



2020-2021

**STUDENT HANDBOOK**

RADIOLOGIC TECHNOLOGY  
PROGRAM HANDBOOK

# **RADIOLOGIC TECHNOLOGY PROGRAM**

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## **Acknowledgment of Receipt and Understanding of the Radiologic Technology Program Student Handbook 2020-2021**

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

---

*Student Signature*

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*Date*

### **Academic Honesty Statement**

I understand that Southern University at Shreveport and the Division of Allied Health Sciences have academic honor codes. The academic work I submit will be my own and I will not receive any unauthorized assistance with any work I submit for this program.

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*Student Signature*

---

*Date*

## MISSION STATEMENT

Southern University at Shreveport, a unit of the Southern University and A&M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

To fulfill this mission, SUSLA is committed to:

- Providing university parallel college transfer programs designed to meet the requirements for the lower division of four-year college or university programs, Offering one-and two-year career programs designed to meet the demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions, and government, including associate degrees in art, sciences, applied sciences, as well as certificate programs.
- Providing developmental education designed to prepare individuals for successful completion of occupational-technical curricula or university parallel college transfer curricula.
- Conducting continuing education programs carefully designed to meet the lifelong learning needs of the communities served by the University; Continuing education courses are non-credit or for-credit. Non-credit courses can be taken for occupational upgrade, personal satisfaction and enhancement. Credit courses can be used for transfer credit, an associate degree or certificate, occupational upgrade or career change.
- Operating comprehensive student development services such as counseling and advising designed to facilitate educational, vocational, social and personal growth.
- Conducting research of the type appropriate to the Institution, especially the development of new and/or enhanced educational programs and offerings based on community needs.
- Providing specialized community service programs that are designed to improve the quality of life and meet identified cultural and educational needs within the Institution's service area.

## **ACCREDITATION**

The radiography program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850 Chicago, IL, 60606-3182, 312.704.5300, [www.jrcert.org](http://www.jrcert.org). This committee ensures that students enrolled in the program have instruction based on an up-to-date curriculum, the opportunity to train on state-of-the-art radiographic equipment, appropriate supervision levels and that graduates have the ability to obtain a license in all U.S. states mandating this requirement.

## **MALPRACTICE INSURANCE**

The State of Louisiana's Public Health and Safety Act 40:1299.39, Part XXI-A assumes student liability coverage by the state. This act is in the Radiologic Technology Program Director's office and in the Division of Health Science Dean Office. This liability plan does not provide coverage for part-time employment outside of the required clinical courses, and it does not include the operation of a motor vehicle.

## **MISSION OF THE RADIOLOGIC TECHNOLOGY PROGRAM**

The Radiologic Technology Program of Southern University at Shreveport offers an Associate of Applied Science Degree which prepares students for careers in Radiography. Dedicated to excellence in Radiography education, the program promotes an environment which fosters the development of critical thinking, creativity, problem-solving and cooperative learning through a wide range of instructional methods. The program's offerings include learning experiences from a variety of disciplines to provide a diverse foundation for science and radiography. Using the classroom and clinical setting as the main thrust for enhancing the learning process, students are prepared to function as qualified radiographers in hospitals, clinics, and physicians' offices.

### **Program Goals**

Goal 1 - Students will demonstrate clinical competence.

Goal 2 - Students will develop critical thinking and problem-solving skills.

Goal 3 - Students will demonstrate effective written and oral communication skills

Goal 4 - Students to display professionalism in the workplace

## **PHILOSOPHY**

The Radiologic Technology Program is an integral part of Southern University at Shreveport. It was established in 1987 with a mission to provide quality education to individuals who desire to acquire an Associate Degree in Radiologic Technology. Graduates are required to successfully complete coursework in humanities, sciences, math, and radiologic technology. The radiologic curriculum includes organized learning experiences in the classroom, laboratory, and a variety of clinical areas, which prepares graduates to function as radiographers. Students acquire the necessary educational background and foundation to articulate into a baccalaureate program or to enhance career options.

As a part of the Southern University System, the Radiologic Technology Program adheres to and abides by the mission and philosophy of the University and functions within its realm. Inherent in the program philosophy are the concepts of man, environment, health, wellness, radiologic technology and teaching-learning.

Radiologic Technology is an art and a science; a unique profession that deals with variables in man's life and his responses to them. This profession deals with the use of ionizing radiation to produce images of the internal structures of the body to assist man in achieving his maximum level of wellness through quality patient care and the manipulation of imaging equipment.

Radiology education offers learning experiences from a variety of disciplines to provide a diverse foundation for science and radiologic technology. It is a process that strives to provide learning activities that result in the acquisition of knowledge, and skills; which impact performance. Radiology education focuses on learning which results in competent and safe performance with an emphasis on the development of individual judgment and responsible attitudes.

The environment of learning established between the teacher and learner is one of flexibility, mutual trust, and respect. The teacher acts as a facilitator in the process of learning by providing organized knowledge, clearly stated objectives, role models and clinical experience. An instructional approach is utilized that emphasizes the connection between knowledge and experience as the laboratory for student development. Learners are taught to be involved as active participants in the learning process. The mechanisms used to facilitate learning are immediate feedback, recognition and reward. Positive reinforcement is the most effective element in shaping and reinforcing new learning.



The Radiologic Technology Program promotes an environment that fosters the development of critical thinking, creativity and problem-solving. Professionalism is promoted by providing a program based on high standards such that promote independent decision-making and sound judgment in evaluating patients to determine proper position, technique and exposure factors.

## **STUDENT LEARNING OUTCOMES**

*Upon completion of the Radiologic Technology Program, students will able to:*

- Demonstrate effective patient care skills.
- Effectively demonstrate oral and written communication skills.
- Utilize critical thinking and problem-solving skills by formulating and applying correct technical factors to produce diagnostic images.
- Utilize critical thinking and problem solving to produce diagnostic images based on patient and equipment variables
- Demonstrate proficiency in radiographic positioning.
- Demonstrate knowledge of the importance of professional organizations.
- Display professional behavior in the clinical environment
- Act as ethical and responsible members of the healthcare team.

## **SOUTHERN UNIVERSITY AT SHREVEPORT RADIOLOGIC TECHNOLOGY PROGRAM**

### **GENERAL OVERVIEW**

The Radiography Program of Southern University at Shreveport is a competency-based program that is accredited by the Joint Review Committee JRCERT. Upon completion of the program students are prepared to function as radiographers.

Radiographers are highly skilled professionals qualified to perform imaging examinations and accompanying responsibilities at the request of designated members of the healthcare team. Radiographers are important members of the healthcare team and contribute significantly to the delivery of quality healthcare.

The program prepares students for employment in acute and community care settings. The curriculum is designed to develop well-rounded individuals who possess ethical standards necessary to provide safe, competent care.

The radiography curriculum consists of general and clinical education. General education is concerned with instruction in the humanities, basic sciences, mathematics, and computer technology. The clinical coursework in radiography utilizes a competency-based system and provides students with instruction in professional radiography to prepare them for an active role in the profession.

Because radiography is a field that constantly sees the invention and refinement of new imaging technologies, trained radiographers are required to participate in continuing education activities. Southern Radiography students are required to participate in its continuing educational activities provided by the local and state radiological societies. Admission to the clinical phase of the program is competitive and based upon the availability of clinical positions. Interested students must have approval from the program's admission committee for acceptance into the clinical phase of the Radiologic Technology Program. Application forms are made available in March of each year.

The Radiologic Technology Program is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law. The program adheres to the University's Compliance Policies and Section 504 of the Americans with Disabilities Act of 1973, and the Americans with Disabilities Act of 1990. **(See *University Catalog and University Student Handbook*)** Revised 2014

## **LEARNING OUTCOMES OF THE GRADUATE**

The Radiologic Technology Program curriculum is designed to prepare the graduate to:

1. Communicate effectively both written and orally, using medical terminology.

**Related courses:** English 101S  
Speech 200, 210  
Intro. Radiologic Technology 103  
Clinical 107  
Radiographic Procedures and Positioning 112S, 122S, S  
Labs 113S, 123S, 233S

2. Demonstrate knowledge of human anatomy, physiology, and pathology by performing various radiographic examinations and procedures.

**Related courses:** Human Anatomy & Physiology 220S, & 222S and Labs  
Radiographic Pathology & Image Critique 244S  
Radiographic Procedures and Positioning Lecture  
and Labs 112S, 122S, 232S, 113S, 123S, and 233S,

3. Demonstrate knowledge of equipment by operating x-ray machines, other imaging equipment, and accessory devices.

**Related courses:** Radiographic Exposure I 118S  
Radiographic Exposure I 119S Lab  
Radiographic Exposure II 215S  
Introduction to Computer Concepts 101S  
Equipment Operation and Maintenance 235S  
Radiation Biology and Protection 220S

4. Demonstrate technical skills in positioning.

**Related courses:** Radiographic Procedures & Positioning I 112S  
Radiographic Procedures & Positioning I 113S Lab  
Radiographic Procedures & Positioning II 122S  
Radiographic Procedures & Positioning II 123S Lab  
Radiographic Procedures & Positioning III 232S  
Radiographic Procedures & Positioning III 233S Lab  
Clinical Radiography I-VI

5. Understand the Code of Ethics and legal issues relevant to radiographers and apply medical ethics in the clinical environment.

**Related courses:** Clinical I-VI  
Intro to Radiologic Technology 103S

6. Perform basic patient care, CPR, vital signs, venipuncture, oxygen administration, drug administration, and pharmacology.

**Related courses:** Radiologic Technology 103S  
Clinical 107/ Phlebotomy Workshop MLTC 100S

7. Improve normal radiographic procedures to accommodate the condition of the patient and other variables.

**Related courses:** Radiographic Procedures & Positioning I 112S  
Radiographic Procedures & Positioning I 113S Lab  
Radiographic Procedures & Positioning II 122S  
Radiographic Procedures & Positioning II 123S Lab  
Clinical Radiography I-VI

8. Demonstrate knowledge of processing techniques by processing radiographs.

**Related courses:** Radiographic Exposure I 118S  
Radiographic Exposure I Lab 119S  
Radiographic Procedures and Positioning  
Labs 113, 123, and 233S  
Radiology Physics 200S

9. Apply basic mathematical functions to determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure to the patient.

**Related courses:** Pre-Calculus Algebra 121S  
Radiation Protection 220S  
Radiology Physics 200S  
Radiographic Exposure I Lecture  
And Labs 118S, 119S & 215S

10. Adjust exposure factors in accordance with pathology of the patient, equipment, accessories, instrumentation, and contrast media to maintain appropriate radiographic quality.

**Related courses:** Radiographic Exposure II 215S  
Radiographic Pathology & Image Critique 244S  
Clinical Radiography I-VI

11. Critique radiographs for proper positioning, radiation protection, anatomical alignment and radiographic exposure.

**Related courses:** Radiographic Pathology & Image Critique 244S

12. Apply principles of radiation protection for patient, self, and others.

**Related courses:** Radiation Biology Protection 220S

13. Recognize emergency patient conditions and initiate first aid and basic life- support procedures.

**Related courses:** Clinical Radiography I-VI  
Radiologic Technology 103S

14. Participate in quality assurance programs.

**Related courses:** Radiographic Pathology & Image Critique 244S  
Clinical Radiography I-VI

15. Recognize malfunctions in radiographic systems, know the safe limits of equipment operation, and report malfunctions to proper authority.

**Related courses:** Radiographic Exposure II 215S  
Equipment Operation and Maintenance 235S  
Radiographic Physics 200S

16. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

**Related courses:** Clinical Radiography I-VI

17. To demonstrate knowledge of processing techniques, and quality control procedures.

**Related courses:** Radiographic Exposure I 118S  
Equipment Operation and Maintenance 235S

18. Demonstrate the use and knowledge of computer application in Radiology

**Related courses:** Equipment Operation and Maintenance 235S  
Radiographic Exposure I Lab 119S  
Radiographic Procedures and Positioning  
Labs 113,123 and 233S  
Clinical I-VI

19. Successfully complete the ARRT certification examination and obtain employment as a radiographer.

Level I Review Radiography 265S

**Related courses:** Radiography Seminar 255S, 260S

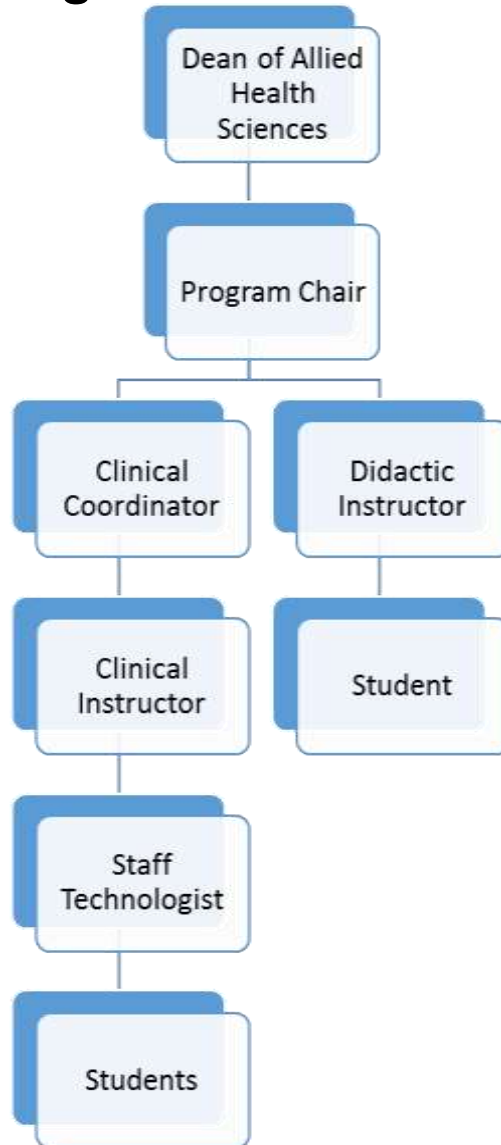
***CONTACT VS CREDIT HOUR RATIONALE***

<b>Coursework</b>	<b>Credit hour</b>	<b>Contact vs. credit hour ratio</b>	<b>Explanation</b>
Lecture courses	2	1.5 contact hours to 1 credit hour	Contact hours Maximum 1.5 contact hours (75 minutes) per credit hour
Clinical I, II, IV, V ( <b>ONLY</b> )	3	8 contact hours to 1 credit	Contact hours Maximum 8 contact hours per credit hour
Clinical III	2		
Clinical VI	1		
Laboratory courses	1	2 contact hours to 1 credit	Contact hours Maximum 2 contact hours per credit hour

*Revised 2014, 2016, 2019,2021*



## ***Radiologic Technology Program Organizational Chart***



**Revised 2017**

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

## **RADIOLOGIC TECHNOLOGY PROGRAM FACULTY**

### **PROGRAM DIRECTOR**

The Program Director is a full-time employee of Southern University at Shreveport who is primarily responsible for the educational program. Duties include organization, administration, periodic review, continued development, and evaluation of the effectiveness of the program. The Program Director periodically visits clinical sites to ensure that objectives are met and to ensure the maintenance of the integrity of the program. The Program Director ensures that the student has the best possible educational experiences in the classroom as well as in the clinical setting.

### **CLINICAL COORDINATOR**

The Clinical Coordinator, a full-time employee of SUSLA, is responsible for assisting in the organization, supervision and coordination of the clinical experience in each affiliate institution. This responsibility includes but is not limited to:

1. Correlation of clinical education with didactic education and preparing the clinical schedule.
2. Instruction and evaluation of students in the clinical and classroom setting.
3. Assuring clinical educational effectiveness through regularly scheduled visits through each clinical site.
4. Maintaining communication between affiliates and the university.
5. Supervision and evaluation of clinical instructions.
6. Keeping the program director abreast of student performance in clinical education centers and performing duties assigned by the Program Director.

## **CLINICAL INSTRUCTORS**

Didactic and Clinical Instructors are full-time or part-time employees of SUSLA who assist in the organization and supervision of classroom and clinical experiences. The responsibilities include but are not limited to:

1. Serving as liaison between the classroom and clinical faculty.
2. Maintaining communication between the affiliates and University.
3. Integrating and relating curriculum objectives for the classroom and clinical component to make the educational experiences as relevant as possible.
4. Observation, counseling and advisement of the students in the clinical and classroom settings.
5. Instruction and evaluation of students in the clinical and classroom setting.
6. Maintaining a written record of significant clinical experiences or occurrences.

## **CLINICAL EDUCATION STAFF**

### **RADIOLOGISTS**

Radiologists are physicians who specialize in the use of ionizing radiation for diagnostic and therapeutic purposes. Radiologists assist in meeting program objectives by providing learning opportunities. The Radiologist will expect the student to have thorough knowledge of the examination procedures, communicate effectively, and work quickly and efficiently.

### **CLINICAL INSTRUCTORS OF THE FACILITY**

The Clinical Instructor is a full-time employee of the clinical facility. This person has been granted release time to work with the program. The Clinical Instructor also works very closely with the faculty of Southern University at Shreveport to report the progress of the student. Duties include:

1. Complete competency evaluations;
2. Acquire assistance from qualified radiographers to assist with student evaluations;
3. Assist and advice students in the clinical area.



## **STAFF TECHNOLOGIST/RADIOGRAPHER**

Staff technologists are responsible for administering ionizing radiation to patients so that the internal structures of the body may be visualized. They are responsible for obtaining the best possible radiograph with minimal radiation exposure and maximum comfort to the patient. The staff technologist is registered by the American Registry of Radiologic Technologists and licensed by the State of Louisiana. The staff technologist fills out rotation evaluations, which reflect the progress of the student in various clinical areas.

All of the above persons work directly or indirectly with the student to help them to become the best radiographer possible. The experiences that the student Radiographer has will largely depend upon the effort that he/she puts into the training period. The student is responsible for acquiring the skills necessary to become a competent health-care professional and to work diligently to pass the ARRT Registry Examination.

Louisiana Law, The Medical Radiation Safety Act, No. 485, states that all persons in hospitals using radioactive material or equipment emitting or detecting ionizing radiation on humans for diagnostic or therapeutic purposes must be licensed. Application for license is made along with application for the Registry examination. Failure to pass the registry examination will prevent licensure.

## **STUDENTS**

The student is responsible for acquiring the skills necessary to become a competent and safe healthcare professional. According to the Medical Radiation Safety Act No. 485, all persons in hospitals using radioactive materials or equipment emitting or detecting ionizing radiation on humans for diagnostic or therapeutic purpose must be licensed.

### **PART-TIME STUDENTS**

A student who has matriculated at the University level and met pre-requisite requirements may be a have part-time status in the program. Part-time students must complete both clinical and didactic components of the program in appropriate sequence.

Graduates are awarded an Associate of Applied Science Degree from Southern University at Shreveport and are educationally prepared to pursue a Bachelor of Science Degree.

### **TRANSFER STUDENT**

Transfer students must be unconditionally admitted to the University and achieved a grade of "C" or better in required coursework. In accordance with University policy, students who have been enrolled at another institution must report official transcripts from each college or university previously attended. The Registrar at Southern University at Shreveport will evaluate all previous work completed by a student at other institutions. Transfer credit may be given for those courses taken at accredited institutions provided that the courses fall within the scope of approved curriculums. Acceptability of non-equivalent courses is subject to the approval of the Dean of Allied Health and Nursing.

## **PROFESSIONAL EXPECTATIONS**

The professional expectations of the students preparing for a career in radiology are to:

- **UNDERSTAND** and **PRACTICE** the art and science of radiology;
- **PRODUCE** radiographs with maximum information obtained with exacting exposure techniques;
- **EXERCISE** radiation protection practices toward the patient and the health team;
- **CONTRIBUTE** to the physical and psychological comfort of the patient; and
- **ENGAGE** in life-long learning to improve radiologic health care in the community.

Listed below are positive behavior patterns that may lead to the attainment of these expectations.

### **Professional behavior is exhibited when we:**

1. Are punctual - It is very important that we are on time.
2. Are professionally attired – It is very important to practice good hygiene and oral care.
3. Maintain cooperative relationships with technologists.
4. Participate (with techs) in as many examinations as possible.
  - a. Clean room
  - b. Get correct patient
  - c. Unrobe patient
  - d. Set technical factors
  - e. Position patient
  - f. Process of acquire image
  - g. Return patient to correct place
5. Demonstrate enthusiasm and initiative towards work.
6. Perform as many exams as possible. Repetition is important to learning.
7. Study hard and integrate didactic information with clinical practice.

## **STUDENT POLICIES**

### **SUSPENSION**

A student who is arrested, charged with, convicted of, plead guilty or no contest to, or sentenced for any criminal offense in any state or foreign country will be immediately suspended from the Radiologic Technology Clinical Program. The suspension will remain in effect until the American Registry of Radiologic Technologists makes a decision.

### **DISMISSAL**

During enrollment in the program, the student must meet the clinical and didactic standards required by the University. Failure to meet the standards in either area will result in dismissal from the program. Students must maintain a minimum requirement of **77% in all clinical and didactic coursework to matriculate in the program**. Any student who violates any breach of *patient's* confidentiality (*HIPPA Violations*), and/or patent rights will be immediately dismissed. Students are to adhere to all policies delineated in the SUSLA Student Handbook, in addition to the Radiologic Technology Program Handbook.

A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the Radiologic Technology Program and may be subject to University sanctions: **(See SUSLA Student Handbook)** Academic cheating

- Plagiarism
- Unauthorized possession of examinations
- Falsification of any Southern University documents
- Illegal possession, sale, use, or distribution of drugs
- Illegal possession of weapons
- Theft
- Any other activity that is incompatible with professional behavior as delineated in the ARRT Code of Ethics or Southern University.
- There is a criminal arrest or charge in any state or foreign country
- Repeating of radiographs without the direct supervision of a technologist
- Failure to adhere to Admission Requirements

*Revised 7/08*

### **GRADING SCALE**

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

## **RESIGNATION AND REFUNDS**

Notice of resignation should be submitted to the program director. The refund policy on tuition is established by the University. (See the University catalog).

## **COUNSELING PROGRAM**

The student may utilize the counseling and tutorial programs provided by the University. The student will also receive advisement every semester at the beginning of the semester and at mid-term from the radiologic technology faculty.

## **SOCIAL MEDIA POLICY**

The purpose of this policy is to encourage the use of social media to connect with other students, alumni, and university. Social media sites are excellent communication tools to communicate and encourage engaging discussions about current alumni events, district meetings/state conferences, and pertinent course-related topics. This policy is to ensure that students utilize social media is both legal and in compliance with the University policies as well as the Radiologic Technology (RAD TECH) program policies.

### **Persons affected: (Referred to as all parties)**

- RAD TECH Faculty and staff
- Students
- Volunteers of the clinical program

### **Definitions**

**Confidential/program information** – Faculty, staff, students and volunteers shall not disclose information (including, but not limited to privileged communications, programmatic issues, etc.) to anyone unless the program gives permission to further disclose with written authorization.

**Social Media** – A software system or service provided via the Internet used to communicate and share information between people through interactions with video, audio, text, or multimedia. Examples include, but are not limited to: Facebook, Twitter, Google Plus, Flickr, Pinterest, Tumblr, Instagram, LinkedIn, YouTube, Snap Chat, and WordPress and other similar services.

**The University's Social Media Site** - A social media site that represents the University/college, department, or the official program.

## ACADEMIC REQUIREMENTS FOR RETENTION

In order for students to progress to each consecutive semester of the program, complete mastery of previous work must be verified. Students must earn a minimum grade of “C” in all required radiography course before progressing to the next radiography course(s). Any student who earns a grade of D or F in any of the professional courses offered in any given semester may not be allowed to continue in the program. The student has a right to appeal any decision by utilizing the program’s appeal policy.

### Progression in the Radiologic Technology Program

A student is allowed to progress in the Radiologic Technology Program provided competency is demonstrated in required didactic and clinical courses at the end of each semester. In order to achieve progress status and remain in good academic standing, the student must:

1. Achieve a minimum grade of C (77%) in all professional courses
2. Complete Physical Exam and Drug Test
3. Maintain continuous enrollment in the Radiologic Technology curriculum sequence.
4. Maintain current certification in CPR for health professionals.
5. Maintain current TB screening.

## NON-PROGRESSION

### Failure to meet Academic Requirements

A student who does not achieve a C or better in an academic or clinical RADT course may not continue in the program

If a student earns a “D or F” letter grade in his or her first year of matriculation the students cannot progress to the next level. The student must reapply.

- If a student earns a “D or F” letter grade in his or her second year of matriculation the student cannot progress to the next level. However, if a student desires to continue in the program the student may request placement in the 1<sup>st</sup> year level courses providing there is an available slot. In the event a slot is unavailable the student must apply for readmission. *The student must achieve a grade of ‘C’ or better in all remaining courses throughout the Radt curriculum for continuous progression*
- Courses should be completed in sequential order *to ensure continuous enrollment.*

### Readmission/Re-entry Following Placement in Non-Progression Status

A student who has not achieved a satisfactory grade of C or better is placed on non-progression status and must apply for readmission to the Radiologic Technology Program.

1. Complete and return an application for readmission to the Division of Health Sciences with the Application Fee.

2. Submit a letter to the Program Director requesting re-entry, explaining the circumstances under which you left the program and specific actions taken to increase the potential for success in the program.
3. Readmission/re-entry is not guaranteed. The Radiologic Technology Admissions Committee will evaluate all applications for readmission and make recommendations to the Dean of Allied Health and Nursing.

Revised 2013/2017/2019

### **Radiologic Technology Program Dismissal for Clinical Behavioral Reasons**

A student who engages in behavior in the clinical area which negatively affects a patient's status, violates a patient's confidentiality, and/or patient rights consistently fail to adhere to program policies will be dismissed from the program. Any student who is dismissed for clinical behavioral reasons may not re-enroll.

### **Failure to Achieve/maintain satisfactory Clinical Performances**

In order to achieve satisfactory performance in the patient care setting, each student is expected to meet the Competency Standards, code of ethics, and conduct himself/herself in a manner consistent with course requirements and objectives, program and school policies. Any behavior that is not consistent with the competency standards, code of ethics, course requirements and objectives, program and school policies will result in a clinical-grade less than satisfactory (77%). A grade less than satisfactory is evident by behavior in any patient care setting, which may jeopardize a patient's physical and /or psychological safety. This may be inclusive of ***unprofessional and uncaring behaviors, inability to perform or obtain the required number of competencies, or the failure to integrate didactic and clinical objectives.*** A grade of less than a C (77%) will result in non-progression.

Revised 2009/2013

## **Drug Screening and Criminal Background Checks**

All Allied Health students are required to submit a pre-clinical urine drug screen according to the Health Sciences Division policies at SUSLA. The drug screen is completed at the student's expense and must be paid for at the time of application via the Certified Background website.

At their discretion, clinical sites may also require drug screening and/or a criminal background check prior to allowing students into the clinical setting. (If required, any associated fees will be the responsibility of the student.) In addition, SUSLA and clinical sites may require random drug testing and/or drug testing for reasonable cause. Generally, the urine drug test screens for alcoholic beverages, illegal drugs, or drugs that impair judgment while in the clinical agency.

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

Testing positive on the screening, or evidence of tampering with a specimen, will disqualify a student from clinical participation from the clinical assignment.

In addition to drug screening, for the safety of patients and healthcare workers, allied health students must undergo a background check performed by the Southern Research Company at the student's expense. Your acceptance into the Health Sciences Program at SUSLA is not final until SUSLA has received background check information from the reporting agencies, and the background check is clear of disqualifying offenses. Certain criminal activities, as evidenced by a criminal background check may also disqualify the student from clinical participation.

**Students are advised that the inability to gain clinical education experiences can result in the inability to meet program objectives and outcomes. These circumstances may prevent final acceptance into and/or progression through the program, and ultimately result in dismissal from the program.**

In keeping with the program's due process policies, if a student disagrees with the accuracy of the information obtained, s/he may require a confirmatory test and/or review of the accuracy of the background information within ten (10) working days. All requests must be made in writing to the Program Director and must include relevant information and/or extenuating circumstances supporting the request. A designated committee will review the results and the request, and will be responsible for making the final decision regarding the student's request. The student will be notified in writing of the committee's decision within ten (10) working days.

#### **NOTE: Certificate Eligibility**

Because the American Registry of Radiologic Technologists (ARRT) can deny certification, applicants with any of the listed violations below should complete an Ethics Pre-Application Review (available at [www.arrt.org](http://www.arrt.org)) prior to entering the clinical rotation, or more than six months prior to program completion. These violations include:

- Criminal proceedings including:
  - misdemeanor charges and convictions,
  - felony charges and convictions,
  - military court-martials; and/or
  - Revoke of State Licensure
- Disciplinary actions were taken by a state or federal regulatory authority or certification board; and/or
- Honor code violations.

#### **Drug Policy**

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020



Southern University at Shreveport Rad Tech believes that substance abuse is a danger to the well being of faculty/staff, students, health agency employees and clients. Therefore, to ensure public and professional trust, safety, and to ensure fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, and legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the Radiologic Technology Program. **This policy does not supersede the policies published in the current SUSLA Student Handbook from Southern University.** This policy reflects additional requirements of curricula for professional Radiologic Technologists.

### **Definitions**

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

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

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

### **Scope**

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

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

### **Testing**

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

- When there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the "Influence," in keeping with the purpose of this drug policy SUSLA views that

discretion must be given to the faculty and staff in recognizing the usual signs and symptoms of alcohol or drug use. In that respect, the following is a listing of what SUSLA deems signs and symptoms of drug or alcohol use:

- Frequent absences from class, clinical or lab and/or disappearance from such
- Isolation and withdrawal
- Patient care errors, particularly medication errors
- Detectable odor of alcohol
- Increasingly poor decision and judgment about patient care
- Illogical or sloppy charting
- Unusual accidents/incidents
- Deteriorating personal appearance
- Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes
- When a student is found in possession of alcohol or drugs in violation of this policy.
- Following an instance or incident that the nature of which indicates possible impairment of ability or judgment or following an incident in which patient care standards were violated or careless acts were performed.
- Random drug testing is also allowed under this policy. Students will have 36 hours to report to a drug/alcohol testing facility. The student will assume all responsibility for the cost of the drug tests.

Failure to agree to such testing shall be considered an admission of violation of the student responsibilities as it relates to this policy and shall be sufficient cause to allow the Director's action as allowed under this policy. If the student refuses the test, he/she shall write statement of refusal. Refusal to sign or complete any of documentation may result in immediate dismissal from the Radiologic Technology Program.

The student may not attend class or clinical activities until the lab results are reviewed by the Director or designee. The results of the tests will be kept confidential and will be reported to the Director or Designee who will then meet with the student to discuss the results. Positive blood alcohol and/or urine drug screen test may subject the student to sanctions that may include suspension or dismissal from the Radiologic Technology Program.

*Revised 2012*

## **STUDENT APPEALS PROCEDURES**

When complaints about academic or non-academic matters cannot be resolved within the department, the procedure outlined below will be implemented. Any person may bring program-related complaints to the attention of the program director. In all cases, the right of the student and/or faculty to due process shall be protected.

1. A written report shall be submitted to the program director explaining the complaint and identifying the individual(s) involved.
2. Upon receipt of the report, an initial conference between the program director, individuals directly involved, and clinical and/or program faculty meeting will be held to discuss the complaint.
3. If the complaint cannot be settled by the initial conference, any of the individuals directly involved may request, in writing, the appointment of an ad hoc committee to review the complaint and make recommendations. The Dean of Allied Health and Nursing shall appoint an ad hoc committee.
4. The ad hoc committee shall hold a hearing at which time the involved parties will be given an opportunity to present their views. Examination of pertinent documents and/or witnesses may take place, if indicated.
5. Following the hearing, the ad hoc committee will send its recommendations to the individual who appointed the committee.
6. The Dean of Allied Health and Nursing will then forward the decision of the ad hoc committee to the Program Director. The decision shall be in writing and shall state the complaint, action(s) to be taken and the reasons therefore.
7. The decision of the Dean of Allied Health and Nursing is rendered to Parties involved. If the decision does not provide a resolution, the parties involved have the right to appeal the decision to the Vice-Chancellor of Academic and Student Affairs.
8. The Vice-Chancellor of Academic Affairs and Work Force Development or Student Affairs will initiate the appeals process

The procedure outlined in this document shall be completed within three (3) weeks of receipt of the initial complaint or within two (2) weeks of receipt of request for review by an ad hoc committee.

## SUMMARY OF STUDENT APPEALS PROCEDURE

Attempt to Resolve  
Problem Informally

End

Problem Unresolved

Submit Written Report  
To Program Director

Initial Conference  
Convened

End

Problem Unresolved

Request Appointment of  
Ad Hoc Committee

Ad Hoc Committee Hearing

Committee Recommendation  
to Dean

Decision of Dean of Allied Health and Nursing

End

Problem Unresolved

Office of Academic or Student Affairs

Appeals Procedure initiated

## **THE UNIVERSITY ABSENTEEISM POLICY**

A student shall submit excuses for all absences to the instructor within three (3) days after he/she returns to class or clinic. The only excuses that will be accepted by the University/Program are those signed by doctors, appropriate University authorities, military personnel, death of a family member and court officials. Please note faculty members will determine what an acceptable absence is. Refer to course syllabus and the University Student Handbook for **ACADEMIC POLICIES**

## **ATTENDANCE POLICY**

**STUDENTS ARE REQUIRED TO REGULARLY ATTEND ALL SCHEDULED COLLEGE CLASSES, CLINICAL ASSIGNMENTS, AND SHIFT WORK ASSIGNMENTS.** All clinical assignments are scheduled by the clinical coordinator. Shift schedules are to be arranged at the beginning of the semester and then followed **strictly**. Each student is expected and required to meet their clinical assignment as scheduled by the clinical coordinator. Attendance at the assigned clinical site is regarded as an obligation, a privilege, and a professional responsibility. All students are expected to regularly and punctually attend all assigned clinical days. **ATTENDANCE IS MANDATORY.** Any student who misses more than two days, for whatever reason, or is tardy more than three times during their clinical rotation per semester is required to reschedule the hours missed. **Each unexcused absence is considered two (2) missed days.** **Tardy** is defined as failure to arrive for clinical-related classes and/or workshops, meetings, and clinical assignments at the scheduled time. Reporting one (1) minute late constitutes a tardy. After seven minutes the student is counted as absent unless excused by assigned SUSLA clinical instructor, but **ONLY IF ADVANCE NOTIFICATION IS MADE PRIOR TO THE STUDENT'S TARDY ARRIVAL AT THE CLINICAL SITE.**

**The student will attend all clinical education hours to:**

1. Develop and refine expertise and proficiency in the diagnostic procedures that have been taught in the classroom. The actual practice of technical skills will be developed on specific levels of competency required for each semester.
2. Learn and develop professional work habits and concentrate on interpersonal relationships with patients and all other members of the healthcare team.
3. Satisfy the clinical hour and competency requirements necessary to complete the Program. Failure to do so will render the student ineligible to take the A.R.R.T. examination.

## DOCUMENTING ATTENDANCE

Prior to the start of each clinical rotation, the student will receive a clinical schedule from the program clinical coordinator. Failure to report as assigned, will reflect poor attendance on the faculty evaluation.

The SUSLA radiography program has contracted with Trajecsys, an online clinical management system, for tracking attendance, clinical competencies, monthly evaluations, and other clinical evaluations and communications.

To document attendance, each clinical site has at least one designated computer for students to use to clock in and out. **Students may not clock in or out using personal or portable electronic devices. Students are expected to clock in at the assigned clinical site at the scheduled time.** Clocking in late will result in deductions on the student's faculty evaluations. Students are also responsible for clocking out, in a timely manner, when they leave clinical for the day. **It is the student's responsibility for logging his or her hours' work.**

Unavoidable circumstances may cause a student to be tardy. If this is the case, the student must notify his/her Clinical Supervisor as soon as possible.

## **ABSENCES:**

The radiography program recognizes two categories of absences: an excused absence and an unexcused absence.

### **Excused Absence**

If a student is ill or other circumstances arise which prohibit him/her from attending the clinical site, he/she is REQUIRED to call his/her clinical site and the assigned faculty clinical instructor. If these requirements are met, the student receives an EXCUSED ABSENCE.

1. The student or relative must call or leave a message sending **a message with another student or friend does not meet this requirement.**
2. The student must call each day of absence. The only exception: if a condition exists that is known to have an extended duration (For example: shingles). In this case, the student must keep in contact with the required personnel above notifying them of the probable date he/she may return to the clinical education site.
3. The student is required to make-up all-time missed time due to absence more than two (2) days. (Refer to make up procedures.)
- 4.

## **Unexcused Absence**

An UNEXCUSED ABSENCE is the absence of a student from class or his/her clinical site without properly notifying program faculty. An absence will be classified as UNEXCUSED when ANY of the following conditions exist:

1. Failure to notify his/her faculty clinical instructor
2. Failure to notify a Program Faculty Member, either directly or by calling and leaving a message for program faculty with the Allied Health and Nursing Administrative Assistant, or a faculty member's voicemail.
3. Failure to personally (or having a relative) call to notify a program faculty member
4. Failure to contact the required faculty each day of absence unless notification of extended illness/injury has occurred.
5. Vacations taken during regularly scheduled clinical hours

For each unexcused absence the student accumulates, the student will be required to make-up all-time missed due to the absence. Unexcused tardies and absences will be tracked by the appropriate clinical instructor, and will impact the faculty evaluation(s). (Please Make-Up Procedures)

## **Make-Up Day Procedure**

In the event of absence from academic classes, students will be subject to the consequences outlined in their course syllabi. In addition, all work should be completed in a timely manner to ensure the successful completion of the course.

### **Please note the following:**

- Excused absences will be made-up on a ONE-FOR-ONE basis.
- Unexcused absences will be made-up on a TWO-FOR-ONE basis
- **1-7 minutes = 1 tardy**
- ***Arriving late or leaving early is a tardy. Every fourth occurrence is considered an absence.***
- **\*\*\*\*\*8 minutes or more = 1 Absence**
- **It is recommended that students refrain from scheduling appointment or planning events during clinical rotation. Prior notification and/or documentation is required for an excused absence.**

***NOTE: If a student has made previous arrangements for completing clinical make-up hours and fails to attend on the assigned date, students will receive an additional make-up day and an "I" letter grade until all lost time is made up.***

## **Incomplete Make-Up Time**

If a student is unable to complete the required number of make-up days for the semester by the last class day of the semester, the Clinical Instructor will submit a grade of "I" or Incomplete.

- **Students must complete the request for an incomplete grade at <https://susla.edu/page/registrars.forms->**
- Students should include the number of clinical hours requiring completion for that semester (i.e. Make-up days).
- The date by which all remaining work and hours must be completed.
- 77% in all coursework as outlined in the program contract is required for progression.

### **Clinical Education**

Students are required to complete all required clinical hours and competencies prior to taking the American Registry of Radiologic Technologists. For this reason, all absences from the clinical education center must be made-up.

In order for full credit to be given for hours completed as make-up time, the following procedure must be followed:

1. Clinical Coordinator will arrange make-up site, days, and times
2. Make-up time will be completed during assigned breaks or as scheduled by the clinical coordinator
3. Makeup time will be assigned via the make-up Day form
4. Students must record attendance in Trajecsyst.
5. Unexcused make-up time will be performed on a 2 for 1 basis
6. Students who fail to complete make-up time during the current semester, will receive an "I" grade

*Revised 2015, 2016, 2019*

### **CLASSROOM CONDUCT POLICY**

Students are required to attend the class as the subject matters presented in the classrooms will be used by the students in the clinical setting and ultimately as professionals in the Imaging Science. Your actions are a direct reflection of the standards and priorities of SUSLA. Students must attend class, be on time, and remain in class during the entire session. (See University's Attendance Policy)

While the student is enrolled in clinical education in the classroom or clinical setting the students must adhere to these personal/professional conduct guidelines. You should not engage in inappropriate or unprofessional conduct or appearance that:

#### **Classroom Professionalism Policy Statement**

- Attracts undue attention
  - Distracts from the primary purpose of your clinical education which is the patient
  - Disrupts the workplace or classroom setting
  - Discredits SUSLA's good name
  - Jeopardizes the public's trust in our institution
- Examples of inappropriate or unprofessional conduct in the workplace include, but are not limited to:
- Using profane, vulgar, sexually explicit, or sexually suggestive language (see the *Harassment* policy)

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020



- Fighting at school or in the clinical setting
- Failing or refusing to work cooperatively with professors, classmates, or clinical personnel
- Gambling on SUSLA premises
- Displaying rude or discourteous behavior
- Acting out your sexuality at school or in the clinical setting

Failure to adhere to this practice may be viewed as disrespectful behavior directed at the instructor and to other students. A student should attend to personal needs during scheduled breaks in order to remain in class during the entire time. Students that leave during class will be considered absence unless extenuating circumstances prevail. A professional demeanor is expected of the students in the classroom at all times. Disruptive behavior, sleeping and leaving during the lecture will not be tolerated. All electronic devices must not be visible unless for academic purposes. The instructor reserves the right to dismiss a student from class for any of the above infractions. Class dismissal will be treated as an unexcused absence. If the student finds it necessary to miss class it is the students' responsibility to contact instructor for missed assignments. The students will adhere to the attendance policy as delineated in each didactic course syllabus. The total didactic and clinical component of the program shall not exceed a maximum of forty (40) hours per week.

- 
- All Cellular Phones must not be worn during clinical education. All non-medical electronic devices are not allowed during lab courses.
  - When consuming food in the classroom please discard all trash. Beverages are allowed provided they are in closed containers. All spills must be cleaned prior to leaving class
  - Gum food is prohibited in the lab and clinical setting.
  - Students are prohibited from altering the condition of the classroom (desk, skeleton, models, podium, audio-visual equipment, etc)
  - The program is not responsible for articles left in the classroom
  - Because SUSLA is a Tobacco-Free Campus, students should refrain from consuming ALL tobacco products (cigarettes, cigars, snuff, chewing tobacco etc.)

## **CLINICAL ASSIGNMENTS**

***Students are expected to remain in their assigned duty area until the scheduled time for leaving. Any student who leaves the clinical area without proper authorization will receive a Written Warning with a three (3) day suspension.***

## **REPORTING ABSENCES POLICY**

When unable to report to the clinical assignment, the student should always report his/her absence to the clinical facility and the clinical faculty one (1) hour prior to scheduled arrival time. **Students must report to the clinical affiliate and SUSLA clinical instructor on each day of his/her absence. In the event of an emergency please contact program faculty**

**No call /no show is defined as failure to** notify the SUSLA faculty and the assigned clinical site of absence on a clinical day. The student must follow the aforementioned policy. **In keeping with professional attributes** this is considered an unexcused absence and demonstrates very unprofessional behavior. **For a No call /No show occurrence, the student will receive a written warning with one (1) day suspension. Student No call/No show occurrences will be evaluated on a case-by-case basis because the program understands that emergencies arise. (Each unexcused absence will be made up 2 for 1).**

*Revised 2009/ 2010/2011/2013/2016/2017*

## **Inclement Weather**

In the event of adverse weather, SUSLA will post the school closing or delayed opening on the SUSLA's Homepage. The University may also advise the student through email or via a text message. Students are not allowed to attend the clinic if the university is closed due to adverse conditions. If the program is open but you are unable to drive to your clinical site due to weather conditions in your area, you must follow the policy regarding reporting absences. No clinical occurrence will apply. Students will be responsible for making up any missed course assignments.

## **STUDENT VACATION AND HOLIDAYS**

Students will not be required to work during normal vacation periods. However, vacation periods excluding holidays can be utilized for make-up purposes.

Vacations in the Radiography Program shall be concurrent with the SUSLA academic calendar as published in the current college catalog and the program's clinical calendar. **(Please refer to University Academic Calendar)**

1. Students desiring to take vacations must utilize vacation periods ONLY. Absences due to other than normally scheduled vacations will be subject to unexcused absence policies. (See Unexcused Absences)

2. Pursuant to JRCERT guidelines, clinical hours may not be scheduled on any University holiday when the campus is closed.

### **DIRECT/INDIRECT SUPERVISION POLICY**

**The students must work with direct supervision until competency in an area has been achieved.** Direct supervision is described as a registered technologist being in the room with the student. **The student may work with indirect supervision once competency has been achieved.** Indirect supervision is described as a registered technologist being accessible in or near the area where the student is performing the patient procedure which would allow him or her to provide assistance as needed. **Regardless of the level of competency, any repeats must be performed under the direct supervision of a registered technologist.** Students are not to be used to replace staff technologists. Regardless of the competency level, all studies performed by a student must be approved by a registered technologist before the patient is released from the department.

### **AT ALL TIMES, REGARDLESS OF A STUDENT'S LEVEL OF ACHIEVEMENT, A STAFF RADIOGRAPHER MUST:**

- View the exam requisition to determine the capability of the student to perform the exam.
- Check and approve all radiographs taken by a student prior to the dismissal of a patient.
- Be present during the performance of **ALL REPEAT EXAMS.**

***A student is never allowed to approve and send images for interpretation. If a student does so, they will receive a written warning. If approval of an image is done by the student a second time, the student will be dismissed from the program.***

A student is responsible for performing radiographic procedures that have been learned and practiced. If the student is asked to perform procedures for which no instruction or practice has been obtained, it is the student's responsibility to notify the staff radiographer and clinical instructor of this fact. **The student must also assume responsibility for assuring that all repeat radiographs are performed under the direct supervision of a staff radiographer.**

### **FAIR PRACTICES – PROFESSIONAL PRACTICE EXPERIENCES**

Students may NOT be used for regular staff in the clinical practice setting. Students may not take the responsibility or the place of qualified staff. The work must be noncompulsory (voluntary), unpaid, and subject to standard employee policies. Students may be employed in the

field of study outside regular educational hours, provided the work does not interfere with regular academic responsibilities.

## **The Rationale for Early Morning/Evening Assignments**

The **purpose** of the early morning/evening/ assignments is to provide the students with the opportunity to experience working in an emergency and trauma environment and to perform portable and surgical procedures. These rotations allow the student an opportunity to participate with a smaller staffed department with the responsibility of each aspect of radiology under the circumstances different from those that exist during regular hours. The **objectives** of these rotations are to increase student's proficiency in emergency and trauma studies, and allow an opportunity for exercising critical thinking skills. The rotation schedule shall be posted prior to assignments. The student will be provided with adequate notification of rotation schedules. The student must submit written notification prior to the start of the semester if such rotation poses an **undue hardship**. **All university and hospital rules and guidelines regarding dress codes, clinical rules and regulations, and lastly policies and competency requirements that apply to regular daytime clinical experience apply to the evening and early morning shifts.**

### **Early Morning/Evening Rotation Competencies**

At the completion of the evening shift rotation the student will:

1. Complete mastery and competency requirements in common "off shift" studies such as trauma skulls, facial bones, spines, abdomens, chest and operating room procedures
2. Utilize modified positioning techniques as warranted
3. Gain confidence working in a level 1 or level 2 trauma setting
4. Increase their ability to properly evaluate film quality
5. Develop an understanding of the nature of independent decision making and judgment
6. Gain proficiency in procedures in which they have been deemed competent through closer interactions with emergency room physicians and emergency room staff become familiar with triage, trauma evaluation, and emergency room technique
7. Explain the patient scheduling procedures
8. Describes the duties of the radiology receptionist
9. Perform office procedures necessary for processing the patient's records
10. Communicate effectively with patients, families, and other hospital staff
11. Demonstrate the use of departmental computer operations in order to retrieve patients' films
12. Use rules of body mechanics for the safety of both the patient and the technologist
13. Demonstrate the handling of patients using correct body mechanics

14. Provide the necessary radiation protection while performing bedside or surgical procedures
15. Apply exposure techniques specific to mobile and surgical procedures
16. Choose the necessary changes in the position of patient, x-ray beam and technical factors when performing trauma radiography
17. Demonstrate the proper procedures for finding, transporting and returning patients to department and destination
18. Locate emergency cart, oxygen, suction used by the department
19. Identify the hospital emergency codes and be able to initiate them
20. Respond appropriately to the patient emergency
21. Define the role of diagnostic imaging in the evaluation of multiple trauma patients.
22. Demonstrate the ability to access patient conditions
23. Differentiate between emergency and non-emergency procedures
24. Under direct supervision evaluate and analyze images for diagnostic quality
25. Identify the precaution to be taken if a patient is in traction or wearing a cast
26. Demonstrate correct placement of radiation protection devices
27. Demonstrate correct setup procedure for a C-arm mobile unit in OR
28. Improve problem-solving ability in trauma situations
29. Gain confidence and proficiency in mobile radiography
30. Gain confidence and proficiency in trauma radiography
31. Enhance psychomotor skills.

Revised 2007

## **DRESS CODE~UNIFORM POLICY**

Students who are admitted into the program represent the University at all times. Thus, professional attire is important. Business attire or uniforms are required at all program-related functions. All students will follow the following uniform policy in the clinical setting when present at any clinical affiliate site for any reason. **Jeans or street clothes are prohibited at clinical sites.**

The following uniform guidelines must be complied with.

- A. Cleaned, pressed, and correctly fitted uniforms to allow sufficient movement in the performance of clinical duties. (the colors are specific to your level of training)  
Patches **must** be attached to the left sleeve of all uniforms.
- B. Students may wear short-sleeved undershirts that match the color of assigned uniforms **ONLY**. Undershirts may not be visible past the student's uniform sleeve length.
- C. Professional duty white shoes or all leather white athletic shoes
- D. White socks or hose all allowed.
- E. The film badge **must be worn** at all times
- F. SUSLA and/or hospital ID badge must be visible at all times

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

G. Additionally, the following items are also inclusive in the uniform policy

Revised 2011/ 2016

## **PROFESSIONAL APPEARANCE**

1. Neatly groomed.
2. Clean, well-groomed hair. Hair must be dry in appearance and free of shedding. If the hair is longer than shoulder length it should be secured in a manner to prevent contamination and fit securely under a surgical cap. Hair must not be excessively tall. Faddish, extreme hairstyles or styles which draw attention to the wearer will not be allowed. Hair must be natural in color (unnatural human hair, colors of blue, green, purple, pink, etc. are not acceptable). Hair jewels and dangling accessories are prohibited.
3. Eyelashes are prohibited due to the risk of contamination
4. Fingernails cleaned (*natural colored nails*). Artificial fingernails or extenders, natural nail tips and fingernail jewelry are not to be worn. Fingernails are not to exceed ¼ inch in length and should be neatly manicured at all times.
5. Excessive colognes shall not be worn, since many of the patients who are ill may suffer from nausea.
6. Film badge on the collar
7. Minimal jewelry - a watch and one ring per hand. Students are urged to exercise conservative judgment and consider safety precautions in wearing jewelry. Jewelry must not interfere with equipment or clinical duties
8. Mustaches, sideburns, and beards are to be neatly trimmed. Styles of facial hair should not be eccentric
9. Females may wear one (1) pair of small studded earrings. Hoop style or earrings of excessive length are not permissible. No gauges of any size are allowed. Visible body piercings must be removed while on duty, this includes but not limited to piercings in the tongue, eye brow and nose. Costume jewelry should not be worn with any type of uniform.
10. Body art (tattoo) must not be visible. Tattoos must be covered at all times. This includes: quarter, half and full sleeve tattoos, and any which is offensive, disparages or provokes alarm

Rev 2009, 2010, 2016, 2020

### **Conduct outside the SUSLA's Radiologic Technology Program**

Generally, outside of the Rad Tech program conduct is your business, not ours. You should be sensitive to the possibility that inappropriate behavior of any nature could jeopardize the public's trust in SUSLA, especially if you are wearing a uniform, logo or photo identification (ID) badge that would associate you with the healthcare profession or SUSLA. You are expected not to engage in inappropriate or unprofessional conduct or behavior, which could be disruptive to the workplace or discredit SUSLA's good name.

Revised 2011

## PROFESSIONAL CONDUCT

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

### All students will:

- Address patients, their relatives, and hospital personnel by their proper title (Ms., Mrs., Mr., and Dr.).
- Not discuss the patient's ailments or diagnosis with the patient, his relatives, or the public. This information is confidential.
- Not take x-rays without a written request from a physician.
- Not interpret radiographic studies.
- Refrain from discussing the personalities of staff members with patients, staff radiographers, or other students.
- Be responsible for reporting to the clinical coordinator/instructor or designated personnel while in the hospital.
- Not congregate or be boisterous in the halls or patient areas.
- Eat and drink only in technologists' lounge or designated area, and never within sight of the patient.
- Not have personal telephone calls, except for emergencies.
- Handle conflicts in a professional and mature manner. Unprofessional conduct WILL NOT BE TOLERATED.
- Refrain from discussing personal business in the clinical setting
- Report to the clinical assignment in an alert condition
- Report to the clinical assignment in the proper uniform
- Not be in possession of drugs or alcohol, nor engage in their use while on clinical assignments or in didactic coursework
- Not engage in immoral conduct
- Not chew gum, eat or drink in clinical areas
- Not sleep on clinical assignments
- Not engage in theft of any articles from the Clinical Education Setting
- Not leave patients unattended while undergoing diagnostic procedures
- Not log the attendance of another student
- Not abuse patients physically or verbally
- Not smoke in areas where it is prohibited while on clinical assignments
- Not smoke in clinical uniform
- Not leave the assigned areas unless instructed to do so
- Not use foul language in the clinical or didactic setting
- Not receive or make personal phone calls except in emergency situations
- Not falsify records
- Not use a cell phone during the clinical assignment time
  - Cellular phone use is not permitted!! Students caught texting or using electronic devices during clinical rotations will be subject to disciplinary actions. 1st occurrence written warning 2nd occurrence 3-day suspension.

Revised 2012

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

## **PROFESSIONAL CONDUCT FOR CLINICAL ROTATION**

Students are assigned to a clinical site for a specific rotation. If the student is dismissed from a clinical site due to misconduct and/or conflict, the student will receive an absence for each remaining clinical day while assigned at that site. The absence of clinical days may result in the student being unable to complete competencies within the required time period. The student must note that the program is not responsible for making arrangements for substitute clinical sites, nor take responsibility for any unobtainable competencies. Moreover, the student will receive a written warning along with the following disciplinary actions:

- The student will not be reassigned
- The student will receive a zero (0) on the rotational evaluation for that specific rotation
- The student must report to the Metro Campus for each day of clinical absence
- The student will make- up days missed while scheduled for that site
- The student will appear before the Divisional Disciplinary Committee. The committee will determine what actions should be taken.

## **TRANSPORTATION**

The student is responsible for securing his/her own transportation to and from the clinical site. Information regarding financial aid may be secured from the University Catalog or the Financial Aid Office.

## **Military Leave\***

- Should a student in the Program be called to drill duty, active or reserve duty, the Program Director must be notified immediately.
- Written documentation must be provided to the Program Director and Coordinator.
- Upon return from military leave, an appointment will be made to determine program placement.
- Military Leave constitutes an excused absence

## **Jury Duty\***

- Should a student in the program receive a jury summons, the Program Director must be notified immediately so that the student's schedule can be adjusted accordingly. The Program Director will schedule a meeting with the student and their Clinical Coordinator to schedule makeup time for the jury duty absence. *(At the student's request the program may send a written appeal to be released from jury duty. The final decision will be rendered by the judicial system.)*
- A copy of the jury summons and proof of serving as a juror are required.



- If a student is released early from jury duty, the Program Director or Clinical Coordinator should be contacted to determine whether the student should report to school for the remainder of the scheduled day.
- Makeup time is scheduled at the discretion of the program.

\*Revised 2010

## RADIATION PROTECTION

A student is required to exercise sound radiation protection practices at all times. A student will not participate in a procedure utilizing unsafe protection practices. A student must always wear radiation monitors in the clinical education center and in energized laboratory classes. The radiation film badge will be worn at the collar and outside the lead apron. A student may secure currently dated film badges from the Radiation Safety Officer. The personal radiation monitors should be removed while having personal diagnostic medical or dental radiographs performed, or while in the capacity of radiology employment. Radiation protection of the patient is the responsibility of the student. Students are responsible for:

1. Wearing currently dated radiation monitors in clinical education center assignment(s) and in laboratory classes. No student will be allowed in a clinical education center or laboratory class without properly dated radiation monitors. Failure to have a currently dated radiation monitor upon reporting for a clinical education assignment will result in the student being asked to leave the assignment until the appropriate monitor is secured. **The student will lose one full day of personal time.**
2. Reporting immediately any accident with or loss of radiation monitor(s) to the Clinical Coordinator or Radiation Safety Officer. A follow-up written report must be submitted within twenty-four (24) hours if the initial report is given orally. A temporary device may be issued to the student in order that they can continue with their clinical rotations until a new personal TLD badge is issued.
3. Reading each monthly radiation report. Reports can no longer be posted and must remain anonymous. The reports will be available in the program office; the reports can be reviewed by individual students in consultation with program faculty. A student must review his/her report regularly.
4. Students are prohibited from holding the patient and/or image receptor during an x-ray exposure under any circumstance. (**See Patient Holding Policy**)

5. Any student who receives more than 10% of the MPD (416 mREM) or 50% of the yearly MPD (5000mREM), will be assigned one or more dosimeters. If the program detects irregular or excessive radiation exposure, the radiation safety officer will talk with the student to determine the cause of the irregularity. If there were no abnormal occurrences that caused the irregular or excessive exposure on the dosimeter, a letter would be written by the Program Director to the Louisiana Emergency Management Agency to remove the irregular reading from the student's live-time dose. If it was determined that the dosimeter was deliberately tampered with or placed in unusual surroundings (under a fluoroscopy tube or near radiation doses), the student responsible will be dismissed from the program. Students will be asked to detail the circumstances leading to increased radiation exposure. The student's rotational schedule will be reviewed for possible reassignment to ensure the student's safety.

The dose equivalent limit for occupationally exposed persons is established by the state and federal agencies for radiological health. To ensure safe practices these are the dose limits established by the NCRP:

416 mREM / month: Whole body  
1,250 mREM / month: Lens of Eye  
4,166 mREM / month: Skin / shallow dose  
4,166 mREM / month: Extremities

**Each student must exchange his/her badge according to the program schedule. Failure to observe this schedule will result in disciplinary action and an additional fee assessment when late fees are charged by the film badge company.**

Revised 2012/2015

## **PATIENT HOLDING POLICY**

To ensure that safe radiation practices are maintained. A student shall not hold or restrain patients during radiographic exposures. They are encouraged to use restraining devices such as pigg-o-stats, tape, sandbags, sheets, etc. If mechanical restraint is impossible, a non-pregnant parent, friend, or relative accompanying the patient should be requested to hold the patient. If such a person is not available, a nurse or non-radiology staff member may be asked to help. Those persons assisting in holding the patient shall be provided with protective aprons and gloves and be positioned so that they are not in the path of the useful, primary beam.

## PREGNANCY POLICY

The National Council on Radiation Protection and Measurement (NCRP) recommends that the dose equivalent limit to the embryo-fetus from exposure to the expectant mother should be limited to 5 mSv (.5 rem) for the entire gestation period.

It is recommended by the NCRP that persons involved in the occupation should notify the supervisor immediately if pregnancy is suspected. Through proper instruction of all safety precautions and personnel monitoring and strict adherence to these precautions, it is possible to limit all occupational exposure to less than 5 mSv (.5 rem) per gestational period and prevent fetal dose equivalent limits from being surpassed.

Students enrolled in the Radiologic Technology Program are instructed in proper safety precaution and personnel monitoring prior to being admitted to any ionizing radiation area. Students are required to abide by all safety precautions, and the importance of keeping exposure as low as practical through a combination of time, distance and shielding are stressed. If a student suspects she is pregnant while in the program she may inform the Program Director. However notification is strictly **voluntary**. In the event that a female radiography student becomes pregnant, the student may choose the following options:

- Written notice of voluntary declaration
- Continuance in the program without modification
- Written withdrawal of a declaration

Upon confirmation of pregnancy, the student may choose to:

1. Attach a statement from her physician verifying pregnancy and the expected due date to the voluntary declaration form.  
The statement may include the physician's recommendation as to which of the following would be advisable:
  - a. Immediate leave of absence
  - b. Withdrawal from clinical rotations with continued participation in didactic instruction.
  - c. Continued full-time status with limited rotations, in fluoroscopy, surgery and portables.
  - d. Continued full-time status with no restrictions.
2. Counsel with the program faculty/ radiation safety officer regarding the nature of potential radiation injury associated with in utero exposure, the regulatory limits established by the NCRP, and the required preventive measures to be taken throughout the gestation period.
3. Submit in writing, within 24 hours, her decisions as to remaining in the program dependent on the above, or resigning from the program. If resignation from the program is the choice, no other action is indicated.

4. Counsel with the program faculty/ radiation safety officer regarding the nature of potential radiation injury associated with in utero exposure, the regulatory limits established by the NCRP, and the required preventive measures to be taken throughout the gestation period.
5. Submit in writing, within 24 hours, her decisions as to remaining in the program dependent on the above, or resigning from the program. If resignation from the program is the choice, no other action is indicated.
6. Leave of absence will be reviewed on an individual basis by the Medical Director and Program Director, dependent on the physician's recommendation.
7. Be required to attend the regular class schedule only, with clinical objectives to be met after delivery, should her physician recommend this option.
6. Be required, if maintaining full-time status, to abide by the following:
  - a. Strict adherence to all safety precautions for protection purposes.
  - b. Submit monthly statements from her physician as in any changes or problems in her pregnancy and advisability of continuation full-time.
  - c. Wear two personnel monitoring devices, one placed on the collar and one on the abdomen for fetal monitoring. Readings will be monitored closely by the RSO, and the student will be subject to an immediate leave of absence from the clinical environment if at any point the "RSO" deems it necessary.
  - d. At any time the pregnant student feels that she is working in an unsafe area or under conditions she feels are detrimental to herself or the fetus, stop and report to the Clinical Instructor or Departmental Supervisor. The Program Director/ RSO must be notified immediately.
  - e. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
7. Be required to complete upon her return all clinical competencies and rotations missed or not completed prior to and during her maternity leave. In addition, she will be evaluated by the program faculty in those clinical competencies completed prior to time out and will be subject to participation for review purposes should faculty deem it necessary.
8. Return to full-time status as soon as possible after delivery, but only on the express written permission of her physician. A vacancy will remain open for the student for a maximum of six (6) months following delivery. After that time, she will be considered a withdrawal.
9. Realize that the student must complete, upon her return, all requirements for graduation, including required courses, all clinical competencies and rotations. No certificate will be issued until all requirements have been successfully met.

## STUDENTS RECORDS

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

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

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

Southern University at Shreveport maintains that the student records policy in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The only records that will be released concerning students is that information that can be considered “directory” information such as: field of study, name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, attendance, and degrees and awards.

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

## HEALTH POLICY

Radiologic Technology students are required to submit a completed physical examination form in the Fall Semester of the year in which clinical began. Completed packets are uploaded into the Castle Branch System for documentation and tracking.

The clinical facility in which the student does clinical training will provide emergency treatment in case of an accident or illness while in the hospital for clinical radiologic technology training. The cost for such treatment, however, will be the responsibility of the student. The hospital or university will **NOT** be responsible for hospitalization, insurance, doctors’ fee or

workmen's compensation insurance. Students must immediately report all injuries and accidents to the assigned Southern University Clinical Instructor.

### **Physical Requirements**

Physical stamina is important in this occupation because technologists are required to stand on their feet for long periods. Technologists/students may have to lift and/or turn patients who are incapacitated or disabled. Technologists utilize diagnostic machines to perform patient exams, some of which are performed at the patient's' bedside. Therefore, technologists and students must have the physical and mental strength to perform the tasks listed below. Students are continuously in contact with patients who may need physical assistance.

Students must be able to:

- Hear faint sounds from a distance of 15 ft.
- Far vision correctable in one eye to 20/20 and 20/40 in the other eye
- Lift 20 pounds from the floor; carry 10 ft and place on a surface 36 inches high
- Frequent lifting and carry up to 50 lbs may be required.
- Push/pull 1 to 20 lbs force continuously, 20 to 50 lbs force occasionally, 50 to 75 lbs force rarely
- Work with arms overhead for 15 to 20 minutes at a time
- Safely and successfully manipulate and transport mobile radiographic equipment
- Endure observing and working, hands-on, with severely injured trauma patients or critically ill patients.
- Assist with radiography of a corpse
- Communicate effectively with patients and staff

Revised 2011, 2016

## **Southern University at Shreveport Radiologic Technology Program HEALTH STATUS**

### **Health Examination**

Students must have a Division of Health Sciences health examination form completed and signed, along with required immunizations/testing, by a licensed health care provider prior to beginning the clinical rotation. Results of the health examination must conclude that is "mentally and physically able to participate in program activities to meet the desired program outcomes. Students who do not submit a completed Division of Health Sciences health examination form by the predetermined date supplied to the student will not be permitted to continue in the course.

## Health Update

Prior to beginning the second year, Radiologic Technology students must complete a health update that includes TB skin testing/chest x-ray, and verification of other immunizations and health status. Failure to do so will prevent the student from continuing in the clinical program.

## Change in Health Status

Students must notify the Program Director of any changes in the student's health status that occur following admission to the program. Documentation from a health care provider verifying emotional and/or physical ability to carry out the normal activities of patient care will be required.

*Revised 2012*

## Hepatitis "B" Immunization

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

Students enrolled in the Radiologic Technology Program may come in contact with blood and infectious material while attending clinical Radiography Courses and laboratory courses at an assigned Clinical Education Setting. The students must be aware that they are at risk of coming in contact with the HBV while obtaining clinical experience. The Clinical Education Settings are complying with the OSHA standard by immunizing their employees against HBV; however, students will need to plan for their own immunization if they desire this means of protection. The Radiologic Technology Program **strongly** recommends that you take part in a Hepatitis B immunization program. The immunization will include three injections and a blood antibody test. You are responsible for payment and submitting documentation of participation to the Radiologic Technologic Sciences Program Clinical Coordinator. If you do not choose to participate with the immunization or have not completed the immunization, you must sign a waiver indicating such and submit the waiver to the Radiologic Technology Program Clinical Coordinator.

*Revised 2012*

## Illness /Medical Emergency Procedure:

1. If the student becomes ill or injured during program hours and feels they cannot complete the day; they need to notify the appropriate personnel in accordance with the clinical attendance guidelines.

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

2. If a student's illness constitutes an emergency the student may need to be escorted to the Emergency Room at a clinical education site. Any costs not covered by their personal health insurance are at the student's expense. If follow up care is needed after the emergency room visit the student must see their physician.
3. All attendance policies will be followed.
4. The SUSLA/Program will not assume liability for any student illness or injury. Student shall be responsible for maintaining health and accident insurance during the entire enrollment period in the Program.

## **Communicable Disease in Their Virulence Duration, Mode of infection and Effects**

A communicable disease is defined as any disease transmitted from one person or animal to another directly by contact with excretion or other discharges from the body, or indirectly, via substances or inanimate objects. The State of Louisiana's Department of Health and Hospitals (DHH) has procedures regarding communicable diseases:

### **La-DHH Infectious Disease Epidemiology Program**

The Infectious Disease Epidemiology section is staffed by thirty epidemiologists and support staff who act as disease detectives to track the causes and consequences of infectious diseases. This section aims to study the distribution of infectious diseases in the community and to carry out or coordinate programs that prevent the spread of communicable diseases.

Source: <http://dhh.louisiana.gov/index.cfm/page/299>

A list of communicable diseases, signs and symptoms, disease information, attendance requirements, and preventative measures can be found via the following links.

- Communicable Disease Booklet<<http://dhh.louisiana.gov/index.cfm/newsroom/detail/2376>>
- <http://dhh.louisiana.gov/assets/oph/Center-PHCH/Center-CH/infectious-epi/InfectionControl/posters/CommunicableDiseaseChart.pdf>.

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

1. Students suspecting exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana must see a physician immediately.
2. Students diagnosed with any diseases (conditions) stated above and as determined by their physician to be of short duration, which may be transferred by air or contact, may not attend Radiologic Technology courses. They must inform the clinical coordinator of absence from clinical rotation.
3. Students with infectious diseases of relatively long duration must present a written diagnosis to the program officials. The student may be able to continue Radiologic Technology clinical courses with proper counsel from the infection control nurse or the Clinical Education Setting Department. Depending on the severity of the disease, the



type of the disease, and the student's physician, the student may be required to withdraw from the Radiologic Technology course until the illness is resolved.

4. Clinical students should wear a surgical mask when interacting with patients or follow the guidance of the clinical preceptor. Clinic-provided masks should be worn for seven days unless torn or visibly soiled. Cloth masks should be laundered at home daily.
5. Each day, before reporting to your clinical assignment, check your temperature. PLEASE NOTE: Temperature must be less than 99 degrees to attend assigned clinical rotation. Students must use the Castlebranch Tracker to log daily temperature and/or fever. If you have fever, cough, shortness of breath, and any **two** of the following: Headache, chills, repeated shaking with chills, muscle pain, sore throat, the new loss of taste or smell, **do NOT report to your assigned clinical rotation.** You should follow the standard call-in procedure.
6. Students should self-quarantine for fourteen (14) days and/or report to his/her doctor for testing.
7. Students may return to clinical assignments once three (3) days (72 hours) have passed since recovery defined as:
  - a. Resolution of fever without the use of fever-reducing medications AND b. Improvement in respiratory symptoms (cough, shortness of breath), AND at least ten (10) days have passed since symptoms first appeared.
  - b. After returning to clinical, the student should:
    - i. Wear a surgical facemask at all times while in the healthcare facility until all symptoms are entirely resolved or until 14 days after illness onset, whichever is longer
    - ii. Be restricted from contact with severely immunocompromised patients (e.g., transplant, hematology-oncology) until 14 days after illness onset.
    - iii. Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
    - iv. Self-monitor for symptoms, and seek re-evaluation from occupational health if respiratory symptoms recur or worsen.

The student's confidentiality will be protected. All information is confidential and is not released unless mandated by law. Failure to comply with this notification policy will result in disciplinary action as determined by the radiologic technology program faculty.

### **Disease Exposure Policy**

Students will follow the university guidelines regarding the use of proper handwashing and mandates from the CDC.

Before beginning clinical rotations each semester, students must review in-depth videos on proper handwashing located on your Castlebranch Dashboard and PPE- Video on how to don and doff

PPE <https://utmb.ensemblevideo.com/hapi/v1/contents/permalinks/Nk9n7Q6H/view>

A faculty member will provide instructions on the use of Universal/Standard Precautions, and possible exposure to blood and other body fluids. The faculty will ensure that each student

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understands and is capable of adhering to the Universal Precautions. After that, each student is responsible for reviewing and practicing Universal/Standard Precautions in the clinical setting. Students understand and acknowledge that using universal precautions is essential to protect themselves, significant others, family members, patients/clients, and other health care workers from infectious diseases. Students understand and acknowledge that radiologic sciences involve the study and care of people throughout their lifespan, and that they might encounter these people at any point along the wellness/illness continuum. By participating in caregiving activities, students understand that they may be exposed to communicable diseases, including Hepatitis B (“HBV”), Tuberculosis (“TB”), Human Immunodeficiency Virus (“HIV”) and Coronavirus.

I understand that radiologic science involves cognitive learning, affective values, and clinical performance standards. I recognize the need to care for persons with infectious diseases. I understand and agree that I cannot, ethically, and morally refuse to care for patients/clients with HIV, HBV, TB, Coronavirus, or any other contagious disease. I will discuss my concerns with the program director if I am uncomfortable with caring for patients with infectious diseases. If, after discussion, I am unwilling to care for patients with communicable diseases, I understand this disruption in my clinical education may delay graduation.

### **Workplace Hazards**

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated at the clinical education setting regarding the following;

- Universal precautions
- Tuberculosis awareness
- Fire safety
- Hazardous materials (chemical, electrical, bomb threats, etc.)
- Blood-borne pathogens

### **University Emergency Preparedness**

For information pertaining to the university’s emergency operation/emergency preparedness plan, please refer to the university student handbook or visit the SUSLA website at [www.susla.edu/campussafety](http://www.susla.edu/campussafety).

### **Sexual Harassment Policy**

All students enrolled in clinical radiography courses to render patient care and maintain an environment that is free from sexual harassment. For the purpose of this policy, sexual harassment is defined as follows:

1. Unwelcome gender bias sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a patient receiving proper patient care and proper radiographic procedures.

- Submission to or rejection of such conduct by a patient is used as the bias for proper patient care and proper radiographic procedure or such conduct has the purpose or effect of unreasonable interference with a patient's proper care and proper radiographic procedure and/or creates an intimidating hostile or offensive environment.
2. For the purpose of this policy, verbal and/or physical behavior includes but is not limited to sexually-oriented jokes, insults, taunts, obscene gestures, embracing, touching, pictorial communications such as pin-ups, posters, and cartoons,
  3. Upon the knowledge of complaint or allegation of sexual harassment, the program is required by law to notify the university's Title IV Officer. The student will be contacted by the Title IV Officer.
  4. The student must also be aware that the complainant has the right to file a complaint with an external agency. (i.e., Civil Rights Commission) If it is ruled that the student was guilty of sexual harassment, the student will be subject to disciplinary action by the university.

*Revised 2016*

### **Patient Confidential Information**

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the Supervising Technologist or the Clinical Instructor. Students are expected to maintain confidentiality in a professional manner. In accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the healthcare facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the healthcare facility; refraining from putting any personal identifier on any paperwork associated with the Radiologic Technologic Program; refraining from putting any information on social media regarding patient or clinical sites, patient's initials may be used as an identifier, however, no room number or health care facility name/unit.

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

### **Accidents to Patients**

1. The hospital policy for accidents and incidents must be strictly followed.

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2. The clinical instructor assigned to that particular clinical site must be notified of any such accidents or incidents.
3. A student must complete an Incident Report Form and notify clinical instructor immediately. Failure to do so will result in a written referral.

*(Please see Incident Form)*

## **VIOLATION OF POLICIES**

Southern University at Shreveport has established policies and procedures which must be adhered to by all students to effectively maintain a high quality of health care. These policies and procedures are administered fairly and without partiality.

If a student commits a violation of policy, the following procedures will be followed:

1. The student may be verbally counseled by the clinical instructor, clinical coordinator, and/or program director. This is recorded in his/her personnel file.
2. If the offense is repeated or if the initial offense warrants, the student is issued a written notice which becomes a part of his/her personal record.
3. If the offense is repeated a third time or if the initial offense warrants, the student is subject to suspension or dismissal from the clinical affiliate hospital. The student is released from the hospital and advised that he/she will be required to appear before a program disciplinary committee. The committee shall be appointed by the Dean of Allied Health and Nursing. The committee will decide what action should be taken with regard to the offense committed.

## **JRCERT COMPLAINT RESOLUTION POLICY**

As mandated by the Standards of the JRCERT <https://www.jrcert.org/programs-faculty/jrcert-standards/> the program is committed to serving and protecting the educational opportunities of all of the students and assures that any complaint made to the JRCERT will be handled professionally and expeditiously. The complaint resolution policy is as follows:

1. The student should make every effort to resolve the complaint using the student appeals procedure.
2. The appropriate university or program authority will investigate the complaint.
3. If the complaint cannot be resolved in this manner the student shall submit a complaint to the JRCERT explaining the nature of the complaint.
4. The program will adhere to recommendations of JRCERT.

JRCERT 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 Phone: (312) 704-5300, Fax: (312) 704-5304

## CLINICAL COMPETENCY-SIMULATION-ENERGIZED LABORATORY

1. Class simulations are scheduled by the lab instructor.
2. For each radiographic projection 2.5 minutes are allowed.
3. The student is responsible for setting up the room and cleaning it after examination.
4. The student should practice the exam before simulating it, but this cannot be done in the span of time allotted for simulation.
5. The student will use the x-ray positioning phantom/mannequin or student as patient based on the anatomical part being simulated.
6. Any student not simulating an exam will remain outside of the room. The student simulating the exam will call the student (patient) from outside of the door.
7. When performing the exposure part of the examination, the student is required to talk to the phantom as a live patient.
8. If a student is used during practice, the student may not assist the student simulating.
9. When the student is performing the exposure aspect of the exam, the instructor will monitor all of his/her activity.
10. The instructor will not prompt during image processing. If prompting is needed, points will be deducted.
11. The instructor and student will evaluate the radiography for quality. Points will be deducted for each error identified and the film will be repeated if the image is not of diagnostic quality.
12. When performing the positioning portion of the exam, the student is required to:
  - a. properly identify the patient
  - b. take an appropriate history
  - c. explain the procedure
  - d. place patient correctly on table
  - e. instruct patient appropriately to position
  - f. shield patient when appropriate
  - g. set appropriate technique
  - h. give proper breathing instruction and other appropriate instructions
13. The student will walk to the generator and simulate or make an exposure.
14. The instructor will check the positioning following his/her simulating the exposure.
15. If the student positions incorrectly, the instructor will correct him/her outside the x-ray room away from the patient.
16. The instructor will have all evaluation forms completed and signed prior to the student leaving the lab.
17. The instructor may record student performance(s) to serve as an evaluation and assessment tool.

**LABORATORY RULES**  
**Louis Collier Room A-117**

**Students: Film badges must be worn in the laboratory setting. This lab was designed for your benefit. You are responsible for keeping it clean and tidy.**

1. There will be no playing, eating, drinking, smoking or foul language used in the lab.
2. Students must sign in and out.
3. CR Imaging Plates (IP) should be handled with great care. Students should not drop, bump or mishandle at any time.
4. The door to the laboratory must be closed before making an exposure.
5. The mannequin is not a toy; it must be handled with care.
6. Noise must be kept to a minimum.
  
7. **To turn the x-ray machine on:**
  - a. turn the main circuit breaker (located directly above the control panel) on;
  - b. then activate the main x-ray switch (located on the left-hand side of the control panel)
  
8. **The x-ray machine must be turned off in the reverse order.**
  - a. turn off the control panel
  - b. deactivate the main x-ray switch (located on the left-hand side of the control panel)
  - c. flip the main circuit breaker (located directly above the control panel) to the off position
  
9. **When making an exposure:**
  - a. make sure that the light is on;
  - b. depress the prep switch first; then, press the x-ray key at the same time;
  - c. if any error is detected a double beep tone will be heard and an error message displayed in the right-hand display window.
  
10. **To use the DirectView Vita CR**
  - a. Select Carestream icon for logging into system
  - b. Input username and passcode
  - c. Input exam data
  - d. Identify and select exam using Anatomic icon
  - e. Identify projection
  - f. load IP for processing
  
11. **Portable Operation**
  - a. Plug in portable unit
  - b. Move main power to vertical on tube to power on
  - c. Select MA station
  - d. Select exam type (Bucky or Non-bucky)
  - e. Select exam using APR
  - f. Select anatomical position
  - g. Select technical factor utilizing x-ray tube or control panel
  - h. Make exposure by depressing rotor on X-ray switch attached to cord only

- To turn off
- a. Move the main power to down position
  - b. unplug from wall

## **CLINICAL PERFORMANCE OBJECTIVES**

In order to be successful and competent entry-level technologists, students must master various cognitive, affective, and psychomotor skills. To satisfy this primary objective, the Radiography program has designed the following master plan to ensure that the numerous expectations for an entry-level radiographer are addressed and subsequently evaluated during the student's clinical tenure in the program.

The performance objectives listed have been divided into two evaluative sections; an employability skills section, and a competency skill objectives section. The employability skills objectives must be met and maintained at 77% or above level during a student's entire clinical education to continue in the program. Skills in competency skills section have been placed in a sequential manner relating to the semester in which they are learned. These skills are evaluated on a cumulative basis, requiring students to maintain and build on prior skills learned. Students must also maintain a 77% or better in this section to remain in the program. The evaluation forms themselves and their instructions for use can be found later in this handbook.

## **A GENERAL PLAN FOR CLINICAL INSTRUCTION**

The guidelines for student supervision as delineated by the Joint Review Committee on Education in Radiologic Technology can be found below. All clinical instructors are advised to adhere very closely to these guidelines.

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

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

4. A qualified radiographer reviews and approves the radiographs.

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

After demonstrating competency, students may perform procedures with indirect supervision. Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

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

## **Trajecsys Online Student Records Management System**

All clinical students **must** utilize the Trajecsys online records system to:

- 1) Report Attendance
- 2) Record all patient interaction via completed student log sheets due every two (2) weeks
- 3) Provide technologists with detailed patient information to input clinical competencies (passed or failed). All competencies must be entered for proper record keeping protocol. ***(It is the responsibility of the student to provide the staff technologists with the appropriate patient information).***
- 4) Upon completion of the assessment, students must identify a staff technologist to input the following evaluations:
  - Patient Assessment and Transport
  - Surgical Rotation
  - Portable Rotation
  - CT Head Check-off
  - CT Abdomen/Pelvis Check-off
- 5) Upon completion of two (2) week rotations, students must identify a staff technologist to input clinical rotational evaluations.

***Clinical rotational evaluations must be completed on a TWO (2) week basis, in keeping with the student's semester clinical schedule. Evaluations forms are: J, B, K, CT, S, and G.***



**Rotational evaluations are outlined below:**

**Form J**-Entry level students will complete form J for each clinical rotation beginning Fall I and ending Summer I.

**Form B**-Should be completed for each two (2) week early shift rotation beginning Fall I.

**Form K**-Should be completed for each two (2) week evening rotation.

**CT Evaluation**-Must be completed for each two (2) week CT rotation.

**Form S**-Is a rotational evaluation form that documents clinical education in the area of Sonography.

**Form G**- Is a rotational evaluation form that documents clinical education in the areas of Nuclear Medicine, Radiation Therapy, Mammography, and Special Modality imaging.

**Please note:** Students who fail to complete the assigned number of evaluations per semester will receive a '0' for each missed evaluation. Rotational evaluations are mandatory and comprise 5% of the clinical grade.

**NOTE:** *Email updates are provided regularly, therefore you are encouraged to check your SUSLA email on a consistent and regular basis.*

## **OPERATION OF CLINICAL COMPETENCY EVALUATION SYSTEM**

The thrust of the program's clinical evaluation system is three-fold. One is to measure the student's capability in the clinical environment to adequately produce diagnostic radiographs of various anatomical parts. The second is to measure behavioral characteristics (punctuality, quality of work, ability to follow directions, etc.). The third evaluation measures the students' ability to integrate theory and clinical information.

These evaluation forms are used to measure the above areas. The first area (ability to produce diagnostic radiographs) is measured using a Clinical Competency Evaluation Form -A. The second area (behavioral characteristics) is measured using a Rotation Evaluation Form - B and Faculty Evaluation Form - D. Students are also evaluated using Clinical Competency Objective Testing, whereby they are tested over the anatomy, positioning and exposure of every competency performed.

### **Use of the Clinical Competency Evaluation - Form A**

The Clinical Competency Evaluation is worth a hundred (100) points. The student should select his/her competency according to his/her room assignment. Please note that these

competencies must be completed in the specified time. The student should thoroughly practice each competency by role-playing with other students and by actually performing the objective of patients. Students may perform competencies outside of the specified category with prior approval from the program faculty if the objective has been covered in positioning class. When the student feels confident, he/she may request to be evaluated on clinical competencies by a clinical instructor or designated staff technologist. Competency evaluations should be performed on live patients. If this is not possible, the student may simulate the examination on another student or technologist; then use the phantom to obtain radiographs. Simulations may only be done when the department is not doing many of the required objectives.

After requesting a competency examination by the instructor or designated technologist, the student must complete the examination. If the student fails to successfully complete the examination according to the standards on Form A, the student loses ten points up to a total of thirty (30) points. The objective must then be repeated until it is successfully mastered. Seventy (70) points will be given for each competency that a student fails during the semester. If a student does not complete the specified number of competencies for the semester, the student will receive a zero (0) for each competency. If a student duplicates a competency from a previous semester the student will receive a score of 70 out of 100.

## **Section 1**

### **Clinical Competencies:**

Thumb or Finger	Toes	Chest
Hand	Foot	Chest (Wheelchair or Stretcher)
Wrist	Pelvis	Pediatric Chest
Forearm	Femur	Chest Lateral Decubitus
Elbow	Knee	Abdomen
Humerus	Tibia-Fibula	Mobile Abdomen
Clavicle	Ankle	Decubitus Abdomen
Shoulder	Calcaneus	Mobile Orthopedic
Trauma Shoulder	Hip	Trauma Lower
Scapula	Hip w/Horizontal Beam	
Ac Joint	Patella	
Trauma Upper (Non-shoulder)		

*Utilizing Form-A, the competencies listed below must be completed in the given range of time for the successful completion of the program.*

## **Section II**

### **Clinical Competencies:**

Colon	Cervical Spine	Sternum
Upper GI	Thoracic Spine	Soft Tissue Neck
IVU	Lumbar Spine	

*Ribs	Cross Table Lateral C-Spine
Sinus	Special Procedures
*Mandible	Skull
*Nasals	Sacrum Coccyx
*Facial Bones	Scoliosis
*Orbits	Sacroiliac Joints
*Z-Arches	
*Temporomandibular Joints	

*\*Please refer to ARRT List of Elective for Fluoroscopy Procedures.*

*\*According ARRT specifications: Trauma is considered a **SERIOUS INJURY** or **SHOCK** to the body and requires modifications in positioning and monitoring of the patient's condition.*

## COMPETENCY SEMESTER ROSTER

### 1<sup>st</sup> Semester

Last Day of Semester - Four Objectives  
Total for Semester - Four Objectives

### 2<sup>nd</sup> Semester

Midterm – Eight Objectives  
Last Day of Semester - Eight Objectives  
Total for Semester – Sixteen Objectives

### 3<sup>rd</sup> Semester

Midterm - Five Objectives  
Last Day of Semester - Five Objectives  
Total for Semester - Ten Objectives

### 4<sup>th</sup> Semester

Midterm - Six Objectives  
Last Day of Semester – Seven Objectives  
Total for Semester - Thirteen Objectives

### 5<sup>th</sup> Semester

Midterm –Five Objectives  
Last Day of Semester – Four Objectives  
Total for Semester-Nine objectives

### 6<sup>th</sup> Semester

Last Day of Semester – Five Final Competencies

**Grand Total = Fifty-Two (52) Objectives**

## Final Competency Testing Policy

**Final Competency Testing is a comprehensive competency policy that consists of a total of five (5) competencies.** In the final semester, the student must successfully pass the final competency testing. The (5) competencies are randomly selected from either category by instructor. It is the discretion of the clinical instructor to choose the final competency procedures which are inclusive of procedures that have been performed by the student during his/her clinical tenure. Repeats for whatever reason will result in a failed competency.

### TIMETABLE FOR COMPLETING COMPETENCIES

Semester	Number of comps for Objective Testing	Total Competencies for the Semester
<b>1<sup>ST</sup> Fall</b>	Test on all <b>four</b> competencies at the <b>end</b> of the semester	<b>Four (4)</b>
<b>2<sup>nd</sup> Spring</b>	Test on <b>eight</b> competencies at <b>midterm</b>  Test on remaining <b>eight</b> at the <b>end</b> of the semester	<b>Sixteen (16)</b>
<b>3<sup>rd</sup> Summer</b>	Test on <b>five</b> competencies at <b>midterm</b>  Test on the remaining <b>five</b> at the <b>end</b> of the semester	<b>Ten (10)</b>
<b>4<sup>th</sup> Fall</b>	Test on <b>six</b> competencies at <b>midterm</b>  Test on the remaining <b>seven</b> at the <b>end</b> of the semester	<b>Thirteen (13)</b>
<b>5<sup>th</sup> Spring</b>	Test on <b>five</b> competencies at <b>midterm</b>  Test on the remaining <b>four</b> at the <b>end</b> of the semester	<b>Nine (9)</b>
<b>6<sup>th</sup> Summer</b>	<b>Final Five Testing</b>	<b>Five (5)</b>

## **COVID 19 Update**

The program's goal is to continue to provide a sound academic environment and support for students during this world crisis. The program will continue to offer didactic educational courses until the clinical restrictions are lifted, and students can safely participate in the clinical component of the program.

In non-didactic courses such as clinical and laboratory courses, students will receive an "I" letter grade. The students must complete the request for I Grade Form. The student should make every effort to complete the spring 2020 clinical and laboratory courses as soon as clinical and campus restrictions reversed. The tentative date for removal of the "I" grade is August 2020.

Also, due to the COVID-19 pandemic, the program is temporary for restructuring the curriculum. The reallocation of clinical competencies will, however, remain in compliance with the ARRT clinical competency requirements.

### **COVID 19 COMPETENCY SEMESTER ROSTER Effective Spring 2020 For Class of 2021 Only**

#### **Spring 2020**

##### **2<sup>nd</sup> Semester**

Midterm – Eight Objectives  
Last Day of Semester – Five Objectives  
Total for Semester – Thirteen Objectives

##### **3<sup>rd</sup> Semester**

Midterm -Four Objectives  
Last Day of Semester – Four Objectives  
Total for Semester – Eight Objectives

##### **4<sup>th</sup> Semester**

Midterm - Eight Objectives  
Last Day of Semester – Eight Objectives  
Total for Semester – Sixteen Objectives

##### **5<sup>th</sup> Semester**

Midterm –Six Objectives  
Last Day of Semester – Five Objectives  
Total for Semester-Eleven objectives

##### **6<sup>th</sup> Semester**

Last Day of Semester – Five Final Competencies

#### **Grand Total = Fifty-Two (52) Objectives**

#### **Final Competency Testing Policy**

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

### TIMETABLE FOR COMPLETING COMPETENCIES

<b>Semester</b>	<b>Number of comps for Objective Testing</b>	<b>Total Competencies for the Semester</b>
<b>1<sup>st</sup> Fall 2019</b>	Test on four at the <b>end</b> of the semester	<b>Four (4)</b>
<b>2<sup>nd</sup> Spring 2020</b>	Test on <b>eight</b> competencies at <b>midterm</b> Test on remaining five at the <b>end</b> of the semester	<b>Thirteen (13)</b>
<b>3<sup>rd</sup> Summer 2020</b>	Test on eight competencies at the <b>end</b> of the semester	<b>Eight (8)</b>
<b>4<sup>th</sup> Fall 2020</b>	Test on eight competencies at <b>midterm</b> Test on the remaining eight at the <b>end</b> of the semester	<b>Sixteen (16)</b>
<b>5<sup>th</sup> Spring 2021</b>	Test on six competencies at <b>midterm</b> Test on the remaining five at the <b>end</b> of the semester	<b>eleven(11)</b>
<b>6<sup>th</sup> Summer 2021</b>	<b>Final Five Testing</b>	<b>Five (5)</b>

## **CRITERIA FOR CLINICAL COMPETENCY EVALUATION**

### **I. EVALUATION OF REQUISITION**

Student was able to:

- a. identify procedures to be performed
- b. recall the patient's age and name
- c. identify mode of transportation to the clinical area
- d. pronounce the patient's name (within reasonable limits)

### **II. PHYSICAL FACILITIES READINESS**

Student was able to:

- a. provide clean table
- b. exhibit orderly cabinets and storage space
- c. have appropriate size cassettes available
- d. have emesis basins and drugs ready
- e. locate syringes and needles as necessary
- f. turn machine "on" and be prepared for exposures
- g. turn tube in position necessary for the exam
- h. find the re-supply linens if appropriate

### **III. PATIENT AND TECHNOLOGISTS RELATIONSHIP**

Student was able to:

- a. select the correct patient
- b. assist patient to radiographic room
- c. assist patient to radiographic table
- d. keep patient clothed and/or draped for modesty
- e. talk with patient in a concerned, professional manner
- f. give proper instructions for moving and breathing
- g. have patient gowned properly
- h. follow proper isolation procedure when appropriate

### **IV. POSITIONING SKILLS**

Student was able to:

- a. position the patient correctly on table (head at the appropriate end, prone or supine)
- b. align center or part to be demonstrated to the center of the film
- c. center C.R. to the center of the film
- d. oblique patient correctly if required
- e. angle the C.R. to center of film
- f. remove unwanted anatomical parts from the radiographic area

- V. EQUIPMENT MANIPULATION  
Student was able to:
- a. turn tube from horizontal to vertical (and vice versa)
  - b. move the bucky tray and utilize locks
  - c. identifies and utilizes tube locks
  - d. insert and remove cassettes from bucky tray and spot film device
  - e. operate film advance for automatic changers (e.g., chest)
  - f. select factors at control panel
  - g. use a technique chart
  - h. measure the patient
  - i. identify the film with "R", "L", and other appropriate identifications
  - j. fill syringes using aseptic technique
  - k. direct mobile unit
  - l. operate controls for mobile unit
  - m. select proper cassette size
  - n. adapt for technique changes in SID, Grid ratio, collimation, etc.
- VI. EVIDENCE OF RADIATION PROTECTION  
Student was able to:
- a. cone or collimate to part
  - b. use gonad shields, if appropriate
  - c. demonstrate utilization of lead apron and gloves, if appropriate
  - d. produce the film badge as required by the institution
  - e. select proper exposure factors
  - f. adjust exposure technique for motion, when appropriate
- VII. RADIOGRAPH(S) DEMONSTRATES:
- (1) Anatomical Part(s):
    - a. part is shown in proper perspective
    - b. no motion is present
  - (2) Proper Alignment:
    - a. film centered
    - b. part centered
    - c. tube centered
- VIII. STANDARD RADIOGRAPHIC EXPOSURE
- (1) Radiographic Techniques
    - a. chart was used correctly (proper contrast and density)
    - b. compensation of factors for pathology
    - c. correct exposure used to produce image
  - (2) Film Identification and/or Other Identifications
    - a. "R", "L", incorrect location
    - b. minute or hour markers visible
    - c. patient information and date can be identified
  - (3) Radiation Protection
    - a. cone or collimation limits visible
    - b. no repeats
    - c. gonad shields in place (if utilized)



SCORE	Instructor's Initials

Date: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_  
 Exam Time: Begin \_\_\_\_\_ End \_\_\_\_\_

**1 NO = 90%**  
**2 NO = 80%**  
**3 NO = 70%**  
**Duplicate Competency = 70%**

## TECHNIQUE

mAs	mAs	mAs	mAs	mAs
KVP	KVP	KVP	KVP	KVP
YES NO	YES NO	YES NO	YES NO	YES NO

[illegible]

## Criteria for Automatic Failure

The student shall fail any competency if he/she:	Mark reason for failure with an (X)
Fails to inform technologist prior to performing competency	
Performs improper patient care (wrong patient/wrong exam)/Fails to use proper verification measures	
Radiographs the incorrect anatomical part/fails to verify exam orders	
Fails to follow the hospital's protocol	
Uses the wrong marker/ No marker/ No patient ID	
Fails to question female patients regarding possible pregnancy and/or use proper radiation safety measuring utilizing the ALARA concept	
Fails to demonstrate knowledge of exam during image evaluation	
Duplicated competency —will result in 70 out of 100 points	

Technologist's comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Technologist's signature: \_\_\_\_\_

EXAM	PROJECTION	IMAGE CRITIQUE

Instructor's Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Instructor's signature: \_\_\_\_\_

Student's comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**Revised 2016**

**SOUTHERN UNIVERSITY AT SHREVEPORT**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
*FORM A (Fluoroscopy)*  
*Clinical Competency Evaluation*

SCORE	Instructor's Initials

Student: \_\_\_\_\_  
 Pt. Last name, First Initial \_\_\_\_\_  
 Pt. Accession: \_\_\_\_\_  
 Examination: \_\_\_\_\_

Date: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_  
 Exam Time: Begin \_\_\_\_\_ End \_\_\_\_\_

**STANDARD:** The evaluator will rate the student's competency according to the rating scale below.

1 NO = 90%  
 2 NO = 80%  
 3 NO = 70%  
 Duplicate Competency = 70%

**PROJECTIONS**

**TECHNIQUE**

**Did the Student:**

	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1. Thoroughly review requisition and patient orders.										
2. Properly prepares room with contrast media, and supplies w/o assistance.										
3. Properly identify and transport the patient										
4. Effectively communicate with patient (obtain history and explains procedure)										
5. Properly gowns the patient and/or removes all artifacts										
6. Correctly set the AEC, using the appropriate photocell(s) or set the appropriate manual technique										
7. Correctly manipulate equipment with ease										
8. Correctly position patient as directed by Radiologist										
9. Correctly center the tube and IR using the correct SID										
10. Correctly orientates and marks when applicable										
11. Apply proper radiation protection (use of lead apron/shield when appropriate)										
12. Provide correct breathing instructions (if applicable)										
13. Performs correct assessment and management of patient by utilizing critical thinking and problem solving skills to meet patient needs.										
14. Perform the procedure without prompting (before or during)										
15. Assists Radiologist with confidence and ease										
16. Correctly scan and/or process by selecting appropriate projection/identification.										
17. Properly completes exam (completes paperwork and provides patient post-procedural directives)										
18. Correctly sends images to PACs, prints or saves as exam requires.										
19. Cleans and wipes down room after procedure is complete										
20.. Competes exam without repeat										
21. Exhibits knowledge and has ability to provide procedural evaluation										

## Criteria for Automatic Failure

The student shall fail any competency if he/she:	Mark reason for failure with an (X)
Fails to inform technologist prior to performing competency	
Performs improper patient care (wrong patient/wrong exam)	
Radiographs the incorrect anatomical part/fails to verify exam orders	
Fails to follow the hospital's protocol	
Uses the wrong marker/ No marker/ No patient ID	
Fails to question female patients regarding possible pregnancy and/or use proper radiation safety measuring utilizing the ALARA concept	
Fails to demonstrate knowledge of exam during image evaluation	
Duplicated competency —will result in 70 out of 100 points	

Technologist's comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Technologist's signature: \_\_\_\_\_

Instructor's Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Instructor's signature: \_\_\_\_\_

Student's comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

***Revised 2016***

## **Use of Rotation Evaluation - Form B and Form J**

Every two weeks the student is responsible for furnishing the supervising technologist with an evaluation form and envelope. The completed form will then be returned to the clinical instructor who will review it with the student. The student signature on the form only indicates that they have read the evaluation.

**Form J-** Is a rotational evaluation that adequately accesses the level of training for junior students. This form is used throughout the summer semester. Beginning in the second Fall semester, the student will use Form B.

**Form B-** Is a rotational evaluation form that documents more advanced clinical training.

**Form K-** Is a rotational evaluation form that documents clinical education for evening rotational shift (non-routine shifts)

**CT and Special Modality Rotational Evaluations –** This is a rotational evaluation form that documents clinical education in Computed Tomography (CAT scan). The evaluation consists of a room check-off list as well as a Computed Tomography Worksheet.

**Form S-**Is a rotational evaluation form that documents clinical education in the area of Sonography.

**Form G-** Is a rotational evaluation form that documents clinical education in the areas of Nuclear Medicine, Radiation Therapy, Mammography, and Special Procedures.

**Faculty Evaluation – Form D** At midterm and finals, Southern University faculty will evaluate the student's clinical performance utilizing the faculty evaluation (Form D). The faculty will then review these with each individual student.

**Southern University at Shreveport  
Radiologic Technology Program  
Form J  
Junior Rotation Evaluation**

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

**Clinical Assignment** \_\_\_\_\_ **Affiliate** \_\_\_\_\_

Instructions: Please complete this evaluation and provide comments where appropriate. **Any score below a three (3) requires a comment.**

**0=Poor  
2=Unsatisfactory  
3=Needs Improvement**

**4=Satisfactory  
5=Above Satisfactory**

Upon the completion of this rotation, the student:

**COMMUNICATION**

A. Asks intelligent and appropriate questions.

**Score:                    5        4        3        2        0**

**PROFESSIONAL ETHICS**

B. Responds well to suggestions and critiques and performs in a responsible, professional, and ethical manner with co-workers.

**Score:                    5        4        3        2        0**

C. Demonstrates an understanding of the routines and requirements of assigned procedures by taking an active role in performing examinations, rather than just observing. Uses time effectively.

**Score:                    5        4        3        2        0**

D. Aggressively demonstrates a desire to learn and improve knowledge and skills.

**Score:                    5        4        3        2        0**

E. Demonstrates self-confidence by actively performing routine procedures with minimal assistance

**Score:                    5        4        3        2        0**

F. Maintains cooperative relationships with member of the healthcare team

**Score:                    5        4        3        2        0**

### **CRITICAL THINKING**

- G. Plans for and anticipates the needs of the doctor and technologists during procedures by having needed equipment ready and by performing required tasks without having to be told.

**Score:**                    5        4        3        2        0

- H. Recognizes the need for deviations from the norm/routine resulting from patient conditions, equipment limitations, or unusual circumstances and is able to adjust to these situations.

**Score:**                    5        4        3        2        0

### **CLINICAL COMPETENCE**

- I. Demonstrates an understanding of how to use and manipulate the equipment by handling it properly and with ease and is able to set up quickly and correctly for the exam.

**Score:**                    5        4        3        2        0

- J. Learns, understands, and retains technical and procedural instructions. Is able to transfer knowledge in the performance of subsequent procedures of dissimilar nature.

**Score:**                    5        4        3        2        0

- K. Is mindful of patient protection and uses proper collimation and shielding.

**Score:**                    5        4        3        2        0

**TOTAL SCORE:** \_\_\_\_\_

---

**My signature confirms that I have reviewed and have been given an opportunity to discuss this evaluation. It is not an indication of agreement with any score or rating, but that I have been given ample opportunity to discuss it.**

**COMMENTS:**

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**Technologist Signature**

---

**Date**

---

**Student Signature**

---

**Date**

---

**Program Faculty Signature**

---

**Date**

**SOUTHERN UNIVERSITY AT SHREVEPORT  
RADIOLOGIC TECHNOLOGY PROGRAM  
FORM B  
ROTATION EVALUATION**

**STUDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CLINICAL ASSIGNMENT** \_\_\_\_\_ **AFFILIATE** \_\_\_\_\_

**EVALUATED BY** \_\_\_\_\_

**COMMUNICATION**

**Communication**

- I.      5 – Always maintains effective communication with members of the healthcare team.  
          4 – Almost always maintains effective communication with members of the health care team.  
          3 – Frequently maintains effective communication with members of the health care team.  
          2 – Seldom maintains effective communication with members of the healthcare team.  
          1 – Never maintains effective communication with members of the healthcare team.

**PROFESSIONAL ETHICS**

- II.      Promptness  
          5 - Never late  
          4 - Seldom late  
          3 - Frequently late  
          2. - Almost always late  
          0 - Always late
- III.      Cooperative Relationships  
          5 - Always maintains cooperative relationships with the technologist.  
          4 - Almost always maintains cooperative relationships with technologists.  
          3 - Frequently maintains cooperative relationships with technologists.  
          2 - Seldom maintains cooperative relationships with technologists.  
          0 - Never maintains cooperative relationships with technologists.
- IV.      Initiative  
          5 - Always demonstrates interest, is a self-starter sees things to be done and does them  
          4 - Almost always demonstrates interest, is a self-starter, sees things to be done and does them  
          3 - Frequently demonstrates interest, starts things without being told  
          2 - Seldom demonstrates interest or starts things without being told  
          0 - Never demonstrates interest, must be shown repeatedly what must be done



- V. Attitude in Work Area
- 5 - Always pleasant and willing to work
  - 4 - Almost always pleasant and willing to work
  - 3 - Frequently pleasant and willing to work
  - 2 - Seldom pleasant and unwilling to work, sometimes causes friction
  - 0 - Never pleasant and unwilling to work, frequently clashes with others and causes friction
- VI. Response to a Need for Extra Work
- 5 - Always willing to perform procedures even after being checked off
  - 4 - Almost always willing to perform procedures even after being checked off
  - 3 - Frequently willing to perform procedures even after being checked off
  - 2 - Seldom willing to perform procedures after being checked off, sometimes complains
  - 0 - Never willing to perform procedures after being checked off - complains and refuses to do the work

### **CRITICAL THINKING**

- VII. Dependability
- 5 - Always conscientious, does more than required, demonstrates the ability to adapt to new situations, can be trusted to work alone
  - 4 - Almost always conscientious, demonstrates some ability to adapt to new situations, usually be trusted to work alone
  - 3 - Frequently conscientious, occasionally demonstrates some ability to adapt to new situations, needs supervision
  - 2 - Seldom conscientious, often cannot be relied upon, needs constant supervision
  - 0 - Never conscientious, cannot be relied upon, must have direct supervision on previously performing exams
- Judgment
- VIII.
- 5 - Always handles situations with tact and good judgment, mature in decision making
  - 4 - Almost always handles situations with tact and good judgment, mature in decision making
  - 3 - Frequently handles situations with tact and good judgment, must be given some direction
  - 2 - Seldom handles situations with tact and good judgment, must be told "how" and "what" repeatedly
  - 0 - Never handles situations with tact and good judgment even after being told "how" and "what" repeatedly

### **CLINICAL COMPETENCE**

- IX. Use and Care of Equipment and Facilities
- 5 - Always utilizes equipment skillfully and safely - careful and shows resourcefulness
  - 4 - Almost always utilizes equipment skillfully and safely - careful
  - 3 - Frequently utilizes equipment skillfully and safely
  - 2 - Seldom utilizes equipment skillfully and safely - often misuses equipment
  - 0 - Never utilizes equipment skillfully and safely - careless with equipment

X. Technical Knowledge

- 5 - Skillful at following technique charts and setting techniques, positioning accurate; few exceptions
- 4 - Almost always skillful at following technique charts and setting techniques positioning consistently accurate; little help needed
- 3 - Frequently skillful at following technique charts and setting techniques, positions; asked when instructions are needed
- 2 - Seldom skillful at following technique charts and setting techniques, Positioning needs major correction; impedes patient flow
- 0 - Never skillful at following technique charts and setting techniques, most positioning work is inaccurate cannot select technique

XI. Radiation Protection

- 5 - Always uses proper collimation, shielding, film size and protects self and others
- 4 - Almost always uses proper collimation, shielding, film size and usually protects self and others
- 3 - Frequently uses proper collimation, shielding, film size and usually protects self and others
- 2 - Seldom uses proper collimation, shielding, film size and seldom protects self and others
- 0 - Never uses proper collimation, shielding, film size and never protects self and others

**SCORE**\_\_\_\_\_

My signature confirms that I have reviewed and have been given an opportunity to discuss this evaluation. It is not an indication of agreement with any score or rating, but that I have been given ample opportunity to discuss it.

Comments:

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\_\_\_\_\_  
Technologist Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Program Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Revised 11/93, 2012*

SOUTHERN UNIVERSITY AT SHREVEPORT  
RADIOLOGIC TECHNOLOGY PROGRAM

**EVENING ROTATION EVALUATION  
FORM K**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

CLINICAL AFFILIATE \_\_\_\_\_ Score \_\_\_\_\_

EVALUATOR \_\_\_\_\_

*Please complete this evaluation and place in designated folder. Provide comments where appropriate.*

**Any score below a 3 requires a comment.**

**I. Arrives promptly and reports to assigned area**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**II. Maintains cooperative relationships with technologists and staff**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**III. Student's APPEARANCE is professional** *(meets or exceeds program requirements)*

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**IV. Exhibits confidence, critical thinking, and independent judgment in routine, non-routine, mobile, and surgical procedures**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**V. Student adapts to the VARIETY OF DUTIES assigned to evening shift radiographers and participates in the determination of PATIENT PRIORITY**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**VI. Selects technical factors that fall within proper EXPOSURE RANGES and properly evaluates film**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**VII. Accurately modifies positioning techniques as warranted for routine and non-routine procedures**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**VIII. Student ADAPTS well to NON-routine situations**  
*(Emergency/Trauma/Uncooperative Patients)*

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**IX. Utilizes equipment in skillful manner**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**X. Responds to constructive criticism and film evaluation in a responsible and professional manner**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**XI. Uses proper radiation protection (*shields when appropriate*)**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

Score \_\_\_\_\_

\_\_\_\_\_  
**Technologist Signature**

**Students' knowledge, skills and abilities are appropriate for level of clinical education in accordance with the skills needed for non-routine, surgical and/or mobile radiography.**

5 – Exceptional    4-Above Satisfactory    3 – Satisfactory    2- Needs Improvement    0- Major remediation needed

**Technologist comments concerning exceptional clinical performance:**

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**Technologist comments concerning clinical area(s) needing improvement:**

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\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Faculty Signature**

\_\_\_\_\_  
**Date**

**SOUTHERN UNIVERSITY AT SHREVEPORT  
RADIOLOGIC TECHNOLOGY PROGRAM**

**CT IMAGING  
ROTATION EVALUATION**

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

**Clinical Site** \_\_\_\_\_ **Technologist** \_\_\_\_\_

Please indicate your **PERCEPTION** of the student's clinical performance for the past two week.

**THE STUDENT WAS ABLE TO:**

- I. ORGANIZATION –Assist during procedures and meet organizational requirements appropriate to rotation objective**

*5 -Always      4-Almost Always      3 – Frequently      2- Seldom      0- Never*

- II. TIME MANAGEMENT-Constructively use time and contribute to work progress according to appropriate educational level.**

*5 -Always      4-Almost Always      3 – Frequently      2- Seldom      0- Never*

- III. ABILITY TO FOLLOW DIRECTIONS-Complete tasks as instructed or directed, make rational decisions, and request clarification of instructions if necessary.**

*5 -Always      4-Almost Always      3 – Frequently      2- Seldom      0- Never*

- IV. ACCOUNTABILITY-Report promptly to assigned clinical area and respect lunch / break times.**

*5 -Always      4-Almost Always      3 – Frequently      2- Seldom      0- Never*

- V. PROFESSIONAL DEMEANOR-Adhere to rules regarding professional attire for radiology students, practice good personal hygiene, and demonstrate appropriate use of English language.**

*5--Always      4-Almost Always      3 – Frequently      2- Seldom      0- Never*

- VI. INITIATIVE–Participate appropriately in the assigned clinical area, practice previously learned skills, and perform tasks unassigned but necessary for efficient functioning of the department.**

*5 -Always      4-Almost Always      3 – Frequently      2- Seldom      0- Never*

**VII. ATTITUDE-Accept constructive criticism positively and benefit as a result, demonstrate an interest in work, and demonstrate “teamwork”.**

*5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0-Never*

**VII. COMMUNICATION-Communicate effectively with patient and staff, record or convey pertinent patient information to others, and use appropriate medical terminology.**

*5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never*

**IX. PATIENT CARE–Aware of patient's needs safety and modesty, responds to patient apprehensions, and practice universal precautions consistently.**

*5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never*

**X. PROCEDURE PROTOCOL-Realizes the importance of checking BUN and CREATINE levels.**

*5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0-Never*

**XI. TRANSPORTATION: Able to effectively and safely transport the patient to his/her room or destination.**

*5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

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

**Technologist's Signature:** \_\_\_\_\_

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

**Faculty's Signature:** \_\_\_\_\_

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

**SOUTHERN UNIVERSITY AT SHREVEPORT LOUISIANA  
RADIOLOGIC TECHNOLOGY PROGRAM**

NAME: \_\_\_\_\_ PATIENT ID NO. \_\_\_\_\_ DATE: \_\_\_\_\_

**CT HEAD CHECK OFF LIST**

PERFORMANCE OBJECTIVE -THE STUDENT MUST BE KNOWLEDGABLE OF CT CRANIUM. THE EVALUATOR MUST DIRECTLY OBSERVE THE PROCEDURE FROM START TO FINISH. Please check the appropriate box "yes or no" below:

**THE STUDENT SHOULD BE ABLE TO PREPARE FOR THE EXAMINATIONS:**

YES      NO

- \_\_\_\_\_ 1. Evaluate the requisition for procedures and patient information
- \_\_\_\_\_ 2. Provide clean and orderly equipment and appropriate supplies prior  
to entering the patient's room
- \_\_\_\_\_ 3. Activate display console and computer for appropriate exam

**MAINTAIN GOOD PATIENT AND RADIOGRAPHER RELATIONSHIP.**

- \_\_\_\_\_ 1. Select correct patient and introduce himself or herself
- \_\_\_\_\_ 2. Assess patient's condition
- \_\_\_\_\_ 3. Give proper explanation of the examination in laymen's term
- \_\_\_\_\_ 4. Remove hairpins, rings, and earring
- \_\_\_\_\_ 5. Position the patients head in cradle without tilt or rotation
- \_\_\_\_\_ 6. Aligning the IPL parallel to the positioning light
- \_\_\_\_\_ 7. Perform scout localization and understand positioning landmarks
- \_\_\_\_\_ 8. Perform scanning while maintaining communication with the patient
- \_\_\_\_\_ 9. Recognize image(s), which contain motion or artifacts
- \_\_\_\_\_ 10. Assist patient from table
- \_\_\_\_\_ 11. Transfer images to PAC's

**Based on my direct supervision and observation, \_\_\_\_\_ has demonstrated adequate knowledge of a head scan.**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Technologist's Signature:** \_\_\_\_\_

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

**Faculty's Signature:** \_\_\_\_\_

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



**SOUTHERN UNIVERSITY AT SHREVEPORT LOUISIANA  
RADIOLOGIC TECHNOLOGY PROGRAM**

NAME: \_\_\_\_\_ PATIENT ID NO. \_\_\_\_\_

DATE: \_\_\_\_\_

**ABDOMEN AND PELVIS**

**CHECK OFF LIST**

PERFORMANCE OBJECTIVE -THE STUDENT MUST BE KNOWLEDGABLE OF CT ABDOMEN AND PELVIS. THE EVALUATOR MUST DIRECTLY OBSERVE THE PROCEDURE FROM START TO FINISH. Please check the appropriate box "yes or no" below:

**THE STUDENT SHOULD BE ABLE TO PREPARE FOR THE EXAMINATIONS:**

YES      NO

- \_\_\_\_\_ 1. Evaluate the requisition for procedures and patient information
- \_\_\_\_\_ 2. Provide clean and orderly equipment and appropriate supplies prior to entering the patient's room
- \_\_\_\_\_ 3. Activate display console and computer for appropriate exam

**MAINTAIN GOOD PATIENT AND RADIOGRAPHER RELATIONSHIP**

- \_\_\_\_\_ 1. Select correct patient and introduce himself/herself
- \_\_\_\_\_ 2. Assess patient's condition
- \_\_\_\_\_ 3. Give proper explanation of the examination in laymen's term
- \_\_\_\_\_ 4. Remove all artifacts
- \_\_\_\_\_ 5. Position patient on the table
- \_\_\_\_\_ 6. Perform scout localization and understand positioning landmarks
- \_\_\_\_\_ 7. Perform scanning while maintaining communication with the patient
- \_\_\_\_\_ 8. Recognize image(s), which contain motion or artifacts

- \_\_\_\_\_ 9. Assist patient from table
- \_\_\_\_\_ 10. Transfer images to PAC's

**Based on my direct supervision and observation, \_\_\_\_\_ has demonstrated adequate knowledge of an abdomen and/or pelvis scan.**

COMMENTS: \_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

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

**Technologist's Signature:** \_\_\_\_\_

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

**Faculty's Signature:** \_\_\_\_\_

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

**SOUTHERN UNIVERSITY AT SHREVEPORT  
RADIOLOGIC TECHNOLOGY PROGRAM  
SONOGRAPHY EVALUATION  
FORM S**

**STUDENT** \_\_\_\_\_

**DATE** \_\_\_\_\_

**CLINICAL ASSIGNMENT** \_\_\_\_\_

**EVALUATED BY** \_\_\_\_\_

*Please complete this evaluation and place in designated folder. Provide comments where appropriate. **Any score below a 3 requires a comment.***

*Circle the score that best reflects the student's performance*

**I. Arrives promptly and reports to assigned area.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**II. Maintains cooperative relationships with technologists and staff.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**III. Uses time effectively.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**IV. Exhibits assertiveness.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**V. Properly identifies patient and utilizing computerized technology.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**VI. Can differentiate between solid and cystic related to image evaluation.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**VII. Has the ability to identify at least 2 organs within the abdominal structure.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**VIII. Identifies and selects the appropriate exam specific probe for scanning.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**IX. Explains exam to patient and has knowledge of patient exam prep.  
(NPO/water prep)**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**X. Is able to differentiate the difference between an artery and a vein.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**XI. Demonstrates ease in manipulation of machine functions. (zoom, depth, color, Doppler)**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**SCORE**\_\_\_\_\_

**Technologist comments concerning exceptional clinical performance:**

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**Technologist comments concerning clinical area(s) needing improvement:**

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\_\_\_\_\_  
**Technologist Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Program Faculty Signature**

***My signature confirms that I have reviewed and have been given an opportunity to discuss this evaluation. It is not an indication of agreement with any score or rating, but that I have been given ample opportunity to discuss it.***

**Student Comments:**

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**SOUTHERN UNIVERSITY AT SHREVEPORT  
RADIOLOGIC TECHNOLOGY PROGRAM  
GENERAL IMAGING EVALUATION  
FORM G**

**STUDENT** \_\_\_\_\_

**DATE** \_\_\_\_\_

**CLINICAL ASSIGNMENT** \_\_\_\_\_

**EVALUATED BY** \_\_\_\_\_

*Please complete this evaluation and place in designated folder. Provide comments where appropriate. **Any score below a 3 requires a comment.***

*Circle the score that best reflects the student's performance*

**I. Arrives promptly and reports to assigned area.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**II. Maintains cooperative relationships with technologists and staff.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**III. Uses time effectively.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**IV. Exhibits assertiveness.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**V. Properly identifies patient and utilizing computerized technology.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**VI. Does the student demonstrate proficiency in preparing the patient for the exam and recording patient history?**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**VII. Is the student's attitude towards patient care appropriate?**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**VIII. Has the ability to identify anatomic parts displayed during exam imaging.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**IX. Has the student demonstrated proficiency in equipment manipulation/operation?**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**X. Does the student respond well to constructive criticism?**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**XI. Demonstrates professional and ethical standards.**

5 -Always    4-Almost Always    3 – Frequently    2- Seldom    0- Never

**SCORE** \_\_\_\_\_

**Technologist comments concerning exceptional clinical performance:**

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**Technologist comments concerning clinical area(s) needing improvement:**

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\_\_\_\_\_  
**Technologist Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Program Faculty Signature**

***My signature confirms that I have reviewed and have been given an opportunity to discuss this evaluation. It is not an indication of agreement with any score or rating, but that I have been given ample opportunity to discuss it.***

**Student Comments:**

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2016

**SOUTHERN UNIVERSITY AT SHREVEPORT  
RADIOLOGIC TECHNOLOGY PROGRAM  
FORM D  
FACULTY EVALUATION**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

PROGRAM FACULTY \_\_\_\_\_

**COMMUNICATION**

**Communication**

- I.        5 – Always maintains effective communication with members of the healthcare team.  
            4 – Almost always maintains effective communication with members of the health care team.  
            3 – Frequently maintains effective communication with members of the healthcare team.  
            2 – Seldom maintains effective communication with members of the healthcare team.  
            1 – Never maintains effective communication with members of the healthcare team.

**PROFESSIONAL ETHICS**

**II.        Adherence to Established Rules and Regulations**

- 5 - Always adheres and contributes to rules and regulations in a professional manner – far exceeds the requirements in demonstrating safety, superior record keeping, dress code, program and hospital policies. Zero written and verbal warnings.  
            3 - Frequently adheres to rules and regulations but takes advantage of all minimum allowances permitted. (One verbal warning.)  
            0 - Ignores rules and regulations concerning safety, dress code, record keeping, program policies and hospital policies, Two verbal or one written.

**III.       Cooperative Relationships**

- 5 - Always maintains cooperative relationships with faculty and receptive to counseling by program faculty.  
            4 - Almost always maintains cooperative relationships with faculty and receptive to counseling by program faculty.  
            3 - Frequently maintains cooperative relationships with faculty receptive to counseling by program faculty.  
            2 - Seldom maintains cooperative relationships with faculty; sometimes causes friction.  
            0 - Never maintains cooperative relationships with faculty and unreceptive to counseling by program faculty; frequently clashes with others and causes friction.

**IV.       Professional Appearance and Demeanor**

- 5 - Always presents him or herself in a professional manner: with proper uniform, film badge, markers, technique book and demonstrates professional behavior  
            4 - Almost always presents him or herself in a professional manner: with proper uniform, Film badge, markers, technique book and demonstrates professional behavior  
            3 - Frequently him or herself in a professional manner: with proper uniform, film badge, markers, technique book and demonstrates professional behavior  
            2 - Seldom presents him or herself in a professional manner: with proper uniform, film badge, markers, technique book and demonstrates professional behavior  
            0 - Never presents him or herself in a professional manner: with proper uniform, film badge, markers, technique book and demonstrates professional behavior

- V. **Attendance**  
 5 - One (1) absence  
 4 - Two (2) absences  
 3 - Three (3) absences  
 2 - Four (4) absences  
 0 - Five (5) or more absences
- VI. **Promptness**  
 5 - Zero tardies  
 4 - One tardy  
 3 - Two tardies  
 2 - Three tardies  
 0 - Four or more tardies
- VII. **Initiative**  
 5 - Always a self-starter, sees thing to be done and does them  
 4 - Almost always a self-starter, sees things to be done and does them  
 3 - Frequently starts things without being told.  
 2 - Seldom starts things without being told.  
 0 - Never a self-starter, must be shown repeatedly what must be done.

### **CRITICAL THINKING**

- VIII. **Dependability**  
 5 - Always conscientious, does more than required, can be trusted to work alone  
 4 - Almost always conscientious, can usually be trusted to work alone  
 3 - Frequently conscientious, occasionally needs to be watched  
 2 - Seldom conscientious, often cannot be relied upon, must be closely watched  
 0 - Never conscientious, cannot be relied upon, must constantly be watched while performing exams
- IX. **Judgment**  
 5 - Always handles situations with tact and good judgment, mature in decision making  
 4 - Almost always handles situations with tact and good judgment, mature in decision making  
 3 - Frequently handles situations with tact and good judgment, must be given some direction  
 2 - Seldom handles situations with tact and good judgment, must be told “how” and “what” repeatedly  
 0 - Never handles situations with tact and good judgment even after being told “how” and “what” repeatedly
- X. **Integration of Didactic and Clinical Information**  
 5 – Is organized, always uses previous instructions and is able to apply them to a variety of complex problems without prompting  
 4 – Is almost always organized, uses previous instructions for less complex tasks; requires little or no prompting for more complex problems  
 3 – Is frequently organized, uses previous instructions, but only when reminded that instructions have been given.  
 2 – Is seldom organized, uses previous instructions to perform exams; needs instructions repeated again before procedure is performed.  
 0 – Is never organized, uses previous instructions to perform exams; needs repeated instructions each time a procedure is performed.



## **CLINICAL COMPETENCE**

- XI.      **Response to a Need for Extra Work**  
5 - Always willing to perform procedures even after being checked off  
4 - Almost always willing to perform procedures even after being checked off  
3 - Frequently willing to perform procedures even after being checked off  
2 - Seldom willing to perform procedures after being checked off, sometimes complains  
0 - Never willing to perform procedures after being checked off - complains and refuses to do the work
- XII.     **Use and Care of Equipment and Facilities**  
5 - Always demonstrates skillful manipulation of equipment; resourceful  
4 - Almost always demonstrates skillful manipulation of equipment  
3 - Frequently demonstrates skillful manipulation of equipment  
2 - Seldom demonstrates skillful manipulation of equipment – often misuses equipment and unfamiliar with locks  
0 - Never demonstrates skillful manipulation of equipment - careless with equipment and unfamiliar with locks
- XIII.    **Technical Knowledge**  
5 - Skillful at following technique charts and setting techniques, positioning accurate; few exceptions  
4 - Almost always skillful at following technique charts and setting techniques, positioning consistently accurate; little help needed.  
3 - Frequently skillful at following technique charts and setting techniques, positions; asked when instructions are needed.  
2 - Seldom skillful at following technique charts and setting techniques, positioning needs major correction; impedes patient flow.  
0 - Never skillful at following technique charts and setting techniques, most positioning is inaccurate; cannot select technique
- XVI.     **Radiation Protection**  
5 - Always uses proper collimation, shielding, film size and protects self and others  
4 - Almost always uses proper collimation, shielding, film size and protects self and others.  
3 - Frequently uses proper collimation, shielding, film size and usually protects self and others  
2 - Seldom uses proper collimation, shielding, film size and seldom protects self and others  
0 - Never uses proper collimation, shielding, film size and never protects self and others

<b>Professionalism Points</b>			<b>30</b>
Verbal warning	-10		
Written warning	-15		
Suspensions	-30		
Total			

**SCORE II-VII=\_\_\_\_\_ /30\_\_\_\_\_ + Professional points\_\_\_\_\_ /30\_\_\_\_\_**

**Professional points \_\_\_\_\_/60**

**Professional Point Rubric =  
The student**

*4 exceeds expectation.....60-50*

*3 meets expectation.....49-40*

*2 needs improvement..... 39-30*

*1 marked improvement needed ....29-below (see comment below)*

**Total Evaluation Score\_\_\_\_\_**

My signature confirms that I have reviewed and have been given an opportunity to discuss this evaluation. It is not an indication of agreement with any score or rating, but that I have been given ample opportunity to discuss it.

Comments:

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Faculty Signature

\_\_\_\_\_  
Date

## **LOG SHEET**

Documentation of clinical experience is a basis for the evaluation of success in the clinical education portion of the program. This documentation must be complete and accurate. This form provides a record of the examinations which the student has observed, assisted with, or performed. Students are responsible for marking each exam and keeping the form accurate. In addition, clinical log sheets serve as documentation of competencies and repeat radiographs under direct supervision. All repeat radiographs must receive technologist signature documented on a log sheet. Forms must be uploaded into the Trajecsys within a two (2) week time period. Log sheets must be submitted to clinical instructor upon completion. Please note HIPPA Laws prohibit students from including the full patient name.

## Semester: \_\_\_\_\_ 20 \_\_\_\_

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020  
92

## DETERMINATION OF CLINICAL GRADES

### Clinical Grades are based on:

- a. Clinical Competency – Form A
- b. Clinical Competency Testing
- c. Rotation Evaluations
- d. Faculty Evaluations
- e. Pre-Clinical Orientation (for RADT 107 only)
- f. Level 1 Review

### Clinical Grading Scale (First Fall Semester)

#### 1<sup>st</sup> Semester Students Only

- a. Clinical Competency – Form A..... 50%
- b. Clinical Competency (Objective Testing) ..... 20%
- c. Rotational Evaluations..... 05%
- d. Faculty Evaluations..... 10%
- e. Pre-Clinical Orientation (for RADT 107 only) ..... 15%

### Clinical Grading Scale

#### First Spring, Summer I, Second Fall, Second Spring & Second Summer Semesters

- a. Clinical Competency – Form A..... 50%
- b. Clinical Competency (Objective Testing) .....35%
- c. Rotational Evaluations..... 05%
- d. Faculty Evaluations..... 10%

### General Clinical Course Requirements

To satisfactorily complete this course, a student must:

1. Obtain at least **77%** of the total points.
2. Adhere to the policies and procedures outlined in this handbook.

*Revised 2016*

# RADT 107

## Clinical Grade Worksheet

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

$\frac{\text{a}}{\text{b}} + \frac{\text{c}}{\text{d}} + \frac{\text{e}}{\text{f}} = \text{Grade}$

### Rotational Evaluations

$\frac{\text{points earned}}{\text{points offered}} \times .05 = \text{a}$

### Competency Evaluations

$\frac{\text{points earned}}{\text{point offered}} \times .50 = \text{b}$

### Faculty Evaluations

$\frac{\text{points earned}}{\text{points offered}} \times .10 = \text{c}$

### Objective Testing

$\frac{\text{points earned}}{\text{points offered}} \times .20 = \text{d}$

### Pre-Clinical

$\frac{\text{points earned}}{\text{points offered}} \times .15 = \text{e}$

Revised 2008/2013/2016

## Clinical Grade Worksheet

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

$$\frac{\text{a}}{\text{a}} + \frac{\text{b}}{\text{b}} + \frac{\text{c}}{\text{c}} + \frac{\text{d}}{\text{d}} = \text{Grade}$$

.....

### Rotational Evaluations

$$\frac{\text{points earned}}{\text{points offered}} \times .05 = \text{a}$$

### Competency Evaluations

$$\frac{\text{points earned}}{\text{point offered}} \times .50 = \text{b}$$

### Faculty Evaluations

$$\frac{\text{points earned}}{\text{points offered}} \times .10 = \text{c}$$

### Objective Testing

$$\frac{\text{points earned}}{\text{points offered}} \times .35 = \text{d}$$

*Revised 2003, 2005, 2016*

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

## **GRADUATION REQUIREMENTS**

- Students must receive a minimum grade of a “C” in ALL professional courses to remain in the program. If a student receives below a “C” in any of the professional courses, he/she will be dismissed from the program.
  - A student may reapply for readmission into the program if the student fails a professional course.
- Students will be given the exit exam at the end of the second Summer Term.
  - Students must pass the exit exam with a 77% average or better
  - Students who are unsuccessful in passing the exit exam on the first attempt will be given an “I” grade and required to attend remediation sessions provided by program faculty
  - In the interim period between the end of the summer semester and final date to remove ‘I’ grade, the student will be given the opportunity to retake the Exit Exam a total of three (3) times in minimum of 30-day increments. Failure to remove an “I” letter grade by the required date, will result in failure of the course. The student must repeat the Seminar II course the following spring semester.
- Students must successfully complete the final challenge of the clinical competency-based system utilized by this program.
  - Students will be withheld from graduation until the clinical education components have been successfully completed.



## **PROGRAM CONTRACT**

I have read the policy and procedure handbook for the Radiologic Technology Program of Southern University at Shreveport, LA, and I fully understand that:

1. Any infraction of the rules may result in immediate dismissal from the program.
2. I must maintain at least a 77% average or I may be dismissed from the program.
3. Students must pass the exit exam with a 77% average in order to graduate.
4. Failure to do so will result in a delay in completing the curriculum.
5. Successful completion of the exit exam is required in accordance with the academic calendar. Failure to comply with this requirement will result in the student receiving a grade of "F"

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Student's Name

---

Date

*Shelia S. Swift M.A., B.S.R.T. (R)*

**Program Director**

*Revised: 1997, 1999, 2004, 2006, 2009*

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

**REPEATING OF RADIOGRAPHS  
IN THE  
CLINICAL SETTING**

I understand that I may only repeat a radiograph in the presence of a registered radiographer. I further understand that failure to do so is a violation of program policy which will result in the following disciplinary action:

**1st Offense - - - - - Written Reprimand w/ three (3) day suspension**

**2nd Offense - - - - - Dismissal from the Program**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

**REPEATING OF RADIOGRAPHS  
IN THE  
CLINICAL SETTING  
DISCIPLINARY ACTION FORM**

**I understand that I may only repeat a radiograph in the presence of a registered radiographer. I further understand that failure to do so is a violation of program policy which will result in the following disciplinary action:**

Date of offense: \_\_\_\_\_ Type of Exam: \_\_\_\_\_

Facility: \_\_\_\_\_ Time of offense: \_\_\_\_\_

**Disciplinary Action:**

**( ) 1<sup>st</sup> Offense –three (3) day suspension**

\_\_\_\_\_ **Date**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Clinical Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

***Student is suspended From \_\_\_\_\_ To \_\_\_\_\_***

***May return to assigned clinical facility on: \_\_\_\_\_***

**( ) 2<sup>nd</sup> Offense-DISMISSAL**

\_\_\_\_\_ **Date**

**I understand that I have been dismissed from the Radiologic Technology Program for failure to comply with the program's repeat policy.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director' Signature

\_\_\_\_\_  
Date

3/07

## Early Alert Notification Form

<https://www.susla.edu/form/307>

### Center for Student Success Early Alert Notification Form

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Last Name	First Name	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
Referring Faculty or Staff Name		Referring Faculty or Staff email
<input type="text"/>		<input type="text"/>
Semester (ex. FALL 2018)	Course Prefix	Course Number
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
Early Alert Reasons		
<input type="text" value="v"/>		
Does the student still have an opportunity to pass the course?		
<input type="radio"/> Yes		
<input type="radio"/> No		
What action do you recommend for the student at this point?		
<input type="text" value="v"/>		
Additional Information (any contact with student, preferable means of contact, other issues/concerns)		
<input type="text"/>		
<input type="button" value="Submit"/>		

---

GET SOCIAL    

## **Radiologic Technology Program (RADT) Policy and Procedures**

<b>Title: STUDENT STATEMENT OF CONFIDENTIALITY</b>	
<b>Approved by: Program Director</b>	<b>Date of Issue: TBA</b>
<b>Secondary Approval: Advisory Board/ Chairperson</b>	<b>Review/Revised Date:</b>

The purpose of this policy is to define the confidentiality and disclosure practice within the Radiologic Technology program. Confidentiality is the foundation of trust between the program, clinical sites and their patients. Students and faculty shall abide by all Rules of Professional Ethical Conduct as well as adherence to all federal and state Privacy Laws.

### **Persons affected: (Referred to as all parties)**

- Radiologic Technology Faculty and staff
- Students
- Volunteers of clinical program

### **Definitions**

**Confidential information** – may be any information relating to the representation of a client or case. Faculty, staff, students and volunteers shall not disclose information (including, but not limited to case strategy, privileged communications, facts of the case) to anyone unless the patients/cases gives permission to further disclose with written authorization.

### **High-Risk Confidential Information**

This will include by not limited to person unique identifier (SSN#), financial information, drivers license, name, and personal identifiable medical information.

### **Procedure**

1. Faculty, students, and volunteers will not reveal any information concerning patients/cases to anyone not authorized to discuss the individual's physical and psychological condition while on a clinical experience nor will reveal any information from the practice records while enrolled in the Radiologic Technology Program at Southern University in Shreveport.
2. Faculty, students, and volunteers shall understand and acknowledge that his/her shall assume full responsibility for any breach of confidence in regards to patients and/or patient information/records.
3. All parties acknowledge understanding that two or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person/case/client.

4. All parties shall respect the confidential nature of all information that he/she has access to, including but not limited to patient's personal health information provided to them verbally, contained in the patient's health records or maintained on the Hospital's electronic health system.
5. All parties understand that they are never to use any electronic devices or social media including cell phones (camera and recorder), emails, webcasts, blogs, Facebook, Twitter, etc. or multi-media (ie. YouTube, Flickr) news media sites, cameras and video recorders to convey or retain information related to patients or cases during clinical experience.
6. All parties must avoid communicating anything that might appear inappropriate or might be misconstrued as inappropriate by a reader, for example, communications that are obscene, malicious or that discriminate regarding patient's/cases.
7. All parties will be advised of the importance of complying with all relevant state and federal confidentiality and privacy laws including the Health Information Portability and Accountability Act of 1996 (HIPAA), to the extent applicable.
8. All parties agree to undergo training in the requirements of the privacy and security provisions of HIPAA and to advise them of the importance of complying with Hospital policies and procedures relative to HIPAA as well as Federal and State Laws.
9. I acknowledge that I may use patient's personal health information for educational purposes at the hospital for learning experience, classroom, case presentation, class assignment for research, but it exclude as much of the protected personal health information as possible.
10. If I breach confidentiality for any reason, I understand that this is subject to grounds for my dismissal from the Radiologic Technology Program at Southern University in Shreveport.

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Student Signature

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Date

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Faculty Signature

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Date

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Witness

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Date

## **Radiography Program Health Insurance Coverage**

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

"All students admitted to the radiography program are expected to carry personal health insurance under the Affordable Care Act.

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

Name of Company \_\_\_\_\_

I.D. Number \_\_\_\_\_

Policy Holder's Name \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student's Name

## **Radiography Program Student Activities Student Travel Responsibilities**

Travel by students enrolled at Southern University at Shreveport (SUSLA) to college-sponsored events is a privilege. Therefore, students' conduct and activities while traveling on such trips inevitably reflect upon the college, as well as upon themselves. Simply put, students and sponsors should behave as ambassadors from the college and the community. Student travel on college-sponsored trips should be conducted in accordance with the college's policies on non-discrimination, sexual harassment, and Student Handbook.

In addition to the above, the following individual guidelines regulating conduct for student travel have been established:

1. While on trips, you are representing SUSLA. Your actions and conduct should leave a favorable impression with anyone you come in contact with.
2. Attendance at all conference sessions and activities is mandatory unless otherwise approved by the advisor.

I have read and I understand the Student Travel Responsibilities statement and agree to follow the guidelines as stated.

---

Date Student Signature

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Date Advisor's Signature



# **Code of Ethics**

## **Principle One:**

The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

## **Principle Two:**

The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

## **Principle Three:**

The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes of the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status

## **Principle Four:**

The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.

## **Principle Five:**

The Radiologic Technologist assesses the situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

## **Principle Six:**

The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

## **Principle Seven:**

The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self, and other members of the healthcare team.

**Principle Eight:**

The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patients' right to quality radiologic technology care.

**Principle Nine:**

The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

**Principle Ten:**

The Radiologic Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

Southern University at Shreveport  
Radiologic Technology Program  
***Corrective Action Form: Clinical Rule Violations***

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Violations of the following clinical rules are regarded as major infractions and are subject to immediate dismissal. Any violation of this handbook will be documented and assessed on a consecutive basis over the student's clinical tenure.

- a. ( ) Theft, reasonable basis for suspicion of theft, or attempted theft
- b. ( ) Willful destruction of property
- c. ( ) Assault with intent to do bodily injury
- d. ( ) Insubordination: refusal to perform the assigned duty
- e. ( ) Willful breach of confidentiality
- f. ( ) Use of alcohol or drugs on hospital premises or reporting to work under the influence to the extent that job performance is impaired or to the extent that others are aware of the condition
  
- g. ( ) Solicitation or distribution of illegal contraband
- h. ( ) Possession of firearms or other dangerous weapons
- i. ( ) A maximum occurrence of three (3) verbal and/or written warnings may result in a minimum of three (3) day suspension or **DISMISSAL**. These violations may or may not be inclusive of the disciplinary actions as outlined in the Program Student Handbook.
- j. ( ) Other

Disciplinary  
Action

Suspension  
( )

Dismissal  
( )

Date \_\_\_\_\_

Date \_\_\_\_\_

Policy Violation  
Result

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Student Comments

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The student's signature indicates that this matter was discussed with him/her and does not necessarily mean that the student agrees with what is stated.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Program Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Disciplinary actions are not limited to the aforementioned violations. Refer to policies and procedures outlined in the Program Student Handbook or University Student Handbook.

*Revised 2014*

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

**Southern University at Shreveport**  
**Radiologic Technology**  
**VERBAL WARNING FORM**

Name _____	Date _____
Facility _____	Rotation _____

**Policy Violation**

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**Guidelines:**

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*Should you encounter difficulty in complying with the program policies and procedures as outlined in the Program Student Handbook, or if unusual circumstances occur, please discuss them with the Program Director.*

**Student Response:**

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\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Date**

*Revised 12/2006*

**Southern University at Shreveport  
Radiologic Technology**

**WRITTEN WARNING FORM**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Facility** \_\_\_\_\_ **Rotation** \_\_\_\_\_

You have failed to comply with the guidelines in the verbal warning issued on \_\_\_\_\_.  
Your repeated violation of the outlined guidelines has resulted in the issuance of this  
written warning.

*Failure to comply with any program policy or procedure from this time forward  
may result in dismissal from the program.*

**Policy Violation:** \_\_\_\_\_

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

**Student Response:**

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

**Student is required to report for a conference with the Program Director on \_\_\_\_\_ at  
\_\_\_\_\_ (am/pm)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Date**

**Southern University at Shreveport  
Radiologic Technology Program  
Uniform Disciplinary Table**

**Key:** VW=Verbal Warning  
WR=Written Warning  
D=Dismissal

**DISCIPLINARY ACTION**

<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>
<b>1. (A) Repeated tardiness, absenteeism, and abuse of lost-time privileges.</b> (4) tardies = VW (5) tardies = WR w/counseling Excessive tardiness = May Constitute grounds for Dismissal  <b>(B) Failure to call in on time when unable to report for duty as scheduled</b>	VW	WR	D
<b>2. Discourteous treatment of patient, visitors, or other personnel.</b>	VW	WR	D
<b>3. Insubordination (refusal to follow instructions or accept job assignments from a supervisor or properly designated program/hospital/clinic authority)</b>	WR	D	
<b>4. No Call-No Show (failure to adhere to the Reporting Absence Policy) *</b> 1 <sup>st</sup> No call- No show (WR with 1-day suspension) 2 <sup>nd</sup> No call-No show (WR with 3-day suspension)	WR	WR	D
<b>5. Clocking in at the wrong clinical rotation/time or failure to clock in or out at assigned time</b>	VW	WR	
<b>6. Clocking in or out of clinical rotation using cellular device</b>	VW	WR	S
<b>7. Incompetent performance of duties or neglect of duty</b>	VW	WR	D
<b>8. Evidence of possession of liquor or drugs (substance abuse)</b>	D		
<b>9. Theft, regardless of value</b>	D		
<b>10. Conduct endangering the life, safety, or health of others</b> ▲ Deliberate or willful ▲ Careless or negligent	WR	D	
	VW	WR	D
<b>11. Possession of unauthorized weapons on hospital/clinic premises</b>	D		
<b>12. Failure to respect the confidential nature of hospital/clinic records and information regarding patients</b>	D		
<b>13. Altering, removing, damaging, destroying, or improperly using hospital/clinic property</b>	VW	WR	D
<b>14. Malicious gossip about any employee, patient, physician, or hospital/clinic representative</b>	VW	WR	D
<b>15. Dishonesty, including falsification or omission of any information pertaining to personal records, admissions application, and information regarding physical and/or mental condition.</b>	D		

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>
16. Solicitation: students are not permitted to solicit for donations or to sell any item to others (authorized functions would not apply)	VW	WR	D
17. Falsification or Omission of records inclusive of clinical and/or didactic	WR	D	
*Omission of clinical log sheets and/or medical records	VW	WR	D
18. Leaving the premises or unauthorized absence from the work unit during a scheduled working day without permission from the clinical instructor	WR 3-day suspension	D	
19. Using profanity or unprofessional conduct	VW	WR	D
20. Persistently uncooperative behavior or inability to work with others	VW	WR	D
21. Failure to maintain a professional appearance	VW	WR	D
22. Sleeping on duty	WR	D	
23. Gambling on duty	WR	D	
24. Accepting monetary tips	WR	D	
25. Personal phone calls	VW	WR	D
26. Harassment (to include sexual harassment)	WR	D	
27. Verbal or physical altercations	WR	S	D
28. Use of cellular or electronic devices	WR	S	D
29. Sending/approving images without technologist consent	WR	D	
30. Dismissal from a clinical site	WR 2 weeks/ 6-day suspension	D	
31. Violation of parking policies	VW	WR	
32. Violation of program policy and/or procedures that place the program in a negative stance and may, inadvertently, place the program in danger of losing a clinical education center.	WR	D	

\*\*\*\*\*THIS TABLE IS NOT INCLUSIVE OF ALL DISCIPLINARY POLICIES\*\*\*\*\*

**Students will be required to go before the Allied Health Disciplinary Committee for any GRAVE infraction of program policy based upon the recommendation of the Program Director.**

**Southern University at Shreveport  
Radiologic Technology Program**

**Excessive Radiation Reading Form**

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

**Amount of radiation student received** \_\_\_\_\_

**Time period** \_\_\_\_\_

**Student explanation of excessive reading:**

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

**Action Taken:**

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

\_\_\_\_\_  
**Student Signature/Date**

\_\_\_\_\_  
**Clinical Coordinator Signature/Date**

\_\_\_\_\_  
**Program Director Signature/Date**

*Implemented 2003*



**Southern University at Shreveport  
Radiologic Technology Program**

**Student Excessive Dose Limit Form**

**Amount of radiation student received** \_\_\_\_\_

**Time period** \_\_\_\_\_

**Student explanation of excessive dose**

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**Action Taken**

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**Student Signature/Date**

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**(RSO) Radiation Safety Officer Signature**

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**Program Director Signature/Date**

**Southern University at Shreveport  
Radiologic Technology Program**

**Voluntary Declaration of Pregnancy**

I \_\_\_\_\_ am voluntarily declaring that I am pregnant. I believe I became pregnant in \_\_\_\_\_ (provide only month and year). I understand that my occupation radiation dose during my entire pregnancy will not be allowed to exceed 5millisievert. I also understand that meeting this dose limit I may elect to change in my clinical schedule during my pregnancy. The missed time or uncompleted objective(s) will be made-up before I am allowed to graduate. If I find out that I am not pregnant, or if my pregnancy is concluded, I will complete the Withdrawal of Declaration of Pregnancy Form.

- ☐ *I have attached is my physician's statement*
- ☐ *I will provide a physician statement on \_\_\_\_\_*
- ☐ *I elect not to provide a physician statement regarding my pregnancy*
- ☐ *I have received information concerning the program's voluntary disclosure policy and have been informed of my options*
- ☐ *I received counseling regarding the effects of radiation on a fetus*

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Clinical Coordinator's signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Radiation Safety Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Director**

\_\_\_\_\_  
**Date**

*Revised 2012/2015*

Revised 1997/2004//2006/2008/2009/2012//2015/2016/2017/2019/2020

**Southern University at Shreveport  
Radiologic Technology Program**

**WITHDRAWAL DECLARATION OF PREGNANCY FORM**

I am withdrawing my previous declaration of pregnancy in writing. I understand that by Submitting this form I, \_\_\_\_\_, am voluntarily informing you that I am withdrawing my declaration of pregnancy and will be considered "not pregnant."

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

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Clinical Coordinator's signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Radiation Safety Officer***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Program Director***

\_\_\_\_\_  
***Date***

*Revised 2012*

**Southern University at Shreveport**  
**Radiologic Technology Program**  
**Incident Report Form**

**Date** \_\_\_\_\_ **Site** \_\_\_\_\_

**Location of Incident** \_\_\_\_\_

**Persons Involved**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Time of Incident:** \_\_\_\_\_ **am/pm**

**Description of Incident:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_

**Student's Signature**

**Date**

**Program Official**

## **Incident Report Policy**

I fully understand the importance of filling out incident reports immediately after the incident. I further understand that an incident is “any injury received by a patient or any error made by students and/or personnel in the diagnostic imaging department”.

I further understand that the document may be called an “unusual occurrence report or an accident report”.

I also understand that any failure to immediately report an incident to my supervising radiographer and the clinical instructor will result in an *automatic three-day suspension* from the clinical program.

---

Student

---

Date

**SOUTHERN UNIVERSITY AT SHREVEPORT  
RADIOLOGIC TECHNOLOGY PROGRAM  
MAKE-UP DAY FORM**

**PLEASE NOTE:** This form must be left in the designated clinical folder at the clinical facility where make-up day(s) was completed. **NO EXCEPTIONS.** Failure to do so may result in disciplinary action.

**Student Name:** \_\_\_\_\_

**Clinical Site:** \_\_\_\_\_

**Dates and Time of Make-Up:**

**Technologist Initials/Time**

**Day 1** \_\_\_\_\_

<b>Time In</b> _____ <b>Tech Initials</b> _____	<b>Time Out</b> _____ <b>Tech Initials</b> _____
--	---

**Day 2** \_\_\_\_\_

<b>Time In</b> _____ <b>Tech Initials</b> _____	<b>Time Out</b> _____ <b>Tech Initials</b> _____
--	---

**Day 3** \_\_\_\_\_

<b>Time In</b> _____ <b>Tech Initials</b> _____	<b>Time Out</b> _____ <b>Tech Initials</b> _____
--	---

**Day 4** \_\_\_\_\_

<b>Time In</b> _____ <b>Tech Initials</b> _____	<b>Time Out</b> _____ <b>Tech Initials</b> _____
--	---

**Day 5** \_\_\_\_\_

<b>Time In</b> _____ <b>Tech Initials</b> _____	<b>Time Out</b> _____ <b>Tech Initials</b> _____
--	---

**Total hours of Make-up time:** \_\_\_\_\_

**Technologists' comments:**

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

**Technologist Signature:** \_\_\_\_\_

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

**Student Signature:** \_\_\_\_\_

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

**Clinical Instructor:** \_\_\_\_\_

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

**Clinical Coordinator:** \_\_\_\_\_

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

# ***MAGNETIC RESONANCE IMAGING (MRI) AND FERROMAGNETIC SAFETY POLICY***

Students enrolled in the SUSLA Radiology Program are advised that although the majority of their observation and clinical experience will be in general diagnostic radiology that they may be provided the opportunity to complete a special rotation in the Magnetic Resonance Imaging (MRI) area. The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic magnetic, or mechanical implants, devices or objects. In order to ensure student safety, and the safety of others in the department, it is important that students respect the following rules at all times while in the MRI environment:

1. The program requires students to enter the MRI suite, only when cleared and/or accompanied by an MRI technologist. Students are expected to adhere to each clinical affiliate's MRI safety policies and screening requirements.
2. Students **MUST** understand that the magnet is always ON and take necessary steps to avoid harm.
3. Students should note that carrying ferromagnetic items or equipment into the MRI suite is strictly prohibited since these items may become projectiles, causing serious injury or death and/or equipment failure. These items include, but are not limited to, most metallic items such as: oxygen tanks, wheelchairs, carts, monitors, IV poles, laundry hampers, tools, and furniture. MRI-compliant medical equipment is available for use in the MRI department; do not borrow or use this equipment for general use in other areas of the medical imaging department.
4. All personal ferromagnetic items must be removed prior to entering the MRI room. These include the following:
  - Electronic devices such as beepers or cell phones, purse, wallet, money clip, credit cards or other cards with magnetic strips, hearing aids, metallic jewelry (including all piercings) and 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 underwires.
5. **If applicable, students should disclose or ask about all known indwelling metallic device(s) or fragment(s) to the supervising technologist or program faculty prior to entering an MRI scan room to prevent internal injury as described below.**

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** because they 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 to malfunction.

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

- Cardiac pacemaker, wires, heart valve(s) or implanted cardioverter defibrillator (ICD)
- Neurostimulator system
- Aneurysm clip(s)
- Metallic implant(s) or prostheses
- An implanted drug infusion device
- History of welding, grinding or metal injuries of or near the eye
- Shrapnel, bullet(s), BB'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.)

**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 (lap band)
- ☐ Most cerebrospinal fluid (CSF) shunts

The presence of in-dwelling or external ferromagnetic devices or objects does not disqualify a student from entering the radiography program. Those who are allowed to rotate in the MRI area will be required to complete an MRI Safety Clearance Form as part of the pre-entrance physical to verify that it is either: 1) Safe for them to enter the scan room's magnetic field, or 2) Ensure that a radiography student with indwelling or external ferromagnetic devices or objects is not inadvertently placed at risk during their clinical rotations while in the program.

For more information regarding MRI Safety, please refer to the American College of Radiology's MR Safety Guidelines available at: <http://www.acr.org/quality-safety/radiology-safety/mr-safety>



# SOUTHERN UNIVERSITY AT SHREVEPORT

## RADIOLOGIC TECHNOLOGY

### **MAGNETIC RESONANCE SAFETY CLEARANCE FORM**

*In accordance with the SUSLA Radiologic Technology Program MRI policy, my signature below validates that I have read and completed the MRI Safety Clearance Form and have had the opportunity to ask questions regarding the information on this form.*

**Please check 'Yes or No' to indicate whether you have any of the following:**

<b>MRI SAFETY (Checklist)</b>	<b>YES</b>	<b>NO</b>
<i>Cardiac pacemaker, wires, heart valve(s) or Implanted Cardioverter Defibrillator.</i>		
<i>Aneurysm clips(s)</i>		
<i>Metallic Implant(s) or prostheses</i>		
<i>Shrapnel, bullet, BB's, or pellets</i>		
<i>An implanted drug infusion device</i>		
<i>Permanent cosmetic or tattoos</i>		
<i>Dentures/teeth with magnetic keepers</i>		
<i>Eye, ear/cochlear, or other implants</i>		
<i>Medication patches that contain metal foil</i>		
<i>Neuro stimulator systems</i>		
<i>History of welding, grinding or metal injuries of or near the eye</i>		

***I further understand that the following items are permissible and do not pose a hazard while in the MRI suite:***

- 1. Intrauterine devices (IUS's)*
- 2. Gastric bypass devices (lap bands)*
- 3. Most cerebrospinal fluid (CSF) shunts*

**Signature:** \_\_\_\_\_

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

## **POLICY CHANGE POLICY**

Our sponsoring bodies are dynamic and may at any time place new demands or restrictions on the program; however, the program reserves the right to institute new or change existing policies. Policy changes may be directed by, but not limited to The Joint Review Committee on Education in Radiologic Technology or The Radiologic Technology Program. Upon the change of any policy, the student will be required to sign a copy attesting to receipt of and agreeing to abide by the new policy.

(See policy below)

Policy reference: \_\_\_\_\_

I have received a copy of the policy and/or procedure of the handbook for the Radiologic Technology Program of Southern University at Shreveport, LA. I have read the revised policy and/or procedure and I fully understand the new guidelines.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Radiologic Technology Program  
Southern University at Shreveport  
Clinical Faculty**

**To Report an absence:**

1. Call or email the CI for that site (Check w/ CI for preference – home phone or cell.)
2. Call the clinical site.

Failure to follow policy will result in disciplinary action

**Mrs. Shelia Swift, Program Director**

Cell: 617-7011

Office: 670-9646

Email: [sswift@susla.edu](mailto:sswift@susla.edu)

**Mrs. Daphne Thibeaux, Clinical Coordinator**

Cell: 393-5287

Office: 670-9649

Email: [dthibeaux@susla.edu](mailto:dthibeaux@susla.edu)

**Mrs. Yvonne Williams, Clinical Instructor**

Cell: 990-0865

Office: 670-9647

Email: [ywilliams@susla.edu](mailto:ywilliams@susla.edu)

**Mrs. Benita Lawrence, Clinical Instructor**

Cell: 382-3469

Office: 670-9648

Email: [blawrence@susla.edu](mailto:blawrence@susla.edu)

**Ms. Tonia Moore, Part-time Clinical Instructor**

Cell: 230-6329

Email: [toniaamoore@susla.edu](mailto:toniaamoore@susla.edu)

**Southern University at Shreveport  
Radiologic Technology  
Consent for Release of Information**

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date/Time

\_\_\_\_\_  
SUSLA Faculty Signature

\_\_\_\_\_  
Date/Time

## **“A PATIENT IS . . .”**

A PERSON WHO IS ILL OR PSYCHOLOGICALLY THINKS HE IS ILL . . .  
NEVER JUDGE

A PERSON WHO NEEDS HELP . . . UNDERSTANDING AND THE BEST  
MEDICAL SERVICE AVAILABLE

A PERSON WHO HAS FEELINGS, MODESTY, PROBLEMS AND HIS OWN  
BELIEFS . . . RESPECT THEM

PATIENTS SHOULD BE HANDLED TACTFULLY, QUICKLY AND  
EFFICIENTLY . . . STAY IN COMMAND

RADIOGRAPHERS SHOULD DISPLAY A COURTEOUS, FRIENDLY  
ATTITUDE AT ALL TIMES

AS A MEMBER OF THE HEALTH TEAM, THE MAJOR OBJECTIVE IS  
ALWAYS . . . THE PATIENT

## **APPENDIX B**

### **PATIENT BILL OF RIGHTS**

\*Students should be advised that federal legislation may indicate changes to the PATIENT BILL OF RIGHTS. The attached is the most current information available at time of print.

#### **Introduction**

Effective health care requires collaboration between patients and physicians and other healthcare professionals. Open and honest communication, respect for personal and professional values, and sensitivity to differences are integral to optimal patient care. As the setting for the provision of health services, hospitals must provide a foundation for understanding and respecting the rights and responsibilities of patients, their families, physicians, and other caregivers. Hospitals must ensure a health care ethic that respects the role of patients in decision making about treatment choices and other aspects of their care. Hospitals must be sensitive to cultural, racial, linguistic, religious, age, gender, and other differences as well as the needs of persons with disabilities.

### **Bill of Rights**

These rights can be exercised on the patient's behalf by a designated surrogate or proxy decision-maker if the patient lacks decision-making capacity is legally incompetent, or is a minor.

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis. Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their accompanying risks and benefits. Patients have the right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, residents, or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.
3. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides, or transfers to another

## **Southern University at Shreveport**

# **ANNUAL SUBMISSION OF GENERAL SAFETY RULES**

**August 11, 2014**

As mandated by the Louisiana Office of Loss Prevention, it is the responsibility of each state agency to submit to their employees, on an annual basis, a copy of safety rules. These rules were created specifically for Southern University at Shreveport to enhance safety on our campus to ensure a safe working environment. Please assist the University by reading the rules thoroughly and conforming to them.

1. Observe and follow all posted safety notices.
2. No fighting or horseplay is allowed in work areas or classrooms. During class sessions, make sure students are aware of this rule.
3. Know the locations of Fire Extinguishers housed in all campus buildings. Take the time to read instructions as to how to operate them if or when needed.
4. Become familiar with Evacuation Routes posted in all buildings. Study the routes in case you must evacuate the building.
5. Become familiar with safety data on the Safety Bulletin Boards located in all buildings. Instructions on "knowing what to do" in case of emergencies are given (fires, storms, etc.).
6. Report all injuries and accidents to your supervisor. Supervisors must document the injury and forward a copy of the report to the Human Resources Department and the Safety Office. If a student is involved, contact the University Police Department.
7. Report to your supervisor any equipment that is broken or not operating properly. Examples: Chairs - castors/wheels missing, loose seats, unsteady backs, broken legs; Desks – broken legs, damaged or lose drawers, etc.
8. Do not run in the work area.
9. Report unsafe conditions to your supervisor. Contact either your Building Monitor/Evaluator or the Facilities Department who will do a follow-up of the reported condition.
10. Do not throw objects in the work area.
11. Keep your workstation clean and orderly.
12. Keep floors free of litter at all times.
13. Smoking is not allowed inside any buildings. We are a "Smoke-Free" agency.
14. Place litter and waste materials in proper trash containers.
15. Do not work on wet floors and immediately wipe up spills if possible. Notify the Facilities Department if assistance is needed. Stay clear of areas where "wet floor signs" are visible.
16. Keep passageways clear to allow easy access and exit.
17. Keep desks, filing drawers, etc. clean and closed to avoid accidents/hazards.
18. Return equipment and materials to their proper place after use. Example: Laptop computers -lock them in a safe area when not in use.
19. Report lighting and ventilation problems to our Facilities Department.
20. Always read labels before using chemicals, bleaches, cleaning fluids, etc. that could be harmful if spilled. Read Manufacturers Safety Data Sheets thoroughly.
21. When working with hazardous chemicals, do not work alone.

22. Use only approved cleaning fluids when cleaning machinery. Remember to allow for proper ventilation. Dispose of rags and waste materials by placing them in proper containers. Keep them away from heat.
23. Do not operate machines or equipment without proper training. Use manufacturer's manuals as guidelines to use the equipment properly.
24. Never leave a machine or equipment in operation unattended. Turn off machines and equipment before leaving the office at the end of the workday.
25. Neckties, scarves, and other clothing should be secured when working around equipment that may grab them. Example - copiers
26. Notify the Facilities Department immediately of any breakage or malfunction of building machinery/equipment.
27. Wear eye protection, respirators, and protective clothing when protective gear is needed to complete a job.
28. Report frayed electrical cords immediately to our Facilities Department.
29. Tape temporary electrical cords to the floor to prevent tripping.
30. Do not overload electrical circuits.
31. Do not use electrical extension cords as a permanent electrical line.
32. Never turn on any electrical switch you are not familiar with.
33. Do not attempt to repair electrical devices (switches, outlets, cords, etc.). Report damaged devices to the Facilities Department.
34. Keep flammable items away from electrical outlets, cords or any other electrical apparatus.
35. Use only properly grounded electrical equipment.
36. Wear your seat belt when operating a state vehicle and your personal vehicle. Always drive defensively.
37. Watch how you travel around campus. Pay close attention to broken sidewalks and curbs. Stay immobile while using your cell phones to reduce the possibility of tripping and falling.

**CALL THE FOLLOWING NUMBERS TO REPORT ANY UNSAFE CONDITIONS THAT CAN CAUSE HARM OR INJURY TO AN INDIVIDUAL and/or DAMAGE OR DESTRUCTION TO A BUILDING**

<b>University Police</b>	<b>670-9349</b>
<b>University Police (cell)</b>	<b>286-6647</b>
<b>Facilities Department</b>	<b>670-9378 or 670-9377</b>
<b>Safety Officer</b>	<b>670-9379</b>

**And**

**911 (if responses or communication fails with the above)**

Revised: 08/2014

Please see SUSLA website:

<http://www.susla.edu/administration/Pages/UniversityPolice.aspx?panel=2>



# **RADIOLOGIC TECHNOLOGY ESTIMATED FEES**

*Below are estimated expenses related to the two (2) year enrollment in the Radiologic Technology Program. Please note that the fees below are ESTIMATES ONLY and are subject to change based on University Fees.*

## **Estimated expenses for the obtaining an Associate of Applied Science Degree in Radiologic Technology**

Tuition and fees (please see the university website)	General college expenses
Program Clinical fees per university	\$150/semester

### **First Fall RADT 107S \$835**

Castle Branch Document Tracker/Drug Screen	\$67
Markers/marker holders	\$50
Background check	\$50
BLS Provider Certification (CPR)	\$75
Trajecsys Clinical Records Management	\$150
Lab Supplies	\$75
Uniforms and patches	\$300
Uniform Outerwear	\$50

### **First Spring RADT 117S \$100**

LSRT membership	\$20 annually
Mid-Winter conference attendance	\$35
Polo Shirts	\$45

### **First Summer RADT 135S \$211**

LSRT membership	\$20
LSRT Annual conference registration	\$75
Digital Online Imaging Consult	\$100

### **Second Summer RADT 257/260S \$610**

Kettering Seminar	\$200
Corectec	\$80
HESI Exit Exam Package	\$265
ETS Exit Exam	\$35

### **Additional Student Out-of-Pocket Fees**

Books	\$1200
White Leather Shoes	\$75
ARRT certification exam fee (after program completion)	\$200
	\$110 Louisiana State Licensure fee

