



Medical Radiography Program Student Handbook

Revised: April 2026

DISCLAIMER CLAUSE: The faculty of the Allied Health Division at Baptist Health Sciences University reserves the rights to amend, omit, or add to the policies in the handbook at their discretion.

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Section I
Medical Radiography Major

Introduction

This clinical handbook has been prepared to guide you during your training and education in Medical Radiography. It is designed to help acquaint the student with the policies and regulations governing their participation in the Medical Radiography program. The handbook also gives the Clinical Preceptors, Clinical Coordinator, and Program Chair a teaching mechanism to ensure students understand and progress at a reasonable rate. The student is responsible for all information included in this handbook, the University Student Handbook, and the University Catalog. You will be expected to read carefully and adhere to these guidelines during your enrollment in the major. Any student needing clarification of the contents of this clinical handbook should notify the Clinical Coordinator or the Program Chair.

Medical Radiography Major Philosophy

The radiography faculty of Baptist Health Sciences University believes that the baccalaureate degree provides the academic and clinical experiences that will prepare students for challenging careers as competent, entry-level health care professionals. Through an integrated, goal-directed educational approach, program graduates will be prepared to provide responsive, quality care to a diverse population in a variety of clinical settings.

To meet the demands of an increasingly complex health care environment and to facilitate the continuing development of their personal and professional goals, the faculty believes that the graduate must be well grounded in the liberal arts and sciences. The development of creativity, self-direction, critical thinking, and a commitment to life-long learning is essential to the educational process and is fostered through the liberal arts.

The faculty believes that a quality educational experience is enhanced when the responsibility is shared between the teacher and the learner. Since each student comes to us with unique needs, talents and potential, we recognize that our role is to facilitate the development of the individual. To this end, the faculty commits their collective talents and wisdom.

Medical Radiography Faculty

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Program Mission

The mission of the medical radiography program is to provide quality education in a Christian atmosphere to prepare graduates to function as competent, entry-level radiographers.

Program Goals

Goal 1: Students will show clinical competency.

Outcomes:

- Students will demonstrate proper patient positioning.
- Students will utilize radiation protection.

Goal 2: Students will demonstrate communication skills.

Outcomes:

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

Goal 3: Students will develop critical thinking skills.

Outcomes:

- Students will adjust technical factors for non-routine exams.
- Students will adapt standard procedures for non-routine patients.

Goal 4: Students will model professionalism.

Outcomes:

- Students will demonstrate professionalism in the clinical setting.
- Students will demonstrate professional behavior in educational settings.

Program Effectiveness Outcomes:

- Student satisfaction
- Registry pass rate
- Five-year job placement
- Program retention (completion) rate

ARRT Credentials

Professional Credentials

Students successfully completing all degree requirements will receive a Bachelor of Sciences (BS) degree, with a major in medical radiography. Upon successful completion of degree requirements, students can become candidates to sit for the American Registry of Radiologic Technologists (ARRT) Radiography (R) certification examination. Graduates who have successfully completed the required Computed Tomography (CT) and Magnetic Resonance Imaging (MR) didactic courses and seek further clinical competencies can also be candidates for the ARRT (CT) and ARRT (MR) registry after passing the ARRT Radiography (R) certification examination. Additional requirements for licensure may be required by the state in which you practice.

Accreditation

Southern Association of Universities and Schools Commission on Universities

Baptist Health Sciences University is accredited by the Southern Association of Universities and Schools Commission on Universities (**SACSCOC**) to award the Doctor of Nursing Practice, Bachelor of Science, the Bachelor of Health Sciences, and the Associate of Science. Contact the Southern Association of Universities and Schools Commission on Universities, 1866 Southern Lane, Decatur, GA 30033-4097, telephone 404-679-4500, at <http://www.sacscoc.org> for questions about the accreditation of Baptist Health Sciences University. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office.

Joint Review Committee on Education in Radiologic Technology

The Medical Radiography program also maintains accreditation with the Joint Review Committee on Education in Radiologic Technology. The JRCERT is the only organization recognized by the U.S. Department of Education (USDE) to evaluate and accredit educational programs in medical radiography and radiation therapy. The core standards are listed on the JRCERT web site: www.jrcert.org. If your questions or concerns about the JRCERT program standards have not been answered by program faculty, please contact the JRCERT. See the contact information below.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Dr., Suite 2850

Chicago, IL 60606-3182
PHONE: 312-704-5300 / FAX: 312-704-5304
mail@jrcert.org

JRCERT Standards

For an Accredited Educational Program in Radiologic Sciences

Standard One: Accountability, Fair Practices, and Public Information: The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources: The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff: The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices: The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety: The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement: The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Technical Standards for Medical Radiography Program

The following technical standards outline reasonable expectations of a student enrolled in the Medical Radiography program for the performance of common healthcare functions:

Communication

Ability to communicate with a wide variety of people, and the ability to be easily understood. Reading, writing, recording and documenting patient information required. Describe changes in a patient's mood, activity, and posture. Perceive nonverbal communication and lack of comprehension. Recognize and report critical patient information to other caregivers.

Analytical Skills/Critical Thinking

Analytical skills sufficient to process information, to transfer knowledge from one situation to another, and to prioritize tasks. Critical thinking ability sufficient for safe, clinical judgment. Organize and accurately perform in proper sequence the steps required for radiographic procedures. Ability to quickly assess patients' conditions/situation, determine appropriate courses of action, request assistance or delegate responsibilities to coworkers, and/or technical factors to accommodate patient age/or condition.

Hearing

Auditory ability sufficient to monitor and assess patient needs, to detect and respond to alarms, emergency signals, and cries for help. Ability to understand, and respond appropriately to comments, questions, and instructions given in person, over the phone, or from a distance including those given when personnel are wearing surgical masks. Ability to hear various equipment and background sounds during equipment operations. Hear normal speaking level sounds, auscultatory sounds and auditory alarms such as monitors, fire alarms, call bells, emergency signals, and cries for help.

Vision

Visual ability sufficient for observation and assessment necessary for the care of patients and operation of equipment. Visually monitor patients in low levels of light. View anatomy and appropriate imaging techniques radiographic images displayed on within a low light environment. Observe and evaluate patient's body habitus, image receptor sizes and selection of appropriate radiographic exposure factors. Observe the results of certain stimuli such as medication reaction or patient's skin color changes such as cyanosis or pallor. Distinguish between different shades of gray on radiographs. Read patient identification and medical records on computer screens.

Smell

Olfactory ability sufficient to detect significant environmental and patient odors. Detect odors from patient (foul smelling drainage, alcohol breath). Detect burning and/or smoke.

Motor Skills

Motor abilities required for radiography include fine muscular movements, equilibrium, strength, and functional use of all combined senses for the safe handling of patients, self, and equipment. Regularly reach up to six (6) feet off the floor in order to manipulate radiographic equipment. Push, pull, or lift fifty (50) pounds of weight. Transfer immobile patients from stretcher to radiographic table with some assistance from other personnel. Push standard and oversized patient wheelchairs, as well as mobile x-ray equipment to and from various areas. Standing for extended periods of time along with frequent bending and kneeling. Wearing a five (5) pound lead apron for extended periods of time. Manual dexterity for patient positioning and with accessory devices and equipment controls.

Behavioral

Emotional and mental health sufficient to establish interpersonal boundaries, to perform multiple tasks concurrently, to handle strong emotions, and accept responsibility/accountability for actions. Deliver unbiased patient care. Establish rapport with patients, healthcare workers, instructors, and peers. Ability

to calmly and respectfully cope in stressful situations, emergencies, or in situations involving other personnel. Accept constructive and professional criticism. Follow all program, university, and clinical site policies. Ability to maintain confidentiality at all times.

Environmental Tolerance

Radiography students may be exposed to communicable diseases and/or blood and body fluids, toxic substances, medical preparations, latex, and ionizing radiation. May care for patients with a communicable disease and shall provide all care using universal precautions. Possible exposure to chemicals, irritants, and latex and follow safety and health protection guidelines. May be exposed to ionizing radiation and shall follow radiation protection guidelines at all times. Ability to work in a noisy environment with frequent interruptions.

Professional Attitudes and interpersonal Skills

Present with professional appearance and demeanor; follow instructions and safety protocols and maintain a positive attitude. Demonstrate honesty and integrity. Possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural, and intellectual backgrounds. Maintain professional boundaries. Display flexibility and adaption while working with diverse populations. Effectively work within a team and work groups. Exhibit ethical behaviors and exercise good judgement.

Technological

Adaptability and skills to utilize current electronic, digital, and medical technologies. Utilize keyboard or touchscreens for selection and inputting of clinical data into consoles, computers and charts. Adapt to changing technology within the medical field.

Reasonable Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable laws, the Baptist Health Sciences University Medical Radiography Program provides reasonable accommodations for otherwise qualified students with verified disabilities. An accommodation will not be provided if it would result in the fundamental alteration of the University's programs, services or activities, or if it would impose undue financial or administrative burdens on the university. The office that assists students with disabilities at Baptist Health Sciences University is Access Services. Additional information about Baptist Health Sciences University's services for students with disabilities may be found at <https://www.baptistu.edu>. If student circumstances should change related to these technical standards, the student will promptly notify the Program Chair and Access Services if reasonable accommodations are required at any point.

Radiation Exposures Policies-Protection and Safety

The purpose of this policy is to ensure that all work activities and operations involving the use of radioactive materials/x-rays are performed in such a way as to protect users, staff, students, and the general public from exposure and to confirm with the Baptist Health Sciences University operating standards to maintain all radiation exposure As Low As Reasonably Achievable (ALARA).

All workers, including faculty, staff, and students, who work with radioactive materials and radiation – producing equipment are required to comply with all requirements and operating procedures specified in the manuals applicable to their department and Baptist Memorial Health Care (BMHCC).

Students are NOT to hold or assist patients during exposures. In addition, students will not hold image receptors during exposures. The student will receive a written warning for the first offense. The second offense will result in a grade of “F” for that clinical course.

*This policy, Radiation Safety, can be found in its full version on MyCampus under the tab Students/ Student Policies/ Student Handbook.

Dosimetry Badges

Students are required to wear a currently dated radiation monitor/dosimeter while in the clinical and energized laboratory settings. The badge, when processed, will indicate radiation exposure received during the period it is worn and any abnormal exposures will require investigation. Radiation dosage reports are reviewed and initialed by the students and kept in the Medical Radiography offices. Occupational radiation exposure history is compiled from these bi-monthly reports.

Radiation safety monitoring badges are distributed bi-monthly. The badge must be worn at the collar, outside the lead apron. The badge must be removed if student is having diagnostic medical or dental radiography performed. If a student voluntarily declares pregnancy, a fetal badge will be assigned to be worn at waist level and the pregnancy policy will be followed. Badges are NOT to be tampered with. Intentionally exposing a badge shall be grounds for disciplinary action. The disciplinary action will follow the same policy of destruction of Baptist University property. **Failure** to wear the current dosimeter as described above will result in suspension from clinical education until the student can present him/herself with the current badge worn in the proper manner. Any clinic time missed must be made up with the approval of the clinical supervisor and the clinical coordinator. A student will receive an “Incomplete” for the course until all missed time is made up.

Students must immediately report loss of or damage to the badge to their clinical faculty and to the Radiation Safety Officer (226-0329) and complete a Lost or Damaged Badge Report. Remember, your badge is a measure of your radiation exposure and in no way protects you from radiation. The best protection against radiation is the use of **time, distance and shielding principles**.

Investigation of Radiation Exposure

Objective: To identify trends, which could lead to radiation overexposure, and to make students aware of their exposure levels before any annual limit is exceeded.

The records of the medical radiography students of Baptist Health Sciences University are reviewed by the Radiation Safety Officer of Baptist Memorial Hospital-Memphis prior to the exposure report being sent to the program. If exposure trends indicate that the annual radiation dose limits of a student may be exceeded if the present rate continues, the Clinical Coordinator (CC) will be notified. The CC will then notify the student and investigate the reason for the elevated exposure(s) and a meeting will be arranged with the student and the RSO and corrective action will be taken to reduce the exposure dosage.

NOTE: There has never been an incidence of radiation overexposure in the Medical Radiography Program at Baptist Health Sciences University.

Radiation Protection Practice Guidelines

- The student shall stand behind the protective barrier when making an exposure in a diagnostic examination room.
- When making an exposure with a mobile x-ray unit, the student will maintain a 6ft. minimum distance from the x-ray beam.
- Collimators are to be utilized.
- Suspected malfunction of x-ray equipment must be brought to the attention of a supervisor.
- Unsafe radiation protection practices are grounds for disciplinary action.

Energized Lab Policies and Procedures

- All students must wear their radiation-monitoring badge at collar level when participating in lab exercises requiring ionizing radiation.
- No one may remain in the energized lab rooms while x-ray exposures are being made.
- An RT(R) must be in the immediate area when students are making exposures in the energized lab rooms.
- Doors to the hall and the control room must be closed while exposures are being made.
- No exposures are to be made on anyone or any living thing in the energized labs.
- Control panels are to be OFF and lab doors closed and locked when not in use.

Baptist University Medical Radiography Student Exposure Limits and Overexposure Prevention and Notification Criteria

The annual adult occupational dose limit established by the Nuclear Regulatory Commission (NRC) is the more limiting of:

- The total effective dose equivalent being equal to 5,000 mrem (50 mSv); or
- The sum of the deep-dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye being equal to 50,000 mrem (500 mSv)
- An eye dose equivalent to 15,000 mrem (150 mSv) and;
- A shallow dose equivalent to 50,000 mrem (500 mSv) to the skin or to each of the extremities.

Student Training Dose Limits for Medical Radiography Students at Baptist Health Sciences University (BHSU) in Memphis, TN:

Dose limits for students training to take x-rays in the medical radiography program at Baptist Health Sciences University (BHSU) in Memphis, TN is 500 millirem (0.5 rem) or 5 mSv per year. This falls within

the NRC guidelines and the National Council on Radiation Protection (NRC) guidelines for individuals who may “occasionally” be exposed to radiation during training or in the workplace (clinics and hospitals). This level is also 1/10th of that recommended for radiation workers and adheres to ALARA guidelines. **Students should not receive a monthly radiation exposure in excess of 50 millirem.** The steps identified in the “Exceeding Exposure Limits” will be initiated; however, notification of appropriate agencies will only occur if a student receives the NRC maximum yearly dose.

Compliance Methods to Ensure Dose Limits to Baptist University Medical Radiography Students is Below the Limits:

The Baptist Memorial Health Care Corporation (BMHCC) Radiation Safety Officer (RSO) shall make, as appropriate, surveys of radiation levels in unrestricted and controlled areas and measurements and surveys of radioactive equipment and/or materials and effluents released to unrestricted and controlled areas to demonstrate compliance with the dose limits for students at BHSU by demonstrating by measurement or calculation that the total effective dose equivalent that the individual student is likely to receive during their clinical training is a radiation dose that does not exceed the annual dose limit for students, which is 1/10th that recommended for radiation workers.

- Students who are admitted to the medical radiography program at BHSU because of their training status are not considered members of the general public while training (i.e.: performing x-rays) and therefore fall under the student training guidelines previously indicated.

Exceeding Exposure Limits

Reporting of a BHSU medical radiography student who has exceeded the prescribed exposure limits will involve the following:

- The name of the student, social security number, date of birth and dose amount, and the name of the dosimeter company recording the overexposure will be obtained.
- A determination of what caused the overexposure will be conducted by the Baptist Memorial Health Care Corporation (BMHCC) RSO and the BHSU Medical Radiography Program Chair.
- Appropriate training and monitoring steps will be taken to prevent such overexposure from happening again in the future.
- All data regarding the overexposure will be written in a formal report to be kept on file permanently in the BMHCC RSO and the Medical Radiography Program Chair’s offices, respectively.
- The student will fill out an A.L.A.R.A. I or an A.L.A.R.A. II form at the Baptist Health Care Corporation Radiation Safety Office and undergo education on how to reduce unnecessary radiation exposure and keep exposure limits within A.L.A.R.A.

Notification of appropriate student, individuals and/or agencies Notification of the student, the BMHCC RSO, the Baptist University Medical Radiography Program Chair, the BHSU Campus President, the Tennessee Department of Health, and the Joint Review Committee on Radiologic Technology (JRCERT) will occur in writing within 48 hours after notification of said overexposure.

Magnetic Resonance Imaging (MRI)

To ensure students are appropriately screened for magnetic wave or radiofrequency hazards, the established screening protocol for students is completed prior to the first day of the clinical rotation for a magnetic resonance environment. During the introduction to clinic course, prior to the students attending clinical rotation, students learn about the four safety zones and potential hazards in the MRI department. Students also complete a Canvas MRI Safety module and complete MRI Safety as part of the clinical orientation process. Certificates of completion for the module and this training are placed in the student's file. Students complete the Canvas module once per year.

Students will complete the screening form prior to beginning their first clinical rotation and at the beginning of the summer term the following year. The screening form is in the forms section of the medical radiography handbook. If a student declares he or she has a condition which would be considered a potential contraindication to entering Zone III or Zone IV, the completed screening form will be reviewed by a Level II MR technologist and rescreened by the Level II technologist at the clinical setting prior to entering Zone III.

Any declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition and scanning.

Students MUST notify the program chair and the clinical coordinator if there is a change in any of the information after completion of the screening form. The students would then review the change in status, discuss it with the student, and have the Level II MR technologist review the form.

Professional Organizations

Students are encouraged to join the Tennessee Society of Radiologic Technologists. Dues are \$13.00 per year and are the responsibility of the student.

- Tennessee Society of Radiologic Technologists www.tsrt.org
- American Society of Radiologic Technologists www.asrt.org

Student Organizations

Student organization details are available in the Baptist University Student Handbook.

AHSA

Allied Health Student Association (AHSA): **All** Allied Health students are members of this organization as soon as they start their professional studies. Students are notified of meetings by posters, email, and by handouts. In some instances, participation in selected activities may be part of a course requirement. See individual syllabi for specific information. The AHSA faculty advisor may be contacted for additional information.

Alpha Eta Honor Society

Alpha Eta Society: This is an Allied Health Professions National Honor Society. The purpose is to promote scholarship and recognize high attainments in and significant contributions to the allied health professions. The faculty of the Allied Health Majors based on specific criteria will recommend candidates. Candidates must have an overall GPA of 3.5 or greater on a 4-point scale, have shown a capacity for leadership and achievement in their chosen allied health field, and be in the top 10% of the graduating class at Baptist University.

BASIC-Brothers and Sisters in Christ

CAC -Colleges Against Cancer

CEC- Cultural Exchange Club

Pre-Meds Without Borders

Presidential Ambassadors

SGA-Student Government Association

Sigma Zeta Honor Society

Student Veterans Association

Section II

Program Policies

Medical Radiography Major Policies may include Baptist Health Sciences University policies and BMHCC policies. All Baptist Health Sciences University policies are available in the Baptist Health Sciences University Student Handbook and on MyCampus.

Academic Integrity

A student is expected to demonstrate academic integrity, respect for others and civility to remain in good standing with the University. BHSU recognizes that lack of academic integrity may include, but is not limited to, cheating, plagiarism, collusion, falsifying data, personation, ghost writing, and inappropriate use of artificial intelligence. Students witnessing a lack of academic integrity are responsible for reporting all incidents to the appropriate faculty member in adherence with the University Honor Code. All students are expected to uphold

the Honor Code of Baptist University. Students demonstrating a lack of academic integrity in any classroom, clinical work, or program progression requirements are subject to disciplinary action up to and including dismissal from the University.

Sanctions may include but are not limited to:

- Course Failure
- Program Probation
- Program Dismissal
- Recommendation for University Dismissal

*This policy, Academic Integrity, can be found in its full version on MyCampus under the tab Students/ Student Policies/ Student Handbook.

Honor Code

According to the Baptist University student handbook, all students are expected to abide by the Baptist Health Sciences University Honor Code. Evidence of a violation is subject to investigation.

Professional Conduct and Ethics

Students at Baptist University who are about to enter the health care profession must strive to maintain the highest personal and professional standards. An important standard as a health care professional is to serve as a role model. In addition to rendering the highest quality of care possible, the allied health student sets himself apart as a leader and advocate of public health.

- Students are prohibited from smoking during clinical rotations (detailed smoking policy- Baptist University *Student Handbook*).
- Eating and drinking are not allowed in the hospital corridors, patient rooms, imaging areas, or other restricted areas of the clinical site.
- Visitors and other non-authorized persons are not allowed in the clinical area without permission of the Clinical Coordinator and the department supervisor.
- Safety and wellbeing of patients, visitors, and employees are responsibilities of the clinical staff and students. Students should be alert to foresee, report, and correct, if possible, unsafe events and defective equipment. Often accidents are preventable by immediate use of good judgment. If an accident occurs to a patient or student, it must be reported immediately to the Clinical Supervisor and the Clinical Coordinator.
- Sleeping during clinical hours is strictly prohibited. Failure to follow the standards of conduct or act in a professional manner will fall under the Counseling/Written Reprimand Policy.
- Personal use of cell phones, smartwatches, and other electronic devices while on duty at the clinical site is prohibited. It is understood that there may be emergency situations where a student would need to be contacted at the clinical site while on duty. Due to this, students are allowed to have personal cell phones on their person while in the clinical setting. The cell phone must be left in silent mode. If an emergency situation occurs where a student would need to accept a call on their cell phone while on duty at a clinical site, the student must first get permission to be excused from the patient care area from the clinical instructor they are working with and then take the call outside of the patient care area. Any violations of this policy will result in the initiation of the Counseling/Written Reprimand Policy.
- Students are subject to all rules and regulations of the clinical education site, both institutional and departmental, as well as rules and regulations of Baptist University as published in the *Student Handbook*. The clinical education sites are considered "campus" and the student must observe the same rules and regulations while in the clinical site.

- In accordance with the Baptist Health Sciences University (BHSU) Standard of Student Conduct, students must exhibit professional behavior in all classroom and clinical settings. Failure to follow the standards of conduct or act in a professional manner will fall under the Counseling/Written Reprimand or Unsafe Event policy, based on the occurrence.

STANDARDS OF STUDENT CONDUCT

(See the Student Handbook on MyCampus for the full list of Standards)

In keeping with the mission of Baptist Health Sciences University (BHSU), students are expected to reflect Christian principles and professional standards in their conduct. Persons preparing to enter the health care professions are expected to exhibit high moral standards and values. Acceptable conduct is based upon consideration for the rights of others and self-respect.

In all cases, violations of the Standards of Student Conduct will be documented in the appropriate University file. The Standards of Student Conduct as well as other rules and regulations governing student behavior and academic progression are in place to ensure that a safe and secure learning environment exists and so that individual rights are protected. These policies, and disciplinary sanctions concerning such infractions, are administered by the Dean of Students. A student who commits a violation of the Standards of Student Conduct, will be subject to the University's disciplinary process. The nature of the sanction will depend upon the violation and the surrounding circumstances.

(No. 9) Students are expected to exhibit mature and responsible behaviors on campus, in the clinical setting, and in the classroom. Appearance or behaviors which cause a distraction or disturbance will not be tolerated in the classroom, Student Rights and Responsibilities in the clinical site, on campus, at any BHSU-sponsored function or when representing the University.

Complete Professional Conduct and Ethics Policies are available in the Baptist University Student Handbook and MyCampus

ARRT Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics and serves as a guide by which Registered Technologists may evaluate their professional conduct as it relates to patients, employers, colleagues, and other members of the healthcare team. The Code of Ethics is aspirational. See the entire document for ethics rules.

1 The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2 The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.

3 The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

4 The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5 The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6 The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7 The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

8 The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9 The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10 The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

11 The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Grievance Procedures

Baptist University publishes procedures for students to follow for expressing general complaints, complaints regarding discrimination, harassment, and retaliation, and appeals of academic and non-academic disciplinary actions. Student Grievance Procedures/Due Process procedures are Baptist University Student Handbook.

Students should notify the clinical coordinator or faculty member as the first step in the medical radiography program's grievance policy. The clinical coordinator/faculty member has 5 business (school) days to respond. If the student is not satisfied with the action taken by the clinical coordinator/faculty member, the student will notify the medical radiography chair of the grievance. The medical radiography chair has 5 business (school) days to respond to the student. If the student is still not satisfied with the action, the student should notify the Dean of the College of Health Professions, who will have 5 business (school) days to respond to the student.

If the student wishes to appeal the decision, they may initiate the Student Appeal process, with steps listed in the BHSU Student Handbook.

Social Media Concerns

Social Media Concerns

Health care is a highly regulated profession in the United States and the American Registry of Radiologic Technologist (ARRT) Code of Ethics holds radiographers to the highest standard of confidentiality. The public nature and ease of sharing information on social media requires Medical Radiography students (future radiology professionals) to think before they post to social media networks.

- When using social media, always adhere to the Health Insurance Portability and Accountability Act (HIPAA) regulations and maintain professional radiographer-patient relationship behavior. It is never okay to share any information about patients. Do not do it and do not allow others to do it. Do not discuss specific activities that happened at work which include PHI or patient information.
- Be certain that any photos you share do not have patients or patient information in them. Do not participate in any online conversations with patients, patient's families or others regarding our patients. Be careful what you share about others with individuals without a need to know. It is best to keep your personal and professional lives separate.
- Students who publish or post on any social media should exercise good judgment and follow BMHCC's Guidelines Related to Use of Social Media as well as comply with all applicable BMHCC policies. Consider the policies on student conduct, located in the student handbook, while attending Baptist Health Sciences University.
- Be careful about posting work related information. Medical Radiography students should remember the permanent nature of any post made and how unprofessional behavior (even if unrelated to radiology) may have a negative impact on the student's employment opportunities.
- Students posting any inappropriate behavior on any social media may have a meeting with the program chair and/or Baptist University Administration in reference to the post.

Unsafe Events

An unsafe practice event is deemed as a behavior demonstrated by the student, which threatens or violates the physical, biological or emotional safety of the patients, caregivers, students, faculty, staff or self. It is noted that the Standards of Student Conduct in the *Baptist University Student Handbook* identifies policies that would be deemed as Unsafe Events.

All events considered as Unsafe Events will be documented on the official University Incident Report Form and/or appropriate reporting form. Medical Radiography Faculty and Student will complete the form. After review by the Dean of the College of Health Professions, the original form will be filed in the office of the Director of Administrative Services and a copy of the student file located in the College of Health Professions Office.

Examples of unsafe events include, but are not limited to:

1. Failing to maintain confidentiality of agency/client information in all clinical and classroom settings.
2. Falsifying records, putting the safety of a patient, visitor, or colleague at risk
3. Making medication errors – including wrong patient, wrong interventional agent, wrong contrast media/medication, wrong dose, wrong route, wrong time, or inappropriate documentation.
4. Discontinuing a procedure or leaving a patient unsupervised without authorization from the clinical supervisor.
5. Sleeping while in the clinical setting.
6. Performing any procedure beyond the current clinical performance level without direct supervision.
7. Performing repeat clinical procedures without direct supervision
8. Any act of negligence or attempting to cover up negligence during a clinical experience.
9. Interpreting a diagnostic image for a referring physician, a patient, the patient's family or the public.
10. Failing to report critical information regarding the patient or equipment as soon as possible to the clinical preceptor, or clinical coordinator, putting the safety of a patient, visitor, or colleague at risk
11. Any act of negligence that could cause harm to a patient, visitor, or colleague during a clinical experience.
12. Attempting to cover up an error or negligence during a clinical experience, putting the safety of a patient, visitor, or colleague at risk
13. Adversely affecting the health of patients, visitors or colleagues by reporting to clinical assignments when contagious or unable to perform duties due to health-related issues
14. Performing an examination in an incorrect manner that is harmful or potentially harmful to the patient.
15. Student performance found to be below the appropriate clinical level as determined by program faculty.
16. Failure to comply with policies (BHSU, RAD, or Clinical Affiliate) or complying with mandatory safety training, putting the safety of a patient, visitor, or colleague at risk.

Violation of unsafe events may result in:

- One unsafe event will result in counseling and a written warning.
- Two unsafe events will result in failure of the course in which the event occurred.
- Establishing a pattern of unsafe practice as demonstrated by the documentation of three unsafe events during the Medical Radiography professional curriculum is equivalent to failure of two clinical practicum courses.

All events considered as Unsafe Practice will be documented on the University's OSCAR (Occurrences, Safety, Claims, Accreditation, Regulatory) Electronic Report of Event / Occurrence form. The form will be completed by person most knowledgeable of the event and student. After review by the Dean of the College of Health Professions and the VP of Administrative Services, the unsafe event will be reported, if needed, to BMHCC Risk Management. A copy of the unsafe event will be kept in the student's file.

Counseling/Written Reprimand Policy

Students are required to follow the policies and procedures outlined in the Clinical Handbook. Students involved in unacceptable clinical behavior not considered an “unsafe event” will be counseled concerning the undesirable behavior by the Program Chair and/or Clinical Coordinator. For the initial counseling, the Program Chair or Clinical Coordinator will review the behavior in question to ensure the student understands the expected behavior. After the initial counseling, faculty will complete a counseling report documenting the unacceptable behavior and maintain the report in the student’s clinical file. If the unacceptable behavior continues, a written reprimand will be issued to the student and the student will be placed on probation for the remainder of the professional curriculum. A second written reprimand or establishing a pattern of unacceptable behavior during the Medical Radiography (RAD) professional curriculum will result in a meeting with the Program Chair and Dean of the College of Health Professions to determine if the University’s Campus Disciplinary Process should be initiated.

Examples of unacceptable behavior include, but are not limited to:

- Falsifying academic or clinical records
- Displaying unprofessional, inappropriate, disruptive, or threaten behavior toward peers, instructors, healthcare workers, patients or other individuals.
- Misappropriation of equipment or supplies.
- Multiple evaluations marked “below average”.
- Excessive absenteeism
- Unprofessional behavior (see student responsibilities and professional behaviors in clinic)
- No call/ No show
- Improper use of electronic devices

Academic Progression

Academic and Clinical Progression Policies of the Medical Radiography adhere to the Baptist University Policies identified in the *University Catalog and on MyCampus*. Progression policies that directly relate to “professional courses” represent the AHS and RAD courses of the degree plan.

Satisfactory academic progress:

- A. All professional courses must be completed with a letter grade of at least a “C” before progressing to subsequent professional courses in the degree plan. Each degree program will determine the courses that are considered a part of the professional curriculum. Students must maintain an average of at least 77 in *each category*—exams (including any midterm and final exams), simulations, attendance, and clinical competency—and an overall course average of at least 77 to successfully pass each course. *See policy below:*

Minimum Test Average Requirement

Students must achieve a minimum test average of 77 to pass the course. The test average is calculated using the points earned on all exams and the comprehensive final exam divided by the total points possible.

If a student’s final test average is below 77, the student will not pass the course. In such cases, the test average will be recorded as the final course grade, regardless of performance in other course components.

- B. Course withdrawal during the professional phase of the degree plan will delay progression to subsequent professional courses. Delayed progression plans must be approved by the program chair and/or academic dean for continued progression.

Probation:

- A. A student’s cumulative GPA is below 2.0
A student placed on academic probation for failure to achieve a cumulative GPA of 2.0 will be limited to not more than 13 hours for the following trimester.
- B. A student fails a professional course in a program. In the case of academic probation in a program, the program chair and/or academic dean may develop individual delayed progression plans for the student. These plans will be designed on a case-by-case basis to address identified learning deficiencies specific to that student and provide the best opportunity for successful acquisition of expected graduate competencies. Delayed progression plans may include repeating a course the next time it is regularly scheduled at Baptist University. All revised progression plans will be developed, based upon the individual student’s learning needs, professional competencies to be addressed, and the division’s available resources to implement the plan.

A student placed on academic probation for failure of a professional course may be restricted in total credit hours attempted the following academic term in the student’s delayed progression plan.

Dismissal

A. Dismissal from BHSU

A student on academic probation will be allowed 12 credit hours to achieve a cumulative GPA of 2.0 or higher. Any student who does not achieve a cumulative GPA of 2.0 or higher in the 12 credit hours taken while on probation will be academically dismissed from Baptist University.

B. Program Dismissal

Any student who fails to perform satisfactorily in two professional courses will be academically dismissed from the program. Each degree program will determine the courses that are considered a part of the professional curriculum. Satisfactory performance in courses with a clinical component is defined as both a grade of "C" or better for the theory portion and for the clinical portion or practicum. Satisfactory performance in allied health courses is defined as a grade of "C" or better for both theory and clinical courses.

Criminal Background Check or Disclosures Policy

Students applying to all undergraduate and graduate programs must submit to and demonstrate satisfactory completion of a criminal background check as a requirement for enrollment to Baptist University. The background check must be completed prior to the first day of class in the initial matriculation term.

A mandatory update must be completed prior to initial placement in a clinical course or internship. While enrolled in clinical courses/internships, students may be required by clinical agencies/affiliates to complete additional background checks including but not limited to the collection of fingerprints. Students applying to completion programs who are practicing in the field in which they are applying and hold an unencumbered license are required to complete a full background check prior to entering clinical sites.

Students who refuse to submit to a background check or refuse to allow Baptist University access to the report will be dismissed from Baptist University and ineligible for readmission. Those who do not pass the background check are afforded the opportunity to explain the circumstances surrounding the situation. If the student is ineligible for clinical placement/internship, they will be dismissed from Baptist University. Students are required to sign a statement of disclosure acknowledging that Baptist University may disclose the outcomes of background checks to clinical agencies during the course of the student's enrollment at Baptist University.

*This policy, Criminal Background Checks or Disclosures, can be found in its full version on MyCampus in the Student Handbook

CPR Certification

All students who have direct patient contact must complete Cardiopulmonary Resuscitation – Basic Life Support (CPR-BLS) with the National Heart Association training prior to beginning clinical experiences. Students must provide proof of certification of successful completion of the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers. Classes are offered by Baptist Health Sciences University. The certification must be maintained throughout clinical experience.

Drug and Alcohol Policies

Students are prohibited from being under the influence of illegal drugs, unprescribed controlled drugs, alcohol or inhalants while in the classroom, the clinical setting, on campus, or while participating in Baptist Health Sciences University sanctioned or sponsored activities. For the purpose of this policy, “campus” includes any and all sites associated in any way, either directly or indirectly with Baptist Health Sciences University, Baptist Memorial Hospital, and/or Baptist Memorial Health Care Corporation. Students taking any prescribed or over-the-counter medications, which may alter their ability to function in a competent manner while in the classroom or the clinical setting, must report their medication use to their respective instructor(s) prior to entering the setting. It is the policy of the University to test students in an unbiased and impartial manner.

*This policy, Drug and Alcohol Policy, can be found in its full version on MyCampus under the tab Students/ Student Policies/ Student Handbook.

Pre-Clinical Drug Screens

All students in a clinical major are required to complete a drug screen 30 days prior to entering their first clinical course. Results will be reported to the clinical coordinators of each division, and/or the Dean of Student Services. Students whose drug screens are negative will be noted as such for successful clinical placement; students whose drug screens are positive will be reported to the Dean of Student Services for further investigation and, if deemed appropriate, disciplinary action up to and including dismissal from the University. The cost of the drug screen will be included as a part of fees associated with the first clinical course. Results of the drug screens are confidential, with disclosure provided on a need-to-know basis only.

Students will be notified by the Office of Student Services to set up an appointment with the appropriate testing facility within the time frame allotted. Students who fail to complete testing within the specified period of time will have a hold placed on his or her registration and will be unable to proceed with their clinical progression. Failure to comply or cooperate with the pre-clinical drug screen process as required will result in disciplinary action, up to and including dismissal from the University.

*This policy, Pre-Clinical Drug Screens, can be found in its full version on MyCampus under the tab Students/Student Policies.

Employment

The Medical Radiography faculty recommends that students not be employed full-time while attending Baptist Health Sciences University. The major requires time and dedication to be successful. In the event a student chooses to work (full-time or part-time) there are guidelines regarding employment.

Student Technologist Employment Policies

- Students may be employed provided the work does not interfere with scheduled academic responsibilities.

- Outside employment will not be considered an acceptable excuse for violation of attendance from class, labs, or clinical rotations.
- Work hours in a clinical setting may NOT be used as assigned clinical hours.
- Exams performed while working may NOT be used toward clinical requirements
- Students working in student technologist positions MUST wear a radiation dosimeter for work purposes, given to them by the work facility. The student may NOT wear their student radiation dosimeter during work hours.

Graduation Requirements

In order for students to participate in commencement ceremonies at Baptist Health Sciences University, all degree requirements must be met. The Clinical Handbook outlines clinical education requirements for the Medical Radiography program. Further degree requirements for the program are published in the University Catalog. Refer to the University Catalog for Commencement Requirements and Degree Requirements for Bachelor of Science in Medical Radiography.

Professional Liability Insurance Policy

Students in the health professions are required to participate in various clinical learning experiences as a prerequisite to successful completion of programs of study. The clinical facilities where these learning experiences take place will only accept students who are covered by professional liability insurance. Accordingly, Baptist University has arranged to provide coverage meeting the required coverage standards to all students who are enrolled in clinical courses through Healthcare Providers Service Organization (HPSO), other professional liability insurance coverage notwithstanding. Students may contact the Business Office for information about the availability and cost of such coverage.

*This policy Professional Liability Insurance can be found in its full version on MyCampus under the tab Students/StudentPolicies.

Transportation

Transportation to and from classes and clinical sites is the responsibility of the student. Travel requirements for Clinical Practicum courses may include students to be geographically dispersed to sponsoring institutions greater than 90 miles from the Baptist University campus. Transportation to, from, and during all clinical assignments is the responsibility of the student.

Fees

The Baptist University catalog provides details related to course cost and related fees. Costs related to clinical obligations is not limited to, but can include, student uniforms, student memberships to professional societies, and possible fees associated with service learning.

Health Policies

Health Insurance

The University expects all students to maintain health insurance coverage. Should you wish to pursue a “healthcare marketplace” option, please refer to the guidelines and enrollment periods that can be found on www.HealthCare.gov. You may also wish to contact a private insurance agent who can assist you with finding a plan to meet your needs. Baptist University does not offer a student health insurance plan through the university.

Infection Control/Illness or Injury

Students are to report any illness or injury while in the classroom, laboratory, and clinical setting to the appropriate instructor (during clinic this includes Clinical Supervisor and to the Clinical Coordinator) immediately. An incident report is to be completed. The student is encouraged to pursue proper treatment by his/her physician, if needed.

Guidelines for Students Who Become Ill

If the student is able, he/she should call a family member/friend to assist him/her in going to his/her healthcare provider or to the UTHSC Student Health Services. For complete information, see Student Health Services in the Baptist University Student Handbook.

Student Health Services

Student Health Services for BHSU students are provided by University Health Services (UHS) at the University of Tennessee Health Science Center (UTHSC) in Memphis, Tennessee.

University Health Services

910 Madison Ave.

Memphis, TN 38014

Phone: (901) 448-5630

Website: [Student Health Services | UTHSC](#)

*This policy, Student Health Services, can be found in its full version on MyCampus under the tab Students/ Student Policies/ Student Handbook.

Student Illness or Injury

Students reporting to the classroom, laboratory, and clinical setting with a potentially communicable skin, respiratory, or gastrointestinal infection must notify the appropriate instructor (during clinic this includes Clinical Supervisor and to the Clinical Coordinator) for instructions on appropriate precautions. Small drainage lesions should be cleaned with Betadine and covered with a Band-Aid or dressing; gloves should be worn for procedures. Masks may be indicated if a student having a communicable respiratory infection

is caring for a compromised or immunosuppressed patient. Questions concerning a student's ability to continue in clinical, or return to the clinical area after an illness, should be referred to the Clinical Coordinator.

Hand Washing

Students should follow good hygienic practices: hands should be washed before and after breaks, eating, using the restroom, etc. Hand washing is required before invasive procedures or after contact with patient secretions or excretions is the primary means of preventing the spread of hospital-acquired (nosocomial) infections between patients. Students should wash their hands with an antibacterial soap available in dispensers above sinks prior to and after all procedures.

Gloves

Students in contact with patient secretions or excretions (sputum, urine, feces, wound drainage, etc.) should wear disposable gloves. These gloves should be removed before leaving the patient's room and hands thoroughly washed. Gloves should be worn when handling blood or blood-contaminated equipment; hands should be thoroughly washed afterwards. All drainage wounds should be treated as potentially infectious. Students should wash hands and change gloves after performing one procedure, prior to performing another on a patient.

Other

No eating, drinking, or smoking should be done in patient care areas.

Blood and Body Fluid Needle Stick Exposure

The purpose of this policy is to provide guidelines to students who sustain percutaneous or mucous membrane exposure to blood or body fluids during classroom, laboratory, and clinical activities. All students who sustain such exposure should be evaluated promptly. Post exposure prophylaxis (PEP) for Human Immunodeficiency Virus (HIV) exposure should be initiated within 1 - 2 hours post-exposure.

Upon an exposure, a student should report the incident to the faculty member and the appropriate representative of the health care agency where it occurred. The agency's infection control or employee health nurse should be notified so that patient evaluation can begin. If a needle stick or other possible exposure occurs, wash the area well with soap and water. For mucous membrane exposure, the area should be rinsed thoroughly with water and saline.

The faculty member should complete the agency's unusual occurrence or incident report form, as well as notify University of Tennessee Health Sciences Center (UTHSC) of the occurrence. UTHSC will provide counseling and will refer the student to their primary care provider. Students are responsible for out-of-pocket expenses related to blood and body fluid exposure and treatment.

If the exposure occurs after hours, on a weekend or holiday, the faculty member will report to the facility's Employee Health Office or Emergency Department. It is very important that these procedures are followed as students are responsible for any bills incurred from other agencies outside of the UTHSC.

The faculty member should notify the appropriate Dean of the occurrence. The Dean or his or her designee will complete an electronic occurrence report (EOR) for Baptist University.

Students are strongly encouraged to maintain health insurance while enrolled at the University and after the initial visit are responsible for out-of-pocket expenses related to exposure.

Airborne Pathogen Exposure

The purpose of this policy is to prevent exposure from airborne transmission during students' participation in clinical education, including but not limited to the following infectious disorders: COVID-19, tuberculosis, measles, and/or chickenpox (until lesions have crusted over), as well as to provide evaluation, counseling, and follow-up to students at their request, who are exposed to airborne pathogens during clinical activities.

Students assigned to patients requiring the use of airborne precautions must be fit-tested for a National Institute for Occupational Safety and Health (NIOSH) approved particulate filtering face piece respirator such as the N-95 respirator. Students who have not been fit tested should not enter patient rooms or participate in procedures which require the use of a NIOSH-approved particulate filtering face piece respirator. All students who sustain unprotected exposure to airborne pathogens should be evaluated promptly.

For a student with suspected exposure to *Mycobacterium tuberculosis*, a baseline tuberculin skin test (TST) and symptom screen should be administered to exposed students as soon as possible after exposure. If initial test is negative, administer a second test and symptom screen 8 – 10 weeks after exposure was terminated. Students with previously known positive TST who have been exposed to an infectious patient do not require a repeat TST or chest x-ray unless they have symptoms of TB.

If an exposure should occur, the student should report this to the faculty member and appropriate representative of the agency where it occurred. The agency's infection Control Employee Health Nurse should be notified so that patient evaluation can begin.

Faculty will complete agency's unusual occurrence/incident form.

Faculty will notify the University of Tennessee Health Sciences Center (UTHSC) of the occurrence. UTHSC will provide counseling and will refer the student to their primary care provider.

If the exposure occurs after hours, on a weekend or holiday, faculty will report to the facility's Employee Health Office or Emergency Department.

Faculty will notify the appropriate dean of the occurrence.

Faculty will request the dean or their designee to complete an electronic occurrence report (EOR) for Baptist University.

Students are strongly encouraged to maintain health insurance while enrolled at the University and are responsible for out-of-pocket expenses related to the exposure.

*This policy, Airborne Pathogen Exposure, can be found in its full version on MyCampus under the tab Students/ Student Policies/ Student Handbook.

The policy for communicable diseases exposure is comparative to the blood borne and airborne pathogens. More information is given during orientation to the program and the clinical sites. Please see the link below for more details.

*The following is a link to the Tennessee Government website for the complete guidelines for health safety for Health Care Professionals: <http://tn.gov/health/topic/health-professionals>.

Bereavement/Funeral Leave Policy

In the event of a death in the family, the student must notify program faculty as soon as possible. Documentation of the death (e.g., death certificate, obituary, documentation from funeral home, etc.) may be required. The following policies apply, but the final decision in special circumstances will be made by the clinical coordinator.

The student may be granted two clinical days off for the death of an immediate family member. These days need not be made up and will not count against the student's clinical grade. The course instructor is responsible for decisions concerning non-clinical courses.

Immediate family is defined as husband, wife, father, mother, son, daughter, brother, sister, fiancé'/fiancée, stepparents, stepchildren, grandparents, and grandchildren.

The student may be granted one day off to attend the funeral of the following: parents-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew.

In either situation, if more time is required, that time may be taken but must be made up.

Pregnancy Policy

Radiation Safety Policy regarding Pregnancy

In “State Regulations for Protection Against Radiation” 1200-2-5-.56 the Tennessee Department of Environment and Conservation has established a dose limit of 0.5 rem to an embryo/fetus from occupational exposure during a student’s entire pregnancy. A student may declare her pregnancy by notifying the program faculty in writing of the pregnancy along with an estimated date of conception so that the estimated dose to the embryo/fetus prior to the declaration of pregnancy can be determined. A student cannot be required by the Baptist University to make this declaration of pregnancy, and a student may withdraw her declaration of pregnancy in writing at any time. **The decision to make a declaration of pregnancy and/or withdraw the declaration of pregnancy is strictly a student’s choice and is entirely voluntary.** Upon declaration, an appointment with the Radiation Safety Officer must be scheduled and a second dosimeter will be requested to be worn at waist level.

If a student declares pregnancy in writing, the student may choose from the following options:

- Continue in the program without modifications.
- Remain in the program and in collaboration with the program chair and clinical coordinator, the student will develop a plan of progression.
- Withdraw from the clinical / didactic courses and provide a written request for a leave of absence as outlined in the Baptist University Leave of Absence policy.

Allied Health Division Procedure Guideline:

The student may choose from the following options:

- Remain in the major and make up all missed clinical/ didactic course requirements by the end of the academic trimester. In collaboration with the program chair and clinical coordinator, the student will develop a plan to continue progression. If the student is unable to complete requirements by the end of the academic trimester, a grade of incomplete (I) will be assigned.
- Withdraw from the clinical / didactic courses and provide a written request for a leave of absence. (Withdrawal from a course will affect progression in the major)

(Refer to the *University Catalog* for additional information concerning the above options.)

For students who remain enrolled:

- Students are required to meet with the program chair and clinical coordinator to develop a written progression plan. This counseling record will be placed in the student’s file.
- Students must provide written permission from their physician/provider to resume their course work.

Clinical Course Progression: All students are shown the pregnancy policy before clinical start dates. At that time, as part of the handbook review, students acknowledge that the policy has been read and understand that the Declaration of Pregnancy is voluntary. Additionally, students are notified immediately of any updates to the policy.

As determined by the progression plan, students may complete additional clinical hours if opportunities arise within the major. A student cannot be in the clinical site more than 10 hours a day. The accrued clinical time may not exceed 40 hours (clinical and didactic) per week. It is the student’s responsibility to

submit records of accrued time to the clinical coordinator. The make-up clinical time will be applied to any time missed relating to the pregnancy. Students are required to complete all assigned clinical hours, competencies, or assignments by the end of the academic trimester. If the student is unable to complete clinical hours, assignments, and/or competencies by the end of the academic trimester, the 'Incomplete' grade policy applies. (Refer to *University Catalog*)

Didactic Course Progression: Once a plan for progression is in place, the student is required to meet with their instructors to create a plan relating to completion of missed assignments. If a student is unable to complete course requirements by the end of the academic trimester, the 'Incomplete' grade policy is applied. (Refer to *Course Catalog*)

Students are required to communicate often and clearly about health issues that may interfere with course requirements. Any complications with the pregnancy will need to be handled on an individual basis.

Leave of Absence Policy

Definition: - An interruption in progression, beyond the term limits for readmission, which allows the student to remain enrolled at Baptist University.

The student must be currently enrolled in classes or enrolled during the previous trimester. The student must provide evidence that the requested leave of absence is necessary due to the student's inability to continue enrollment in coursework and/or maintain satisfactory academic performance. The student must document reasonable intent of returning. An expected date of return and a plan for completion of clinical and/or course work, approved by the academic dean of the division in which the student is enrolled, must be included. If the student is seeking leave based on experiencing a personal serious medical condition or injury which has impacted their satisfactory academic performance and ability to do academic work, the request must include documentation from a health care professional who has a primary role in the direct treatment of the student, such as a letter from the physician or health care professional, including a diagnosis, prognosis, treatment plan and expected leave period, including date of return. If a student's leave of absence request is related to circumstances created as a result of COVID-19 pandemic, the student or legal guardian completes the student data portion as well as providing a brief explanation of the circumstance(s) which prevents the student from completing the course(s) in the term, along with a revised progression plan. If currently enrolled, the leave must be requested prior to the last day to withdraw with a WP as stated on the academic calendar.

*This policy, Leave of Absence, can be found in its full version on MyCampus under the tab Students/ Student Policies

Inclement Weather

The decision to cancel classes and/or campus activities will be made by the President of Baptist Health Sciences University or the President's designee. The cancellation of classes will include cancellation of clinical activities, and in instances of inclement weather at specific clinical sites that do not affect the University campus, the clinical coordinator will advise students. These days are not considered absences and do not have to be made-up. Closing decisions made overnight will be distributed to all local radio and television news media. Information will also be sent via *Omnilert*, which comes in the form of a text message and email to those who have signed up for *Omnilert*. There will be no notification to remain open. The University Services Coordinator will place a recorded message on the Information Center voice mail if the University is closed. Call 572-2468 to listen to the message.

Intellectual Property Ownership & Copyright Considerations

Baptist University has a specific policy in place regarding intellectual property ownership and copyright considerations. It is critical for students to be familiar with this policy including disciplinary actions.

Internet Access and Information Technology Policies

Baptist University has specific policies in place regarding internet access and information technology. It is critical for students to be familiar with these policies including disciplinary actions.

Lead Marker Policy

Medical Radiography students are required to own a pair of lead markers to indicate the patients' right and left sides. It is recommended that students' initials are a part of the marker for identification purposes.

- If students use markers not provided by the program, the markers must be constructed of lead so as to be radiopaque. In addition, the markers must be tasteful in nature, so as not to offend anyone (not political, inappropriate, offensive in nature).
- Students must place markers on all projections within the collimated light field to indicate the correct side.
- Mismarking an image can have serious implications, including mistreatment, misdiagnosis, as well as legal ramifications.
- Students must avoid placing markers beneath anatomy of interest or lead shielding or over the ID plate.
- Every radiographic image submitted for final competency must demonstrate the student's own marker correctly placed.
- Digital markers will **NOT** be accepted on final competency images.

Mandatory Health Records and Training

Baptist University is committed to education and practices that contribute to preventing illness and maintenance of health. As a result, immunizations may be required for enrollment and participation in clinical experiences. The requirements below may be changed at any time based on community health guidelines.

Students in Medicine, Nursing or Health Professions programs who are participating in clinical experiences shall provide proof of the following immunization requirements no later than the beginning of the term in which clinical courses will be taken:

- Documentation of immunity for measles, mumps, rubella, and chicken pox (varicella) or immunizations.

- Documentation of immunity for tetanus, diphtheria, pertussis and completion of Hepatitis B series, if no current immunity.
- Documentation of negative TB screening and current tuberculosis skin test at time of initial matriculation and annually thereafter.
- Documentation of negative urine drug screen prior to entrance into clinical coursework.
- Documentation of current influenza immunization during flu season, defined as October through March.
- Documentation of completed primary COVID-19 immunization series.
- Additional immunization requirements by selected clinical agencies may be necessary prior to clinical rotations.

Students may request an exemption based on a documented medical condition or sincerely held religious beliefs. Students who are full-time distance learners and not attending courses on-campus nor participating in local clinical experiences may also request an exemption. Exemptions must be approved prior to class start to meet the initial enrollment requirement. An exemption to the University's immunization requirements may be requested by completing the Immunization Exemption Form found in the Student MyCampus portal and providing all required documentation. The completed form and documentation should be submitted electronically to Student.Life@BaptistU.edu. Students not receiving immunizations may affect the student's ability to be placed at clinical sites as clinical affiliates may impose additional restrictions, require additional documentation, or refuse placement of a nonimmunized student. As a result, the student's ability to complete their academic program may be hindered.

Educational requirements required prior to the start of clinical courses include orientation to the health care environment, including facility-specific and program-specific educational requirements, as applicable.

*This policy, Immunization and Clinical Educational Requirements, can be found in its full version on MyCampus under the tab Students/Student Policies.

Immunization tracking for Baptist University students is provided by SentryMD. Students are required to upload all health and immunization documentation to SentryMD.

- Upload your health documents to the following link: o <https://mysentrymd.com/sentrymd.html#/upload/47>
- Email any questions Sentry MD to the following link o BHSU@sentryMD.com
- To access your account with SentryMD use the following link: o <https://mysentrymd.com/sentrymd.html#/home>

*The following is a link to the Tennessee Government website for health safety for Health Care Professionals: <http://tn.gov/health/topic/health-professionals>

Mandatory Health Training Modules

Mandatory training modules are completed through Nursegrid/Healthstream/myClinicalExchange, Canvas, and course learning activities. Annual training will be completed during the summer trimester in conjunction with Medical Radiography clinical courses.

Students are required to complete mandatory training in the following areas:

- Ethical Aspects of Care
- Caring for Patients/Cultural Diversity and Sensitivity
- Safety and Disaster

- Patient Confidentiality
- Infection Control
- MSDS for reference with chemical in the work area
- BMHCC Standards of Conduct
- BMHCC HIPAA Orientation for clinical staff
- BMHCC Patient Identification
- BMHCC Orientation for Non-Employee
- BMHCC MRI Safety
- Tuberculosis
- Radiation Safety
- AIDET

Section III

Clinical Policies

Introduction

The clinical courses are integral components of the Medical Radiography Major. These courses are designed to allow the students to participate in hands-on experience at various clinical sites. The competencies required for progression and completion of the major indicate that the student can perform the procedures, as well as demonstrate patient care skills, operate the equipment in a safe manner, identify anatomical structures, and critique images produced. Teamwork and professionalism are expectations.

The Medical Radiography Program recognizes that unforeseen circumstances, such as the COVID-19 pandemic, may interfere with completion of clinical rotations. If a clinical site is unable to accommodate student(s) for a scheduled clinical rotation experience, the Faculty/Clinical Coordinator and Program Chair will explore alternative clinical placement; there is no guarantee the student(s) will be able to complete the clinical rotation during the same time period as originally scheduled. Therefore, overall progression may be delayed.

Clinical Expectations and Responsibilities

Students, radiographers, and faculty must strive to maintain a team effort in the learning process. The following are a few of the expectations and responsibilities of the students, the staff, and the faculty. The mere fact that a student completes a competency test does not indicate that s/he no longer needs experience or help in that particular area. Successful completion of a competency test simply indicates that the student is able to perform a particular exam with indirect supervision. It further means that the student has demonstrated quality patient care skills, knowledge of a certain protocol, anatomical landmarks, and the ability to operate the equipment properly.

Responsibilities of Students in the Clinical Setting

A radiographer's job does not just involve patient care. There are many other tasks that must be done to make the department work efficiently and to ensure quality patient care. These tasks are vital to the smooth daily operation of the department. Clinical instructors make a team effort to give you the time necessary to learn your skill. As a student, you must be a part of that team effort and be willing to support the effort in the following ways:

- Demonstrate a professional attitude while interacting with the patients and staff at all times. Poor attitude will not be tolerated in the clinical sites.
- Students will **not** be using cell phones or any other electronic devices during clinical hours. Cell phone use is only acceptable during breaks and lunchtime away from patient areas.
- Be open-minded. Accept advice and criticisms as a learning experience. The radiographers are there to teach and guide you.
- Arrive at the clinical site on time and ready to learn. Tardy policy will be **strictly** enforced.
- Be flexible. If you are asked to assist with an exam that you have little or no experience, be willing to learn new procedures.
- Help the staff by processing paperwork and/or images before and after the exam is completed.
- Stock rooms with supplies needed for procedures.
- Clean up after yourself and your patients.
- Notify the clinical site and the Baptist University faculty of an absence/tardy no later than the starting time of the scheduled clinical time.

- Adhere to program’s supervisory requirements in the Clinical education sites.
- Adhere to direct and indirect supervision policies.
- Repeat a radiograph under **direct** supervision ONLY and document it in Trajecsys.
- Does **NOT** hold any patients or image receptors.
- Practice radiation safety and protection.
- If the clinical site’s preceptor or manager asks a student be moved, the student will receive a written warning with subsequent occurrences following the counseling/written reprimand sequence.
- Perform AIDET with every patient. If a student fails to perform AIDET, the student will receive a written warning with subsequent occurrences following the counseling/written reprimand sequence.

Responsibilities of Clinical Coordinator (Baptist University Faculty)

- Coordinates supervision in the instructional facility for lab and clinical phases of the program.
- Schedules clinical rotations.
- Keeps student clinical performance and attendance records.
- Ensures sufficient representative clinical experience.
- Assists in development of skills necessary for performing studies/providing care.
- Demonstrates a genuine interest in the students’ learning process.
- Serves as a professional role model and resource.
- Develops and evaluates clinical performance skills.
- Schedules student conferences as needed.
- Must be accessible by phone, text, or email during clinical hours.
- Submits final grade based on overall clinical performance.
- Enforces and monitors the program’s supervision requirements in the clinical education sites.

Responsibilities of Clinical Site Preceptors

Clinical instructors are an integral part of the program and the student’s learning process. It is the responsibility of the clinical instructor to set a climate that is suitable for learning. Some of the roles and responsibilities of a clinical instructor are the following:

- Serves as a professional role model and resource.
- Serves as liaison between students and program when faculty members are not on site.
- Understands the clinical competency process.
- Supports the necessary goals for performing studies and providing care.
- Evaluates students’ behavior and clinical performance.
- Communicates with program faculty regarding clinical rotations and educational process
- Maintains current knowledge of program policies, procedures and rotation expectations.
- Assists student in development of skills.
- Approves student time records.
- Completes/approves student clinical evaluation.
- Adheres to the program’s supervision requirements in the Clinical education sites.
- Adheres to direct and indirect supervision policies.
- Assures that students have direct supervision for “repeat radiographs”
- Demonstrates radiation safety and protection.

Clinical Educational Objectives

Students are required to complete specific clinical objectives during clinical practicum experiences. Student performance will be evaluated throughout the experience utilizing the electronic clinical management system known as Trajecsys. Performance evaluation and image evaluation methods include the following:

Performance Evaluation

- A) Evaluation of Requisition, the student will:
- check order for any errors
 - use two (2) patient identifiers
 - identify procedures to be done
- B) Physical Facilities Readiness, the student will:
- clean the room after each patient and ensure the orderliness of the room
 - Stock the room with all necessary items (linens, needles, etc.)
 - ensure all equipment is ready, in the proper position, and in working order
- C) Patient and Student Relationships/Professionalism, the student will:
- Perform the five (5) rights (right patient, exam, etc.)
 - assist the patient to, during, and from the examination
 - look and act professionally at all times
 - treat the patient with dignity and respect
 - communicate with the patient effectively and with proper instructions
 - act ethically and protect patient's right to quality radiologic technology care
 - communicate to the patient what to expect during the exam
 - deliver appropriate patient care
 - protect the patient's right to privacy
 - provide patient/public education related to radiologic procedures, safety and protection
 - follow proper procedures, policies, and protocols at the clinical site
- D) Positioning Skills, the student will:
- position the patient properly for each exam
 - align the part, IR, and CR correctly
 - remove unnecessary items from radiographic area
 - adjust the procedure when necessary to accommodate patient condition and other variables
 - apply knowledge of anatomy, physiology, and positioning techniques to accurately demonstrate anatomical structures on an image
 - ensure patient safety
- E) Equipment Operation, the student will:
- show expertise in using imaging equipment and accessories
 - select correct technical factors for diagnostic quality images with minimum radiation exposure
 - read/use a technique chart
 - select proper image receptor and collimator size
 - evaluate radiographic images for proper positioning and image quality

- report equipment malfunction
 - adapt changes in SID, grids, and collimation
 - include all pertinent information on image
 - use PACS for viewing, editing, and sending images and information
 - operate various radiographic systems
- F) Evidence of Radiation Protection, the student will:
- practice ALARA
 - practice radiation protection for the patient, self, and others
 - collimate as directed
 - select correct techniques factors for minimum radiation exposure
 - shield patient when applicable
 - wear appropriate lead apparel
 - wear radiation dosimeter at collar level
 - exercise independent judgment and discretion in the technical performance of medical imaging procedures
 - evaluate the safe limits of equipment operation and report malfunctions to the proper authority
 - use principles of time, distance, shielding

Image Evaluation

- A) Anatomical part(s), the student will correctly demonstrate:
- proper part and proper perspective of part
 - no motion
- B) Proper Alignment, the student will correctly demonstrate:
- Image receptor
 - Part
 - Tube
 - Patient
- C) Radiographic Techniques, the student will correctly demonstrate:
- demonstrate proper contrast
 - density
 - compensate for pathology
- D) IR Identification, the student will correctly demonstrate:
- “R” or “L”
 - name, number, and hospital
 - Time, tomographic slice, etc.
- E) Radiation Protection, the student will correctly demonstrate:
- cone/collimation
 - lead shields as appropriate
 - time, distance, shielding

Clinical Education Sites

Clinical Education Assignments

Baptist University maintains formal agreements for clinical education with a variety of radiology facilities. The students are assigned to various clinical sites. These assignments provide students the volume and variety of clinical experiences necessary to develop essential skills and successfully progress through the program. The student is expected to be present at all clinical assignments and any absences must be made-up. Students are assigned to rotations in settings that provide the experience and the examinations necessary to develop competencies. A student will receive an "Incomplete" for the course until all missed time is made up.

NOTE: If a clinical site preceptor/manger asks to have a student removed from a site, the student will receive a written warning and follow the counseling/written reprimand sequence.

Competencies include:

- Chest and Thorax
- Abdomen
- Upper Extremity
- Lower Extremity
- Head
- Spine and Pelvis
- Fluoroscopy Studies
- Surgical Studies
- Mobile Studies
- Pediatrics

As these competencies are completed, students may be assigned to specialty rotations such as:

- Vascular Interventional Angiography
- Cardiac Catheterization Lab
- Mammography
- CT and MRI rotations

Clinical Education Sites

One or more staff radiographers at each site will be designated as clinical instructors to oversee the activities of the student(s) and to act as liaisons between the program and the clinical site. *Note: BMG represents Baptist Medical Group. Also, students may not attend every clinical location.*

| Clinical Site | Address |
|--|--|
| Baptist Memorial Hospital for Women | 6225 Humphreys Blvd. Memphis, TN 38120 |
| Baptist Memorial Hospital -Memphis | 6019 Walnut Grove Memphis, TN 38120 |
| Baptist Memorial Hospital- North Mississippi | 2301 South Lamar Oxford, MS 38655 |
| Baptist Memorial Hospital-Collierville | 1500 West Poplar Ave. Collierville, TN 38107 |
| Baptist Memorial Hospital-Crittendon | 2100 N 7 th St, West Memphis, AR 72301 |

| | |
|--|--|
| Baptist Memorial Hospital-DeSoto | 7601 Southcrest Parkway Southaven, MS 38671 |
| Baptist Memorial Hospital-Tipton | 1995 Hwy. 51 South Covington, TN 38019 |
| Baptist Memorial Hospital-Union County | 200 Hwy. 30 West New Albany, MS 38652 |
| BMG-Baptist Outpatient | 2100 Exeter Rd. Germantown, TN 38138 |
| BMG-Family Physicians Group-Winchester | 7685 Winchester Rd., Memphis, TN 38125 |
| BMG – The Medical Group | 8040 Wolf River Blvd, Germantown, TN 38138 |
| BMG-Family Physicians Group-Perkins Ext. | 496 Perkins Extended, Memphis, TN 38117 |
| BMG-Family Physicians Group-Bartlett | 3091 Kirby Whitten Rd., Bartlett, TN 38134 |
| BMG-Family Physicians Group-Collierville | 400 Market Blvd., Collierville, TN 38017 |
| Campbell Orthopedic Clinic- Collierville | 1458 Poplar Ave., Suite 100 Collierville, TN 38107 |
| Campbell Orthopedic Clinic- Germantown | 1400 South Germantown Rd. and Wolf River Blvd. Germantown, TN 38138 |
| Campbell Orthopedic Clinic- Southaven | 7545 Airways Southaven, MS 38671 |
| Champion Orthopedics and Sports Medicine (Spartan) | 6518 Goodman Road, Suite 104 Olive Branch, MS 38654 |
| DeSoto Imaging Specialists (DIS) | 7240 Guthrie Dr. North Ste. 105 Southaven, MS 38671 |
| Finn Medical Associates | 6025 Walnut Grove Rd., Ste. 627 Memphis, TN 38120 |
| Forest Hill Family Practice | 8970 Winchester Rd. Memphis, TN 38125 |
| Humphreys Family Practice Clinic | 790 West Poplar Ave., Ste. 120 Germantown, TN 38138 |
| Memphis Primary Care Associates | 1520 Union Ave Memphis, TN 38105 |
| OrthoSouth Surgery Center-Germantown | 2100 Exeter Rd. Germantown, TN 38138 |
| Oxford Diagnostic Center | 504 Azalea Dr. Oxford, MS 38655 |
| St. Jude Children’s Research Hospital | 332 North Lauderdale Memphis, TN 38105 |
| Tenet Health System (St. Francis-Bartlett) | 2986 Kate Bond Road Bartlett, TN 38134 |
| Tenet Health System (St. Francis-Memphis) | 5959 Park Avenue Memphis, TN 38119 |
| Veterans Administration Medical Center | 1030 Jefferson Ave. Memphis, TN 38104 |
| West Clinic Cancer Center Breast Center and CT Department | 7945 Wolf River Blvd. Germantown, TN 38138 |
| Zenith Vascular & Fibroid Center | 5465 Murray Ave., Ste. 102 Memphis, TN 38119 |

Clinical Rotations

Clinical rotation assignments are made by the faculty. Clinical practicum courses are comprised of 24 hours (three eight-hour days) per week each trimester. The program limits required clinical assignments for students to not more than 10 hours per day. Any variations in the clinical hours will be determined by the faculty and clinical sites.

- There may be two or more separate rotations per trimester.
- Students may not make changes to their clinical assignment schedule. The schedules are made to provide equitable learning experiences for all students.
 - Students may request a change in writing to the clinical coordinator, and the request will be considered. If it is approved, the student will be notified.
 - Changes in clinical assignments are not to be made except by the clinical coordinator or Program Chair.
- Students will attend clinical experience typically 7:30 am to 4 pm. There may be slight variations depending on the routine hours of the individual sites. Evening shifts are highly recommended but require advance approval by the clinical coordinator.
- The number of students assigned to a clinical setting will not exceed the number of clinical staff assigned to the radiography department. The student to radiography clinical staff ratio is 1:1.
- If a student is asked to leave a clinical site, the student will receive a written warning, with subsequent occurrences following the counseling/written reprimand sequence.

Transportation

It is the responsibility of the student to provide his/her own transportation to each clinical assignment. Students will be required to travel to assigned clinical affiliates, which may be up to a 90-mile radius from the university campus.

Parking

Parking information for each site will be discussed prior to the first day of the clinical rotation, during the Introduction to Med Rad Clinical Practicum course.

- NOTE:
 - BMH-Memphis: Students are to park on the TOP floor of any parking building.
 - BMH-DeSoto: Students are to park in the lot on the North side of the building between the RED lines.

Electronic Devices in Clinic Policy

Personal use of cell phones, smartwatches, and other electronic devices while on duty at the clinical site is prohibited. It is understood that there may be emergency situations where a student would need to be contacted at the clinical site while on duty. Due to this, students are allowed to have personal cell phones on their person while in the clinical setting. The cell phone must be left in silent mode or off. If an emergency situation occurs where a student would need to accept a call on their cell phone while on duty at a clinical site, the student must first get permission to be excused from the patient care area

from the clinical instructor they are working with and then take the call outside of the patient care area. Any violations of this policy will result in the initiation of the Counseling/Written Reprimand Policy.

Clinical Attendance

Regular and punctual attendance to all clinical sites is expected and is regarded as integral to clinical course credit. Students are not to record any clinical time, other than their own. Time records must accurately reflect the time spent in the clinic during clinical rotations. Work time may NOT be used as clinic time. INTENTIONAL FALSIFICATION OF TIME RECORDS will result in disciplinary procedures up to dismissal from the program and/or University.

Trajecsys is the official method in which clinical attendance will be recorded. All students are required to utilize this system. Please contact your instructor should a problem occur.

Absence and Tardy Policy

Regular and punctual attendance at all clinical sites is expected and is required to receive clinical course credit. If a student is absent from clinic, the student is required to make up the absence in accordance with the make-up policy and procedure. Excessive absences (greater than two absences in a term) will result in a clinical attendance grade deductions and may affect the evaluation of the student completed by the clinical site.

In addition to the overall course grade of 77 or higher, students must have a clinical attendance grade of at least 77 to pass any practicum course.

- An absence is defined as non-attendance for a scheduled clinical day, arriving to clinic more than 2 hours late, leaving clinic more than 2 hours early.
- The violation of clinical policy does not apply for 2 or less absences in a trimester.
- Grade deductions from absences can result in failure of enrolled clinical course. All clinical absences require proper notification prior to the start of their clinical schedule.
- All absences must be properly recorded.
- The instructor reserves the right to grant exception to this policy in the case of extenuating circumstances.

Many people depend upon you to be on time. It is imperative that students arrive at the designated clinical site at the approved time. Therefore, tardiness is not excused due to car problems (i.e., flat tire or traffic jam), traffic problems (i.e., construction), inability to find a parking space, etc. Tardiness can result in grade deductions, may require make up time, and may affect evaluation of the student completed by the clinical site. It is recommended that students build into their travel time enough time to allow for unexpected events to prevent arriving late to clinic.

• A tardy is defined as arriving late to clinic within 2 hours of scheduled time or leaving the assigned area with less than 2 hours to finish the assigned clinical shift.

• Tardy occurrences during the trimester can result in a clinical attendance grade deduction.

*Any tardy 30 minutes or over, must be made up.

Early Exits: Leaving early for Personal Reasons This policy will be similar to the tardy policy. It is understandable that things come up, but it is important that you are in clinical for the full scheduled day. This does not apply when you have been sent home by a preceptor or clinical coordinator for low census.

Since this is of such importance to your professional life, each early exit will count as a 3 (three) point deduction in attendance grade, after the one allotted grade.

- Leaving the assigned area early is considered an early exit. An early exit is leaving your assigned area one minute prior to your scheduled clock out time.
- Any early exit over two (2) hours will be treated as an absence.
- Any early exit at 30 minutes or over must be made up. You are to notify your clinical faculty instructor AND the clinical site personnel. You **MUST** notify the clinical faculty instructor if you leave early, within 24 hours.
- If leaving early, students are to immediately send an email to the faculty clinical instructor with a brief explanation for the occurrence.
- Each early exit, after the first allotted will result in a 3- point grade deduction from the attendance grade portion of the clinical course grade.
- Use a time exception for any circumstance out of the normal. For example: logging in an absence/tardy, recording make-up time, school activity, etc. Failure to make a time exception will result in a 1-point deduction on the clinical documentation grade for each occurrence.

For any absences, tardy, or early exit, **you are to notify your clinical faculty instructor AND the clinical site personnel. You **MUST** notify the clinical faculty instructor if you leave early.**

All students start out with 100 clinical attendance points. After the two allowed (not expected) absences and/or one tardy or early exit occurrence, each occurrence will result in the following clinical attendance grade deductions:

- Minus 7 points for each absence
- Minus 3 points for each tardy
- Minus 3 points for each early exit

Extenuating circumstances, such as a death in the family, will be considered on an individual basis, but may or may not prevent reduction in the final clinical grade.

Students who must leave clinic early for sudden illness will be charged the equivalent for the time missed. Any missed time is made up exactly corresponding to the amount of time missed. For example, if you left 2.5 hours early, you would make up 2.5 hours.

If a student is hospitalized, absences in which the student is admitted in the hospital will not count toward the absences for a grade deduction. For long term illnesses, a doctor's note will be needed for the student's file and approval by the Program Chair/Clinical Coordinator. For other medical conditions requiring accommodations, approval by the Program Chair/Clinical Coordinator and Access Services will be required as these absences occur. **ALL of these types of absences **MUST** be made up.** Proper documentation from the student's healthcare provider and/or Access Services will be required for these situations.

The clinical experience is essential to the student's success in their chosen profession. Due to the limited time allotted for clinical, students must make up time equivalent to the hours missed. A student will receive an "Incomplete" for the course until all missed time is made up, up to the time limit

designated by the University's policy. Made-up clinical time will not earn back lost points in the clinical course.

Proper Notification: All clinical absences and tardies require advanced notification **within 30 minutes** of the start of the scheduled clinical rotation start time or it will be considered a "no call/no show". You are to notify your clinical faculty instructor **AND** the clinical site personnel. Your clinical coordinator will identify the procedure to give proper notification, whether by email or phone. Text messages are **NOT** considered proper notification. It is important for the student to understand that compliance with this policy is directly reflected on the student's Affective/Behavioral Evaluation. As in the workplace, "no call/no show" will not be tolerated and will result in disciplinary action. Refer to Counseling/Written Reprimand policy in the Clinical Handbook.

Professionalism Accountability Summary:

The Professional Accountability grade is comprised of clinical documentation and clinical attendance.

Clinical Documentation is 25% of the Clinical Grade

Maintaining records is an essential part of the medical profession. As a student entering the health care profession, documentation of your clinical experience is important for your academic record and meeting board exam requirements. Students are required to maintain accurate documentation of their clinical experience each term. Students will receive a grade for their performance in accurately recording the required clinical documentation. The following clinical records will be recorded by the students on Trajecsys:

Timecard-daily: forgetting to clock in or out, or clocking in under wrong location will result in a clinical documentation grade deduction.

Time Exception: Use a time exception for any circumstance out of the normal. For example: logging in an absence/tardy, recording make-up time, school activity, etc. Failure to log time exceptions will result in a clinical documentation grade deduction.

Daily log: Students must log all exams weekly in Trajecsys, including any noted pathology. Due dates can be found in the course calendar. Missing, late, or incomplete exam logs (no pathology included) will result in clinical documentation grade deduction.

Evaluation Forms: The student will have one week from the end date of each rotation to complete the clinical/preceptor evaluation form in Trajecsys. Missing or late evaluation forms will result in a clinical documentation grade deduction.

**Site orientation form: This is a paper form that must be submitted within one week of the first day of each rotation, regardless of if you have previously been to that site. Missing or late orientation forms will result in a clinical documentation grade deduction. An orientation form is required for every rotation. If you are repeating a clinical site, you will comment on the assignment instead of

uploading. The comment will need to include: "This is my __2nd, 3rd, etc., __ rotation at this site. I submitted an orientation form on/in/ _____date/semester_____."

All students start out with 100 clinical documentation points. Any documentation that is absent, late, or does not follow policy will result in the following clinical documentation point reduction for each occurrence:

- Minus 1 point for forgetting to clock in/out or clocking in at wrong site
- Minus 1 point for not clocking in or out.
- Minus 1 point for missing time exceptions
- Minus 2 points each weekly exam log missing, late, or incomplete
- Minus 2 points for each missing or late evaluation form
- Minus 2 points for each missing or late site orientation form
- Minus 2 points for missing make-up time schedule date
- Minus 2 points for no communication about an absence, tardy, or early exit

Clinical Attendance is 25% of the Clinical Grade.

- Minus 7 points for each absence after the two allotted
- Minus 3 points for each tardy after the one allotted
- Minus 3 points for each early exit after the one allotted
- Minus 5 points for not completing make-up time by the due date

Make-up Time Policy

- All make-up time is to be scheduled and approved by the clinical coordinator and clinical preceptor prior to completion. Students must initiate written communication in the form of an email, which includes both the clinical preceptor and the clinical coordinator to request approval. Students cannot make up hours until approval is received from both the preceptor and coordinator.
- All make-up days must be entered into Trajecsyst and validated/approved by the appropriate radiographer in the clinic site.
- A student will receive an "Incomplete" for the course until all missed time is made up.
- Students may not exceed 40 hours class and clinic time each week (nor greater than 10 hours each day), and, as such, can only make up a limited amount of time each week.
- Make-up time must be made up in increments of 2 hours at a time, unless the total required make-up time is less than 2 hours. If it is less than 2 hours, it must be made up in full, at one time.
- Make-up time MUST be completed in full. If students are sent home early by a preceptor for low census or any other reason, they MUST schedule the remainder of their time before the deadline to prevent an incomplete.
- Make-up time must be scheduled by the last day of scheduled clinical. Any make-up time not scheduled by the due date will result in a 2-point documentation grade deduction.

- Make-up time not completed by the announced last day to make-up will result in a 5-point attendance grade deduction.
- Points deducted as a result of absences or tardies, even if made up, cannot be earned back.

Leaving the clinical area

Students are to notify the designated clinical supervisor if they are leaving the area for lunch breaks.

Lunch Breaks are required for each clinical day/shift assigned that is longer than 6 hours and are 30 minutes in length, unless at a clinical site with designated longer times. Please be **PROMPT** in returning from the lunch break. Students are not to visit other areas other than their assigned stations unless it has been cleared through the clinical instructor and/or clinical coordinator.

Dress Code Policy

Clinical attire:

Students must always display a professional appearance in dress and grooming while in the clinical setting. The clinical attire policy applies to all clinical education affiliates. Infractions of the clinical attire policy can be reported by clinical instructors or RAD faculty. If a student presents to clinic and is in non-compliance with the dress code, he or she will be sent home. This will result in a tardy. The tardy and make up policies will apply. **Each student will receive one verbal warning for their first violation for their duration in the RAD program. The violation policy applies to all subsequent violations of the clinical attire policy.**

- Appropriate professional clean and pressed clinic attire (scrubs)
 - Required color code for Landau brand is **“Galaxy” (BGP)**
 - Required color code for Cherokee is **“Galaxy” (GABW)**
 - Required color code for Dickies is **“Galaxy” (GBWZ)**
 - Required color code for Grey’s Anatomy is **“Galaxy”**
- Required all white Landau lab coat. This white coat is available exclusively at Landau Uniforms in Memphis and is specially ordered for local schools including BHSU and you will not find it online or at other uniform stores.
 - To be worn during the White Coat Ceremony, College Open House Events, and formal presentations.
- Optional all white “scan jacket” with cuffed sleeves is permitted to be worn while students are performing exams.
- White or gray athletic shoes, white laces and white socks or hosiery
- Anything worn under clinic attire must appear to be solid white. No lettering or colors can show through scrubs.
- No denim, knits, leggings, leotards, jogging or sweat suits, no pants with tight fittings at the ankles, and no sweatshirts are allowed in the clinical setting.
- Baptist University ID badges and Dosimetry badges are to be worn and visible at the lapel level while in the clinic areas at all times. The student’s picture and name must be clearly visible at all times. No other identification, pins, etc. may be attached to the identification badge.
- Baptist University patch must be worn on the left sleeve of the lab coat/uniform/jacket (below the seam.) Badges may be purchased from Baptist University.
- Lanyards are not allowed, and only Baptist badge reels should be used for all badges.

Jewelry:

- Jewelry should be worn with discretion and should not interfere with patient or student safety. It is recommended small diameter earrings be worn in the clinical setting for safety reasons. The faculty/clinical staff may ask a student to remove jewelry deemed inappropriate.
- **No** facial piercings should be visible during clinical time. Ear gauges must be plugged with a solid, matching flesh/skin colored retainer.

Nails:

- Nails must be natural tips less than ¼ inch long and artificial, overlays, or extenders (tips) are not to be worn as it violates the Hand Hygiene policy of the clinical sites.
- Finger polish must not have design or ornaments, and nail length cannot be extreme length. Nail polish is the only acceptable nail enhancement. The following are not allowed: artificial nails, tips, gels, dips, acrylics, stickers, jewelry, or anything applied to the natural nail.

Other:

- Hairstyles, beards and mustaches must be well kept and neat. No extreme styles are permitted, and all hairstyles must be in compliance with the appropriate health and safety requirements. Only natural occurring hair colors are allowed.
- Cosmetics should be used moderately. Strong scents/odors are not permitted (includes body odor).
- Program faculty and clinical preceptors reserve the right to rule on visible tattoos. Facial tattoos are prohibited. Tattoos, including tattoos on the neck, hands, and arms, must be covered if they depict nudity or profanity, are inflammatory in nature, represent violence, drugs, sex, alcohol or tobacco products, or may otherwise be interpreted as offensive. Some clinical sites require all tattoos be covered. Students rotating at these sites must abide by the site's policies.
- Tobacco products are not visibly permitted on the person while on duty. Use of tobacco products must be in compliance with each clinical facility's policy. All Baptist Memorial Health Care Corporation locations have a Tobacco Free Workplace Policy, and as such, students are not permitted to use tobacco products of any kind while at these locations.
- No chewing gum!
- Students are not permitted to wear earbuds/earphones/headphones in the clinical setting. The use of AI/Smart glasses is prohibited.

Clinical Grading

Clinical Grade Determination

Each clinical course in the program serves as a prerequisite for the subsequent clinical course. Clinical courses must be taken in sequence. Please refer to the course syllabus for specific information. The criteria used in determining the clinical grade will be based on any or all of the following:

- Documentation

- Attendance
- Graded Competencies

Weighting for each category is specified in each Clinical Practicum syllabus.

Grading Scale:

- A 93-100
- B 85-92
- C 77-84
- D 69-76
- F below 69

Students must have a clinical attendance grade average of 77 or above **and** a grade average of 77 or above in the overall course to pass each clinical course. Students must also obtain an average of 77 or above in completed competencies to pass each clinical course. If any portion of the course falls below 77, the lower grade will be recorded as the final grade for the course.

Clinical Competency Evaluation System

Clinical education has three major components:

- integrated didactic instruction of the subject matter
- clinical experience
- competency evaluation

Integrated Didactic and Clinical Instruction:

Examples of integrated didactic and clinical instructions include the following:

- In Introduction to Med. Radiography Clinical Practicum, RAD 200, the student is introduced to the concepts of medical imaging and the radiation sciences, including and introduction to radiation safety.
- In Radiographic Procedures (RAD 221, RAD 320, and RAD 322) the student is introduced to specific positioning techniques. These skills are demonstrated in the clinical setting and the student will **OBSERVE** and **ASSIST** in procedures while in the clinic experience. The didactic instruction coincides with the clinical instruction and experience, and the student is given a set of clinical competencies to complete following testing and lab simulation.
- Image Acquisition & Lab and Image Analysis & Lab (RAD 350, RAD 351) integrate didactic learning and laboratory demonstration and experience to further develop knowledge of equipment and methods of obtaining quality images.
- Radiation protection is stressed in all courses throughout the radiography curriculum.
- Terminal competencies are included in Clinical Practicum V during the final trimester. These will consist of randomly selected procedures that the student will demonstrate to the instructor. These may be performed on patients or simulated in the lab. Other components include a radiation safety test and a professionalism test. The students will receive more detailed information on this process at the beginning of this course.

Clinical Experience

The student must record daily clinical experiences and indicate the degree of participation in each examination. The student is encouraged to observe and assist from the first day of the clinical experience. The student rotates through a variety of clinical education sites each trimester. The rotations provide a variety of experiences in locations, exams performed, and personnel. Students rotate through large medical centers, smaller community hospitals, outpatient centers, surgical centers, and orthopedic centers.

Competency Evaluations

The competency evaluations have three basic steps observe/assist, pre-competency, and final competency.

- **Observe/Assist:** The student will observe procedures and assist with patient care, positioning of patient and part, tube orientation and angulation, setting exposure factors, etc. The student's performance should demonstrate an interest in learning.
 - The student also has didactic instruction and laboratory demonstration of the selected procedures. After successful completion of the course test and lab simulation of the procedure, the student may proceed to the pre-competency phase.
- **Pre-competency:** The student will perform all aspects of the examination under the **direct** supervision of a registered technologist.
- **Final competency:** After the student has demonstrated that s/he can perform a particular procedure, a final competency will be requested by the student. The final competency will be performed under direct supervision of a registered technologist but requires the student to complete the exam with no help needed.
- **Competency Check-off:** After the student completes their precompetencies and final competency in clinic, the student will be required to complete and successfully pass a Competency Validation Exam in Canvas.
 - 1) The student will submit the exam information to the Clinical Coordinator using the Clinical Competency Documentation module in the Clinical Canvas course. The student will have ONLY TWO WEEKS after he/she performs the final comp in clinic to complete the Clinical Competency Documentation module in Canvas. Final competencies will not be accepted after this deadline.
 - 2) The Clinical Coordinator will review the Competency Check-off information and exam images using the Competency Qualification rubric. If the student scores over an 85 on this rubric, the Clinical Coordinator will assign the student the Competency Validation Exam for completion.
 - 3) The Competency Validation Exam will either be proctored in the classroom or by using a Lockdown browser. The student will have **TWO WEEKS** to complete the Competency Validation Exam in Canvas once it has been assigned. **Failure to complete the Exam within the two-week deadline will require the student to complete another final competency.** The passing grade for a competency check-off test will be an 85. Failure to obtain an 85 on a competency check-off will require the student to complete the check-off again. As the questions are randomized, no two check-offs are exactly alike. If the student does not pass the competency check-off a second time, they will be required to repeat the final competency in clinic prior to completing the competency check-off again. After the competency check-off is successfully completed, a student may perform the procedure under indirect supervision.

Each of these steps 1. Observe/Assist, 2. Pre-competency and 3. Final competency is to be documented by a radiographer in the clinical setting or by the clinical preceptor. The Competency Validation Exam

will be completed by the process dictated above after initiated by completion of the Competency check-off form by the student. Steps may vary in the number of times necessary prior to the final competency.

Supervision in the Clinical Setting

Direct Supervision

Direct supervision assures that medical imaging procedures are performed under the direct supervision of a qualified radiography until the student successfully completes the final competency and competency check-off. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement.
- Evaluates the condition of the patient in relation to the student's knowledge.
- Is present during the conducting of the procedure.
- Reviews and approves the procedure.

When a student performs an exam under direct supervision, the exam is documented in Trajecsys as a level 2-4.

NOTE: All students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

Indirect Supervision

Indirect supervision assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after the student successfully completes the final competency including competency check-off. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist the student regardless of the level of student achievement. 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. This availability applies to all areas where ionizing radiation equipment is in use. When a student performs an exam under indirect supervision, the exam is documented in Trajecsys as a level 5.

Repeat Procedure Supervision

Repeat procedure supervision assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images. The JRCERT identifies that the presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the performance of a repeat image and must approve the student's procedure prior to re-exposure. When a student repeats a radiograph, the repeat must be documented in Trajecsys with the Qualified Radiographer's initials.

REPEAT RADIOGRAPHS
STUDENTS ARE NOT TO REPEAT ANY RADIOGRAPHS

EXCEPT IN THE PRESENCE OF A QUALIFIED RADIOGRAPHER

When a student repeats a radiograph, the repeat must be documented in Trajecsys with the Qualified Radiographer's initials.

Direct/Indirect and Repeat Policies

Any student reported as not following the Direct/Indirect or repeat policy will receive a ten-point (-10) deduction in the final grade and a written warning. The second occurrence may result in dismissal from the Medical Radiography program.

Trajecsys Policies/How-to's

Clinical Record Keeping System

Trajecsys is an online record keeping system utilized by Medical Radiography faculty, students, and clinical site instructors. Trajecsys can be accessed via the internet at www.trajecsys.com

- Faculty utilizes it to monitor, collect, and store data regarding students' clinical performance.
- Clinical instructors will use Trajecsys to approve time records, evaluate exam competencies, and complete student performance evaluations.
- Students utilize it to record clinical time, exams performed, and complete evaluations of the clinical site. (part of the grade)
- It serves as a communication resource.

Clocking in and out

Students will need to follow the directions below to clock in/out of Trajecsys:

- Log onto Trajecsys
- Select clock in/out
- Choose your site and clock in (or out). This is to be done when you arrive and leave for the day.
- **NO ONE** is to clock in/out for you. A student clocking in or out for another student is a violation of the University's Code of Conduct, disciplinary action will result in accordance with this policy and will impact all students involved in the occurrence.
- The designated clinical radiographer will verify and approve your time. If they feel there is an error, they will contact the clinical coordinator.
- Failure to clock in/out or clocking in/out at the wrong site will result in a 1-point reduction for each occurrence in the clinical documentation category of the professional accountability grade.

Forgetting to clock in/out

If a student forgets to clock in or out for a scheduled clinical day or a make-up day:

- The student should clock in and out as soon as the mistake is made. Use time exception and put "forgot" in the comments.
- It is the students' responsibility to contact the clinical instructor via email regarding the occurrence within 24 hours.
- Failure to clock in/out or clocking in/out at the wrong site will result in a 1-point reduction for each occurrence in the clinical documentation category of the professional accountability grade.

Unavailability of computer

If the computer is not accessible or Trajecsys is unavailable, students should clock in as soon as computer is available. Students may use cell phones for this purpose, **IF** the facility approves.

- Students should use time exceptions for this situation.

- Send an email with Trajecsys Clock as the subject to your faculty clinical instructor regarding the incident.
- The body of the email should state why the clock in is incorrect and what the correct time should be.
- State the name of the radiographer who can validate your time.
- **Corrections as applicable will be made.**

Tardies

If tardy, students are to immediately send an email to the faculty clinical instructor/clinical coordinator with a brief explanation for the occurrence.

- The subject of the email should be TARDY #. The # should represent the number of tardies a student has accrued for the trimester.
- Click on the Time Exception tab and choose the site.
- Click on TARDY.
- Enter in all capital letters under reason: the reason such as /SICK; TRAFFIC, etc.

Absences

- Click on the Time Exception tab and choose the site.
- Click on ABSENT.
- Enter in all capital letters under reason: the reason such as SICK; OUT OF TOWN; FUNERAL ETC. BE VERY BRIEF.

Make -up day

- After scheduling and receiving approval from the clinical coordinator and clinical preceptor through email, complete the following:
- Clock in as normal
- When clocking out, do a Time Exception
- Under “other explanation” tab, document the following items:
 - Write -MAKE UP TIME
 - Day you are making up time from
 - How many hours you are making up
- Students will receive an “Incomplete” if all missed time is not made up by the end of the trimester. Students may not exceed 40 hours class and clinic time each week (nor greater than 10 hours each day), and, as such, can only make up a limited amount of time each week.

Time Exception:

Use a time exception for any circumstance out of the normal. For example: logging in an absence/tardy, recording make-up time, school activity, etc. Failure to make a time exception will result in a 1-point deduction for each occurrence on the clinical documentation portion of the professional accountability grade.

Student Evaluation of Clinical Site

At the end of each rotation, students will need to complete a site evaluation (part of the grade) by following the steps below:

- Choose the “site evaluation” tab from the main menu.
- Choose the correct site by the drop-down menu.
- Complete the evaluation and submit.
- Complete by one week following the end of the rotation.

A missing or late evaluation form will result in a deduction of two points on the clinical documentation portion of the professional accountability grade.

Daily Trajecsys Log sheets

Students are required to record their daily exams, level or participation in Trajecsys. The following steps do this: (part of the grade)

- Choose daily log sheet from the main menu.
- Choose the clinical site
- Choose the “major” the exam falls under (Upper Extremity, etc.)
- Choose the “skill” (forearm, wrist, etc.)
- Choose the participation level at which the exam was performed.
- Select the number of each skill level.
- Record pathology and supervising employee (first and last name).
- Submit

A missing, late, or incomplete weekly exam log will result in a deduction of two points on the clinical documentation portion of the professional accountability grade.

Affective and Performance Evaluations

Each student will be evaluated upon completion of a clinical rotation. These evaluations will be completed by a radiographer in the assigned clinic rotation and will provide the student and the faculty with feedback on the student’s performance in the clinical setting.

Clinical Site Evaluations

Students will complete evaluations for the clinical sites and radiographers at the end of each rotation. The results of these evaluations will be reviewed by the faculty and will assist in implementing changes that may be indicated. A missing or late evaluation form will result in a deduction of two points on the clinical documentation portion of the professional accountability grade.

Clinical Competency Record

Student will inform the technologist when they wish to perform a precompetency or final competency.

- The student is to enter the exam in Trajecsys.
- The technologist is to complete the Trajecsys competency evaluation.

Clinical Records

Completed clinical records are maintained in the clinical coordinators' offices. Less than acceptable performance will be documented in counseling notes, which will become part of the student's program record.

Section IV Forms

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Pregnancy Declaration Form

I, _____, do hereby acknowledge that I have read the "Notice to Pregnant Workers" and applicable sections of the Radiation Safety manual, and understand that the Declaration of Pregnancy is voluntary. (Please indicate your choice below.)

A. I am aware of the Declaration of Pregnancy policy.

Student Signature: _____ Date: _____

B. I do choose to make a Declaration of Pregnancy.

I hereby declare that I am pregnant. My expected delivery date is _____.
My estimated date of conception was _____.
I am hereby requesting a fetal monitoring badge to be worn beneath my lead apron.

I have been given information (initial checklist below) concerning embryo/ fetus exposure and the possible health risks. I understand that by following standard radiation protection precautions I can expect to receive no exposure over the set limits and am therefore expected to perform my assigned job duties.

Student Signature: _____ Date: _____

Information received:
_____ U.S. Nuclear Regulatory Commission Regulatory Guide 8.13
_____ Location of Radiation Safety Policy & Procedure Manual

Radiation Safety Officer: _____ Date: _____

Original to Personnel File
Please forward a copy to David Burkett, Radiation Safety Officer, at Baptist Memorial Hospital-Memphis.

For RSO office use:

Second badge ordered: _____ Initials: _____

C. _____ I choose to withdraw a Declaration of Pregnancy.

Student Signature: _____ Date: _____

Please forward a copy to David Burkett, Radiation Safety Officer, at Baptist Memorial Hospital-Memphis.

Medical Radiography Orientation to Clinical Site

Student _____ Date _____

Clinic Site _____ Preceptor _____

Please complete this form by the end of the first week of your rotation. If this is your second rotation at this location, it is not necessary to repeat the process. Short answers are adequate.

1. State location of the Radiation Safety Manual/License Procedure Manual.

2. State locations of the fire pulls and fire extinguishers.

3. State locations of the crash carts.

4. State locations of linens, supplies, protective equipment.

5. State location of Infection Control Policy and Procedure Manual.

6. State location of Material Safety Data Sheets (MSDS)

7. Important Phone Numbers:

| | |
|-------------------|------------------------|
| Report fire _____ | Report Code Blue _____ |
| Other Codes _____ | Transportation _____ |
| Security _____ | X-ray Dept. _____ |

8. State location of break room/personal storage area.

The student has completed this orientation to the clinical site and I have covered any other pertinent information specific to this location. (Listed on the back of this form)

Student signature: _____ Date: _____

Radiographer signature: _____



MRI SCREENING FORM FOR STUDENTS

Magnetic resonance imaging (MRI) is a medical imaging system in the radiology department that uses a magnetic field and radio waves. This magnetic field could be potentially hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

| | Circle Yes or No | |
|---|------------------|----|
| | Yes | No |
| Do you have a pacemaker or defibrillator (ICD)? | | |
| Do you have an aneurysm clip? | | |
| Have you ever had an injury to your eye involving metal (metallic slivers, foreign body)? If yes, please describe: _____ | | |
| Have you ever been injured by a metallic object or foreign body (e.g. BB, bullet, shrapnel, etc.)? If yes, please describe: _____ | | |
| Have you had prior surgery or an operation of any kind? If yes, please describe the date and type of surgery: Date: _____ Surgery type: _____ | | |

| | | |
|--|-----|----|
| Do you have an electronic implant or device? | Yes | No |
| Do you have a magnetically activated implant or device? | Yes | No |
| Do you have a neuro or spinal cord stimulator? | Yes | No |
| Do you have cochlear implant or implanted hearing aid? | Yes | No |
| Do you have an insulin or infusion pump? | Yes | No |
| Do you have an implanted drug infusion device? | Yes | No |
| Do you have any type of prosthesis, implant, artificial, or prosthetic limb? | Yes | No |
| Do you have any metal in your body? | Yes | No |
| Do you have hearing aids? | Yes | No |
| Do you have any other devices in your body? If yes, describe: _____ | Yes | No |

I attest the above information is correct to the best of my knowledge. I have read and understand the contents of this form and have had the opportunity to ask questions regarding the information on this form. If at any time any of the answers to these questions change, I will notify the program chair and the clinical coordinator immediately.

Name _____ Date _____

The student has not identified any contraindications to entering MR Zone III or IV.
 The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Reviewed By: _____ Date _____

Signature Title

Medical Radiography Program

Counseling Record

DATE

NAME OF STUDENT

STUDENT ISSUE

INSTRUCTOR'S SIGNATURE

STATEMENT/DESCRIPTION:

RECOMMENDATIONS:

Follow-up needed?

Actions:

SIGNATURE OF STUDENT

Date

SIGNATURE OF PROGRAM CHAIR

Date

This signature does not necessarily represent evidence of endorsement of the above statement but does assure my awareness of this statement and that it is a part of my educational record.

**Medical Radiography Program
Technical Standards**

By signing, I confirm that I have received a copy of Baptist Health Sciences University Medical Radiography Program's Technical Standards.

Student Signature

Date

Student Printed Name

Date

Student ID#

Advisor Signature

Date

Technical and Performance Standards Return to Clinical Practice Form

The following technical standards outline reasonable expectations of a student in the medical radiography program for the performance of common functions. Students enrolled in the Medical Radiography Major at Baptist Health Sciences University must exhibit and acknowledge having the abilities and skills according to the standards listed below:

- Ability to communicate with a diverse population and the ability to be easily understood. Reading, writing, and documenting patient information accurately is required.
- Analytical skills sufficient to process information, to transfer knowledge from one situation to another, and to prioritize tasks.
- Critical thinking ability sufficient for safe, clinical judgment.
- Auditory abilities sufficient to monitor and assess patient needs; to detect and respond to alarms, emergency signals, and calls for help.
- Visual ability sufficient for observation and assessment necessary for the care of patients, processing of medical images, and operation of imaging and medical equipment.
- Tactile ability sufficient to assess patients, performs procedures, and operates equipment.
- Physical ability, flexibility, strength, and stamina sufficient to provide safe and effective care.
- Fine motor abilities sufficient to provide safe and effective care.

- Emotional and mental health sufficient to establish therapeutic boundaries, to perform multiple tasks concurrently, and to handle strong emotions, and to work effectively in a fast-paced environment.

Applicants and students should be able to perform essential functions or with reasonable accommodation (such as with the help of compensatory techniques and /or assistive devices), be able to demonstrate ability, and to be proficient in these essential functions. Based on the health assessment, which you performed, please indicate whether you noted conditions which might limit the student's ability to perform the essential functions or for which they will need reasonable accommodation to perform.

Physician's/Physician Assistant's/ or Nurse Practitioner's Name (Print) Telephone #

Physician's/Physician Assistant's/ or Nurse Practitioner's Name Signature Date

**Medical Radiography Student Handbook
Statement of Compliance**

I have received, read, and understand the information presented in the Medical Radiography Program Student Handbook and agree to abide by the policies, conditions, and standards explained within.

I understand that failure to meet the standards with respect to policies, attendance, clinical performance, and professional behavior may lead to dismissal.

I also understand that Baptist Health Sciences University reserves the right to change, remove, or supplement any materials contained in the handbook as necessary.

Printed Student Name _____

Student Signature _____ Date _____

Program Chair Signature _____ Date _____