GANNON UNIVERSITY
Radiologic Sciences

Radiologic Science Program
Academic and Program Policies

Greetings!

On behalf of the faculty and staff of Gannon University, I welcome you to the Radiologic Science Program. This handbook will acquaint you with academic and program specific policies that will assist you during your first year in the Radiologic Science Program. Please be aware that the information contained in his handbook is subject to change. If any changes are made, I will be sure to notify you. I also want to call your attention to the Gannon University Student Academic Grievance Policy on Pages 54-56 in the 2018 - 2019 Undergraduate Catalogue or online at http://www.gannon.edu/Academic-Offerings/Academic-Catalogs/

Thank you for choosing Gannon University's Radiologic Science Program and best wishes for a successful year.

Program Director

Radiologic Science Program Mission, Goals and Student Learning Outcomes

Mission Statement: The Gannon University Radiologic Sciences Program offers a value-centered liberal studies and professional education in order to prepare students as competent entry-level imaging professionals who are committed to quality patient care and professional growth. The faculty is committed to excellence and continuous improvement in teaching and learning.

Goal 1: Students will graduate with entry-level competencies.

Student Learning Outcomes:
1. Students will apply positioning skills to achieve diagnostic images.
2. Students will apply exposure factors to obtain diagnostic images.
3. Students will provide quality patient care.

Goal 2: Students will develop critical thinking skills.

Student Learning Outcomes:
1. Students will evaluate images for diagnostic quality.
2. Students will modify positions to meet the patient's needs.
3. Students will successfully complete multi-case competencies.

Goal 3: Students will demonstrate professional behaviors as part of a healthcare team.

Student Learning Outcomes:
1. Students will demonstrate behaviors that promote teamwork.
2. Students will demonstrate professional ethics.

Goal 4: Students will develop effective communication skills.

Student Learning Outcomes:
1. Students will demonstrate effective oral communication skills with patients.
2. Students will demonstrate effective oral communication with staff and other students.
3. Students will demonstrate effective written communication.

Program Effectiveness Goals:
1. Students will complete the program within 150% of stated program length (3 years).
2. Graduates will pass the ARRT examination on the first attempt within 6 months of graduation.
3. Graduates seeking employment in the field will obtain employment within 12 months of graduation.
4. Graduates will indicate overall satisfaction with the program.
5. Employers will indicate overall satisfaction with entry-level graduate performance.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

1. The student has the responsibility to make decisions that will help her/him achieve her/his goal.

2. The student has a right to have all rules and regulations explained to her/him, including periodic up-dates of any changes.

3. The student has the right to inspect all records kept related to him/her, as dictated by the Federal Family Education Rights and Privacy Act of 1974.

4. The student has the responsibility to submit a detailed health physical form that is provided by the University. Students must provide documentation of required titers and immunizations prior to clinical assignment. Additional immunizations may be necessary when required by clinical affiliates.

5. The student has the responsibility to provide documentation of current health insurance coverage. Coverage must be maintained throughout the program. Any changes in coverage must be reported immediately to the program director.

6. The student has the responsibility to maintain high standards of health practice, since they have direct patient care contact.

7. The student has the responsibility to abide by all rules and regulations of the University and Clinical Affiliate(s).

5. The student has the responsibility to inform Program Faculty of any condition which may require special accommodations to fulfill student responsibilities. If this information is not disclosed, Gannon University will not be responsible for the lack of provision of special accommodations.

6. The student has a right to file a grievance if he/she believes there is any concern or situation in any aspect of the program that is inaccurate, misleading, or violates the privacy and rights of the students. The Due Process Policy is explained in the Radiologic Sciences Program Student Handbook. Complaints or grievances connected to assigned grades represent a special case to the grievance process and are handled according to Gannon University Student Academic Grievance Policy.

7. The student has the responsibility to meet professional, ethical and moral standards and should understand that Gannon University or any of its clinical education centers has the right to remove any student immediately for any violation of ethical, moral or professional behaviors. The student should understand that this type of misconduct could result in separation from the program.

10. The student has a right to inspect his/her radiation record, and to be informed about the reporting system in such a way that he/she understands the terms and abbreviations used in the report.

Joint Review Committee on Education in Radiologic Technology Non-compliance Procedure

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Gannon University Radiologic Science Program. The JRCERT has adopted the Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) that are directed at the assessment of the program and student learning outcomes. A copy of the JRCERT STANDARDS is available in the office of the program director or on the JRCERT website – www.jrcert.org.

The student has the right to assume that the program operates in compliance with the STANDARDS. If the student feels that the program is not in compliance, they should first seek to resolve the concern by speaking to the program director. If the student is unable to resolve the concern, a written statement outlining the concerns should be presented to the Program Director. The Program Director will respond to the student within five (5) working days. If the student feels that a resolution has not been accomplished, the matter will be turned over to the Dean. The formal procedure for filing a concern will be followed as described in the Student Grievance Policy. If the student still does not feel the matter has been resolved, they have the right to contact the JRCERT. A good faith effort by all parties should be made in an attempt to solve any concerns prior to the JRCERT being contacted. This is simply good policy and the JRCERT will expect that the above procedures have been exhausted before getting involved. In the event the program has allegations of non-compliance with the JRCERT STANDARDS, the Program Director will maintain records of such concerns and their resolutions.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300 Fax: 312-704-5304

Academic Standards

Academic Standards:

1. Students must maintain a minimum cumulative GPA of 2.5.
2. Students must maintain a minimum semester GPA of 2.5
3. Students must complete all Radiologic Science and Biology courses with a C or better (C- is not acceptable).

I. Progression

Students must complete all anatomy and physiology (Biology 108,109 or 115,116 and 110,111 or 117,118) and all radiologic science courses (RADS) with a C or better (C- is not acceptable) to progress within the program.

II. Probation and Dismissal

1. Students who have a cumulative or semester GPA of less than 2.5 at the end of any semester are placed on academic probation for one semester only. If the minimum cumulative or semester GPA is not achieved at the end of the following semester, the student will be dismissed from the program.
2. Students who receive a grade of below C (C- is not acceptable) in any of the anatomy and physiology lecture or laboratory courses or any of the radiologic sciences courses will be placed on academic probation and decelerated for 1 year. Student must successfully repeat the course with a grade of C or better within the probationary period or will be dismissed from the program.
3. In the interest of high quality patient care, it is necessary to require strict ethical and moral standards of all healthcare personnel. Students must abide by these same rules of conduct when they enter healthcare facilities for clinical education. Failure to abide by these rules may endanger the safety and welfare of the patient, and therefore will be cause for dismissal. A student who is dismissed from the program for clinical misconduct is not eligible for readmission.
4. Students dismissed from the program may request a formal appeal hearing with the Radiologic Science Student Conduct Committee (Program Director, Clinical Coordinator and Advisor): request must be in writing and received by the program director within five working days of formal notification of dismissal. Due process procedure of the university will be followed for all academic actions.

III. Deceleration/ Leave of Absence

1. Deceleration is a reduction of progression in the Radiologic Sciences program. This deceleration may affect academic courses, clinical courses or both. While on the deceleration plan, students may opt to take a leave of absence from the University or continue via the options listed below. **Students may only decelerate once**.

a. Continue in all academic courses only; no clinical courses for 1 semester only. Graduation will be delayed until all clinical courses are complete.
b. Continue in non-RADS courses (ex: liberal studies or electives). Must matriculate back into RADS courses within 1 year or all prior RADS courses must be retaken.

IV. Readmission Requirements and Procedures

Students who wish to apply for readmission must do so in writing to the Program Director. This request for readmission must address the reason for withdrawal and if applicable, what the student has done or plans to do that will ensure success in the program if readmitted. The program director, in consultation with program faculty will consider the request. If it is determined that the request warrants consideration, the student will meet with the program director and appropriate faculty members to determine the terms of re-entry. These terms will be documented as a learning contract to be signed by both the student and the program director.

Criteria considered for readmission to the program include:

1. The student's standing in both academic and clinical courses prior to withdraw and/or leave of absence.
2. The student's grade point average in relation to program requirements.
3. Availability of clinical space without exceeding JRCERT deemed capacity.
4. Only one readmission to the program is permitted.

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Due to the rapid change of technology within the field of Radiology, students who wish to return to the program after a leave of absence must adhere to the following guidelines:

1. If the leave of absence is 1 year or longer, the student must repeat all RADS courses.
2. If the leave is within 1 semester to 1 year, the student will then be evaluated for clinical competency. A clinical assessment will be administered to evaluate the retention of appropriate clinical knowledge and skills prior to readmission. Clinical assessments will be completed in the program's energized laboratory. A clinical assessment may reveal it necessary for the student to complete and pass a clinical independent study course to qualify for readmission. Clinical independent study courses are sequenced for the semester preceding readmission and are administered under the supervision of the Clinical Coordinator. Requirements specific to each clinical independent study course are described in course syllabi. Failure to successfully complete a clinical independent study course will disqualify student readmission.

ARRT Certification Requirements

Upon completion of all program requirements, graduates are eligible to sit for the certification examination in radiography administered by the American Registry of Radiologic Technologists (ARRT). Candidates for ARRT certification must meet basic education, ethics and examination requirements to become eligible. Upon completion of program requirements, students receive an Associate Degree of Science, which meets the education requirements of the ARRT. The ARRT requires every candidate for certification to be of good moral character and candidates must agree to comply with the ARRT Rules and Regulations and Standards of Ethics.

"ARRT investigates all potential violations in order to determine eligibility. Issues addressed include convictions, criminal procedures or Military Court Martials as described below:

- Felony
- Misdemeanor
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do not need to be reported. Candidates are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT) and must indicate any honor code violations that may have occurred while they attended school.
Candidates may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

For complete information, refer to the ARRT website: – https://www.arrt.org/Certification

Requirements for Clinical Placement

In order to be assigned to clinical sites, the student must meet the following:

1. Be a matriculated student in the Radiologic Science program.
2. Complete all prerequisite courses with a minimum grade of C.
3. Be certified in CPR prior to the first day of Summer 1 clinical rotation.
4. Completed Health Physical and Technical Standards Form on file with clinical coordinator.
5. Clearances completed and on file - criminal background check, fingerprinting, child abuse clearance, drug screen.
6. Satisfactory completion of Clinical Passport Modules

Drug Screening and Background Checks Requirement

10 panel drug screens, criminal background checks, FBI fingerprinting and child abuse clearance are required by the program and may have to be completed multiple times. For the purpose of proper reporting, drug screens should be performed by a qualified drug screen facility and not the student's family physician. Any costs associated with these requirements are the responsibility of the student. Failure to comply with these requirements during the required timeframe will prevent the student's participation in clinical education and may result in delay of completion of the program.

Clinical sites have the right to deny placement at their facilities if they determine that the student's background check, clearances or drug screen is unacceptable. As participation in clinical rotations is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site may result in delay of program completion of the inability to graduate from the program.

STUDENT PREGNANCY POLICY

A declared pregnant woman is defined in 10 CRF 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception. A student is not required to inform the program director of pregnancy. However, a student should understand that it is important to protect the unborn fetus from unnecessary exposure to radiation. Declaration of pregnancy must be done in writing (see "Declaration of Pregnancy" form). Once the student declares pregnancy, it is required that the student submit documentation by her physician that it is safe for her to carry out her educational responsibilities while pregnant or clarify any restrictions required. The physician should also state the estimated due date. The Radiation Protection Policy for Pregnancy will be reviewed.

Plans of action which are available to the student are as follows:

1) Continue the educational program without modification or interruption.

2) Continue the educational program with modification in clinical education assignment.

3) Leave of absence from clinical education assignments.

The student may or may not graduate at scheduled date. This will be determined on an individual basis depending on the student's capacity to complete program requirements. A plan of action for accomplishing program requirements will be discussed and agreed upon (by signature) by the student and program director and clinical instructor.

Although it is both procedure and practice of this program to offer the utmost in radiation protection to all students, the Gannon University Radiologic Sciences Program or any of its clinical affiliates will not be responsible for injury to either the mother or child during pregnancy.

A student may withdraw a declaration of pregnancy, in writing to the Program Director, at any time.

_____ _____

Student date

_____ _____

Program Director date

DECLARED PREGNANCY STATEMENT

I wish to inform the Program Director of my pregnancy.

Name _____

Documentation from physician regarding student's ability to carry out educational responsibilities related to clinical education is required, including any specific restrictions, estimated date of conception and estimated delivery date.

Student Signature Date

Program Director Signature Date

Retraction of Pregnancy

To: _____

In a previous document dated _____ I made of declaration of my pregnancy. I now request on this day _____ to retract my declaration of pregnancy.

I understand that I forfeit the opportunity to continue using a fetal monitor. I understand that all didactic and clinical education requirements will be then be in effect.

Student Signature Date

Program Director Signature Date

RADIATION PROTECTION PRACTICE GUIDELINES

All students are monitored with a radiation dosimeter. All students are provided with introductory instruction in radiation protection, prior to assignment to clinical sites. Students are required to exercise sound radiation protection practices at all times. To provide maximum protection against hazard when using ionizing radiation the following procedures will be adhered to:

1. Each student is responsible for wearing a dosimeter and for exchanging her/his dosimeter in a timely manner at the specified interval. Students are responsible for replacement fees and late fees.
2. Students shall read the dosimeter report and initial it. The report is on file in the office of the Program Director.
3. Dosimeters shall be worn in all radiation areas, including when on campus in lab. The badge shall be worn at the collar, outside the lead apron. Dosimeters are to be removed if undergoing diagnostic procedures as a patient.
4. In accordance with ALARA, 180 mrem/quarter of deep, whole body radiation has been set as the limit at which students will be counseled. Students shall not exceed state and federal guidelines for radiation exposure. In the event a reading occurs which exceed the recommended limit, the following points will be reviewed:
    1. An explanation for the higher reading (dosimeter worn improperly, placed in an area that that will affect its accuracy, lost, etc.)
    2. Investigate ways to reduce radiation exposure (Time, Distance, Shielding, etc.).
    3. Monitor student for reduction in next dosimeter reading.
5. Dosimeters must not be interfered with. Taking exposures intentionally or unintentionally on another student or intentionally exposing a dosimeter to radiation are unsafe radiation practices and shall be grounds for disciplinary suspension
6. Any loss of dosimeters or misuse of a dosimeter must be reported to the Clinical Coordinator.
7. The student shall stand behind the control panel protective barrier when making an exposure in a diagnostic examination room. When making an exposure with a mobile x-ray unit, the student shall maintain a 6 foot minimum distance from the patient and wear a led protective apron.
8. Students shall not hold the image receptor during any radiographic procedure.
9. Students shall not hold patients during any radiographic procedures. If a patient requires assistance to maintain a position for a procedure, immobilization devices should be employed.
10. Lead aprons shall be worn when performing all fluoroscopic and mobile procedures. Lead-lined gloves shall be worn as required. When not assisting or participating in the exam, the student shall stand in the control booth area.
11 Students shall make use of collimators on x-ray equipment. The collimator shall at minimum be closed to the dimensions as required by the part being examined. If the collimator is not functioning, report it at once to the appropriate supervisor.
12. Suspected equipment malfunctions must be brought to the attention of a supervisor immediately.
13. At no time may a student participate in a procedure using unsafe radiation protection practices. Unsafe radiation protection practices are grounds for disciplinary action

Dress Code Policy

Students are required to present a professional appearance at all times. It is the patient's right to be treated with dignity and care by clean individuals. It is, therefore, required that each student practice good personal hygiene. Any students reporting to the clinical assignment in violation of the dress code policy will be sent home by the clinical instructor. The student will be considered absent for these hours.

The following items must be worn or carried at all times while in the clinical affiliate:

1. Official identification badges shall be worn on the uniform such that the student's identity is readily visible.
2. Radiation monitoring dosimeter to be worn at the collar, uncovered by lead shields
3. Clinical Notebook
4. Pen with blue or black ink
5. Watch with second hand

Students are required to practice good personal hygiene and present a professional appearance at all times.

1. Hair must be clean and worn away from the face so that it will not come in contact with the patient when leaning forward. Unless hair is short enough to remain close to the head and off the collar, it must be pulled away from the face and secured in such a manner that no strands fall downward onto the shoulders or into the face. Hair will be secured with plain black, brown, tan, beige or white clasps or elastic bands**. Bows or ribbons are not acceptable**.
2. Hairstyles are to be conservative and well kept. Hair color must also be conservative. No unconventional hair colors will be allowed (purple, green, red, pink; etc.)
3. Wear makeup conservatively. .
4. Strong odors are not tolerated well by sick people. **No scented perfumes, colognes, lotions or powders can be worn.**
5. PER CDC guidelines regarding infection control: Fingernail polish is not to be worn. Fingernails should not extend more than 1/4" beyond the fingertips. No sculptured nails are allowed.
6. Chewing gum and eating detract from a professional image and are not be acceptable while in the view of patients.
7. Modest jewelry: 2 rings, 1 chain, wrist watches, and plain post earrings (limit 3 pair earrings per ear). Ear bar piercings and facial piercings are not permitted.
8. Visible tattoos must be covered by the uniform or flesh colored bandages, if required by the clinical site.
9. Beards and mustaches must be clean, neatly trimmed and in compliance with the clinical site policy.

Uniform – Uniforms will be neat, pressed and clean at all times and in the designated color.

1. Uniform pants should be worn high enough on the hips so that under garments or bare skin are not visible when the student reaches or bends over, and so that excessive fabric does not fall below the heel of the shoes. Scrub pants **should not drag on the floor.**
2. Polo shirts are acceptable but must be tucked in. A clean **tan, brown, black or white** T-shirt (no decals) of appropriate sleeve length may be worn under the scrub top. Uniform tops should fall 3-4 inches below the waist. Avoid plunging necklines.
3. White, brown or black clinic shoes or tennis shoes. No "croc" style shoes allowed. Regardless of style, footwear must be kept clean and in good repair. **Socks must cover ankles**. **No show socks are not permitted.**
4. Uniforms will remain in good repair. Rips, tears or holes are unacceptable. Uniforms must not be binding or constricting, but allow for ease of movement while bending or reaching. Uniforms must be properly buttoned/zipped to insure a neat, modest appearance. Skin should not show from under uniform shirts or tops, especially when reaching above the head.

Energized Radiographic Lab Policy

The radiographic equipment in the energized labs (M022 and M023) is fully functional and meets all state and federal regulations. The purpose of the equipment is to coordinate actual practice with didactic content. Students are required to exercise sound radiation protection practices at all times and to use the equipment in a safe and appropriate manner. Under no circumstances shall students make an exposure without the supervision of the faculty. Move equipment as instructed, if it is resistant to movement, do not force it. In the event of an unusual incident involve the equipment, turn it off if possible. If there is serious injury or fire, call Campus Police and Safety (871-7690 from a cell phone) to request paramedics or the fire department. Campus Safety will call the program director; however, feel free to call the program director or any of the program faculty if program director does not answer. These directions are posted on the doors of each energized room for your reference.