

## **INTRODUCTION**

This handbook provides the Radiologic Technology Program's philosophy and operational framework within which the students and faculty in the Radiography Program can work together in harmony and understanding. Members of any group with common goals and objectives must have rules and regulations, which insure the rights and responsibilities of all involved. The policies hereinafter stated are meant to insure that operation of the department will be consistent with its objectives and responsibilities as a professional group.

The faculty of the Radiologic Technology Program are dedicated to assisting each student in radiography to achieve the objectives of the educational program and to develop to his or her optimal potential. The faculty is also obligated to prepare radiographers who meet standards of safe practice necessary in the field of radiography, and who are skilled in the science of radiography.

The Radiography faculty adheres to the policies and information in this handbook and reserves the right to make changes through committee action. Students will be informed of any modification(s) of the handbook.

A more comprehensive and detailed handbook will be given to all students during orientation.

## **PROGRAM MISSION STATEMENT**

In accordance with and in support of the mission of the Nashville Hospital Authority, the Radiologic Technology Program is committed to educating highly skilled radiographers who will provide quality care for their patients. It is the program's mission to promote medical imaging skills, multi-skill competency, high quality patient care, professionalism and continuing education. This is accomplished through a twenty-four month clinical and didactic curriculum.

The Program's Mission will be assessed by the following Student Learning Outcomes.

Students will be clinically competent.

- Students will provide radiation protection for the patient, self and others.
- Students will be able to integrate anatomy with clinical positioning skills.

Students will demonstrate critical thinking skills.

- Students will use a logical sequence of steps in the performance of exams.
- Students will be able to modify technical factors to accommodate for patient conditions, equipment, accessories, and pathology to produce a high quality radiograph.
- Students will use appropriate critical thinking and problem solving skills in the clinical setting.

Students will demonstrate professional development.

- Students will claim membership in a professional organization.
- Students will conduct themselves in a professional manner in the clinical setting.

Students will demonstrate communication skills.

- Students will communicate effectively with patients in the clinical setting.
- Students will present and articulate a radiographic pathology case study to classmates.
- Students will choose the use of proper oral and written medical communication as it applies to different age, cultural, and socio-economic groups.

## **HOSPITAL MISSION STATEMENT**

Nashville General Hospital is a publicly supported, academically affiliated community-based hospital. We are committed to providing excellent healthcare regardless of age, race, creed, gender, sexual preference, or ability to pay. With the alliance of Meharry Medical College and Vanderbilt University, the medical staff and our employees will provide an educational and research environment based on the provision of comprehensive, compassionate, acute care services to those in need. Our employees, physicians, and vendors will be given the same respect, concern and caring attitudes that they are expected to share with our customers.

## **NOTICE OF NONDISCRIMINATION**

The Radiology Technology Program of Nashville General Hospital does not discriminate on the basis of race, age, color, gender, religion, origin, disability, sexual preference, marital or parental status in its student admission policies as well as employment administration, program operations and activities.

## **DESCRIPTION OF NASHVILLE GENERAL HOSPITAL**

The hospital was established in 1890 and is under the jurisdiction of the Metropolitan Government of Davidson County. The hospital's primary responsibility is to provide medical services to the medically indigent of Davidson County. As an acute care facility in the Metropolitan area, the hospital provides a full range of services including emergency, medicine, surgery, obstetrics and gynecology, pediatrics, medical imaging, and pathology. Nashville General Hospital is accredited by The Joint Commission (TJC), formally known as the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and is licensed by the state of Tennessee.

### **PROGRAM DESCRIPTION**

In existence since 1958, Nashville General Hospital Radiologic Technology Program maintains a twenty-four month educational program, which is divided into four semesters and designed to prepare students to become Registered Radiographers. The structure of the curriculum is based on a maximum of forty hours per week, which includes clinical and didactic instruction. Shifts will vary including some evenings. The Medical Imaging Department contains imaging modalities which provide for the following: routine radiographic examinations, tomography, mobile radiography, fluoroscopy, vascular studies, dental radiography, surgical radiography, sonography, mammography, nuclear medicine, computerized tomography (CT), and magnetic resonance imaging (MRI). The hospital and medical imaging facilities provide the student with state-of-the-art directed experience.

Upon graduation, the student will receive a certificate of completion which makes them eligible to sit for the national registry exam administered by the American Registry of Radiologic Technologists (ARRT). Once the exam is passed, graduates will obtain the Registered Technologist (Radiographer) credentials that will follow their name as R.T.(R).

### **DESCRIPTION OF THE PROFESSION**

Radiologic Technology is the art and science of applying x-radiation, gamma radiation, ultrasound, and magnetic fields in the diagnosis and treatment of patient disease or injury. Radiologic Technology is a profession which includes those individuals who perform radiographic procedures, nuclear medicine procedures, radiation therapeutic procedures, ultrasonic imaging procedures, and magnetic resonance imaging procedures. Individuals performing these procedures are referred to as Radiographers or Radiologic Technologists, Nuclear Medicine Technologists, Radiation Therapists, Sonographers, and MRI Technologists, respectively.

Radiographers perform and assist physicians in performing radiographic procedures in order to determine the presence of disease or injury. Radiographers utilize sophisticated, highly technical x-ray equipment in recording the structures of the body on a radiographic film or other image receptors. The types of radiographic examinations vary considerably and include examinations of the chest, abdomen, head and neck, organ systems, and the entire skeleton. The Radiographer is a part of the medical team and performs effectively by:

- applying knowledge of the principles of radiation protection for the patient, self, and others.
- applying knowledge of anatomy, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph.
- determining exposure factors to achieve optimal radiographic technique with a minimum of radiation exposure to the patient.
- examining radiographs for the purpose of evaluating technique, positioning, and other pertinent technical qualities.
- exercising discretion and judgment in the performance of medical imaging procedures.
- providing patient care essential to radiographic procedures.
- recognizing and dealing with emergency patient situations.

Advances in medical knowledge and the constant expansion in hospital and health services are creating an ever expanding demand for the services of well qualified Radiographers. Registered technologists are welcome and needed in both urban and rural health care facilities. This allows technologists to choose the type of community in which they wish to live. Job opportunities are allowing employment in hospitals, clinics, private physician offices, industry, government, public health, and education.

### **CURRICULUM OVERVIEW**

Students begin the first Monday of October. The month of October is orientation. The first day includes, but is not limited to tours, classmate introductions, distribution and discussion of the Student Handbook, distribution of policies, lecture and clinical rotational schedules. Students do not engage in any hands-on patient care activities during October. Students are in the didactic setting completing orientation competencies such as EKG, phlebotomy, basic oxygen administration, patient transportation and transfer, imaging equipment manipulation, and vital sign assessment. During October the clinical coordinator has lectures on basic positioning and anatomy, and takes students into an examination room for laboratory and practical experiences. Finally, students begin the course in Radiation Protection and Radiobiology to gain knowledge and respect for radiation before they get too involved in activities within an imaging exam room.

In November students begin rotations at various clinical sites. Each rotation lasts six months. During the first week at each clinical site the student has a formal orientation.

Selection of student clinical sites is selected by the Clinical Coordinator and will not be influenced by a student's home location, or personal needs. Student clinical sites are as follows;

- Nashville General Hospital, Nashville TN
- Southern Hills Medical Center, Nashville TN
- Vanderbilt University Medical Center and Children's Hospital, Nashville TN
- Veterans Administration Medical Center, Nashville TN
- Middle Tennessee Medical Center, Murfreesboro TN
- Veterans Administration Medical Center, Murfreesboro TN
- Northcrest Medical Center, Springfield TN

The program is divided into quarters and semesters. One quarter equals 12 weeks, two quarters equal one semester. There are two semesters each year, four semesters in the entire curriculum. Students receive a break at the end of each 12 week quarter. If the student meets all didactic and clinical requirements, the student completes their training on the last Friday of September. No student will be continuously enrolled longer than 150% of the published length of the program.

Didactic hours are 8:00am to 3:00pm, clinical hours are 7:00am to 3:30pm or 11:00am to 7:30pm, Monday through Friday. At no time will didactic and clinical hours exceed 40 hours per week.

The program is measured in clock hours and those completed clock hours are reflected on the student's final transcript. There are 1344 didactic hours and 1920 clinical hours, for a total of 3264 clock hours in the two year curriculum.

It is the policy of the Radiologic Technology Program sponsored by Nashville General Hospital that all students will have equitable didactic and clinical opportunities, maintain policies and standards, and promote the highest level of professionalism, whether or not the student is receiving financial assistance.

## CURRICULUM SEQUENCING/ACADEMIC CALENDAR 2011 to 2013

### **FIRST YEAR STUDENTS, First Semester (Quarters 1, 2), October 3, 2011 to March 23, 2012**

Classroom Lectures 8:00am to 3:00pm (Monday, Tuesday, Wednesday)

Q1	Q2	HRS	Course
X	X	60	Introduction to Radiology and Patient Care
X	X	24	Medical Terminology
X	X	48	Radiation Protection and Radiobiology
X	X	372	Radiographic Procedures I,II Laboratory, and Practical

Clinical Education 7:00am to 3:30pm or 11:00am to 7:30pm (Thursday and Friday)

Q1	Q2	HRS	Course
X	X	384	Clinical Education I

Students Off: Week of December 26, 2011 and Week of March 26, 2012

### **Second Semester, (Quarters 3, 4), April 2, 2012 to September 21, 2012**

Classroom Lectures 8:00am to 3:00pm (Monday, Tuesday, Wednesday)

Q3	Q4	HRS	Course
X	X	84	Radiographic Exposure, Image Evaluation
X	X	84	Human Structure and Function
X	X	336	Radiographic Procedures III, IV Laboratory, and Practical

Clinical Education 7:00am to 3:30pm or 11:00am to 7:30pm (Thursday and Friday)

Q3	Q4	HRS	Course
X	X	384	Clinical Education II

Students Off: Week of June 25, 2012 and Week of September 24, 2012

### **SECOND YEAR STUDENTS, Third Semester (Quarters 5, 6), October 1, 2012 to March 22, 2013**

Clinical Education 7:00am to 3:30pm or 11:00am to 7:30pm (Monday, Tuesday, Wednesday)

Q5	Q6	HRS	Course
X	X	576	Clinical Education III

Classroom Lectures 8:00am to 3:00pm (Thursday, Friday)

Q5	Q6	HRS	Course
X		48	Radiology Physics
X	X	48	Imaging Equipment
X		24	Pharmacology and Contrast Media
X		24	Medical Ethics and Law
	X	24	Radiographic Pathology
	X	24	Cross Sectional Anatomy

Students Off: Week of December 24, 2011 and Week of March 25, 2013

### **Fourth Semester (Quarters 7, 8) April 1, 2013 to September 20, 2013**

Clinical Education 7:00am to 3:30pm or 11:00am to 7:30pm (Monday, Tuesday, Wednesday)

Q7	Q8	HRS	Course
X	X	576	Clinical Education IV

Classroom Lectures 8:00am to 3:00pm (Thursday)

Q7	Q8	HRS	Course
X		24	Introduction to Quality Assurance and Control
X		24	Introduction to Computer Literacy
X	X	96	General Review, Registry Review

Students Off: Week of June 24, 2013 and Week of September 23, 2013

Students will have the following holidays off.

New Years Day	Memorial Day	Thanksgiving Day	Christmas Eve
Martin Luther King Day	Independence Day	Friday after Thanksgiving Day	Christmas Day
President's Day	Labor Day		

# NGH Radiologic Technology Program

## CURRICULUM DESCRIPTION

*(The number of contact/ clock hours follows each course listing)*

### **Introduction to Radiography and Patient Care: (60 hrs)**

This course provides the student with an overview of radiography and its role in healthcare delivery. Students are oriented to academic and administrative structure, key departments and personnel, and to the profession as a whole. Basic principles of radiation protection are also introduced to ensure radiation protection of self, patients and others when assigned to clinical rotations in the first quarter. Furthermore, this course provides the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine, emergency, geriatric, and pediatric care is described as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education is included. Ethics and law pertaining to patient care is addressed, and pharmacology in medical imaging is covered.

### **Medical Terminology: (24 hrs)**

This course provides the student with an introduction to the origins of medical terminology. A word building system is introduced, and abbreviations and symbols are discussed. Specific medical imaging terminology is also included.

### **Radiation Protection and Biology: (48 hrs)**

This course provides the student with an overview of the principles of radiation protection. Radiation protection responsibilities of the radiographer for patients, personnel, and the public are presented. Regulatory agencies are identified and agency involvement in radiation protection is discussed. The course also includes an overview of the principles of the interaction of radiation with biological tissues. Radiation effects on biological molecules, organisms, and factors affecting biological response are presented. Acute and chronic effects of radiation are also discussed.

### **Radiographic Procedures and Laboratory (I, II, III, IV): (708 hrs)**

These courses are designed to provide the student with the knowledge and skills necessary to perform standard radiographic procedures. Image critique for each procedure is routinely included in the lectures. This course also introduces the student to routine and special radiographic procedures utilizing contrast media. Positioning and procedural steps are presented in detail for each examination covered. Laboratory demonstration, practice and evaluation complements the didactic portion of these courses.

### **Radiographic Exposure and Image Evaluation: (84 hrs)**

This course introduces the production and properties of x-ray, radiographic film processing, equipment, and accessories used to produce diagnostic medical images. Technical factors affecting density, contrast, distortion, and detail are discussed. Furthermore, technique charts, technical conversions, and how to calculate multi-factor technique problems are also included in this course. Finally, this course will discuss the evolution of computers and its application to digital radiography, PACS, and networking interfacing.

### **Human Structure and Function : (84 hrs)**

This course provides the student with knowledge of anatomy and physiology. The components of cells, tissues, organs and systems are described. The individual parts/organs that comprise the human body are presented in detail. Topographical and cross-sectional anatomy are also addressed throughout the course.

### **Radiation Physics : (48 hrs)**

This course will provide the student with knowledge of basic radiation physics. Fundamentals of x-ray generating equipment and circuitry are discussed. Information on x-ray production, beam characteristics, and units of measurement is presented.

### **Radiographic Pathology: (24 hrs)**

This course is a study of diseases, their relationship to radiographic imaging, and how the disease may affect radiographic technique, positioning and patient care delivery. Furthermore, students will present a pathology incorporating the disease process with the use of multiple imaging modalities, extensive research, and interaction with radiologists and/or other medical professionals.

### **Imaging Equipment : (48 hrs)**

This course provides the student with knowledge of equipment routinely utilized to produce diagnostic images. Course content includes various recording media, imaging techniques, and special imaging equipment including fluoroscopy, mobile radiographic equipment, tomography, MRI, CT, computed radiography, and digital radiography.

### **Pharmacology and Contrast Media: (24 hrs)**

This course will teach students various drug and contrast agent categories, the impact and relevance to radiography, pharmacokinetics and pharmacodynamics, potential side effects and emergency medical responses. Students will understand that under the supervision of a Radiologist, and depending on the scope and level of responsibility required of the radiographer, there is the possibility of administering drugs and contrast agents to patients.

**Cross-Sectional Anatomy: (24 hrs)**

This course is intended to briefly review the historical accomplishments of computed tomography and magnetic resonance imaging. The students will then explore anatomical structures in the sagittal, coronal, and axillary planes as seen in cross sectional images of computed tomography, and magnetic resonance imaging. This course will explore the cranial, thoracic, and abdominopelvic regions, and the skeletal system as it relates to bones and joints. Finally, PET scanning will be discussed and how this modality is incorporated with cross sectional images.

**Medical Ethics and Law: (24 hrs)**

The purpose of this course is to promote an understanding and appreciation of ethics, morals, and how laws influence the health care profession. Legal terms, Patient Bill of Rights, sources of laws, consent, standards of care and professional scope of practice will be covered as it relates to preventing malpractice. Finally, actual litigated radiology malpractice cases will be studied to encourage understanding and responsibility under the law.

**Introduction to Quality Assurance and Control: (24 hrs)**

This course provides the student with an introduction to the evaluation of radiographic systems to assure quality in the delivery of all aspects of radiological services. The components involved in the quality improvement system are discussed. State, federal, and professional impacts are described. Equipment quality control is discussed including tests to evaluate radiographic equipment and accessories.

**Introduction to Computer Literacy: (24 hrs)**

This course introduces the student to fundamental principles of computer technology. Computer concepts and terminology are discussed. Computer applications in radiology are presented including teleradiology, PACS, HIS, and RIS. Students will develop and present their own Power-point presentation.

**General Review: (96 hrs)**

The purpose of this course is to provide a review of all radiologic technology subject matter with emphasis placed on material most needed by the group preparing for the registry examination administered by the American Registry of Radiologic Technologists. Multiple mock registry exams are administered to provide testing practice and to evaluate retained knowledge of course information presented throughout the program.

**Clinical Education (I, II, III, & IV): (1920 hrs)**

These courses provide the student with practical knowledge through direct patient contact and examination performance during varied levels of supervision and training. CT, MRI, Ultrasound, Nuclear Medicine, Special Procedures, Cardiac Catheterization, Mammography, Surgical, and Trauma rotations are included. These rotations are designated for providing all students with observation time and hands-on experience to expose them to the various imaging modalities/specialties in which they may pursue as career options. The last quarter of the program is designated for concentrated clinical education in an imaging modality/specialty of the student's choosing. Upon completion of all clinical education requirements, including competency check-off, the student is able to perform, with confidence, the skills of an entry-level multi-skilled radiographer. Other clinical education opportunities/requirements include phlebotomy, EKG, oxygen administration, and vital signs assessment. All clinical education experiences are based on the program's mission statement, goals, and objectives.

*Clock hours for the above classes are approximate. At the Program Director's discretion, actual/final clock hours, course descriptions and content, and the curriculum sequence may change to accommodate additional or deleted information, student progression, or changes to strengthen the curriculum. At minimum, the curriculum shall include the latest professional curriculum adopted by the American Society of Radiologic Technologists (ASRT), content specifications adopted by the American Registry of Radiologic Technologists (ARRT), and standards adopted by the Joint Review Committee on Radiologic Technology (JRCERT).*

*Final clock hours will be reflected on the student's official transcript.*

**INDIVIDUAL COURSE OUTLINES, SYLLABUS, AND OBJECTIVES ARE FOUND IN THE BINDER LOCATED IN THE PROGRAM DIRECTOR'S OFFICE TITLED: Didactic/Course Descriptions, Outlines, Sequence**

## MASTER PLAN

The Radiologic Technology Program maintains a Master Plan which is a comprehensive set of information that describes the policies, rules, regulations, evaluation criteria, evaluation forms, curriculum, program objectives, and all aspects of the program. The Master Plan is available to all students and faculty.

## GOALS OF THE PROGRAM

The goals for the Radiologic Technology Program at Nashville General Hospital have been developed to ensure the promotion of well-educated, multi-skilled professionals who perform the art and science of medical imaging.

The goals of the program are to:

1. Provide high-quality instructors to educate students desiring to become registered radiologic technologists.
2. Provide multi-competency education to ensure graduate marketability.
3. Provide the students with a curriculum that will aid them in seeking advanced degrees through transfer of credits.
4. Establish a program committed to the continued improvement of Radiologic Technology education.
5. Provide a curriculum and program that is continuously relevant to present and future trends in Radiologic Technology through an on-going evaluation process.
6. Be cognizant of the fact that education is not a static process, and requires a systematic evaluation of instructional procedures and practices in order to insure continued improvement in the cognitive, affective, and psychomotor domains.

The program shall be properly planned, organized, and directed so that:

1. Individuals can successfully pass the American Registry Examination.
2. An adequate clinical and didactic ratio is established which properly balances the educational needs of the students.
3. Professional growth is instilled to afford a challenge, diversity, and increase the technical capacity of the radiographer.
4. Students develop pride, professionalism, and a sense of ethical competition and general concern for the welfare of others.
5. The program will rank in parallel or above other programs of its type.
6. Students are taught the latest techniques, curriculum, and imaging modalities in radiologic technology.
7. The importance of continuing education and participation in professional societies is encouraged.
8. A valuable service to the community is provided by educating qualified health care professionals in the art and science of radiologic technology.
9. Candidates to the program are properly screened, qualified instructors are maintained, and the general environment of the program is conducive to proper learning.
10. An advisory committee provides professional input to goal development which is consistent with the mission of the sponsoring institution and program.
11. Systems are maintained for validation and evaluation of the goals to determine output of terminal capabilities.
12. The program shall surpass minimal accreditation standards recommended in the "Standards for an Accredited Educational Program in Radiologic Sciences."

**-These program goals have been developed to maintain consistency with professional expectations for entry-level radiographers, and are in congruence with the mission of the sponsoring institution and school.**

## GENERAL POLICIES

### INTRODUCTION:

Policies for retention and progression at Nashville General Hospital Radiologic Technology Program are applicable to all radiography students.

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

The policies in this handbook are general. A binder titled "Policy Book" is more detailed and is housed in the Program Director's office. Students are encouraged to review the Policy Book if they have any further questions or required greater detail.

### ARRT EXAMINATION CLEARANCE:

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

1. Meets all didactic requirements for the program.
2. Clearance by the Clinical Coordinator regarding completion of all of clinical requirements, including Competency Objective Evaluations (COEs), turning in hospital ID's, dosimetry badges and holders, Competency Books and log books, and signing off on all dosimetry badge reports.
3. Owes no money to the School, Program, Student Health Services, and Nashville General Hospital.
4. Participating in the Graduation Ceremony.

## **ATTENDANCE:**

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

## **CLINICAL:**

Students must arrive on time, ready to work, and leave on time. Any clinical/lab time missed must be made up on a day for day basis according to the Clinical Education Competency Program Handbook.

Students shall not leave a clinical site without final permission from either the Clinical Coordinator or Program Director.

## **DIDACTIC CLASSES AND LAB SESSIONS:**

If an absence or tardy is going to occur, the course instructor and Clinical Coordinator or Program Director must be notified no less than 30 minutes prior to the beginning of the class/lab session.

## **BEREAVEMENT TIME:**

Up to five consecutive days will be allowed for the immediate family. The immediate family is defined as spouse, child, parent, brother, sister, grandparent, mother or father-in-law and step-family members. Time off shall be documented with an obituary notice. Bereavement time must be approved by the Clinical Coordinator and /or the Program Director. It is the student's responsibility to inform the clinical site to which he/she is assigned and the Radiologic Technology Program if they need to miss any time. Information regarding any missed clinical time is kept in the student's file. In required, verification of time made up must be in writing and signed by the clinical instructor and presented to the Clinical Coordinator

## **CALCULATORS:**

Programmable calculators and cell phones are not permitted for use on tests, quizzes, or any in-class assignments.

## **CAREER COUNSELING**

Students may schedule appointments at any time throughout the program for career counseling.

## **CLINICAL EDUCATION, SUPERVISION, EVALUATION, ATTENDANCE:**

Clinical evaluations are conducted by staff radiologic technologists (only registered technologists in good standing with the American Registry of Registered Technologists), clinical instructors, clinical coordinator, or program director. These evaluations are conducted on separate forms and carry various weights in the grading process. This is explained in more detail in The Clinical Education Competency Handbook and in each clinical course syllabus issued to each student at the beginning of the course. **Students must meet the minimum level of competency in each section of the clinical evaluative tool in order to receive a clinical grade of "passing".** All evaluations are kept on file by the Clinical Coordinator and are available to the student on an appointment basis. The evaluations **MUST** be signed by the Clinical Instructor and student. The evaluations are reviewed with the Clinical Coordinator. **It is the responsibility of the student to keep up with his/her progress and to make appointments with the Clinical Coordinator as needed.** When a student fails to sign an evaluation, the student will receive a zero (0) for that particular evaluation.

Clinical grades include competency objective evaluations (COE). Students failing to complete the required COE's for any clinical education period will be required to simulate the exams and then replace the simulated exams with COE's performed on patients during the next rotation period. This is explained in more detail in The Clinical Education Competency Handbook and in each clinical education syllabus issued to each student at the beginning of the course. Furthermore, students at the end of the two-year program, who have not completed the minimum requirement of competency objective evaluations, will not be permitted to take the Certification Examination written by the American Registry of Radiologic Technologists.

It is the responsibility of the student to attend all clinical conference appointments with the clinical coordinator.

Clinical rotations are assigned by the Clinical Coordinator. Students must attend the clinical site assigned by the Clinical Coordinator. The Clinical Coordinator will decide what is best for the student and the School according to course objectives and available space.

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

**MAKE UP TIME FOR CLINICAL ABSENCES MUST BE SCHEDULED AND COMPLETED DURING THE UP-COMING QUARTER BREAK. Make up time must be scheduled with the clinical instructor of the appropriate clinical site and the clinical coordinator. Clinical time missed must be made up, day for day, at the clinical site where it was missed. No student will be continuously enrolled longer than 150% of the published length of the program.**

Students who miss a clinical day, or who expect to be tardy, must call the appropriate clinical site and the Clinical Coordinator and/or Program Director no less than thirty (30) minutes before the beginning of the clinical time. Three (3) tardies equal one (1) absence. **Tardy is after five (5) minutes past the scheduled time.** If a student fails to follow the proper call-in procedure, the clinical grade will be lowered according to the clinical grading policy described in the clinical syllabus.

A passing grade in clinical education is required in order to pass the course. Students are required to attend all clinical lab activities, including practice labs and orientation rotations through all the healthcare facilities.

### **CLINICAL SAFETY:**

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

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

### **LABORATORY POLICIES, RULES, AND GUIDELINES**

Radiation can be both beneficial and harmful. Therefore, it is necessary to establish policies, rules, and guidelines for laboratory practice to assure that students, faculty and innocent bystanders are not unnecessarily exposed.

#### **POLICIES, RULES, AND GUIDELINES:**

1. Under no circumstance will the student be allowed to radiograph another person in the laboratory practical.
2. Students who expose another person are subject to immediate dismissal from the radiography program.
3. Exposures are only allowed with permission from school officials. When an exposure is made, all students and faculty will remain behind the lead barrier or outside the room.
4. Film badges must be worn when exposures are being made.
5. Each student is expected to return equipment and other teaching aids to their proper location.
6. Items should not be placed on the floor. Someone could trip over them.

### **CLINICAL EDUCATION SYSTEM - GLOSSARY OF TERMS**

**Category:** A series of designated radiographic examinations, i.e., upper extremity.

**Competency:** To perform within the realm of indirect supervision and assume those duties and responsibilities according to the course and clinical objectives.

**Competency Objective Evaluation (COE):** The student's radiographic abilities are categorically evaluated. Once a student successfully passes a COE, he/she may perform the exam under indirect supervision.

**COE Re-Evaluation (Recheck):** A competency evaluation of any exam within a category to ensure proficiency. The COE's in each category must be completed before a re-evaluation exam can be performed.

**Radiographic Examination (Exams):** A series of radiographic procedures which produce diagnostic information.

**Simulation:** The student shall perform the examination on a subject and simulate the exposure. A radiograph of the area in question shall be used in the Image Performance section of the evaluation sheet. The student shall critique the image.

**Laboratory:** A designated work area for student practice, teaching during Radiographic Procedures courses, and laboratory practical exams.

**Laboratory Practice:** A. Instruction B. Demonstration C. Practice D. Evaluation (practical)

**Clinical Participation:** Theory, Lab and Practice. Application of acquired knowledge and skills in the clinical settings.

### **COMMUNICABLE DISEASE AND IMMUNIZATION POLICY:**

At the student's expense, all radiography students are required to have the following vaccinations and proof of immunizations for the following;

- TB skin test (PPD) within last 3 months OR copy of chest x-ray report within last 3 months if unable to take skin test because of past positive reaction.
- Proof of Tdap (tetanus/diphtheria/pertussis) vaccine within the past 5 years.
- Proof of 2 MMR immunization OR positive titers for Rubella, Mumps and Rubella
- Proof of 2 Varicella (chickenpox) immunizations OR positive titer
- Hepatitis B immunizations (3 doses) OR positive titer OR or signed waiver

Students must be current with their immunizations and a copy of their immunization record **must** be on file in the School office.

Each student must provide the Radiologic Technology Program with a valid, current, signed documentation of a physical on the form provided by the Program. The physical will provide reasonable assurance that the student is physically able to perform the duties required of a student radiographer. Each student is required to follow standard precautions as established by the Center for Disease Control (C.D.C.).

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

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

### **CONFIDENTIALITY:**

The confidentiality of patient records and student records shall be maintained at all times. To the extent by federal law, employees and students of Nashville General Hospital agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d (“HIPAA”) and any current and future regulations promulgated there under, including with limitation, the federal privacy regulations, the federal security standards, and the federal standards for electronic transactions, all collectively referred to herein as “HIPAA requirements.” Employees and students of Nashville General Hospital agree not to use or further disclose any Protected Health Information or identifiable Health Information, other than as permitted by HIPAA Requirements and the terms of this Agreement. All students will sign a confidentiality statement at the time of admission.

### **CPR CERTIFICATION:**

All students are required to maintain current CPR certification for The Healthcare Provider. Copies of the CPR certification cards are kept in the students’ permanent files. All students must be CPR certified prior to clinical training.

### **DISCIPLINARY ACTIONS:**

#### **PROBATION:**

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

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

2. **ACADEMIC PROBATION DUE TO FAILURE OF ONE OR MORE COURSES:**

STUDENTS MUST RECEIVE A MINIMUM SCORE OF 85% in each course (a course may be either one quarter or two quarters in length). Students failing to achieve a grade of 85% will be placed on an 8-week probation during the upcoming quarter and must take and pass a comprehensive test covering the entire course material. If the comprehensive test is passed with a minimum score of 85%, the overall course grade will be 85%. Failure of the comprehensive test will result in dismissal from the program.

A student has five school days to appeal their final course grade through the established Grievance Policy.

3. **OTHER CAUSES FOR PROBATION: (*This list is not all-inclusive*)**

- a. Unprofessional behavior/performance, in the opinion of the clinical instructor, clinical coordinator or program director
- b. Attendance (including absences, tardiness and make-up time)
- c. Course grade less than “C”
- d. Written work grade less than “C”
- e. Late homework
- f. Lack of organization
- g. Unprofessional appearance
- h. Personal problems that interfere with clinical and/or didactic performance
- i. Improper “calling-in”

- j. Failure to submit the required number of competency examinations to the Clinical Coordinator, during your end of clinical rotation meeting

A probationary period of up to 8 weeks may be allowed for the student to demonstrate improvement. The exact terms of the probation will be specified on the Student Contact Report.

The terms will include the behaviors required to remove the probationary status. If the terms of the probation are not met, dismissal is warranted.

**GENERAL SUSPENSION:** The Program Director may for just cause suspend a student, not to exceed three (3) days per incident. A student who is suspended shall be given written notice of the reasons for the action.

### **DISMISSAL:**

#### **CAUSES FOR IMMEDIATE DISMISSAL: *(This list is not all inclusive)***

1. If the student is found to be unsafe in the clinical setting or found unsuited to the profession of Radiography according to the evaluation method.
2. Dishonesty, falsification of records, insubordination, theft/attempted theft, malicious or attempted destruction, and/or cheating.
3. Possession, use of, or distribution of mind altering substances (including alcohol) in school or clinical areas or while attending meetings, seminars or conventions as representatives of the School of Radiologic Technology.
4. Use of abusive or profane language.
5. Being placed on probation a second time for lack of clinical safety or a third time for other probation reasons.
6. Disclosure of confidential information.
7. Assault and/or battery while representing the school in any way.
8. If the student fails to complete any course criteria as specified in the course syllabus.
9. Violating a program, Medical Imaging Department or hospital security policy.
10. Any felony conviction.
11. Carrying a concealed weapon.
12. Reasonable suspicion of substance abuse
13. Three consecutive days of absences in the didactic and clinical setting without communication with school faculty, staff, clinical sites, Clinical Coordinator, or Program Director will be considered School abandonment.

### **FINANCIAL ASSISTANCE:**

Financial assistance is solely up to the student, there is no financial aid officer on-site. Scholarships, loans and grants are not currently available through Nashville General Hospital at Meharry. Nashville General Hospital and the Meharry Medical College are not responsible for any part of the financial assistance process, eligibility, acceptance, or awards.

In the past, students have received financial assistance through;

- Veterans Administration
- Tennessee Workforce Investment Act (WIA)/Tennessee Higher Education Commission District #9
- Banks, Credit Unions

It is the student's financial responsibility to secure the necessary funds for tuition, insurance, books, transportation, uniforms, and other related school costs. In the event that the student's financial assistance is terminated, for any reason, at any point during enrollment, payment becomes the ultimate responsibility of the student. No student will be enrolled greater than 60 days after payment of financial responsibilities was due.

It is the policy of the Radiologic Technology Program sponsored by Nashville General Hospital that all students will have equitable didactic and clinical opportunities, maintain policies and standards, and promote the highest level of professionalism, whether or not the student is receiving financial assistance.

### **GRADING POLICY:**

After a student has been accepted into the Nashville General Hospital School of Radiologic Technology, only credit earned at NGH or one of its affiliates may be applied toward the Certificate of Completion.

### **PROGRESSION IN THE SCHOOL OF RADIOLOGIC TECHNOLOGY:**

Students must successfully complete the radiography courses in the published sequence established by the Radiography Program Director. Progression to the second year depends on successful completion of first year radiography courses. No student will be continuously enrolled longer than 150% of the published length of the program.

### **MINIMUM GRADE : A minimum grade of "C" is required in each course.**

- The scoring range for the Radiologic Technology Program is: 100-95% = A, 94-90% = B, 89-85% = C, Below 85% = Failing

- Grade below C: It is the student's responsibility to recognize the seriousness of any grade below "C" and to seek counseling from his/her instructor as soon as grades fall below an acceptable level.
- Make-up tests WILL NOT be given unless approved by the instructor. The grade for the missed exam is ZERO. Students who arrive late WILL NOT be permitted to take the exam if another student has already completed the test and left the classroom. Any course grade less than a "C" places the student on academic probation.
- Any final grade less than a "C" necessitates the student to be placed on probation. All requirements listed within each course syllabus must be met before a final grade will be given.
- If a student feels that he/she has a disability and needs special accommodations of any nature, the instructor(s) will work with him/her to provide reasonable accommodations to ensure that the student has a fair opportunity to perform in each course. **Before, during, or immediately after the first scheduled class period of any course, the student should advise the instructor(s) of the disability and the accommodation(s) he/she desires.** This statement is also included in the course syllabi.

#### **WRITTEN ASSIGNMENTS / HOMEWORK POLICY:**

All written homework assignments/projects must be submitted at the **BEGINNING** of the class period for which they are due. Assignments submitted after this time will be given a zero "0", but must be submitted to fulfill the requirements of the course. Students who consistently submit late work (3 assignments/projects or more) will be placed on **Academic Probation**. **Note: The student is expected to assume the responsibility for discussing any extenuating circumstances with his/her instructor, in advance.**

#### **MISSED EXAMS:**

Make-up tests WILL NOT be given unless approved by the instructor. The grade for the missed exam is a ZERO. If allowed to take a make-up test, the test format may be different. (*Example: A multiple choice test was missed, the make-up exam could be essay or fill in the blank.*)

#### **GRADUATION REQUIREMENTS:**

Graduation Ceremony occurs after the successful completion of all didactic and clinical requirements as required for the Certificate of Completion. All students, First and Second Year, are required to participate in the Graduation Ceremony.

#### **GRIEVANCE POLICY:**

Any student who has a complaint can discuss the problem with the Program Director. If the problem is not resolved, the complaint must be submitted in writing within five (5) days to the Program Director. All written grievances will be investigated by the Program Director and the student will receive a written response within five (5) school days from submission. Grievances not settled at the Program Director's level will be submitted to the Director of Diagnostic Services for judgment and review. The student must present in writing his/her philosophy concerning the matter and reasons for displeasure with prior judgments. Grievances not settled at the level of the Director of Diagnostic Services will be submitted to the Hospital Administrator for judgment and review. Again, the student must present in writing his/her philosophy concerning the matter and reasons for displeasure with prior judgments. The Hospital Administrator makes the final decision, which constitutes the final step in the grievance procedure.

Requests for all phases of due process must be submitted within five (5) days of each prior notification of a decision. Each decision will be submitted in writing to the student within five (5) days. Students may appeal suspension, probation, or dismissal and have the right to professional representation. If professional representation is used, all parties must be informed prior to scheduling a meeting. In summary, all grievances and answers must be handled through the chain of command and must be submitted in writing.

#### **HEALTH INSURANCE & REQUIREMENTS:**

Students are responsible for their own health insurance coverage and are responsible for any medical expenses incurred while enrolled in the Radiologic Technology Program (including both clinical and didactic settings).

Any student whose health, after entering the program, changes his/her ability to meet the physical requirements of the Program will be asked to take a leave of absence from the program until the problem is corrected.

#### **HEALTH SERVICES:**

1. Students are responsible for seeking their own health care and are responsible for all related charges.
2. It is the student's responsibility to notify program officials of any personal communicable/contagious disease in order to provide a safe environment for self and others. A State of Examination form is given to the student to be completed by the physician. The form is then submitted to the Program Director indicating if the student is contagious or free from communicable disease. If contagious, the physician usually indicates the length of time necessary for recovery before returning to school.
3. Students are encouraged to obtain Hepatitis B vaccination. If a student does not want the Hepatitis B vaccination, he/she must sign a waiver for relieving any responsibility of the program and its clinical sites.

4. Students must present certification of health records upon acceptance to the program. Health requirements must be consistent with the expectations for health care workers. Students shall report to the Program Director any illness, communicable diseases, and other conditions that might affect the health of the student, patient, or co-worker. (**Exception:** Declaring pregnancy is optional.)

### **INCLEMENT WEATHER POLICY:**

There are no allotted inclement weather days for students of Nashville General Hospital. Due to the fact that this is a health care profession and student's clinical sites never close, students are expected to use good judgment and attempt to arrive at their assigned clinical or academic site without jeopardizing their health and safety. During inclement weather students may be given up to 1.5 hours past their scheduled arrival time and will not be considered tardy. Students will be considered tardy after 1.5 hours. Students that do not fulfill their clinical and/or academic attendance will be required to make that time up during the upcoming break between quarters. Make up time must be scheduled and approved with the clinical instructor of the appropriate clinical site and the clinical coordinator. It is still the student's responsibility to call the School office and clinical site 30 minutes prior to their scheduled time if they are to be late or absent for this day.

Only in the event that the weather may be so severe that the Metropolitan Government of Davidson County declares a city emergency and closes city services and government offices (not city schools); students that fulfill their clinical assignments will be granted compensatory time-off during the current school quarter. This will be the only circumstance when students will not have to make-up missed time.

### **INFECTION CONTROL PRECAUTIONS:**

The use of standard precautions for infection control is essential in the health care field. Standard precautions must be used with all patients, whether handling blood or body substances, in order to protect oneself from exposure to pathogens. The use of standard precautions will also protect oneself from other infectious organisms.

Following these steps could save your life:

1. Handle blood and body substances of all patients as potentially infectious.
2. **Wash hands** before and after all patient or specimen contact, even when gloves are used.
3. Use procedures which minimize spraying, splashing, spattering, and generation of droplets of infectious material.
4. **Gloves** should be worn at all times when there is potential contact with blood and body substances.
5. Wear a **gown**, an apron, surgical caps or hoods, and or shoe covers when splashing with blood or body substance is expected.
6. Wear protective **eyewear and mask** if splattering with blood or body substance is possible.
7. All garments should be removed as soon as possible if penetrated by potentially infectious material. Do not take them home to wash. Notify your clinical instructor if contamination occurs.
8. Place used syringes immediately in a nearby impermeable container. **NEVER** RECAP, REMOVE, OR MANIPULATE NEEDLE IN ANY WAY.
9. Contaminated sharps should be placed in appropriate containers.
10. Treat all linen soiled with blood or body substance as infectious.
11. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in areas with potential contact with blood and body substances.
12. Food and drink should not be stored where blood or other potentially infectious materials are present.
13. Specimens of infectious materials should be properly labeled and placed in a leak proof container.
14. All equipment and working surfaces should be decontaminated after contact.
15. If an exposure incident occurs, such as a needle stick, or splash of blood or body substance, immediately flush the wound with soap and water; flush mucous membranes with water or normal saline solution. Immediately after washing or flushing, notify your Clinical Instructor and complete an incident report at the clinical facility. Make a copy of this report and bring it to the Program Director so it may be permanently placed in your records.

Only students with a **PROPERLY FITTED TB MASK** are permitted to perform x-rays or provide any patient care on **ACTIVE TB PATIENTS** with **PERMISSION OF THE ASSIGNED CLINICAL FACILITY.**

### **LEAD MARKERS:**

Students are required to use personal lead markers on **ALL RADIOGRAPHS**. Competency Objective Evaluations **are not valid** without the student's personal lead markers on the film. **STUDENTS WORKING WITHOUT THEIR OWN PERSONAL LEAD MARKERS WILL BE CONSIDERED OUT OF UNIFORM AND DISMISSED FROM THE CLINICAL SETTING.** The lead markers will be distributed by the Clinical Coordinator or Program Director. Students are required to purchase two(2) sets of personal lead markers. One set will be kept in the Clinical Coordinator's office at all times. If a student needs to replace a right or left marker they must order a new set. Get a replacement from the Clinical Coordinator. NOTE: The new set ordered will become the new back-up set. There must always be a back-up set in the Clinical Coordinator's office.

## **LEAVE OF ABSENCE:**

If unforeseen circumstances in a student's life situation interfere with the student's academic progress, the student should first discuss this with the Program Director for the purpose of problem-solving and determining if short-term accommodations could be made in the student's curriculum. If short-term accommodations are not possible, the best solution may be to request a Leave of Absence in writing from the program and to resolve the problem before applying to re-enter the program. **A Leave of Absence shall not be for longer than one year.** Re-admission may be offered only if program capacity will not be exceeded. Prior to re-admission the School will conduct another background check and the student will be required to have another drug test, all at the student's expense

## **MALPRACTICE/MEDICAL LIABILITY INSURANCE:**

Contractual agreements with clinical affiliates require all students to carry malpractice insurance. No student will be allowed in the clinical area without verification of coverage. The cost of malpractice insurance is the student's responsibility. Students are required to purchase **two-year** malpractice insurance coverage through a designated independent company.

## **PAGER/CELL PHONE POLICY:**

Pagers/cell phones, if worn during class, must be on a non-audible setting. Personal calls are not allowed during classes, unless it is an emergency. Students may return/make calls only during breaks.

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

Students must inform family/friends/employers not to contact them during clinical hours, unless it is an emergency.

## **PARKING:**

Students are to park in designated areas only, and are responsible for all parking fees and finds. Nashville General Hospital, the Meharry Medical College, or your assigned clinical sites are not responsible for any loss, damaged, or stolen property. Parking is the sole responsibility of the student. If a student is not parked in their assigned area, all fees, fines, and towing charges will be the sole responsibility of the student.

## **PERSONAL BEHAVIOR, DRESS CODE, AND APPEARANCE:**

Radiography students have experiences in a number of institutions. It is important that students be constantly aware, in these settings, that they represent Metropolitan Nashville General Hospital School of Radiologic Technology and the Radiography profession. Some clinical facilities have an employee handbook that will be made available to the students. It is to be stressed that radiography students are not eligible for any benefits due the employees of the clinical institution, but are bound by their rules and regulations, since you will be encountering patients on their premise. The radiology department has set up rules in addition to those established by the clinical institutions that you, as students, are responsible for reading, understanding and following.

**UNIFORM:** The School of Radiologic Technology student uniform is an all ceil blue, two-piece scrub suit of appropriate professional appearance. Only all white t-shirts may be worn under the uniform top. The uniform should be clean and properly fitting. A clean, white warm-up jacket or lab coat may be worn over the uniform. Under garments must not be visible through the uniform.

**SHOES AND HOSE:** Shoes are to be ALL WHITE, clean, polished, well-supporting and with clean laces. Open-toed and open-heeled (clogs) shoes are not permitted. White hose or white socks are to be worn at all times.

**NAME BADGES:** The name badge is issued at Nashville General Hospital. It is to be worn and must be clearly visible with the uniform and jacket/lab coat at all times, including class days.

**JEWELRY:** Jewelry could be a safety hazard and might interfere with aseptic techniques. A watch, which measures seconds, is considered part of the uniform, and must be worn at all times within the clinical setting. No other jewelry is to be worn, except a wedding band, which may need to be removed at times. If ears are pierced, one pair of small, plain stud/post/button earrings may be worn; only one earring per ear is permitted. No other visible piercings are allowed. Neither Nashville General Hospital nor Clinical Affiliates are responsible for lost or stolen jewelry, money or other personal items.

**SWEATER:** Any sweater worn over a uniform but under the jacket/lab coat is to be all white and washable (name badge must be clearly visible at all times).

**HAIR:** Hair must be clean and well controlled so that it does not hang in eyes, around face, or on shoulders while in uniform. Extreme hairstyles or hair colors are not allowed. Hair bows must be modest and of appropriate size. Beards and mustaches should be trimmed neatly.

**PERSONAL GROOMING:** Personal cleanliness including bathing and the use of deodorant & oral hygiene is essential. Only moderate use of makeup, perfume, mild cologne and/or shaving lotion is allowed. Nails must be clean, well trimmed, smooth and

fairly short. A natural – clear color nail polish may be worn if not chipped or cracked. **(Colored nail polish, artificial nails, or nail ornaments are prohibited)**

**PROFESSIONAL BEHAVIOR:** Students must conduct themselves in a professional and dignified manner at all times. Students must not congregate in groups in patient areas and must keep noise to a minimum.

Students who arrive in the clinical facilities under the influence of controlled substances, including alcohol, will be sent for testing (this may result in dismissal from the program).

Eating, drinking, gum chewing, smoking or tobacco chewing in patient care areas is forbidden. Check with the clinical facility for designated areas.

**TATTOOS:** No visible tattoos are allowed. If you have a tattoo, it must be covered by clothing.

**CLASSROOM DRESS CODE:** All students must comply with Nashville General Hospital's dress code while on the premises. This dress code is posted at the school on the bulletin board outside the classroom.

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

### **PREGNANCY POLICY:**

Students declaring pregnancy status will be closely monitored to insure occupational exposure to the embryo/fetus does not exceed .5 rem during the entire gestational period or .05 rem during each month.

### **PROCEDURES:**

1. Declaration
  - a. Pregnant students have the right to declare or not declare pregnancy status. However, until written notification is made, the student is considered to be of regular occupational/student status.
  - b. Declaration must be in writing, dated and include estimated month of conception. (Date of conception is necessary to approximate the dose the embryo/fetus may have received prior to declaration.)
  - c. At any time the student can withdraw her declaration of pregnancy.
2. Program's responsibilities
  - a. Upon initial declaration of pregnancy, review individual's exposure history to determine if embryo/fetus is in danger of exceeding .5 rem.
  - b. Insure embryo/fetal dose does not exceed .5 rem during entire pregnancy or .05 rem during any month of pregnancy.
  - c. Advise the declared pregnant student of the following options available for continuance of her training.
    1. Take no action, continue all didactic and clinical requirements as developed by program officials.
    2. Continue all didactic requirements, however take a clinical leave of absence, see Leave of Absence Policy.
    3. Take a total Leave of Absence, see Leave of Absence Policy.The declared pregnant student must put their option in writing. Options can be changed as the student progresses through pregnancy. Program officials will work with the student to achieve graduation requirements. Should the declared pregnant student select a clinical or total leave of absence, she will be guaranteed a return position. As long as the student maintains all didactic and clinical requirements and grades, no pregnant student will be dropped from the program.
  - d. If at any time the embryo/fetal dose is likely to exceed .5 rem, in lieu of leave of absence, reassignment of the declared pregnant student to an area of little or no radiation exposure will be considered.
3. Radiation Safety Officer's Responsibilities
  - a. Issue the declared pregnant student a second badge to be worn at waist level under an apron when in the radiographic room. This would be the fetal dose badge.
  - b. Insure declared pregnant student is aware of risks to embryo/fetus and preventive safety measures.
  - c. Calculate, maintain, and report monthly occupational exposure levels of embryo/fetus.
4. Declared Pregnant Student's Responsibilities
  - a. Practice radiation protection measures to keep occupational exposure level as low as possible.
  - b. Proper usage of dosimetry film badges for monitoring.
  - c. Work with the Radiation Safety Officer to monitor occupational exposure levels.

\*(Note: Please refer to the NRC Guidelines for more detailed information concerning the risks to the fetus. These guidelines are available from the Radiation Safety Officer)

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

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

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

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

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

The dosimetry badge issued to the student **must be worn on the collar and outside the lead apron** and is presumed, therefore, to record whole body exposure. It is to be worn whenever the student is in the Clinical Facility or Laboratory. **The school issued dosimetry badge may not be worn in any facility other than the affiliates.**

This badge should not be left in your vehicle, in areas of extreme heat, in the sunlight, immersed in water, or dropped. Dosimetry badges need to be **CHANGED MONTHLY** or as directed by the Clinical Coordinator. **Delinquent pick-up or return may result in a reduction in the clinical grade.**

Lost and/or damaged dosimetry badges must be reported in writing immediately to the Clinical Coordinator or Program Director. The damaged badge must be returned to the School of Radiologic Technology immediately following the notification of the same. Students are not permitted to attend clinical rotations without a current dosimetry badge. A Student who has voluntarily informed the Program Director and Clinical Coordinator, in writing, of her pregnancy will be issued a second dosimetry badge to be worn at the waist.

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

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

It is the student's responsibility to view their dosimetry report. **Each student, after reviewing their report, must sign next to their name, indicating that they have reviewed and understand their report. This must be done within 7 consecutive calendar days of report being posted.**

Students' rarely, if ever, obtain levels of exposure that would cause concern. Students with excessive radiation dosages are questioned to determine the cause(s). In these cases, a thorough investigation is to be conducted to determine the reason(s) for the excessive exposure, and remedial instruction is given. The student is to be placed in low-radiation areas until it is rendered safe by the Radiation Safety Officer to return to regular rotations. The School of Radiologic Technology believes in keeping radiation dosage to the lowest possible level in accordance with the As Low As Reasonably Achievable (ALARA) principle. Radiation practices and policies are taught via various didactic and clinical courses and laboratory demonstrations. Verification that the student is in accord with ALARA occurs via ongoing review of each student's clinical practices (ie. use of collimators, shield, remote handling devices, and the knowledge and ability to follow the Cardinal Principles of Radiation Protection: time, distance and shielding).

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

## **RE-ADMISSION:**

Students who separate from the School of Radiologic Technology will not be considered for re-admission without an exit interview on file. **It is the student's responsibility to schedule an exit interview.**

Any student who withdraws or is dismissed from the School and desires to re-enter the program must reapply for admission. If accepted, the re-admitted student must start the program from the beginning. A student may be re-admitted to the School of Radiologic Technology one time only. Previous tuition payment cannot be applied to re-enrollment.

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

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

## **SECURITY OF RECORDS AND INSTITUTIONAL MATERIALS:**

The Radiologic Technology Program adheres to the Student Rights and Privacy Act, "Buckley Amendment", as it relates to student records. All current student information is to be kept in locked file cabinets in the Program Director's and Clinical Coordinator's offices. Old records are also maintained in locked file cabinets. Official student transcripts are maintained indefinitely. Student files are kept in its entirety two years after graduation.

## **SEXUAL HARASSMENT POLICY:**

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

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

Furthermore sexual harassment occurs when any of following conditions exist:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's appraisal
- Submission to or rejection of such conduct by an individual is used as the basis for clinical assignments and grading criteria
- Such conduct has the purpose or effect of unreasonably interfering with an individual's learning or creating an intimidating, hostile or offensive educational environment

While it is not the intent of Nashville General Hospital School of Radiologic Technology to regulate the student's social interactions or relationships freely entered into, conduct constituting sexual harassment will not be tolerated. Complaints of sexual harassment must be in writing to the Program Director.

## **SMOKING, USE OF TOBACCO PRODUCTS:**

The use of tobacco products is strictly prohibited in buildings and land owned by Nashville General Hospital, Metropolitan Nashville Hospital Authority, Metropolitan Nashville government, and the Meharry Medical College. Tobacco use is defined as carrying, holding or using a lighted cigarette, cigar, or pipe of any kind, or emitting or exhaling smoke of any kind. This definition also includes the use of smokeless tobacco.

First Offense: The student will receive a verbal warning and be referred to the Student Health Nurse to obtain information on smoking aids and support to eliminate tobacco use during school hours.

Second Offense: The student will receive a written warning and again be referred to the Student Health Nurse to obtain information on smoking aids and support to eliminate tobacco use during working hours.

Third Offense: Dismissal

The Program Director, Clinical Coordinator, or any faculty member has the discretion to dismiss a student from the classroom, lab, or clinical setting if that student smells of tobacco products.

## **STUDENT COUNSELING**

Counseling is available during the admission process through the members of the Admission Committee. The committee attempts to describe the role of an x-ray student so a prospective student fully understands the profession and necessary commitments. Through this counseling, an individual who is not familiar with the field of radiologic technology either develops an interest or seeks other opportunities.

Counseling is available to students who are enrolled and is provided by the Program Director, Clinical Coordinator, and Clinical Instructors. It is the basic philosophy of these counselors that problems encountered by the students should be discussed before they alter a student's progress. Routine counseling is practiced as the quarterly evaluations are discussed. Students requiring academic guidance are encouraged to contact the Clinical Coordinator or Program Director. The students are advised of the correct counseling procedures during orientation.

## **STUDENT EMPLOYMENT:**

The NGH Radiologic Technology Program maintains an ethical obligation to all patients, upholds the integrity of the radiologic technology profession, and protects its enrolled students, by not encouraging its enrolled students to work as radiologic technologists at any health care facility prior to their second year of training, unless certified as a limited scope x-ray technologist. First year

students must not work as a radiologic technologist (or radiologic technologist assistant or student radiologic technologist, performing as a radiologic technologist), during any hours of the day, evening, night, or weekends until they become a second year student and have fulfilled all first year competency requirements. No special privileges are given to students who work or engage in any outside activity.

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

## **SUBSTANCE/DRUG ABUSE POLICY:**

### **PRIOR TO ADMISSION:**

Substance/Drug screening and background checks are conducted prior to admission at the student's expense. Applicants with a reasonable suspicion of substance abuse or positive results will be contacted for retesting and could be ineligible for admission into the program.

### **ADMISSION:**

On admission to the Radiologic Technology Program, students are required to sign a drug/substance abuse contract.

### **DURING TRAINING:**

Should the faculty suspect a student is under the influence of a drug/substance, the student will be escorted immediately to a designated laboratory and provide a urine/saliva and/or blood specimen for analysis. If the clinical facility does not have an available laboratory to provide this service, the student will be referred to a local business, which provides this service. The clinical coordinator will escort the student to the lab. Should the student refuse to participate, immediate dismissal from the Radiologic Technology Program is warranted. In addition, if there is reasonable suspicion of substance abuse or the test is positive, immediate dismissal from the Radiologic Technology Program is warranted. The expense for the testing will be the sole responsibility of the student in question.

**SIGNS TO OBSERVE-**The following list of signs (not all-inclusive) could warrant suspicion of drug/substance abuse:

- Changes in behavior/personality
- Chronic lateness
- Missed assignments
- Erratic or uneven performance in clinical or classroom settings
- Chronic excuse making
- Odor of alcohol or illicit drugs on breath
- Staggering gait
- Rapid or slurred speech
- Dilated or pinpoint pupils
- Difficulty with attention spans

## **TRANSFERS, ADVANCED PLACEMENT, PART-TIME STUDENTS**

The Radiologic Technology program does not accept transfer, advanced placement, or part-time students. All students must apply through the admission process, progress through the established curriculum sequence, and meet all didactic and clinical requirements for graduation.

### **TRANSPORTATION:**

The radiography student is solely responsible for transportation to and from home, to and from school, and any facility used for clinical education or school sponsored events. Selection of student clinical sites is selected by the Clinical Coordinator and will not be influenced by a student's home location, or personal needs.

**The institution is not liable for accidents occurring while traveling to and from clinical sites or other school/program activities.** Students are expected to carry automobile and health insurance.

### **TUITION REFUND POLICY:**

If unforeseen circumstances in a student's life interferes with the student's academic progress, the student should first discuss this with the Program Director for the purpose of problem-solving and determining if short-term accommodations could be made in the student's curriculum. If short-term accommodations are not possible, the best solution may be to request a Leave of Absence (see Leave of Absence Policy). If a leave of absence is not possible the student will have to withdraw from the program and reapply at a later date.

There are no refunds once classes start the first Monday of each October.

There are no tuition refunds in cases when the student is dismissed from the program for either reasonable suspicion of substance abuse, a positive drug test, disciplinary, academic or clinical performance reasons. In cases of leave of absence, the student will not receive a refund, but will be given the opportunity to re-enroll the following year to complete the program.

## **TUTORING**

Students may request an appointment for one-on-one tutoring at any time. It is the responsibility of the student to keep up with his/her academic and/or clinical progress and to make tutoring appointments with program faculty.

## **WITHDRAWAL (Excluding LOA and Disciplinary Actions):**

To formally withdraw from the program, the student must submit the withdrawal in writing to the Program Director and schedule an exit interview.

Any student who withdraws from the radiography program should understand that he/she must go through the full admission process to be considered in the next class.

Readmission is subject to review by the Admissions Committee.