

Welcome to the University of Alaska Medical Imaging Sciences Program!

The faculty and staff are here to guide students toward a rewarding career in the field of Imaging Sciences. This endeavor will require sacrifice, commitment, and dedication from the student. Faculty and staff will make every effort to ensure success in the program.

The program duration is 21 consecutive months and is accredited by the Northwest Association of Schools and Colleges Commission on Colleges. Upon completion of the program and competency requirements the graduate is eligible to apply for the Registry examination administered by the American Registry of Radiologic Technologists (ARRT). Successful completion of this exam is recognized by all states. This manual provides specific information about the policies of UAA and the Medical Imaging Sciences Program.

Acknowledgement of reading and understand these policies is a requirement for student admittance into the program.

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Section 1:

Introduction

The Radiologic Technology program prepares students for employment as career entry Medical Radiographers. Students completing the program receive an Associate of Applied Science degree and are eligible to apply for certification with the American Registry of Radiologic Technologists (ARRT).

Graduates are prepared with the technical skills necessary to perform a variety of diagnostic radiographic examinations. The primary role of the radiographer is to provide diagnostic images of the structure and function of anatomy to assist the physician in the treatment of injury and disease. Examples of examinations performed include chest, upper and lower extremities, spine, ribs, skull, gastrointestinal, genitourinary, and reproductive systems.

The program of study incorporates didactic instruction, laboratory demonstration, and clinical application in a manner providing correlation of theory with practice. The inclusion of general university requirements fulfills program goals of developing knowledgeable and competent practitioners who will have opportunities for continued professional growth.

Additional expenses include clinical attire, vaccinations, identification badge, and other organization fees. The AAS degree is not contingent upon the students passing any type of external certification or licensure examination.

History of the UAA Radiologic Technology Program

The development of the Radiologic Technology program began as an initiative proposal within the Community and Technical College in an effort to meet the needs of Alaska's health professions community. The first class was admitted for course enrollment in the fall of 2001.

SECTION 2 UNIVERSITY OF ALASKA ANCHORAGE CONTACTS

Erica K. Wight	Program Director	(907) 786-6933	afekw@uaa.alska.edu
Robert McClung	Clinical Coordinator	(907) 786-6941	afrem1@uaa.alaska.edu
Kathryn Slagle	Anchorage Faculty	(907) 786-4336	afks1@uaa.alaska.edu
Carrie Burton	Program Assistant	(907) 786-6929	anceb1@uaa.alaska.edu
FAX		(907) 786-6938	

The University of Alaska Anchorage Medical Imaging Sciences Department is located in the Allied Health Sciences Building on the University of Alaska Anchorage campus at 3211 Providence Drive, Anchorage, Alaska, 99508.

CLINICAL EDUCATION SETTINGS

Alaska Native Medical Center (907) 729-2305 4141 Ambassador Dr. Anchorage, AK 99508	Providence Alaska Medical Center (907) 261-3631 Fax: 261-4885 3200 Providence Dr. Anchorage, AK 99508
Alaska Regional Hospital (907) 264-1240 or 1202 2801 DeBarr Road Anchorage, AK 99508	MAT-SU Regional Medical Center (907) 861-6656 2500 S. Woodworth Loop. Palmer, AK 99645
Fairbanks Memorial Hospital (907) 458-5662 1650 Cowles Street Fairbanks, Alaska 99701	Providence Imaging Center (PIC) (907) 261-5894 3340 Providence Drive Anchorage AK 99508
3rd Medical Group (907) 580-6741 5966 Zemmer Avenue Elmendorf, AFB, 99506	Ketchikan Hospital (907) 228-7644 3100 Tongass Avenue Ketchikan, AK 99901

Bartlett Regional Hospital (907) 796-4865 3260 Hospital Dr Juneau, Alaska 99801	YKHC Delta Regional Hospital (907) 543-6409 P.O. Box 287 Bethel, AK 99599
South Peninsula Hospital (907) 235-0362 4300 Bartlett Street Homer, AK 99603	Central Peninsula Hospital (907) 714-4580 250 Hospital Place Soldotna, AK 99669
Tanana Valley Clinic (907) 458-2632 1001 Noble St. Fairbanks AK 99701	Bassett Army Hospital (907) 353-5297 1060 Gaffney Road, Stop 7400 Ft. Wainwright, AK 99703
HEALTH SOUTH (907) 550-6161 4100 Lake Otis Dr, Suite 102 Anchorage AK, 99508	Veterans Affairs (907) 257-6973 1201 North Muldoon Road Anchorage, AK 99504
Orthopedics Physicians Anchorage (907) 644-5304 3801 Lake Otis Parkway, Suite 300 Anchorage AK 99508	Anchorage Fracture and Orthopedics (907) 261-7168 3260 Providence Drive, Suite 200 Anchorage, AK 99508

SECTION 3

MISSION AND GOALS

Mission Statement:

The Mission of the *Medical Imaging Science Department* program in Radiologic Technology is to prepare individuals to become knowledgeable, competent, caring, and ethical career entry healthcare professionals based on scientific principles, technical expertise, clinical experience, sound judgment, and responsible professional conduct.

The Mission of the *University of Alaska Anchorage* is to inspire learning and enrich Alaska, the nation and the world through our teaching, research, creativity, and service. As a community of faculty, staff, students, and alumni we are committed to the advancement of learning and academic excellence; the engagement of our talents and knowledge in service to Alaska, while acting with integrity and good stewardship.

Goals:

It is our goal to create a student-orientated campus where acquiring knowledge, skills, and friendships take place in a safe, supportive, and professional environment.

The program's goals are to:

- Provide an education that facilitates the mastery of career entry professional skills and attributes through diversified didactic, laboratory, and clinical education, which can be measured through **graduate and employer satisfaction**.
- Graduate students who will be eligible for **professional certification**, licensure, and practice;
- Provide each student with orientation to a variety of health care environments to maximize their **clinical performance and competence** to be effective career entry practitioners.
- Foster development of **critical thinking and problem solving skills** through didactic instruction and clinical practice.
- Promote increased **awareness of multicultural issues** that influence the administration of effective health care practice for patients, families, and practitioners.
- Provide a foundation for the interpretation and use of **applied professional research**.
- Promote a commitment to **professional development**, community service, life-long learning, and leadership within the profession.
- Expand the mechanisms for **enhancing content delivery** utilizing various instructional methodologies and information technology to be timely, relevant, and cost effective.

- Facilitate the ability to *continuously promote effective practice* by utilizing innovative techniques for improving and enhancing the delivery of quality health care.
- Promote the use of effective *communication skills* through written and oral techniques to advance the profession.

Outcomes:

Program outcomes are included with each course; these have been developed as a component of the program of study and are contained in each course syllabus.

SECTION 4 RADIOLOGIC TECHNOLOGIST CREDENTIALING

Currently, the State of Alaska has no requirements regulating the training and licensing of radiologic technologists. However, to qualify for employment in accredited health care facilities the ARRT certification is required. The ARRT is the nationally recognized organization for credentialing all radiologic technologists. It is imperative students complete all requirements of their clinical training. This allows complying with all competency and academic requirements of the ARRT in order to sit for the registry examination. For the ARRT Radiography Examination Content Specifications visit <http://www.arrt.org>

Requirements vary widely regarding the education and licensing of imaging professionals in other states. Prospective students planning to practice in another state are encouraged to investigate the licensure requirements for the particular area.

The State of Alaska does require 10 hours of fluoroscopic training. This training will be provided during the fourth semester of the program.

SECTION 5

ADMISSION REQUIREMENTS

ASSOCIATE OF APPLIED SCIENCE, RADIOLOGIC TECHNOLOGY

Students will be admitted to the Radiologic Technology program as a pre-major. Prior to being admitted as a full major the student must complete the following additional admission requirements:

1. Submit a Medical Imaging Sciences Department, Radiologic Technology application.
2. Earn a grade of “C” or better in BIOL A111, BIOL A112, and MA A101.
3. Submit evidence of current First Aid/CPR for Professionals or BLS-C certification.
4. Evidence of current immunization to include the following:
 - a) rubella and rubeola, confirmed by titer;
 - b) immunity to Hepatitis A and Hepatitis B, confirmed by titer;
 - c) immunity to chicken pox documented by history, titer, or current immunization;
 - d) diphtheria/tetanus vaccination within the past ten years (with booster required at the time of expiration);
 - e) freedom from active tuberculosis, documented annually by negative PPD skin test or by health exam;
 - f) documentation of HIV testing annually (results not required).
5. Provide a background check.
6. Students may be required to undergo urine testing at some clinical sites.

Program graduates must comply with the ARRT “Rules of Ethics”. One issue addressed by the **Rules of Ethics is the conviction of a crime**, to include a felony, gross misdemeanor, or misdemeanor with the sole exception of parking and speeding violations. Individuals who have violated any of these ethics may request a review by the ARRT of the specific violation(s) to obtain a ruling on how the violation(s) may impact the eligibility for the post-graduate ARRT examination. It is suggested that this review be done BEFORE entry into the Medical Imaging Sciences Program. You should contact the ARRT at (651) 687-0048 or www.arrt.org for more information.

Mental and physical demands:

It is crucial students entering the Medical Imaging Sciences program have the ability to perform a number of physical activities in the clinical portion of the program. At the minimum, students will be required to; lift at least 25 pounds, lift patients, stand for several hours at a time and perform activities requiring bending. Medical Imaging can also place students under considerable mental and emotional stress as they undertake responsibilities impacting the lives of patients. Students should have the ability to exhibit rational and appropriate behavior in demanding situations. Individuals should carefully consider the mental and physical demands of quality patient care prior to application.

SECTION 6

PROGRAM INFORMATION

Curriculum:

The University of Alaska Anchorage's Radiologic Technology Program offers didactic and clinical instruction specific to medical imaging. Didactic professional courses comprise 29 credit hours, clinical practicum 18 credit hours, and the University's General Education Requirements (GER) the remaining 15 credit hours for a total of 62.

The program requires course completion of Anatomy and Physiology (2 sequenced courses) and Medical Terminology prior to admission.

Other course work includes Intermediate or College Algebra, English (2 sequenced courses), Oral Communication, and a Social Science course (Human Development preferred).

The professional courses include recognized national curriculum published by the American Society of Radiologic Technology (ASRT) as well as competency criteria for professional practice published by the ARRT. All clinical education settings provide students the opportunity to observe, practice, and demonstrate skill level competency on all age groups in a safe and supportive environment.

Further details of course content are available from the Community and Technical College of the University of Alaska. Course content is subject to ongoing review through various assessment mechanisms. Content may be changed to maintain professional relevancy, which includes competency requirements, curriculum revision, and scope of practice considerations.

General university requirements:

1. Complete the General University Requirements for Associate Degrees.
2. Complete the Associate of Applied Science general requirements.

Schedule:

This program is offered in day classes. Classes begin in the fall semester and continue as a sequenced program of study. Classes meet Monday – Friday.

Clinical Practicum consists of various rotations and shifts dependent upon first or second year status. Normally, the shifts are eight hours shifts Monday – Friday. Students will be assigned day and evening shifts. A summer rotation consisting of 40 hours per week is required during June and July.

Students will be required to rotate through different facilities in and out of the Anchorage area. Students and all program affiliates will receive a rotation schedule at least three weeks prior to semester commencement.

Refer to UAA's current catalog and individual semester schedules for beginning and ending dates, holidays, breaks and deadlines.

General Education Requirements

Oral Communication Skills		3
ENGL A111 Methods of Written Communication		3
MATH 105/107 Intermediate or College Algebra		3/4
Written Communication Skills select one of the following		
COMM A111, A235, A237 or A241		3
PSY A111, PSY A150, PSY A153, or SOC		<u>3</u>
.		15/16
First Year (Fall Semester)		
RADT A111	Introduction to Radiologic Technology and Patient Care	3
RADT A131	Radiographic Procedures I	3
RADT A161	Fundamentals of Medical Imaging I	<u>3</u>
		9
First Year (Spring Semester)		
RADT A171	Fundamentals of Medical Imaging II	3
RADT A132	Radiographic Procedures II	3
RADT A195B	Radiography Practicum I	<u>3</u>
		9
First Year (12 Week Summer Semester)		
RADT A151	Medical Imaging Physics	2
RADT A195A	Radiography Practicum III	2
RADT A195C	Radiography Practicum II	<u>3</u>
		10
Second Year (Fall Semester)		
RADT A133	Radiographic Procedures III	3
RADT A211	Radiologic Pharmacology and Drug Administration	1
RADT A251	Radiobiology and Protection	2
RADT A282	Current Issues in Radiologic Technology	1
RADT A295A	Radiography Practicum IV	<u>5</u>
		12
Second Year (Spring Semester)		
RADT A272	Quality Control in Medical Imaging	2
RADT A280	Medical Imaging Pathology	3
RADT A295B	Radiography Practicum V	<u>5</u>
		10

A total of 65 credits are required for the degree.

Program Completion:

Students are expected to complete the program at the end of their second spring semester. Upon successful completion of the program the student may apply and sit for the American Registry of Radiologic Technologists (ARRT) Registry Exam in Radiography

Advising:

- Students are encouraged to meet with Program Faculty for all academic advising. Faculty can advise students regarding support courses as well as courses specific to the Medical Imaging Sciences.
- Any question concerning a particular class, personal progress or course grade, should be directed to the class instructor. Please look at the course syllabus for instructor office hours. It is advisable to talk with the instructor and make an appointment.
- If you have a question specifically regarding the content of the program, please make an appointment to discuss this with the Program Faculty.

Satisfactory academic progress:

Student progress is assessed through written and practical examinations, as well as competency assessment and professional evaluations based upon the learning objectives and course requirements outlined in each course syllabus. A student may repeat one course with the exception of a clinical course. Failing the clinical practicum will result in program dismissal. *Students are advised to check the status of their grades at frequent intervals or ask to see their records to validate status where a point system is used.*

Access to student records (FERPA):

The Family Educational Rights and Privacy Act (FERPA) of 1974 to protect the privacy of education records and to establish the right of students to inspect and review their education records bind UAA.

Students may request to review their records. Please notify your instructor that you wish to review your record with him/her. UAA cannot share student information outside information exempted by FERPA unless we have a signed release of information to another party. This release of information request should be routed to the Program Director.

Withdrawal:

Students may voluntarily withdrawal from the Radiologic Technology Program at any time. **A signed written request is necessary to complete this process.** Any withdrawal from a class is the student's responsibility. The student will also need to contact Enrollment Services.

Grading System:

A student is required to pass all Medical Imaging Science coursework with a grade of “C” or above. Written and practical examinations will be scored as follows **unless specifically noted by the instructor:**

A	89.5 - 100%
B	79.5 – 89.4%
C	69.5 – 79.4%
F	<69.4%

All Clinical Practicum courses are graded as Pass / No Pass. Pass is considered equivalent to a grade of “C” or higher. If a student receives a grade of “C” or below in one or more required courses they will be placed on department probation and/or may be terminated from the program.

Students failing a clinical practicum will be dismissed from the program.

Students testing on Blackboard are only allowed to have the Blackboard program open. Once a test is completed, the student must log out of Blackboard before opening the browser for any other purposes.

Dispute of Final Grade/Student Conduct:

All students have a right to dispute final grades. UAA has a defined process for disputing final grades. Academic rights and responsibilities of the student can be found in UAA Catalog 2010-2011 and the 2010-2011 UAA Fact Finder Student Handbook (<http://www.uaa.alaska.edu/studentaffairs/fact-finder.cfm>). **This is a time-limited process.** Students wishing to dispute final grades should discuss the issue with their instructor as soon as possible upon receipt of the grade. Further pursuit should be directed to the Dean of the College.

Completion of an incomplete grade must be arranged between the student and faculty instructing the course.

Incomplete Grades: UAA Catalog, Chapter 7, Section:

An incomplete grade (I) is assigned only at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for absences or other conditions beyond the control the student, has not been able to complete the course. Students assigned an incomplete grade are not entitled to complete the remaining course work within the classroom/lab, to any additional instruction; or may they participate in the class/lab during a future semester without re-registering, paying tuition, and retaking the course.

An Incomplete Grade Contract form between the student and the faculty member stipulating the assignment(s) required to complete the course and the time frame for submission is required and should be filed with the department or dean’s office when an Incomplete grade is assigned. Coursework must be completed by the date specified in the contract, not to exceed one year.

Upon completion of the required course work, the faculty member must submit a Change of Grade form to the Office of the Registrar. If the course work is not completed by the contract deadline and the faculty member does not submit a Change of Grade form at that time, the Incomplete will become a permanent grade. The student has until the last day of class of the first full semester following the end of the contract to resolve any grading discrepancies.

Process for appeals:

The process for appeals or resolution of disputes resulting from program dismissal, grading, or other disagreements is stated in the UAA Catalog and Student Fact Finder. This document can be seen in the program offices, purchased from the bookstore, or viewed online.

Requirements for graduation:

In order to complete the program, students must pass all classes and have made up any outstanding time over and above the designated allowances. Individual certification in First Aid and CPR must be current and all financial obligations to the college cleared. Immunizations must also remain current.

Placement service arrangements:

The Radiologic Technology Program cannot act as a formal placement service. However, employment opportunities will be posted. Students should feel free to review current publications for prospective employment.

Students testing on Blackboard are only allowed to have the Blackboard program open. Once a test is completed, the student must log out of Blackboard before opening the browser for any other purposes.

SECTION 7 STUDENT REQUIREMENTS AND POLICIES

Student Conduct

Students are expected to uphold the UAA Student Code of Conduct outlined in the UAA Catalog and the Student Rights, Freedoms and Responsibilities outlined in the 2010/2011 FACT FINDER Student Handbook and Planner, . . .” A copy of Student Rights, Freedoms and Responsibilities is also available upon request at the Allied Health Sciences facility.

The Radiologic Technology Program reserves the right to refuse admission to any students who is involved in activities which is not considered professional or conducive to proper patient care. All program students will maintain high ethical standards and follow all program policies.

Conduct, professionalism and professional judgment are considered during all evaluations of clinic procedures. ***Faculty will use personal judgment in evaluating professional judgment. These factors are considered during the application process.***

- Students must not be in possession of drugs or alcohol or engage in their use during educational assignments.
- Leaving clinical during assigned hours requires permission from the clinical educator and clinical coordinator.
- Insubordination or refusal to complete tasks commensurate with experience is grounds for program dismissal.
- Students are required to abide by the **ARRT Standard of Ethics**. <http://www.arrt.org> UAA students are also held to the **Academic Policies of the University** which may be found in the University Catalogue or <http://curric.uaa.alaska.edu/catalog/>
- Faculty and staff will only use the UAA assigned e-mail ID when communicating with students. Students are expected to periodically (recommend daily) check e-mail for changes, updates and announcements
- Students are required to bring a laptop computer to all classes. The device must be able to access the wireless network.
- Students are required to purchase book bundles from the UAA book store. This ensures access to e-books and other on-line requirements.

Clinical Conduct:

1. Students must never discuss a patient's condition or health problems with anyone; except as it relates to care. Patient names must not be used in any written case studies/reports or class discussions.
2. Any student with an infectious disease or condition is not to participate in the clinic until receipt of a memo from their physician stating their condition is no longer transmittable is presented to the instructor.
3. Foods and beverages are not permitted in the laboratory environment. Clinical Education Settings have designated areas for food and beverage consumption.
4. Chewing gum is not appropriate when working with patients.
5. Students are expected to follow the required dress policy when in the clinical environment.
6. Students are not permitted to work with patients while under the influence of intoxicants, drugs, or medications affecting psychomotor responses.
7. Do not perform any procedures in which you have not had instruction. Tactfully explain any limitation you have to the clinical instructor.

8. You will be working with shared equipment/devices. If you have not been shown how to use any equipment, please ask for a demonstration before you use it. Report broken or unsafe equipment.
9. For your own health and safety, grooming and infection control policies are strictly enforced.
10. Respect the property and personal belongings of others. Report losses immediately.
11. You are expected to be attentive and non-disruptive in class to promote a learning environment.
12. To support a learning environment for other students, disruptive behavior will result in the instructor asking you to stop the behavior. If you do not, you will be asked to leave class. This behavior may include but not be limited to the following:
 - distracting others through side comments to others or to the instructor,
 - getting up to leave class outside designated break times – without the prior consent of the instructor,
 - asking questions that are not pertinent to the topic or relevant to the subject matter,
 - or playing with articles/objects that distracts other students
 - using computers in class for other than instructor approved requirements
13. Cell phones are not to be carried or used in the clinical setting unless the student is away from the department on break. Cell phone use in the classroom is also prohibited. Cell phones may only be used during breaks.
14. Students may be required to participate in any shift, excluding nights (12 am to 7 am) and holidays, normally staffed by registered technologists in the healthcare facility assigned as long as they are **directly supervised**, and it is educationally beneficial.
15. The student will participate in clinical activities as scheduled by program officials not to exceed 40 hours each week or 10 hours per day. Any time given by the assigned clinic for lunch will not be documented as clinical time.
16. Clinical schedules will **NOT BE ALTERED** to accommodate personal schedules.
17. The student must be in the radiology department and ready to start when his/her shift begins. The student will always, to the best of his/her ability, finish the required shift without going overtime. (However, if the student is in the process of completing an examination, the student will complete the procedure unless otherwise instructed by the supervising technologist.)
18. A clinical time sheet will be filled out by each student and initialed **DAILY** by a registered technologist at the clinical site. The student and Clinical Educator and/or Clinical Coordinator **MUST** sign the form upon the completion of each semester.

19. The student will in no way become involved with union disagreements. The clinical experience will continue under proper supervision throughout the clinical education period.
20. Students are expected to stock rooms with supplies/linens and perform other duties routinely performed by radiologic technologists.
21. Unauthorized use of computers, internet, cell phones, telephones, etc. is not permissible in the clinical or classroom setting and may result in disciplinary action.

Program attendance:

The program is an intense two year program with rigid time requirements. Class room and clinical attendance is required to ensure students are adequately prepared for the radiology profession.

- If a student misses a class session it is the student's responsibility to obtain any assignments from the session. Make-up work is at the sole discretion of the course instructor. Make-up test, quizzes or assignments must be completed the first day the student returns to class.
- All sick time-off must be reported to the Clinical Coordinator (786-6941) by 7:30 AM on the day of absence. Failure to make prior notification of absence will result in disciplinary action. Any illness extending beyond 16 hours (class and/or clinical) requires a note from a qualified healthcare provider.
- Radiologic Technology students are required to attend all clinical assignments as scheduled by the Clinical Coordinator. Students must be signed in and out by a registered technologist when they begin and finish each day. Failure to sign in or out may result in the student repeating the entire assigned day. The total number of hours spent in clinical each semester will be tabulated and entered on the student's record at the end of each semester.
- All tardiness and absenteeism will be made-up by the end of the semester. Any student who has time to make-up or has not completed all clinical objectives by the end of the semester may receive an "I" incomplete or failing grade
- Anytime missed due to illness must be made up by the end of the semester. Illnesses that are long-term (more than 16 hours) require a doctor's/physician/practitioner note. Debilitating illnesses will be evaluated on a case-by-case basis.

The program reserves the right to require physician/practitioner documentation regarding absences due to illness.

Classroom Attendance:

Students are expected to be present and on time for all classes. The instructor for each course will record absences and tardiness. Excessive absences or tardiness will result in a failed grade, suspension or dismissal. Excessive absence or tardiness is defined as:

- **Missing more than two classes of any didactic course per semester.**
- **Missing more than two clinical rotation course days within any single semester. It is the student's responsibility to keep track of missed clinical time.**

The program reserves the right to require physician/practitioner documentation regarding absences due to illness.

Unexcused absence is defined as failure to notify the Course Faculty when not in class or at the appointed hour or leaving before completion of class.

Unexcused absences: Students with more than one unexcused absence will receive a written warning concerning their absence. This letter will be placed in the student informational file. If after the warning letter is received the student continues to be absent the student is subject to suspension or dismissal from the program.

A total of 3 unexcused absences, to include classroom, will subject student to dismissal from program and course failure

*Missing laboratory instruction is the same as missing classroom instruction.

Tardiness:

Tardiness is defined as arriving late for a class. Students arriving late for class will receive verbal and/or written warnings. Habitual lateness may result in suspension and/or dismissal. The student is responsible for obtaining any content missed due to absence or tardiness. Students are considered tardy after 5 minutes past assigned class/clinic start time.

Early Departure:

Leaving before completion of a class is not permitted without prior arrangement with instructor. Unexcused departures will be dealt with similar to tardiness.

Clinical rotation attendance:

Students are required to be present at all assigned clinical education settings during daytime working hours, as scheduled by the program. A half-hour lunch break and two fifteen-minute breaks are allowed, if the clinical education setting permits. Any alterations in clinic hours pertaining to scheduled times **MUST** be approved by the program's Clinical Coordinator **FIRST and then the Clinical Educator.** This must be recorded as such on the student's attendance record.

Failure to approve schedule issues with the clinical coordinator will result in those hours not being calculated into the time card.

Students must contact the Clinical Coordinator and the Clinical Educator at least 30 minutes prior to a scheduled shift for any absence or tardiness.

Students must inform the Clinical Coordinator prior to any scheduled appointment occurring during clinical. Appointments are defined as personal obligations occurring during scheduled class/clinical time. Medical or dental appointments may require validation. Students are required to schedule appointments not conflicting with classes and/or clinic.

The student must be in the radiology department and ready to start when his/her shift begins. The student will always, to the best of his/her ability, finish the required shift without going overtime. (However, if the student is in the process of completing an examination, the student will complete the procedure unless otherwise instructed by the supervising technologist.)

The student will in no way become involved with union disagreements. The clinical experience will continue under proper supervision throughout the clinical education period.

Students cannot clock in early. Absences and tardiness must be documented on the students' time card.

All appointments conflicting with scheduled clinical experiences must be reported to the Medical Imaging Sciences Department. If appointments are scheduled during a clinical rotation day the student must obtain the permission of the Clinical Coordinator.

Tardiness:

Tardiness is defined as arriving late for clinical rotation. Students arriving late for clinic will receive verbal and/or written warnings. Habitual lateness may result in suspension and/or dismissal. Students are considered tardy after 5 minutes past assigned clinic start time.

If the student elects not to complete the clinical time requirement they will not be allowed to continue in the Clinical Practicum sequence until this time is made-up. "Banked" time cannot be used as make-up for missed clinical hours.

- **Clock Hour** – defined as a 50-minute class, lecture, or supervised 60-minute clinical practicum. These are in-class sessions based on the UAA schedule, which the student is instructed and/or supervised in lecture format or in practical laboratory application.
- **Credit Hour** – defined as 15 clock hours of lecture format or approximately 70 clock hours of practical application.

Bank time:

Students will be allowed to “bank” up to 24 hours of time, which can be scheduled as time off and is for a future planned event. Requests must be submitted to the Clinical Coordinator at least 30 days in advance. Approval is up to the discretion of the Clinical Coordinator. Bank time is only for a future planned event. Failure to comply with agreed upon conditions may result in disciplinary actions.

Funeral Leave:

Funeral leave may be granted for the death of parents, spouses, siblings, grandparents, aunts, uncles, first cousins and sons or daughters. Requests must be directed to the Program Director.

- Number of days permitted will be determined by the Program Director.
- All other requests for funeral leave will be treated as personal leave time for the student.

Missed Clinical Hours:

Clinical hours missed will be made up as soon as possible but will not exceed the 10 hours daily or 40 hours weekly limitation. . This make-up will be coordinated with the Clinical Educator and Clinical Coordinator. Clinical hours cannot be made up if the University is closed i.e. holidays, etc.

Dress and Appearance:

Students are expected present a professional appearance while in the clinical setting. The students will have the following items on their person: film badge, UAA or assigned facility ID, right and left markers.

1. Each student must be neat and well groomed at all times. Students must purchase at least one set of hunter green and one set of burgundy scrubs. Scrubs will be wrinkle free, this may require ironing. The student will be in a complete clean uniform when at the clinical setting.
2. Student uniforms will consists of either the green or burgundy scrubs with UAA radiology patch sewn on the upper left shoulder, white socks or hose and a short lab coat. At least two scrub uniforms are required to be purchased for the program.
3. Students may wear under their uniforms a plain white, long sleeve or short sleeved t-shirt or turtle neck shirt. The shirt must be plain white with no pattern or insignia.
4. Jewelry will be limited to no more than a wedding/engagement ring, one set of small earring studs (must not dangle from lobes) and a watch. Visible body piercing and more

- than one set of ear rings in the lobes will not be allowed. Nasal and tongue studs/rings, etc will not be worn in class or in the clinical setting. Necklaces must not be visible.
5. Nail polish is not recommended and must be a clear polish, colored polish is not allowed. Nails must be clean and trimmed. Nails will be trimmed to allow performance of required tasks/duties. False nails are not allowed.
 6. Hair will be neat, clean, natural in color, and conservatively styled. For safety and hygiene purposes any student with hair below the shoulders must pull it back or wear it up.
 7. Facial hair will be short and neatly trimmed.
 8. Tattoos will be covered while in the clinical setting.
 9. Personal hygiene (bathing, deodorant, brushing teeth, etc.) is stressed. Perfumes and colognes should be kept to a minimum as they may offend ill patients.
 10. Shoes must be clean and should be hand carried to the clinic. Clogs and sandals are not permitted. Determination of acceptable shoes will be made by UAA Radiology Faculty.
 11. Student name tags/badges will be visible on the uniform.
 12. Any student reporting to clinical improperly attired will be sent home by the program faculty and/or Clinical educator. This will result in a written warning and subject student to suspension and/or dismissal.
 13. If the student continues to disregard policy requirements, they are subject to dismissal.

Student health insurance:

Students are responsible for providing their own injury and illness insurance. A low cost injury and illness insurance is available to students. Annual verification is required.

Student liability insurance:

Students are covered by the universities liability insurance while in clinic. Students may also purchase additional insurance. The school/university or student will provide the facility with written documentation of student malpractice insurance upon request.

Student's rights:

Teaching is conducted in a supportive, professional environment, free from harassment and discrimination by faculty, staff or other students. Students have the right to expect the instructor to manage the classroom to support a learning environment.

Student records are confidential and will be released under the policies established. Students have a right to inspect and review their educational records.

Students have a variety of procedures available to them to process complaints or disputes about actions or inactions by University staff or faculty adversely affecting them. Student dispute/conflict resolution processes are outlined in depth in the UAA Catalog and Student Handbook Fact Finder.

Under UAA policies, students have a right to independently and without fear of retribution, evaluate the instructor's delivery of material, tools used, identify concerns and issues at the end of each semester.

Disciplinary Actions:

Disciplinary action may taken by the Program Director, Clinical Educator, Clinical Coordinator and/or Program Faculty. Only the Program Director can dismiss or suspend students from the program. All disciplinary action will be witnessed by a 3rd party.

Any documentation such as warnings or other disciplinary action will be discussed and signed by the faculty, witness and student. The documentation will be placed in the student's information file.

1. Verbal Warning. The student is informed of the infraction and behavior required to correct. A written record of the circumstances will be written by one of the above mention individuals. The letter will document the date, infraction, and course of action if behavior/performance is not corrected. The letter will be placed in the students' information file. (One does not have to receive a verbal warning prior to other disciplinary actions.)
2. Written warning. A formal letter documents a more serious infraction or failure to correct behavior/performance after verbal warnings. It will contain the date of infraction, the specific behavior/performance, corrective action required by the student, date corrective action must be taken, and further consequences for noncompliance. The author, witness, and the student will sign and date the letter and this will be placed in the students file.
3. Suspension. This discipline is given for serious or continued failure to comply with program policies, rules, and/or procedures. A formal letter (as stated above) will be entered into the students file signed by the student, faculty and witness. Students suspended will have to make up all clinical time prior to receipt of a grade for the semester. Failure to do so may render the student ineligible to continue in the program. The length of suspension will be 3 days. The student will be required to also meet with the Director of the Allied Health to discuss the reason for suspension.
4. Dismissal. If the student, dependent of the infraction, continually fails to meet policy, rules, or procedures they may be dismissed from the program by the Program Director. A student may be dismissed prior to other action dependent upon infraction. The student will be required to meet with the Director of the Allied Health to discuss the reason for dismissal.
5. Some infractions are more serious than others. The nature of the infraction will dictate the consequences.

6. Examples of some infractions and consequences:

INFRACTION	1ST OCCURENCE	2nd OCCURENCE	3RD OCCURENCE	4th Occurrence
Noncompliance to dress codes	Verbal	Written	3 day (clinical) Suspension	Dismissal
Excessive tardiness	Verbal	Written	3 day (clinical) Suspension	Dismissal
Sleeping in class	Verbal	Written	Dismissal	
Unexcused absence	Written	3 day (clinical) Suspension	Dismissal	
Insubordination	Written	3 day (clinical) Suspension	Dismissal	
Plagiarism	3 day Suspension	Dismissal		
Sleeping at clinic	3 day (clinical) Suspension	Dismissal		
Violation of Patient confidentiality	3 day (clinical) Suspension	Dismissal		
Performing a repeat without RT supervision	3 day (clinical) Suspension	Dismissal		
Cheating	Dismissal			
Conviction of a felony	Dismissal			
Theft	Dismissal			
Falsification of documents	Dismissal			
Reporting to class/clinics under the influence of alcohol or drugs	Dismissal			

*All clinic time lost due to suspension must be made up at the discretion of the Program Manager.

SECTION 8

CLINICAL REQUIREMENTS

Semester Clinical Requirements

Each semester's final clinical grade will be determined in the following manner:

1. Fall Semester 1st Year

First year students do not have clinical rotation the first semester. Students receive instruction and practical experience in the UAA x-ray room or local community healthcare facility. During this semester, students must simulate two exams (chest and upper or lower limb) from the competency list by the end of the semester. These will not count toward total competency requirements and must be reaccomplished and performed on patients during clinical rotations.

Distant students must document laboratory time with clinical educator.

2. Spring Semester 1st Year, Radiography Practicum I (RADT A195B)

- a. Ten (10) exams from the competency list are required by the end of the semester. Total of 10 competencies required.
- b. Two Semester Professional Evaluations required.
- c. Clinical rotation is Tuesdays and Thursdays, 7:30 a.m. to 4:30 p.m. Time will be approximately 220 clinical hours.
- d. The student will receive orientation at each clinical education site. Orientation forms and Material Safety and Data Sheets must be completed and turn-in to the Clinical Coordinator prior to commencing rotation.

3. Summer Session 1st Year, Radiography Practicum II and III (RADT A195A and C)

- a. Fourteen (14) exams from the competency list are required by the end of the semester. Total of 24 competencies required.
- b. Two Semester Professional Evaluations required.
- c. Clinical rotation is Monday through Friday, 7:30 a.m. to 4:30 p.m. for two months (usually June and July). approximately 350 clinical hours.

4. Fall Session 2nd Year, Radiography Practicum IV (RADT A295A)

- a. Twelve (12) exams from the competency list are required by the end of the semester. Total of 36 competencies required.

- b. Two Semester Professional Evaluation forms.
- c. Clinical rotation is Monday, Wednesday, and Friday, 7:30 a.m. to 4:30 p.m.
.Approximately 336 clinical hours.

5. Spring Session 2nd Year, Radiographic Practicum V (RADT A295B)

- a. Thirteen (13) exams from the semester list are required by the end of the semester. Total of 49 competencies required.
- b. Two Semester Professional Evaluations are required.
- c. Clinical rotation is Monday, Wednesday, and Friday, 7:30 a.m. to 4:30 p.m
Approximately 336 clinical hours.

Total clinical hours will vary according to holidays and campus closures.

6. All students will be scheduled for an evening shift (3:00 or 4:00 p.m to 11:00 p.m and one weekend shift (Saturday or Sunday). The student may coordinate this rotation after the second semester. This rotation must be approved by the Clinical Educator and Clinical Coordinator.

7. Student's are responsible for completing the required number of exams by the end of each semester. Failure to complete the required assignments for the semester, by the due date, will result in an incomplete or failed grade.

8. Clinical shifts are limited to 10 hours per day and 40 hours per week.

Clinical competency procedures:

Students must demonstrate proficiency on various core clinical competencies to establish eligibility for ARRT certification. These requirements are in addition to graduation from an educational program accredited by a mechanism acceptable to ARRT. The requirements listed are the minimum core clinical competencies necessary to establish eligibility for participation in the ARRT Radiography Examination. The ARRT encourages individuals to obtain education and experience beyond these core requirements. This document will be periodically updated to reflect changes in the requirements of professional practice.

Students must demonstrate competency for all 31 **mandatory Radiological Procedures**. At least 23 of the 31 **mandatory Radiological Procedure** competencies must be demonstrated on patients (not phantoms or simulated).

Students must demonstrate competency in at least 15 of the 35 **elective Radiological Procedures**. **Electives** may be demonstrated on patients, phantoms or simulated.

Students must complete a competency from the head section and two procedures from the fluoroscopy section, one of which must a BE or UGI.

It is the policy of the program that all competencies be performed on patients when possible. The program will determine when and if phantoms and/or simulations may be used. **The program may require competencies on any and all exams and encourages students to completed all listed competencies.**

In addition to the *Radiological Procedure* competencies, six *General Patient Care* competencies are mandatory. These competencies may not be simulated.

The Program Director's signature (and the authorized faculty member's signature if applicable) in the Verification Section of the *Application for Examination* attesting to completion of these requirements is needed.

Students may request competency evaluations at any time after the procedure has been covered in the classroom setting. Competencies must be observed and documented by a registered technologist.

Students must demonstrate the ability to perform the exam prior to receiving the right to attempt a competency evaluation. This can be accomplished by previously performing the exam under the guidance of a registered technologist or by practicing the positioning requirements with the Clinical educator.

Students are not permitted to review any textbook, pocket radiology book or other publication in order to position patient. Technique charts are permissible.

Students may receive only one competency per patient, for example, a patient needs a foot and ankle x-ray. Only one of the parts may be selected for receipt of a competency.

Students must declare they are attempting a competency prior to beginning the exam. **The selection of the patient may be decided by the radiologic technologist. The radiologic technologist will directly supervise the student during the entire procedure.**

Upon successful completion of the procedure, the student and radiologic technologist will fill out and sign the Competency Evaluation Form. The student is then allowed to perform this exam without direct observation by a registered technologist. A registered technologist **must be available to critique all images/procedures performed by the student thereafter.**

A Registered technologist must observe the student in all cases of a required repeat

Simulations:

Clinical coordinator will determine when simulations will be allowed. The simulation will be coordinated with the clinical educator or designated representative (must be a registered technologist).

Procedure images are required to allow the student to describe the procedure to include anatomy, positioning, and image production.

The student will demonstrate the procedure and show knowledge of the requirements to the trainer (registered technologist). The student will be asked questions from the related competency evaluation form.

The student must then demonstrate the procedure to the clinical educator for competency certification.

Competency Failure:

If the student fails the evaluation, the competency sheet will be annotated with the reason and forwarded by the registered technologist to the clinical educator.

The Clinical Educator will review the reason for the failure and discuss the failure with the student. If the Clinical Educator determines the student is capable of completing the exam. The student will perform a simulation of the exam with a registered technologist prior to attempting the procedure on a patient.

If the Clinical Educator determines the student is not capable of completing the exam. The Clinical Educator will notify the Clinical Coordinator by telephone or e-mail of failed competencies and forward all failed competency sheets to the clinical coordinator.

More than two failed competencies on the same procedure require remedial training by UAA faculty. If UAA faculty determine student is unable to satisfactorily complete exam student will be dismissed from program.

If the supervising technologists must stop a student's competency attempt due to gross errors, a 'Fail' will be recorded and the student must receive remedial training from UAA faculty prior to attempting the competency again.

Students must wait at least 24 hours before attempting the competency again.

Throughout the radiology program, proficiency checks may be done by clinical educators and/or faculty to ensure the student remains competent in previously certified exams.

Competency Decertification

If a student is unable to complete a procedure which previously a successful competency was completed, the following procedure will apply;

1. Determine reason for failure. Different protocols, equipment, etc may be the reason. The student will remain under direct observation by a registered technologist until the student is proficient and completed competency on the procedure.
2. If the student is unable to adequately explain the procedure, notify the clinical coordinator that remedial training is needed.
3. If the student is able to explain the procedure adequately, have the student simulate the exam with a volunteer to ensure correct positioning. If the student successfully positions the volunteer, then the student may complete a competency on a patient under the direct observation of a registered technologist.
4. The registered technologist will complete the competency form. The student will turn the form into the clinical coordinator.
5. If the student requires numerous decertifications, notify the clinical coordinator.

The following criteria will be used in the evaluation for receiving competencies.

1. Evaluation of Requisition

- a. identify procedures to be performed and interpret exam request.
- b. recall the patient's age and name.
- c. identify mode of transportation to the clinical area.
- d. pronounce the patient's name (within reasonable limits).
- e. identify history, signatures, pathology, and patient condition

2. Physical Facilities Readiness/Knowledge of Departmental Procedures

- a. provide a clean environment for procedures.
- b. properly stock cabinets and storage areas.
- c. select appropriate image receptor(s).
- d. insure ancillary equipment/devices are available.
- e. determine location of syringes and needles.
- f. insure that equipment is operational.
- g. prepare radiographic tube for specific exams.
- h. stock and resupply linen if appropriate.
- i. review radiographic protocol for each room/exam

3. Patients and Radiographer Relationship/Patient Communication

- a. select the correct patient.
- b. direct patient to radiographic room.
- c. assist patient to radiographic table.
- d. utilize appropriate examination draping technique(s).
- e. initiate conversation in a professional manner.

- f. provide proper examination instructions.
- g. insure practice of universal precautions is consistent.
- h. explain the procedure to the patient and answers any questions.

4. Positioning Skills/Knowledge of Positioning

- a. orient and positions the patient correctly
- b. align tube, part, and image receptor accurately.
- c. insure CR is centered to image receptor.
- d. insure proper tube angulations and centering is utilized in relation to image receptor.
- e. insure proper part angulations are utilized.
- f. insure area of interest is only part being imaged.
- g. communicate positioning needs to the patient effectively.

5. Equipment Manipulation/Technical Skills/Prepares Radiographic Room

- a. manipulate radiographic tube in horizontal and vertical axis.
- b. manipulate the bucky tray and appropriate locks.
- c. identify and uses various tube locks.
- d. select correct image receptor for examination.
- e. operate advanced equipment features where/when needed.
- f. select proper exposure factors.
- g. utilize technique chart effectively.
- h. initiate part thickness measurements for technique selection.
- i. identify the part under study with "R", "L", lead markers.
- j. use aseptic technique where appropriate.
- k. safely moves and manipulates mobile equipment
- l. operate mobile equipment controls effectively.
- m. select proper image receptor size.
- n. manipulate technical factors based on other variables.
- o. insure tube-part-image receptor alignment is accurate.
- p. distinguish acceptance limits for radiographs
- q. prepare contrast media when necessary
- r. insure that clean linens are available and used.
- s. select all accessory equipment as needed
- t. maintain sterile fields as necessary

6. Evidence of Radiation Protection/Demonstrates Radiation Safety Measures

- a. demonstrate proper collimation.
- b. provide patient protection as needed.
- c. practice proper radiation safety for self and others.
- d. consistently wears radiation-monitoring device.
- e. select proper exposure techniques.
- f. adjust techniques for specific exams.
- g. determine if female patients are pregnant

7. Correctly Processes Image and Records Information on Image Receptor

- a. demonstrate proper markers with student initials on image
- b. produce patient identification
- c. provide additional information as needed

8. Knowledge of Anatomy and Image Evaluation

- a. identify anatomy on radiographs
- b. recognize common pathology
- c. evaluate the image
 - a. density
 - b. contrast
 - c. positioning
- d. Recognize anatomical part(s)
 - a. part is shown in proper perspective.
 - b. no motion is present.
- e. Understand proper alignment
 - a. film
 - b. part
 - c. tube
 - d. patient positioned correctly.
- f. Radiographic Techniques
 - a. chart was used correctly (proper contrast and density).
 - b. compensated for factors of pathology.
 - c. correct exposure used to produce image.
 - d. Exposure index within acceptable limits
- g. Film Identification and/or Other Identification
 - a. "R", "L", in correct location.
 - b. minute or hour markers visible.
 - c. patient information and date can be identified.
- h. Radiation Protection
 - a. collimation limits visible
 - b. no repeats
 - c. gonad shields, when possible

Clinical Form(s)

Clinical forms provide a record of practical experience in the clinical setting. Several forms are used for example; the competency examination form documents the student's proficiency in performing selected procedures. Other forms include clinical evaluations, patient log, repeats, and clinical attendance. Students are responsible for properly maintaining information and keeping it current.

Semester Evaluation Forms

1. Each student must be evaluated twice a semester using the Mid-term or Final Semester Evaluation Form. The appraisal items on this form are those required of any technologist

performing as a professional Radiologic Technologist. **Student evaluations may be required at times other than the mid and final semester evaluation periods.**

2. The student should be counseled in areas of deficiency and success. Through this appraisal each student can be closely observed and any necessary counseling performed.
3. Students receiving a 1 (one) rating in any area of the evaluation will require a meeting with the Program Director and/or Clinical coordinator. A determination will be made of the deficiency and a course of action determined. More than two areas with a 1 (one) rating could result in dismissal.

Clinical Attendance Record

The Clinical attendance record documents the time spent at the assigned clinical site. This form is annotated daily by the student and checked and initialed by a Registered Technologist. The form is completed by monthly. The form will be signed by the student and the Clinical Educator or Clinical Coordinator. This is a permanent record of time spent by each student in the clinical setting. These completed forms will be given to the Clinical Coordinator at the end of the semester.

Clinical Examination Record [Patient Log]

This form is completed for EVERY procedure the student is involved with. It is a permanent record of the student's entire clinical experience. The following abbreviations are used in the comments section:

ER = Emergency room P = Portable
OR = Operating room C-Arm = C-Arm Fluoroscopy
O = Observed A = Assisted technologist
I = Independently T = Trauma

Competency Examination Record

Provides a list of exams required for program completion. This form is maintained by the Clinical Coordinator. Students must maintain a copy in their handbook.

Clinical Setting Evaluation

This form is completed at the end of the semester. Students evaluate the clinical site on various criteria and can describe the positive and negative aspects of their learning experience.

Film critique worksheet

This form is required during film critiques and documents reasons for an artifact or repeat.

Repeat Verification Record

When a student must repeat a radiograph, ***a registered radiographer must be present during the exposure***. Each repeated radiograph must be documented on the Repeat Verification form and confirmed by a Registered Technologist's signature. Repeat verification form is not required for first year students during the first fall semester.

It is highly recommended to students to turn-in monthly attendance records and competencies upon completion. All forms are due on the date required by the clinical coordinator. Clinical Handbooks/forms will be reviewed with each student during end of semester conferences to ensure completeness and accuracy of documentation. If forms are not submitted on a timely basis, an incomplete grade will be issued. **LOSS** of the forms can result in a failing or incomplete grade. It is the student's responsibility to ensure a copy of these forms is available at the clinical site.

All forms must be returned to the Medical Imaging Sciences Department for determination of semester grade.

No diploma may be issued until all grades and handbooks are returned. Incomplete grades will be assigned after the ending date of each clinical experience of each year if requirements are not satisfied. The incomplete grade will revert to an "F" grade at the end of the designated time period for reversing said incomplete grade. If requirements for graduation are not satisfied, the program will be unable to provide documentation to the ARRT acknowledging the completion of a JRCERT certified program.

All forms are available on the UAA Radiology web site. The following forms are required to be submitted to the clinical coordinator at the end of each semester or as required.

Forms with an asterisk are required to be with the student during clinical rotation.

- Clinical attendance record (time sheets)*
- clinical examination record*
- mid-term semester evaluation
- final semester evaluation
- repeat verification record*
- clinical site evaluation
- **Competency records* (copies)**
- Orientation and MSDS forms

Students will maintain an updated master record of competencies at all times for review. **It is the student's responsibility to maintain all forms and records in the clinical handbook. Failure to do so could result in a no pass for the clinical practicum course. Students will be dismissed from the program due to failure to submit required forms.**

Any unusual circumstances prohibiting the student from fulfilling scheduled assignments will be handled on an individual basis. The importance of documenting attendance daily is critical for monitoring the student's schedule. Verification of medical problems extending beyond what could be considered reasonable may require documentation.

Student Pregnancy Policy

The Standards for an Accredited Educational Program in Radiologic Sciences requires a program publish and make known to accept and enrolled female students Nuclear Regulatory Commission (NRC) regulations regarding the declared pregnant student (declared pregnant worker).

A program's pregnancy policy must allow a female student the option of whether or not to inform program officials of her pregnancy. If the woman chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of confinement (delivery). *In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.*

If the student chooses to disclose her pregnancy, she must have the option of continuing the educational program without modification or interruption. Other options can include modification in clinical assignments, leave of absence from clinical assignments, and/or leave of absence from the program. The pregnant student will be allowed to make an informed decision based on her individual needs and preferences.

The National Council on Radiation Protection and Measurements (NCRP) recommends that the Dose Equivalent Limits (DEL) equivalent to the embryo/fetus from occupational exposure to the expectant mother should be limited to 5 mSv (0.5 rem) for the entire gestation period. It is recommended by the NCRP that persons involved in the occupation should notify the supervisor immediately if pregnancy is suspected.

Through proper instruction of all safety precautions and personnel monitoring and strict adherence to these precautions, it can be possible to limit all occupational exposure to less than 5 mSv (0.5 rem) per year and prevent fetal DEL levels from being surpassed. NCRP recommends DEL limits be set at mSv (0.2 rem) per year.

It is in keeping with the Federal recommendations the following steps should be taken if a student suspects pregnancy.

1. Declare pregnancy immediately to the Program Director who will review this policy with you.
2. Sign the Declaration of Pregnancy Form.
3. Submit a statement from your physician (optional). The statement must include the physician's recommendation as to which of the following options is advisable:
 - a. immediate withdrawal from the program
 - b. continued full time status with limited rotation in fluoroscopy and portables/operating room procedures, including appropriate Radiation Safety Precautions.
4. Student may withdraw Declaration of Pregnancy at any time.

Under the regulations, the dose received by the embryo/fetus due to occupational exposure is limited to 5 mSv (0.5 rem) for the entire pregnancy. Also, monthly exposure to the embryo/fetus cannot exceed 0.5 mSv (0.05 rem). The Medical Imaging Sciences program will provide an additional monitoring device to monitor the fetal radiation dose.

If continuing in full-time status, you must abide by the following:

1. Strict adherence to **ALL** safety precautions for protection purposes.
2. Submit statements from your physician as to any changes or problems in your pregnancy and advisability of continuation full time.
3. Wear two (2) personnel monitoring devices; one on collar and one on abdomen for fetal monitoring. The radiation safety officer and the student will monitor readings closely and will be subject to immediate leave of absence from the clinical environment if at any point the radiation safety officer deems it necessary.
4. At any time you feel you are working in an unsafe area or under conditions you feel detrimental to yourself or fetus, stop immediately and report to the clinical educator or clinical adjunct faculty.
5. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
6. During the clinical experience, the student must adhere to the pregnancy policy at the clinical affiliate.

Voluntary withdrawal from the program:

1. The student will be required, upon return, to complete all clinical competencies, rotations and didactic (classroom) work missed or not completed prior to and during her maternity leave.
2. The student must complete, upon return, **ALL** requirements for graduation, including length of time in the program, required courses and clinical competencies and rotations. No degree will be issued until all requirements have been successfully met.
3. Each withdrawal and return to the program will be assessed on a case by case basis.

Declaration of Pregnancy

I, _____ do hereby make this voluntary declaration of pregnancy. My estimated delivery date is _____, 20____.

It has been explained to me that this declaration is voluntary. By declaring my pregnancy I understand that the University of Alaska Anchorage, Radiologic Technology Program must take precautions to ensure that the total dose to the fetus/embryo during gestation does not exceed. 0.5 rem. This requires a separate film badge be worn to monitor the fetus/embryo. A reassignment of rotations may be necessary to aide in lower overall occupational exposure.

_____, 20____

Student

Date

_____, 20____

Program Director

Date

_____, 20____

Clinical Coordinator

Date

Student Film Badge Number

Second Film Badge Number

SECTION 9

CLINICAL DISEASE PREVENTION

Student Illness Policy:

Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to protect students, patients, and staff:

- Students with known communicable disease that are transferred by air or contact and are of short duration may not attend clinical courses. A written note from a physician is required if a student must be absent 3 or more days from clinical. Students are required to inform the Clinical Coordinator and Clinical Educator as per the Attendance Policy.
- Students with communicable diseases or illnesses of long duration must present a written diagnosis. The student may be able to continue in clinical with direction regarding patient care from the student's physician or the student may be asked or elect to drop the clinical course until the illness is resolved. All information is confidential and not released unless mandated by law.

Disease Precautions and Prevention:

Medical histories and examination often cannot and do not identify all patients infected with a HIV, Hepatitis B or other blood pathogens. Disease can be transmitted through exposure to body fluids, secretions and excretions. The potential risk that health care workers may be exposed to blood and body fluids emphasizes the need to consider all patients as potentially infected with transmittable pathogens. All health care workers must adhere to infection control precautions in order to minimize the risk of exposure.

To minimize the risk of transmission of blood-borne pathogens, Universal Precautions should be used in the care of all patients. The CDC standards can be viewed online at www.epo.cdc.gov/wonder/prevguid/. They include but are not limited to the following:

1. Health-care workers 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 eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids 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.
2. 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.

3. 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 needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes 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. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency 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.
5. 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.
6. Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

Implementation of universal blood and body-fluid precautions for ALL patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

Precautions for Invasive Procedures:

In this document, an invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries

- a. in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices
- b. cardiac catheterization and angiographic procedures
- c. a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur
- d. the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure during which bleeding occurs or the potential for bleeding exists. The universal blood and body-fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for ALL such invasive procedures.

1. Health-care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All health-care workers who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.
- 2.
3. If a glove is torn or a needle stick or other injury occurs, the glove should be removed and a new glove used as promptly as patient safety permits; the needle or instrument involved in the incident should also be removed from the sterile field

Student Requirements for Blood-Borne Pathogens:

- The student is required to follow the clinical affiliates written exposure control plan.
- Prior to attending clinical the Radiologic Technology Program requires all students to show proof of Hepatitis A and B vaccine or vaccination series.
- The student is required to use all forms of personal protective equipment to include eye protection, gloves, gown, mask, lab coats, face shields, mouthpieces, resuscitation bags, pocket masks or other devices when exposure is suspected.
- If a student is exposed during a clinical rotation, they should report the exposure immediately to the clinical educator. The clinical affiliate will treat the student with post exposure procedures and follow-up. Information for individuals receiving occupational exposure will be confidential and records will be kept by the facility for 30 years.

SECTION 10

RADIATION POLICIES

The **ALARA** (**A**s **L**ow **A**s **R**easonably **A**chievable) concept will be adhered to at all times. A student is expected to exercise sound radiation protection practices at all times. At no time should a student participate in a procedure that exhibits unsafe protection practices.

Radiation Protection Rules Governed By ALARA

1. Only authorized personnel are allowed in the x-ray room.
2. X-ray room doors should be closed at all times during the exposure. Stand behind the lead barrier when making an exposure.
3. All women within child bearing age should be asked if they are pregnant before the radiograph is taken. If they are pregnant or suspect pregnancy, the radiologist or physician will be consulted before the radiographs are taken.
4. Students are not allowed to hold a patient during an x-ray exposure.
5. No student will perform radiographic studies without a physician's order.
6. Never enter a radiography room without knocking to be sure an exposure is not in progress.
7. Follow the appropriate rules for radiation safety set by each clinical affiliation.
8. **NEVER** hold a patient while making an exposure.
9. Always wear radiation-monitoring device.
10. Never leave your radiation-monitoring device in radiographic room.
11. Always wear a lead apron when doing portables.
12. Always stand behind the lead barrier when making an exposure.
13. Always use collimation.
14. Never make an exposure while the door to the radiographic room is open.
15. Never enter a radiography room without knocking to be sure an exposure is not in progress.
16. Follow the appropriate rules for radiation safety set by each clinical affiliation.

Radiation Monitoring Device

- Thermoluminescent dosimeters (TLD) or Film Badges (FB). The Medical Imaging Sciences program will provide TLD/FB monitoring service to all students for the clinical experience.
- Students are required to wear TLDs or FBs in the healthcare facility. No student will be allowed to participate in activities in the clinical affiliate if they are not wearing a current radiation monitoring device.
- The student is responsible for controlled storage of the radiation-monitoring device.
- Each student will be allowed the opportunity to review radiation-monitoring reports. These reports are issued based on the service agreement established with the vendor. They are typically monthly or quarterly.
- If a radiation-monitoring device is lost or damaged, report it immediately to the Clinical Educator, and Clinical Coordinator, or Program Director.

- Should a student badge be exposed or a radiation monitoring incident occur, please report to the Clinical Educator, Clinical Coordinator, and/or Program Director so accurate records may be maintained.
- Radiation monitoring device *worn at the neck*. Radiation monitoring device *worn outside lead apron*.
- At the completion of the program, a radiation exposure termination report will be available for your records. This will help the student to maintain accurate personal records.
- **The student is responsible for having the radiation-monitoring device with him/her at the clinical site and at the University for all laboratory classes.**
- No student will be allowed to participate in clinical laboratory classes without a radiation monitoring device.
- Students will be charged a nominal fee for loss or replacement of FB/TLD.
- Students are required to wear the film-monitoring badge at all times while in laboratory or clinical sessions. Film badges will be worn at the area of the collar. When a lead apron is worn, the film badge should be placed outside the apron.
- Pregnant students are required to wear a film badge at the level of the waist and at the collar.
- Never wear your radiation-monitoring device if you are having medical or dental radiographs

Radiation Exposure Measurement and Monitoring:

Each student will be required to understand dose limits (DL) and ALARA for occupational workers.

The monthly film badge report will be scrutinized by the Clinical Coordinator to ensure that no one is approaching occupational dose limits. If the film badge is lost, action will be taken to determine the missing exposure.

Any overexposure will be related to the student, facility radiation physicist and state physicist for review. Clinical rotations may need to be modified to ensure regulation of DL.

An annual record of personnel exposure will be kept by the program and made available to the student.

Lead Markers

Identification markers are issued to each student. These markers are to be used on all radiographs taken by the student. Students can obtain replacements for lost markers at a nominal fee.

Repeat Examinations:

A registered technologist must evaluate all films taken by a student before the patient leaves the department. Whenever a student must repeat an examination, there must be direct supervisor by a registered technologist of the repeat.

SECTION 11 GENERAL SAFETY AND CONDUCT RULES

Student responsibilities:

- Students should report any unsafe conditions to their immediate supervisor.
- Accidents should be reported immediately and documentation completed as per the facility.
- The student should adhere to all occupational safety practices.
- **All injuries while at clinical should first be reported to the supervisor and then the Clinical Coordinator should be notified.**
- Any student with an infectious disease or condition is not to participate in the clinic until receipt of a memo from their physician stating their condition is no longer transmittable is presented to the instructor.
- Foods and beverages are not permitted in the laboratory environment. Clinical Education Settings have designated areas for food and beverage consumption.
- Chewing gum is not appropriate when working with patients.
- Students are expected to follow the required dress policy when in the clinical environment.
- Students are not permitted to work with patients while under the influence of intoxicants, drugs, or medications affecting psychomotor responses.
- Do not perform any procedures in which you have not had instruction.
- You will be working with shared equipment/devices. If you have not been shown how to use any equipment, please ask for a demonstration before you use it. Report broken or unsafe equipment.
- For your own health and safety, grooming and infection control policies are strictly enforced.
- Respect the property and personal belongings of others. Report losses immediately.
- You are expected to be attentive and non-disruptive in class to promote a learning environment.
- To support a learning environment for other students, disruptive behavior will result in the instructor asking you to stop the behavior. If you do not, you will be asked to leave class. This behavior may include but not be limited to the following:
 - distracting others through side comments to others or to the instructor,
 - getting up to leave class outside designated break times – without the prior consent of the instructor,
 - asking questions that are not pertinent to the topic in hand or relevant to the subject matter, or playing with articles/objects that distracts other students
 - If you need to stand up in class to stretch, please sit at the back of the class to limit distraction of other students.
 - Cell phones are required to be silent during lectures and laboratory instruction. Cells phones maybe used only during breaks while in clinic.

Patient care:

1. Critically ill patients, patients under the age of 14 or any patient requiring an attendant should not be left in the room alone during any part of the procedure or during film processing.
2. The student will secure help when moving difficult patients.
3. Assistance should be sought when moving wheelchair and gurney patients.
4. Transportation of patient to and from the department will be done as per the facilities rules and regulations for removing patients from their rooms.

Ethics and Privacy:

- All persons involved in the delivery of health care have a responsibility to protect the privacy of the patient at all times. Professional information you obtain for the patient is confidential, as is any information related to the care of the patient. Confidential information should not be discussed outside the clinical environment.
- Students must never discuss a patient's condition or health problems with anyone else, except as it relates to care. Patient names must not be used in any written case studies/reports or class discussions.
- Unauthorized disclosure of patient information will result in disciplinary action.

Hazardous Communication Standard:

Because of potential exposure to hazardous chemicals within the workplace, the Occupational Safety and Health Administration (OSHA) issued a rule called the "Hazardous Communications" (HCS). HCS assumes that employees have a "need and right to know the hazards and identities of the chemicals they are exposed to when working".

The HCS required chemical manufactures to determine the hazards of each product and communicate this to their customers via a Material and Safety Data Sheet (MSDS). Employers (health care facilities) must identify and list hazardous chemicals within their specific environment as well as develop and maintain a hazard communication program and communicate hazardous information to their employees through labels, MSDS or in-service programs.

Students must know where to locate the MSDS Manual in their assigned clinical site. The manual must ensure the following:

1. All hazardous chemicals within the hospital are identified
2. Data sheets are available for all chemicals
3. All chemicals, which are potentially hazardous, are labeled.
4. All data in a given worksite is stored in one central area.

Specifics of the OSHA standard can be located on the internet at www.osha.gov/OshStd_data/1910_1200.html

SECTION 12

PROFESSIONALISM

Professionalism is defined as professional character, spirit or methods. It is the standard of practice or methods of a professional as distinguished from an amateur.

Behaviors and attitudes required by radiologic technologists are expected of student radiographers as well. These include but are not limited to:

1. Using interpersonal communication skills that are appropriate and effective in relating to patients, peers and faculty.

e.g. Communication between students and patients, peers and faculty shall demonstrate maturity and responsiveness to the needs of others.

2. Using constructive, adult problem-solving skills.

e.g. In response to a disagreement, students are expected to use assertiveness skills to discuss their feelings with the other party involved, and do so in a non-abusive, non-violent manner. If this does not prove satisfactory, the student may follow the UAA procedure for filing grievances. Arguments in class or clinic are considered unprofessional.

3. Conducting one's self in a manner considered appropriate legally and ethically by members of the ASRT and registrants of the ARRT.

4. Assuming responsibility for one's academic and professional development.

e.g. Students are expected to assume responsibility for showing up to classes on time, not leaving early, seeking assistance from faculty if academic, professional or personal problems interfere with education's progress, notifying faculty ahead of time of planned absences, competing assignments and requirements on specified dates, being aware of their current grade status.

5. Complying with the dress code, codes of conduct and policies.

e.g. Students must maintain acceptable personal hygiene, sanitation and grooming and dress modestly. Grooming guidelines are provided within this document.

6. Cheating in any form is not tolerated and will result in immediate reporting through the Dean of Students for investigation. It will result in dismissal from the program.

Cheating includes, but is not limited to:

- *completing make-up hours unsupervised*
- *copying or bringing information to tests or examinations*
- *forging faculty or client signatures*
- *stealing supplies, equipment, personal belongings from department, clients, faculty and/or peers*
- *copying, rewording etc. someone else's work without prior citation of source(s)*
- *items listed under "Student Code of Conduct" – as defined*

7. Students are expected to use professional judgment while performing clinical procedures or when dealing with clients. Professional judgment requires that students integrate and synthesize knowledge of basic radiologic sciences in addition to legal and ethical considerations.

e.g. If you are placed in a situation that you have not received instruction in – notify your instructor. Do NOT attempt to proceed. Ask questions if you are unclear of an issue, especially prior to application on a client.

8. The University of Alaska Anchorage Medical Imaging Sciences Department believes that substance abuse of any kind impairs the ability of students to be productive members of the campus and health care team. Substance abuse of any kind will not be tolerated. Students found to be abusing any type of drug/or alcohol will be subject to disciplinary action up to and including dismissal from the program. Students on altering drugs prescribed by a physician will not be allowed in clinical.

1. Students may be required, depending on clinical site, to submit to a drug test and/or fingerprinting. Failure to submit to testing may be grounds for dismissal. The program reserves the right to drug test or fingerprint any student.
2. The clinic educator will notify the Clinical Coordinator or Program Director immediately.
3. The Clinical Educator and Clinical Coordinator and/ or Program Director will determine the student is under the influence of a chemical substance. This may be through urinalysis and/or blood test (paid by student); Students will be required to have a responsible party take them home.
4. A meeting between UAA representatives and the student will occur within 72 hours to determine disciplinary action. This meeting will be documented with a plan of action signed by both parties.
5. Students may be (at their cost) required to undergo professional care and treatment.
6. The Program Director will determine if student can continue in the program or should be disenrolled.

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

CODE OF ETHICS

The Code of Ethics forms the first part of the Standards of Ethics. The Code shall serve as a guide by which Radiologic Technologists may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the medical care team. The Code of Ethics is intended to assist Radiologic Technologists and Applicants in maintaining a high level of ethical conduct and providing for the protection, safety, and comfort of patients.

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self, and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.

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APPLICANT NAME _____ DATE _____

As an applicant to the Radiologic Technology program at the University of Alaska Anchorage, I understand that certain violations of the law may prevent me from being accepted into the program, or completing the program, or qualifying to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). I further understand that I must report to college/program officials any such violation(s), prior to, or during enrollment in the Radiologic Technology program. This includes the following regarding convictions, criminal proceedings, or military court-martials as described below:

- 1) Conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations **MUST BE REPORTED**. Offenses that occurred while a juvenile and that are processed through the juvenile court system are not required to be reported to ARRT.
(applicant initials) _____
- 2) Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest). (applicant initials) _____
- 3) Military court-martials that involve substance abuse, any sex-related infractions, or patient-related infractions. (applicant initials) _____

I verify I have read the above, have been given the opportunity to ask any questions regarding this matter, and had my questions answered to my satisfaction. I understand that I can obtain further information at www.arrt.org.

Applicant Signature: _____

Advisor Name: _____

Advisor Signature: _____

Allied Health Science Division
Student Reference Request, FERPA Release, and Release of Liability

Student name: _____ Student ID number _____
(please print)

I authorize the above named person to provide an evaluation of any aspect of my academic performance, whether based on personal observation or on my education records at UAA, and to release information from my education records, including my grades, GPA, class rank, any information pertaining to my education at other institutions I have previously attended, and any other personally identifiable information. I authorize release of this information and reference or evaluation to: (check all applicable spaces):

- All prospective employers OR
- Specific employers
- All education institutions to which I seek clinical practicum
- Specific educational institutions (**list name and address on reverse side**)
- All organizations considering me for an award or scholarship OR
- Specific organizations (**list name and address on reverse side**)

I understand that under the Family Educational and Privacy Rights Act, 20 USC 1232g: (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of any written reference upon request; and (3) I may, but am not required to, waive my right of access to confidential references given for any of the purposes listed above.

- I waive my right of access to references given by the above named person.
- I do not waive my right of access to references given by the above named person.

This consent shall remain in effect until revoked by me, in writing, and delivered to the above named person, but any such revocation shall not affect disclosures made prior to the person's receipt of my written revocation.

I release UAA, its employees and the person(s) providing the above described reference or evaluation from all claims and liability for damages that may result from their compliance with this request.

Student Signature

Date



RADIOLOGIC SCIENCES PROGRAM RESPONSIBLE BEHAVIOR CONTRACT

In order to become a successful, safe and effective practitioner in the Radiologic Sciences, the student must accept responsibility for his/her behaviors, both in the classroom and in the clinical environment. The student is expected to use the information provided in the College Catalogue, and the Radiologic Sciences Student Handbook as guides for acceptable behavior. In addition, the student has other responsibilities. These include:

1. Responsibility for Self-Learning

- Prepares for and participates in discussion in both class and clinical.
- Completes assignments as scheduled.
- Submits required written material on time.
- Evaluates learning experiences and informs instructor of needs.
- Is prepared to perform laboratory skills safely and within time constraints.
- Acts to correct weaknesses identified by instructor or self.
- Utilizes audio-visual and/or computer-assisted instructional materials as recommended to include Bb and Elive.
- Adheres to appropriate and respectful classroom behavior at all times.

Student initials _____

2. Responsibility for Own Health

- Organizes sleep, diet, exercise, job and family responsibilities, and personal health needs so that physical health can be maintained.
- Manages stressors and anxiety at a level whereby emotional health is maintained.
- Informs faculty advisors of special health problems, medications, and health needs to ensure safety of the student and patients.

Student initials _____

3. Responsibility in the Clinical Area

- Exhibits a caring attitude toward others.
- Comes to the clinical area prepared to give safe care following required guidelines for student supervision and course requirements.
- Always brings required materials to the clinical area.
- Attends required clinical agency in-services and abides by agency regulations.
- Reports to the clinical area on time or notifies the clinical instructor immediately if unable to attend the clinical assignment.
- Abides by the UAA Radiologic Sciences' Program policies and procedures.
- Reports any absences from the clinical assignment to the supervising RT and/or clinical instructor.
- Recognizes own limitations and seeks assistance from appropriate personnel.
- Submits proof of CPR certification, TB skin results, Hepatitis B immunizations and other specified requirements as requested.
- Demonstrates initiative by actively participating in the clinical experiences.
- Always wears radiation monitoring badge.

Student initials _____

4. Responsibility for Working with Others

- Accepts constructive criticism with appropriate attitude.
- Demonstrates consideration for the feelings of others.
- Recognizes effects of behavior on others.
- Admits mistakes and takes necessary steps to correct the mistake(s).
- Maintains a professional working relationship with other students, instructors, agency personnel, patients and family members.

Student initials _____

5. Responsibility in the Campus Practice Lab/Computer Laboratory

- Utilizes practice time efficiently.
- Arranges assistance, as needed, with lab instructor or individual instructor by appointments.
- Adheres to laboratory schedule.
- Follows through with practice as directed.
- Follows established lab guidelines.
- Follows established computer lab guidelines.
- Always wears the radiation monitoring badge.

Student initials _____

6. Responsibility for Attendance

- Attends required class skills laboratory experiences in accordance with the attendance policy of UAA
- Attends all clinical experiences in accordance with the attendance policy of UAA.
- Follows appropriate guidelines for time out requests in the clinical experience with the understanding that failure to do so will affect clinical grades.

Student initials _____

7. Responsibility for Legal and Ethical Standards

- Performs within the ethical standards of the profession as established by The American Society of Radiologic Technologists and The American Registry of Radiologic Technologists.
- Provides proof of health insurance.
- Conducts self in a professional manner at all times.
- Displays honesty in conduct.
- Maintains confidentiality in the classroom and clinical setting
- Adheres to the UAA Radiologic Sciences and college grievance policy.
- Does not use any mind-altering substance(s) that would interfere with the ability to perform in class or clinical.
- Submits own work and does not plagiarize.
- Does not cheat on any examination.
- Ensures that correct film markers are visible within the collimated light field and proper radiation safety rules are strictly followed.
- Adheres at all times to the ASRT/ARRT Code of Ethics.

Student initials _____

I, _____, have read all of the above
(Print name)

items and understand my obligations and responsibilities for appropriate conduct and ethical behaviors as a student in the Radiologic Sciences Program.

Signature

Date

UNIVERSITY OF ALASKA ANCHORAGE
MEDICAL IMAGING SCIENCES

STATEMENT OF COMPREHENSION

PROGRAM MANUALS

Student Name: _____

My signature below attests to the fact that I have read and have had explained to me, via group orientation or individual appointment, the policies and guidelines contained within the Medical Imaging Sciences Program Policy Manual _____ edition.

I hereby attest that I have read and understand the American Registry of Radiologic Technologist Code of Ethics and will practice according with these standards. Any breach of these ethics or unethical behavior on my part will result in my removal from the practicum, failing grade for the course, departmental probation, and documentation of such will become part of my permanent record.

I also acknowledge I am responsible for reading all the information and adhering to the rules, policies, and guidelines contained in the manuals during my clinical rotation experiences.

Student Signature: _____

Advisor's Signature: _____