



Cleveland University

KANSAS CITY

Chiropractic and Health Sciences

Radiologic Technology Student/Clinical Handbook

Radiologic Technology Student Handbook

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Prelude

Cleveland University-Kansas City's Radiologic Technology program reserves the right, without prior notice, to make changes at any time to the material contained in this Student & Clinical Handbook, including but not limited to, entrance and graduation requirements, curriculum, academic policies, and any rules and regulations.

Radiologic Technology students are required to familiarize themselves with and abide by the rules and regulations of CUKC and the Radiologic Technology programs.

Students should be aware that any of Cleveland University-Kansas City's Radiologic Technology program policies and procedures are subject to change during the time of their enrollment based upon the requirements of state boards, or governmental or accrediting agencies, as well as at the discretion of Cleveland University- Kansas City or the Radiologic Technology program.

The AASRT program has many policies and procedures that are specific to the Radiologic Technology program. Should a policy or procedure in this Handbook differ from other University publications, it is to be understood that this Radiologic Technology Student/Clinical Handbook takes precedence over any and all other University publications.

The provisions of this handbook shall in no way be construed as a contract between Cleveland University-Kansas City and any student(s).

Introduction

The Cleveland University-Kansas City A.A.S. in Radiologic Technology Degree

The CUKC A.A.S. in Radiologic Technology degree is 75 credit hours including 24 credit hours of general education prerequisites and 51 credit hours of professional Radiologic Technology courses designed to be taken on a full-time status. All courses are delivered in a unique eight (8) week module. All courses are sequenced to ensure an optimum educational experience.

Curriculum is competency based and follows the requirements of the American Society of Radiologic Technologists (ASRT). Professional Radiologic Technology didactic courses are conducted on campus during evening hours, 6-10 p.m. The student's clinical education occurs at affiliated medical and imaging facilities in the surrounding communities. Clinical schedules vary by assignment and may include traditional daytime hours;* evenings, and/or weekends.

Upon successful completion of Cleveland University-Kansas City's unique Radiologic Technology program, the student will be awarded an Associate of Applied Science degree in Radiologic Technology. The A.A.S. in Radiologic Technology meets the educational requirements for the American Registry of Radiologic Technologists (ARRT) primary certification and registration in radiography.

*Operational hours of traditional programs as Monday-Friday, 5 a.m. to 7 p.m.

Admission to Cleveland University-Kansas City does not guarantee acceptance to CUKC's A.A.S. in Radiologic Technology program. Acceptance to CUKC's Radiologic Technology program is competitive and requires program specific admission requirements and processes. AASRT admission requirements can be found at www.cleveland.edu

Program Officials Responsibilities

The following is a non-exhaustive list of the program official's responsibilities:

Full-time Program Director:

- Assures effective program operations,
- Oversees ongoing program assessment,
- Participates in budget planning,
- Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development, and
- Assumes the leadership role in the continued development of the program.

Full-time Clinical Coordinator:

- Correlates clinical education with didactic education,
- Evaluates students,
- Participates in didactic and/or clinical instruction,
- Supports the program director to help assure effective program operation,
- Coordinates clinical education and evaluates its effectiveness,
- Participates in the assessment process,
- Cooperates with the program director in periodic review and revision of clinical course materials,
- Maintains current knowledge of the discipline and educational methodologies through continuing professional development, and
- Maintains current knowledge of program policies, procedures, and student progress.

Full-time Didactic Program Faculty:

- Prepares and maintains course outlines and objectives, instructs, and evaluates students, and reports progress,
- Participates in the assessment process,
- Supports the program director to help assure effective program operation,
- Cooperates with the program director in periodic review and revision of course materials, and
- Maintains appropriate expertise and competence through continuing professional development.

Part-time Didactic Program Faculty:

- Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress,
- Participates in the assessment process, when appropriate,
- Cooperates with the program director in periodic review and revision of course materials, and
- Maintains appropriate expertise and competence through continuing professional development.

Clinical Instructor(s):

- Is knowledgeable of program goals,
- Understands the clinical objectives and clinical evaluation system,
- Understands the sequencing of didactic instruction and clinical education,
- Provides students with clinical instruction and supervision,
- Evaluates students' clinical competence,
- Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development, and
- Maintains current knowledge of program policies, procedures, and student progress.

Clinical Staff:

- Understand the clinical competency system,
- Understand requirements for student supervision,
- Support the educational process, and
- Maintain current knowledge of program policies, procedures, and student progress.

CUKC Radiologic Technology Mission Statement

Cleveland University-Kansas City's Associate of Applied Science degree with a major in Radiologic Technology provides students with both the academic and technical foundations to competently and safely perform radiologic procedures, to prepare qualified imaging technologists who will ethically respond to the needs of patients with technical competence and compassion, and to assume a vital professional role as a medical team member.

CUKC Radiologic Technology Vision Statement

Cleveland University-Kansas City's Radiologic Technology program will be recognized as:

- a leader in Radiologic Technology education
- the program of choice for Radiologic Technology students, and
- the employer of choice for educators in the discipline of diagnostic X-ray

Goals and Student Learning Outcomes

Goal 1: Students will be clinically competent.

- Students will understand patient positioning.
- Students will practice radiation safety.

Goal 2: Students will apply critical thinking and problem-solving skills.

- Students will adapt to non-routine conditions.
- Students will perform image critique and take corrective action.

Goal 3: Students will demonstrate professionalism.

- Students will understand diversity.
- Students will understand healthcare ethics.

Goal 4: Students will communicate.

- Students will demonstrate oral communication skills.
- Students will demonstrate written communication skills.

Program Effectiveness Data

- The following data will be annually collected and utilized to measure program achievement:
- Five-year average credentialing examination (ARRT) pass rate.
- Five-year average job placement rate.
- Program completion rate.
- Graduate satisfaction.
- Employer Satisfaction.

Radiologic Technology Program Standards

Cleveland University-Kansas City (CUKC) Radiologic Technology Program

Program Accreditation

In 2017, the Higher Learning Commission (HLC) recognized the Associate of Applied Science in Radiologic Technology as an HLC accredited program of Cleveland University-Kansas City. Cleveland University-Kansas City and its Radiologic Technology program continue to be recognized and accredited by HLC and is recognized as an approved educational program for certification in radiography by the American Registry of Radiologic Technologists (ARRT).

ARRT Rules and Regulations, and Standards of Ethics

ARRT Rules and Regulations

Cleveland University-Kansas City enforces all rules and regulations set forth by the American Registry of Radiologic Technologist (ARRT). A complete and current listing of ARRT Rules and Regulations can be found at: <https://www.arrt.org/pdfs/Governing-Documents/Rules-and-Regulations.pdf>

ARRT Standards of Ethics

Cleveland University-Kansas City's Radiologic Technology program mirrors the Standards of Ethics set forth by the American Registry of Radiologic Technologists (ARRT). As future candidates of the American Registry of Radiologic Technologists, students of Cleveland University-Kansas City's Radiologic Technology program are held to these ARRT Standards of Ethics. Violations of the ARRT Standard of Ethic may lead to program dismissal. A complete and current listing of ARRT's Standard of Ethics can be found at: <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

Student Resources

Health Insurance

Radiologic Technology students at Cleveland University-Kansas City are not required to maintain private health care insurance and health care insurance is NOT provided by Cleveland University-Kansas City. However, maintaining healthcare insurance is advisable and students wishing to establish healthcare insurance should seek a private provider or discuss options with the Office of Student Services.

Health Services

Students enrolled in all programs at the University may obtain a complete chiropractic examination and regular health care, including physical examinations, spinal adjustments and adjunctive procedures if determined necessary, at no charge in the campus Health Center.

Similar services for members of the immediate family of a student are available at a reduced rate. These services are provided under the supervision of licensed chiropractors. If a student has unusual health care needs, the clinic director must be informed.

Educational Assistance

Providing special educational assistance to individuals or groups of students outside of formal classroom instruction is an integral part of instructional responsibilities at Cleveland University-Kansas City. Teaching assistants or qualified students may participate in providing such educational assistance under direction of the course instructor.

Students in need of such assistance should contact the appropriate faculty member(s), and faculty should initiate discussion with students experiencing difficulty in their courses.

Students earning a cumulative grade of less than 75% at any point during a didactic course will be required to meet with the Learning Specialist. Topics discussed during appointments vary, depending on the unique needs of each student. Follow-up emails and/or additional appointments may be necessary to provide accountability, support, or encouragement, as determined on a case-by-case basis.

Cleveland University-Kansas City offers an academic support program that is both proactive and comprehensive. Support is offered through the Office of Academic Records and Support in several areas, including: study skills, time- management skills, test-taking skills, learning styles assessment, student tutoring, and supplemental instruction program.

Academic Policies and Procedures

Technical Standards

All students are required to meet and maintain the AASRT program's established Technical Standards. Students must demonstrate the ability to deliver Radiologic Technology services in a safe and effective manner under the supervision of an ARRT registered and certified Radiologic Technologist. All students must meet the academic and technical standards for admission or participation in the AASRT program with or without reasonable accommodation. The technical standards outlined below are necessary skills and abilities for successful completion of this program.

Accommodations

Persons with disabilities are eligible for admission as long as they can carry out classroom, laboratory and clinical assignments, patient/client intake, assessment and techniques, or the equivalent; pass written, oral and practical examinations and meet all of the requirements of the school. It is the student's responsibility to disclose any limitations that might interfere with his/her meeting these standards.

Cleveland University-Kansas City will make reasonable accommodations for disabilities. Applicants and students are welcome to discuss any disabilities that they believe will hinder their completion of the curriculum. To access disability services or accommodations, students must initiate a request for service and complete the eligibility determination process.

- Lift, move, and transport patients (in excess of 50 pounds) to and from various ambulatory devices, (wheelchair, stretcher, hospital bed, and radiographic table) without causing undue pain or discomfort to patient or oneself.
- The ability to spend prolonged periods of time walking, standing, sitting, bending, reaching, pushing, and pulling.
- Position patients for various radiologic examinations. This requires physical touch.
- Manipulate X-ray equipment into proper positions, including fixed and mobile units. This requires upper and lower body dexterity.
- Recognize audio sounds (bells, buzzers, etc.) and visually distinguish colors.
- Respond immediately to emergency situations that may otherwise jeopardize a patient's physical state if speedy care is not administered.
- Evaluate written requisitions for radiographic procedures.
- Communicate (verbal and written) the explanation of procedures and give effective instructions to a patient.
- Obtain medical histories of patients and communicate this information to appropriate members of the health care team.
- Visually evaluate radiographic images.

Transfer Students

Cleveland University-Kansas City's Radiologic Technology Program does not accept transfer credit of professional Radiologic Technology courses from any institution. Prerequisite general education courses may be accepted for transfer in compliance with CUKC policy.

Graduation Requirements

To receive a certificate and graduate in good standing, the student must achieve:

- Satisfactory completion of all A.A.S. in Radiologic Technology professional courses at Cleveland University-Kansas City with a "C" or better
- Satisfactory completion of all A.A.S. in Radiologic Technology prerequisite science and math courses with a "B" or better and "C" or better in all remaining prerequisite courses.
- A minimum cumulative grade point average of 2.00.
- Recommendation for graduation by the A.A.S. in Radiologic Technology faculty.
- Meet the ARRT requirements for clinical competency.
- Completion of exit interviews and check-out process.
- Complete payment of all indebtedness to the University.

Drug Screening Policy

Upon acceptance to the Radiologic Technology program, a drug screen will be required at a place designated by CUKC prior to the first day of professional classes. A positive drug screen documenting illegal drug use will result in application disqualification and retraction of acceptance.

Radiologic technology students are subject to drug screenings at any time throughout the duration of the program per the request of clinical affiliates or authorized Cleveland University-Kansas City representatives. Failure to cooperate, tampering with the test or process, and/or a positive drug screen documenting illegal drug use will result in dismissal from the program. Students are responsible for any associated fees.

Background Check Policy

Upon acceptance to the Radiologic Technology program, a criminal background check will be required prior to the first day of professional classes. Negative findings on the criminal background check may be cause for application disqualification.

In compliance with the terms of clinical site affiliation agreements, students will be subject to a variety of background checks prior to entering the clinical education phase and throughout the duration of the program. Background checks may include, but are not limited to: state and/or federal criminal background checks, Family Care Safety Registry, Employee Disqualification Lists, Sex Offender Registries, US Department of Health and Human Services database, and the Offices of Inspector General's database. Students are responsible for any associated fees.

It is at the discretion of each affiliated medical facility to implement individual standards and requirements regarding student admittance for educational purposes. The program cannot and does not guarantee student acceptance at a clinical education site, as clinical affiliates retain the right to refuse placement of or dismiss a student from their facility. If a student is denied acceptance or dismissed from a clinical facility based on their background status, the student will fail the clinical course, be dismissed from the program, and become ineligible for re-entry to the program.

It is the responsibility of the student to immediately report any changes to the status of their background history to the radiologic technology program director. Convictions or failure to notify CUKC's radiologic technology program director of convictions occurring after the admissions background check or during program enrollment may result in dismissal from the program. The program and the University will not modify the curriculum for students who have an unsatisfactory criminal background status.

ARRT Ethics Review Pre-Application

State and/or federal laws through designated agencies regulate health professions. Each agency sets the specific requirements for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on eligibility to sit for credentialing examinations and granting licensure or certification to an individual with a criminal record.

The American Registry of Radiologic Technologists (ARRT) Application for Certification and Registration expressly requires disclosure of all misdemeanor and felony convictions in a court and similar offenses in a military court- martial; excluding speeding and parking violations not involving alcohol and/ or drugs, and offenses committed as a juvenile that were adjudicated through the juvenile court system.

Convictions or failure to disclose convictions may negatively impact an applicant's eligibility for ARRT certification and registration. Applicants and students are encouraged to read ARRT's Radiography Certification and Registration Handbook and investigate ARRT's definition of "conviction."

See <https://www.arrt.org>

CUKC encourages applicants and students that have convictions, as defined by ARRT, to complete the ARRT Ethics Review Pre- Application to establish certification and registration eligibility. The CUKC Radiologic Technology program director is available to assist with the process; however, it is the student's sole responsibility to complete and submit the application:

<https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf>

Attendance Policy

Successful completion of the educational programs at Cleveland University-Kansas City requires a significant commitment of time for class work and outside study each day. Attendance is required at all times, as only complete attendance in all coursework will enable a student to benefit fully from instructors' identification of subject matter relevance, classroom information and discussion extending beyond the scope of course texts, laboratory exercises, and practical clinical experiences.

Course credit will be given only if the student is present at least 90 percent of the time and completes all course requirements with a passing grade. Should absences exceed 10 percent of scheduled course time, the

student will be dismissed from the course with a grade of “XF.” In cases where a student is awarded an “XF” due to absences resulting from extenuating circumstances, a written appeal may be submitted to the Program Director and must follow the appeals policy outlined in the program handbook. Should a student’s absences exceed 20%, the XF may not be appealed.

*Refer to the Radiologic Technology Clinical Handbook for “Clinical Absence Procedure.”
Refer to the CUKC Academic Catalog for policies related to Military Leave or Religious Holidays.

Tardy Policy

Each student should make every attempt to get to class/ clinical on time, as tardiness is disruptive to the class/ clinical. An instructor may refuse to allow a tardy student to enter the classroom until a time that will not disrupt class activities. Tardiness will be recorded and applied to the attendance policy.

- The minimum time recorded toward the attendance policy will be fifteen (15) minutes. (ex. 6 minutes late, 15 minutes recorded)
- Time after fifteen (15) minutes will be recorded in 1-minute increments. (ex. 17 minutes late, 17 minutes recorded)
- At the instructor’s discretion, students late to class may receive prorated points for participation, and lab activities.
- In the event a student arrives while a pop quiz is being administered, at the instructor’s discretion they may or may not allow the student the remaining allotted time to complete the pop quiz.
- In the event a student arrives while a scheduled exam/ quiz is being administered, at the instructor’s discretion may:
 - Allow the student to start the exam/quiz and will be given the remaining allotted time to complete the exam/quiz.
 - The student will be allowed to take the scheduled exam/ quiz at a time designated by the instructor with a 10% reduction of the total point value.

Class Absence Procedure

In the event a student will be absent, tardy, or leave early:

- The student must notify the instructor prior to the start of the class period.
- Scheduled exams, quizzes, and homework due on the missed day will follow the Late Work Policy.
- Only students in attendance will receive points for pop quizzes, participation, and lab activities.
- Student must contact each instructor to obtain missed class material, homework, and due dates.
 - Homework assigned during an absence is due with the rest of the class.

It is the student’s responsibility to contact the instructor on the 1st day returning to class for a make-up time for any scheduled exams/ quizzes that were missed. If the student fails to initiate contact with the instructor, a 0% will be issued for the scheduled exam/quiz.

*Refer to the Radiologic Technology Clinical Handbook for “Clinical Absence Procedure.”

Late Work Policy

To move efficiently and successfully through Cleveland University-Kansas City's Radiologic Technology courses, it is important, and expected, that assignment due dates are met. It is expected that the student takes ownership of meeting deadlines and take initiative to ensure all assignments are turned into the instructor at the designated time and exams/quizzes are taken when scheduled.

If a student fails to complete work when scheduled, the following penalty will be applied:

Homework: Homework assignments will be accepted for 7 calendar days beyond the original due date with a 20% reduction of the total point value. Unless prior written arrangements have been made with the instructor, late homework will not be accepted beyond 7 calendar days of the original due date and a 0% will recorded for the assignment.

- At the instructor's discretion, the 20% reduction may be waived in the event of extenuating and documented circumstances.

Scheduled Exams/Quizzes: A missed scheduled exam/quiz can be made-up, with a 10% reduction of total point value, if:

- The student requests a make- up time on the first day back in class, and
- The exam/quiz is taken at the make-up time approved by the instructor.

At the instructor's discretion, the 10% reduction may be waived in the event of extenuating and documented circumstances.

Failure to request a make-up time on the first day back in class, or failure to take the exam/quiz at the approved make-up time will result in a 0% for the exam/ quiz.

Pop quizzes: Due to the purpose of pop quizzes, they cannot be made up.

End of course project/papers: Unless prior written arrangements have been made with the instructor, end of course project/ papers will not be accepted late.

Participation/ Lab: Only students in attendance will receive points for participation activities. At the instructor's discretion, prorated points may be awarded for the student being present for a portion of an activity or lab.

Inclement Weather Policy

Inclement weather may result in hazardous road conditions. As a result, each student should make safety their first priority and use their own judgment in reaching Cleveland University-Kansas City and/or their assigned clinical site.

Cleveland University-Kansas City participates with approximately 90 school districts throughout the Kansas City metropolitan area in a cooperative venture to make public announcements regarding emergency school closing, usually due to weather conditions.

Area news media that carry such public service announcements include the following:

Radio	TV
KCKC FM 102.1	KCTV-TV 5
KBEQ FM 104.3	WDAF-TV 4
WDAF FM 106.5	KMBC-TV 9
KQRC FM 98.9	KSHB-TV 41
KUDL FM 98.1	
KYYS AM 1250	
KXTR AM 1660	
KCSP AM 610	

Additionally, students may enroll and receive campus alerts by text or email through the “CU Alerts” system. Student may enroll in the alert system through the “CUKC Emergency Alert Sign Up” link on the “Campus Life” tab of the Cleveland University website.

- If the University is closed due to weather conditions, Radiologic Technology students will not attend classes or clinical for the duration of the campus closing.
- Time missed due to official campus closings will not contribute to the attendance policy.
- Class and/or clinical make-up day(s) may be scheduled at the instructor, Clinical Coordinator, or University’s discretion.
- Scheduled class and/or clinical make-up day(s) will be subject to the attendance policy in the same manner as a regularly scheduled class/ clinical period.
- When a Radiologic Technology student misses a clinical day, the student must inform their Clinical Instructor they will not be in attendance. Contact must be made prior to the start of their scheduled clinical shift.
 - It is not necessary to contact the Clinical Coordinator as they will be notified by the University that classes are not being held.

Grievance and Appeals Policy

The program grants a student the ability to file grievances and appeals for program specific issues regarding, but not limited to, any violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation. The below steps must be followed for all appeals:

1. The student must first attempt to informally resolve the issue with the party or parties involved within five business days of the occurrence.
2. If the occurrence cannot be resolved informally with the party or parties involved, the student may submit a completed Grievances and Appeals Form to the Program Director within ten business days of the occurrence, to include at minimum:
 - (1) details of the nature of your grievance/appeal, to include what you are appealing, parties involved, and the specific University or Program policy, procedure(s), rules, and/or regulation (including policy title, publication, and page number) you are basing your appeal upon. Attach any documents in support of the grievance/appeal.;
 - (2) desired resolution.
3. Within five business days of receiving written statement, the Program Director, with input and consultation from faculty and other program or University staff, will provide a written response to the student to include a decision regarding the grievance/appeal.
4. If the student wishes to appeal the decision rendered by the Program Director, the student must submit a written appeal to the Dean of the College of Health Sciences within three business days of receiving the decision from the Program Director. The final decision of the Dean of CHS will be made within five business days of receiving the appeal.

Informal Complaint Procedure

CUKC's and the Radiologic Technology program make a conscious and continuous effort to provide an exceptional learning experience. Although the University takes care to continuously improve the student learning experience, we also realize that we are looking through the lens of an educator and not a student. To assist us in providing the best experience possible, we encourage you to bring "complaints" or items of potential improvement to our attention.

This process is designed for those items that fall short of the formal grievance procedure. However, they will be taken seriously, analyzed to determine if a pattern of complaint exists that could negatively affect the quality of the educational program, and acted upon when appropriate. To ensure the most accurate and complete collection of complaints, an Informal Complaint Form has been attached to the back of this handbook. When completing this form, you may choose to remain anonymous; however, please provide enough detail so that we can best address your concerns.

After completing the form please direct it to the Program Director by CUKC email, CUKC mail, or it can be anonymously placed in the AASRT program director's mailbox in the College of Health Sciences area.

Information Exchange and Communication

The student's assigned CUKC email will be the primary mode of formal communication between the University and/ or Program and the student. Students are required to read and respond to emails sent to their CUKC email account within 72 hours of receipt. The student is considered "notified" when the University or Program official has received receipt of delivery to the student's CUKC email.

Course/Program Withdrawal

Students wishing to withdraw from a course should refer directly to the CUKC Academic Catalog for details.

Occasionally, various circumstances may lead a student to consider whether continuing in the program is in his or her best interest. If a student wishes to withdraw from the program, the student must follow the below steps:

1. Inform the class advisor of the intent to withdraw from the program.
2. Provide written and dated notice to the program director stating that he or she is withdrawing from the program.
3. Follow policy and procedure for withdrawing from the College of Health Sciences, as outlined in the Academic Catalog.

Course Information

Professional Education

Professional Radiologic Technology courses are delivered in a lock-step, competency based format. Each module, students are scheduled to specific courses as a cohort. This facilitates satisfactory progression in the Radiologic Technology program. There is no deviation from the course sequence determined by program officials. All Radiologic Technology professional courses must be completed with a grade of “C” or better. If eligible, a failed course must be repeated when it is offered the following semester, pending clinical availability. Refer to the CUKC Academic Catalog for the professional Radiologic Technology courses.

Radiologic Technology Program Course Schedule

Didactic Components

- All didactic courses are two evenings/week conducted Monday-Friday.
- Course schedules vary by Module; however, the student may be in the classroom up five (5) days per week between the hours of 6-10 p.m.

Clinical Education Components

- Clinical education varies by assignment and may include traditional daytime hours, evenings, and/ or weekends.
- Clinical Education is conducted at facilities affiliated with CUKC.
- Clinical education shifts will never exceed ten (10) hours in any one day.

*Scheduled didactic and clinical hours combined will NEVER exceed forty (40) hours per week.

Grading Scale

This grading scale applies to all Radiologic Technology courses:

90- 100%	A
80- 89%	B
75- 79%	C
<75%	F

- The Radiologic Technology program has a “no rounding” policy with regard to grades (example: 89.7%= 89% on the program grading scale)
- A grade below a “C” is a failing grade in a Radiologic Technology Course and, if eligible, must be completed the following semester, pending clinical availability
- Earning a combination of any two of the following will result in program dismissal:
 - o “F”, “XF,” and/ or “W”

Academic Advisement

Academic Advisement will be conducted mid-course with each student. The student will complete a Professional Improvement Plan and meet with a program instructor and/or program director to discuss academic progress. During advisement, the instructor/program director will discuss the student's current academic status and the student's plan to maintain or improve performance. If the student's cumulative course grade is below 75% at or after week 3, follow-up on the student's progress will occur weekly until the student's cumulative grade is 75% or above, or the semester ends.

Every student is encouraged to approach an instructor at the first sign of academic difficulty, and not wait for Academic Advisement. The student may, and is encouraged to, initiate a conference with any instructor, at any time, and for any reason.

*Instructors reserve the right to establish mandatory tutoring for any student maintaining a cumulative course grade of less than 75%.

Probation

The student may be placed on academic probation for reasons including, but not limited to:

- falling below 75% during any didactic or clinical course
- failure to complete clinical competencies in the published time
- failure to fulfill Clinical Obligations

The student may be placed on conduct probation for reasons including, but not limited to:

- failure to comply with CUKC policies and procedures
- failure to comply with any CUKC Radiologic Technology Program policies and procedures
- failure to comply with any CUKC Radiologic Technology Program Standards
- non-compliance with ARRT Rules and Regulations and Standards of Ethics
- failure to comply with the Clinical Site's policies and procedures.

Probationary action plans may be put in place with the intent of correcting the action leading to probation. Compliance with the conditions of the action plan are mandatory and a condition of continued enrollment. Failure to comply may result in program dismissal. Failure to comply with CUKC, CUKC Radiologic Technology Policies and Procedures and/or Standards may result in disciplinary action, up to and including dismissal from the program, with or without having been first placed on probation.

Continued Program Eligibility

Students are required to:

- Successfully complete all Radiologic Technology courses with a 75% or better
 - See “Grading Scale” in the Radiologic Technology Student handbook for information on Transcribed grades/ codes of “F,” “XF,” and/ or “W”
- Complete all course and clinical competencies
- Turn in all clinical and evaluation forms on the due date
- Comply with all Cleveland University-Kansas City and CUKC Radiologic Technology program policies and procedures.

Student Safety

Immunization Policy

The A.A.S. programs at Cleveland University-Kansas City follow the CDC Healthcare Personnel Vaccination Recommendations. By the end of Semester I, Module I of the Core Radiologic Technology program, students must have on file official documentation of vaccination or immunity for: tetanus- diphtheria- acellular pertussis, measles, mumps, rubella, varicella, and hepatitis B.

As a condition of acceptance, students must remain on schedule for: additional dose requirements and titers, must not allow Tdap immunization to lapse and must receive annual two-step tuberculosis (TB) testing and influenza vaccination by the date designated by the A.A.S. program clinical coordinator. In the event the TB skin test is positive, a chest X-ray will be required before the student can enter or return to clinical education. A confirmed diagnosis of tuberculosis will result in the inability to enter, or removal from, clinical education and may prevent successful and/or timely completion of the program.

Non-compliance with the Immunization Policy and/or failure to meet and maintain CUKC A.A.S. Clinical Education Eligibility requirements will prevent the student from entering and/or will result in removal of the student from clinical education until compliance is met.

Time missed due to Immunization Policy non-compliance will follow the “Attendance” policy detailed in the AASRT Program Handbook. All required immunizations or testing to maintain compliance is at the student’s expense.

Immunizations

- Tdap
 - Within last 10 years
- MMR (Measles/Mumps/Rubella)
 - 2 doses
- Varicella (Chickenpox)
 - Documented history of disease, or
 - Proof of vaccination, or
 - 2 doses
 - Must have first dose prior to starting the program
 - Titer documenting consistency immunity
- Hepatitis B
 - 3 doses, AND
 - Must have first dose prior to starting the program
 - Titer demonstrating consistency for immunity
 - Failure to stay on schedule with subsequent 2 doses, or failure to complete the titer will violate CU-KC's A.A.S. in Radiologic Technology program immunization policies.
- Two-step TB (Tuberculosis)
 - Within the last 12 months
 - Will be required to complete an annual TB test, at the student's expense, while enrolled in the program.
 - In the event the test is positive, a documented negative chest X-ray may be required at the student's expense.
- Influenza
 - All AASRT students will be required to have an annual influenza vaccination.
 - Must be completed, at the student's expense, to enter or remain in the a clinical environment during the flu season.

Radiation Protection

All Radiologic Technology students are required to exercise sound radiation protection at all times. The Three Cardinal Rules of Radiation Protection (Time, Distance, Shielding) and A.L.A.R.A. (As Low As Reasonably Achievable) principles must be understood and closely adhered to. Radiation protection and the proper use of radiation is the responsibility of the student technologist as described in the ARRT Code of Ethics. Failure to practice safe radiation protection and/or violation of the ARRT Code of Ethics will result in disciplinary action.

A student must always wear radiation dosimeters in the Radiologic Technology program lab and at clinical education sites. Dosimeters must be worn at the collar and outside of any lead shielding. The Clinical Coordinator is the acting program Radiation Safety Officer (RSO). Monthly dosimeters will be managed by the Radiation Safety Officer (Clinical Coordinator).

Students:

- MUST NOT hold patients or image receptors during any radiographic procedure.
- Must always wear radiation dosimeters in areas where exposures are being made.
 - Student will be sent home and unable to return to the clinical site until a CUKC dosimeter is obtained and worn. All time missed from the clinical education will be counted towards the attendance policy.
 - Students not properly wearing a dosimetry badge will be unable to perform lab activities involving exposures. Incomplete participation in lab activities may negatively impact the student's lab grade.
 - Must immediately report any damage to, or loss of a radiation dosimeter to the Radiation Safety Officer.
 - The student must provide a written report of the incident within 24 hours of verbally notifying the RSO.
 - Must immediately report known overexposures, accidental or intentional, to the Radiation Safety Officer.
 - All overexposure will be thoroughly investigated. Corrective action for overexposures will involve counseling and training on safe radiation protection practices. Disciplinary action may be initiated for intentional overexposures.
- Dosimetry badges provided by Cleveland University-Kansas City are to be used only and expressly while performing activities as a Cleveland University-Kansas City Radiologic Technology student.
 - Dosimetry badges issued by CUKC are expressly used to track the amount of occupational exposure the student receives during their clinical education rotation. The badges are not designed or intended to detect the amount of radiation the student receives as the result of being a patient (example: Dosimetry badges should not be worn when getting a chest X-ray or dental X-rays).
- Dosimetry badges issued by Cleveland University-Kansas City must not be worn while working as a student technologist.
- The Radiation Safety Officer closely reviews monthly student dosimetry reports at the beginning of each month. 40 millirem or greater in one month will initiate an investigation. The clinical instructor will be questioned, the student's procedure log will be evaluated, and the student will be counseled regarding radiation safety practices.
- If the student's exposure exceeds maximum annual permissible dose limits (5000 millirem), they will be suspended from Clinical Practice Education until the effective annual dose falls below the maximum permissible dose. If a declared pregnant student exceeds the monthly fetal dose limit (50 millirem), they will be suspended from the Clinical Practice Education for the duration of the pregnancy. Suspended time for maximum permissible dose limits will follow the attendance policy.

The Radiation Safety Officer will place radiation dosimetry reports in the “Radiation Dosimetry Report” binder within 24 hours of receipt. The “Radiation Dosimetry Report” binder with reports will be maintained in the Clinical Coordinator’s office and are available for student review at any time. Students will be directed monthly to monitor their exposure and should initial to indicate they are aware of the results.

Students or graduates may view personal radiation dosimetry reports at any time by contacting the Radiation Safety Officer or Program Director.

Upon graduation, withdrawal, or dismissal the student must immediately return any radiation dosimeters in their possession. The Radiation Safety Officer will collect and submit the student’s final dosimeter for reading, deactivate the student’s dosimeter, and request a Terminal Radiation Dosimetry Report. A copy of all students’ dosimetry reports will be maintained indefinitely by CUKC’s Radiologic Technology program.

A copy of the Terminal Radiation Dosimetry Report will be mailed to the students last known address within 5 working days of receipt from Landauer, after graduation, withdrawal, or dismissal. Students should maintain a permanent copy of their Terminal Radiation Dosimetry Report and provide a copy to any future employers or programs that track occupational exposure.

Pregnancy Policy

The purpose of the student pregnancy policy is to assure students a safe pregnancy and to ensure compliance with: Federal and state radiation control guidelines, the U.S. Equal Employment Opportunity Commission, and the Nuclear Regulatory Commission regulations regarding the declared student who is pregnant.

Pregnant student rights:

- All Radiologic Technology program students are encouraged to immediately declare their pregnancy; however, declaration of pregnancy is completely voluntary.
- A student who is pregnant may voluntarily declare their pregnancy in writing to Cleveland University-Kansas City’s Program Director or Clinical Coordinator at any time.
- At any time after declaring pregnancy, the student may withdraw the declaration of pregnancy in writing.
- A student who is pregnant may continue in the Cleveland University-Kansas City’s Radiologic Technology program without modification.
- When a student declares pregnancy in writing, counseling, guidance, and fetal dosimetry will be provided to track fetal exposure.
- As long as the student and/or baby’s health is not endangered, and the student’s physical condition does not impair their ability to perform assigned duties, the student may continue in the program.

Responsibilities of a student who is pregnant:

- It is the responsibility of a student who is pregnant to follow the A.L.A.R.A. principle and to utilize the guidelines set forth in this policy for protection of the embryo/fetus and self.
- Must wear an apron with a minimum of 0.5 mm lead equivalent when performing fluoroscopy and mobile radiography. If available, a 1.0 mm lead equivalent apron is preferable.

- Must properly wear assigned fetal dosimetry badge anteriorly at waist level at all times. When a lead apron is worn, the fetal badge will be worn under the apron.
- The pregnant student will complete all program clinical and didactic requirements.
- The pregnant student will meet all objectives and clinical competencies of each clinical practice assignment. Any requests for changes in job responsibilities or duties from the pregnant student will be determined on an individual basis and will be based on the industry standards for protection of the pregnant student and the embryo/fetus.
- A physician's written and signed order must be provided if for any portion of time the student may not fulfill any course requirements due to the pregnancy.
- Substitute clinical rotations will not be provided.

Procedure:

1. All Cleveland University-Kansas City Radiologic Technology students will be informed of this policy and receive instruction related to radiation exposure and the potential biological harm to an embryo/fetus prior to attending any clinical practice education.
2. If the student chooses to voluntarily inform program officials of her pregnancy it must be in writing, and students cannot be considered pregnant unless written voluntary notification is provided by the pregnant student.
 3. If the student chooses to voluntarily declare pregnancy, the student will read:
 - a. Cleveland University-Kansas City's Radiologic Technology "Pregnancy Policy"
 - b. U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure"
 - c. NCRP Report No. 105
 - i. 3.5- "Embryonic and Fetal Effects"
 - ii. 4.2- "Dose Limits for the Embryo and Fetus"
 - d. NCRP Report No. 116
 - i. 10. "Protection of the Embryo-Fetus"
4. Cleveland University-Kansas City's Radiologic Technology Program Director or Clinical Coordinator will counsel the pregnant student concerning A.L.A.R.A., Cardinal Rules of Radiation Protection, methods to reduce radiation exposure to the embryo/fetus, any concerns about pregnancy in diagnostic radiology, and the effects of irradiation in-utero.
5. After receiving counseling and clarification of the related documents from the Radiologic Technology Program Director or Clinical Coordinator, the pregnant student may voluntarily sign the Declaration of Pregnancy Form.
6. Fetal dose at the time of declaration will be estimated to effectively monitor total fetal dose.

7. A separate fetal badge will be provided to the declared pregnant student for the duration of pregnancy or declaration of pregnancy. The exposure reported on the fetal badge will be maintained on a separate record and identified as exposure to the fetus or fetal dose.
8. The Radiologic Technology Clinical Coordinator will monitor the monthly radiation Dosimetry report of the pregnant student and fetal badge and make that information available to the student.
 - a. The dose to the embryo/fetus must not exceed 0.05 rem per month or 0.5 rem for the duration of the pregnancy.
 - b. If a declared pregnant student exceeds the fetal dose limit, they will be suspended from the Clinical Practice Education for the duration of the pregnancy
 - c. Suspension from Clinical Practice Education to protect the fetus or pregnant student may prevent the student from successful completion of the clinical portion of the program.

Sharps and Biohazard Policy

Radiologic Technology students may become exposed to biohazardous material or sharps devices in the clinical education setting. Techniques to safely work around biohazardous material and sharps are included in the Cleveland University-Kansas City Radiologic Technology program curriculum.

In the event a student is injured in any way, including contact with sharps devices, or comes in contact with biohazardous material, the student must immediately notify their clinical Instructor and/or, if not available, department leadership. The student must follow the clinical education sites protocol related to the incident and complete a hospital incident form.

If medical attention or post-exposure treatment is necessary, the student must obtain care at the nearest appropriate institution. Cleveland University-Kansas City is NOT responsible for student injuries or exposures and does NOT carry health insurance on Radiologic Technology students.

Any necessary medical attention and/ or post- exposure treatment may be at the student's own expense. After following the clinical education site's protocol, the student must notify the Clinical Coordinator or Program Director of the incident prior to leaving the clinical education site. The next day on campus the student will provide the Clinical Coordinator a written report of their accounting of the incident in addition to a copy of the clinical education site's incident report.

Communicable Disease Policy

Cleveland University-Kansas City recognizes and is diligent to protect the health of students through informed education of the potential risk of exposure to communicable diseases. The means of transmission for communicable diseases includes but are not limited to: contact with blood and bodily fluids and ingestion of air borne viruses. Precautionary means of protection will be demonstrated and applied; however, the handling of specimens in a manner other than those taught by the university faculty and or the affiliated clinical support staff, may create a risk of injury, illness, and even fatal results.

In the event of an exposure to a communicable disease during clinical education, the clinical instructor must be immediately notified, and the university clinical coordinator contacted.

Any student with an infectious process that could affect other students and or faculty must notify the Program Director if on campus and the Clinical Coordinator and clinical instructor at the clinical education site.

Any student with the following infectious process, must contact the clinical prior to reporting to the clinical education site:

- Fever of 101 or greater
- Sore throat associated with fever of 101 degrees or above and swollen lymph nodes
- Flu-like symptoms (respiratory)
- Conjunctivitis (pink eye)
- Scabies
- Herpes labials (cold sores)
- Draining of open sores, boils, and burns
- Productive cough with fever or congestion in lungs
- GI flue (diarrhea, nausea, and vomiting)
- Draining of open sores, boils, and burns
- Productive cough with fever or congestion in lungs
- GI flue (diarrhea, nausea, and vomiting)

HIV Policy

To prevent transmission of HIV to health care workers in the workplace, CDC offers the following recommendations.

Prevention Strategies

Health care workers should assume that the blood and other body fluids from all patients are potentially infectious. They should therefore follow infection control precautions at all times.

These precautions include:

- routinely using barriers (such as gloves and/or goggles) when anticipating contact with blood or body fluids
- immediately washing hands and other skin surfaces after contact with blood or body fluids, and
- carefully handling and disposing of sharp instruments during and after use.

Occupational HIV Transmission and Prevention among Health Care Workers can be viewed at:

<http://www.thebody.com/content/what is/art60783.html>

Magnetic Resonance Imaging (MRI) Safety Policy

Prior to clinical site placement, students will receive Clinical Orientation to address clinical policies, procedures, and safety. During Clinical Orientation, students will receive MRI safety training to include the dangers of implants and/or foreign bodies, and will be screened for magnetic wave and/or radiofrequency hazards. On completion of Clinical Orientation, students will sign a roster to document MRI safety training and screening documentation will be maintained by the Clinical Coordinator.

Students may assist radiologic technologists with the transport of patients to various parts of the imaging department to include MRI: however, students who do not meet the programs screening safety criteria for MRI exams will not be permitted beyond zone III of the MRI department.

Foreign bodies and implants can cause harm to the individual or others when within the influence of the MRI magnetic field. Under the influence of the MRI magnetic field, internal foreign bodies or implants may move or heat, causing organ damage to surrounding tissue. Additionally, depending upon the type of implant, the implant may malfunction or stop working completely, such as medication pumps or pacemakers that are not MRI safe.

External foreign bodies carried into zone 4 (MRI suite) may be attracted to the magnetic field at a high velocity and injure the individual or anyone in the path of the object's trajectory.

Examples of foreign bodies/ implants that may harm the individual (this is not a comprehensive list):

- PACE Makers
- Insulin pumps
- Neuostimulators
- Mechanical devices
- Shunts
- Stents
- Heart valves
- Aneurysm clips
- Coils
- Filters
- Penile implants
- Ocular implants
- Prostheses
- Shrapnel of metal
- Bullets and pellets

Examples of objects that can harm the individual or others (this is not a comprehensive list):

- Oxygen tank
- IV pool
- Keys
- Lighter
- Cell phone
- Pin
- Scissors
- Stethoscope
- Wheelchair
- Anything attracted to a magnet



Cleveland University
KANSAS CITY

Chiropractic and Health Sciences

CUKC Radiologic Technology Clinical Handbook

Clinical Education Policies and Procedures

Clinical Practice Education

Clinical education is a vital component of Cleveland University-Kansas City's Radiologic Technology competency based program. To facilitate an effective education, the CUKC Radiologic Technology program works closely with its' clinical affiliates. This close relationship enables the alignment of the didactic and clinical portions of the program.

Cleveland University-Kansas City has affiliated with a variety of clinical practice settings to provide the student with a diverse and adequate clinical practice education. Placement at a clinical site is entirely determined by the AASRT Clinical Coordinator and Program Director. Many factors are considered when placing a student; with the foremost being where the student can obtain the best clinical education.

Clinical education courses are conducted at affiliated hospitals, clinics, and/or imaging centers. The Clinical Coordinator ensures the clinical education correlates with the didactic course content and monitors the student's procedure volume and variety of clinical experiences required to successfully progress through the program and meet ARRT Clinical Competency Requirements.

The student will be monitored for progress throughout the duration of the program. During clinical rotations, student will receive formal affective evaluations, receive coaching and critique, maintain various records/ documents, and complete Competency Evaluations to meet ARRT Clinical Competency Requirements.

Formative and summative methods are used to identify the student's strengths and deficiencies as they progress through the clinical practice education. Strengths will be built upon and identified; deficiencies will be addressed to maximize learning outcomes and opportunities for success.

Clinical Rotation Schedule

Cleveland University-Kansas City's didactic course content must closely align clinical education practice. The Clinical Coordinator is responsible for assigning clinical rotations, tracking clinical education progress, and communicating with the Clinical Instructor to ensure alignment of didactic coursework and clinical experiences. The Clinical Coordinator keeps Clinical Instructors informed of Clinical Objectives and the Clinical Instructor has professional discretion in delivering the clinical aspect of those objectives.

The following guidelines indicate the approximate amount of time the student should be spending in each clinical category. Although it is an important aspect of the profession, time spent in ancillary activities should be limited (file room, front desk, transport, etc.).

Large Hospital:

- Diagnostic/Ortho 75%
- Fluoroscopy 10%
- Trauma/Portables 5%
- Surgery 5%
- Ancillary Services 5%

Clinic:

- Diagnostic/Ortho 95%
- Fluoroscopy 0%
- Trauma/Portables 0%
- Surgery 0%
- Ancillary Services 5%

Clinical Schedule

Clinical education hours vary by assignment and may include traditional hours*, evenings, and/ or weekends. The Clinical Coordinator will inform the student of the clinical days and hours when the assignment is given.

Clinical education assignments are established entirely by the program. Once established, clinical site assignments and schedules are set. Alterations will not be considered unless extenuating circumstances arise that the Clinical Coordinator was not aware of when making the assignment.

***Traditional hours are conducted between 5 a.m. and 7 p.m.**

**** Clinical hours will NEVER exceed 10 hours per day.**

Clinical Call in Procedure

In the event a student will be absent or tardy more than 15 minutes, the student must:

On classroom days:

Refer to the Radiologic Technology Student Handbook

On clinical days:

Notify the Clinical Coordinator AND Clinical Instructor PRIOR to start of the student's scheduled clinical shift.

- If the Clinical Coordinator cannot be reached, it is acceptable to contact the program director.
- If direct contact with the Clinical Instructor cannot be made, the student may leave a message with another technologist in the department (record the name of the person you leave the message with).
- The student must personally make contact with the Clinical Coordinator and Clinical Instructor in the event of absence, tardy, or leaving early.
- The absence must be entered in Trajecsys and the reason should be entered in the "explanation" box.
- Failure to comply with the Clinical Call in Procedure may result in conduct probation.

If a student leaves prior to the scheduled end of the clinical shift, the student must notify the Clinical Instructor and Clinical Coordinator as soon as the decision is made. Notification to the CI and CC must be made prior to leaving the clinical site.

CPR

American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Provider Certification is required for all Radiologic Technology students. Proof of current BLS for Healthcare Provider certification must be provided prior to the first day of professional Radiologic Technology classes and must be maintained current throughout the duration of the program.

Allowing CPR certification to lapse during the program will result in removal from clinical education. Time missed due to a lapse in CPR certification will contribute to the University Attendance policy. Obtaining and maintaining CPR certification will be done on the student's time and expense.

Clinical Eligibility

Prior to assignment to a clinical setting, students must:

- Register and complete all required items on the Document Management system; including, but not limited to:
 - Register with the University's document management system
 - Register with the State of Missouri DHSS Family Care Safety Registry
 - Submit to background checks through the University's document management system.
 - Negative findings may prevent placement at a clinical education site and result in program dismissal
 - Complete a physical examination
 - Submit a urine drug screen
 - Upload the completed Health Record/Immunization form and official documentation
 - Maintain AHA CPR certification and upload documentation
- Maintain compliance with CUKC Radiologic Technology program immunization policies
 - Have complete and current immunization records on file with CUKC
 - MMR Measles/Mumps/Rubella
 - Varicella (Chickenpox)
 - Hepatitis B- One titer for Hep B may be drawn to determine antibody levels
 - Tetanus Diphtheria (Tdap)
 - Have documented annual Two-Step TB test on file with CUKC
 - In the event the test is positive, a documented negative chest X-ray may be required.
 - Have documented annual influenza vaccination on file with CUKC
- Successfully complete all courses in the term prior to the clinical assignment.
- Successfully demonstrate all attempted imaging procedural series on Practicum assessments (on-campus simulations), with a minimum grade of 75% per procedure series, prior to clinical site placement. Students must continue to successfully demonstrate all attempted imaging procedural series on Practicum assessments, with a minimum grade of 75%, prior to entering subsequent Clinical Education courses and/or attempting clinical competence on all procedures related to that procedural series.
- Be compliant in HIPAA, asepsis/sterile procedures.
- Receive training in, understand, and practice radiation protection and the Cardinal Rules of radiation protection (time, distance, and shielding).

- Be knowledgeable of Cleveland University-Kansas City policies related to clinical practice including, but not limited to:
 - Student-to-technologist ratio
 - radiation safety practices
 - direct supervision
 - indirect supervision
 - repeat image supervision
- Be knowledgeable of Cleveland University-Kansas City University Catalog, Student Handbook, and Radiologic Technology Student and Clinical Handbook.
- Submit to random drug screenings and maintain a negative status.
- Complete all requirements of the clinical setting assigned to.
 - Many clinical settings have unique requirements before a student can attend their site. The Clinical Coordinator will advise the student in advance of what needs to be completed or provided prior to assignment. It is the student's responsibility to provide the necessary documentation and complete the necessary forms.

If the student fails to comply with any of the items constituting Clinical Eligibility, the student will not be assigned or will be removed from the clinical setting until compliance has been established. The missed time will follow the Attendance Policy.

Clinical Obligations

- The student must comply with and maintain Clinical Eligibility status.
- Students must maintain and submit all clinical documentation by due dates determined by the program. All clinical documentation forms are maintained, and accessible, on each student's Trajecsys account. Hard copies are additionally maintained by the Clinical Coordinator.
 - Site Orientation
 - Equipment Orientation
 - Time Records
 - Daily Log Sheet
 - Repeat Log (hard copy can be printed from the Trajecsys "Documents")
 - Evaluation of Student's Clinical Competency
 - Competency Evaluation
 - Evaluation of Clinical Coordinator
 - Evaluation of Clinical Instructor
 - Student Evaluation of Clinical Setting
 - Terminal Competency Evaluation

- The student must be familiar and comply with all CUKC policies, including radiation safety practices. Refer to the Radiation Protection policy in the Radiologic Technology Student Handbook CUKC policies related to radiation safety practices.
- The student must be familiar and comply with all CUKC policies, including student supervision. Refer to the Student Supervision Policy in the Radiologic Technology Clinical Handbook for CUKC policies related to clinical supervision of the student.
- The student must be familiar and comply with the 1:1 ratio policy and must notify the CUKC Clinical Coordinator immediately if their clinical site is not in compliance. At all times while at the clinical site, there must be one qualified radiography clinical staff assigned to each student. However, it is acceptable to temporarily exceed this ratio in the event of uncommonly performed procedures.
- Students must follow the appropriate steps to demonstrate competency.
- The student must follow the ALARA (As Low As Reasonably Achievable) concept and practice the Cardinal Rules of Radiation Protection (Time, Distance, Shielding). The student must comply with the Radiation Safety rules in the CUKC Radiologic Technology Student Handbook.
- The student must follow the Clinical Dress Code while in the clinical setting.
- Students must not use, or have on their person, any personal electronic device during their clinical shift.
 - There is no tolerance for personal electronic devices at the clinical site during assigned clinical hours, with the exception of the 30-minute break, at a time approved by the Clinical Coordinator and Clinical Instructor, and in an area approved for breaks.
 - Includes, but not limited to: cell phones, tablets, laptop computers, and wearable devices (smart watches) with functions beyond time and day.
 - Personal electronic devices should be left home, in the car, or in a locker, if provided by the clinical site.
 - In the event of an emergency, provide the department phone number to those that may need to contact you during clinical hours.
- The student must follow the Clinical Call in Procedure.
- The student must adhere to the clinical assignment days and times and may not make modifications without the consent of the Clinical Coordinator.
- The student must exhibit professional and ethical behavior at all times.
- The student must uphold the American Registry of Radiologic Technologists (ARRT) Standards of Ethics

Failure to maintain Clinical Obligations in their entirety may result in the removal from the clinical site and/or may prevent the student from successfully completing the CUKC Radiologic Technology Program. Additional disciplinary action may be taken as described in the Cleveland University-Kansas City Catalog, CUKC Student Handbook, and/ or Radiologic Technology Student and Clinical Handbooks.

Clinical Dress Code

To endorse health and wellness, safety, and a highly regarded professional image, all students are required to follow Cleveland University-Kansas City (CUKC) Radiologic Technology program dress code during their clinical education assignment and during lab days on campus.

- **Scrub tops and pants** **Program scrub color by brand**
 - Cherokee Pewter
 - Dickies Pewter
 - Grey's Anatomy Steel
 - Healing Hands (Purple Label Yoga) Pewter
 - Infinity Pewter
 - ScrubStar (Wal-Mart brand) Pewter
(Other brand colors may be considered at the discretion of the Clinical Coordinator)
Optional knit undershirt
 - May be short or long sleeve (white, gray or black).

- **Shoes**
 - White, gray, or black closed-toes shoes constructed of non-porous material (minimal color allowed).
 - Shoestrings must be cleaned, tied, and neutral in color.

- **Jewelry**
 - Engagement/wedding ring; watch, post earrings – limit 2 per ear.
 - All facial, nose, or tongue rings must be removed.
 - Ear gauges are not allowed, regardless of how small.

- **Name Tags**
 - School issued name tag w/clip.
 - Retractable badge holder is allowed if approved by the Clinical Coordinator.
 - Lanyards are NOT allowed.

- **Anatomical Markers**
 - University issued Left & Right anatomical markers

- **Personal Dosimetry Badge**
 - Worn at the collar outside of the lead apron.
 - In the event a student voluntarily declares pregnancy, the student will be issued and counseled on how to properly wear a fetal monitor.

Personal Grooming Standards

- Uniforms must fit properly, be cleaned, and pressed all times

- Daily good personal hygiene
- Oral hygiene, clothing/uniform or lab coats must not smell of smoke
- Long Hair (below shoulder length) must be securely put up or tied back
 - Haircut must not be of a style, cut, and or color considered eccentric by the Program Director, Clinical Coordinator, or Clinical Site
- Fingernails must be well manicured and trimmed to a length so as to not puncture latex gloves Artificial (faux)/acrylic nails are prohibited due to sanitary reasons
 - Fingernail polish (clear only) must be neat and not chipped Make-up should be unobtrusive and applied in moderation
- Avoid cologne, perfume or aftershave – they are potentially harmful to individuals with respiratory diseases, allergies, nausea, or other health issues.
- Tattoos/body art must remain completely covered at all times
- Males should be clean shaven daily. Neatly trimmed beards and or moustaches are permitted with Clinical site approval

The clinical dress code will be strictly enforced. Students who fail to comply will not be allowed to remain in the clinical setting. Any program official, including the Clinical Instructor, has the authority to send a student home for failure to follow the dress code.

Time missed due to violation of the Clinical Dress Code will be addressed according to the CUKC Radiologic Technology Program Attendance Policy.

Student Supervision Policy

Cleveland University-Kansas City Radiologic Technology program has adopted and strictly enforces policies for student supervision.

Direct Supervision

Students must perform all procedures under Direct Supervision of a qualified radiographer until such time as the student achieves competency for a given procedure.

The definition of direct supervision will be as follows:

1. An ARRT Registered Technologist in good standing with the ARRT reviews the procedure in relation to the student's achievement;
2. An ARRT Registered Technologist in good standing with the ARRT evaluates the condition of the patient in relation to the student's knowledge;
3. An ARRT Registered Technologist in good standing with the ARRT is physically present during the conduct of the procedure;
4. An ARRT Registered Technologist in good standing with the ARRT reviews and approves the procedure and/or image.

Direct Supervision (Repeat Images)

Students must be under Direct Supervision of a qualified radiographer when repeating ALL unsatisfactory images. Regardless of the student's level of competency, 100% of repeated images must occur under Direct Supervision.

During repeated images, the presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

- At no point during the clinical education training may a student perform a repeat image without the Direct Supervision of a registered technologist.
- The student must have the supervising ARRT Registered Technologist initial a Repeat Log. The Repeat Log will be turned in to the Clinical Coordinator and will be maintained in the student's clinical file to document compliance.

Indirect Supervision

Students may perform procedures under Indirect Supervision on imaging procedures the student has achieved and demonstrated competency. The definition of indirect supervision will be as follows:

1. An ARRT Registered Technologist in good standing with the ARRT is "immediately available" to assist students;
 - a. Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.
 - b. Immediately available has also been interpreted as a qualified radiographer being within "voice distance" of where the procedure is being performed.
2. This availability applies to all areas where radiation equipment is in use.
3. A student must achieve competency on a procedure before that procedure may be performed under Indirect Supervision rules.

4. The process of demonstrating the achievement of competency is described in the Radiologic Technology Clinical Handbook under Clinical Practice Education Documentation.
 - a. The student is deemed competent and may perform a procedure under indirect supervision after they have Tested for Competency and achieved a rating of “Pass” on the Competency Evaluation
5. By Cleveland University-Kansas City Radiologic Technology program policy, this does NOT include the use of portable equipment. By CUKC policy, the use of **any** portable equipment must **always** be under Direct Supervision, even after competency is achieved on those procedures.

Failure to comply with CUKC supervision policies as stated above may result in disciplinary action up to and including dismissal from the program.

Accident or Injury

Students/ faculty experiencing an accident at a clinical site requiring medical attention should seek treatment at the nearest appropriate institution at the expense of the student/faculty member, unless otherwise indicated by the clinical setting. The program Clinical Coordinator should be notified at the earliest time circumstances permit. Required clinical site documentation should be completed and copies should be requested and submitted to the Radiologic Technology Program Clinical Coordinator as soon as possible.

Falsification of Records

Integrity and transparency are paramount in any medical profession. Falsification of any records, clinical/programmatic and/or electronic/hard-copy, will lead to immediate dismissal from the program.

Clinical Education Setting Student Evaluation

Clinical Practice Education Documentation

Students are responsible for maintaining accurate and current documentation related to their clinical practice education. All clinical education documentation must be completed in a timely manner at the request of the Clinical Coordinator. Failure to complete the necessary documentation may prevent the student from successfully completing the program. Clinical education documentation will be maintained on the clinical tracking system, Trajecsys. Most education documentation will also be completed on the students individual and password protected Trajecsys site, with the exception of select documents. Falsification of any record or documentation, digital or hard-copy, will result in dismissal from the program.

Accurate and timely completion of Clinical Practice Education Documentation is a Clinical Obligation. Failure to maintain Clinical Obligations may result in the removal from the clinical site and/or may prevent the student from successfully completing the Radiologic Technology Program. Clinical Education are courses and documentation will follow the Late Assignment policy. Additional disciplinary action may be taken as described in CUKC publications.

Forms Completed by Clinical Instructor

Site Orientation: (beginning of each new clinical site)

The Site Orientation form must be completed by the clinical instructor during the first week a student is at a new clinical education site. Completion of the Site Orientation documents the student is cognizant of the clinical site's policies and procedures, including: hazards (fire, electrical, chemical), emergency preparedness, medical emergencies, HIPAA, and Standard Precautions.

It is the student's responsibility to verify the form is completed, and can be viewed by the student upon completion.

Equipment Orientation: (beginning of each new clinical site)

The Equipment Orientation form must be completed by the Clinical Instructor during the first week a student is at a new clinical site or is working with new equipment. The Equipment Orientation documents the student has been oriented with the equipment and can operate it safely and efficiently.

The Equipment Orientation form is completed by the Clinical Instructor and can be viewed by the student upon completion; however, it is the student's responsibility to verify the form is completed.

Competency Evaluation (demonstrating Procedural Competency)

CUKS's Radiologic Technology program is competency based and students must demonstrate competence to meet the Radiography Clinical Competency Requirements listed in the ARRT Radiography Certification Handbook. The Competency Evaluation form is completed by the clinical instructor after the student has tested for Competency on a procedure. Prior to testing for and demonstrating Competency, Direct Supervision standards must be followed on all procedures not deemed Competent by an ARRT Registered and Certified Technologist.

Competency Evaluations must be completed by the Clinical Instructor designated by CUKC or an ARRT registered Radiologic Technologist designated by the site's Clinical Instructor. Direct Supervision Standards must be followed on all procedures until testing for competency is complete and the Clinical Instructor has submitted the Competency Evaluation form. Only after successful testing for competency, deemed competent by an ARRT certified and registered technologist, and submission of the Competency Evaluation form can a student perform that particular procedure under Indirect Supervision Standards.

Regardless of demonstrating competency, all repeat images and mobile studies must always be performed under Direct Supervision Standards in compliance with the Student Supervision Policy in the Radiologic Technology Program Clinical Handbook.

Preparation Requirements to Testing for Competency

1. The student will receive classroom instruction on the anatomy, physiology, patient care considerations, radiation protection, and the procedural steps related to the examination.
2. The student will demonstrate knowledge of the procedure and related content on a written examination.
3. The student will observe a Radiologic Technology faculty member demonstrate the examination in the program lab.
4. The student will participate in supervised and independent practice performing the examination on a class-mate in the program lab.
5. The student will simulate the examination in the program lab under the direct supervision of a Radiologic Technology faculty member.
6. At the discretion of the Clinical Instructor, the student is now eligible to Test for Competency on a patient in the clinical environment.

Steps to Demonstrate Competency

1. The student must contact an authorized ARRT certified and registered technologist and verbally request to Test for Competency. The student must make the request before interaction with the patient and, once approved, must Test for Competency unless directed otherwise by the supervising technologist.

The Clinical Instructor or authorized ARRT registered Technologist has professional discretion to approve or deny the request to Test for Competency and may abort the testing procedure at any time, for any reason.

2. Once approved to Test for Competency, the student cannot receive assistance in any way, unless assistance is an expected component of the procedure. The procedures must be performed independently, and assistance will terminate the testing process and the student will remain non-competent on that procedure.
 - a. The student must independently perform every aspect of the examination, including patient care, room preparation and post procedure activities.
 - b. The evaluating technologist may not prompt, assist, or talk to the student during the testing process.
 - c. Only one student may Test for Competency on a patient with multiple procedures ordered.
3. The students' performance will be evaluated, by the testing technologist, based upon the ARRT's standards of competency.
4. To complete the Competency Evaluation process, the evaluator will determine if the student has achieved competency by marking "Competent" or "Not Competent"
 - a. "Competent" (Pass): the evaluating technologist finds the student competent on the procedure evaluated.
 - i. The student may now perform this procedure under Indirect Supervision standards, with the exception of repeat images and mobile studies.
 - b. "Not Competent" (Fail): the evaluating technologist determines the student is not competent on the procedure and will need further experience prior to subsequent attempts to Test for Competency.
 - i. The student must continue to perform this procedure under Direct Supervision standards.
5. The Clinical Coordinator may revoke a Competency if it is determined that it does not meet ARRT or CUKC Radiologic Technology program standards. In the event a Competency is revoked, it must be completed again meeting the set forth standards.

Evaluation of Student's Clinical Competency

The Evaluation of Student's Clinical Competency form is used to evaluate and document the student's overall clinical performance and is completed by the Clinical Instructor. The form is designed to identify student strengths and deficiencies. Deficiencies can be appropriately addressed by the student, Clinical Instructor, Clinical Coordinator, Program Director, and Radiologic Technology faculty and strengths can be reinforced and built upon.

It is the student's responsibility to ensure the form is completed by the Clinical Instructor. After the Clinical Instructor has submitted the form, the student can view the Evaluation and must comment on the evaluation. The comments must be professional, constructive, and indicate a plan for improvement.

An Evaluation score of less than 75% will trigger a cooperative action plan that includes the student, Clinical Instructor, and Clinical Coordinator. The Clinical Instructor and Clinical Coordinator will conduct frequent counseling sessions with the student until areas of concern have adequately improved.

Terminal Competency Evaluation (End of Clinical Education)

This form must be completed by the clinical instructor at the end of Clinical Education. The Terminal Competency Evaluation is a final affective evaluation of the student's comprehensive clinical performance.

The student is responsible to ensure the form is completed by the Clinical Instructor. After completed, the student can view the completed Terminal Competency Evaluation and make appropriate and professional comments.

Forms Completed by the Student

Time Records (Daily)

Cleveland University-Kansas City Radiologic Technology Student must accurately record time during Clinical Education. Time records will be recorded and maintained on the student's Trajecsyst account. The student must enter time with the Clock In/Out function using a clinical site computer and are strictly prohibited from using any personal device not owned by the clinical site. Trajecsyst records the exact time and GPS location when a student clocks in/out. Recording clinical education time with a personal device will constitute Falsification of Records and may result in program dismissal.

A Time Exception may be submitted under extenuating circumstances with the approval of the Clinical Coordinator. The Clinical Coordinator will monitor excessive use of the Time Exception function or any entries that appear out of the ordinary. Submitting a Time Exception that is not accurate will constitute Falsification of Records.

If the student is going to be tardy, absent, or leave early, the Clinical Call in Procedure must be followed.

Clocking in late or clocking out early is considered time absent and will follow the Attendance Policy. If a student is with a patient at the end of the day, the student must complete the exam prior to clocking out and should never leave a patient or procedure because of time. Time spent beyond the students clock out time does not accrue and cannot be used at a later date.

The student must be the only person to clock themselves in or out and they may not clock in/ out another student. The student should not let his or her account information be known to anyone. Allowing or asking someone else to clock them in/ out will constitute Falsification of Records.

Clinical assignments will not exceed ten (10) hours in any one day and the total didactic and clinical involvement will not exceed forty (40) hours per week.

Daily Repeat Log

Daily Log of Exams: This function allows the student to record their clinical experience, allows the Clinical Coordinator to analyze the volume and variety of procedures and track constant alignment of the program course content with the corresponding clinical education.

Throughout the clinical day, it is advised that the student record procedures in a HIPAA compliant method and then transfer it into the Trajecsys system. The Daily Log should be updated daily; however, it must be updated at minimum weekly.

The student must be able to locate procedures they have performed upon the Clinical Coordinator's request.

Repeat Log: The student will maintain, and turn in, a hard-copy Repeat Log to document compliance with CUKC supervision policy. The Repeat Log can be printed from the Trajecsys Documents tab. The following are required on the Repeat Log: HIPAA compliant patient ID, Examination/view, reason for the repeat, and the supervising technologist's initials. The technologist that supervised the repeat must physically initial the Repeat Log. The Repeat Log must be turned in to CUKC at a date indicated by the Clinical Coordinator.

Evaluation of Clinical Coordinator: (end of Clinical Education)

This form is completed by the student at the end of Clinical Education. This process allows the student to provide constructive feedback on the Clinical Coordinators performance of effectively coordinating and evaluating the student's clinical education. This feedback is anonymous and is used to improve the student's clinical experience and overall program effectiveness.

The student is encouraged to be completely candid and honest: however, comments must remain professional and constructive in nature.

Evaluation of Clinical Instructor: (at the end of each clinical setting assignment)

This form is completed by the student at the end of each clinical setting assignment. This process allows the student to provide constructive feedback on the Clinical Instructors performance of delivering the student's clinical education. This feedback is anonymous and is used to improve the student's clinical experience and overall program effectiveness.

The student is encouraged to be completely candid and honest: however, comments must remain professional and constructive in nature.

Anonymous results will be shared with the Clinical Instructor after the student has been removed from the clinical site. Results will be analyzed by the Clinical Coordinator and areas in need of improvement will be addressed.

Student Evaluation of Clinical Setting: (at the end of each clinical site assignment)

This form must be completed by the student at the end of each clinical setting assignment. This evaluation process allows the student to critique the Clinical Setting as an environment conducive to learning in a competency based program.

The student is encouraged to be completely candid and honest: however, comments must remain professional and constructive in nature.

Anonymous results will be shared with the Clinical Site after the student has been removed. Results will be analyzed by the Clinical Coordinator and areas in need of improvement will be addressed.

Clinical Competency Requirements

Clinical Competence is a vital part of Cleveland University-Kansas City's Radiologic Technology competency based program. Students must demonstrate competence in the clinical activities identified in the Radiography Didactic and Clinical Competency Requirements published by the ARRT.

To assist students in maintaining an acceptable rate of demonstrating clinical competence, and ultimately meeting ARRT's requirements, Clinical Competency Goals have been established. These "Goals" will also be used in the calculation of the student's clinical grade.

If the student exceeds the goal for a given Clinical Practice course, the excess competencies will be applied to the following clinical education course.

Competency Evaluations will contribute to the student's course grade and, where appropriate, must include a Case Study and Film Critique.

Clinical Competence as described by the ARRT is "Demonstration of clinical competence means that the program director or designee has observed the candidate performing the procedure, and that the candidate performed the procedure independently, consistently, and effectively."

To meet ARRT clinical requirements, candidates must demonstrate competence in the areas listed below.

- 10 mandatory general patient care activities.
- 37 mandatory imaging procedures.
- 15 elective imaging procedures to be selected from a list of 34 procedures.
- 1 of the 15 elective imaging procedures must be selected from the head section; and
- 2 of the 15 elective imaging procedures must be selected from the fluoroscopy studies section, one of which must be either an upper GI or a Contrast Enema.

<https://www.arrt.org/docs/default-source/discipline-documents/radiography/rad-competency-requirements.pdf?sfvrsn=20>

Clinical Competency Evaluation System

Cleveland University-Kansas City provides Radiologic Technology program students and Clinical Instructors a password protected individual account to the clinical document management system Trajecsys. Trajecsys allows each student and Clinical Instructors instant access to all Radiologic Technology Student & Clinical Handbooks, CUKC Catalog, and clinical documents, evaluations, and reports described under Clinical Practice Education Documentation.

The Radiologic Technology Clinical Coordinator can assist the student in editing account personal information, and can reset the student's password upon request

The Trajecsys Corporation website is found at <http://trajecsys.com/>

Grievance and Appeals Form

Grievances and Appeals follow the grievances and appeals policy in the A.A.S. Program Handbook. Return completed form to Program Director

Today's Date _____

Date of Occurrence _____

Student ID _____

Name _____

CUKC Email Address _____

Phone Number _____

Describe, in detail, the nature of your grievance/appeal, to include what you are appealing, parties involved, and the specific University or Program policy, procedure(s), rules, and/or regulation (including policy title, publication, and page number) you are basing your appeal upon. Attach any documents in support of the grievance/appeal.

Desired resolution

Informal Complaint Form

If wishing to remain anonymous, (*) Items are not required, but will be helpful if additional information is needed.

After completing the form please direct it to the Program Director by CUKC email, CUKC mail, or it can be anonymously placed in the AASRT program director's mailbox in the College of Health Sciences area.

Today's Date _____ Date of Complaint _____

*Student ID _____ *Name _____

*CUKC Email Address _____

*Phone Number _____

Describe, in detail, the nature of your complaint or item of potential improvement.

Desired resolution

Invasive Procedures Consent Form

I, _____, understand that at
Student Name

Cleveland University-Kansas City's Radiologic Technology Program, students/faculty practice specific invasive procedures on consenting students/faculty. The invasive procedures that may be practiced are limited to intravenous injections of normal saline and venipuncture. I understand that a clinical faculty member must be in attendance during any practice session in which injections and/ or venipuncture is practiced. I will not perform any injection or venipuncture on anyone, or allow anyone to perform any such procedure on me, unless a CUKC faculty member or designee is present with me and supervising.

I understand that receiving injections and venipuncture administered by other students is strictly voluntary and will not impact my grade. I understand that the risks of these procedures may include infection, feeling light-headed, bruising, or other damage to tissue or nerves. I hereby release, and will not hold Cleveland University-Kansas City, agents, directors, officers, administrators, faculty, employees, nor my classmates liable for any injury or complication that may result from any and all activity occurring in the practice sessions. By signing below, I hereby give my consent for students to practice, or faculty to demonstrate injections of normal saline and venipuncture on me under the supervision of Cleveland University-Kansas City faculty member or designee.

Student Signature

Date

Print Name

Reviewed by: _____
Program Director Signature

_____ Date

Confidentiality Statement

I understand while performing my duties as a Cleveland University-Kansas City student during clinical rotation experiences that I will have access to a variety of information. I understand and agree that I must hold information concerning patients and their care, proprietary financial data, personnel and payroll records, and information regarding the conduct of employees and members of the Medical Staff in confidence.

I understand that any violation of the Confidentiality Standard may result in disciplinary action which could include termination of my educational experience and I understand that Federal law prohibits me from making any disclosure of patient information.

Student Signature

Date

Print Name

Radiologic Technology Student/Clinical Handbook Acknowledgment

I have been shown where/ how to access and thoroughly read the Cleveland University-Kansas City Radiologic Technology Student/Clinical Handbook. I understand the policies and regulations contained therein and the responsibilities to be undertaken. While I am a student in the program, the policies and procedures set forth herein may be changed from time to time as program and/ or University officials determine appropriate. Addenda will be provided as changes are approved, and each student will be notified of such addenda. I understand that failure to comply with the established policies may result in disciplinary action up to and including suspension or dismissal from the Radiography Program.

If, at any time, policies and procedures differ between the Cleveland University-Kansas City Radiologic Technology Student/ Clinical Handbook, and the Cleveland University-Kansas City Catalog, the Cleveland University-Kansas City Radiologic Technology Student/ Clinical Handbook will be the binding governing document for students within the Radiologic Technology Program.

I agree to comply with these policies.

Student Signature

Date

Print Name