA (maintaining radiation exposures as low as reasonably achievable) at all times.
4. Should the cumulative fetal radiation dose reach 75% of the 500 mrem limit during her period of pregnancy, she will be interviewed by the radiation safety officer and reeducated in radiation protection.

Government regulations require that the worker have the freedom to not declare her pregnancy, or to undeclare her pregnancy after she has declared it. The radiography program must then treat her as though she was not pregnant, and will not be held responsible by regulatory agencies for maintaining the fetus below the 500 mrem limit.

The declared pregnant student will follow the original clinical rotation schedule design. Radiation monitoring measures for the declared pregnant student shall conform to the departmental pregnancy policy.

Textbooks and Materials Policy

Students will be required to purchase only those books that will be used in the course curriculum. Textbooks are ordered for purchase by the student and must

be paid for in the cashier's office. Changes in textbooks will not be made after the course has begun except when absolutely necessary.

Reimbursement Policy

Students are expected to reimburse the program for any damages or financial charges incurred while in attendance.

Student Concerns Policy

The School of Radiography provides due process for all student concerns. The following steps shall be followed.

1. Discussion with the Program Director within 5 school days of the occurrence.
2. The Program Director will respond to the student within 5 school days.
3. If not resolved, the student will submit a letter stating the concern within 5 school days to the Program Director, Department of Radiology Administrator and the Medical Director who will respond within 5 school days.
4. If not resolved, the final appeal would be made to a representative(s) of the Human Resources Department who will respond within 5 school days. If in any of the above steps legal counsel is present, they will remain silent during the proceedings.

Student Representative Policy

Each class will elect a student representative to sit on The School of Radiography Advisory Committee. His/her responsibility will be to attend monthly meetings and bring concerns of the student body to committee's attention.

JRCERT Standards Compliance Policy

It is the desire of The School of Radiography to maintain JRCERT Standards at all times. If, however, the student discovers areas of non-compliance the following steps shall be taken:

1. Discussion with the Program Director within 5 school days of the occurrence.
2. The Program Director will respond to the student within 5 school days.
3. If not resolved, the student will submit a letter stating the concern within 5 school days to the Program Director, Department of Radiology Administrator and the Medical Director who will respond within 5 school days.
4. If not resolved, the student will submit a letter stating the problem to the JRCERT.

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 900
Chicago, Illinois 60606-2901
312-704-5300
www.jrcert.org

mail@jrcert.org

Professional Society Policy

The student is expected to actively participate in the Radiological Societies, which are The Tennessee Society of Radiologic Technology and the American Society of Radiologic Technology. This includes becoming a member and attending the local monthly educational meetings. The student will provide the Clinical Instructor with verification of attendance. Yearly dues for students are minimal.

Clinical Evaluation Policy

Upon completion of a procedures unit, the student is expected to transfer the cognitive information presented in the classroom to functional information to be used in the clinical setting. A laboratory demonstration is used to facilitate this transfer of information. Following the laboratory demonstration, the student will be expected to complete a minimum number of patient exams under direct supervision of a registered technologist. *The minimum number will be specified further in this policy. After completing the examination on the patient, the student will present an Exam Sheet to the technologist. The technologist will verify the student's participation and make comments and suggestions as necessary. After completion of the minimum number of examinations, the student will present the Clinical Instructor with the images and the Exam Sheets for approval. After approval of the clinical examinations and the didactic test, the student will then be able to challenge the final competency. It is the student's responsibility to gain sufficient clinical experience in those procedures presented

in lab. The required minimum number of patient exams may be exceeded if the student feels he or she needs additional experience. Extensive performance of actual patient exams is encouraged and will facilitate in successful completion of the final competency evaluation. Successful completion is defined as a passing score of 89% or higher on any clinical competency evaluation. The number of phantom/simulation competencies may never exceed the number of successfully completed patient competencies.

Remediation policy

The clinical competency evaluations ensure that a student demonstrate competency at a point in time. However, this does not guarantee the student retains the competency over time. Students that appear to have lost clinical competency will require remediation and redemonstrate competency.

The methods employed for clinical remediation will be at the discretion of the program director in consultation with clinical instructors. If remediation is

indicated, the student will be informed in writing and provided with documentation of progress. Clinical rotations will be altered to allow additional time within the area where the procedure is commonly performed. As a result of the time spent in clinical remediation, the student will give up equal time in the student choice rotation. If the student exhausts all time set aside for student choice rotation, the training period may be extended. The decision to extend the training period up to eight weeks is at the discretion of the program director. The maximum program length is 6.5 semesters. Once a student has completed remediation they must re-challenge the competency exam and pass. Only then will a student resume their normal clinical rotation.

As a general guide, clinical remediation will require the student to revisit the material presented in procedures lab as well as notes taken during lecture. Demonstration of competency may consist of written tests, image critique, and competency evaluations.

Minimum Patient Exam Requirements:

The following chart describes the minimum required preparation exams necessary to challenge the final competency exam as well as those exams that the student will demonstrate final competency.

RADIOLOGICAL PROCEDURES	Simulation	Patient	Date Completed	Patient or Simulated	Verified By
Min. prep: One patient exam/*, all others phantom or simulation.					
CHEST & THORAX					
Chest, routine**		X			
Chest, Decubitus	X				
Chest, Less than 7 years old.*		X			
Chest, wheelchair or stretcher	X				
Ribs*		X			
Sternum	X				
EXTREMITIES					
Finger or Thumb*		X			
Hand*		X			
Wrist*		X			
Forearm*		X			
Elbow*		X			
Humerus*		X			
Shoulder*		X			
Shoulder, Trauma Axillary*		X			
Trauma Upper Extremity	X				
Foot*		X			
Ankle*		X			
Tibia and Fibula*		X			
Knee*		X			
Patella	X				
Femur*		X			
Trauma Lower Extremity	X				
Scapula	X				
Clavicle	X				
Acromioclavicular Joints	X				
Os Calcis	X				
HEAD AND NECK					
Facial Bones	X				
Nasal Bones	X				
Paranasal Sinuses	X				

Skull*		X			
Zygomatic Arches	X				
Mandible/ Panorex*	X				
SPINE AND PELVIS					
Cervical Spine*		X			
Trauma C-Spine (X-table lateral)	X				
Thoracic Spine*		X			
Lumbosacral Spine*		X			
Pelvis*		X			
Hip*		X			
Trauma Hip (cross-table lateral)	X				
Sacrum and/or Coccyx	X				
ABDOMEN AND GI TRACT					
Esophagus Study*		X			
Abdomen, supine and upright**		X			
Upper G.I. Series**		X			
Small Bowel Series		X			
BE (single or double contrast)**		X			
Intravenous Urography*	X				
MOBILE AND SURGICAL					
Portable Chest**		X			
Portable Abdomen**		X			
Portable Orthopedics**		X			
C-Arm Procedure (surgical)****	X				
GENERAL PATIENT CARE					
CPR	X				
Vital Signs (TPR)/ O2	X				
Venipuncture		X			
Radiographic Equipment	X				
Medical Equipment	X				
Patient Transfer	X				
Sterile Technique		X			

Competency Repeat Policy

The student is expected to successfully complete the final clinical competency evaluation with a maximum of three (3) attempts. Failure to obtain a passing score within the three attempts will result in a letter of counseling due to failure to progress and may result in disciplinary action. The maximum allowed number of repeat attempts during the entire training period is five (5). Failure of a competency that would lead to a sixth repeat attempt will result in the student dismissal from the School of Radiography due to failure to progress.

Competency Quantity Requirement Policy

The student will have successfully completed the following minimum number of final competencies by the end of the term indicated to ensure continuity between procedures covered in class and the timely completion of clinical competencies.

<u>Term</u>	<u>Minimum number of successfully completed final competencies.</u>
1	2
2	11
3	23
4	27
5	31
6	41
7	53
8	57

Each student must successfully complete 57 final competencies during the two-year training period. The above criteria will ensure that the student will not receive an incomplete on his/her clinical grade report and that they are functioning at an acceptable minimum level. This is only the minimum requirement per term. The student will not be penalized for doing more than the minimum number of final competencies per term. For example, if fourteen competencies were successfully completed during the second term, the grade on the first nine competencies would be applied to the second term and the remaining five grades would be applied to the third term. This would mean the student would then need to complete at least seven more competencies during the third term. Failure to successfully complete the required minimum number of final competencies will result in a record of conference and disciplinary action up to and including termination from the program.

Clinical Grading Policy

The Clinical Competency Evaluation shall compose 80% of the students' clinical grade. Clinical competencies that result in failing scores will be averaged into the clinical grade. Following remediation and additional practice the competency must be re-challenged (See Competency Repeat Policy). The student must ultimately demonstrate competency on the exam, however the original score will be recorded for grading purposes. The clinical instructor will complete a Clinical Performance Review on each student at the end of the every semester. The Clinical Performance Review will reflect 10% of the clinical grade. The remaining 10% of the clinical grade will consist of the technologists' evaluation of the student's performance. The Technologist Evaluation forms will be given to the student at the beginning of each rotation. The form must be completed and

signed by the technologist supervising the student. In order to receive credit for a Technologist Evaluation, the student will deliver the tech evaluation to his/her supervising technologist, and return the completed and signed form to the clinical instructor by the date indicated on the form.

Clinical Performance Policy

The student must:

1. Meet and demonstrate proficiency in the performance of the posted room objectives.
2. Perform, under the direct supervision of a registered technologist, all exams in the student's assigned area. *Direct supervision – Student supervision by a qualified practitioner, who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiographs. This requires that a registered technologist evaluate the request, be present in the room with the student, provide assistance if necessary and evaluate the finished radiograph.
3. Perform, under the indirect supervision of a registered technologist, all exams in the student's assigned area that a final competency exam has been passed. *Indirect supervision – Supervision by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. This requires that a registered technologist evaluate the request, be present in the immediate area for assistance and evaluate the finished radiograph.
4. Obtain direct supervision for **any** repeat radiographic exposure. A student's failure to comply with the repeat policy will result in a record of conference and disciplinary action up to and including termination from the program.
5. Precisely follow the instructions and the directions of the staff.
6. Ask for clarification of any directions given to him/her that he/she does not understand.
7. Take the initiative in obtaining information necessary to perform in the clinical area.
8. Inform the supervising technologist of where he/she is going if he/she leaves their assigned area.
9. Maintain patient confidentiality both at and away from school.
10. Correctly identify the requested exam, image and patient.
11. Correctly route finished images and patients to his/her proper destination.
12. Ensure patient safety through prevention and observation.
13. Ensure his/her assigned area is cleaned and stocked.

14. Ensure items utilized during an exposure are not left in the exam room.
15. Use a manual technique for all exams except chest, skull, abdomen and pelvis.

Professional Conduct Policy

The student will display professional conduct at all times. The following rules are mandatory and will be enforced.

1. The student will not eat, drink or chew gum in patient or clinical areas. Use of tobacco is prohibited on campus.
2. The student will remain in the assigned area at all times unless duty requires his/her absence.
3. The student will not discuss any patient's history, personal information, or inappropriate topics in a patient area.
4. All conversation will be kept to a minimal volume (just above a whisper).
5. The student will not question the supervising technologist in the presence of a patient.
6. The student will observe Universal Precautions at all times.
7. The student will not study in the assigned area unless **all** clinical objectives are met.
8. The student will check the student bulletin board each morning and periodically throughout the day. A bulletin board in the Radiology Department is specifically designated for student information. Schedules and clinical rotations will be posted as well as any other important information. E-mail accounts are provided for students. It is the responsibility of the student to check their mailbox.
9. The student will not bring books to their assigned clinical area.
10. The student will not falsify school records.
11. The student will not cheat.
12. The student will not sleep while on campus.
13. Cell phones are not permitted on your person. Cell phones may be placed in the student's locker. Department of radiology contact numbers will be provided.
14. Since the clinical area is governed by University Health Systems all UHS Policies will be enforced. A copy of these policies can be obtained via any networked UHS computer at <http://insite>.

Performance Improvement/ Corrective Action Policy

The following is a general guide to performance improvement, however, multiple or diverse offenses may be combined and considered together when determining the seriousness of the corrective action to be taken. An event that would call to question a student's character, both on and off campus, will be managed as a

third offense. A sentinel event that entails an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof will be managed as a third offense.

- First offense Verbal warning with written documentation.
- Second offense Written warning with or without suspension or probation.
- Third offense Written warning with suspension, probation or dismissal from The School of Radiography.
- Dismissal If unsatisfactory performance is not corrected or reoccurs, the student will be dismissed. The Program Director, Administrative Director of Radiology and the Head of Human Resources or designee will be contacted in advance of any student's dismissal to review all materials regarding the dismissal and other appropriate documents. If the student needs to be removed from the program before all documents are reviewed, then the student will be suspended subject to dismissal pending further investigation. The student will be notified of the suspension both verbally and in writing. A school official will accompany a dismissed student during the separation process. Before penalties are enforced, the Program Director and the Administrative Director of Radiology, in consultation with Human Resources, will consider the nature of the offense and the previous corrective actions. A student desiring to appeal a suspension or dismissal may do so by following the provisions of the Student Concerns Policy.

Policy Change Policy

Since our sponsoring bodies are dynamic and may at any time place new demands or restriction upon the program, the school reserves the right to institute new or change existing policy. Such policy change may be directed by but not limited to The Joint Review Committee on Education in Radiologic Technology, The University of Tennessee Medical Center, The Department of Radiology or The School of Radiography. When policy is changed, the student will be required to sign a copy of the change attesting to receipt of and agreeing to abide by the new policy.

CRITERIA FOR COMPETENCY EVALUATION

General

1. Interpretation of requisition

The student was able to:

- Identify the procedure, history, patient's name, MR #, and mode of travel.

2. Facilities Readiness

The student was able to:

- Have radiographic table and other equipment clean and ready.
- Have the room stocked with supplies.
- Have the equipment turned on and cassettes and other accessories ready.

3. Equipment Use

The student was able to:

- Safely operate radiographic equipment.
- Properly use the tube and table locks and controls.
- Demonstrate the use of his/her technique book.

4. Technique Book Available

The student was able to:

- Demonstrate the use of their technique book.

Performance

5. Patient care and handling

The student was able to:

- Locate the correct patient and assist to the radiographic room.
- Have the patient gowned properly and keep them covered for privacy.
- Explain the examination to the patient in a calm manner so they can understand.
- Give proper moving and breathing instructions.
- Inquire about the possibility of pregnancy in female patients.
- Follow up the exam with the accurately keying the exam taken and routing of the films.

6. Correct radiographic positioning and centering

The student was able to:

- Place the patient correctly on the table and assist them to the required position.
- Place the image receptor and body part in the correct relationship.
- Correctly angulate and center the central ray.
- Properly place the right or left marker and identify the radiograph with the patient's information.

- Perform each projection in a maximum of 5 minutes.

7. Correct accessory selection and use

The student was able to:

- Selects appropriate accessories based on patient needs.
- Use immobilization devices, sandbags, sponges and grids as needed.
- Fill syringes with the correct contrast media or other solutions using aseptic technique.

8. Correct technical factor selection

The student was able to:

- Measure the patient and select proper technical factors.
- Adjust the exposure factors for body habitus, pathology, and motion.
- Adapt exposure factors for changes in SID, grid ratio, and collimation.

9. General radiation protection

The student was able to:

- Cone or collimate to the part.
- Use gonadal shields where applicable.
- Wear his/her film badge.
- Wear a lead apron and gloves as appropriate.
- Keep the exposure room door closed.

Image

10. Correct Centering and alignment

The radiograph demonstrates:

- Correct centering and alignment.
- Correct SID and central ray angulation.

11. Correct density, contrast and definition

The radiograph demonstrates:

- Proper density and contrast.
- Correct image receptor, cassette holder, grid, etc. were used.
- No motion, grid lines or artifacts.

12. Correct position and rotation of the part

The radiograph demonstrates:

- The body part in proper position and rotation.

13. Correct patient identification and markers

The radiograph demonstrates:

- Right or left markers properly placed.
- Time and/or position markers correctly placed.
- Patient information, name, medical records number, etc. clearly visible.

14. Evidence of radiation protection

The radiograph demonstrates:

- Cone or collimation limits visible.
- Gonadal shield visible (where applicable).
- NO REPEATS

15. Correct identification of anatomy

The student was able to:

- Correctly identify anatomical structures and relate an in-depth knowledge of the physiology of these structures.

COMPETENCY EVALUATION

Student _____ Evaluator _____ Date _____

Lab ___ Final ___ Evaluation Adult ___ Phantom ___ Pediatric ___ Grade _____

Student Signature: _____

To be signed by student after review of the instructor comments.

Exam: _____ MR#: _____

<u>1. Interpretation of requisition</u>	<u>yes</u>	<u>no</u>	<u>SCALE</u>
<u>2. Facilities readiness</u>	<u>yes</u>	<u>no</u>	3 - Acceptable
<u>3. Equipment use</u>	<u>yes</u>	<u>no</u>	2 - Needs minor improvement
<u>4. Technique book available</u>	<u>yes</u>	<u>no</u>	1 - Needs major improvement
Deduct 2 percentage points for each "no"			0 - Unacceptable

Identify each projection

PERFORMANCE EVALUATION

<u>5. Patient care and handling.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>6. Correct radiographic positioning and centering.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>7. Correct accessory selection and use.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>8. Correct technical factor selection.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>9. General radiation protection.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>PERFORMANCE TOTAL</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>

IMAGE EVALUATION

<u>10. Correct centering and alignment.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>11. Correct density, contrast and definition.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>12. Correct position and rotation of the part.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>13. Correct patient ID and markers.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>14. Evidence of radiation protection.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>15. Correct ID of anatomy.</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>IMAGE TOTAL</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>

PROJECTION TOTAL

INSTRUCTOR COMMENTS: _____

Clinical Rotation Evaluation

This evaluation shall be completed by the student for each area of clinical rotation and returned to the clinical coordinator at the end of the rotation.

Student: _____

Clinical Area: _____ Dates Included: _____

Primary Technologist: _____

Secondary Technologist: _____

During did the technologists:

1. Give you directions that were easily understood?
2. Demonstrate good knowledge of the equipment?
3. Demonstrate good knowledge of the exams and procedures?
4. Demonstrate respect of the patient and give quality patient care?
5. Encourage and demonstrate radiation protection for the operator and the patient?
6. Make them selves readily available to you for assistance when needed?
7. Allow you to perform with only a minimal amount of or no assistance when possible?
8. Answer questions at appropriate times?
9. Openly criticize you in the presence of patients?
10. Assist you (in the radiographic room) and remain present for repeat radiographs?

Comments and/or suggestions:

Routine Patient Exam Sheet

Student Name: _____

Exam: _____

Required: _____

Patient I.D. Number: _____

Supervising Technologist Signature: _____

Patient I.D. Number: _____

Supervising Technologist Signature: _____

Pass / Fail

School Official Signature: _____ Date: _____

Student Signature: _____ Date: _____

(To be signed by student after review of instructor comments)

Comments:

I have read and understand the contents of The University of Tennessee Medical Center at Knoxville, School of Radiography Handbook for Student Radiologic Technologists and agree to abide by its policies. Any violation of the policies/rules/regulations contained within this handbook or found on the UHS web site are grounds for disciplinary actions up to and including termination from the School of Radiography.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Veteran Student Addendum

This catalog addendum applies to those students receiving U.S. Department of Veterans Affairs education (GI Bill) benefits while attending UTMC's School of Radiography. Please acknowledge by your signature below that you have read and understand the information in this addendum, and have received and understand the policies, rules and regulations of UTMC's School of Radiography.

Prior Credit Policy: Per, 38CFR 21.4253 (d)(3), previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students. Veterans must submit a copy of their DD 214 discharge certificate.

Attendance Policy: Students are expected to attend all classes as outlined in the Student Handbook. VA education benefits will be terminated for any student found to be in violation of Student Handbook policies. Only the Director, based on mitigating circumstances, may authorize the trainee to be recertified to VA.

Conduct Policy: Students must conduct themselves in a respectable manner as outlined in the Student Handbook. Unbecoming conduct that violates the conduct policy specified in the Student Handbook will result in termination of VA education benefits. Trainees whose education benefits are terminated due to unbecoming conduct will not be recertified to VA

Academic Progress Policy: Students receiving VA education benefits must maintain progress standards as outlined in the Student Handbook. Failure to meet this criterion will result in dismissal from UTMC's School of Radiography and termination of VA education benefits.

Retention of Records: UTMC's School of Radiography will retain records and accounts of students receiving VA Educational benefits for a period of three years following course completion. These records will be made available to the student upon request and certification.

Student Signature/Date

Printed Name