



COLLEGE *of*
CLINICAL *and* REHABILITATIVE
HEALTH SCIENCES

EAST TENNESSEE STATE UNIVERSITY

RADIOLOGIC SCIENCE PROGRAM

STUDENT HANDBOOK
ACADEMIC YEAR 2023 - 2024

Revised: 8/23

TABLE OF CONTENTS

Section I: University and Program Overview

I.	<i>Welcome</i>	4
II.	<i>Description</i>	4
III.	<i>ETSU Vision and Mission Statement</i>	4
IV.	<i>Program Mission</i>	4
V.	<i>Program Goals</i>	5
VI.	<i>Accreditation</i>	5
VII.	<i>Advisory Committee</i>	5
VII.	<i>Faculty Contact Information</i>	6

Section II: Student Responsibilities

I.	<i>Policies and Procedures</i>	7
II.	<i>Faculty Expectations</i>	7
III.	<i>Transportation</i>	7
IV.	<i>Professionalism Policy</i>	7
V.	<i>Radiologic Science Program Social Media Policy</i>	8
VI.	<i>Department of Allied Health Sciences Social Media Policy</i>	9
VII.	<i>Confidentiality and HIPAA</i>	9
VIII.	<i>Code of Ethics</i>	10
IX.	<i>Substance Abuse Policy</i>	10
X.	<i>Clinical Dress Code Policy</i>	10
XI.	<i>Lead Identification Markers</i>	11
XII.	<i>Clinical Attendance Policy</i>	11
XIII.	<i>Clinical Tardiness Policy</i>	13
XIV.	<i>Bereavement Leave Policy</i>	13
XV.	<i>Clinical Assignment</i>	13
XVI.	<i>Clinical Education Transfers</i>	16
XVII.	<i>Clinical Record Keeping</i>	16
XVIII.	<i>Clinical Time Documentation</i>	17
XIX.	<i>Clinical Schedule</i>	17
XX.	<i>Electronics Usage Policy</i>	18
XXI.	<i>Malpractice Insurance</i>	18
XXII.	<i>Immunization Records</i>	18
XXIII.	<i>CPR Certification</i>	18
XXIV.	<i>Professional Activities</i>	19
XXV.	<i>Radiologic Program Clinical Misconduct Policy</i>	19
XXVI.	<i>Department of Allied Health Sciences Clinical Misconduct Policy</i>	20

Section III: Student Rights and Safety

I.	<i>ETSU Policies and Procedures</i>	21
II.	<i>Communicable Disease Policy</i>	21
III.	<i>Injuries, Illness, or Incident Policy</i>	21
IV.	<i>Student Supervision Policy</i>	22
V.	<i>Student Employment Policy</i>	23
VI.	<i>Student Records Policy</i>	24
VII.	<i>Radiation Safety Policy</i>	24
VIII.	<i>Lamb Hall Radiologic Science Lab Policy</i>	25

IX.	<i>Student Pregnancy Policy</i>	25
X.	<i>JRCERT Standards</i>	25
XI.	<i>Chain of Command</i>	27
XII.	<i>Student Complaint Process</i>	28
XIII.	<i>Department of Allied Health Sciences Grievance Committee Procedures</i>	29

Section IV: Curriculum and Academic Practices

I.	<i>Program Schedule</i>	30
II.	<i>Curriculum Policy</i>	30
III.	<i>Synchronous Online Sections</i>	31
IV.	<i>Clinical Inservices</i>	31
V.	<i>Clinical Education System</i>	31
VI.	<i>Competency Performance Evaluations</i>	32
VII.	<i>Proficiency Evaluations</i>	34
VIII.	<i>Mastery Evaluations</i>	34
IX.	<i>Competency, Proficiency, and Mastery Evaluation Grading</i>	35
X.	<i>Radiologic Science Program Grade Policy</i>	35
XI.	<i>Academic Advising</i>	36
XII.	<i>Readmission Process</i>	36
XIII.	<i>Certification Requirements</i>	36

Forms:

<i>Incident Report</i>	38
<i>Notification of Pregnancy Form</i>	39
<i>Written Warning</i>	40
<i>Conference Form</i>	41
<i>Statement of Understanding and Responsibility</i>	42
<i>Personal Data Sheet</i>	43
<i>Exit Interview</i>	44
<i>Dept of Allied Health Sciences Dress Code Policy</i>	45

**EAST TENNESSEE STATE UNIVERSITY
RADIOLOGIC SCIENCE PROGRAM**

SECTION I: UNIVERSITY AND PROGRAM OVERVIEW

I. WELCOME

Welcome to the Radiologic Science Program at East Tennessee State University! We are excited that you have decided to embark on a path to a career in radiography and look forward to working with you during the next two years. This is an exciting field of study, and we hope you find it satisfying and rewarding. If you have a question or concern at any time during the course of study, please do not hesitate to speak with one of the faculty.

II. DESCRIPTION

The program of study correlates didactic and clinical instruction enabling the student to be competent in their concentration area and enabling graduates to perform tasks identified in the scope of practice competently. The program of study emphasizes the attainment of knowledge and skills related to clinical competency, communication, critical thinking, and professionalism.

III. ETSU VISION AND MISSION STATEMENT

ETSU's vision statement is: developing a world-class environment to enhance student success and improve the quality of life in the region and beyond. The mission of ETSU is to provide a student-centered community of learning, reflecting high standards and promoting a balance of liberal arts and professional preparation, and continuous improvement. The University conducts a wide array of educational and research programs and clinical services including a comprehensive Academic Health Sciences Center. Education is the University's highest priority, and the institution is committed to increasing the level of educational attainment in the state and region based on core values.

IV. PROGRAM MISSION

The mission of the ETSU Radiologic Science Program is to prepare entry-level radiographers to be competent members of the healthcare community and provide a platform for future professional development.

V. PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Goal 1: Students will be clinically competent.

Student Learning Students will apply positioning skills.

Outcomes:

Students will apply image acquisition and evaluation skills.

Goal 2: Students will demonstrate effective communication skills.

Student Learning Students will demonstrate written communication skills.

Outcomes:

Students will demonstrate oral communication skills.

Goal 3: Students will develop critical thinking skills.

Student Learning Students will adapt standard procedures for non-routine patients.

Outcomes:

Students will apply and analyze presented material.

Goal 4: Students will exhibit professionalism.

Student Learning Students will demonstrate professional behaviors.

Outcomes:

Students will describe professional goals.

VI. ACCREDITATION

A. Sponsoring Institution Accreditation:

East Tennessee State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

B. Program Accreditation

The ETSU Radiologic Science Program is 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
mail@jrcert.org

VII. ADVISORY COMMITTEE

- A. The Radiologic Science Program's Advisory Committee functions in accordance with institutional guidelines and supports the missions of the institution and program. The committee is representative of clinical education agencies, academic interests, institutional representatives, radiologic science students, and/or communities of interest.
- B. The responsibilities of the committee include program planning, evaluation of program and student learning outcomes, and external validation.

VIII. FACULTY CONTACT INFORMATION

Facility	Name	Telephone #	Cell #	E-mail address
East Tennessee State University Lamb Hall Box 70573 Johnson City, TN 37614	Dr. Ester Verhovsek-Hughes Department Chair (DC)	(423) 439-5050		verhovse@etsu.edu
	Ms. Erica O'Quinn Program Director (PD)	(423) 439-5061		quinne@etsu.edu
	Ms. Olivia Dover Director of Clinical Education (DCE)	(423) 439-5055	(828) 467-7046	dovero@etsu.edu
Bristol Regional Medical Center 1 Medical Park Blvd, Bristol, TN	Jamie Brown	(423) 844-2217		jamie.brown@balladhealth.org
	Andrew Lovin	(423) 844-2217	(423) 302-8416	Andrew.lovins@balladhealth.org
Franklin Woods Community Hospital 300 MedTech Parkway, Johnson City, TN	Brooke Masters	(423) 302-1257		brooke.masters@balladhealth.org
Greeneville Community Hospital East 1420 Tusculum Blvd, Greeneville, TN	Rhonda Hickey	(423) 787-6341 (423) 787-5100	(423) 470-0497	rhonda.hickey@balladhealth.org
Hawkins County Memorial Hospital 851 Locust Street, Rogersville, TN	Nicole Baker		(423) 502-1601	nicole.baker@balladhealth.org
Holston Valley Medical Center 130 West Ravine Road. Kingsport, TN	Holly Sauceman	(423) 224-6833 (423) 224-3679	(423)817-5667	Holly.Sauceman@balladhealth.org
	Jessica Johnston		(423) 276-4389	Jessica.johnston@balladhealth.org
Indian Path Community Hospital 2000 Brookside Drive, Kingsport, TN	Amanda McKee	(423) 857-6085	(423) 963-7256	manda_2232@yahoo.com
Johnson City Medical Center 400 N. State of Franklin Road, Johnson City	Brian Dickens	(423) 431-6777		Brian.p.dickens@balladhealth.org Briand345@gmail.com
	Keema Smith	(423) 431-6777	(423) 483-4011	Keema.Smith@balladhealth.org
LeConte Medical Center 742 Middle Creek Road, Sevierville, TN	Danna Moore	(865) 446-7918	(865) 850-2057	Sdmoore13@hotmail.com
	Rachel Ferguson	(865) 446-7918	(865) 407-4872	fergusonr@outlook.com
	Teresa Huskey	(865) 446-7922		thuskey@covhlth.com
Sycamore Shoals Hospital 1501 West Elk Avenue, Elizabethton, TN	Eric Alsbrook	(423) 542-1395		eric.alsbrook@balladhealth.org
	Kelly McKinley	(423) 542-1395		Kelly.mckinley2@balladhealth.org joyceka@goldmail.etsu.edu
Unicoi County Hospital 100 Greenway Circle, Erwin, TN	Christy Barr	(423) 735-4729	(423) 956-2548	Christy.barr@balladhealth.org
	Tesha Slone			Tesha.Wattenbarger@balladhealth.org
State of Franklin Healthcare Associates 818 Sunset Dr. Suite 100 JC, TN	Kylie Jones	(423) 433-6550		kyliejones@sofha.net
Associated Orthopedics of Kingsport 430 W Ravine Drive Kingsport, TN	Kim Sanders	(423) 245-3161		ksanders@aokortho.com

**EAST TENNESSEE STATE UNIVERSITY
RADIOLOGIC SCIENCE PROGRAM**

SECTION II: STUDENT RESPONSIBILITIES

I. POLICIES AND PROCEDURES

In addition to adhering to the Radiologic Science program policies and procedures students are required to observe policies and procedures of the clinical site, Department of Allied Health Sciences, and ETSU.

- A. Students are expected to comply with clinical affiliate rules and regulations if stricter than those of ETSU, the Department, or the program. Clinical site orientations assure that students are cognizant of policies and procedures, including but not limited to hazards (fire, electrical, chemical), emergency preparedness, and medical emergencies.
- B. ETSU policies and procedures are published in the [ETSU Undergraduate Catalog](#).

II. FACULTY EXPECTATIONS

- **Personal Traits:** exhibit a good attitude, maturity, responsibility, punctuality, initiative, eagerness to learn, and enthusiasm
- **Responsibility:** be responsible for own actions and have patient-centered conversations during radiographic procedures.
- **Personal/Program Issues:** complaints or grievances should be discussed with the appropriate instructor
- **Difficult Patients and Suspicious Activities at Healthcare Facility:** Request assistance from qualified healthcare facility/university personnel. All students should be aware of unauthorized persons loitering in or around the healthcare facility. Report the presence of suspicious individuals to a hospital employee.
- **Personal Affairs:** Students are not to burden patients or employees with personal problems. Should a student have a relative/friend who is employed as a technologist at a clinical affiliate, the student may not complete makeup time or perform competencies with the relative/friend. The student should not expect to eat lunch with a relative/friend on a daily basis.
- **Tips and Gifts:** Acceptance of money by students from a patient or other person with whom the healthcare facility does business is not permitted. Solicitation of personal gifts or donations by students is prohibited. It is emphasized that gifts of more than nominal value must be refused as they are inappropriate.

III. TRANSPORTATION

Enrollment in the Radiologic Science program requires that students provide their own transportation to and from classes held at ETSU Lamb Hall in Johnson City (or the ETSU Sevier Center) as well as to and from an assigned clinical site in Johnson City, Kingsport, Bristol, Erwin, Greeneville, Elizabethton, Rogersville, or Sevierville. The state of TN, ETSU, faculty, nor staff are responsible for transporting students.

IV. PROFESSIONALISM POLICY

Students are guests in the clinical sites and are expected to demonstrate professional behavior at all times. This requires that the student abide by the clinical agency standards,

procedures, policies, rules, and regulations as well as those of ETSU. The stricter policy will be enforced.

- A. **Clinical Start Time:** Students must be in their assigned area, clocked in, and ready to work at the beginning of the shift. Do not plan to eat a meal at the beginning of a shift.
- B. **Professional Relationships with:**
 - 1. Radiologists, Physicians, RAs, PAs, and all other healthcare professionals by being tactful, carrying out all orders, and treating them with respect and consideration. Never discuss or criticize healthcare professionals and never approach them for medical care.
 - 2. Radiographers by being tactful, appreciating their expertise, treating them with respect and consideration. Ask constructive questions in a tactful manner geared toward learning outcomes.
 - 3. Patients by being responsible. Treat patients with compassion, dignity, respect, and consideration. Avoid calling patients honey, sweetheart, darling, etc.
- C. **Appropriate Behavior:** refrain from gossiping, spreading rumors, rudeness, lack of cooperation, inappropriate touching, flirting, complaining, loud talking, boisterous laughing, gum chewing, boisterous or coarse language, horseplay, sleeping during clinical, and other activities that could disturb patients and/or the clinical environment. Students must accept constructive criticism and maintain professional relationships with affiliate staff and instructors.
- D. **Inappropriate Phrases:** Students must be tactful and use professional language. It is not appropriate to use the following phrases: that is not my job; I don't get paid to do this; I am paying to work for free; I have already comped that; I'll let you know if I need a comp; I assumed.
- E. **References/Recommendations:** Outside of professional references for education, career pursuits, or outside employment students shall not request references or recommendations from technologists, RAs, radiologists, or other health care professionals.
- F. **Falsification of Clinical Documentation:** Do not falsify attendance records and/or procedures logs. Examples include sharing a login and/or password with another student, clocking another student into Trajecsyst, clocking into or out of Trajecsyst while not on site, logging procedures in Trajecsyst that were not performed, falsely accusing a student of logging procedures that were not performed; forging signatures (faculty or CIs); withholding information, falsification of any documents (such as competency forms) pertaining to clinical; and/or using another person's ID markers or giving your ID markers to someone else to use during a procedure.

V. **RADIOLOGIC SCIENCE PROGRAM SOCIAL MEDIA POLICY**

Do not publish any information, photographs, or video images pertaining to radiographic equipment, PHI, or patients from any clinical affiliate on any social media unless given prior approval by the clinical instructor and administration. Also, do not publish any information related to course instruction and faculty.

VI. DEPARTMENT OF ALLIED HEALTH SCIENCES SOCIAL MEDIA POLICY

Students should exercise caution in using social networking sites, including, but not limited to, Facebook, Instagram, Snapchat, and Twitter. Personal posts on YouTube are also considered a form of social networking under this policy. Items that represent unprofessional behavior posted by students on such networking sites are not in the best interest of the University, College of Clinical and Rehabilitative Health Sciences, or the academic program.

If using social networking sites, students should use a personal e-mail address as their primary means of identification. Their University e-mail address should not be used in accordance with University policy. Students who use these websites must be aware of the critical importance of privatizing their websites so that only trustworthy friends have access to the websites/application. When posting information on social networking sites, students are prohibited from presenting themselves as an official representative or spokesperson for the program, college, any affiliated hospital or clinic, or the University.

Students are prohibited from posting anything about patients, their care, or any item that could indicate an individual is a patient. Patient privacy must be maintained at all times. Confidential or proprietary information about the University or hospitals are prohibited from being shared online under this policy. Patient information is protected under the Health Insurance Portability and Accountability Act (HIPAA).

Violation of the social media policy may be subject to disciplinary action. Program personnel may decide to discuss the situation with the student, issue a verbal warning, and use the situation as a teachable moment. No sanction is applied and the issue is considered closed. If the program personnel considers the situation warrants a sanction, a sanction will be assigned according to published program policies. The allegation of social media misconduct can be referred to the Department's Grievance Committee and will be adjudicated pursuant to the published procedures of the Grievance Committee.

VII. CONFIDENTIALITY AND HIPAA

- A. Any discussion of patient information must occur for the purpose of fulfilling clinical assignments. Casual conversation regarding patient information should not occur at any time.
- B. The patient owns the information contained in their medical record and the healthcare facility owns the medical record document. Therefore, students cannot remove original or photocopied medical records from the facility's premises. Any health data that identifies a patient, physician, or healthcare provider by name is considered to be confidential information.
- C. Confidential information is privileged information that may not be disclosed without proper, written authorization from the patient. Not only is medical information confidential, but also identifying information, such as a patient's age, address on discharge, and the service or medical unit on which the patient was hospitalized. Unauthorized disclosure of health information is a breach of confidentiality punishable by state or federal law. For infractions, refer to Program Clinical Misconduct Policy.

- D. Patient identifying information must not be entered in the procedures log in the Trajecsys system.
- E. Health Insurance Portability and Accountability Act of 1996 (HIPAA) further ensures the confidentiality of patient records. Prospective and current students must maintain patient confidentiality. Consequences may be federal charges.

VIII. CODE OF ETHICS

The [Code of Ethics](#) for radiologic technologists is published by the ARRT and ASRT and is used to regulate the profession. Failure to comply with a code can result in expulsion from certification with the ARRT.

IX. SUBSTANCE ABUSE POLICY

- A. The unlawful use, manufacture, possession, distribution, or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or "over-the-counter" drugs, or being under the influence of such substances while engaged in any clinical experience is strictly prohibited.
- B. If a student discusses drug usage, appears to be under the influence of alcohol or drug, or functions in any impaired manner, he/she will be required to take an alcohol/drug (urine, blood, hair, fingernail, or other) screening test designated by the faculty member on the same day. The student will assume all testing costs. Refer to the Program Clinical Misconduct Policy if test results are positive.

X. CLINICAL DRESS CODE POLICY

- A. Students are required to wear a ceil blue uniform top with embroidered ETSU Radiologic Science logo and navy-blue uniform pants. They may choose only from approved uniform styles. A list of approved styles is maintained by the DCE and is available at Read's Uniforms in Johnson City. Lab coats and scrub tops can only be embroidered by Read's Uniforms. Be sure of sizing before ordering. Embroidered items cannot be returned to Read's Uniforms.
- B. Uniforms are to be kept clean, in good repair, and free of wrinkles, stains, tears, frays, and rips. The uniform must be the appropriate size and fit.
- C. All students must purchase at least one white lab coat or jacket. A lab coat or scrub top with the ETSU Radiologic Science logo must always be worn outside the surgery suite. If the clinical site permits, he/she may purchase a ceil blue jacket. No outer garments besides lab jackets monogrammed with the ETSU Radiologic Science logo can be worn.
- D. Tops worn under uniform shirts must be solid ceil, white, navy, or black. Undershirts must be worn when the scrub top neckline exceeds 1.5" (approximately 3 fingers) below the medial clavicle.
- E. Shoes must be a solid black, white, gray, or navy and must be approved by the director of clinical education. Shoes must be enclosed, solid, and entirely constructed of leather, faux leather, or other non-porous materials. Shoes must be kept clean.
- F. No large or cumbersome jewelry may be worn as it may present a health/safety hazard to the patient/student. Therefore, no necklaces, hoops, or bracelets may be worn. Only small conservative stud earrings can be worn with a limit of two earrings only in the earlobe. No more than one ring per hand can be worn (except: a wedding band set). It is advised that pronged rings not be worn due to the risk of

compromising the primary protective barrier formed by gloves. Body piercing ornaments or body piercing retainers that present a health/safety hazard or inhibit communication, as determined by the program faculty, are not permitted in the clinical environment. Therefore, no nose rings, body piercing (eyebrows, lips, etc.), or tongue rings are permitted.

- G. Make-up shall be conservative and appropriate for a professional appearance. Perfume, cologne, and scented lotions/deodorant may not be worn. Good personal hygiene and grooming are required. Fingernails must be short. Artificial nails are not permitted. Nail polish should be neat and unchipped and not be bright or dark.
- H. Visible tattoos must be covered.
- I. Hair must be kept clean, neat, and away from the face. Extreme hairstyles may not be worn. Long hair must be secured away from the face and restrained off the shoulders. No extremely unnatural hair color, including but not limited to pink, green, blue, purple, and rainbow colors. Male students must shave or have neatly groomed beards or mustaches.
- J. A Radiologic Science program picture ID badge must be purchased from the ETSU Student ID Center and must be worn during clinical.
- K. If not in compliance, the student will be sent home to change and return to clinical that day. Refer to the Clinical Misconduct Policy and the Clinical Attendance or Tardiness Policy for grade reduction.

XI. LEAD IDENTIFICATION MARKERS

The student will have his/her own personal lead markers. Markers must be present on all radiographic exams the student performs. It would be considered acceptable if an ID marker does not show up on a projection, but it does show up on other views for the same patient. Students must go home to retrieve his/her markers and will be counted as tardy or absent. Refer to the Clinical Attendance or Tardiness Policy for grade reduction. Students are not permitted to use markers other than their own for any reason when taking radiographs of patients nor loan their markers to others for any reason. Each student will adhere to the clinical site's policy on marking radiographs.

XII. CLINICAL ATTENDANCE POLICY

- A. Students will receive **1 personal day** per semester for Clinicals I, II, IV, and V and **2 personal days** for Clinical III. If a personal day is used other than for being sick, it must be requested at least 24 hours in advance of the start of the clinical shift assigned for the day requested. For example: requesting a personal day for Tuesday's 7:30a-4p shift, the student must request prior to Monday at 7:30 am. If you do not use your one personal day in the fall semester, it will roll over to the spring semester. Your spring and summer personal days will not roll over; they must be used during that semester.
- B. An absence is defined as missing more than 2 hours of a shift.
- C. When a student is going to be absent for **any** reason (including a personal day or inclement weather), he/she must inform the **CI or supervising technologist and DCE** prior to the shift. If a student fails to follow the procedure, a **3-point** grade reduction will occur.
- D. Students will receive a **7.5-point** grade reduction for leaving a clinical facility without approval from the CI and DCE.

- E. Per ETSU policy: if a student cannot travel safely due to inclement weather, the absence will be excused; however, the missed time must be made up.
- F. If ETSU closes or classes are canceled: students will not go to clinical or class, will receive no penalty, and will not be required to make up missed hours.
- G. Unless released by the DCE, students cannot leave clinical early. If the student elects to leave early, he/she should refer to the clinical tardiness policy.
- H. Time must be made up, and the grade will be reduced per the following chart for absences beyond the personal day allowance for the semester.

Clinical Absence Penalties with Make-up Time	
Absence beyond personal day allowance	Penalty per occurrence + makeup time
1 st	1 pt
2 nd	2 pts
3 rd	3 pts
4 th	4 pts
5 th	5 pts
Example: 2 nd absence = 3 pt. total deduction	

- I. Grade will not be reduced if a student is sent home from clinical by his/her CI due to having a communicable disease or illness or if a student's absence is excused with a note from a physician's office. The note must indicate that the student cannot attend clinical for that day. The student must make up the time missed from clinical.
- J. Absences due to special circumstances may be approved by the DCE and/or PD on a case-by-case basis, and the student may not have a grade reduction. The student must make up the time missed from clinical.
- K. Makeup time procedure:
 1. Students are required to make up time from absences in addition to grade reduction.
 2. If makeup time is in excess of 2 hours, it must be completed in a minimum of 2-hour increments.
 3. Makeup time must be scheduled and approved by the CI. If the student does not get makeup time approved prior to completion, he/she will not receive credit for any hours completed.
 4. Makeup time must be completed within 2 weeks of the absence or additional point reduction will occur at the DCE's discretion.
 5. Makeup time must be recorded and documented on the makeup time form. The form will be submitted to the DCE.
 6. Makeup time must be completed in the same rotation/area, shift, and clinical site where the original absence occurred.
 7. If make-up time is not completed before ETSU's deadline for semester grade submission, the student will earn an incomplete. No delinquent clinical time will be carried over from one semester to the next unless recommended by the DCE and approved by the PD.

XIII. CLINICAL TARDINESS POLICY

Tardiness is defined as reporting to an assigned area 1 minute later than the scheduled time. When a student is going to report to the clinical facility later than the designated time or must leave early, he/she must inform the DCE and the appropriate clinical instructor as soon as possible. Missing 2 hours or more is regarded as an absence. The grade will be reduced per the following chart. The only exception will be doctor's appointments; however, the visit should be scheduled at the beginning or end of the clinical day. A note is required from the physician's office. Any tardy of 30 minutes or more will require makeup time, to complete the 8-hour clinic day.

Clinical Tardy Penalties	
Tardy	Penalty
1 st	1 pt.
2 nd	2 pts
3 rd	3 pts
4 th	4 pts

XIV. BEREAVEMENT LEAVE POLICY

It is the policy of the ETSU Radiologic Science Program to provide time off from clinical and/or class due to the death of an immediate family member. The student shall have three consecutive absence days, and the student is NOT required to make up the clinical time. Immediate family – shall be deemed to include 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); 5) grandchildren, grandparents; and 6) other members of the family who reside within the home. One excused absence day may be granted at the discretion of the faculty member in the instance of death of non-immediate family members.

XV. CLINICAL ASSIGNMENT

Placement of students at clinical sites is a privilege and determined by program faculty. Requests for specific clinical placement will not be accepted. Clinical sites have the right refuse student placement. Radiologic Science student clinical assignment criteria is as follows:

- A. The number of student seats in accordance to professional standards and clinical affiliate resources.
- B. Clinical site and student residence proximity will be considered.
- C. Students will not be placed at a clinical education setting in which they have a close relative or friend who is employed at the location who could interfere with or influence the quality of the student's education.
- D. Should a nonprofessional relationship interfere with student achievement in clinical, the student may be transferred to another clinical site. The program reserves the right to alter clinical education assignments as needs dictate.
- E. Due to the clinical affiliate site being 90 miles from the ETSU main campus, students will be placed at LeConte Medical Center, located in Sevierville, TN if he/she prefers that location, has no preference, or agrees to be placed there.
- F. Students assigned to a clinical site in the Tri-Cities area are assigned to a "home" clinical site during Clinical Education I, II, and the **first five weeks** of Clinical Education III. Students rotate to an "away" clinical site **the sixth week** of that

semester and remain there through Clinical Education IV. They rotate back to their "home" clinical site during Clinical Education V. Students assigned to LeConte Medical Center do not rotate to another clinical site during the program.

- G. Clinical sites have the right to refuse placement or dismiss a student.
- H. The radiography program sponsored by ETSU Radiologic Science Program has revised its policy, effective February 28, 2022, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging.

Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. The JRCERT position statement is included on the next page and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.



**Position Statement on Mammography Clinical Rotations
Adopted by the JRCERT Board of Directors (April 2016)**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Standard One - Objective 1.2 of the JRCERT Standards requires a program to document that it “provides equitable learning opportunities for all students.”

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquiries regarding the placement of students in mammography clinical rotations. The JRCERT understands that there have been significant concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in mammography rotations. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for mammography exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to mammography, the JRCERT has determined programs must make every effort to place a male student in a mammography clinical rotation if requested; however, programs will not be expected to attempt to override clinical site policies that restrict mammography rotations to female students. Male students should be advised that placement in a mammography rotation is not guaranteed and, in fact, would be very unlikely. To deny mammography educational experience to female students, however, would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. It is noted that the same clinical site policies that are in place during the mammography educational rotations are most likely applicable upon employment, thus limiting access for males to pursue careers in mammography.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program’s inability to place male students in a mammography rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

XVI. CLINICAL EDUCATION TRANSFERS

Student requested clinical site transfers are limited and require program approval. Clinical site transfer protocol is as follows:

- A. The student will gain verbal approval from CIs at both sites.
- B. The student will write a letter of request by November 15 with rationale to the PD.
- C. The PD will form a committee.
- D. The committee will consist of the PD, DCE, CC, CI (who is not associated with the transfer request), 2 allied health faculty members, and class president (or designee).
- E. The committee will meet with the student by November 30 to discuss the rationale.
- F. The committee will consider the request and decide.
- G. The PD will notify the student in writing on December 1.
- H. The student can invoke the program appeal policy.

XVII. CLINICAL RECORD KEEPING

- A. Unless deemed appropriate by the CI, all exams on a patient must be performed by the same student. Students are required to document a variety of procedures while in the clinical setting.
- B. No procedures can be logged during hours that the student is employed at a clinical education setting. To comp a procedure while working a shift, the student must be at his/her current clinical site. The student must log out of work and log into Trajecsyst before comping the procedure. After comping the procedure, the student must log out of Trajecsyst and log back into work.
- C. The student is required to document the date, procedure, and indicate whether he/she observed, performed with assistance, or performed independently the procedure. The student must document technique, exposure index number, repeats, and the reason for each repeat in the procedure log in Trajecsyst and on the separate procedure log. **The student must be present during the entire procedure to log the exam as observed, performed with assistance, or performed independently.**
- D. **Observed:** exams during which the student did not set technique and did not assist with positioning. The student must be actively watching the exam being performed, including patient transporting, transferring the patient to the table, running cassettes, cleaning the rad room, and/or handling paperwork.
- E. **Performed with assistance:** exams during which the student assists with positioning and/or sets technique. The student must complete 50% of the exam.
- F. **Performed independently:** exams during which the student gathers patient history, sets technique, positions the patient, and has a lead ID marker on the image(s).
- G. Students must perform a minimum number of exams per semester as described in each semester syllabus.

Semester	# of exams
Clinic I	100
Clinic II	150
Clinic III	350
Clinic IV	250
Clinic V	250

All exams must be recorded on the Trajecsyst website and clinical log sheet within a maximum of 7 days of the date of the procedure. Students may not remove procedure log sheets from the clinical facility. Students are encouraged to maintain an accurate and up-to-date log of procedures. It is appropriate to log procedures when patient volume is low during clinical. Procedures with assistance and those performed independently will be spot checked to assure accurate recordkeeping.

XVIII. CLINICAL TIME DOCUMENTATION

It is the student's responsibility to ensure all clinical time is recorded. The first two instances of not clocking in or out of Trajecsyst are excused. There will be point deductions for subsequent errors. For infractions, refer to Program Clinical Misconduct Policy.

Students are only permitted to clock into Trajecsyst using cell phones when the clinical site's internet connectivity is compromised or access is unavailable. An email explanation must be sent to the DCE.

Total didactic and clinical involvement must not exceed 40 hours per week or 10 hours per day. Clinical education hours cannot be accumulated prior to normal scheduling unless approved by the DCE and under no circumstances to shorten program length. No compensatory time will be granted for student involvement in clinical beyond 8 hours per day.

XIX. CLINICAL SCHEDULE

The clinical schedule is provided to students and clinical instructors at the beginning of each semester. The schedule follows a Sunday through Saturday format with dates specified on the clinical schedule. Schedules may not be altered without the approval of the DCE.

Students complete 16 hours per week of clinical on Tuesdays and Thursdays during Clinical I (fall semester) and Clinical II (spring semester). Hours are 7:30 to 4:00 pm except for 2 weeks of after-hours, 1:00 – 9:30 pm. Students complete 40 hours per week of clinical during Clinical III (summer semester). Hours are 7:30 to 4:00 pm except for 2 weeks of after-hours, 1:00 – 9:30 pm, and 1-weekend rotation. Students complete 24 hours per week of clinical on Mondays, Wednesdays, and Fridays during Clinical IV (fall semester) and Clinical V (spring semester). Hours are 7:30 to 4:00 pm except for 2 weeks of after-hours, 1:00 – 9:30 pm, and 1-weekend rotation. Hours for the weekend rotation among clinical sites (1:00 p.m. to 9:30 p.m.).

- **Clinical III weekend rotation schedule:**

The student will complete 4 days of clinical during the Monday – Friday prior to the scheduled weekend along with Saturday and Sunday within the specific Sunday – Saturday time frame. Days off must be used on the Friday prior and Monday after the weekend. Days cannot be used at any other time. Days off must be approved by the clinical instructor.

- **Clinical IV and V weekend rotation (Monday/Saturday/Sunday - M/S/S) schedule:**

The student will complete 3 total days of clinical on Monday, Saturday, and Sunday of the specified timeframe. The student will not attend clinical on Wednesday or Friday.

Students must begin clinicals at their scheduled time. Do not plan to eat a meal at the beginning of a shift. Meals and breaks are included in the scheduled clinical education hours. Students are not allowed to leave the clinical education center during meal/break times unless approved by the CI. Students must clock out of Trajecsys prior to leaving clinic site for lunch and clock in upon return. Students can take either a 30-minute lunch and a 15-minute break or a 45-minute lunch.

XX. ELECTRONICS USAGE POLICY

All use of electronics, including cell phones, smart watches, tablets, and computers are prohibited in the clinical setting. The use of cell phones is allowed during approved breaks. For infractions, refer to Program Clinical Misconduct Policy.

Today's smart watches have many capabilities which include apps., image capture, and the ability to check email and get alerts. These functions, while convenient and easy to access, can be considered a distraction and have the potential to disrupt the clinical environment.

Additionally, capturing any image, on any device, in a patient care area could be considered a breach of patient confidentiality and subject to consequences at both the programmatic and agency level. It is for these reasons that all students should refrain from wearing smart watches while in their assigned rotations in the clinical setting. If you wear a smart watch to clinic, please remove it, and store it in a secure area. You will be able to access your smart watch during breaks and lunches.

Thank you for your cooperation. Please do not hesitate to reach out to Olivia Dover with any questions or concerns at dovero@etsu.edu.

XXI. MALPRACTICE INSURANCE

ETSU requires all students to purchase and maintain professional liability insurance. The insurance can be purchased or at www.hpsso.com. Provider information and cost is distributed following acceptance to the program. All students must document coverage prior to participation in clinical, and **malpractice insurance must be renewed annually**. Proof of coverage in the form of the insurance certificate should be submitted to myRecordTracker. Insurance applications are not sufficient proof of coverage. If the required documentation is not submitted, the student would not be permitted to attend clinical. Refer to the Clinical Attendance or Tardiness Policy for grade reduction.

XXII. IMMUNIZATION RECORDS

During the program, students are required to maintain current immunization records in myRecordTracker. These records include an annual TB skin test and a tetanus-diphtheria booster within the past 10 years. Automated expiration reminders will be emailed from myRecordTracker, and students **are responsible** for updating records. **If the required documentation is not submitted, the student will NOT be permitted to attend clinical**. Refer to the Clinical Attendance or Tardiness Policy for grade reduction.

XXIII. CPR CERTIFICATION

Students must provide and maintain documentation of current CPR certification. The required certification is BLS Health Care Provider from the American Heart Association. **If the required documentation is not submitted, the student will NOT be permitted**

to attend clinical tardy or absent. Refer to the Clinical Attendance or Tardiness Policy for grade reduction.

Students can renew their CPR with CPR Choice Tri-Cities by following the link below:
<https://tricitescpr.com/>

XXIV. PROFESSIONAL ACTIVITIES

Student involvement in different professional organizations/functions is encouraged; however, professional educational activities cannot be used to shorten program length. Examples of professional activities:

1. Radiologic technology conferences
2. Interviews (educational or employment related)
3. Volunteer events such as RAM or medical missions

Note: Conducting job searches is NOT an approved professional activity.

Students who wish to engage in professional activities on a clinical day must submit a request for an excused absence via email **3 business days** prior to the designated date to the CI and DCE. Each request will be reviewed and evaluated on an individual basis and professional merit. Failure to follow the correct request process including submitting the request less than **3 business days** ahead will result in the activity not being approved and any resulting absence will be unexcused. Clinical time accumulated due to professional educational activities must be pre-approved by the DCE. Documentation of participation in the approved professional activity must be submitted to the DCE within 3 business days of the event.

XXV. RADIOLOGIC SCIENCE PROGRAM CLINICAL MISCONDUCT POLICY

Students may receive oral warnings, written warnings, and/or conferences with grade deductions for unacceptable conduct or behavior; however, the faculty member(s) will meet with the student prior to the write-up to gather information about the incident.

- A. First two instances of not clocking in or out of Trajecsys are excused. Any subsequent incident of not clocking in or out will result in 1-point grade reduction in the clinical course grade per occurrence.
- B. Dress code infractions will result in a 2-point grade reduction in the clinical course grade per occurrence.
- C. The following behaviors will result in counseling of the student by the DCE or PD and a 5-point grade reduction in the clinical course grade per occurrence.
 1. Insubordination – not following instructions provided by a superior
 2. Noncompliance with the professionalism policy Parts A-E
 3. Noncompliance with the electronics usage policy
 4. Noncompliance with social media policy
- D. 1st offense of noncompliance with the supervision policy or 2nd offense of a behavior(s) in section B will result in counseling of the student by the DCE and PD, and a 10-point grade reduction in the clinical course grade per occurrence.
- E. Second offense of noncompliance with the supervision policy will result in counseling of the student by the PD and DCE and dismissal from the program.
- F. The following behaviors, on the 1st offense, will result in counseling of the student by the PD and DCE and dismissal from the program:
 1. Violation of substance abuse policy
 2. Violation of the Professional Code of Ethics

3. Falsification of clinical documentation (Refer to the Professionalism Policy, Part F)
4. Gross carelessness in regard to safety of patients, colleagues, faculty, clinical instructors, or clinical staff
5. Substantiated theft
6. Confidentiality/HIPAA violations

XXVI. DEPARTMENT OF ALLIED HEALTH SCIENCES CLINICAL MISCONDUCT POLICY

An allegation of clinical misconduct includes but is not limited to, the following:

- Violation of substance abuse policy
- Violation of the Professional Code of Ethics
- Falsification of patient documents
- Falsification of attendance
- Forging signatures (faculty, preceptors, or clinical instructors)
- Falsification of procedures performed
- Falsification of any document related to clinicals
- Gross carelessness in regard to safety of patients, peers, faculty, or clinical staff
- Theft
- Criminal offenses
- HIPAA violations

Clinical misconduct may be subject to disciplinary action. The DCE makes a determination that clinical misconduct has occurred. The DCE may decide to discuss the situation with the student, issue a verbal warning, and use the situation as a teachable moment. No sanction is applied and the issue is considered closed. If the DCE considers the situation warrants a sanction, a sanction will be assigned according to published program policies. The allegation of clinical misconduct can be referred to the Department's Grievance Committee and will be adjudicated pursuant to the published procedures of the Grievance Committee.

**EAST TENNESSEE STATE UNIVERSITY
RADIOLOGIC SCIENCE PROGRAM**

SECTION III: STUDENT RIGHTS AND SAFETY

I. ETSU POLICIES AND PROCEDURES

- A. ETSU policies and procedures assure that students are protected and address emergency preparedness, harassment, and substance abuse. A complaint and grievance procedure with steps for formal resolution is available to students. In addition, **ETSU Lamb Hall's Emergency Procedure is not currently available to students that addresses information regarding evacuation, fire safety, hazardous materials, severe weather, and power outage. Emergency Procedures will be posted once construction has ended.**
- B. ETSU's Safety-Emergency Management website can be viewed [here](#).
- C. ETSU's Inclement Weather Policy can be viewed by clicking [here](#).

II. COMMUNICABLE DISEASE POLICY

- A. Students receive classroom instruction regarding Standard Precautions during the prerequisite courses, ALHE 2010 and ALHE 2020, and during the clinical in-service scheduled during the first week of enrollment in the program.
- B. Students with diseases that require airborne, droplet, or contact precautions must provide written diagnosis to the Clinical Instructor. The student will be excused from clinical until he/she is no longer contagious and must make up any missed hours. The grade will not be reduced with a note from a physician's office.

III. INJURIES, ILLNESS, OR INCIDENT POLICY

- A. The student should immediately notify clinical staff and/or the Clinical Instructor should he/she sustain an injury, illness, or have an incident requiring medical attention. The student may seek treatment from an independent physician and/or facility of the student's choice. The hospital may agree to treat students for accidents/injuries sustained while in the clinic setting, but it is the student's responsibility to pay for the treatment. Neither ETSU nor the clinical affiliate will assume responsibility for the cost of treatment.
- B. Supervising and program faculty and appropriate clinical personnel must be immediately contacted if any student is responsible for, or involved in, an unusual incident in the clinical area. Examples of such include, but are not limited to:
 - 1. unusual occurrences to self, patient, staff, or visitor
 - 2. injury to self, patient, staff, or visitor
 - 3. formal complaints lodged against a student
 - 4. major equipment damage attributed to student misuse
 - 5. improper administration of contrast agents or procedures
- C. The student and Clinical Instructor must submit a completed Radiologic Science Program Incident Report to the DCE and PD within 24 hours. Additionally, clinical facility's incident protocol procedures must be followed, and required reports completed.

IV. STUDENT SUPERVISION POLICY

In accordance with JRCERT Standard 5.4: The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

- a. **Explanation:** Appropriate supervision assures patient safety and proper educational practices. The program must develop and publish supervision policies that clearly delineate its expectations of students, clinical preceptors, and clinical staff.
- A. **DIRECT SUPERVISION:** Students perform radiographic procedures under the direct supervision of a registered technologist until he/she achieves competency.
 - a. The JRCERT **defines** direct supervision as student supervision by a qualified radiographer who:
 - reviews the procedure in relation to the student’s achievement
 - evaluates the condition of the patient in relation to the student’s knowledge
 - is physically present during the conduct of the procedure
 - reviews and approves the procedure and/or image.
 - b. Students must be directly supervised until competency is achieved.
 - c. Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.
 - B. **INDIRECT SUPERVISION:** Radiographic procedures are performed under the indirect supervision of a registered technologist after a student achieves competency.
 - a. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is **immediately available** to assist students regardless of the level of student achievement. Once students have achieved competency, they may work under indirect supervision.
 - b. **“Immediately available”** is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.
 - c. Indirect Supervision is not applicable to the following:
 - i. Students must be directly supervised during
 1. surgical and all mobile, including mobile fluoroscopy, procedures, regardless of the level of competency.
 2. Images requiring repeats
 3. Post-processing and image approval
 - C. **REPEATS:** Repeat images must be completed under direct supervision. Per the JRCERT, the presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

- D. **POSTPROCESSING AND IMAGE APPROVAL**: Post-processing must be approved by a registered technologist. A registered radiographer must approve all images before submitting them to PACS. Documentation of procedures in the RIS system requires that the student log his/her name and the name of the registered technologist who verified the images.
- E. **THE STUDENT IS PERSONALLY RESPONSIBLE FOR COMPLIANCE WITH THE CLINICAL SUPERVISION POLICY.** Violation of the Clinical Supervision Policy will result in a (10) point deduction from the **final clinical course grade.**

CONCLUSION:

- Students perform radiographic procedures under the **direct supervision** of a registered technologist **until** he/she achieves competency.
- Radiographic procedures are performed under the **indirect supervision** of a registered technologist **after** a student achieves competency.
 - Indirect Supervision is not applicable to the following:
 - surgical and all mobile, including mobile fluoroscopy, procedures, regardless of the level of competency.
 - Images requiring repeats
 - Post-processing and image approval
- Violation of the Clinical Supervision Policy will result in a (10) point deduction from the **final clinical course grade.**
 - First offense of noncompliance with the supervision policy or 2nd offense of behavior(s) will result in counseling of the student by the PD and DCE and a **10-point** grade reduction in the clinical course grade per occurrence.
 - Second offense of noncompliance with the supervision policy will result in counseling of the student by the PD and DCE and **dismissal** from the program.

V. STUDENT EMPLOYMENT POLICY

- A. Student work schedules cannot interfere with the Radiologic Science program.
- B. Students who are employed as unregistered technologists cannot supervise students who are completing clinical hours. Radiographic procedures observed, assisted, or performed during employment may not count toward student-logged exams or clinical time.
- C. If a student is hired at a clinical site, he/she may be excused from clinical and/or RADT classes to attend orientation. The student must submit proof of attendance to the DCE and/or classroom instructor. When scheduled orientation hours last less than 8 hours, the student shall report to their assigned clinical area for those hours not required for orientation sessions. The student will not be required to make up clinical hours missed, but he/she is responsible for course material presented in his/her absence.

VI. STUDENT RECORDS POLICY

Student records are maintained in the myRecordTracker electronic system, and by the CIs at the clinical affiliates. Records that are maintained in file cabinets are located in a locked room or in a locked file cabinet/box to ensure privacy. Should a technologist complete a competency on a student during hours that a CI is not on staff, the technologist or student must ensure security of the document by placing it in a locked drawer, cabinet, or container.

VII. RADIATION SAFETY POLICY

- A. Dosimeters are ordered when students are accepted to the program. The fee is included in the cost of tuition for clinical courses. If an accepted student has prior radiation exposure, he/she will complete an Occupational Exposure Form. After receiving the badges from the ETSU Office of Radiation Safety, the DCE will issue new ones and collect old radiation badges from the previous quarter.
- B. It is the student's responsibility to wear the assigned radiation badge when he/she is in clinical or in the Lamb Hall Radiologic Science Lab. Students are not permitted to be present in clinical or lab (during which exposures are taken) without a dosimeter. The badge should be worn at the collar level. When wearing a protective apron, the student should wear the badge outside the apron at the collar level. **Dosimeters are to be only worn by the student in lab and clinic; dosimeters are not to be worn by a student technologist. Your employer should provide you with a second dosimeter to wear when working as a student technologist.**
- C. Should the radiation badge become lost or damaged, the DCE should be contacted immediately so a spare badge can be issued and a replacement badge can be ordered from the ETSU Office of Radiation Safety.
- D. If not in compliance, the student will be sent home to retrieve the monitor and return to clinical or lab. If in clinical, make-up time must be scheduled.
- E. Students are required to practice the ALARA principle and apply the cardinal principles of radiation protection. Students must NOT hold image receptors during any radiographic procedure. Also, students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- F. The Radiation Safety Officer (RSO) in the ETSU Office of Radiation Safety maintains and monitors student radiation exposure data. The RSO alerts the student and the Director of Clinical Education (DCE) if a quarterly whole-body exposure is greater than 125 mrem, quarterly eye dose equivalent is greater than 375 mrem, and/or a quarterly skin/extremity is greater than 1250 mrem. Then, the RSO would investigate and report his/her findings to the ETSU Radiation Safety Committee.
- G. A copy of student radiation exposure data is mailed from the Office of Radiation Safety to the program faculty. This information is made available to students on Trajecsys within 30 school days following receipt of data.
- H. To obtain a record of cumulative dose, the student/graduate would request this from the RSO. The contact information is: ETSU Office of Radiation Safety, P.O. Box 70653, Johnson City, TN 37614, Phone: (423) 439-6056.

VIII. LAMB HALL RADIOLOGIC SCIENCE LAB POLICY

An energized laboratory with two radiographic units, a portable, and a C-Arm is used to coordinate clinical practice with didactic material. Phantoms are available to take exposures and digital equipment can be used to record images. The lab may be used for research purposes as long as theories are valid and of an educational nature.

The Radiologic Science lab is locked and can only be opened by a Radiologic Science faculty member. Students are not permitted to take exposures without direct supervision. With exception of the C-Arm and portable, exposures cannot be taken while anyone is in the lab. Protective apparel must be worn when the C-Arm and portable are in use. Students are not permitted to participate in labs in which exposures are taken without his/her radiation dosimeter.

IX. STUDENT PREGNANCY POLICY

- A. The pregnant student may voluntarily declare her pregnancy to the program Director using the Notification of Pregnancy Form.
- B. The student has three options:
 - Option I:** The student may continue in the program without modification. The student will fulfill all program requirements as contained within the curriculum.
 - Option II:** The student may elect to continue in the program with modification which involves clinical reassignment. The student will fulfill all program requirements as contained within the curriculum; however, she understands that make-up time may occur that would extend the length of the program.
 - Option III:** The student may elect to take a leave of absence from the program.
- C. If the student elects Option I or II, the student will have a conference with the Radiation Safety Officer, Program Director, and Director of Clinical Education to review dose limits, cardinal principles of radiation protection, and ALARA principles. The student must adhere to all radiation protection guidelines and recommendations. She will continue to wear her radiation badge at the collar level. When wearing a protective apron, the student should still wear her radiation badge outside the apron at the collar level. A fetal badge will be ordered as soon as the Notification of Pregnancy Form is submitted, and this badge will be worn at the waist level. When wearing a protective apron, the student will wear the fetal badge at the waist level under the apron.
- E. The student may request a leave of absence when she is no longer able to function in a manner conducive to learning. A written release from her physician must be given to the Program Director prior to the student returning to the didactic and clinical components of the program. The student will meet with program faculty prior to resuming didactic courses and will meet with the Director of Clinical Education prior to resuming the clinical component of the program. The Director of Clinical Education and the student will meet to schedule clinical makeup time.
- F. The student may withdraw the declaration of pregnancy at any time. This request must be presented in writing to the Program Director.

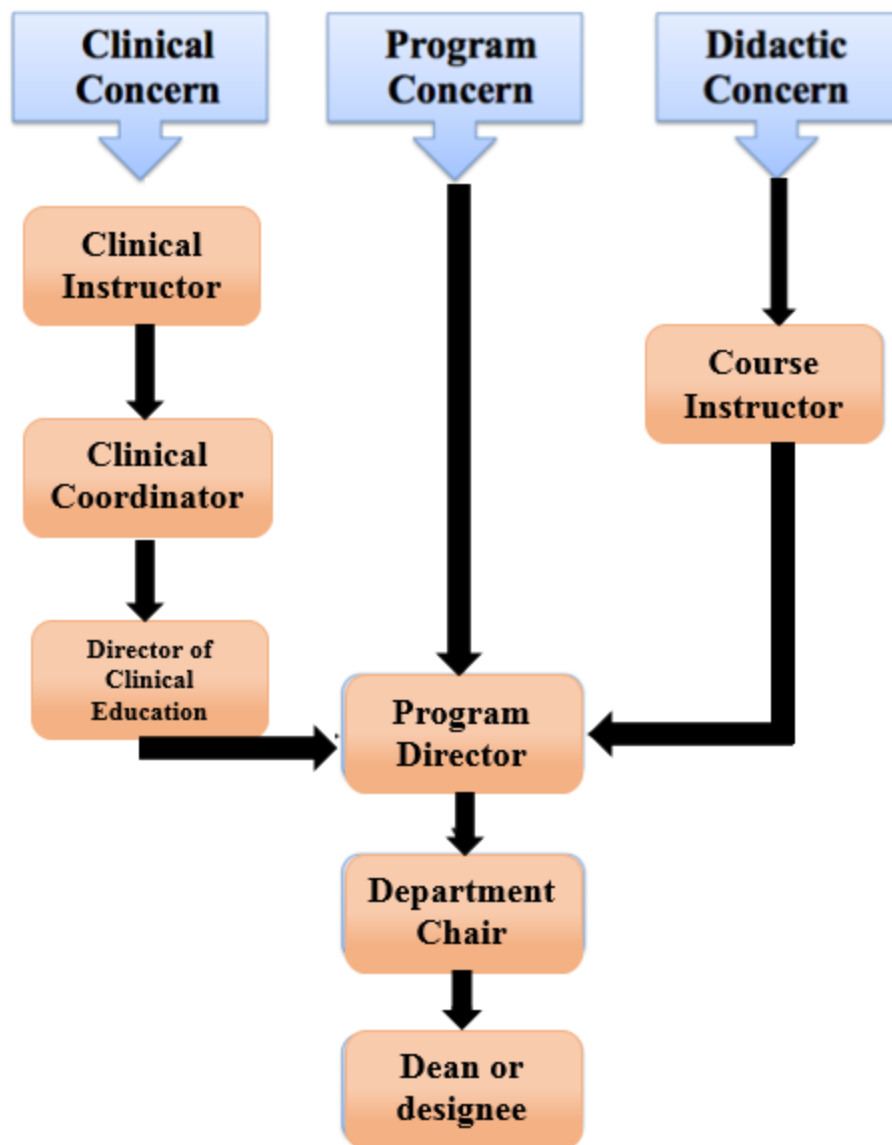
X. JRCERT STANDARDS

Students may access the Standards for an Accredited Educational Program in Radiography on the JRCERT website and have the right to submit allegations against the program for non-compliance with the JRCERT Standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its

students. The JRCERT requires that complaints be addressed directly with ETSU/program official using the program grievance process. If the student is unable to resolve the complaint with ETSU/program officials or believes that the concerns have not been properly addressed, he/she may submit allegations of noncompliance by completing a form directly to the JRCERT.

XI. CHAIN OF COMMAND

Students are required to address concerns with the appropriate faculty member.



XII. STUDENT COMPLAINT PROCESS

A system of due process is available to all students enrolled at East Tennessee State University. For the grade appeal process, refer to the ETSU University Catalog Policies and Procedures. For the clinical misconduct appeal process, refer to the Department of Allied Health Sciences Clinical Misconduct Policy. The following steps provide a process for radiologic science students with a complaint related to the program:

A. Appeal to the Faculty Member:

The student may prepare a written appeal (formal letter) to the faculty member with whom the concern rests. After receipt of the appeal letter, the faculty member will have 10 business days to review the case and notify the student in writing through the student's ETSU e-mail account. The faculty member may make an appointment to meet with the student during the 10-day review.

B. Appeal to the Director of Clinical Education (if the matter is of a clinical nature):

The student may prepare a written appeal (formal letter) to the clinical coordinator if the student is not satisfied with the decision of the faculty member. After receipt of the appeal letter, the clinical coordinator will have 10 business days to review the case and notify the student in writing through the student's ETSU e-mail account. The clinical coordinator may make an appointment to meet with the student during the 10-day review.

C. Appeal to the Program Director:

The student may prepare a written appeal (formal letter) to the program director if the student is not satisfied with the decision of the faculty member or clinical coordinator. An appeal can be made directly to the program director if the student has a program-related concern. After receipt of the appeal letter, the program director will have 10 business days to review the case and notify the student in writing through the student's ETSU e-mail account. The program director may make an appointment to meet with the student during the 10-day review.

D. Appeal to the Department Chair of Allied Health Sciences:

If the student is not satisfied with the decision of the program director, he/she can appeal the decision in writing (formal letter) within 10 business days to the Department Chair. After receipt of the appeal letter, the Department Chair will have 10 business days to review the case and notify the student in writing through the student's ETSU e-mail account. The department chair may make an appointment to meet with the student and/or faculty member during the 10-day review.

E. Appeal to the Dean of the College of Clinical and Rehabilitative Health Sciences (or his/her designee):

If the student is not satisfied with the decision of the Department Chair, he/she can appeal the decision in writing (formal letter) within 10 business days to the Dean (or his/her designee). After receipt of the appeal letter, the Dean (or his/her designee) will have 10 business days to review the case and notify the student in writing through the student's ETSU e-mail account. The Dean (or his/her designee) may make an appointment to meet with the student during the 10-day review. The decision rendered is final.

XIII. DEPARTMENT OF ALLIED HEALTH SCIENCES GRIEVANCE COMMITTEE PROCEDURES

The Department Grievance Committee will hear alleged violations of the Department of Allied Health Sciences Social Media Policy and the Clinical Misconduct Policy. The committee will be selected in June each year, and members will serve on the Committee from July 1 through June 30 the following year.

The Department Grievance Committee will consist of six (6) full-time faculty members. Every effort will be made to have a representative from each program; however, any faculty member from the same program as the accused student should recuse themselves from that particular hearing. The Grievance Committee will meet at least once annually to select a chair.

Hearing Procedures:

1. The student has a right to appeal the assigned sanction of the social media and clinical misconduct issue.
2. The student submits an appeal in writing to the Chair of the Department within seven (7) business days of the assigned sanction.
3. The Chair of the Department will notify the Chair of the Grievance Committee within three (3) business days of receipt of the appeal.
4. The Grievance Committee shall meet in person within fourteen (14) business days from the date of notification to the student to review the complaint and to hear from the parties involved. At least three (3) members must be present for a vote. The committee's decision and recommendation shall be based on a majority vote of the members present at the hearing.
5. The student shall be given an opportunity to testify and present evidence.
6. Any party (accused or complainant) may bring an advisor to the hearing. The advisor may interact with the advisee but will not engage or be engaged with/by the members of the Grievance Committee.
7. The burden of proof shall be a preponderance of the evidence.
8. Upon a finding against the student, the committee shall uphold the assigned sanction or recommend one of the following:
 - a. Written notice of warning along with faculty/student conference.
 - b. Grade point deduction.
 - c. Suspension up to and including three (3) days. The program attendance policy will be applied.
 - d. Dismissal from the program.
9. The Grievance Committee shall notify the student in writing of its decision and any applicable sanctions within three (3) business days from the date of the hearing.
10. The decision of the Grievance Committee is final. There is no further appeal unless the sanction is suspension or dismissal from the program. If the sanction is suspension or dismissal from the program, the student has seven (7) business days to appeal the decision of the Grievance Committee to the Dean who has the final decision.

**EAST TENNESSEE STATE UNIVERSITY
RADIOLOGIC SCIENCE PROGRAM**

SECTION IV: CURRICULUM AND ACADEMIC PRACTICES

I. PROGRAM SCHEDULE

Junior Year					
Fall Semester		Classes MW(F) Clinical 16 hrs/wk	Spring Semester		Classes MW(F) Clinical 16 hrs/wk
RADT 3000	Image Production & Eval.	4	RADT 3010	Radiographic Equipment	4
RADT 3005	Foundations in Rad. Tech	3	RADT 3030	Rad. Procedures II	3
RADT 3020	Rad. Procedures I	3	RADT 3031	Rad. Procedures II Lab	1
RADT 3021	Rad. Procedures I Lab	1	RADT 3060	Imaging & QC	3
RADT 3040	Clinical Education I	2	RADT 3050	Clinical Education II	2
ALHE 3040	Health Care Teams	<u>3</u>	ALHE 4100	Information Management	<u>3</u>
Total Credits		16	Total Credits		16
<hr/>					
Summer Semester		Clinical 40 hrs/wk			
RADT 4000 Clinical Education III					
Pre Summer + SS I + SS II (13 weeks)		5			
<hr/>					
Senior Year					
Fall Semester		Classes TR Clinical 24 hrs/wk	Spring Semester		Classes TR Clinical 24 hrs/wk
RADT 4050	Rad Biology & Protection	4	RADT 4030	Radiographic Pathology	3
RADT 4040	Adv Radiologic Imaging	4	RADT 4060	Digital Imaging in RADT	3
RADT 4010	Clinical Education IV	3	RADT 4070	Professional Transition to Radiography	3
ALHE 4070	Leadership in Allied Health	3	RADT 4020	Clinical Education V	<u>3</u>
ALHE 4060	Research in Allied Health	<u>3</u>			
Total Credits		17	Total Credits		12

II. CURRICULUM POLICY

Didactic and clinical courses are integrated for the student to learn cognitive, affective, and psychomotor skills in the field of radiography. The curriculum is subject to change as needs dictate, and modifications are communicated to students in a timely manner. If a student is incomplete in any RADT course, he/she must make up any course material and/or requirements before progressing to the next semester or course.

Total didactic and clinical hours combined cannot exceed 40 hours per week. Hours exceeding these limitations must be voluntary on the student's part. Students intending to enroll in a didactic course while taking Clinical III must complete the Summer Academic Load Form.

III. SYNCHRONOUS ONLINE SECTIONS – Distance Education Policy

With the exception of RADT 4030 Radiographic Pathology, which is an asynchronous online course, students can register for the traditional classroom section (001) or the Zoom (995) section of radiologic science didactic lecture courses. Courses are delivered synchronously with students in the classroom and others online via their home computers. Students in the 995 section log into Desire2Learn (D2L) to access course materials, exams, and Zoom.

Students using Zoom must have a laptop, a headset, and a high-speed internet connection. Exams are proctored at the ETSU Lamb Hall or the ETSU Sevier Center. If exams are proctored at the Sevier Center, students must provide their own laptops. Exams will be accessed on D2L, which requires a login, passcode, and a Respondus lockdown browser. Some exams may be taken on paper but are sent to the Sevier Center before the exam.

The University charges an additional \$25/credit hour fee for Zoom undergraduate course sections, which is subject to change per ETSU. Zoom sections are not available for lab or clinical courses. Lab courses are offered at the Lamb Hall Lab and LeConte Medical Center. All enrolled students complete clinical education at one of the program's clinical education settings.

IV. CLINICAL INSERVICES

During the first week of Clinical Education I, students complete in-services introducing the lab, radiation protection, aseptic/sterile technique, HIPAA, transfer techniques, communication, MRI safety, and the clinical competency system at Lamb Hall. Clinical instructors provide and document site-specific in-services. In their senior year, students participate in a second MRI safety in-service.

V. CLINICAL EDUCATION SYSTEM

At the beginning of each semester, students receive a clinical course syllabus detailing competency requirements, rotational assignments, and rotational objectives. In addition, students receive a clinical rotational schedule with weekly clinical assignments.

Weekly rotational objectives are 5% of the student's clinical grade. Each week, including elective rotations, the student will provide the rotational form to the technologist with whom he/she most commonly works or to whom they are assigned. Upon completion, the student will submit the form(s) to their clinical instructor on the last day of the clinical week. The clinical instructor or DCE may adjust the grades if necessary and will enter the information from the forms into Trajecsyst. A student who does not submit the rotational objectives on time will earn a 0% for the week.

The program cannot provide students with the opportunity to observe, assist, or perform hysterosalpingography (HSG) procedures at all clinical affiliates. Certain clinical sites may allow students to observe in HSGs with consent from the patient. HSG is not an exam that can be comped and is performed at limited sites.

Students will request approval from his/her clinical instructor for one elective rotation during Clinical Education III, two elective rotations during Clinical Education IV, and two elective rotations during Clinical Education V. These rotations may include

diagnostic radiology, interventional radiography, surgery, cardiac catheterization, mammography, MRI, diagnostic medical sonography, radiation therapy, PET-CT, nuclear medicine. ETCH is another elective that must be requested and approved by the DCE before the beginning of the semester.

VI. COMPETENCY PERFORMANCE EVALUATIONS

Completing Competencies: The student can only complete competencies once the procedure is covered in the corresponding procedures course.

- A total of 9 mandatory competencies must be completed by the end of Clinical I.
- A total of 17 mandatory competencies must be completed by the end of Clinical II.
- A total of 30 mandatory competencies must be completed by the end of Clinical III.
- All remaining mandatory competencies must be completed by the end of Clinical IV.

Failure to meet the minimum number of required competencies will result in a 0 being averaged into the overall grade. The only exception to this rule is when the student does not have an opportunity to complete a competency, and the CI verifies the lack of opportunity.

MANDATORY COMPETENCIES			
Graduates must demonstrate competence in all of the procedures listed below:			
Chest or Thorax	Abdomen	Surgical Studies	CT/Other
Chest Routine (Clinical I only)	Abdomen (KUB) (Clinical I only)	Exam in Surgery I (portable, C-Arm case, or fluoro in surgery suite) (Clinical I or II preferred)	CT Head w/o contrast
Chest – wheelchair or stretcher (2 view min.)	Abdomen Upright	Exam in Surgery II (portable, C-Arm case, or fluoro in surgery suite) (Clinical II or III only)	CT Chest w/o contrast
**Pediatric Chest Routine		C-Arm Procedure - requiring manipulation around a sterile field	CT Abd/Pelvis w/o contrast
***Geriatric Chest Routine	Portable Abdomen		
Chest Portable	**Pediatric Abdomen	Orthopedic C-Arm Procedure - requiring manipulation to obtain more than 1 projection	Portable Orthopedic
Ribs			***Geriatric Upper or Lower Extremity
Upper Extremity	Lower Extremity	Spine and Pelvis	Fluoroscopic Studies
Thumb or Finger (3 views)	Foot (3 views)	Cervical Spine (5 view minimum)	Minor Special Procedure
Hand (3 views)	Ankle (3 views)	Thoracic Spine (3 views)	
Wrist (3 views)	Knee (3 views)	Lumbar Spine (3 view minimum)	
Forearm	Tibia-Fibula	Cross table lateral spine	
Elbow (3 views)	Femur	Pelvis (1 view)	

Humerus	*Trauma: Lower Extremity	Hip	
Shoulder (3 views)		Cross Table Lateral Hip	
Clavicle			
*Trauma: Shoulder or Humerus (Scapular Y, Transthoracic, or Axial)			
*Trauma: Upper Extremity (No shoulder) *			
<p>*ARRT defines trauma as a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient's condition. A fracture is not required to classify as a Trauma</p> <p>**ARRT defines pediatric patients as being age 6 or younger.</p> <p>***ARRT defines geriatric patients as being at least 65 years old and physically or cognitively impaired as a result of aging.</p>			

Elective Competencies:

- A total of 4 elective comps must be completed by the end of Clinical III.
- A total of 8 elective comps must be completed by the end of Clinical IV.
- Fifteen elective competencies must be completed by the end of Clinical V.

ELECTIVE COMPETENCIES			
Complete a minimum of 15 competencies from ONLY the procedures below:			
AC Joints	Sacrum and/or Coccyx	Fluoroscopy- (complete two procedures from this section)	Head- (complete at least one procedure from the list below)
Arthrography	Scapula	UGI (single or double)	Facial Bones (3 view minimum)
Abdomen Decubitus	Scoliosis Series	Contrast Enema (single or double)	Mandible (No Panorex)
Calcaneus	SC Joints	Small Bowel Series	Nasal Bones (3 view minimum)
Chest Lateral Decubitus	SI Joints	Esophagus	Orbits (3 view minimum)
Patella	Sternum	ERCP	Paranasal Sinuses (2 view minimum)
Pediatric Upper Extremity	Toes	Cystography or Cystourethrography	Skull (2 view minimum)
Pediatric Lower Extremity	Upper Airway (Soft-Tissue Neck)	Myelography	TMJs
Pediatric Portable Exam	Geriatric Hip or Spine		
*An arthrogram, cystogram, or myelogram may count as an elective or minor special procedure. Placement as an elective or minor special procedure is a Clinical Instructor/student decision.			

Simulations: If competency achievement is not feasible to complete on patients, a maximum of 8 simulations on mandatory procedures may be performed; however, pediatric and geriatric competencies may not be simulated. The DCE will determine on an individual basis which competencies may be simulated. Simulations will be performed in the ETSU Lamb Hall lab during final exam week.

General Patient Care Competencies: Students must demonstrate competence in six patient care activities, which include transfer of patient, care of patient medical equipment, sterile and aseptic technique, vital signs, and CPR certification. Simulation is acceptable. Students perform competencies in venipuncture during RADT 4040, and current CPR is required prior to and must be maintained during the program.

VII. PROFICIENCY EVALUATIONS

To ensure continued competency in the performance of radiographic procedures, it is required that the student perform a minimum of two proficiency evaluations per semester during Clinical II – V. Proficiencies are designated per semester to include:

- Clinical II: upper and lower extremities
- Clinical III: hip-pelvis and spine
- Clinical IV: Headwork, Contrast, or C-Arm (complete two of the three choices)
- Clinical V: chest and abdomen

The grade will be averaged in with all of the other competency grades for the semester, and a grade of 85% is acceptable.

VIII. MASTERY EVALUATIONS

After completing mandatory or elective competencies on a procedure, a student may request to perform a mastery evaluation. Mastery evaluations must be completed on difficult patients that require advanced skill and critical thinking due to elements such as pathology, injury, age, disability, or altered mental status.

Six mastery evaluations must be completed during the fourth and fifth semesters of the program. A minimum of 1 mastery evaluation must be completed during Clinical IV. All remaining mastery evaluations must be completed during Clinical V. Mastery evaluations include evaluation of a procedure approved by the CI and/or DCE in the following categories:

- C-Arm: requiring manipulation to obtain more than 1 projection (examples include AP and lateral)
- Contrast: barium sulfate or water-soluble iodine
- Head: examples include skull, facial bones, orbits. (Does not have to be done on the same body part as your elective headwork.)
Example: If a student completed on facial bones, the student could do a mastery evaluation on a skull.)
- Musculoskeletal: minimum of 3 procedures (Example: L-Spine, Hip, and Knee)
- Pediatric: Challenging pediatric patients requiring critical thinking, any procedure on a difficult patient age 0 – 6.
- Spine: be prepared to discuss all regions of the spine during grading
- Thorax: examples include difficult stretcher chest, wheelchair chest, or portable chest

- Trauma: procedural modification due to patient injury required

Categories may overlap, but at least one mastery should be completed in each area.

Example 1: A student has previously completed a pediatric mastery. A skull on a 2-year-old patient is ordered. This could be categorized under head rather than pediatric.

Example 2: A student completed 4 procedures on a trauma patient. This could be categorized as trauma or musculoskeletal.

Students are not required to complete procedures 100% independently. Students may ask for assistance with patient transfers or positioning one person cannot perform due to the patient's condition. Examples include asking a technologist to hold a patient during an exposure.

Due to the challenging nature of these exams, a repeat is acceptable. However, multiple repeats will not be accepted.

IX. COMPETENCY, PROFICIENCY, AND MASTERY EVALUATION GRADING

The student must present a competency form and inform the technologist that he/she will complete a competency, proficiency, or mastery evaluation before starting an exam. The competency cannot be aborted without the permission of the clinical instructor.

Competencies are administered by clinical staff, CIs, or DCEs. A critical error is defined as a suboptimal radiograph in which there are more than two errors that include equipment, radiographic procedure, and/or image evaluation. It also includes the following gross errors: no marker on an image, student-caused repeat on any image, student endangering the patient, taking an image of the wrong patient or part, and violation of ALARA.

During the image review, portion of the competency, students should be prepared to use critical thinking skills to evaluate images by identifying radiographic anatomy, discussing procedural guidelines such as central ray angulation and centering points, and assessing methods to improve the image(s). For trauma, pediatric, geriatric, and mastery competencies: students should also be prepared to explain the procedural difficulty and any variation from the routine procedure.

Classification of a repeat competency is at the discretion of the CI or DCE specific to the patient, procedure, or clinical site protocol. If the grade is below 85% or there is a repeat, the original competency must be performed until it is passed. The original competency and repeated one(s) will be averaged in the student's grade. If a student demonstrates a lack of proficiency in performing a procedure after successfully completing a competency, the CI or DCE may require that the student repeat the evaluation.

X. RADIOLOGIC SCIENCE PROGRAM GRADE POLICY

Due to the close patient contact and radiographer responsibilities, mastery of academic material and technical competency are required. Therefore, the grading policy in radiologic science courses is as follows:

<u>Grade Scale - Didactic</u>		<u>Grade Scale - Clinical</u>	
95 - 100	A	96 - 100	A
92 - 94	A-	94 - 95	A-
89 - 91	B+	91 - 93	B+
86 - 88	B	89 - 90	B
83 - 85	B-	86 - 88	B-
80 - 82	C+	83 - 85	C+
75 - 79	C	80 - 82	C
73 - 74	C-*	78 - 79	C-*
71 - 72	D+*	75 - 77	D+*
68 - 70	D*	73 - 74	D*
Below 68	F*	Below 72	F*

*considered unsatisfactory and a failing grade.

XI. ACADEMIC ADVISING

During the radiologic science program selection process, all applicants who seek to be interviewed for admission to the program are advised by the PD. The program of study provided to the student lists all courses he/she has taken and must complete to graduate from ETSU.

To remain in the program, students must maintain a grade of C or higher in all RADT courses. If a student earns a grade of C- or below in any RADT course, the student will not be permitted to advance to the next semester. An exit interview with the PD and the DCE will occur. Should a student experience difficulty in a course, the student is advised to seek assistance from the course instructor.

Prior to registration each semester, the PD provides a detailed class schedule of courses to junior and senior students. In the fall semester of the senior year, the PD provides instruction on applying to graduate in the spring semester.

Students receive academic and behavioral advisement as necessary, and this information is documented on the Faculty-Student Conference Form. Additionally, performance evaluations are completed biweekly by Clinical Coordinators in the Trajecsyst system.

XII. READMISSION PROCESS

Students will be considered for readmission once:

- A. A formal written request must be submitted to the program director to initiate the readmission process.
- B. The PD will gather admission data.
- C. The student will be considered for readmission by the Admissions Committee and may be accepted based on meeting admission criteria and an available space basis.

XIII. CERTIFICATION REQUIREMENTS

Graduates of the ETSU Radiologic Science Program meet the educational requirements to begin the application process for the certification examination in radiography administered by the American Registry of Radiologic Technologists (ARRT). The ARRT

requires that candidates be of good moral character. Traffic citations are not required to be reported unless they are related to alcohol or drug use. The ARRT has a pre-application on its website to determine eligibility. Additional information regarding requirements for the certification can be reviewed on the ARRT website. Furthermore, the ARRT may be contacted at (651) 687-0048 for individual consultation.

ARRT examinations are administered by Pearson VUE testing centers. Successful exam completion provides the graduate with the qualifications to practice as a registered technologist in radiography.

Pandemic Statement

Safety is essential to everyone at ETSU. The Radiography Program will make every effort to stay on track with clinical and didactic course scheduling and coursework. In the event of a pandemic, issues with clinical course attendance, which could, in turn, cause delays in graduation. Every effort will be made to allow the students to graduate on time.

**EAST TENNESSEE STATE UNIVERSITY
RADIOLOGIC SCIENCE PROGRAM**

INCIDENT REPORT

Directions: This incident report must be completed when a clinical-related injury, illness, or unusual circumstance regarding the radiologic science student occurs during clinical hours. The Clinical Coordinator must be notified of the incident, and copy of the incident report must be submitted (faxed) to the program within 24 hours of the occurrence. The report will be filed in the student's folder in the program director's office at Lamb Hall.

Student's Name: _____ Date of Incident: _____

Clinical Site: _____ Clinical Instructor: _____

Describe the clinical-related injury, illness, or unusual circumstance in detail: _____

The student is advised of affiliate protocol for the management of the incident and is encouraged to follow the physician's recommendations. The student, as any patient, is responsible for any health care costs incurred and has the right to refuse treatment.

Did the student have to see their physician due to the related incident? Explain. _____

Did the student lose time from clinical due to the related incident? Explain. _____

Additional comments: _____

Signed: _____
Student Date

Signed: _____
Clinical Instructor Date



COLLEGE of
CLINICAL *and* REHABILITATIVE
HEALTH SCIENCES

EAST TENNESSEE STATE UNIVERSITY

RADIOLOGIC SCIENCE PROGRAM

NOTIFICATION OF PREGNANCY FORM

In accordance with the Student Pregnancy Policy, I submit this notification of pregnancy to the Program Director and wish to select:

_____ **Option I** - I plan to continue in the program without modification.

_____ **Option II** - I plan to continue in the program with modification, which involves clinical reassignment. I will fulfill all program requirements as contained within the curriculum; however, I understand that make-up time may extend the length of the program.

_____ **Option III** - I elect to take a leave of absence from the program.

Student: _____

Date: _____

Conference Date: _____

The ALARA principle, estimated dose to the fetus during radiation exposure, cardinal principles of radiation protection, fetal badge placement, recommended protective apron, and embryo/fetus dose limits were discussed during the conference.

Comments: _____

Student: _____ Date: _____

Program Director: _____ Date: _____



COLLEGE of
CLINICAL *and* REHABILITATIVE
HEALTH SCIENCES
EAST TENNESSEE STATE UNIVERSITY

RADIOLOGIC SCIENCE PROGRAM
WRITTEN WARNING

STUDENT'S NAME: _____

1. Describe the situation.

2. Student explanation/comments.

Signed: _____
Student

Date

Signed: _____
Faculty Member

Date



COLLEGE of
CLINICAL *and* REHABILITATIVE
HEALTH SCIENCES
EAST TENNESSEE STATE UNIVERSITY

RADIOLOGIC SCIENCE PROGRAM
CONFERENCE FORM

STUDENT'S NAME: _____

1. Describe the situation.

2. Student explanation.

3. Corrective action.

Signed: _____
Student

Date

Signed: _____
Faculty Member

Date

Signed: _____
Faculty Member

Date



COLLEGE of
CLINICAL *and* REHABILITATIVE
HEALTH SCIENCES

EAST TENNESSEE STATE UNIVERSITY

**RADIOLOGIC SCIENCE PROGRAM
STATEMENT OF UNDERSTANDING & RESPONSIBILITY**

1. I understand all patient information is confidential and can be exclusively used for educational purposes. I understand there may be legal action and/or dismissal from the program for HIPAA violations.
2. I understand that placement of students is determined by program faculty. Requests for a specific clinical site is not accepted. Assignment of students at clinical affiliates is a privilege. I am a guest in the clinical education center(s) and will conduct myself accordingly. Clinical sites have the right refuse student placement.
3. I understand the clinical education centers vary in location, and all students meet the same clinical requirements. Therefore, distance and weather do not change the program schedule unless ETSU closes.
4. Unless I am assigned to LeConte Medical Center, I understand that I will rotate to a new clinical site the sixth week of the summer semester and will remain there for the fall semester of my senior year.
5. I understand that I am responsible for monitoring the expiration dates of my CPR certification, TB skin test, Tdap, malpractice insurance, and immunizations entered in myRecordTracker. Automated expiration reminders will be emailed, and I am responsible for updating my records. I will not be allowed to participate in clinical education if any requirements lapse and this will result in absences, grade reductions, and make-up time.
6. I understand that I must immediately inform the director of clinical education if I lose my radiation dosimeter. I am not allowed to be present in the clinical environment without a dosimeter this may result in absence(s) or tardies, grade reductions, and make-up time.
7. I agree to abide by the program's policies, procedures, and chain of command. I understand that changes in policies/procedures can be made during the program, and I will be made aware of them. When I have a question or concern, I will contact the appropriate faculty member. I understand that failure to meet any program expectation may result in negative consequences, including but not limited to those in the professionalism and clinical misconduct policies.
8. I understand the requirements delineated in the student supervision policy and agree to follow the policy.
9. I understand that equipment located in the radiologic science classroom, lab, control room, and is intended for educational purposes and should not be handled in a rough manner.
10. I have reviewed and understand the content of this handbook. I have been provided opportunities to clarify any questions, and I possess a copy of the handbook to use as a reference.

Print Name: _____

Student Signature: _____

Date: _____



COLLEGE of
CLINICAL *and* REHABILITATIVE
HEALTH SCIENCES

EAST TENNESSEE STATE UNIVERSITY

RADIOLOGIC SCIENCE PROGRAM

PERSONAL DATA SHEET

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Telephone Number: _____ Cell Phone Number: _____

E-mail Address: _____

In Case of an Emergency, Contact:

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Telephone Number: _____



**COLLEGE of
CLINICAL and REHABILITATIVE
HEALTH SCIENCES**

EAST TENNESSEE STATE UNIVERSITY

**Radiologic Science
Exit Interview**

Student's Name:	E#
Address:	Phone #:
Employment:	Program and date of Exit Interview

Course Status

Program Course:	Semester/Year:
Status:	
<input type="checkbox"/> Course (____) - Completed	<input type="checkbox"/> Failed course – theory average: <input type="checkbox"/> Failed course – total points <input type="checkbox"/> Failed course - clinically unsafe <input type="checkbox"/> Failed prerequisite course(s) <input type="checkbox"/> Passed course
<input type="checkbox"/> Course (____) - Did not complete	<input type="checkbox"/> Passing at the time of exit <input type="checkbox"/> Failing examination average at time of exit: _____ <input type="checkbox"/> Marginal/clinical warning at the time of exit

Interview Summary

1. Reason for Departure

Why are you exiting the program at this time?

2. If due to academic or clinical deficiencies . . .

What hindered your performance and ability to successfully complete course requirements?

3. Student Support Services

Have you received any special academic assistance or services, such as financial aid, tutoring, counseling, etc.?

4. Future Educational Plans

Do you plan to apply for readmission to the program in the future?

5. Recommendation – Action Plan

Recommendation for the student's readmission to the program.

Student Signature

DATE

Faculty Signature

DATE

Department of Allied Health Sciences Professional Appearance (Dress Code) Policy

Students should adhere to Standards of Professional Appearance: Students in the Department of Allied Health Sciences enrolled in the Dental Hygiene Program, Radiologic Science Program or Respiratory Therapy Program are expected to wear appropriate attire for the classroom, clinical education, and laboratory experiences. Clothing should be neat, clean, and modest at all times. In the classroom, students should wear attire that is clean, well maintained and is appropriate for a college student in a medical professional program. Professional clinical attire is expected to ensure that all scheduled guest lecturers are appropriately welcomed to the program. Students are expected to have appropriate laboratory dress available at all times.

Violation of the professional appearance (dress code) policy may be subject to disciplinary actions. Program personnel may decide to discuss the situation with the student, issue a verbal warning, and use the situation as a teachable moment. No sanction is applied and the issue is considered closed. If the program personnel consider the situation warrants disciplinary action the student will be asked to leave and receive a deduction in points as outlined by the course syllabus and student handbook of guidelines and procedures.

Skills Lab and Classroom Dress

1. All clothing must be laundered, neat, and in good repair. Clothing must have appropriate fit and be opaque enough not to reveal undergarments. Sagging and/or tight-fitting clothing is not acceptable.
2. Tops are not to be low cut, backless, or revealing. Tank tops are not appropriate. All tops should be of sufficient length not to expose skin on the lower abdomen/upper waist/lower back. Basic T-shirts or polo shirts work best.
3. Modest shorts (mid-thigh length), capris, pants, or jeans can be worn. Short shorts and/or skin-tight shorts are not acceptable.
4. Wear comfortable shoes. Closed-toed shoes with hard soles are required in the skills lab.

Clinical Dress

1. Please refer to Program Handbooks for detailed information on the dress code policy for the dental hygiene clinic and radiography and respiratory therapy clinic sites.

Print Name: _____

Student Signature: _____

Date: _____