Radiologic Technology Program
Student Handbook/Policy Manual

2016-2017
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INTRODUCTION

The purpose of this Handbook is to provide an explanation of the Radiologic Technology program, its mission/purpose, goals, objectives, components of the educational plan, and program guidelines or policies. The policies published in this Handbook are specific to this program and are more detailed than the College Catalog and Student Handbook. The intent is not to replace the College Catalog or Student Handbook policies, but to specify those policies that are unique to this program.

Students are advised to consult the College Catalog, College Student Handbook, Campus Safety and Security Booklet, and Course Syllabi for additional policies and information. Students are expected to adhere to all policies and course requirements as stated in the College and Program Publications.

Note: When conflicting statements exist, policies stated in the College Catalog supersede all other published policies.

Our Lady of the Lake College Catalog
http://69.2.57.119/catalog1415/TOC.html

Our Lady of the Lake College Student Handbook
http://69.2.57.119/pdfs/SS/StudentServiceHandbook.pdf

Campus Safety and Security Booklet
RADIOLOGIC TECHNOLOGY PROGRAM INTRODUCTION

The Radiologic Technology program was established in 1993. The program is a two-year, 80 credit-hour course of study (26 hours Arts & Sciences, 54 hours Radiologic Technology) leading to the Associate of Science Degree in Radiologic Technology. The Radiologic Technology Program portion is designed to be completed in five semesters, in which the student enrolls full-time. The program prepares graduates to perform radiologic procedures as entry-level radiologic technology practitioners. Radiologic technologists assist radiologists and other physicians in imaging parts of the body through the use of ionizing radiation and other forms of energy, specialized imaging equipment, and manipulation of patient positions. The program consists of a comprehensive curriculum that provides students with a broad base of knowledge and skills to perform a full range of radiologic procedures. A variety of support courses are offered to provide students with skills to communicate effectively, to develop skills in critical thinking, and the ability to problem solve in the practice of radiologic technology. Opportunities for application of imaging principles and concepts are provided using the two fully energized radiology laboratories on campus. Extensive experience in local clinical education settings enables students to develop clinical and practical skills. The program focuses not only on performing procedures competently, but also encompasses patient education and care of the patient during imaging procedures, application of ethical principles, and professional development. The program is designed to provide a sufficient foundation so that the graduate with additional post-graduate experience and continued education may advance in career paths appropriate to their own interests and abilities. After successful completion of the curriculum, the graduate is eligible to become licensed by the state and certified by the national certification examination administered by the American Registry of Radiologic Technologists.

CERTIFICATION RATE

The program’s success rate on the national certification examination (ARRT) averaged from the years 2010 through 2014 is 90%.” The combination of intensive didactic and clinical education prepares the graduate for employment in the radiology department (imaging services) of any healthcare agency. The program is designed to meet current employment needs and opportunities do exist locally, regionally, and nationally.

ACCREDITATION

The Radiologic Technology Associate of Science Degree Program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182) (312-704-5300, website: www.jrcert.org, email: mail@jrcert.org) and holds full approval from the Louisiana State Radiologic Technology Board of Examiners.
Article I. College Mission Statement

Inspired by the vision of St. Francis of Assisi and in the tradition of the Roman Catholic Church, we extend the healing ministry of Jesus Christ to God's people, especially those most in need.

We call forth all who serve in this healthcare ministry, to share their gifts and talents to create a spirit of healing—with reverence and love for all of life, with joyfulness of spirit, and with humility and justice for all those entrusted to our care.

We are, with God's help, a healing and spiritual presence for each other and for the communities we are privileged to serve.

Seeking to be faithful to the ideals of its heritage and its sponsors, Our Lady of the Lake College is committed to meeting the educational needs of the people of God.

Article II. Our Identity

Our Lady of the Lake College of Baton Rouge, Louisiana, is an independent, private Catholic College founded by the Franciscan Missionaries of Our Lady. The College is a student-centered academic community guided by Franciscan values, faithful to the commitment to the truth and common good found in Ex corde Ecclesiae and devoted to excellence in learning.

Article III. Our Purpose

The College engages students in an educational experience that cultivates the spirit of scholarly inquiry, ongoing reflection, and a commitment to life-long learning and service. The College seeks to promote a learning environment informed by the concepts of collegiality, community, democracy, social justice, and the culture of life that encourages individual and collective responsibility. Committing to and accomplishing the institutional purpose and goals requires empowering students to exceed standards, expand their vision, and come to the full measure of their humanity.

Article IV. Institutional Goals

1. Incorporating the Franciscan values of service, reverence and love for all life, joyfulness of spirit, humility, and justice and the spirit of Ex corde Ecclesiae into all facets of the educational process and functions of the College.

2. Providing programs of study that contribute to the authentic good of individuals and human society as a whole.

3. Emphasizing the academic excellence in a student-centered environment to enhance knowledge and inquiry in the pursuit of life-long learning.
4. Cultivating a student-centered environment which promotes a holistic approach to student growth and development in the search of vocation or calling.

5. Fostering an engaged community of civic-minded scholars that encourages a culture of social responsibility and service.

6. Cultivating, among all campus constituents, a desire to understand, a capacity for tolerance, and an ability to embrace diversity while demonstrating ethical and moral behavior in all endeavors.

7. Practicing good stewardship of College resources while minimizing the carbon footprint of the College.

8. Expanding the scale and scope of the programs and the communities the College serves.

Article V. Aspiring Vision

Our Lady of the Lake College aspires to be a premier Catholic College in the Gulf Coast region. By 2023, the College will be a Southern Association of Colleges and Schools Level V (doctoral granting) institution and will serve an enrollment of 2,500 students, with a majority of degree conferrals at the baccalaureate level. The College will be known for excellence in academics, civic engagement, and student and faculty achievement. This will be accomplished by maintaining relevant, rigorous program offerings, superior facilities, community engagement, and excellent student support all within a culture of Catholic faith identity consecrated to the cause of truth which embraces diversity and lifelong learning.
OLOL Radiologic Technology Program
Reviewed: 6-15, 7-16
Revised 7-16

**PROGRAM PURPOSE**

The Radiologic Technology Program at OLOL College provides students the opportunity to learn the art and science of medical imaging. We are committed to a high quality education by providing didactic courses, clinical internships, state-of-the-art facilities, and utilizing the most modern imaging techniques. Upon satisfactory completion of all school and program requirements, students will graduate and be eligible to sit for the A.R.R.T. certification exam. This will be achieved in accordance with the A.R.R.T. standards, ethics and the Franciscan values of: Humility, Joyfulness of Spirit, Reverence and Love for All Life, Justice, and Service.
### PROGRAM GOALS AND OBJECTIVES

<table>
<thead>
<tr>
<th>The goals for the Radiologic Technology Program are as follows:</th>
<th>The student learning outcomes for the Radiologic Technology Program are as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students will demonstrate the skills to competently and safely perform radiographic procedures.</td>
<td>1. Students will apply radiation protection principles in radiographic examinations.</td>
</tr>
<tr>
<td>2. Students will demonstrate the use of effective communication skills.</td>
<td>2. Students will competently perform positioning for radiographic examinations.</td>
</tr>
<tr>
<td>3. Students will apply critical thinking skills.</td>
<td>3. Students will competently manipulate radiographic equipment.</td>
</tr>
<tr>
<td>4. Students will model professionalism while promoting Franciscan values of Our Lady of the Lake College.</td>
<td>4. Students will utilize written communication skills in their profession.</td>
</tr>
<tr>
<td>5. Students will provide age appropriate, oral communication.</td>
<td>6. Students will accurately adjust procedural factors for various examinations.</td>
</tr>
<tr>
<td>7. Students will evaluate radiographic images for optimum quality.</td>
<td>8. Students will demonstrate affective behaviors.</td>
</tr>
<tr>
<td>9. Students will compare ethical and unethical values.</td>
<td>10. Students will provide age appropriate, oral communication.</td>
</tr>
</tbody>
</table>
Non-Discriminatory Policy

Our Lady of the Lake College assures equal opportunity for all qualified persons without regard to name, race, color, religion, gender, sexual orientation, national origin, age, disability, marital status or veterans status in the admission to, participation in, or employment of its programs and activities.

Students are encouraged to consult the College Catalog and Student Handbook for more information on additional policies.

Enrollment Information

Applications for the Associate of Science Degree in the Radiologic Technology Program are due on or before March 15th for the class beginning in August. A cohort of up to 28 students may be accepted. Program requirements and other program information can be found on our web site. [http://www.ololcollege.edu/academics/academic-programs/radiologic-technology](http://www.ololcollege.edu/academics/academic-programs/radiologic-technology)

- The WIHP Option (Walk into Health Professions)

Students who exclusively take all prerequisite courses toward one of the health professions’ programs at Our Lady of the Lake College, who have a grade point average of 3.0 or higher on all prerequisite coursework, and who meet the minimum admissions requirements are guaranteed admission to the declared program. Please contact the Program Director for more information: Mark.Martone@ololcollege.edu  Office Phone- (M-F) 225-768-1737

Length of Program

The Associate of Science Degree in Radiologic Technology consists of 80 total credit hours of which 26 hours are arts and science courses and 54 hours are Radiologic Technology courses. Upon enrollment, the program is designed to be completed in five semesters, in which the student enrolls full-time.
# OLOL COLLEGE RADIOLOGIC TECHNOLOGY FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Martone, M.S., R.T. (R)</td>
<td>Program Director/ Assistant Professor</td>
<td>225-768-1737</td>
<td><a href="mailto:Mark.Martone@ololcollege.edu">Mark.Martone@ololcollege.edu</a></td>
</tr>
<tr>
<td>Nicole St.Germain B.S.R.T. (R)</td>
<td>Clinical Coordinator</td>
<td>225-214-1952</td>
<td><a href="mailto:Nicole.St.Germain@ololcollege.edu">Nicole.St.Germain@ololcollege.edu</a></td>
</tr>
<tr>
<td>Rebecca Simoneaux, M.Ed., R.T.(R)</td>
<td>Assistant Professor</td>
<td>225-768-1799</td>
<td><a href="mailto:Rebecca.simoneaux@ololcollege.edu">Rebecca.simoneaux@ololcollege.edu</a></td>
</tr>
<tr>
<td>Sarah Goncalves BS, R.T. (R)(N), CNMT</td>
<td>Instructor</td>
<td>225-768-1763</td>
<td><a href="mailto:Sarah.Goncalves@ololcollege.edu">Sarah.Goncalves@ololcollege.edu</a></td>
</tr>
<tr>
<td>Kristen Wells R.T.(R)</td>
<td>Instructor</td>
<td>225-490-1693</td>
<td><a href="mailto:Kristen.Wells@ololcollege.edu">Kristen.Wells@ololcollege.edu</a></td>
</tr>
</tbody>
</table>
# CLINICAL AFFILIATES & CLINICAL INSTRUCTORS

<table>
<thead>
<tr>
<th>Hospital/Location</th>
<th>Address</th>
<th>Phone</th>
<th>Contact Person(s)</th>
<th>Email(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ochsner Health Center</td>
<td>9001 Summa Avenue, Baton Rouge, LA 70809</td>
<td>225-761-5380</td>
<td>Tommy Langlois, R.T. (R)</td>
<td><a href="mailto:tlanglois@ochsner.org">tlanglois@ochsner.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jackie Foster, R.T.(R)</td>
<td><a href="mailto:Jfoster@ochsner.org">Jfoster@ochsner.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lisa Seymour, R.T.(R)</td>
<td><a href="mailto:laustin@ochsner.org">laustin@ochsner.org</a></td>
</tr>
<tr>
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</tr>
<tr>
<td>LSU Surgical Facility on Perkins Road</td>
<td>9032 Perkins Rd, Baton Rouge, LA 225-768-5712</td>
<td></td>
<td>Kayla LaCour, R.T. (R)</td>
<td><a href="mailto:kayla.lacour@ololrmc.com">kayla.lacour@ololrmc.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Selina Willis, R.T. (R)</td>
<td><a href="mailto:selina.willis@ololrmc.com">selina.willis@ololrmc.com</a></td>
</tr>
<tr>
<td>Batson Rouge Orthopaedic Clinic</td>
<td>8080 Bluebonnet Blvd, Ste. 1000, Baton Rouge, LA 70810</td>
<td>225-408-7835</td>
<td>Lesseley Deshotels, R.T.(R)(M)(CT)</td>
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<tr>
<td>Our Lady of the Lake Regional Medical Center</td>
<td>5000 Hennessy Blvd, Baton Rouge, LA 70806</td>
<td>225-765-8204</td>
<td>Alyssa Blanchard, R.T.(R)</td>
<td><a href="mailto:alyssa.blanchard@ololrmc.com">alyssa.blanchard@ololrmc.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tammy Pinell, R.T.(R)</td>
<td><a href="mailto:tammy.pinell@ololrmc.com">tammy.pinell@ololrmc.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Amy Himel, R.T.(R) (Cat Scan Dept)</td>
<td><a href="mailto:amy.himel@ololrmc.com">amy.himel@ololrmc.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Natalie Simon, R.T.(R) (Evening Shift)</td>
<td><a href="mailto:natalie.simon@ololrmc.com">natalie.simon@ololrmc.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Amanda Gowdy, R.T.(R)(M) (Evening Shift)</td>
<td><a href="mailto:Amanda.posey@ololrmc.com">Amanda.posey@ololrmc.com</a></td>
</tr>
<tr>
<td>The Baton Rouge Clinic</td>
<td>7373 Perkins Road, Baton Rouge, LA 70808</td>
<td>225-246-4479</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Elizabeth Hospital</td>
<td>1125 West Highway 30, Gonzales, LA 70737</td>
<td>225-621-2990</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Nancy McBeth, R.T.(R) | Michael Dawkins  
|----------------------|-----------------
| Nmcbeth@brclinic.com | michael.dawkins@steh.com |
| Pam Nunez, R.T.(R)   | Michelle Derouen, R.T. (R)(M)  
|                     | mderouen@steh.com |

| Our Lady of the Lake Livingston  
5000 O'Donovan Boulevard  
Walker, Louisiana  
225-271-6065 |
|-----------------------|
| Brandie Hornsby, R.T.(R)  
brandie.hornsby@ololrmc.com |
| Brittany Marten, R.T.(R)  
brittany.marten@ololrmc.com |
| Todd Peters, R.T.(R)  
Daniel.Peters@ololrmc.com |

| Woman's Hospital Main Campus  
100 Woman's Way  
Baton Rouge, LA 70817  
225-231-5560, 225-924-8267 |
|-----------------------|
| Mary Rose, R.T.(R)(M)  
mary.rose@womans.org |
| Jackie Savoie, R.T.(R)(M)  
jackie.savoie@womans.org |

| The Lake Imaging Baton Rouge Area  
7135 Perkins Road  
Baton Rouge, Louisiana 70808  
225-765-3189 |
|-----------------------|
| KimShows,R.T.(R)  
Kimberly.shows@lakeic.com |
| Heather Simmons, R.T.(R)  
Heather.simmons@lakeic.com |
| Marlo Dupre, R.T.(R)  
Marlo.Dupre@lakeic.com |

**OTHER IMPORTANT NUMBERS:**

- OLOL College Toll Free Number 1-877-242-3509
- RADT Fax Number 768-0819
- OLOLC Receptionist 768-1700
- Financial Aid Office 768-1714
- Registrar’s Office 490-1602
- Health & Safety Officer (Ms. Denise Gillespie) 768-1755
- Counseling Services (Dr. Phyllis Simpson) 768-1713
- Health Professions Secretary 768-1738
- SECURITY @ OLOLC 765-8825
## Fall 2016-Summer 2017 Academic Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 4</td>
<td>Summer/Fall Registration Begins</td>
</tr>
<tr>
<td>Friday, August 5</td>
<td>Tuition and Fees Due, Less Pending Financial Aid</td>
</tr>
<tr>
<td>Tuesday, August 16</td>
<td>Freshman Orientation</td>
</tr>
<tr>
<td>Wednesday, August 17</td>
<td>Transfer Orientation</td>
</tr>
<tr>
<td>Thursday, August 18</td>
<td>Transfer Orientation</td>
</tr>
<tr>
<td>Friday, August 19</td>
<td>Last Day to Submit 2016 Summer Grade Changes</td>
</tr>
<tr>
<td></td>
<td>Last Day to Resolve 2016 Spring &quot;P&quot; Grades</td>
</tr>
<tr>
<td>Monday, August 22</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td></td>
<td>Add/Drop Begins</td>
</tr>
<tr>
<td>Friday, August 26</td>
<td>Last Day to Add Classes or Change Sections</td>
</tr>
<tr>
<td></td>
<td>Last day to File 2016 Fall Intent to Graduate</td>
</tr>
<tr>
<td></td>
<td>Last Day to Receive 100% Tuition and fee Refund</td>
</tr>
<tr>
<td>Monday, September 5</td>
<td>Labor Day: No Classes</td>
</tr>
<tr>
<td>Friday, September 9</td>
<td>Last Day to Drop or Resign Without Receiving a Grade of &quot;W&quot;</td>
</tr>
<tr>
<td></td>
<td>Census Day (14th Day)</td>
</tr>
<tr>
<td>Mon-Tues, October 10-11</td>
<td>Fall Break</td>
</tr>
<tr>
<td>Monday, October 17</td>
<td>Last Day to Submit 2016 Summer Grade Changes</td>
</tr>
<tr>
<td></td>
<td>Last Day to Resolve 2016 Spring &quot;P&quot; Grades</td>
</tr>
<tr>
<td>Friday, October 28</td>
<td>Last Day to Withdraw or Resign from the College with a Grade of &quot;W&quot;</td>
</tr>
<tr>
<td>Wed.-Sun., November 23-27</td>
<td>Thanksgiving Holiday: No Classes</td>
</tr>
<tr>
<td>Friday, December 2</td>
<td>Last Day of Regular Classes</td>
</tr>
<tr>
<td>Mon.-Sat., December 5-10</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>Monday, December 12</td>
<td>Final Grades Due by 2pm</td>
</tr>
<tr>
<td>Friday, December 16</td>
<td>Fall 2016 Commencement (Time TBA)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>---------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Monday, October 17</td>
<td>Registration Begins for 2017 Spring</td>
</tr>
<tr>
<td>Friday, December 9</td>
<td>Tuition and Fees Due, less Pending Financial Aid</td>
</tr>
<tr>
<td>Tuesday, January 10</td>
<td>Freshman Orientation</td>
</tr>
<tr>
<td>Wednesday, January 11</td>
<td>Transfer Orientation</td>
</tr>
<tr>
<td>Thursday, January 12</td>
<td>Transfer Orientation</td>
</tr>
<tr>
<td>Friday, January 13</td>
<td>Last Day to Submit 2016 Fall Grade Changes</td>
</tr>
<tr>
<td>Monday, January 16</td>
<td>Martin Luther King, Jr, Holiday: No Classes</td>
</tr>
<tr>
<td>Tuesday, January 17</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td></td>
<td>Add/Drop Begins</td>
</tr>
<tr>
<td>Monday, January 23</td>
<td>Last Day to Add Classes or Change Sections</td>
</tr>
<tr>
<td></td>
<td>Last Day to File 2017 Spring Intent to Graduate</td>
</tr>
<tr>
<td></td>
<td>Last Day to Receive 100% Tuition and Fee Refund</td>
</tr>
<tr>
<td>Friday, February 3</td>
<td>Last Day to Drop Without Receiving a Grade of &quot;W&quot;</td>
</tr>
<tr>
<td></td>
<td>Census Day (7th Day)</td>
</tr>
<tr>
<td>Mon.-Tues., February 27-28</td>
<td>Mardi Gras Holiday: No Classes</td>
</tr>
<tr>
<td>Monday, March 13</td>
<td>Midterm Grades Due</td>
</tr>
<tr>
<td>Monday, April 3</td>
<td>Registration for Summer 2017 and Fall 2017 Begins</td>
</tr>
<tr>
<td></td>
<td>Priority Deadline Date to Submit Completed Application to Financial Aid Office to ensure processing for the Summer 2016 and Fall 2017 Semesters</td>
</tr>
<tr>
<td>Mon.-Sun., April 10-16</td>
<td>Spring Break: No Classes</td>
</tr>
<tr>
<td>Friday, April 21</td>
<td>Last Day to Withdraw or Resign from the College With a Grade of &quot;W&quot;</td>
</tr>
<tr>
<td>Friday, May 5</td>
<td>Last Day of Regular Classes</td>
</tr>
<tr>
<td>Mon.-Sat., May 8-13</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>Monday, May 15</td>
<td>Final Grades Due by 2pm</td>
</tr>
<tr>
<td>Monday, May 22</td>
<td>Spring 2017 Commencement (Time TBA)</td>
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### 2017 Summer Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, April 4</td>
<td>Registration Begins for 2017 Summer and Fall Begins</td>
</tr>
<tr>
<td>Friday, May 12</td>
<td>Tuition and Fees Due, less Pending Financial Aid</td>
</tr>
<tr>
<td>Tuesday, May 30</td>
<td>Freshman Orientation</td>
</tr>
<tr>
<td>Wednesday, May 31</td>
<td>Transfer Orientation</td>
</tr>
<tr>
<td>Thursday, June 1</td>
<td>Transfer Orientation</td>
</tr>
<tr>
<td>Friday, June 2</td>
<td>Last Day to Resolve 2017 Spring &quot;I&quot; Grades</td>
</tr>
<tr>
<td>Monday, June 5</td>
<td>First Day of Classes</td>
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<td></td>
<td>Add/Drop Begins</td>
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<tr>
<td>Wednesday, June 7</td>
<td>Last Day to Add Classes or Change Sections</td>
</tr>
<tr>
<td></td>
<td>Last Day to Receive 100% Tuition and Fee Refund</td>
</tr>
<tr>
<td>Tuesday, June 13</td>
<td>Last Day to Drop Without Receiving a Grade of &quot;W&quot;</td>
</tr>
<tr>
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<td>Census Day (7th Day)</td>
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<tr>
<td>Monday, July 3</td>
<td>Midterm Grades Due</td>
</tr>
<tr>
<td>Tuesday, July 4</td>
<td>Independence Day Holiday: No Classes</td>
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<tr>
<td>Friday, July 14</td>
<td>Last Day to Drop or Resign from the College with a Grade of &quot;W&quot;</td>
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<tr>
<td>Friday, July 28</td>
<td>Last Day of Classes</td>
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<tr>
<td>Fri.-Sat., July 28-29</td>
<td>Final Exams</td>
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<tr>
<td>Monday, July 31</td>
<td>Grades Due by 2pm</td>
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<tr>
<td>Friday, August 4</td>
<td>Summer Degree Conferral</td>
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# OLOL Radiologic Technology Program

Reviewed: 7-15, 7-16  
Revised 7-15

## RADT CURRICULUM PLAN

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<td>3</td>
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*Total Credit Hours for the AS degree in Radiologic Technology = 80 credit hours  
See college catalog for course description(s)
Community Creed

Our Lady of the Lake College, established by the Franciscan Missionaries of Our Lady, is an interactive community dedicated to personal, academic, and professional excellence. This is best accomplished within an environment of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles.

As a member of the Our Lady of the Lake College community:

I will commit myself to the pursuit of knowledge and understanding with personal integrity and academic honesty;

I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community;

I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued;

I will support a culture of diversity by respecting the rights and dignity of those who differ from me;

I will embrace the concept of a civil community, which respects the rights and property of others and abhors violence, theft, and exploitation of others;

I will honor, challenge and contribute to the tradition of excellence left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the Our Lady of the Lake College and its community of scholars.
OLOL Radiologic Technology Program
Reviewed: 5-12, 7-16
Revised 6-15

ACADEMIC INTEGRITY

THE STUDENT HONOR CODE

We, the student body of Our Lady of the Lake College, embrace the idea that honor is an intangible quality which, if it pervades all phases of campus life, tends to foster a spirit of dignity and personal integrity. Upon enrolling at the college, we become part of the Our Lady of the Lake College Honor System. We realize that honor must be cultivated, that its success depends upon the combined and cooperative efforts of the college’s administration, faculty, staff and students. Inherent in the honor system is the premise that students will not perform or tolerate any violations of the “Regulations Governing Student Behavior” published in Our Lady of the Lake College Student Handbook. As responsible members of the Our Lady of the Lake College community, each of us freely accepts and proudly endorses this, our code of honor.

THE HONOR STATEMENT

“I will not give or receive any unauthorized aid on any examination or paper. In the event that I witness anyone else do so, I will report him/her immediately to the instructor and/or the appropriate division director or Dean.”

The Honor Statement is in effect on all examinations, evaluations (including laboratory and clinical) all assignments (including CAI materials, written, laboratory exercises) as well as matters involving attendance, clinical and course requirements, etc.

SOCIAL NETWORKING POLICY

The advent of electronic media and the ability to share views among broad, ultimately uncontrollable and unknown audiences, places a particular responsibility on Our Lady of the Lake College students given the College’s Community Creed and the Student Honor Code. Communication about others in all forms must at all times be respectful of others’ right to privacy and sensitive to individual differences.

The College very strongly discourages any form of information sharing about fellow students’ academic progress or performance, and all references to clinical work where such sharing could have patient health and legal ramifications according to federal HIPPA regulations (See HIPPA Statement pg. 60). The potential consequences for social networking violations of the Community Creed and Student Honor Code are significant, as are the appropriate disciplinary actions specific violations may warrant.
ACADEMIC POLICIES

The curriculum is designed to prepare graduates to become competent radiographers. The Radiologic Technology Faculty are committed to helping students achieve academic success throughout enrollment. Policies exist that identify progression and non-progression status of radiologic technology students. Upon enrollment in the Radiologic Technology Program students must adhere to the following progression policies:

**Progression**

In order to achieve progression status in the radiologic technology program and be in good standing, the student must:

1. Maintain continuous full-time enrollment in the radiologic technology curriculum sequence;
2. Achieve a minimum grade of “C” in all courses listed in the radiologic technology curriculum plan;
3. Meet the Core Performance Standards as identified in the Radiologic Technology Student Handbook.

Note: Progression in the radiologic technology program is reviewed at the end of each semester.

**Non-Progression**

**Program Probation**

A radiologic technology student will be placed on probation under either of the following situations:

1. During the semester of re-admittance and re-enrollment in the program following previous failure of a course; upon return enrollment to the program, the student must demonstrate competency in previously learned clinical, laboratory and academic skills before being allowed to participate in concurrent or subsequent radiologic technology courses.
2. When there is documented evidence of unsatisfactory behavior not related to specific academic performance.

Failure to progress in the program following probation will result in suspension or dismissal.

**Program Suspension**

A radiologic technology student will be placed on suspension if he/she is unable to progress in the curriculum under either of the following situations:

1. A student who does not achieve a “C” or better in a radiologic technology course may not continue in the program sequence.
2. A student who does not achieve a “C” or better in any of the required arts and sciences courses in the radiologic technology curriculum plan sequence may not progress in the degree program until a grade of “C” has been achieved in the course.

3. When there is documented evidence of unsatisfactory behavior and unsuccessful remediation. A student may be suspended from the radiologic technology program for unsatisfactory clinical practice. Refer to Appendix A, Radiologic Technology Student Handbook for Unsatisfactory Clinical Behavior Guidelines.

If the student fails one course, he/she must apply for readmission to the next class admitted, re-enroll and repeat the course at the next course offering. The re-admitted student will be placed on probation for one semester until a grade of “C” or better is achieved. Courses in the professional sequence can be repeated only one time. Students can apply for readmission only once in the professional sequence. Readmission to the program is not guaranteed.

A student who repeats a course in the radiology technology curriculum plan must achieve a grade of “C” or better to be considered in progression status. The student must achieve a “C” or better in all courses throughout the remaining curriculum in order to continue progression and remain in progression status. Failure of the course a second time results in dismissal.

Upon return enrollment to the program, the student may be asked to demonstrate proficiency in previously learned clinical, laboratory and academic skills before being allowed to participate in clinical exams on actual patients.

Program Dismissal

A radiologic technology student will be dismissed from the program and is not eligible for re-enrollment as a result of any of the following:

1. A student who receives less than grades of “C” in any two radiologic technology courses within the same semester will result in program dismissal.

2. A student readmitted and re-enrolled following probation or suspension who fails to achieve a grade of “C” for the repeated course will be dismissed from the degree program. The accumulation of two (2) grades of less than “C” will result in degree program dismissal.

3. A student who exhibits behavior in any environment that is considered illegal, unethical, or detrimental to the health or safety of a patient or other person; or, which may jeopardize successful operation of the clinical education center.

The specific non-progression status will be posted on the student’s academic record.

Article VI.
Article VII. Examples of Program Dismissal for Non-Academic Reasons
Students who commit any of the following acts may be dismissed from the program according to the procedure for disciplinary dismissal:

- Plagiarism
- Falsification of information given on official school documents
- Falsification of records regarding patient care
- Unauthorized possession of an examination
- Illegal possession, use, sale or distribution of drugs
- Illegal possession of weapons
- Theft
- Conviction of felony
- Participation in cheating or lying in reference to clinical or classroom assignments (including but not limited to the improper use of clinical information systems, falsification of documentation of time records, falsification of any clinical records or forms) is strictly prohibited. (Refer to the Rad Tech Policy Manual)
- Chemical impairment in the school/clinical setting
- Conduct which is inappropriate for either clinical or classroom (e.g., abusive language, threats, assault and battery, disruptive talking)
- Clinical behaviors that jeopardize the patient's physical and/or psychological safety or any behavior that does not meet professional standards.

This list is not meant to be all-inclusive, but serves to identify examples of behavior which warrant disciplinary dismissal. Unsatisfactory clinical behavior guidelines are published in Appendix A of the Radiologic Technology Student Handbook.

CREDIT FOR REPEATED COURSES

Students will be permitted to repeat only one Radiology Technology course during enrollment in the Radiologic Technology program. Both grades will be recorded on the transcript.

FINAL GRADE APPEAL PROCEDURES

The procedure for FINAL GRADE APPEAL is described in the College Catalog, Undergraduate Academic Policies Section, or the College Student Handbook, Student Grade Appeals Policy.

PERSONAL STUDENT INFORMATION

In accordance with FERPA Laws, (see student catalog about FERPA 1.7.1, 1.7.2) Students have the right to opt out of information that is collected for directory information at any time.
NTENT TO GRADUATE

During the semester PRIOR to which a student anticipates graduation, the student must complete an Intent to Graduate Request. (Form will be provided by the student’s advisor.) The request must be verified and signed by the Academic Advisor to assure that all program requirements are being met. Any deficits in meeting graduation requirements will be noted at that time.

REQUIREMENTS FOR GRADUATION

Students should refer to the College Catalog for General Requirements for Graduation. The Associate Degree in Radiologic Technology is conferred upon students when the following conditions have been met:

1. Completion of eighty (80) semester credit hours in the required courses within 3 years.

2. A cumulative grade point average of 2.0 or higher on all college work and completion of all Radiologic Technology courses with a grade of "C" or above; and completion of all required competencies (didactic, clinical and laboratory).

3. Completion of all required standardized achievement examinations.

4. Fulfillment of the residency requirements of at least 24 credits of the courses listed in the Radiologic Technology curriculum.

5. Clearance of all indebtedness to the college including the return of all books borrowed from the Center for Information Learning (CIL).

*Graduating from the Radiologic Technology Program at OLOL College does not guarantee national or state licensure in any or all states.

Note: Although attendance at graduation is not required, it is expected.
CREDENTIAILING REQUIREMENTS

Students completing all academic degree requirements of the program are eligible for certification by computer examination by the American Registry of Radiologic Technologists (ARRT). Graduates must comply with the "Rules of Ethics" and educational requirements of the ARRT. Candidates who violate the "Rules of Ethics", such as the conviction of a crime (gross misdemeanor or felony), must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. Individuals who are not yet enrolled in the Radiologic Technology Program may submit a pre-application request form to the ARRT anytime either before or after enrollment to review the impact of violations on their eligibility for certification. Pre-radiologic students must contact the ARRT directly to request the pre-application form (www.arrt.org). Applications and procedures for computer-based administration of the examination are provided to graduation candidates by the Director during January of the final semester. Students completing the program in May who meet eligibility requirements should submit the ARRT examination application at least 3 months before graduation (allow up to six or seven weeks for processing). It is the student's responsibility to complete the application process. The completed application must be signed by the Program Director before it can be submitted to the ARRT. The appropriate fee must be submitted with the application.

NOTE: Applicants for ARRT certification by computer examination should assure that their testing date at the appropriate Test Center and receipt of examination results occurs prior to expiration of their temporary LA license permit.

LICENSURE REQUIREMENTS

The Medical Radiation Health and Safety Act No. 485 requires that all persons in hospitals/clinics using radioactive materials or equipment emitting or detecting ionizing radiation on humans for diagnostic or therapeutic purposes to be licensed by the State of Louisiana. Students enrolled in and attending a state board-approved school of Radiologic Technology who apply ionizing radiation to humans for necessary diagnostic or therapeutic purposes while under the required supervision of a licensed practitioner or licensed Radiologic Technologist at the approved clinical affiliate of the sponsoring institution and within the defined hours are exempt from the licensure requirements. Students are exempt only for the supervised clinical assignments required by the program.

Graduates of the program who are seeking employment in hospitals or clinics in Louisiana but awaiting first ARRT examination results must make application to the appropriate State Board for a license and a temporary permit and submit appropriate
fees. The temporary permit is good for 90 days. The applications are provided by the Director during January of the final semester. It is the student's responsibility to complete the application process, obtain the Director's signature, and submit the application with appropriate fees. Results of the ARRT examination are required for Louisiana licensing. Therefore, graduates must allow the ARRT to release their examination results to the Licensure Board. Failure to do so will result in revocation of the temporary license permit which cannot be renewed and may result in a loss of work in a hospital.

**STUDENT EMPLOYMENT**

Students are not allowed to work in the capacity of a radiologic technologist and receive wages in the clinical affiliates of the program nor any other medical facility before satisfying all requirements for graduation. Students are not exempt from licensure outside of the assigned program hours. A license is required to practice in the State of Louisiana (see "Licensure and Certification Requirements").
ATTENDANCE GUIDELINES

The following policies will be enforced in addition to the course requirements and all other policies as stated in the College Catalog and Student Handbook (as listed here below).

CLASSROOM & LABORATORY REQUIREMENTS

a. Students are responsible for attending all classes & labs regularly and punctually.

b. Students must notify the instructor when an absence occurs, when a student will be tardy, or when a student must leave class early. (Preferably before the absence occurs)

c. A student absent from on-campus classes for three consecutive days must report to the Health and Safety Office upon return to the school. Circumstances or physical restrictions beyond the student's control will be handled by the instructor on an individual basis. The instructor reserves the right to request written and documented explanations for unexcused or excessive absences.

d. Make-up test or lab evaluations will not be given. "Pop quizzes" cannot be made up.

e. All instructors reserve the right to lock the doors to the classrooms at any time. Late students may not be admitted.

f. Students must return for class after an examination is given for lectures when indicated.

g. Excessive absences can result in an automatic dropping from a course by the instructor with a final grade of “F”. Students with excessive absences will be notified by the instructor of action to be taken.

Note: *** for more details with Laboratory attendance please see Policy regarding Laboratory Skills (page 59)

RADIOLOGIC TECHNOLOGY FUNCTIONS & MEETINGS

a. Students enrolled in the Radiologic Technology Program at Our Lady of the Lake College are required to attend any mandatory function or meeting that is related to professional or personal development; this includes but is not limited to the LSRT Annual and Midwinter Meetings. Students will assume all responsibilities for transportation, lodging and other expenses, along with personal conduct. If a student does not attend a function or meeting, he/she
will need to meet with the Program Director for the specifications of an alternate assignment/project.
b. Tardiness is not permitted while attending a professional or personal development meeting or function. If a student is tardy for a lecture at a meeting, it will count as a tardy for clinical.
c. For the LSRT Annual meeting, students are allowed to wear the class T-shirt for the first day of the conference. For the following days, students should dress nicely as you would for a professional function. Jeans are not allowed. Students are expected to behave in a professional manner while at any meeting or function, as they are representing OLOL College.

CLINICAL REQUIREMENTS

Clinical learning experiences are based on meeting course objectives. These experiences are arranged by rotations and, therefore, clinical attendance is required.

a. Attendance: Clinical attendance is expected. Students are responsible for reporting to the assigned clinical area at the scheduled time. The faculty CI must be notified of absence 30 minutes prior of the scheduled time. Students must also call the clinical site and talk with the site CI or leave a message with the receptionist including student’s name and a phone number where the student can be reached. Students leaving early from clinic will be penalized as a whole day missed. In the instance in which a student must leave the clinical site early due to site specific issues, the faculty CI will determine leave without penalty. In both instances, the faculty CI must be notified before student leaving the clinical site. Failure to do so will result in an unexcused absence.

b. Absence: Any days absent will require 1:1 make-up day. Any absence, with the exception of an excused absence, will result in a 5 point reduction in the final clinical grade for each occurrence. In the event, a student misses clinical due to illness, a physician’s note will be required to be classified as an excused absence. In addition, the student must present the doctor’s note to a faculty Clinical Instructor before being let back into clinical. Once the student exceeds 3 absences (excused or unexcused), the student is subject to disciplinary action and must schedule a session with the Clinical Coordinator. The make-up days must be scheduled by the faculty Clinical Instructor and must be done in the area missed. Any scheduled make up days missed will also be counted as an additional absence and points deducted in accordance. A student absent from clinical for two consecutive days must report to the Health and Safety Officer upon return to the school. Circumstances or physical restrictions beyond the student’s control will be handled by the instructor on an individual basis. Excessive absences can result in a final grade of “F”. Students absent from the clinical, classroom or laboratory settings will not be allowed to participate in any collegiate events, proceedings or activities (including academic testing, lab evaluations, lab practice, clinical rotations, etc.) on the same day of the absence.

c. Tardiness: A student will be considered tardy after 3 minutes past assigned clinical start time. Time missed because of tardiness should be made up at the end of the assigned shift the same day. Three clinical tardiness in one semester will result in the deduction of 5
points from the final clinical grade. Students who report to the assigned clinical site after 15 minutes of their assigned time are considered one full day absent and must leave the clinical site, after notifying the clinical site instructor. At this time, both the faculty CI and Clinical Coordinator should be contacted by the student to schedule a meeting.

d. **Clocking In/Out**: Student clinical attendance will be completed by the E-value clinical reporting system. Students are required to both clock-in and out through this system. The system permanently records students’ times and clinical educational settings through the site IP Address, and only these times will be used to document attendance. Students must clock in before the assigned time for arriving at clinic, and clock out after the assigned time for leaving clinic. Arriving to clinic to find that a computer is unavailable due to another person using it does not constitute “internet unavailability”. Only in the case of system failure or internet unavailability, students are required to clock in and out at clinic by **calling** the clinical coordinator office phone and leaving a message. Each student must say his/her first and last name and the clinical site where the student is present. The time of the call will document the clock in or out time.

**Clinical Notes:**

1. Students are not allowed to leave the clinical sites for lunch.

2. Students **must** pre-register for next semester classes and pay tuition and fees by the last day to register (as published in the Academic Calendar). Students will **not** be allowed to participate in late registration. An absence that results from a student that has not paid fees according to the pre-registration schedule is considered unexcused and may jeopardize clinical course grades.

3. Clinical students must document evidence of meeting the health, CPR, and criminal background check requirements outlined by the Health & Safety Office (refer to Appendix L for the Health and Safety Policies and Appendix M for the policy on criminal background checks). Students who fail to meet these requirements are not allowed to attend or participate in clinical courses. Any absence due to noncompliance is considered unexcused.
OLOL Radiologic Technology Program
Reviewed: 6-15
Revised:

PROFESSIONAL DEVELOPMENT

The program, along with student services, is committed to providing opportunities for student’s personal/professional development. The program seeks to involve radiologic technology students in a variety of experiences to enhance the quality of their educational experience, their lives, and to promote involvement in the community. Students may join a professional club, serve as an officer, serve on committees, participate in community service projects, and become involved in the decision-making process of the program. Other available activities are designed to contribute to the development of students in the radiologic technology profession. The following are a list of planned and available opportunities provided for student enrichment:

a. Students are strongly encouraged to join the Beta Epsilon Fraternity of Radiologic Technology students. (See Bylaws - Appendix K) The Fraternity offers opportunities to serve as an officer, serve on committees, serve as student ambassadors, and to serve the community. Several activities are planned during the academic year for which students may participate.

b. Students are required to join the American Society of Radiologic Technologists (ASRT) the first year in the program. Students are required to join the Louisiana Society of Radiologic Technologists by June of their summer semester. The applications for membership are provided by faculty.

1. First Level students are required to attend the LSRT Annual Convention that is held during the summer session. A group of students will be selected to represent OLOLC in the LSRT Student Quiz Bowl competition. Students are also expected to enter scientific essays and exhibits for competition. (These may be done individually, in pairs, or in groups). Students must also represent OLOLC in the T-shirt and Poster competitions (slogan must be approved by the Dean of Students).

   Second Level Students are required to attend the LSRT Mid-Winter meeting, or a Kettering Review Seminar or a meeting or function that is comparable that is held during the spring semester.

2. Students are also given an opportunity to participate in the governance of the LSRT through participation in the LSRT Student Council. Two Beta Epsilon members are appointed from OLOL College as representatives. These representatives must attend the LSRT Council meetings.

   Note: When circumstances beyond the students’ control prevent their attendance at LSRT events, alternative assignments will be given.

c. Students are given opportunities to complete surveys and questionnaires which are designed to gather information related to improving the program.
COURSE REQUIREMENTS

GENERAL

1. The student is expected to comply with the program policies of the College as stated in the Student Handbook, RADT Policy and Procedures Manual, and Our Lady of the Lake College Catalog.

2. Behavior: Confrontational attitudes demonstrated by students toward faculty, clinical instructors, laboratory instructor, or staff at clinical education settings will not be tolerated. Behavior that interferes with instruction and learning is not acceptable.

3. Beepers, cellular telephones and other electronic devices are not allowed in classes, in the skills laboratory or in the clinical education settings. In an emergency situation, where communication from an outside party is necessary, the student must obtain permission from the instructor prior to class/clinicals or some other form of communication must be utilized.

4. Materials unrelated to course work or clinical assignments are not allowed during class or clinical assignments.

Disabilities: "Our Lady of the Lake College offers services and accommodations to students with learning, physical, or psychological disabilities. If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Student Services as soon as possible." The Office of Student Services is located at 7525 Picardy Ave, (225) 490-1620, and fax (225) 490-1613

CLASS ROOM, CLINICAL, AND LABORATORY REQUIREMENTS

1. Attendance: See "Attendance Guidelines" (pg. 27)

2. Preparation:
   a. Course Plans are provided for all courses on the first day of class and through Moodle. Course Plans include course description and objectives, method (s) of instruction, office hours of faculty, and course guidelines. Unit objectives are provided in advance of actual lectures. Students are expected to have the reading assignments and learning activities outlined under course content completed prior to attending class. Some demonstration of techniques/procedures will be required where indicated. Information included in the reading assignments, learning activities, CAI materials, and
handouts, as well as that presented in class/lab seminar will be included on tests. Written assignments will be assigned and completed by students as deemed necessary by the instructor. A vast amount of content is covered during class/lab seminar. Therefore, students are encouraged to develop study schedules and plan strategies to successfully meet course objectives and test requirements.

b. Communication related to course material is provided to students largely through Moodle, the course management system used by OLOL College. To access course materials, student must enter a use ID name and password. Follow the instructions provided to you by the College to create this user account. You must have an understanding of the basic features of word processing software (email attachments). Students must review course materials on line (ex. bring course-related materials {such as assignments and handouts} to class) when this material is scheduled for discussion. Computer access is available to all students in the computer labs located either in the Arts and Sciences or Nursing Buildings (refer to computer lab schedule). Updated 5-12

c. Regular and active class participation is expected. Free expression by students is encouraged (including discussion and inquiry) with regard to course content.

d. Use of any recording device in the classroom during classroom presentation requires permission of the instructor (unless provisions for special accommodations have been requested and granted through Counseling Services).

e. A variety of print and non-print resource materials are used to supplement the lectures - i.e., slides, image discs, videotapes, lab phantoms, CAIs, and journals. Students are expected to complete the computer assisted instructional and other assignments as indicated.

f. Instruction may periodically require physical contact between faculty and preceptors for the purpose of physically guiding appropriate techniques. This contact may be necessary for proper instruction during laboratory and clinical experiences under the supervision of clinical personnel.

g. Clinical Participation: The student must be prepared for all clinical experiences. The student must complete all assignments for clinical preparation as indicated on the appropriate rotation requirements and course objectives.

***Students must demonstrate the following professional behavior and clinical skills:

1) report on time for clinical experiences.
2) report absences or tardiness as outlined under Attendance Guidelines and course plans.
3) report to and remain in assigned clinical area.
4) have required supplies during clinical rotation (clinical record book, lead markers, name badge, pen & tablet, dosimeter).
5) display positive attitude and interpersonal skills.
6) demonstrate Franciscan core values and affective skills.
7) display initiative and motivation; cooperative.
8) participate in procedures and demonstrate adequate clinical ability (i.e. display satisfactory patient care skills, equipment manipulation, patient positioning, technique manipulation and skills, radiation protection, etc.)

9) collect, record, and maintain manual techniques for all radiographic examinations including each projection
10) maintain neat, clean, and well-stocked clinical area.
11) use time constructively and productively.
12) use appropriate communication and critical thinking and problem-solving abilities.
13) adhere to the school dress code, including dress code for surgery (refer to Professional Attire section).
14) adhere to the program (i.e., skills lab policy requirements, clinical supervision and repeat radiograph guidelines, etc.) college, and clinical education centers' policies.
15) follow policies governing personal, professional, and ethical conduct; abide by ASRT Practice Standards.
16) follow health and safety requirements. Continuing students must document proof of current CPR re-certification annually and annual TB skin test. Evidence of compliance must be submitted to the Health and Safety Office before students are allowed to attend clinical courses. An absence that results from incompliance with health requirements and the criminal background check is considered unexcused and may jeopardize clinical objectives (refer to the Health and Safety Policies in Appendix L & Criminal Background Check in Appendix M).

Updated 5-13

h. Clinical Experiences: The following correlated learning experiences are provided in a variety of clinical rotations.

The clinical rotations are:
1) Routine emergency procedures
2) Routine diagnostic procedures
3) Fluoroscopic procedures
4) Urographic procedures
5) Chest radiography
6) Mobile radiography
7) Surgical radiography
8) Emergency/Trauma procedures (weekends and evenings)
9) Special procedures
i. **Record of Manual Techniques:**

Student must collect and maintain a continuous record of manual techniques for all radiographic examinations. This record of techniques will be checked by the CI/CC periodically. Final competencies will require manual techniques to be used. Students not keeping this technique record will be subject to a clinical unsatisfactory behavior.

**Updated 5-13**

j. **Clinical Competency Requirements:** The procedure for challenging competency evaluations is:

1) receive instructions and demonstrations of examinations requiring competency evaluation.
2) use energized labs for practice sessions to gain proficiency in positioning skills.
3) lab evaluations must be performed successfully in the lab before students can challenge required competency evaluations on patients.
4) students or the CI may initiate competency evaluations as procedures become available. Students are not allowed to postpone those procedures that are not readily available for a later time. Students must be prepared to challenge and complete clinical competency evaluations during clinical assignments. Students are strongly encouraged to maintain clinical proficiency through repetitive laboratory practice. Students may choose to perform those exams that are more readily available under the direct supervision of an RT and document such activity before requesting competency evaluations.
5) request CI to perform competency evaluation.
6) a designated number of competency exams must be completed throughout the semester as well as by the end of each semester (refer to each course syllabus).
7) successful completion of recheck competency exams as deemed necessary by CI; when examinations are not readily available, students must maintain proficiency through laboratory practice.
8) Students must complete competency requirements for each practicum course by the last clinical day of the semester. The week of finals will not be used to conduct competency evaluations. Manual techniques are required for final competency evaluation.

**Note:** Consult Clinical Competency Plan for categories of skills to be achieved, criteria for evaluation, and evaluation measures.

k. **Laboratory Requirements:** Schedules will be posted for laboratory practice and performance of laboratory experiments. Students requiring extra practice, students needing simulated evaluations to complete competency requirements, or repeat laboratory evaluations must schedule lab time with the lab instructor. Laboratory evaluations may be scheduled outside of the designated class time. Approved uniforms must be worn while participating in laboratory activities.
3. **Examinations/Evaluations:**
Textbooks and notes may not be used during unit exams or the final exam. Scantron answer sheets will be required for all written multiple choice tests and must be provided by the student. Determination of a student's correct response on an exam is based upon the response on the computer scan answer sheet and not the test booklet. Instructors may schedule examinations and evaluations outside of the regularly scheduled class periods. Students are not allowed to leave the testing area during an exam. Once the student leaves the testing area, the exam is considered complete and must be turned in to the instructor. Unapproved electronic devices are not allowed to be activated during an exam. If a device interrupts the testing area, the student may be asked to leave without completing the exam, or the instructor may confiscate the device.

**Missed Exams:** Make-up test will not be given. Students are allowed to miss only one unit examination. The percentage for the missed unit exam will be made up by adding it to the percentage of the final test. Failure to take the final exam will result in a "0" for the final exam grade, unless the student requests and is granted from Academic Services an "Incomplete" as outlined in the OLOLC Catalog.

**Missed Lab Evaluations:** Laboratory evaluations not completed on the assigned due date will receive a grade of "0" and may not be made up.

**Test Review Procedure:** Reviewing of tests will be permitted up to one week after the grade is posted. Appointments may be made with the course instructor. The amount of review time will be at the instructor’s discretion. Books, papers, or pencils will not be allowed while reviewing the test.

**Written Assignments:** All written assignments must be completed in compliance with the instructor's guidelines and utilizing the APA format if applicable. All written assignments must be neat and professional in appearance with correct spelling.

**Class Activity/Project use of Firearms, Explosives, or Questionable Mixture:**
The use of firearms, explosives or any questionable mixture(s) is prohibited in any class activity or project. If there is an idea that is questionable, the instructor must be consulted prior to the assignment being started for approval. Students should understand that by not adhering to this policy, students will face consequences at the instructor or dean’s discretion. Consequences include but are not limited to a reduction in the project grade, a “0” grade and/or dismissal from the course and/or program.

4. **Meetings with Faculty:**
Students experiencing difficulty with course work are encouraged to meet with faculty to discuss problem areas. Students with course averages below 80% on written examinations and competency evaluations must see their instructor. All faculty-student meetings must be scheduled. Impromptu meetings can stifle faculty productivity, and cause students additional frustration. Therefore, instructors reserve the right to require students to schedule conferences during their designated office hours.
5. **GRADING SYSTEM:**

- **A** = 94-100
- **B+** = 91-93
- **B** = 87-90
- **C+** = 84-86
- **C** = 80-83
- **D+** = 78-79
- **D** = 75-77
- **F** = 74-0

a. A total minimum final grade of 80% is required in all coursework.
b. Students must complete all clinical objectives and must achieve 85% on all clinical competency evaluations and lab evaluations. A grade of less than 85% on the clinical competency evaluations results in a "0" and requires a repeat evaluation. The "0" will be averaged in with other grades.

6. **Discussing Grades:**

Discussion of clinical, competency or lab evaluations and grades (including film evaluation) by students with anyone other than the instructor is prohibited. A student found discussing his/her grade will receive a written warning and a reduction of 4% of the total course grade. A second incident of discussing grades will result in a conference with the clinical coordinator and further reduction in overall course grade.

7. **RADT REMEDIATION PLAN:**

Eligibility for remediation strategies will be determined by the faculty on a case by case basis, depending upon the extenuating circumstances in which they occur. Any student with a course average of less than 80% or with documented clinical deficiencies is encouraged to seek assistance. The student requesting assistance must demonstrate their current use of learning strategies, engagement in ongoing peer tutoring sessions and participate in academic counseling sessions through Student Services. When a student requires specific remediation, the faculty member(s) and student will develop a remediation plan including a timeline agreed upon by both, and strictly adhered to by the student. The plan may require additional course work. The student must successfully complete the remediation including any assigned course work and demonstrate improvement in course work (course average of 80% or above or overcome clinical deficiencies) to continue to progress in the course.
RADIATION SAFETY AND PROTECTION GUIDELINES POLICY

Students are responsible for radiation safety and protection for the patient, self, and others during clinical education and laboratory practice. In keeping with the ALARA concept (as low as reasonably achievable) and clinical education requirements, every effort must be made to keep exposures to the patient, embryo/fetus, self, and others to a minimum. The following guidelines are to be used by students enrolled in the radiologic technology program.

1. All radiologic exposures made by students must be performed under the appropriate level of supervision (see "Guidelines for Clinical Supervision" & Skills Lab Policy).

2. **Personnel Monitoring Device:** Each student is furnished a personal monitoring dosimeter - optically stimulated luminescence (OSL) type. The dosimeter must be worn by students during all clinical assignments and in the Skills Labs during laboratory practice and experiments. Students must wear the dosimeter in the proper position, which is on the collar and outside the protective lead apron during fluoroscopy. Dosimeters are considered part of the uniform (see Uniform Policy). This applies to both clinical and lab settings.

   **Use and Storage of Dosimeters:** Students must maintain the OSL dosimeter in a safe place so as not to expose it to environmental radiations. The sensing material must not be removed from its protective covering. Dosimeters are not to be worn by students when undergoing diagnostic or dental procedures performed as a patient. Loss of the dosimeter or any other incident or misuse (such as accidental exposure) must be reported to the CI immediately.

   **Collection and Distribution:** The dosimeter must be exchanged on time for processing during the first week of each month. It is the student's responsibility to exchange the dosimeter in the office of the CI.

   **Radiation Reports:** Monthly monitoring reports of radiation exposure for each student are available. The radiation monitoring dosimeter report is initially reviewed and monitored by the physicist. Copies of the monitoring reports are maintained by program official(s).

   **Permanent Cumulative Dose Records:** At the end of the calendar year, the physicist will provide a cumulative report. Each student is forwarded two copies of their total cumulative radiation dose upon completion or withdrawal from the program. Permanent cumulative monitoring records are maintained on file by program official(s). This cumulative radiation dose may be forwarded to employers upon written request of the student/graduate. Students who are employed at other facilities where a personnel dosimeter is worn or students having previous radiation exposure history must provide an applicable monthly/quarterly radiation monitoring report to the Program Director upon admission to the program and throughout enrollment.
3. Students must use the three cardinal principles of radiation protection: time, distance, and shielding during radiologic examinations. Doors must be closed during radiographic exposures.

4. Students are not allowed to hold patients during radiologic examinations. Mechanical restraining devices must be used when patient restraint becomes necessary. The CI/RT must evaluate all requisitions and the condition of patients to determine the most effective approach to use to restrain patients for the procedure. An acceptable alternative may be the patient’s relative. Students are responsible for seeing that lead aprons and gloves are available for all persons involved in patient restraint during diagnostic, mobile, or fluoroscopic procedures. Instructions must be given to avoid exposure to the primary beam.

5. Lead aprons and thyroid shields are to be worn by students assisting in fluoroscopic examinations, and/or during mobile radiography and mobile fluoroscopy without exception. Lead gloves are to be worn if the hands must lie in the primary beam. In addition to wearing a leaded apron, other radiation safety device(s) or protective equipment may be utilized, if necessary (i.e. leaded gloves, lead glasses, and lead shielding or barriers).

6. Gonadal shields are to be used on all patients regardless of age due to cumulative radiation dose. Students are instructed to shield all patients, when the presence of the shield does not obscure clinically significant information or when it does not interfere with the area being imaged or other patient safety concerns. Collimation is to be used to restrict the primary beam to the area of interest. Students must not perform a radiographic examination when a patient suspects she is pregnant. You must notify the supervisor and radiologist to determine further action before proceeding.

7. X-Ray room doors must be closed during radiologic exposures.

8. Students must not exceed the state guidelines for dose limits:
   - Annual effective dose limits = 5 rem (50 mSv);
   - Cumulative effective dose limits = age X 1 rem (10 mSv X age)

   Excessive Exposure Monitoring:
   - *The report indicating the excessive reading must be submitted to the Department of Environmental Quality (DEQ) within thirty days of the excessive exposure reading.
   - *The report must include the social security number and the date of birth of the individual with the excessive reading.
   - *Written statements must be submitted describing:
     1. The extent of exposure of the individual to radiation, including the actual excessive dose.
     2. The event or cause of the elevated exposure to the individual.
     3. Outline the corrective steps taken to ensure against a recurrence, including a clinical schedule adjustment for achieving compliance with applicable limits.
   - *Individuals with excessive exposure readings are then counseled by program officials.

9. Exposures are to be made on: 1) patients only upon request by a physician during clinical assignments at clinical education centers (see "Guidelines for Clinical Supervision"); or 2) phantoms in the Skills Lab, and not on another student or other individuals (see Skills Laboratory Policies).

10. Students are not allowed to repeat radiographs on patients without appropriate supervision (see "Guidelines for Repeat Radiographs").

**NOTE*** Failure to follow or adhere to this policy or that of the clinical site can have an adverse effect on a person’s health and safety and therefore may be grounds for dismissal. (See Program Dismissal policies for further information)
PREGNANCY POLICY

It is the responsibility of pregnant students to voluntarily declare their pregnancy in writing to the Program Director or Clinical Coordinator as soon after conception as practical. The student must provide the expected date of delivery. The student will be counseled in regard to radiation safety and protection practices and use, the risks of prenatal exposure to ionizing radiation, an equivalent dose limit for the embryo/fetus and a copy of the US NRC Regulatory Commission Appendix to the Regulatory guide 8.13 "Instruction Concerning Prenatal Radiation Exposure." The program’s radiation safety and protection guidelines are reviewed with the student. The opportunity for further discussion of the written instructions is given to the student. Following counseling, the student may choose one of the following options:

1) choose to continue in the program without modification;

2) choose to resign from the program; student may re-apply for the next class.

3) choose a modified clinical rotation schedule (This option would allow the student to continue in the program without having rotate through the following fluoroscopic procedures: G.I., surgery, pain management, I.R., Nuc. Med. Once the student is no longer pregnant they will be required to make up these rotations and any time lost during pregnancy.)

A student choosing to continue in the program will be given a second "Special Purpose" personnel monitoring device, an optically stimulated luminescence (OSL) dosimeter to monitor exposure to the unborn embryo. The OSL dosimeter is to be worn at waist level. During fluoroscopy, OSL dosimeter is to be worn underneath the protective lead apron at waist level. The student must not confuse the designated location of the two monitors. Incorrect placement of the dosimeter will result in incorrect monitoring results. The maximum equivalent dose limit during the gestational period shall not exceed 500mrem (State Radiation and Nuclear Regulatory Commission).

The pregnant student is advised on the importance of radiation safety during clinical assignments. The student assumes responsibility of proper radiation protection during clinical assignments. Neither Our Lady of the Lake College, the Radiologic Technology Program nor the Clinical Education Settings will be responsible for radiation injury to the student or embryo/fetus should the student choose to continue in the program.

A student may decide to withdraw their previous notification of pregnancy at any time. The decision must be submitted in writing to the Clinical Coordinator.

A student who is unable to complete the semester may initiate a request for authorization of an incomplete "I" grade(s). The request must be signed by the student and instructor and approved by the director. The student must resolve the "I" grade(s) by the first day of class of the next semester (refer to the College Catalog - Policy on Incomplete Grades).
Should a student choose to resign from the program, the "Withdrawal from Courses" and/or "Resignation from the College" guidelines in the College Catalog must be followed.

Once enrollment is interrupted, the student is not allowed to progress through the Radiologic Technology program with the class to which she was admitted. A position will be held in the next class admitted (fall semester) for a student desiring to re-enter the program provided that the student was academically in good standing and that the withdrawal/resignation guidelines in the College Catalog have been followed. The student must submit an Application for Readmission to the Office of Admissions and Records and a written request to the Program Director by March 15 for re-entry in the fall semester (refer to the College Catalog for policy on Readmission to the College).
OUR LADY OF THE LAKE COLLEGE

PREGNANCY POLICY CONFIRMATION FORM

This is to verify that I have received a copy of the pregnancy policy as part of the pre-enrollment health packet for the Radiologic Technology Program. I understand that should I become pregnant, it is my choice to voluntarily declare the pregnancy in writing to the Program Director.

I have read and understand the Pregnancy Policy.

____________________________
Signature of Student

_______________________________________________
Date
OUR LADY OF THE LAKE COLLEGE
DECLARATION OF PREGNANCY STATEMENT

In accordance with the Radiologic Technology Pregnancy Policy and the Nuclear Regulatory Commission Guide 8.13, I am declaring that I am pregnant.

The estimated date of conception is ______________________________.
   (if unknown, provide date of LMP)

The expected date of delivery is _____________________________.

- I understand that in keeping with the Continued Health Responsibility Policy of OLOL College, I am responsible to submit a written release from my physician indicating my present health status and recommending continued participation in all didactic and clinical assignments.

- I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (500 millirem or 5 millisievert).

I have reviewed and understand the responsibilities of the following documents:
- Pregnancy Policy of the Radiology Technology Program
- Clinical Student Statement of Continued Health Responsibility

I have been advised of radiation protection measures and received the following.
- Copy of the Appendix to the US NRC Guide 8.13
- Second “Special Purpose” Film Badge (for fetal monitoring)
- My previous radiation exposure history

I also understand that I may un-Declare pregnancy at any time. This withdrawal form must be signed and submitted to a program official.

I have been advised by the Director of the Radiologic Technology Program of all policies/guideline related to radiation risks and pregnancy and radiation safety and protection. I have read the documents listed above and understand the relative risks associated with prenatal exposure to ionizing radiation and agree to comply with all radiation safety precautions.

Student Signature ____________________________ Date: __________

Acknowledgement of Receipt of Declaration:

Program Director Signature: ____________________________ Date: _________

Clinical Coordinator Signature: ____________________________ Date: _________
OUR LADY OF THE LAKE COLLEGE
WITHDRAWAL of PREGNANCY
DECLARATION FORM

I _____________________________ wish to withdraw my declaration of pregnancy. I understand that the lower dose limit for the embryo / fetus no longer must be applied and that the additional fetal monitoring device will no longer be provided.

If pregnant, but formally withdrawing declaration of pregnancy, I hereby release the radiography program and clinical affiliate sites of any responsibility for fetal exposure.

Student Signature: ________________________________ Date:_______

Acknowledgement of Receipt of Declaration:

Program Director Signature: ________________________________ Date:______

Clinical Coordinator Signature: ________________________________ Date:______

Note: the student will receive a copy of this declaration once all signatures are obtained. The original will be maintained in the student’s clinical file.
CLINICAL COMPETENCY EDUCATION PLAN

According to the ARRT Core Clinical Competency Requirements, graduates completing an accredited radiologic technology program are required to demonstrate competency in specific radiological procedures and general patient care for certification eligibility. Demonstration of clinical competence means that the clinical instructor has observed the student performing the procedure, and that the student performed the procedure independently, completely, consistently, and effectively. These competencies consist of 6 mandatory general patient care activities, 31 mandatory radiological procedures and 19 elective radiologic procedures to be selected from a list of 35 procedures.

This Plan describes the method by which the students will achieve compliance with the ARRT Clinical Competency Requirements while progressing through practicum courses. It provides an explanation of how competency is achieved. The Plan explains what is expected of students and their specific responsibilities during clinical rotations. A detailed explanation will be given in the syllabus provided at the beginning of each clinical course. Our objective is to help students gain the qualities, knowledge, and skills necessary to function as an integral part of a Radiology department as well as meet ARRT certification eligibility requirements relevant to clinical competency. Sample documents for use throughout the program are included in the Appendix.

The goals of the Clinical Competency Education Plan are:
1. To provide students with a structured method of evaluating overall clinical performance.
2. To explain the integration of clinical education with didactic curriculum.
3. To state the level of supervision required during clinical courses.
4. To provide standards against which the competencies, skills and attributes of students can be measured.
5. To state the prerequisites for competency evaluation.
6. To state the required level of competency for each evaluation.
7. To explain the remedial procedure for unsuccessful evaluation.
8. To provide a method of documenting evaluation results.
9. To assure students’ compliance with ARRT Core Clinical Competency Requirements.

The following are terms that identify components of the Plan.

EXPLANATION OF TERMS

Affective - Attitudes, emotions, and values of students ranging from mere attention to internalization of a value or value system.

Category - A series of designated related radiographic examinations.

Clinical Coordinator - Correlates clinical education with didactic education; evaluates students, coordinates clinical education and evaluates its effectiveness.
**Clinical Education** - The portion of the educational program conducted in a health care facility that provides the opportunity for students to translate theoretical and practical knowledge into cognitive, psychomotor and affective skills necessary for patient care.

**Clinical Instructor** - Abbreviated as CI.

**Clinical Participation** - Clinical participation consists of observation, assistance, and performance of clinical skills under direct supervision. This performance is evaluated by the CI and PD from set objectives and via competency exams.

**Cognitive** - Knowledge and application of radiographic positioning and related anatomy. This involves problem-solving processes.

**Competency** - Identified radiographic knowledge and skills a student must master to successfully complete program requirements.

**Competency Evaluation** - The procedure by which a student's performance and the resulting image is evaluated according to prescribed standards. Competency evaluation consists of the knowledge, skills, and affective behavior required of an entry-level radiographer. The minimum acceptable level of competency is 85%.

**Competency Recheck** - Periodic reevaluation of the student's performance on those procedures and skills that have previous successful competency evaluations.

**Competent** - The student's ability to successfully perform a series of designated radiographic positions/projections with indirect supervision and assume those duties and responsibilities according to course and clinical objectives.

**Didactic Education** - The portion of the education program in which knowledge is presented and evaluated in a classroom setting.

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

1. A qualified radiographer reviews the procedure in relation to the student's achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge;
3. A qualified radiographer is present during the procedure;
4. A qualified radiographer reviews and approves the radiographs; and
5. A qualified radiographer must be present during the repeating of all unsatisfactory radiographs performed by students regardless of the student's level of competency.

**Final Competency Evaluation** - A competency re-evaluation of specific categories previously evaluated to ensure proficiency.

**Indirect Supervision** - Supervision provided by a qualified radiographer (RT) "immediately" available to assist students regardless of the level of student achievement.

**Immediately Available** - is interpreted as the physical presence of a qualified radiographer (RT) adjacent to the room or location where an imaging procedure is being performed. This availability applies to all areas where imaging equipment is in use (refer to Guidelines for Clinical Supervision for specific related information).

**Laboratory** - The energized radiographic rooms and mobile radiographic unit located at OLOL Allied Health Building to be used for student simulated skills practice.
Laboratory Evaluation - An evaluation done by the instructor in the energized laboratory to determine completion of laboratory competencies.

Performance Evaluations - assessments made by the CI of students' cognitive, psychomotor and affective skills, problem-solving skills, and achievement of designated clinical competencies.

1. Semester Evaluations - Evaluations completed at the middle and end of the semester
2. Rotational Evaluations - Evaluations completed by the CI at the end of assigned clinical rotations

Program Director - Abbreviated as PD.

Psychomotor - Positioning skills gained through simulated practice and clinical participation.

Radiographic Examinations (Exams) - A series of radiographic procedures which produce diagnostic information.

Simulation - Performance of the examination on a subject (not a patient) without exposure or on a phantom with exposure and critique of the image area. Simulation may be utilized for infrequent or limited volume examinations.

Unsatisfactory Clinical Behavior - Any behavior that jeopardizes patient's physical and/or psychological safety or does not meet professional standards. (See Appendix A)

CLINICAL/PRACTICUM COMPETENCY GUIDELINES

During the two-year period, students will be exposed to a variety of radiographic examinations in a variety of clinical facilities. During their clinical training, students are to pursue, perform, and demonstrate competence in the radiologic examination categories and general patient care listed below:

| Special Studies | Thorax |
| Vertebral Column | Cranium |
| Upper Extremities | Abdomen |
| Lower Extremities | Pediatrics |
| Gastrointestinal | Genitourinary |

Trauma, Mobile & Surgical Procedures
General Patient Care Skills including CPR, Vital Signs, Sterile & Aseptic Technique, Venipuncture, Patient Transfer, Care of Patient Medical Equipment (IV Tubing, Oxygen Tank, etc)

Clinical experiences in the categories listed above are gained through a variety of clinical rotations. Students will use these clinical assignments to gain the necessary experience required to achieve course objectives.

The clinical education plan is divided into five radiographic practicum courses. Each course is described in the form of a syllabus (course plan) which consists of course objectives, clinical rotations, and progression of required competencies. The requirements for each course are also listed in the syllabus.

A clinical rotation schedule is provided that lists the various clinical assignments that students will experience during each course. Rotational assignments will vary in length. Some may require one assignment while others may require a series of rotations. Schedules are posted for clinic assignments. Students must report to the CI daily, at the beginning and end of each clinical assignment. The clinical rotations are sequenced to allow students equal
opportunities to gain the experience needed to successfully master the required objectives of each clinical course.

Students are required to document and maintain a record of the radiographic examinations completed during each clinical rotation (see Appendix I). These clinical participation documentation sheets are found in the Clinical Record Book and must be verified by the CI at mid-semester and at the end of each semester. Documentation of performance of the specific examinations listed must be verified by the signature of either the RT to which a student is assigned or the CI. Students must properly maintain the Clinical Record Book by keeping accurate records. Proper documentation includes entering the correct date, facility where procedure is performed, and the RT/CI initials at the time procedures are completed. This method ensures that students are participating in a sufficient quantity and variety of radiographic examinations using all available equipment. It is also used to guide the program in determining if students are receiving a balanced clinical education.

The clinical competency plan consists of the integration of all aspects of the curriculum including didactic, laboratory demonstration and practice, laboratory evaluation, and clinical participation. The Clinical Competency Plan consists of six components:

1) Didactic Instruction
2) Laboratory Practice and Evaluations
3) Clinical Participation
4) Competency Evaluations
5) Competency Recheck Evaluations
6) Final Competency Evaluations

**Didactic Instruction**

Specific objectives, including cognitive, psychomotor, and affective competencies for clinical courses are listed in unit outlines. Students must successfully complete didactic prerequisites before progression through the clinical competency plan. Students will be given instruction and demonstration of designated radiographic procedures followed by laboratory practice sessions in the energized lab. Student's comprehension of course materials will be evaluated by written examination and laboratory evaluations.

**Laboratory Practice and Competency**

The student must then participate in scheduled laboratory practice sessions to develop the skills necessary to perform radiographic examinations (see Appendix J). Students may use the positioning textbook and workbook as a pre-simulation assessment tool to assist in identifying weak positioning skills prior to actual laboratory evaluations.

Students will then be evaluated on positioning performance and radiographic film evaluation to determine satisfactory completion of laboratory competencies. The instructor will complete the laboratory competency evaluations on designated exams to determine level of acceptance for proficiency. The minimum acceptable level of Laboratory Evaluations is 85%. Successfully completed laboratory competency evaluations must be documented and initialed by the lab instructor in the Clinical Record Book at the time of the evaluation. Students are required to repeat all unsuccessful laboratory competency evaluations (at the minimum acceptable level of 85%). Students will be allowed a maximum of three attempts to successfully complete a laboratory competency evaluation. Upon successful completion of a repeat laboratory competency evaluation, the assigned
overall grade for the competency can never be more than 85%. For example, if grade for second attempt is less than 85%, the second grade becomes a zero. If the grade of the third attempt is 85% or above, the three grades will be averaged together. (All attempted laboratory evaluation grades will be used to compute the final course grade). Course grade will be jeopardized after three unsuccessful attempts.

**Clinical Participation**

Students will be given clinical assignments and are required to observe and assist the radiology staff in performing various procedures (see Appendix I). The CI or RT will assign various tasks related to the clinical objectives. Performance of these tasks and skills must be supervised by the RT. Students must demonstrate initiative and interest by participating in all procedures being performed by the RT. As the student gains experience in various procedures, he/she gradually moves from an observation mode into an independent clinical performance stage. At this point, the student is actually performing examinations/procedures under the direct supervision of the RT (see "Guidelines for Supervision"). These examinations must be documented accurately and initialed by the RT/CI in the Clinical Record Book. A list of routine radiographic procedures and policies required by each clinical affiliate is found in the Procedures Manual for Clinical Education Centers.

During this component of the clinical education plan, students must adhere to professional standards of behavior. These include all policies listed in the Student handbook, College Catalog, ASRT professional code of ethics and practice standards, ARRT principles of professional conduct and Rules of Ethics, and specific performance standards listed in each course syllabus and unit outline. Guidelines for unsatisfactory clinical behavior are identified in Appendix (A).

At the end of clinical rotations, the CI will evaluate the student based on specific objectives, skills, level of participation, enthusiasm, attitude, initiative and professionalism. The performance evaluation forms include general as well as specific qualities and characteristics such as affective (ex. professional development), cognitive and psychomotor, that are necessary to develop clinical, technical, as well as professional skills. The evaluation is then reviewed by the student and the CI to discuss strengths as well as deficient areas.

Radiographic evaluation (image analysis) sessions may be held during clinical rotations or on campus. Students may be required to evaluate radiographic examinations using the criteria in the unit outline. Students may be required to complete the Radiographic Evaluation Form before each session and turn in to the CI (see Appendix B) after each presentation.

Periodic visits will be made by the Clinical Coordinator for observation of student performance and to assess the clinical progression of students.

Semester performance evaluations are done by the Clinical Instructor and/or Clinical Coordinator for each clinical course. These semester evaluations are based on observation by the CI and Clinical Coordinator, radiographic evaluations, and a summation of the Clinical Rotational Evaluations. A numerical grade is given for these performance evaluations.

**Competency Evaluations**
This evaluation process is used to determine student clinical progression and the level of student achievement. Upon successful completion of clinical objectives, the student is then eligible to attempt designated competency evaluations. A list of the examinations requiring competency evaluations are provided in the Appendix C. Specific projections for competency evaluations are listed in the clinical record book.

Once students have successfully completed laboratory evaluations, the students will be allowed to perform examinations under the direct supervision of a RT. The RT will review the requisition and evaluate the condition of the patient in relation to the student's knowledge and level of achievement. The RT must be present during the conduct of the examination and must review and approve the radiographs prior to the dismissal of patients. Repeat radiographs are to be performed only in the presence of the RT regardless of the student's competency level (see "Guidelines for Repeat Radiographs"). The procedure for which students may challenge competency on actual examinations in the clinical setting is: Students may challenge a competency at any time following successful completion of a lab competency evaluation. Students must aggressively challenge competencies. A two week time period will be allowed following any given lab evaluation to gain experience in performing actual examinations (under the direction of the RT) (see forms in RADT Manual); thereafter, the CI will initiate competency evaluations; Therefore, students must maintain proficiency through continuous laboratory practice. Failed competencies will require additional mandatory lab practice by students followed by repeated competency challenges at the discretion of the CI. This procedure requires that competencies be completed throughout the semester rather than attempting to complete a large number of competencies at the end of the semester (refer to syllabi for clinical course requirements). All competencies must be completed by the last scheduled clinical day of the semester (refer to syllabi for clinical course requirements). Required competency examinations are available at the clinical education settings and it is the student's responsibility to complete required competencies in a timely manner.

The criteria and grading guidelines for a clinical competency evaluation and a sample competency evaluation form are found in the Appendix (E, F, G) of this Handbook. Students must perform all required competency evaluations with a minimum mastery level of 85%. The Competency Evaluations are averaged and count for a percentage of the clinical course grade. When the student successfully completes the competency evaluation for a given examination, he/she will be considered clinically competent for that particular exam and will then be allowed to perform that examination with indirect supervision (see "Guidelines for Supervision"). Failure of students to adhere to the direct/indirect supervision policies will result in a ten-point reduction in the total course grade for each violation. Completed competency evaluations must be documented and initialed by the CI in the Clinical Record Book. Documentation of competencies in the Clinical Record Book must be accurate. Entries of competency evaluation results must include date of evaluation and patient's date of birth and must be initialed by the RT at the time the competency evaluation is performed. Each completed competency evaluation form and entries in the Clinical Record Book must match. Maintaining accurate and timely entries in the Clinical Record Book is the sole responsibility of the student. Completed competency evaluations of all students are also posted at the clinical affiliate by the CI.

If a student should fail any of the required competency evaluations, a grade of "0" will be given for each exam failed and then averaged. The student will be required to return to the laboratory for structured remedial instruction, additional laboratory practice, and
reassignment to the appropriate clinical area for additional clinical participation with direct supervision in those category examinations that have not been successfully completed. The student may again request a second competency evaluation for that examination. The maximum number of attempts allowed for first level students is three and two for second level students. Failure of a second (applies to 2nd level students) or third (applies to 1st level students) Competency Evaluation will result in a clinical unsatisfactory behavior, additional remediation, and the student must repeat the competency. Any additional failures of that procedure will require a conference with either the Clinical Coordinator or Program Director and a course of action will be determined at that time. The student is required to present copies of the image(s) for the failed procedure(s) during the conference. Excessive failures will lead to failure of the Radiographic Practicum Course.

During clinical rotations, copies of the Competency Evaluation forms are provided by the CI. Each examination or projection within the designated categories will require a separate form. The number of examinations requiring competency that must be successfully completed during each clinical course are found in Appendix D. Specific requirements for the number and distribution of competencies during each semester is found in each clinical course syllabus. Some examinations are presented in limited quantities and therefore, those competency evaluations may require simulation.

**Competency Recheck Evaluation**

Although a student may successfully complete some competency evaluations in preceding clinical courses, a student must continuously perform those exams in order to excel in the Competency Recheck and Final Competency Evaluation. Competency Recheck Evaluations will be performed at the discretion of the CI at any given time during a Radiographic Practicum course. These will include any radiographic examination in which competency has been successfully completed. Students must perform Competency Recheck Evaluations with a minimum mastery level of 85%. Recheck grades are averaged with semester competency grades. Failure of Recheck Evaluation requires the same remedial procedure described above.

**Final Category Competency Evaluation**

Upon successful completion of all competency evaluations within a category, students are re-evaluated in the form of a final competency evaluation. Final competency evaluations are performed by college faculty during the final semester. These final competency evaluations are to be documented and the results will become a part of each student’s clinical record. A successful completion of all Final Competency Examination Evaluations completes the requirements for the Clinical Competency Plan.

The procedure for Final Category Competency Evaluation is similar to the Competency Evaluations with the exception that it is a cross section of radiographic examinations from all categories. With regards to the Head category and the Genitourinary category, in which the student may choose examinations out of a sample list, a final competency may include an examination in which the student was responsible for mastering in the laboratory, but may not have selected that particular examination as a competency.

Students are expected to perform the final competency evaluations within a category with a minimum mastery level of 85%. A numerical grade is given for final category competency evaluations. The radiographic examinations to be performed are selected.
randomly by the CI and will not be known to the student in advance. Final Category Competency Evaluations represent a major percentage of students’ final practicum course grades.

If a student should fail any of the Final Category Competency exams, a grade of "0" will be given for each evaluation failed and then averaged. The student will be required to return to the laboratory for structured remedial instruction, laboratory practice, and re-assignment to the appropriate clinical area for additional clinical participation with direct supervision in the category examination that has not been successfully completed. The CI would repeat the evaluation. Failure of a second Final Category Competency Evaluation could result in failure of the radiographic practicum course. All final competencies must be successfully completed before the end of the final semester. Completed final competency evaluations must be documented and initialed by the CI in the Clinical Record Book.

The following is an example of the competency evaluation, reevaluation, and final category competency evaluation sequence.

**Competency Evaluation Example:**
- **Category:** Cranium
  - **Required:** Skull - PA, Both Laterals, Townes, SMV if requested
  - Paranasal Sinuses - Caldwell, Waters, Lateral, SMV
  - Facial Bones - PA, Lateral, Waters, SMV for Zygomatic Arch
  - Mandible - Bilateral Obliques, Reverse Towne’s, Lateral, PA
  - Nasal Bones - Caldwell, Waters, Mirror Laterals

**Competency Recheck Evaluation Example:**
- **Category:** Cranium
  - **Required:** A re-evaluation of any examination listed in this category. The selections are randomly made by the CI.

**Final Category Competency Evaluation Example:**
- **Category:** Cranium
  - **Required:** Facial Bones or Paranasal Sinuses or Skull or Mandible/Panorex

This completes the requirements for the Clinical Education Plan. A flow chart demonstrating the relationships of all components of the clinical education plan follows.
CLINICAL EDUCATION FLOW CHART

DIDACTIC EDUCATION

LABORATORY PRACTICE

LABORATORY COMPETENCY EVALUATION

SUCCESSFUL

OBSERVATION & PARTICIPATION IN CLINICAL ASSIGNMENT WITH DIRECT SUPERVISION BY QUALIFIED RADIOGRAPHER

COMPETENCY EVALUATION

REMEDICATION

CONTINUED CLINICAL PARTICIPATION WITH INDIRECT SUPERVISION BY QUALIFIED RADIOGRAPHER

PERIODIC COMPETENCY RECHECK

REMEDICATION

CONTINUED INDIRECT SUPERVISION

FINAL CATEGORY COMPETENCY EVALUATION

REMEDIATION

COMPLETES PROGRAM REQUIREMENTS FOR CLINICAL PERFORMANCE

REMEDICATION
PROFESSIONAL ATTIRE

The following policies are applicable to students while in the professional component of the program. Failure to comply with these policies will result in disciplinary action.

Uniform regulations for female students:
- Official school uniform in Pewter (pull over top with front pockets and elastic or drawstring pants) Pants cannot be longer than sole of shoe. Pants are never allowed to drag the floor.
- Pewter uniform skirt with pull over top. Appropriate length for skirt is below the knee. Hose must be worn with the skirt
- Solid white crew-neck tee shirt (free of print/designs) is to be worn with uniform.
  - Short sleeve: sleeves must not be visible coming out of the bottom of the scrub top or out from under the sleeves.
  - Long sleeve must be form fitting and not visible coming out the bottom of the scrub top.
- White leather shoes with completely covered feet (heels and toes).
  - No mesh, and no holes permitted on shoes (except to allow shoestrings).
- White socks.
- "Right" and "Left" lead markers (initialed)
- Official school name badge & security badge picture and name must not be covered by anything
- Personnel dosimeter (OSL)
- White Lab Coat Mandatory for final semester of program.
- Optional Pewter scrub coat with OLOL College logo

Uniform regulations for male students:
- Official school uniform in Pewter (pull over top with front pockets and elastic or drawstring pants) Pants cannot be longer than sole of shoe. Pants are never allowed to drag the floor.
- Solid white crew-neck tee shirt (free of print/designs) is to be worn with uniform.
  - Short sleeve: sleeves must not be visible coming out of the bottom of the scrub top or out from under the sleeves.
  - Long sleeve must be form fitting and not visible coming out the bottom of the scrub top.
- White leather shoes with completely covered feet (heels and toes).
  - No mesh, and no holes permitted on shoes (except to allow shoestrings).
- White socks.
- "Right" and "Left" lead markers (initialed)
- Official school name badge & security badge picture and name must not be covered by anything
• Personnel dosimeter (OSL)
• White Lab Coat for final semester.
• Optional- Pewter scrub coat with OLOL College logo

a. Students are to be professional in appearance during all clinical assignments. Uniforms are to be clean and neatly pressed or ironed at all times. White leather shoes should be clean and without scuffs during clinical rotations.

b. Hair should be conservative, neat, clean and well-groomed. Hair should be confined, pulled back off of shoulders without ornamentation in a manner that reflects a professional image and does not interfere with patient care. Sideburns must be neat and well-groomed. No facial hair is allowed.

c. Tattoos must not be visible.

d. Natural fingernails must be of a moderately short length (natural nail tips no longer than 1/4 inch long), clean, smooth, well-manicured without nail polish. Artificial nail enhancements (tips, gels, acrylics, appliques, etc.) are not to be worn.

e. Acceptable jewelry to be worn consists of a watch, engagement or wedding rings.

f. Surgical scrub attire is to be worn only in surgery, portable assignments, and special procedures. Scrubs are the property of the medical institutions and are not to be taken away or worn outside of the medical facilities. Students must report to the clinic education setting in official uniforms and then change into scrubs during these clinical assignments.

g. Students are to practice good personal hygiene. Cosmetics may be used in moderation. Perfumes or colognes are not allowed.

h. Uniforms should be worn only on campus, in the clinical area, laboratory and for faculty approved community activities. The OLOLC uniform and name pin absolutely must not be worn if you are employed in a health care institution and not under the supervision of OLOLC instruction.

i. Gum chewing is not allowed.

All students will be required to follow the dress code; any student with inappropriate appearance can be sent home from clinical.
GUIDELINES FOR CLINICAL SUPERVISION

The following guidelines are used to assist students, faculty, and clinical staff regarding the level of supervision required during student’s performance of clinical skills.

DIRECT SUPERVISION

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

1. A qualified radiographer reviews the procedure in relation to the student's achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge;
3. A qualified radiographer is present during the procedure;
4. A qualified radiographer reviews and approves the radiographs; and
5. A qualified radiographer must be physically present during the repeating of all unsatisfactory radiographs performed by students regardless of the student's level of competence (see "Guidelines for Repeat Radiographs")

INDIRECT SUPERVISION*

Supervision provided by a qualified radiographer (RT) "immediately" available to assist students regardless of the level of student achievement.

Immediately Available - is interpreted as the physical presence of a qualified radiographer (RT) adjacent to the room or location where an imaging radiographic procedure is being performed. This availability applies to all areas where imaging equipment is in use.

*Exception: Students performing procedures requiring IV contrast media and certain other procedures must have direct supervision (by a qualified radiographer) regardless of the level of competency (i.e. venipuncture, CT, IVP procedure, contrast push, portable and surgical procedures, patient transportation).

Failure of students to adhere to the "Guidelines for Clinical Supervision" will result in a 10-point reduction in the total course grade for each violation.
GUIDELINES FOR REPEAT RADIOGRAPHS

Students are not allowed to repeat a radiographic projection nor examination without a Radiologic Technologist or Clinical Instructor present regardless of the student’s competency level. Violation of this policy will result in:

1. ten (10) point reduction in the total course grade

2. Unsatisfactory Clinical Behavior for each violation (refer to "Guidelines for Unsatisfactory Clinical Behavior").
SKILLS LABORATORY

The Skills Lab provides services that are designed to assist students in the acquisition of skills presented throughout the curriculum.

The radiologic technology lab contains two energized radiographic rooms, one energized radiographic mobile unit, darkroom, and light/viewing room. The lab is designed to simulate a small radiology department. Students have the opportunity to practice radiographic skills and techniques with selected part phantoms, a whole body phantom (Pixy), and other teaching equipment under the supervision of a lab instructor and/or faculty. Students also participate in radiologic positioning activities on classmates and therefore must consent to participate in lab activities.

SKILLS LABORATORY POLICIES

- Students must dress appropriately during lab activities. The official uniform as defined by the Student Policy and Procedure Manual must be worn while in the laboratory.
- Schedules for lab practice and experiments are posted on Moodle, the RADT bulletin boards and in the viewing room of the laboratory. Students are expected to attend ALL scheduled lab practices according to the defined schedule.
- Students must sign in providing name, date and time preceding lab practice or performance of experiments as well as when leaving.
- Students are strongly encouraged to use the skills laboratories on a continuous basis by advance appointment and during scheduled lab hours.
- Handle materials and equipment with care. Destructive use of equipment and supplies will not be tolerated. Students are responsible for the equipment while using it.
- No eating or drinking in the lab.
- All phantoms and auxiliary equipment must be properly stored. All used linen must be properly disposed of.
- Students are responsible for the condition of the clinical room assignments. Equipment and work area must be clean. Any soiling or unsafe condition that cannot be corrected immediately must be reported to the lab instructor.
- A lab instructor or a faculty member must be available to supervise and assist students with procedures. Exposures cannot be made without supervision.
- Radiation safety practices must be applied during laboratory practice (Refer to the Section - Radiation Safety and Protection Guidelines). Dosimeters must be worn when exposures are made in the energized Rad room.
- Students must safely operate the Skills Lab imaging equipment and accessories and report any malfunctions to faculty.
- In the event of a "clean" needle stick in the Skills Lab, first aid is to be rendered to the injured person and referral made to the OLOLRMC Emergency Care Unit or to the student's personal physician. Details of the incident and the referral made must be documented on a college incident report. Needle sticks in any other setting
should follow the full exposure control protocol.

- **Laboratory Evaluations**- Students must complete all laboratory assignments and must achieve a grade of at least 85%. A grade less than 85% will result in a “0” and requires a repeat evaluation. The grades will then be averaged together. After three unsuccessful attempts to pass the laboratory evaluation, mandatory remediation is required. Students must be dressed in full uniform for practice and check off days with their lead markers and clinical record book on hand. Failure to comply will result in a 5 point reduction of the total check off grade. If the 5 point reduction brings the students grade below an 85, this will not result in a failure.

- Should a student continuously fail to adhere to the laboratory policies, an "Unsatisfactory Laboratory Behavior" will be given resulting in a reduction in points from the laboratory grade, including laboratory evaluations. The number of points deducted will be at the discretion of the faculty member.

**LABORATORY ATTENDANCE GUIDELINES**

Students are expected to attend lab regularly and punctually. The student must sign in and out each day in the specified binder. Attendance and tardiness will be documented and kept on file. Excessive absences will require a meeting with the Instructor/Program Director/Dean to discuss disciplinary actions.

Instructors reserve the right to restrict entrance to the lab once class begins and this will result in an unexcused absence. Any unexcused absence or tardy resulting in missed coursework will need to be completed, but will receive no credit for the assignment. Missed lab evaluations/check offs will result in a grade of zero.

Students must notify the instructor (by the instructor’s preferred method of communication) when an absence will occur, when a student will be tardy, or when a student must leave class early. The notification must be before the absence occurs.

A student absent for three (3) consecutive days must report to the Health and Safety Office upon returning to school. Circumstances or physical restrictions beyond the student’s control will be handled by the instructor on an individual basis. The instructor reserves the right to request written and documented explanations for unexcused or excessive absences.

**INCOMPLETE LAB COMPETENCIES**

All lab evaluations must be successfully completed to ensure adequate competence level to participate in clinic. Any missed or failed lab competencies must be rescheduled by the instructor.

**SKILLS LABORATORY HOURS**

Students must adhere to the posted lab schedules. Students requiring additional practice must schedule use of the lab with the lab instructor. (Students are not permitted in the lab at any given time without the supervision of faculty) Students who miss any scheduled lab practice without an excuse will not be permitted to participate in extra practice sessions.
STANDARD PRECAUTIONS

Blood and body fluid precautions must be consistently used for all patients. This approach is referred to by the CDC.

a. All persons providing health care should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective air or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluid to prevent exposure of mucous membranes of the mouth, nose and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

b. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

c. All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needlestick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringe and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area.

d. Although saliva has not been implicated in HIV transmission, to minimize the need for mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

e. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

f. All needlestick accidents, mucosal splashes or contamination of open wounds with blood or body fluids should be reported immediately via incident report mechanism with prompt follow-up in the Emergency Care Unit.

* All needles and syringes, scalpels, and other sharp instruments used in the Skills Laboratories are sterile. After use, they are to be disposed of in the "Sharps Box" or other designated receptacle.
OLOL Radiologic Technology Program
Reviewed: 6-15, 7-16
Revised:

GUIDELINES FOR INCIDENT REPORTS

Two incident reports must be completed by students whenever an accident occurs involving a patient, a student, employee, or visitor. One report must be completed on a form provided by the clinical site - the other must be completed on an OLOL College form provided by the CI.

1. The reports must be completed immediately following the accidents.

2. The reports must contain a written description of the accident.

3. The reports must be submitted to the CI and must contain the signature of the student and CI.

4. The clinical site must receive their copy and the OLOL College form must be submitted to the Health Office of the College.
OUR LADY OF THE LAKE COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
COMPLAINT-RESOLUTION POLICY
FOR
JRCERT ACCREDITATION NONCOMPLIANCE

The Radiologic Technology Program has voluntarily participated in accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The accreditation process assures students, graduates, patients, and the public, the program's commitment to academic excellence and growth and continuing program enhancement and effectiveness. Complaints from constituents of this program regarding substantial noncompliance with the JRCERT standards or accreditation policies for educational programs in Radiologic Technology may be directed to the:

JRCERT
20 N. Wacker Dr., Suite 2850
Chicago, IL 60606-3182
Ph. 312/704-5300
Fax 312/704-5304
Mail@jrcert.org

In responding to an alleged complaint from the JRCERT, the following procedure shall be followed by the program:

1. A committee will be appointed by the Executive Vice-President of Academic and Student Affairs with a designated facilitator.

2. The Committee will evaluate the alleged complaint and gather evidence such as documentation and other pertinent information related to the alleged complaint.

3. The facilitator will distribute copies of pertinent information to committee members.

4. The committee may choose to seek legal assistance.

5. When the evaluation is completed, a written response with supportive documentation will then be submitted to the JRCERT within thirty working days of notification of allegations.

6. Upon subsequent response by the JRCERT, and if further action is deemed necessary, the program shall submit a report and documentation within thirty working days following notification of corrective measures.

The program will make every effort to resolve alleged complaints in a timely and appropriate manner.
HIPAA STATEMENT

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if a student must perform a radiologic procedure on a patient, full access to the medical record will be provided. This is covered by the patient's consent to for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, case studies, and radiographs or copies of radiographs. Information to be removed includes the individual's name, initials, address, phone number, fax number and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded or properly discarded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for diagnosis, treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a Federal law. Penalties for wrongful disclosure range from fines and/or imprisonment.

I have read and understand the HIPAA regulations as it applies to patient/client privacy issues.

_________________________________  _________________________
Print Name                                         Date

________________________________________
Student Signature

Adopted from Nursing Division - Aug. 2003
APPENDICES

Appendix A

UNSATISFACTORY CLINICAL BEHAVIOR GUIDELINES

Unsatisfactory clinical behavior is any behavior that jeopardizes the patient's physical and/or psychological safety or does not meet professional standards. Documentation of a clinical unsatisfactory behavior is equivalent to a 2% reduction of the overall clinical grade and is given by the CI/CC.

Expectations Relating to Student Behavior in the Clinical Setting:

1. Students are expected to retain the level of competency gained in previous clinical courses. Students are accountable for any real/potential violation of critical elements on every skill taught in preceding semesters. If the CI/RT prevents the error, the student remains accountable and is still in error.

2. Students are expected to meet the core performance standards for the Radiology Technology Program. (See Appendix G)

3. Students are held accountable for:
   a. violation of the patient's rights.
   b. inappropriate verbal/nonverbal behavior
   c. unprofessional behavior
   d. lack of caring behavior

4. Examples of unsatisfactory behaviors resulting in a 2% reduction in the overall course grade include but are not limited to:
   a. failure to follow school policy regarding clinical absence
   b. excessive repeating of projections/examinations or repeating projections without the RT present (see "Guidelines for Repeat Radiographs").
   c. failure to obtain appropriate level of RT supervision when performing radiographic procedures (indirect/direct supervision guidelines)
   d. refusing to perform assigned tasks
   e. not following the five rights of contrast media administration
   f. improper use of clinical information systems
   g. unexcused clinical absence
   h. improper telephone call when absent from or late to clinical assignment (ex. Call at wrong time, place, or person).
   i. failure to adhere to professional, ethical and legal standards.
   j. leaving clinical education center early without permission
   k. refusal to perform an exam
   l. improper use of contrast media
   m. failure of the same exam three times (for junior level) and two times (for senior level).
   n. ineffective patient care skills (ex. Leave patient alone on table, leave stretcher rails down, or wheelchair unlocked).
   o. poor attitude evidenced by being argumentative, unwarranted complaining, rude, unmotivated
   p. marking films with another person’s markers
   q. improper patient identification (ex. Select wrong patient, wrong name on images / radiographs, etc.)
   r. failure to follow infection control procedures (improper discarding of needles, hand
washing, cleaning and disinfecting, standard precautions, biohazardous waste disposal, etc.)
r. failure to maintain patient confidentiality
s. violation of clinical supervision guidelines

5. Examples of clinical unsatisfactory behaviors that result in a conference, include but are not limited to the list below. If a student receives any 3 conference forms during the semester, an unsatisfactory behavior will be given, which will then be a 2% reduction in the overall course grade. Examples include, but are not limited to:
   a. inadequate preparation for clinical assignment
   b. demonstrating incompetence during clinical rotations
   c. failure to provide for patient privacy
   d. communicating negative value judgment
   e. failure to follow uniform dress policy
   f. failure to use designated lead markers during radiographic examinations
   g. not collecting manual techniques
   h. violation of dress code
   i. reporting to clinical assignment without required equipment (clinical record mobile device, lead markers, clinical record book, pocket guide, ID badge, etc)
   j. requesting and performing competency evaluation without evidence of successful completion of laboratory evaluation
   k. inconsistent performance during clinical assignments (ex. Inability to perform an examination when competency was previous documented)
   l. consistently fails to utilize proper radiation protection when performing exams
   m. unable to follow instructions from RT/CI
   n. unable to utilize previously learned knowledge in lecture/lab for clinical practice

6. Any three (3) unsatisfactory clinical behaviors incurred during a semester are grounds for failure of the radiologic technology practicum course.

7. Inappropriate behavior such as abusive language, threats, assault and battery, theft, disruptive talking, chemical impairment, and insubordination

8. Failure to incorporate caring behaviors in patient care, i.e. meeting basic needs in a timely manner, demonstrating compassion

9. Falsifying patient data and records

10. Loitering in the medical center/clinical service areas

11. Inability to meet/maintain the behaviors identified in the core performance standards

12. Procedure
   a. Unsatisfactory behavior will be documented on a Conference Form (on the CI's Daily Log Sheet and Clinical Performance Evaluation Form).
   b. A student/CI conference will be held after the unsatisfactory behavior has been documented to review the behavior, discuss action to improve behavior, and to obtain student's comments.
   c. Copies of the Unsatisfactory Behavior Form will be given to the student, CC, and PD.
   d. When three (3) unsatisfactory behaviors have been documented, the procedure for non-progression may be followed.
Appendix B
EXAMINATIONS REQUIRING COMPETENCY EVALUATION

**UPPER EXTREMITY**
- Fingers/Thumb
- Hand
- Wrist
- Forearm
- Elbow
- Humerus
- Shoulder
- Y-view (shoulder)
- Clavicle
- Trauma Upper Extremity (Non-Shoulder)

**LOWER EXTREMITY**
- Toes
- Foot
- Ankle
- Knee
- Tibia-Fibula
- Femur
- Trauma Lower Extremity
- Patella (include tangential proj)
- Calcaneus

**CRANIUM (3 of the exams below)**
- Skull
- Facial Bones
- Nasal Bones
- Paranasal Sinuses
- Mandible

**GASTROINTESTINAL (Must include either GI or enema/plus 3 other exams)**
- Upper GI
- Contrast Enema
- Esophagram
- Small Bowel
- ERCP

**URINARY (1 from category below)**
- IVP
- Cystogram
- Voiding Cystourethrogram

**MOBILE AND SURGICAL**
- Portable Chest
- Portable Abdomen
- Portable Orthopedic (Min of 2 Projections)
- C-arm Surgical Procedure
  - ***Manipulation to obtain more than 1 projection***
  - ***Manipulation around sterile field***
- PEDIATRICS (6 YEARS OR YOUNGER)
  - Chest
  - Extremity (Upper or Lower)
  - Mobile Study

**GERIATRICS**
- Chest
- Upper Extremity
- Lower Extremity

**COMPUTED TOMOGRAPHY**
- Head, Chest, & Abdomen

**VENIPUNCTURE**
Appendix C

OUR LADY OF THE LAKE COLLEGE
Radiologic Technology Program

NUMBER OF REQUIRED COMPETENCY EVALUATIONS PER SEMESTER

FIRST YEAR

RADT 1740 - Minimum of 8 + Rechecks
RADT 1741 - Minimum of 16 + Rechecks
RADT 1742 - Minimum of 8 + Rechecks

SECOND YEAR

RADT 2740 – Completion of all Required Competency Evaluations Remaining, including venipuncture + Rechecks
RADT 2741 – 3 CT Competencies + Final Competency Evaluations

Total number of Required Competency Evaluations – 55, plus Final Competency Evaluations

NOTE: Students must refer to the syllabus and clinical record book for specific requirements regarding competencies.
CRITERIA FOR CLINICAL COMPETENCY EVALUATION

Upon satisfactory completion of didactic and laboratory practice and clinical experience, the student is then eligible for competency evaluation.

CRITERIA FOR PERFORMANCE EVALUATION

1. EVALUATION OF REQUISITION

   The student will:
   a. Identify procedure to be performed.
   b. Identify the patient's name and age.
   c. Identify patient location and mode of transportation.
   d. Acknowledge any pathological conditions.
   e. Acquire appropriate patient history.

2. PHYSICAL FACILITIES READINESS

   The student will:
   a. Verify that equipment is operational.
   b. Provide a clean and orderly work area.
   c. Obtain appropriate supplies/accessory items for examination.
   d. Place the x-ray equipment in position for the procedure.

3. PATIENT CARE

   The student will:
   a. Select the correct patient.
   b. Introduce himself to patient and briefly explain the procedure.
   c. Apply the 10-day rule when applicable.
   d. Transport patient to appropriate imaging area.
   e. Verify if patient was properly prepared for the examination.
   f. Identify and report, when appropriate, if there are contraindications for performing the procedure.
   g. Provide safe storage for patient's personal belongings.
   h. Provide appropriate assistance to table based on patient's condition.
   i. Maintain patient's dignity and modesty through proper gowning.
   j. Talk to patient in a concerned, professional manner.
   k. Apply universal precautions.
   l. Provide proper instructions for moving and breathing.
   m. Observe patient's condition at regular intervals; never leave patients alone in radiographic room.
   n. Ensure the patient's comfort and physical safety.
4. POSITIONING SKILLS

The student will:

- a. Place patient in correct position (upright, prone, or supine, on table).
- b. Move patient into other positions required by the examination.
- c. Align C.R. to part and center part to be demonstrated to the center of the film; oblique patient, if required.
- d. Set the correct tube angle.
- e. Set the correct SID.
- f. Complete procedure expeditiously with confidence.
- g. Utilize organizational skills when performing procedures.

5. EQUIPMENT MANIPULATION/OPERATION

The student will:

- a. Manipulate the x-ray tube/bucky/table per procedure utilizing appropriate controls and locks.
- b. Select the proper film, film holder, grid, etc.
- c. Properly insert and remove cassette from bucky tray or spot-film device.
- d. Utilize appropriate identification markers.
- e. Measure the patient.
- f. Use immobilization devices, as needed.
- g. Determine technique from technique chart.
- h. Select factors and properly use control panel.
- i. Select appropriate SID.
- j. Use equipment so as not to exceed recommended safety guidelines.
- k. Demonstrate proper use of accessory items (footboard, compression bands, film holders, etc.).
- l. Manipulate equipment smoothly, efficiently and in a timely manner.

6. APPLY PRINCIPLES OF RADIATION PROTECTION

The student will:

- a. Utilize beam-limiting devices, restrict beam size to part.
- b. Use gonadal shields, if appropriate.
- c. Demonstrate utilization of lead apron, gloves and lead blockers, when appropriate.
- d. Wear required film badge.
- e. Select proper exposure factors.
- f. Adjust exposure technique for motion, when appropriate.

CRITERIA FOR IMAGE EVALUATION

7. ANATOMICAL PART(S)

The radiograph demonstrates:

- a. The part shown in proper position.
- b. No motion is present (adequate detail).
8. PROPER ALIGNMENT

The radiograph demonstrates:
   a. The image centered.
   b. The part centered.
   c. The tube centered.
   d. The patient aligned (obliqued or rotated) correctly.

9. RADIOGRAPHIC TECHNIQUE

Standard radiographic exposure:
   a. Technique chart was used correctly (proper contrast and density) when necessary.
   b. Compensation of factors for pathology.
   c. Correct exposure used to produce image.
   d. Correct film, screen, grid, SID and OID.

10. FILM IDENTIFICATION AND/OR OTHER IDENTIFICATIONS

   a. "R" or "L" in correct location.
   b. Accessory markers visible (minute or hour markers), if required.
   c. Patient information and date can be identified.
   d. Blocker positioned appropriately.

11. EVIDENCE OF RADIATION PROTECTION

   a. Evidence of collimation
   b. No repeats
   c. Gonadal shields in place, if required (under age of 50).

12. CRITIQUE OF RADIOGRAPHIC PROJECTIONS

   a. Identified anatomical structures.
   b. Evaluate structures that must be included in image.
GRADING GUIDELINES FOR COMPETENCY EVALUATION

<table>
<thead>
<tr>
<th>CRITERIA FOR PERFORMANCE</th>
<th>Points Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Evaluation of Requisition</strong></td>
<td></td>
</tr>
<tr>
<td>Misread:</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Did not provide appropriate history:</td>
<td>1</td>
</tr>
<tr>
<td><strong>2. Physical Facilities Readiness</strong></td>
<td></td>
</tr>
<tr>
<td>Did not verify that equipment is operational:</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Not ready (ex. supplies, equipment, fluoro, etc.):</td>
<td>0</td>
</tr>
<tr>
<td>Getting room ready as patient comes in:</td>
<td>1</td>
</tr>
<tr>
<td>Partially ready (ex. control panel, bucky, etc.):</td>
<td>2</td>
</tr>
<tr>
<td><strong>3. Patient Considerations</strong></td>
<td></td>
</tr>
<tr>
<td>Improper assessment of patient:</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Improper patient identification:</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Inadequate attention to patient:</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Unprofessional behavior:</td>
<td>0</td>
</tr>
<tr>
<td>Improper preparation of patient (snaps, etc.):</td>
<td>0</td>
</tr>
<tr>
<td>Improper instructions to patient (pre and post explanation):</td>
<td>0</td>
</tr>
<tr>
<td>Did not apply universal precautions (infection control procedures):</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Did not apply 10 day rule:</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Did not determine contraindication for procedures:</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Did not demonstrate affect (Franciscan values) during performance of the procedure:</td>
<td>0</td>
</tr>
<tr>
<td>Improper handling of patient:</td>
<td>0</td>
</tr>
<tr>
<td>Improper utilization of safety devices (rails, locks, etc.):</td>
<td>0</td>
</tr>
<tr>
<td><strong>4. Positioning Skills</strong></td>
<td></td>
</tr>
<tr>
<td>Incorrect central ray angle:</td>
<td>0</td>
</tr>
<tr>
<td>Incorrect patient position:</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Minimal error in patient positioning-centering:</td>
<td>0</td>
</tr>
<tr>
<td>Incorrect SID:</td>
<td>0</td>
</tr>
<tr>
<td>Incorrect central ray/part/film alignment:</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Did not complete positioning in appropriate time:</td>
<td>1</td>
</tr>
<tr>
<td>Did not utilize organizational skills:</td>
<td>1</td>
</tr>
<tr>
<td>Appropriate level of confidence not demonstrated:</td>
<td>1</td>
</tr>
<tr>
<td>Improper cassette position:</td>
<td>0</td>
</tr>
<tr>
<td><strong>5. Equipment Manipulation</strong></td>
<td></td>
</tr>
<tr>
<td>Unable to manipulate/operate equipment:</td>
<td>Automatic Failure</td>
</tr>
<tr>
<td>Unable to manipulate accessory devices:</td>
<td>0</td>
</tr>
<tr>
<td>Manipulates equipment awkwardly:</td>
<td>2</td>
</tr>
<tr>
<td>Manipulates equipment slowly:</td>
<td>1</td>
</tr>
<tr>
<td>Incorrect cassette/film/grid:</td>
<td>Automatic Failure</td>
</tr>
</tbody>
</table>
Did not refer to technique chart when necessary .................................................. Automatic Failure
Incorrect exposure technique .................................................................................. Automatic Failure

6. Apply Principles of Radiation Protection
Did not wear dosimeter .......................................................................................... 1
Did not use gonadal shield (if applicable) ................................................................. Automatic Failure
Did not use beam restricting device ........................................................................ Automatic Failure
Improper adjustment of exposure factors .................................................................. 0
Did not provide appropriate shielding necessary for persons in attendance ............ 0

CRITERIA FOR IMAGE EVALUATION

7. Anatomical Part(s)
Part not shown in proper position (Improper position/rotation) ............................... Automatic Failure
Minimal error in position/rotation (Image acceptable) ............................................ 1
Anatomical part not demonstrated ......................................................................... Automatic Failure
Improper placement on image receptor ................................................................. 0

8. Proper Alignment
Tube improperly centered ...................................................................................... Automatic Failure
Part improperly centered (image unacceptable) ....................................................... Automatic Failure
Patient improperly aligned ..................................................................................... Automatic Failure
Image improperly centered .................................................................................... Automatic Failure
Minimal error in part/image receptor alignment (image acceptable) ..................... 1
Significant error in part/image receptor alignment (image acceptable) .................... 0

9. Radiographic Technique
Incorrect Exposure .................................................................................................. Automatic Failure
Marginal error in density/contrast ............................................................................ 1
Minimal error in density/contrast ............................................................................ 2
Incorrect image receptor, grid, SID, OID .............................................................. Automatic Failure

10. Image Receptor/Other Identification
Improper/Incorrect patient information ................................................................ Automatic Failure
No lead marker(s) ..................................................................................................... Automatic Failure
Lead markers improperly displayed ........................................................................ Automatic Failure
Blocker positioned wrong ...................................................................................... 1
Markers inappropriately placed .............................................................................. 0

11. Evidence of Radiation Protection
Did not use appropriate collimation ........................................................................ 0
Minimal error in collimation .................................................................................... 2

12. Critique of Radiographic Projections
Not able to identify designated anatomical structures ............................................. 1
Not able to evaluate designated anatomical structures .......................................... 1
Not able to evaluate projections and structures demonstrated .............................. 1

Note: If any variables result in a repeat examination, the student fails the evaluation and it must be repeated. Point reduction on competency evaluations will be determined by the Clinical Instructors at their discretion.
CLINICAL COMPETENCY EVALUATION FORM

STUDENT _____________________________GRADE ________ DATE __________

EXAM/PROCEDURE _________________________FACILITY ____________________

TYPE OF EVALUATION: COMPETENCY ( ) RECHECK ( ) FINAL ( )

REPEAT EXAM: YES ( ) NO ( ) SIMULATED: YES ( ) NO ( )

<table>
<thead>
<tr>
<th>PERFORMANCE EVALUATION</th>
<th>POSITIONS/PROJECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
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<tr>
<td></td>
<td>0</td>
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<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

1. SUFFICIENT EVALUATION OF REQUISITION
2. PHYSICAL FACILITIES READINESS
3. PATIENT CARE
4. POSITIONING SKILLS
5. EQUIPMENT MANIPULATION
6. APPLY PRINCIPLES OF RADIATION PROTECTION

IMAGE EVALUATION

7. ANATOMICAL PARTS
8. PROPER ALIGNMENT
9. RADIOGRAPHIC TECHNIQUE
10. PATIENT ID/MARKER
11. EVIDENCE OF RADIATION PROTECTION
12. CRITIQUE OF RADIOGRAPHIC PROJECTIONS

TOTAL POINTS SCORED /36 /30 /30 /30 /30
COMMENTS: PLEASE LIST COMMENTS BY NUMBER AND PROJECTION:

1. PROJECTION A:

_____________________________________________________________________________
_____________________________________________________________________________

2. PROJECTION B:

_____________________________________________________________________________
_____________________________________________________________________________

3. PROJECTION C:

_____________________________________________________________________________
_____________________________________________________________________________

4. PROJECTION D:

_____________________________________________________________________________
_____________________________________________________________________________

5. PROJECTION E:

_____________________________________________________________________________

REMEDIAL ASSIGNMENT IF FAILED: PLEASE CHECK BOX THAT APPLIES AND GIVE EXPLANATION
A. IMMEDIATE  B. LABORATORY  C. OTHER

EXPLANATION:

_____________________________________________________________________________
_____________________________________________________________________________

DUE DATE: _______________________
(PLEASE NOTE: ALL REMEDIATIONS MUST BE COMPLETED BEFORE ATTEMPTING TO REPEAT COMPETENCY)

EVALUATOR SIGNATURE: ___________________________DATE: ______________

STUDENT SIGNATURE: _______________________________DATE: ______________
## Fluoroscopy Clinical Competency Evaluation Form

**OUR LADY OF THE LAKE COLLEGE**  
Radiologic Technology Program  
**FLUOROSCOPY** CLINICAL COMPETENCY EVALUATION FORM

| STUDENT _____________________________ | GRADE ________ | DATE __________ |
| EXAM/PROCEDURE _________________________ | FACILITY _________________ |
| TYPE OF EVALUATION: COMPETENCY ()  RECHECK ()  FINAL () |
| REPEAT EXAM: YES ()  NO () |

### PERFORMANCE EVALUATION

<table>
<thead>
<tr>
<th>POSITIONS/PROJECTIONS</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E FLUORO PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
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<tr>
<td></td>
<td>3</td>
<td>3</td>
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</tr>
</tbody>
</table>

1. SUFFICIENT EVALUATION OF REQUISITION
2. PHYSICAL FACILITIES READINESS
3. PATIENT CARE
4. POSITIONING SKILLS
5. EQUIPMENT MANIPULATION
6. APPLY PRINCIPLES OF RADIATION PROTECTION

### IMAGE EVALUATION

<table>
<thead>
<tr>
<th>ANATOMICAL PARTS</th>
<th>PROPER ALIGNMENT</th>
<th>RADIOGRAPHIC TECHNIQUE</th>
<th>PATIENT ID/MARKER</th>
<th>EVIDENCE OF RADIATION PROTECTION</th>
<th>CRITIQUE OF RADIOGRAPHIC PROJECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**TOTAL POINTS SCORED**  
/36  /30  /30  /30  /18
COMMENTS: PLEASE LIST COMMENTS BY NUMBER AND PROJECTION:

1. PROJECTION A:
_____________________________________________________________________________
_____________________________________________________________________________

2. PROJECTION B:
_____________________________________________________________________________
_____________________________________________________________________________

3. PROJECTION C:
_____________________________________________________________________________
_____________________________________________________________________________

4. PROJECTION D:
_____________________________________________________________________________
_____________________________________________________________________________

5. FLUORO PROCEDURE:
_____________________________________________________________________________
_____________________________________________________________________________

REMEDIAL ASSIGNMENT IF FAILED: PLEASE CHECK BOX THAT APPLIES AND GIVE EXPLANATION
A. IMMEDIATE  B. LABORATORY  C. OTHER

EXPLANATION:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

DUE DATE: _______________________
(PLEASE NOTE: ALL REMEDIATIONS MUST BE COMPLETED BEFORE ATTEMPTING TO REPEAT COMPETENCY)

EVALUATOR SIGNATURE: ___________________________DATE: _______________
STUDENT SIGNATURE: _______________________________DATE: _______________
Appendix F-3

OUR LADY OF THE LAKE COLLEGE
Radiologic Technology Program
CLINICAL COMPETENCY EVALUATION FORM FOR C-ARM IN SURGERY

Student_______________________________________ Grade _____________ Date_________________

Exam/Procedure ___________________________________________ Facility ____________________

Type of Evaluation:     Competency (   )
Repeat Exam:  Yes (   ) No (   )

Scale:  3 = Strongly agree; good work!
2 = Agree; Needs Improvement
1 = Disagree; Needs Improvement
0 = Disagree; Requires Remediation and/or Conference
N/A = Not Applicable

<table>
<thead>
<tr>
<th>Performance Evaluation</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Equipment Set-Up/Break Down</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Plug-In C-arm In correct order</td>
<td></td>
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</tr>
<tr>
<td>Type in patient information (name, MRN#, etc.)</td>
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<tr>
<td>Unplug C-arm in correct order</td>
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<tr>
<td>2. Maintains Sterile Field</td>
<td></td>
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<tr>
<td>Drape C-arm properly</td>
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<tr>
<td>Maintains sterile field throughout case</td>
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<tr>
<td>Undrape C-arm and dispose of drape properly</td>
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<tr>
<td>3. Equipment Manipulation</td>
<td></td>
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<tr>
<td>Bring C-arm across field into correct position</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Turn and flip image to correct anatomical position</td>
<td></td>
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<tr>
<td>Being alert and paying attention to doctor’s needs during case</td>
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<tr>
<td>4. Printing and/or Storage of Images</td>
<td></td>
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<tr>
<td>Knows how to save an image from C-arm control panel</td>
<td></td>
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<tr>
<td>Knows how to annotate image if needed</td>
<td></td>
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<td></td>
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<tr>
<td>Knows how to print images if needed</td>
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<tr>
<td>5. Knowledge of Procedure/Anatomy</td>
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<tr>
<td>Knowledgeable of which procedure is being done and why</td>
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<tr>
<td>Knows which body part is involved in the procedure</td>
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<tr>
<td>Able to identify anatomy within the images taken</td>
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<tr>
<td>6. Overall Performance During Examination</td>
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<tr>
<td>Total Points Scored : /</td>
<td></td>
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</tr>
</tbody>
</table>

Comments:

EVALUATOR SIGNATURE: _____________________________________________     DATE: _____________
STUDENT SIGNATURE: ______________________________________________     DATE: _____________
Our Lady of the Lake College
Associate Degree Radiologic Technology
Venipuncture Competency Evaluation

Name___________________ Date__________ Grade____

*Students enrolled in Clinical Radiography courses are permitted, under direct supervision, to perform venipuncture and/or injections on patients. This practice is required as a clinical competency. Students are given the theory of venipuncture in lecture and opportunity to practice venipuncture on patient simulators and are evaluated on this skill in a controlled lab situation. Students may perform venipuncture only in affiliates which allow students to perform this procedure.

*Under direct supervision the student is allowed to prepare contrast and assist the technologist in venipuncture. If the affiliate allows the student to perform venipuncture it may be done under direct supervision by an ARRT registered radiographer. The technologist assumes responsibility for this procedure.

*Under no circumstances are the students allowed to manipulate the pressure/contrast media injector.

*Students will be allowed a maximum of 3 attempts to successfully completed venipuncture competency. Course grade will be jeopardized after 3 unsuccessful attempts.

*STUDENTS ARE EVALUATED ON TECHNIQUE, NOT NECESSARILY THE SUCCESSFUL ACCESS OF VEIN.

P    F    NA

1. Assemble all necessary equipment
2. Draw contrast into syringes
3. Prime the tubing with contrast media
4. Identify the correct patient and explain the procedure. Ask and document the appropriate paperwork for the procedure.
5. Wash hands and apply gloves
6. Place the towel or protective pad under the patient’s arm
7. Apply the tourniquet
8. Palpate the arm, and select an insertion site: Path must be straight
9. Remove the tourniquet and change gloves
10. Reapply the tourniquet 3-4 inches above selection site
11. Clean the chosen site with solution, per institution policy
12. Use a circular motion, starting at the insertion site and move slowly outward. Clean a second time if warranted
13. Stabilize vein with non-dominant hand
14. Grasp needle with bevel up
15. Firmly pierce skin and slide needle into the vein in one smooth motion
16. Observe blood return. If using an over the needle catheter (ex. Insite), advance catheter off needle into vein. Depress the button to retract needle into clear safety shield while applying pressure to the vein
17. Tape and secure the hub/catheter
18. Remove the tourniquet
19. Push contrast in at a slow rate, observing the site for infiltration: swelling, skin coolness or blanching
20. Change syringes when needed
21. When performing an IVP remove needle and dress site with gauze after 15 minute film
22. Remove gloves and discard: wash hands
23. Document and report the results of the procedure, as well as patient tolerance on appropriate form

| Evaluator______________________________ |  |
| Date_____________________ |  |
| Comments__________________________________ |  |

Remediation_________________________________________________
## COMPUTED TOMOGRAPHY COMPETENCY EVALUATION FORM

### STUDENT _____________________________ GRADE ________ DATE __________

**CIRCLE** PROCEDURE: HEAD, THORAX, OR ABDOMEN  
**FACILITY:** __________

REPEAT EXAM: YES ( ) NO ( )

1 = Poor  2 = Average  3 = Excellent  NA = Not applicable (to patient or procedure)

<table>
<thead>
<tr>
<th>Preliminary Preparation</th>
<th>NA</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sufficient evaluation of requisition</td>
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<tr>
<td>2. Physical facilities readiness</td>
<td></td>
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<tr>
<td>3. Properly enter patient information into machine</td>
<td></td>
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<tr>
<td>4. Utilize knowledge of proper patient preparation</td>
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</tbody>
</table>

| Patient Care and Handling | |
|---------------------------|---|---|---|---|
| 5. Demonstrate professionalism |
| 6. Introduce yourself and identify correct patient (with name band if applicable) |
| 7. Obtain history and provide explanation |
| 8. Prepare contrast media under direct supervision (if applicable)  
  **students not allowed to manipulate contrast media injector** |
| 9. Perform venipuncture under direct supervision and full responsibility of qualified ARRT Radiologic Technologist (if applicable) |

| Scanning Techniques | |
|---------------------|---|---|---|---|
| 10. Utilizes knowledge of proper patient positioning |
| 11. Demonstrates proper centering of patient |
| 12. Demonstrates scanning of entire anatomy in required sections |
| 13. Utilizes equipment controls to obtain the best possible image |
| 14. Utilizes protocols and adjustments to protocols to obtain scan |
| 15. Demonstrate pathology and its relationship to normal structures |
| 16. Demonstrate speed and accuracy in scanning technique |
### Post-Imaging and Filming

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<tbody>
<tr>
<td>17. Demonstrates proper image labeling</td>
<td></td>
<td></td>
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<tr>
<td>18. Chooses window that best demonstrates anatomy and pathology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Archives images and records data in logbook if required.</td>
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<tr>
<td>20. Properly dismisses patient and gives post-exam instructions</td>
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</tbody>
</table>

**TOTAL POINTS SCORED**

**COMMENTS:**

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

EVALUATOR SIGNATURE: _________________________ DATE: ______________

STUDENT SIGNATURE: _________________________ DATE: ______________
### Radiologic Technology Program

**Core Performance Standards for Admission and Progression**

**Applicants Please Read Carefully**

Below are listed the performance standards for the radiologic technology program. You should read these standards carefully and be sure you can comply with them. The radiologic technology program expects all applicants for admission to possess and be able to demonstrate the skills, attributes, and qualities set forth below.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment; sufficient powers of intellect to acquire, assimilate, integrate, and apply information and solve problems.</td>
<td>Recognize and correct problems that may affect the outcome of radiographic procedures; assess the patient and determine priorities for care during procedures; respond with precise, quick and appropriate actions in an emergency situation. Evaluate radiographic images in relation to exposure factor, image quality and proper position of anatomical parts.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.</td>
<td>Interact with patients, family, and other healthcare professionals. Function as part of a team.</td>
</tr>
<tr>
<td>Communication</td>
<td>Abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain procedures and give effective instruction to patient; document patient history and all pertinent information. Communicate information effectively to other healthcare providers. Evaluate written requisitions.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical ability sufficient to move from room to room, maneuver in small places, and physical health stamina needed to carry out radiographic procedures.</td>
<td>Move around in radiographic room, work spaces and patient rooms; administer cardiopulmonary procedures. Lift, move, and transport patients (from bed to wheelchair/stretcher and from wheelchair/stretcher to radiographic table) without causing pain or discomfort to the patient or one’s self. Wear lead aprons for extended periods of time. Stand or walk for extensive periods of time. Transport mobile equipment in a timely and cautious manner.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective patient care.</td>
<td>Manipulate and adjust x-ray equipment into proper position for radiographic procedures including fixed and mobile units. Operate the control panel for the manipulation of technical and exposure factors. Position patients for various radiographic procedures.</td>
</tr>
<tr>
<td>Sensory</td>
<td>Sufficient use of the senses of vision, hearing, touch, and smell to observe, assess and evaluate effectively (both close at hand and at a distance) in the</td>
<td>Hear monitor alarms and emergency signals. Hear and understand patients and other healthcare providers. Observe patient responses. Assess changes in patient color and skin texture.</td>
</tr>
<tr>
<td>ISSUE</td>
<td>STANDARD</td>
<td>EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</td>
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<tr>
<td>-------</td>
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<td>---------------------------------------------------</td>
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<tr>
<td></td>
<td>classroom, laboratory, and clinical setting.</td>
<td>Perform palpation for positioning of patient.</td>
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| BEHAVIORAL | Possess and exhibit sufficient psychic equilibrium, motivation, and flexibility to function in new and stressful environments. | Appropriate behavioral responses include but are not limited to:  
- Acceptance of possible changes in client behavior/response or health status and ability to demonstrate caring/empathetic responses to client behavior.  
- Acceptance of assignment/schedule changes in the classroom, practice laboratory, and clinical setting.  
- Compliance with all college/agency policies.  
- Ability to respond appropriately to constructive criticism and direction from faculty/agency staff during the learning experience.  
- A progressive increase in classroom/clinical workload, clinical responsibilities and patient assignments.  
- Ability to organize tasks in order to utilize time in an effective manner.  
- Ability to perform skills while under stress.  
Professional behavior and decorum for all activities related to college duties and programs is mandatory. |
| COGNITIVE | - Remembrance of previous learned materials.  
- Comprehension of written and verbal information.  
- Application of learned materials in new and concrete situations.  
- Ability to organize and synthesize facts and concepts. | - Remembrance of previous learned materials.  
- Comprehension of written and verbal information.  
- Application of learned materials in new and concrete situations.  
- Ability to organize and synthesize facts and concepts. |
Appendix H

CLINICAL PARTICIPATION DOCUMENTATION

Abdomen
Flat & Erect
Decubitus
Lateral

Thorax
Chest - EPA & Lateral
Chest - w/c or stretcher
Chest - Lordotic
Chest - Obliques
Chest - Decubitus
S/T Neck (larynx/airway)
Ribs
Sternum
S-C Joints

Upper Extremity
Finger(s) or Thumb
Hand
Wrist
Navicular
Forearm
Elbow
Humerus
Shoulder
  Axillary Proj.
  Trauma Proj. (Y-view or transthoracic view)
Clavicle
Scapula
A-C Joints

Lower Extremity
Toes
Foot
Ankle
Os Calcis (Heel)
Leg-Tib/Fib
Knee
Patella
Femur
Extremities w/Cast
Hip w/AP, Lateral, & Pelvis
Pelvis
Acetabulum
Trauma Hip

Vertebral Column
Cervical Spine
Thoracic Spine
Lumbar Spine
Sacrum
Coccyx
S-I Joints

Genitourinary
IVP w/Tomogram
Cystogram
VCUG
Retrograde Pyelogram
Urethrogram

Gastrointestinal (digital)
Esophagram
Oral Chole. (GB)
T-Tube Cholangiogram
Small Bowel
UGI
Ba Enema (Solid)
Ba Enema (w/Air)
ERCP
Pharyngogram
Defogram
Percutaneous Transhepatic Cholangiogram

Cranium
Skull
Trauma Skull
Facial Bones
Zygomatic Arches
Nasal Bones
Mandible
Panorex
TMJ's
Paranasal Sinuses
Orbits
Optic Foramen
Mastoids
<table>
<thead>
<tr>
<th>Pediatrics</th>
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<tbody>
<tr>
<td>Pedi Chest (3 yrs. or younger)</td>
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<tr>
<td>Pedi Extremity (6 yrs. or younger)</td>
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<tr>
<td>Pedi IVP</td>
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<tr>
<td>Pedi Fluoro</td>
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<td>Pedi Mobile</td>
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<td>Arthrogram</td>
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<td>Tomogram</td>
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<tr>
<td>Venogram</td>
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<tr>
<td>Sialogram</td>
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<td>Bone Age</td>
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<thead>
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<tr>
<td>(Scanogram)</td>
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<tr>
<th>Metastatic Series</th>
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<td>(Skeletal Survey)</td>
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<table>
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<tr>
<td>Foreign Body</td>
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<td>Localization</td>
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<tr>
<td>Scoliosis Series</td>
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<tr>
<td>Hysterosalpingogram</td>
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<tr>
<td>Trauma Cervical Spine</td>
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<tr>
<td>Multi-System</td>
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<tr>
<td>(Trauma Alert)</td>
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<tr>
<td>Trauma Upper Extremity</td>
</tr>
<tr>
<td>Trauma Lower Extremity</td>
</tr>
<tr>
<td>Trauma Cranium</td>
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<tr>
<td>Multi-Examination Trauma</td>
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<table>
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<tr>
<th>Mobile and Surgical</th>
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<tr>
<td>Port. Orthopedics</td>
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<td>Port. Chest</td>
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<tr>
<td>Port. Abdomen</td>
</tr>
<tr>
<td>C-Arm Surgical Procedures</td>
</tr>
<tr>
<td>Orthopedic Surgical Procedure</td>
</tr>
<tr>
<td>W/Portable Machines</td>
</tr>
<tr>
<td>Operative Cholangiogram</td>
</tr>
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<tr>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>CT Head/Abdomen/Thorax</td>
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<tr>
<td>B one Densitometry</td>
</tr>
<tr>
<td>Venipuncture</td>
</tr>
</tbody>
</table>
### Appendix I

**RADIOGRAPHIC EXAMS REQUIRING LABORATORY EVALUATIONS**

*(PRE-COMPETENCY EVALUATIONS)*

<table>
<thead>
<tr>
<th>Section</th>
<th>Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abdomen</strong></td>
<td>Flat &amp; Erect, Decubitus, Lateral</td>
</tr>
<tr>
<td><strong>Thorax</strong></td>
<td>Chest - EPA &amp; Lateral, Chest - w/c or stretcher, Chest - Lordotic, Chest - Obliques, Chest - Decubitus, S/T Neck, Ribs, Sternum, S-C Joints</td>
</tr>
<tr>
<td><strong>Upper Extremity</strong></td>
<td>Finger(s) or Thumb, Hand, Wrist, Navicular, Forearm, Elbow, Humerus, Shoulder, Axillary Proj., Trauma Proj. (Y-View and transthoracic), Clavicle, Trauma Proj.</td>
</tr>
<tr>
<td><strong>Lower Extremity</strong></td>
<td>Toes, Foot, Ankle, Os Calcis (Heel), Leg-Tib/Fib, Knee, Patella (include Tangential), Femur, Hip w/AP, Lateral, &amp; Pelvis, Pelvis, Acetabulum, Ilium, Pelvic Bones, Trauma Projs.</td>
</tr>
<tr>
<td><strong>Genitourinary</strong></td>
<td>IVP w/Tomogram, <em>Cystogram</em>, <em>VCUG</em>, <em>Retrograde Pyelogram</em></td>
</tr>
<tr>
<td><strong>Gastrointestinal</strong></td>
<td><em>Esophagram</em>, <em>ERCP</em>, <em>Small Bowel</em>, <em>UGI</em>, <em>Contrast Enema</em></td>
</tr>
<tr>
<td><strong>Cranium</strong></td>
<td>Skull, Trauma Skull, Facial Bones, Zygomatic Arches, Nasal Bones, Mandible, TMJ's, Paranasal Sinuses, Trauma Proj.</td>
</tr>
<tr>
<td><strong>Pediatrics</strong></td>
<td>Pedi Chest, Pedi Extremity, Pedi Mobile</td>
</tr>
<tr>
<td><strong>Traums:</strong></td>
<td>Trauma Cervical Spine, Multi-System (Trauma Alert), Trauma Extremity (Upper &amp; Lower), Trauma Cranium, Multi-Examination Trauma</td>
</tr>
<tr>
<td><strong>Mobile and Surgical</strong></td>
<td>Port. Orthopedics, Port. Chest, Port. Abdomen</td>
</tr>
<tr>
<td><strong>Other –</strong></td>
<td><em>CT Head</em>, <em>CT Thorax</em>, <em>CT-Abdomen</em></td>
</tr>
<tr>
<td><strong>Venipuncture</strong></td>
<td><em>unable to simulate in lab</em></td>
</tr>
</tbody>
</table>
BYLAWS

OF THE

BETA EPSILON FRATERNITY

OF

RADIOLOGIC TECHNOLOGY STUDENTS

OUR LADY OF THE LAKE COLLEGE

Reviewed August 2015
Rev. April 2005
Rev Feb. 2001
Rev. 1996
ARTICLE I - NAME

The name of the fraternity shall be Beta Epsilon Fraternity of Radiologic Technology students.

ARTICLE II - OBJECTIVE

The purpose of this organization is to encourage and assist students in personal growth and professional development in Radiologic Technology. Members of this organization will contribute to group activities and participate in program, school, college, and community events. This organization will also encourage members to embrace diversity in the clinical setting as well as society as a whole. Members will engage in creative and scholarly activities on a professional level. The club will provide opportunities for its members that enhance social and communication skills. This organization will uphold the values and philosophy of the Franciscan Missionaries of Our Lady.

ARTICLE III - MEMBERSHIP

Section I: Active Members

Members of this organization must be students at Our Lady of the Lake College currently enrolled in the Radiologic Technology program and must remain in good standing with the College. The Radiologic Technology faculty serves as advisors and ex-officio members.

Section II: Privileges

All members shall have access to all publications approved by the fraternity and may attend any function held by the fraternity.

ARTICLE IV - OFFICERS AND DUTIES

Section I: Officers

The elected officers of this fraternity shall be a President, Vice President, Secretary and Treasurer. Other officers shall be elected or appointed by the President.

Section II: Qualifications for Nomination to Office

The President must be at least a second level, first semester student. The Vice President must be a first level, first semester student. The Secretary and Treasurer must be active members of the fraternity and have been accepted into the Radiologic Technology program.

Section III: Nomination and Election of Officers

Officers shall be elected at the first meeting of each fall semester. Election shall be decided
by majority vote. In the event of only one nominee, election may be by acclamation.

Section IV: Tenure of Office

Officers shall serve for a term of one academic year. Officers will continue to serve until their successors have been elected. Interim officers will be elected at the end of the Spring semester to serve during the summer session when the officers holding the positions of Secretary and Treasurer will be graduating.

Section V: Vacancies

If a vacancy occurs in the President’s office, the Vice-President will resume the duties of the President until such time that an election can be held. All other offices will be voted on by the active members.

Section VI: Duties

A. President: The duties of the President shall be:

1. Preside at all meetings.
2. Call special meetings.
3. Perform all other duties as may be expected of the President and represent the fraternity when necessary.
4. Appoint all special committees.
5. Prepare an agenda to be distributed at all meetings.
6. Chair at least one activities committee.
7. Serve as ex-officio to committee.
8. Attend SGA meetings, student services meetings, and other college functions.
9. Prepare and submit the annual summary of activities report including expenses of the fraternity to SGA at the end of the spring semester.

B. Vice President: The duties of the Vice President shall be:

1. Assume the duties of the President in his/her absence.
2. Assist the officers in carrying out the business of the fraternity.
3. Chair at least one activity committee.
4. Attend SGA meetings, student services meetings, and other college functions.
5. Prepare and submit student organization activities forms and reports to the SGA.

C. Secretary: The duties of the Secretary shall be:

1. Maintain accurate and permanent records of all meetings.
2. Maintain accurate and permanent records of annual reports of officers and committees.
3. Prepare attendance sign-in sheets for meetings.
4. Prepare and submit annual reports of the activities of the fraternity to SGA.
5. Prepare and maintain all publications of the fraternity.
6. Notify members and advisors and faculty of meeting schedules.
7. Chair at least one activities committee.
8. Attend SGA meetings, student services meetings, and other college functions.

D. Treasurer: The duties of the Treasurer shall be:

1. Maintain accurate and permanent records of the financial status of all finances of the fraternity.
2. Submit a semester report of finances.
3. Report financial status of the fraternity at each meeting.
4. Disburse funds for activities of the fraternity (prepare and sign payment vouchers, obtain advisor's signatures, and submit to the SGA and Office of the Dean of Student Services.
5. Chair at least one activities committee.
6. Attend SGA meetings, student services meetings, and other college functions.
7. Prepare the annual summary of expenses report for inclusion in the annual summary of activities report.

ARTICLE V - MEETINGS

Section I: Date-Time-Place

A minimum of two meetings shall be held per semester. Members will be notified of time and place at least one week in advance.

Section II: Special Meetings

The President may call special meetings. Members must be notified at least two days in advance.

Section III: Quorum

Three fourths of the total active members shall constitute a quorum for the transaction of business.

Section IV: Order of Business

The order of business for each meeting shall be:

1. Call to order
2. Record of Attendance
3. Reading and approval of minutes
4. Treasurer's report
5. Old business
6. New business
7. Announcements
8. Adjournment

ARTICLE VI - ACTIVITIES AND COMMITTEES

Activities shall be decided upon by a quorum of the members by a majority vote. Committees may be appointed by the President. Some sub-committees may be appointed on a temporary basis as designated by the President.

ARTICLE VII - BUDGET

Section I: Expenses

A budget must be prepared and submitted to the SGA and the Office of the Dean of Student Services according to SGA guidelines. The officers must hold a planning meeting with advisors prior to budget submission. The budget should be based on goals and activities established by the fraternity.
Section II: Fundraiser(s)

Fundraisers shall be held when budget allocations fall below projected expenses. Fraternity members shall participate in the fundraising activities.

ARTICLE VIII - PROFESSIONAL CONDUCT

All members shall follow the Code of Ethics of the American Society of Radiologic Technologists (ASRT), the Louisiana Society of Radiologic Technologists (LSRT), the American Registry of Radiologic Technologists (ARRT), the LA State Radiologic Technology Board of Examiners, all College and Program Policies, and the Bylaws of the Fraternity.

ARTICLE IX - AMENDMENTS

Those articles may be amended upon a vote of a quorum present provided written notice has been given at the preceding meeting stating the amendment that is to be voted on. For an amendment to be approved, a two-thirds majority of members present must be obtained.
HEALTH AND SAFETY POLICIES

Health and CPR Requirements

Students are required to submit evidence of compliance with all health and CPR requirements to the Health and Safety Office. Students who fail to meet these requirements are subject to disciplinary actions by the faculty (see Attendance Guidelines). Clinical students will not be allowed to attend the clinical portion of their courses until evidence of compliance is submitted to the Health and Safety Office.

The Health and Safety Officer will notify students who do not meet these requirements at least one month prior to the start of a new semester. Non-compliant students must provide necessary documentation to the Health & Safety Office prior to the first day of clinical assignments to be in compliance. Those continuing students whose health requirements expire during the semester must submit health documents in a timely manner.

A TB skin test is required of all students upon entering a clinical degree or certificate program then annually thereafter. A TB skin test will also be required as a condition of readmission to any clinical degree or certificate program.

All students upon entering a clinical degree or certificate program are required to obtain initial certification or re-certification in Health Professional CPR no earlier than 6 weeks prior to beginning the clinical program. Also CPR re-certification will be required as a condition of readmission to any clinical degree or certificate program regardless of the original CPR certification or re-certification date.

Students should refer to the College Catalog for detailed policies.

Clinical Accident Insurance

The college provides a clinical accident insurance policy for each student enrolled in a degree/certificate clinical program and wet laboratory courses. This insurance only covers injuries resulting from an accident occurring while participating in assigned clinical activities. Expenses incurred from injuries resulting from such an accident that require medical care or treatment and are provided at an emergency room, hospital outpatient department, clinic or doctor's office, will be payable at 100% of the Reasonable and Customary charges up to a maximum of $1,000 per accident.

For additional information on Health & Safety Policies, please refer to the College Student Handbook and College Catalog.
Criminal Background Check

The College’s general admission and clinical program admission application forms require students to disclose any prior criminal arrests.

Prior to enrolling in clinical courses, clinical students will be required to submit to a criminal background check to meet clinical agency requirements. This process is designed to insure the accuracy of students’ self-reports. Cases where students have not answered the background question on the application accurately will be dealt with severely and, at a minimum, result in the student being placed on administrative probation.

Undergraduate RN and PN nursing students will have background checks conducted by their respective boards of nursing. Students in other clinical programs (and some pre-clinical courses) will have criminal background checks conducted by ERS-Services.

Students will receive information on the procedure for completing the criminal background checks in the student health packet. Student health packets will be issued after the student has been accepted into a clinical program or pre-clinical course.

Procedure for Criminal Background Checks of graduate students in clinical programs and ALL undergraduate students in clinical programs EXCEPT nursing and practical nursing.

1. Upon acceptance into a program or course that requires criminal background check, student enrollment is contingent upon passing a criminal background check.

2. The Health Packet contains instructions on completing the criminal background check.

3. Students will complete the release form for the background check to be conducted by Employment Research Services (ERS) at http://www.ers-services.com/olol/

4. It is the student’s responsibility to submit the release form and online payment, cashier’s check or money order made payable to Employment Research Services for the cost of the background check (approximately $45) on a schedule designated by the program area.

5. The Health and Safety Office will receive and review the criminal background reports. Students who are not cleared for progression will be notified by the Health and Safety Office. The student will be instructed to contact ERS in writing to resolve any outstanding issues and will be apprised of rights under the Fair Credit Reporting Act.
6. Any irregularities noted in the student’s criminal history will also be referred to the appropriate Vice President for the student’s program of study and to the appropriate dean and program director.

7. The dean and program director, and others deemed appropriate, will consult with the student to discuss the record, apprise the student of the review process and appeal rights, and make a recommendation to the appropriate Vice President regarding the student’s continuation in the program. The dean will notify the student and the Vice President of the recommendation in writing.

8. If the recommendation is that the student be dismissed from the program, the student may request to appear before a faculty hearing panel to be convened by the appropriate Vice President.

9. After considering the hearing panel’s recommendation, the appropriate Vice President will make the final decision regarding progression in the program and notify the student within ten working days of the hearing panel meeting. The Vice President’s decision cannot be appealed.

**Failure of Drug Screen or Criminal Background Check**

Students who fail a College mandated drug screen or criminal background check will not be permitted to apply for any clinical program until the record is cleared as verified by the Safety Office. This policy applies as well to enrollment in any course with a clinical component. The Safety Office will accept reports only from approved agencies. Students denied admission may reapply after a period of one full year following appropriate and documented treatment (or resolution of the problem) and follow up and presentation of a negative drug screen at a College designated facility and at a time appointed by the College.
Appendix M

All Undergraduate Nursing, Physician’s Assistant, Radiologic Technology, Respiratory Therapy & Clinical Laboratory Program Clinical Health & Safety Requirements**:

Physical Exam—All clinical students are required to have physical examinations completed prior to entering the clinical programs. Your program will issue a Health Packet containing all necessary forms that must be completed by a physician, nurse practitioner, or physician assistant.

NOTE: Students with physical disabilities or restrictions should contact the Health & Safety Office prior to applying for clinical programs regarding the need for accommodations. Be advised pregnancy is not a disability protected under The Rehabilitation Act.

Drug Screen- Acceptance to the clinical program is contingent upon passing a urine drug screen. Instructions for the required drug screen will be provided in your Health Packet. In addition, all clinical students are subject to random drug testing.

Criminal Background Check- Acceptance to the clinical program is contingent upon clearing a criminal background check. Instructions for the required background check will be provided in your Health Packet.

HIV, HCV, HBV- Students enrolled in a clinical program who are infected with HIV, HCV or HBV (and are HBeAg positive) shall not be allowed to perform exposure-prone procedures. If participation in exposure-prone procedures is part of the curriculum, this prohibition prevents the student from being able to fulfill required program competencies. Making a change in the curriculum is NOT a reasonable accommodation under The Rehabilitation Act.

CPR Certification- The only two types of CPR certification accepted to meet this requirement are the American Heart Association Healthcare Provider or the American Red Cross CPR for the Professional Rescuer. More information will be provided in your Health Packet.

The following immunizations are needed to enroll in NURS, PHAS, RADT, RESP, CLST courses. (There will be no exceptions or waivers except as noted.)

Measles Titer Results- Measles antibody IgG titer.
Rubella Titer Results- Rubella IgG antibody titer.
Mumps Titer Results—Mumps antibody IgG, EIA Serum Titer
Meningitis Vaccine or waiver - One (1) dose of Menomune® (MPSV4) or Menactra (MCV4) preferably at entrance into college. May not be waived by PA and Clinical Lab Students
Tetanus-diphtheria - (a.k.a. Td, DT, DTP, DTaP, Tdap)
- Must be within last 10 years and take you through the entire semester for compliancy.
- If you cannot show proof of vaccination, you must get another Td vaccine.
Hepatitis B — series of (3) vaccines or positive HBV Surface Antibody Quantitative Titer

Varicella (Chickenpox) Titer Results – Varicella-Zoster Virus Antibody IgG titer as interpreted by lab.

Tuberculosis (TB Skin Test) – Must be completed within 6 weeks of clinical assignment. The TB test is required annually and it must take you through the entire semester for compliance.

***If test is positive with 10mm induration or (5mm induration with exposure to person with active TB) – you must be referred to the local Parish Health Unit for chest x-ray and follow up where they will issue medication. You must bring us written proof from the health unit that you are following TB protocol. A TB screen will be required annually (contact Health & Safety Office for more details).

Influenza- Documentation of current flu vaccine

** Other program requirements may be found in the College Catalog and Student Handbook. More details about all health and safety requirements will be provided in the clinical health packet provided at your clinical orientation.

Effective Spring 2011
Updated 11/17/11
Ochsner Medical Center-Baton Rouge is committed to providing the highest level of quality care for our patients, as well as contributing to the educational preparation of future healthcare providers. In order to meet our mutual goals, prior to acceptance of any student at Ochsner Medical Center-Baton Rouge, written confirmation that student has met the below requirements must be received directly from the school. Please print the attached checklist on the school letterhead. The completed document must be signed by the instructor and delivered to Ochsner Medical Center - Baton Rouge Education Department two weeks before the student rotation is to begin.

1. Current Healthcare provider CPR card

2. TB Skin Test: within the last 12 months.
   a.) In the event a student has a history of a positive result, the following will be required:
      • Date of positive result
      • Clearance from a physician stating they reviewed the chest x-ray and confirm the absence of TB.

3. Positive Rubella Titer

4. Positive Rubeola Titer

5. Positive Varicella titer

6. Positive Mumps titer

7. Negative Drug Test performed by a SAMSA approved lab.

8. Background check completed by an appropriate entity to include:
   a. Social Security Number trace to verify the individual’s identity, aliases and determine a residential history.
   b. A 7-year criminal record search of the states and/or counties in applicable locations.
   c. Check the sexual offender registry in Louisiana and the country/state of residence, if different.
   d. Verify the individual’s eligibility to participate in federal programs by checking the exclusion lists which shall include the Office of Inspector General (“OIG”) List of Excluded Individual/Entities and the General Services Administration (“OSA”) List of Parties Excluded from Federal Procurement and Non-procurement Programs (“OIG/GSA”).

All students are required to receive orientation to Ochsner Medical Center-Baton Rouge prior to the beginning of their clinical rotation. The Education Department will work with your facility to arrange orientation of your students.
The school will retain the above records and documents on file and provide the actual documents to Ochsner upon request.

At Ochsner Medical Center-Baton Rouge we are excited about partnering with you and your students to ensure the future of qualified health care providers. Please let us know if you have any questions or if we can be of assistance with the requirements as stated above. Please do not hesitate to contact our Educational Department at (225) 755-4478.

**Please print the attached student checklist on school letterhead, sign, and return to Ochsner Medical Center-Baton Rouge Education Department two (2) weeks prior to the student’s proposed start date.**

Students that will be on our campus without an instructor will be required to have an Ochsner Student badge. The badge will be issued in the education department once all paperwork has been received. The student will be required to leave a $20 deposit, refundable when the badge is returned.
1.4.3 Social Networking Policy

The advent of electronic media and the ability to share views among broad, ultimately uncontrollable and unknown audiences, places a particular responsibility on Our Lady of the Lake College students given the College’s Community Creed and the Student Honor Code. Communication about others in all forms must at all time be respectful of others’ right to privacy and sensitive to individual differences.

The College very strongly discourages any form of information sharing about fellow students’ academic progress or performance, and all references to clinical work where such sharing could have patient health and legal ramifications according to federal HIPPA regulations. The potential consequences for social networking violations of the Community Creed and Student Honor Code are significant, as are the appropriate disciplinary actions specific violations may warrant.

Appropriate Use of Social Networking Websites

A. Personal Privacy
   1. Set profiles on social networking sites so that only those individuals whom you have provided access may see your personal information.
   2. Evaluate photos of yourself that are posted to any site and “untag” photos that depict inappropriate behavior or situation.

B. Protection of Patient Information
   1. Comments must not be made on social networking sites that would not be permitted in the hospital.
   2. HIPPA rules apply online. Students may be held criminally liable for comments that violate this policy.

C. Professionalism
   1. Use of these sites can have legal ramifications. Comments or pictures regarding care of patients in which the student is demonstrating unprofessional behavior can be used in legal matters.
   2. Statements/pictures that are made under your profile are treated as if you are saying/displaying them in public.
   3. Photographs and statements made are potentially viewable by future employers.
   4. Students may be subject to disciplinary actions within the College for comments/pictures that are either unprofessional or violate patient privacy.

Remember that you are representing OLOL College when you log onto a site and make comments or post pictures.