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Note: This student handbook is reflective of the policies of the radiology program and additions may be added as needed. The radiology program reserves the right to make changes at any time. Students will be notified of handbook changes as they arise. The radiology program handbook supersedes the campus handbook in issues related to the radiology program.

Revised 5/2014
Mission Statement

The mission of the Radiologic Technology Program is to produce proficient radiographers to work in the communities by providing the highest quality instruction and to instill a sense of professional responsibility as well as the desire for life-long learning.

Philosophy

Philosophy/Purpose
The faculty of the Associate Degree Radiology Program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, socio-cultural, and spiritual states. Responsibility for the health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration and quality care are the rights of each individual regardless of race, religious belief, nationality, social or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that endorses health promotion, attainment, maintenance and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual continuously interacts. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic and cultural state of the individual.

Radiology is both an art and a science. It is a unique profession that deals with all the dynamics affecting individuals and views the individual as a whole being (Bio-psycho-spiritual). Radiologic Technologists collaborate with other members of the health care team to encourage individuals to participate in their care.

Associate Degree radiologic technologists provide care within their scope of practice. The radiology process is used for assessing, planning, implementation and evaluation of health care services and the care of the individual. Radiographic examinations are a critical process and the associate degree technologists must evaluate individuals based on their state of mind and physical condition, while administering care within a sound legal and ethical framework.

The associate degree technologists will be expected to develop the necessary skills for collaboration with members of the health care team, client, family and/or significant others.
Teaching-Learning Process
Learning is a continuous, active, lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor, and affective domains. Radiologic Technologists seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge and skills, as well as those that foster continued competence, health care practices and increased professional growth.

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Furthermore, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, the faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

Hence, radiology education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral changes. These inputs awaken students to their ability to deliver quality health care. Moreover, faculty is committed to facilitating this process through their monitoring of the teaching-learning environment. This ensures optimum experiences and evaluation of the students and program to achieve the outcome of safe and effective practitioners.

Conceptual Framework
Based on our philosophy the Radiology Faculty has selected the following concepts in which the radiology program is structured.

- **Critical Thinking** — The process which employs (or utilizes) reasoning and creativity in the assessment, interpretation, analysis, synthesis, evaluation, and inference as a basis for professional radiology practice.

- **Communication** — The medium by which information is received interpreted and transmitted as written, verbal and non-verbal interactions.

- **Professional Role** — The developmental process by which the student learns about the standards and rules of the radiology profession established by the code of ethics, professional organizations and state regulatory agencies.

- **Health promotion** — Activity by the learner that facilitates optimal health states for individuals, families and communities that sustain or increase wellness.

In this Associate Degree program, the student is introduced to the care of individuals throughout the life span. This program will prepare the student to assume the role of the
radiologic technologist in the ever-evolving health care field. The program includes a focus on theories, concepts and principles of radiology it also delves into the important area of leading and managing as well as pertinent legal issues faced by the radiology leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management of the different types of organizations delivering health care and outcomes management. At the completion of this program, the student will be prepared to take the ARRT certification examination for radiography.

The mission of the Radiologic Technology Program is to produce proficient radiographers to work in the communities by providing the highest quality instruction and to instill a sense of professional responsibility as well as the desire for life-long learning.

Program Goals and Outcomes

Program Goals Statement: Radiologic Technology’s mission is defined by the following goals and associated student learning outcomes.

Student Goals and Outcomes:
Integrate principles from the natural sciences, humanities, social sciences and radiology when providing care to clients with diverse needs in a variety of health care settings

Goal 1: Students will be properly prepared and educated to become skilled entry-level radiographers

Learning Outcomes:

• Students will demonstrate positioning skills
• Student will correctly formulate appropriate technical factors
• Students will adhere to radiation protection standards

Implement professional communication principles with diverse client populations and the health care team

Goal 2: Students will demonstrate effective communication skills

Learning Outcomes:

• Students /graduates will be able to demonstrate effective communication skills within the clinical setting
• Student will demonstrate effective oral and written communication

Demonstrate critical thinking in providing care for diverse patient populations through the lifespan
Goal 3: Student will engage critical thinking and problem solving skills
Learning Outcomes:

- Using critical thinking skills students will correctly calculate and manipulate compensation techniques
- Through problem solving students will improve or correct clinical images

Display accountability and professional values by practicing within the prescribed ethical and legal standards

Goal 4: Students will evaluate importance of professional growth and development
Learning Outcomes:

- Students will write a paper on pathways to certification in different modalities
- Student will summarize their professional obligations upon gaining their ARRT

Apply the radiology process to provide safe and competent health care for culturally diverse clients

Goal 5: Provide proficient Radiographers for the medical community
Learning Outcomes:

- 85% of all graduates will pass the ARRT national certification on the first attempt
- Of those pursuing employment, students will be gainfully employed within 6 month post-graduation
  - Students will be satisfied with their education
- Employer will be satisfied with the graduate’s performance

Time Allocation
The Associate Degree Radiology Technology program is an intensive and rigorous course of study. The student should be prepared to make commitment of their time and energy. They should be able to devote study time in addition to classroom requirements and take into consideration personal responsibilities as well as travel time, family and sleep.

The program can require up to forty hours per week class lab and clinical time. Due to these obligations it is recommended that students not work more than twenty hours per week.

If a student is employed it is recommended the student inform his/her employer about enrollment in a full time Radiology program and attempt to negotiate for an alternate schedule or flex-time, especially prior to final examinations. Students should not
attempt to work on the night shift prior to clinical days. Students who are not considered safe due to either not being adequately prepared and/or to behavior that can be a result of inadequate sleep, can be sent home and will be considered absent for the day. This is counted as one of the two absences from clinical a student is allowed before being placed on probation.

**Student Responsibilities**
Adult students often have many responsibilities. Back–up child care providers and transportation may be necessary and part of the student’s contingency plan. Absences related to family responsibilities are not excused and will have to be made up along with any work missed. Additional time is available to obtain assistance, tutoring, remediation and to make up work missed.

**Admission Requirements**
- High School Diploma or a GED certificate
- Passing a designated entrance test(s)
- Writing an essay as assigned and graded by the radiology Department
- Completing a personal interview with the Radiology Department
- Passing a criminal background check and/or fingerprinting /drug screening

**Requirements**
Prior to the start of the Clinical, students are required to have a physical examination along with additional requirements and documentation. These requirements may change or differ per individual clinical facility requirements. Students are required to provide:
- Current CPR card (AHA Health Care Provider is the recommended course)
- Completed and approved Physical Examination and Medical History Form
- Documentation of current immunizations or titers documenting immunity from all communicable diseases including DT, MMR, Polio, Varicella, and Hepatitis B
- Negative TB skin test or negative chest x-ray
- Completed and cleared criminal background check application and completed and cleared drug testing
Progression
- Radiology Courses must be taken in the required sequence as outlined in the curriculum.
- Course descriptions are in the catalog along with the required prerequisites.
- Many courses in the curriculum require a prerequisite or co-requisite.
- A grade of 70% = C or higher is required to pass each radiologic technology course.
- No grade lower than a C is accepted in any course.
- GPA’s are calculated at the end of each quarter.
- Current certification of the American Heart Association Health Care Provider CPR course must be maintained.
- Current TB, immunizations, HIPPA and OSHA training must be maintained.
- Students must complete all required prerequisites and/or corequisites before being admitted to the following quarter.

Student Health
During the course of the program it is the student’s responsibility to inform the Radiology Director of any changes in health that could affect his or her ability to meet their objectives in the clinical area (this includes pregnancy). If a student is pregnant they will adhere to the pregnancy policy. A physician’s clearance may be required for the student to return to the clinical area. Inability to meet all the objectives due to health reasons may require withdrawal from the program.

Everest University does not provide health services.

Housing
The University does not provide on-campus housing; however it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Offices.

Transportation
The University does not provide transportation. Some clinical experiences require the student to travel in a multi county area. Students are responsible for providing their own transportation to all clinical experiences.

Credit for Previous Education or Training
The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education or training meets
the standards for transfer of credit, credit will be given and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution at the time of enrollment.

**VA Students**
The Education Department will evaluate previous education and training that may be applicable to a specific program. If the education or training meets the standards for transfer of credit, credit will be given and the tuition reduced accordingly. Additional transcript requests must be completed for all prior education.

**Grading Policy**

- All theory course work/assignments will be assigned percent values.
- All lab/clinical assignments will be assigned percent values.
- Overall course grade will be assigned a percentage grade.

The student will receive the following grade per percentage:

<table>
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<th>Grade</th>
<th>Percentage Range</th>
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<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>Below 70%</td>
<td>a failing grade in the radiology program</td>
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It is a requirement of the Associate Degree Radiologic Technology program that all students maintain a minimum of 70% (C) in all radiology courses. Students who do not have a course grade of 70% going into the final examination, must obtain a score on the exam that will bring their average up to 70% (seventy-percent).

A student who is not maintaining a passing grade in a course will be notified by the instructor and offered an opportunity for tutoring. After tutoring a make up exam will be given and if the student passes the exam a grade of 70% will be given for that exam. Students who fail a final exam will be tutored and given a make up final exam before the beginning of the next term. The grade for the final, if passed will be no higher than 70%. Students will not be given an opportunity to retake more than two final exams, during the program.
A student who has been dismissed from the program will have an exit interview with the Radiology Director, who will provide the student with documentation of courses taken, hours completed by the student in the program and a plan for re-entry.

**Academic Probation**

The Associate Degree Radiologic Technology is designed to move from the simple to the complex. All competencies build upon what has been taught in preceding courses, thus, a student must pass each course in order to continue to the next. Passage of a course requires a minimum of 70% on the final examination and a cumulative score of 70% for each course. A student who fails the final examination will be tutored and a make-up exam will be given. The make-up final must be passed and the total points for the make-up exam and the other course assignments must equal 70% if the student is to remain in the program. A student who requires tutoring will be placed on academic probation. The student will remain on academic probation throughout that quarter.

If a student fails after tutoring of one theory course but is completing another theory course during the same time period, he or she will be allowed to complete the other theory course prior to being dismissed. If this theory course is passed it will not be necessary to repeat the theory course when he or she returns.

**Quizzes, tests and final exams are to be taken on the scheduled day and at the scheduled time.** (A student who is tardy on a test day may be admitted to the testing room, but will not be allowed additional time to complete the test. The test must be taken on the first classroom day following the absence(s).)

**Attendance Requirements for Associate Degree Radiology Technology Students**

**Attendance Policy**

The Associate Degree Radiologic Technology program encompasses a total of 2924 clock hours. **All missed clinical hours must be made-up as soon as possible. Make up hours must be scheduled with clinical coordinator and clinical site in advance.**

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student will be unavoidably absent, he/she must notify the school, using directions as outlined in the course syllabus.
A student who is absent from class or clinic must call the school to notify of absence no later than (30 min.) 1/2 hour prior to the scheduled class time. The student must state his/her name and reason for the absence.

Everest University – Tampa, FL

School of Radiologic Technology

813-621-0041 EXT. 184.

CLINICAL STANDARDS
Clinical Standards are written in order to give students guidelines by which to govern their behavior at the clinical site. These clinical standards are closely linked to the Clinical Objectives set forth by the program. It is a privilege to be allowed into the hospital, and this privilege can be revoked at any time upon the discretion of the hospital management. Students must be responsible and accountable for their actions as any hospital employee, demonstrating the utmost in professionalism. To ensure this is achieved, students must adhere to the following standards:

Clinical Assignments

- The program has several clinical sites.
- All students will rotate through each site at least one time during the program.
- Each student will be assigned a seven, eight or nine hour shift for twelve weeks.
- First year students will go two days a week.
- Second year students will go three days a week.
- Clinical rotations may be days, evenings, and weekends.
- Weekend rotations will not begin until the second year.
- Students will be given clinical practice assignments six weeks prior to attendance each term. This is done so that students may make arrangements with employers and family.
- The program has clinical sites in the following locations:
  - Zephyrhills, Florida (2 locations)
  - Brandon, Florida
  - Land O Lakes, Florida
  - St.Petersburg, Florida

Students are responsible for their own transportation.
Attendance

1. **Students must maintain an accurate record of attendance and must arrive at the clinical site on time**

   The clinical rotation is typically Monday to Friday, between 7:00 am and 10:00 pm; or set by the facility and or institution, with the exception of legal holidays observed by the clinical site and the school. The student will be given a timesheet to record clinical hours. Time sheets must be turned in weekly or the student will be considered absent for that week.

   The student must be dressed and present in the assigned department no later than 15 minutes before the assigned shift is scheduled to begin.

2. **Students must return on time from breaks and lunch, and leave at the end of the assigned shift.**

   Students will be allowed 30 minutes for their lunch break. Remember that students are a part of a team and leaving the clinical site early is prohibited. **Leaving the site without notifying the clinical coordinator and a staff member constitutes abandonment and is grounds for dismissal from the program.**

3. **Students must call the hospital and clinical coordinator at least 30 minutes before their expected time of arrival if going to be absent or late.**

   Students must treat their clinical rotation as if it were a job. A “no call – no show” constitutes a clinical violation this will lead to a drop in the clinical grade.

   Students must turn in signed attendance sheets every week. Attendance sheets must be signed by the supervising technologist and student daily. There will be **NO EXCEPTIONS. IF TIME SHEETS ARE NOT RECEIVED BY THE COLLEGE, THE STUDENT WILL BE MARKED AS “ABSENT” FOR THE PREVIOUS WEEK. FALSIFICATION OF A TIMESHEET IS GROUNDS FOR IMMEDIATE DISMISSAL FROM THE PROGRAM!**

Clinical Behavior

4. **Students must demonstrate reliability and show that the staff can depend on them.**

   When at the clinical site, the student’s location must be known at all times. It is unacceptable to leave the site when working a scheduled shift. **Good communication** is the cornerstone of teamwork.
5. **Student must maintain a neat, clean, and well-groomed appearance.**

   **Good health and hygiene** are part of good aseptic technique. Students must be in good physical condition, meticulously clean, and as free from cuts and scrapes as possible. Showers are to be taken daily and hair should be kept clean. If the student is splashed with blood or body fluids while at the site, they will be required to change their scrubs and shower. Students should be aware of the facility’s protocol in regards to these issues.

6. **Students must comply with hospital dress code and wear proper attire.**

   Students are required to wear an Everest University scrub and the Everest ID. Proper attire, as outlined by each facility’s set of Standards and governed by facility policy is required. Students are to follow the standard of practice with regard to attire regardless of what others do. The imaging room is a disciplined environment. **Do what is right.**

### Dress Code for Clinical Rotation

Students must observe the following dress code regulations while at the clinical sites during clinical rotations:

- No jewelry (earrings, bracelets, necklaces or any other visible body piercing jewelry may be worn while at the clinical site) wedding bands and a watch being the exception. No visible tattoos.

- Nail polish is discouraged from being worn at the clinical site. If worn it must be clear or a light color. No nail art. Nails must be well manicured and of a professional length.

- Hair will be worn above the collar or tied back at all times while at the clinical site regardless of gender.

- Facility policies and procedures regarding attire and conduct will be adhered to at all times.

- The preferred color of uniform required by the facility must be worn.

- Tops of shoes must be closed at all times. No openings permitted.
7. **Students must show initiative and do what is expected.**

   Students must make sure they know what is expected of them for each day. Be aware of exams needing to be done and volunteer. Assist the technologist. Do the study when competent. Show initiative: do not wait for someone to assign something to do.

8. **Students must show enthusiasm and actively seek out new learning experiences.**

   The more enthusiasm demonstrated toward learning, the more willing the staff will be to teach.

**Professionalism**

9. **Students must be poised, show patience, and exhibit calmness in difficult situations.**

   Do not get in the way during an emergency situation.

10. **Students must demonstrate proper concern and compassion for patients**

11. **Students must maintain harmonious working relationships with the staff and their peers and demonstrate professionalism.**

   Do not discuss personal problems.

12. **Students must demonstrate that they understand directives and follow instructions well.**

13. **Students must demonstrate that they can function as part of a team, assisting others as necessary.**

14. **Students must communicate effectively and exchange information tactfully.**

   Any communication that is less than professional will not be tolerated. Unprofessional language or behavior is forbidden and is subject to strict disciplinary action and/or dismissal from the program. Remember patient information is confidential.

15. **Students should accept criticism constructively and show a positive change in behavior.**

   Students should not take criticism personally. Imaging is a fast-paced environment and staff has to work quickly to move the patient through the department. Individuals who demonstrate that they are trainable are also thought to be employable.

16. **Students must demonstrate that they are trustworthy and that they can keep private information in confidence.**
Whether the private information is about the facility, staff, or is patient-oriented, it is not to be discussed in public or private. Students will sign a confidentiality statement (HIPAA), which safeguards the privacy of patients. Keep any information about patients private. This is a law which must be obeyed. Any feelings about the facility, staff members, or doctors are not to be discussed with anyone. **Gossiping will not be tolerated.**

17. **Students must show that they are adaptable and that they can easily adjust to changes.**

    Showing flexibility when adapting to new routines, set-ups, or personalities is important. There is a variety of ways to do the same thing. Learn from these experiences.

    The facility may offer “rotations” to different departments or all procedures may be performed in the same department. The clinical coordinator may assign rotations as appropriate.

18. **Clinical Coordinator will routinely review time sheets and competencies with students.**

    Clinical facility instructor evaluations are integral in measuring your progress. These evaluations, competencies, as well as attendance, weigh heavily in the measure of progress through the clinical rotation.

    Competencies are monitored on a weekly basis and must be submitted weekly with the timesheet as described above. It is the student responsibility to turn in the required paperwork. Failure to comply will lead to the delay of the release of clinical grades.

19. **It is the student’s responsibility to demonstrate knowledge of the procedure to which they are assigned.**

    Ask for guidance if unsure about a particular procedure. Do not do this without direct supervision until competent.

20. **Students must demonstrate efficiency by insuring their room set-up is neat and perform procedures in a timely manner.**

    The student must work quickly and carefully. Work toward developing the skills needed as a technologist. Follow instructions and listen. Set up for procedures per protocols to include sterile trays, contrast and required images. Always put the safety of the patient first. Consider the clinical experience as an ongoing job interview.
21. **Students must learn to adequately anticipate the needs of the radiologist.**
Anticipation is a developed skill and can not be confused with preparation.

22. **Students must identify and handle medications/contrast medium according to facility policy.**

23. **Students must identify and handle specimens according to facility policy.**

24. **Students must observe strict adherence to “Standard Precautions” by wearing personal protective equipment (PPE), performing proper hand washing, and ensuring proper sharps precautions**
   
   Failure to carry out the requirements of facility policy with regard to safety could be construed as lack of conscience and may result in dismissal of the student from the clinical site.

**Assessment**

25. **Students must receive a clinical competency form completed by the onsite clinical instructor or assigned technologist.**

The grade is computed as indicated on the syllabus. Two consecutive failures will cause a student to meet with the Clinical Coordinator to determine reason for failure. If you fail a competency and it is determined that failure is due to poor skills performance, the student will meet with the Clinical Coordinator for tutoring/ skills review. When a student fails a competency it may be repeated two more times. Continued failure to demonstrate competencies will lead to failure of clinical, which will result in the student being dropped from program.

Furthermore, any action that violates the CCI Code of Conduct and/or hospital rules while on clinical rotation and results in your being pulled from your site (i.e., attendance, attitude, tardiness, “no-shows”, complaints from hospital personnel) may result in your immediate dismissal from the program.
Supervision

In Accordance with the Joint Review Committee Standards, The Policy for Direct and Indirect Supervision is as follows and is to be Followed Without Exception

**Direct Supervision:** Defined as student supervision by a qualified practitioner, 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 procedure, and reviews and approves the procedure. Direct Supervision exists when the student has a technologist present in the room or control area when the patient is exposed to ionizing radiation. At a minimum, direct supervision is used:
1. When the student has not yet successfully completed a competency test on the particular exam being performed
2. Whenever a repeat radiograph is being performed
3. When a student is in the first year of the program

**Indirect Supervision:** Student supervision that is provided by a qualified practitioner who is immediately available to assist the student regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or in the location where a radiographic procedure is being performed.
Indirect supervision may be used:
1. Only after the student has successfully completed a competency on the particular exam
2. Only during the second year of the program

**Repeat Radiographs:** When a student at any time, for any reason, repeats a radiograph, Direct Supervision is required. There is No Exception to this policy. Failure to comply will result in disciplinary action for the student.

**Mobile Radiography:** An exam performed with the use of a mobile (portable) x-ray unit outside of the main radiology department. For these exams, supervision is required to ensure student and patient safety during the performance of any mobile radiographic procedure.
The policy is: Direct Supervision is required during the performance of any mobile radiographic procedure regardless of the student’s competency level in their first year. Indirect Supervision is allowed during the student’s second year as long as a technologist is in close proximity to the patient and the student.
Classroom/Lab Absences
Students who are absent from classroom and/or lab have the responsibility to acquire information from a fellow student. As stated on the course syllabi the student must contact the instructor before class if they are to be absent or late, continued lateness or absences will result in a reduction of the grade.

Tutoring
Tutoring is available from the instructor for students having difficulty with class work. Clinical coordinator will provide tutoring for students having difficulty at the clinical site. Students must schedule tutoring appointments with their instructor.

Student Conduct
Ethical behavior is imperative for individuals entering the radiology profession. The following behavior will not be tolerated by the school, the radiology program, any faculty member or clinical agencies.

- Being under the influence of alcohol or drugs on campus or at a clinical site (random drug screens can be performed at any time).
- Use of profanity in the classroom, on campus or at the clinical site.
- Fighting or threatening another student or staff member on campus or at the clinical site.
- Being disrespectful to faculty members, agency staff or fellow students.

Students participating in any of the above activities may, at the discretion of the Campus Radiology Director be dismissed from the program.

- Cheating includes, but is not limited to:
  - Copying another student’s homework
  - Sharing answers during quizzes and exams
  - Plagiarism – copying published or internet material without proper citing of the source.

Cheating many times involves two individuals. The student who shared the work in question and the student receiving the work will be given a zero for the assignment.
The first incident of cheating will result in a zero on the assignment and a written warning will be placed in the student’s file. The second incident will result in dismissal from the program. Students dismissed from the program for cheating will not be eligible for readmission.
Classroom Behavior
Disruptive behavior is not only disrespectful to the professional faculty and fellow students but also negatively impacts the learning environment. During class students should refrain from:

- private conversations during class
- use of cell phones (cell phones are to be turned to vibrate during class)
- using the computer and or internet for personal activities [e.g., e-mail]
- sleeping

When a student is engaged in any disruptive activity the instructor will request that the student leave the classroom. Time absent from the classroom will count against the student’s attendance.

Tardiness and movement in and out of the classroom during lecture is disruptive. Once attendance has been taken the student will be considered tardy or absent. Students should make every attempt to remain in the classroom during the class session. If it necessary to leave do it quietly and without disruption of instruction.

Conduct in the Clinical Area
A student who falsifies documentation in a medical record or misrepresents his or her actions in the clinical area will be given an unsatisfactory clinical evaluation. An unsatisfactory clinical evaluation will equate to a failure for a clinical course.

Errors in the clinical area can result in physical and emotional harm to clients. Reporting an error to the clinical instructor and/or staff member immediately may prevent client injury.

Administration of Contrast Errors and/or Client Injury
No student may administer contrast media at any time without direct supervision by either a radiologic technologist or a clinical instructor.

In the event of a contrast administration error or client injury, the clinical instructor will inform the appropriate health care facility staff person. The student will contact the school immediately and the clinical instructor on site will assist the student in the completion of the health care facility incident report.
Exposure Incident:
Everest University School of Radiologic Technology strives to maintain a safe learning environment for its students, because of the inherent risk involved with certain aspects of the program, it is impossible to prevent all accidents that might result in a student being exposed to potentially dangerous bodily fluids. Everest University School of Radiologic Technology adheres to the procedures outlined in the exposure incident procedure.

Academic Advising
Students enter Everest University with varied backgrounds and motivating factors. To maintain the standards of the school and to serve the best interest of each student, academic advising by the Campus Radiology Director and Faculty is provided for every quarter. Documentation of advising is maintained in the student record. Student records are kept in the secure file room of the Academic Department which has fire protection.

Dress Code-General
Radiology students are required to wear the approved uniform while on campus. Students will follow uniform guidelines for class and clinical areas. At no time is casual dress acceptable during school-related activities. Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and disciplinary action will be taken. If a student continues to violate this policy; action may include dismissal from the program. A student who is sent home from class or clinical for uniform violations will be required to make up that time.

When in the classroom, students will wear the approved uniform scrub shirt and pants, tennis shoes and enclosed low-heeled shoes are permitted in the classroom. Students may wear a white T-shirt or turtleneck under the scrub shirt.

Dress Code for Clinical Rotation
Students are to purchase and wear the radiology school uniform when in the clinical setting. School scrub shirts, and scrub pants a will be purchased from the school bookstore. All students must follow the dress code as stated on page 14.

Tattoos and Body Piercing
Tattoos or body piercing must not be visible in the classroom, lab or clinical.
Criminal Background Check

Allied health and radiology programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standards. Students enrolling in the Associate Degree radiology program will be subjected to a criminal background check which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

The fee for this background check will be covered by Everest University.

Criminal backgrounds checks will not be accepted when a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses occur (within the last 7 years):

<table>
<thead>
<tr>
<th>Crime</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abuse of any form</td>
<td>Drug paraphernalia</td>
</tr>
<tr>
<td>All drug and alcohol related offenses</td>
<td>Fraud</td>
</tr>
<tr>
<td>Any crime against person or property</td>
<td>Harassment</td>
</tr>
<tr>
<td>Assault</td>
<td>Medicare or Medical related offenses</td>
</tr>
<tr>
<td>Battery</td>
<td>Possession of stolen property</td>
</tr>
<tr>
<td>Burglary</td>
<td>Sexual crimes</td>
</tr>
<tr>
<td>Concealed weapons</td>
<td>Robbery</td>
</tr>
<tr>
<td>Theft/shoplifting/extortion-</td>
<td>including convictions for bad check</td>
</tr>
<tr>
<td>charges</td>
<td>charges</td>
</tr>
</tbody>
</table>

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense, the background check screening company, will contact the person authorized to make such a decision.

A student’s inability to obtain criminal background clearance per the requirements outlined above will prohibit admittance to the radiology program.
Associate Degree Radiologic Technology Program Completion
A candidate for graduation from the Associate Degree Radiologic Technology program must meet the following criteria to be eligible to receive the school diploma:
- Complete all required courses with a grade of C or above (70%).
- Complete all required Radiology courses with a Cumulative Grade Point Average (GPA) of 2.5 or above.
- Complete required clinical hours.
- Complete and submit all required documents.

Grievance Policy
The Associate Degree Radiology Program follows the grievance policy as stated in the University catalogue.

Statement of Non-Discrimination
Everest University does not discriminate on the basis of sex, age, disability, race, sexual orientation, national origin, citizenship status, creed or religion in the administration of its educational and admissions policies, scholarship and loan programs, or other University-administered programs.
The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students, and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students, and employees who have disabilities with reasonable accommodations that do not impose undue hardship.
Any inquiries or complaints should be directed to the University President. The University President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

Student Complaint/Grievance Procedure
Students seeking to resolve problems or complaints should first discuss the problem with the instructor. If the problem cannot be resolved with the instructor, unresolved issues should be directed to the Campus Radiology Director. Students who do not receive resolution of the problem from the Radiology Director should then contact the Regional Radiology Director. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.
The Everest University Radiology Program is accredited by the Joint Review Committee on Education in Radiologic Technology and follows the Standards established by the committee. Students who believe the program does not follow these standards must follow the campus grievance policy and if not satisfied with the outcome, may contact the JRCERT using the following information.

**Contacting the Joint Review Committee on Education in Radiologic Technology (JRCERT)**

20 N. Wacker Drive  
Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304  
E-mail: mail@jrcert.org  
www.jrcert.org

**Professional Credentials and Licensure**

Everest University is accredited by the Accrediting Council for Independent Colleges and schools to award diplomas, Associate’s degrees, Bachelor’s degrees, and Master’s degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

**Radiologic Technology Licensure/Certification**

The American Registry of Radiologic Technologists (ARRT)

Student graduates of an accredited radiologic technology program are eligible to take the certification exam given by ARRT. Program directors must sign the student’s application form to verify graduation from an accredited program. The exam is given online and may be taken immediately after graduation. The application fee is $200.00 which is paid for by Everest University the first time.
Hurricane Preparedness
In the event of a hurricane or severe weather warning, the Campus President and/or Campus Radiology Director may elect to cancel classes or clinicals. Students will be alerted of University closing by either a recorded message on the campus phone system or via local news stations. Radiology Administration and Faculty will notify students of cancelled clinicals. All cancelled classes will be rescheduled as necessary before the completion of the quarter. All students are required to attend any makeup classes. Failure to complete the rescheduled hours will result in absence in accordance with the attendance policy.
Appendix A
Retention and Progression Policy

Policy: Retention and Progression

Original Draft: March 2007

Revised:
Written by: Jeanne Hately

Regional Director:
Michele Godwin

Campus Support Center Nursing/Radiology Director:
Ruth Abbott

For retention and progression through the Radiology Program, the student must, in the judgment of the faculty, satisfy the requirements of health, conduct, and scholastic achievement. In addition to meeting the established criteria of the parent institution, the student:

1. Must schedule all courses to meet the requirements for this course of study in a course sequence pattern as outlined in the curriculum display in the Everest University student handbook.

2. Must achieve a cumulative 70% grade average for Radiology courses and 70% for general education courses, which count toward graduation in the program.

3. Must make a grade of 70% or better in Radiology theory and clinical course attempted.

4. A student who receives a grade lower than 70% in any required radiology course will be dropped. Students must wait until the course is offered again before reentering the radiology program.

Acknowledged and Approved:

___________________________________________
Campus Radiology Director
Date

___________________________________________
Regional Nursing & Health Professions Director
Date
# Appendix B

## Practicing of Injections

**Policy:** Practicing of Injections

**Original Draft:** February 2006

**Revised:** August 2006

**Revision by:** J. Hately

**Regional Director:**

Michele Godwin

**Campus Support Center Nursing/Radiology Director:** Ruth Abbott

**PURPOSE:** To attain and maintain the highest standards of student and instructor safety and clarify Everest University radiology program procedures for students practicing injections in order to meet course requirements.

**BACKGROUND:** It is extremely important for all students, faculty and staff to understand and follow the policy for practicing the procedure for giving injections. This policy describes how students will practice giving injections in the skills lab.

**SUMMARY OF THE CAMPUS RADIOLOGY DIRECTOR RESPONSIBILITY REGARDING THIS POLICY:** Communicate policy and procedures regarding the student’s learning about how to administer injections to students and instructors.

**DEFINITIONS:**

- **“Clean Needle Stick”:** A “clean needle stick” refers to a needle stick in which the needle has not been injected into a person.

- **Injections:** Refers to the different types of injections that correlate to the learning objectives in the radiology curriculum.

- **Practice mannequin/arm/other learning tools:** Those learning tools that are used specifically by students to learn how to give injections

- **Students:** Refers to radiology students
GUIDELINES:

A. The Campus Radiology Director will post and regularly communicate this policy to students and instructors in the radiology program.

B. Students and faculty will follow universal precautions when handling sharps— even those used in a practice setting (lab). This safe practice will ready the student for the clinical setting.

C. The policy for practicing injections in the skills lab is as follows:
   1. Students will practice injections using mannequins/practice arms or other learning tool designated by the instructor
   2. Students will not practice giving injections on other students or instructors
   3. Sharps will be disposed of in sharps containers in the lab
   4. Other learning media (e.g., videos, written materials, CDs) may be used to reinforce this procedure to prepare students for clinical rotations where they will be expected to administer injections.

Practice of Injections

Acknowledged and Approved:

_______________________________  __________________________
Campus Radiology Director Date

_______________________________  __________________________
Regional Nursing & Health Professions Director Date

_______________________________  __________________________
Student Date
Appendix C

Drug and Alcohol Policy

**Policy:** Drug and Alcohol Policy
( Impaired Students)

**Original Draft:** February 2007

**Written by:** Michele Godwin

**Revised:**

**Regional Director:** Michele Godwin

**Campus Support Center Nursing/Radiology Director:** Ruth Abbott

Everest University has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for patients. Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves, but to all those who work with them and to patients for whom they provide care. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over the counter drugs, and/or alcohol in the clinical agency, poses an unacceptable risk for unsafe patient care.

A radiology technologist, who is aware that another person is impaired, is obligated to report the person to their immediate supervisor for consideration of disciplinary action. The University faculty, students and agency employees are required to report any suspicious behavior and arrange drug and alcohol testing.

Reasonable suspicion of substance abuse is considered when any student demonstrates unusual, unexplained behavior in the agency environment or during clinical experiences. Observable signs might include, but are not limited to:

- Slurred speech
- Odor of alcohol on breath or person
- Unsteady gait
- Disoriented or confused behavior
- Significant changes in work habits
- Observed behaviors indicative of hallucinations
- Unexplained accident or injury
- Sloppy, inappropriate clothing and/or appearance
- Physically assaultive, threatening, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting
Excessive sick days, excessive tardiness when reporting for clinical or class
Missed deadlines, careless mistakes, taking longer than customary to complete work
Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
Performance (unsafe practices, unsatisfactory work)
Alertness (change in alertness, sleepy, confused)
Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
Eyes (bloodshot, dilated)
Other clinical observations consistent with impairment

Drug testing may be required for any student who demonstrates behaviors of reasonable suspicion (see above) in the clinical environment.

Drug testing may be required for any student who demonstrates suspicion of substance abuse impairment and who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or otherwise unaccounted for while in the clinical agency. This determination will be made on a case-by-case basis by the agency manager or administrator and the Campus Radiology Director, or the Campus Radiology Director’s representative.

Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.

Noncompliance with requests for drug and alcohol screening from a student who demonstrates suspicion of substance abuse impairment will be viewed as a violation of Everest University’s Drug and Alcohol Testing Policy. The student may be subject to dismissal from the Radiology program.

The collection site will be in a standard collection area laboratory or emergency department as per the agency protocol. Non-acceptable and Acceptable values for lab results will be determined according to the agency policies. Collection procedures will adhere to the required “chain of custody” protocol as indicated by the assigned clinical agency.

The student who is suspected of substance abuse impairment will be escorted to the collection site with the appropriate faculty member or assigned preceptor and an agency staff member. All will remain at the collection site until the required specimens are obtained. Agency policy will be followed as required.

Following an incident that requires drug or alcohol testing, the student will be sent home by cab or responsible individual. **Under no circumstances will the student be allowed**
to drive home. Arrangements will be made so that the student will be at home after the incident with another individual.

The student’s confidentiality will be strictly maintained. The test results will be communicated only to the student, the Campus Radiology Director, and the physician reviewing the results with the student.

Records will be maintained in a separate file by the University in a secured area. Requests for information will require a court order or may be released by the student’s signed written consent and liability waiver.

Any violation of this policy by a student will result in disciplinary action including dismissal from the nursing program.

Everest University recognizes that chemical dependency is an illness that can be treated. Assistance for students who are dependent on a chemical substance is available through the college.

Drug and Alcohol Policy

Acknowledged and Approved:

_____________________________________________    _________________________
Campus Radiology Director                          Date

_____________________________________________    _________________________
Regional Nursing & Health Professions Director      Date

_____________________________________________    _________________________
Student                                            Date
Appendix D

Pregnancy Policy

Policy: Radiology Pregnancy Policy

Original Draft: August 2006

Revised: April 2009

Written by: Michele Godwin

Regional Director: Michele Godwin

Campus Support Center Nursing/Radiology Director: Ruth Abbott

PREGNANCY POLICY

The student may voluntarily notify the Program Director of her pregnancy. This notification should be in writing and include the following information:

- Student’s Name
- Expected Date of Birth

Once a pregnancy is declared, the program will order an embryo/fetal radiation monitoring badge; to be worn at waist level during the entire gestation period. Radiation dose to the embryo-fetus shall be no greater than 0.5 mSv (50 mrems) in any one month, excluding medical exposure. The Radiation Safety Officer/Program Director will monitor the student’s radiation dosimetry reports and readings. If the student’s radiation exposure dose exceeds 0.5 rem during the gestation period or should the monthly dose exceed 0.05 rem, the student will be required to take a leave of absence from the program. Upon completion of the leave of absence, the student may choose to be reinstated in the program as outlined in the policy.

A student may un-declare that she is pregnant in writing and include the following information:

- Student’s Name
- Date of un-declaration of pregnancy

Studies have shown that there is an increased risk of leukemia and other cancers in children if the expectant mother was exposed to a significant amount of radiation.

FACTS:

- First 3 months of pregnancy, the embryo-fetus is most sensitive to radiation
The actual dose received by the embryo-fetus is less than the dose received by the mother, because some of the dose is absorbed by the mother’s body.

At the present, the occupational dose equivalent limits the risk to the unborn baby, and is considered to be small.

There is no need for women to be concerned about sterility or loss of ability to bear children.

The 5 mSv dose equivalent limit applies to the full nine months of pregnancy.

OPTIONS:

- Delay having children as long as one works around radiation
- If pregnant, take a leave of absence. (If this is a realistic option, it should be done immediately)
- Use protective aprons while actually making exposures
- Use two personnel monitoring devices (one at the abdomen area, and at the collar area)
- Whenever possible, stay out of the x-ray room and behind protective barriers while the x-ray beam is activated *
- If at an externship site, you may be asked to leave by the facility, due to the facilities policies and procedures. The student may continue at another clinical facility if one is available.
- Students who wish to continue the program without modification may sign the Pregnancy Disclosure and Waiver Form
- Since the radiology program is a linear program students who choose to take a leave of absence and return to school after giving birth, may return when the courses are offered again.

Pregnancy Policy

Acknowledged and Approved:

_____________________________________________  ______________________
Campus Radiology Director                        Date

_____________________________________________  ______________________
Regional Nursing & Health Professions Director    Date

_____________________________________________  ______________________
Student                                          Date
NOTICE TO RADIOLOGIC TECHNOLOGY STUDENTS REGARDING PREGNANCY

I ______________________________________, understand that exposure to X-ray radiation may

[INSERT STUDENT’S NAME]

be hazardous to the health of unborn children

I further understand that Everest University advises that any student who learns that she is pregnant notify the Program Director in writing and include the following information:

- Student’s Name
- Expected Date of Birth

I understand the risks of radiation exposure to the fetus as outlined in the radiation pregnancy policy of Everest University.

_________________________________________________  _____________________________  ____________
Print Name                                                Signature                              Date

_________________________________________________  ______________________________  ____________
Witness Print Name                                         Witness Signature                    Date
Appendix E

Safe Clinical Practice Policy

Policy: Safe Clinical Practice

Original Draft: August 2006

Revised: Written by: Michele Godwin

Regional Director: Michele Godwin

Campus Support Center Nursing/Radiology Director: Ruth Abbott

Safe Clinical Practice

All students enrolled in the Everest University Associate Degree Radiology Program are required to practice clinically in accordance with the established Radiology Technology Program Standards of Safe Clinical Practice. Students are required to sign the student handbook signature page which includes the Safe Clinical Practice Policy. A copy of the signed statement will be kept in the student’s academic file. Failure to abide by these standards will result in disciplinary action as described in the following process. In all clinical situations, the student is expected to practice with responsibility and accountability as a radiology technology student. Safe clinical performance always includes, but is not limited to the following behaviors; therefore, the student is expected to at minimum:

- Maintain professional integrity
- Practice within boundaries of the radiology student role
- Comply with policies and procedures of the following:
  1. Everest University Associate Degree Radiology Technology Program
  2. Course syllabi
  3. Agency in which the clinical experience is occurring
  4. Appropriate Radiology Standards of Practice established by the ARRT
- Promptly report significant client information and radiology technology actions taken in a clear, accurate and complete verbal or written manner to the appropriate person(s).

Unsafe clinical practice is defined as:

Unsafe behavior consisting of actions that do not demonstrate the minimum behaviors described as safe clinical performance. This may occur as a single event of serious nature or a pattern of behaviors involving unacceptable risk.
• An immediate verbal warning on the day of the incident shall be given to the student by the faculty member who identified the incident resulting in violation of the standards.

• At the discretion of the faculty member or clinical instructor that identifies the violation, the student may be dismissed from the clinical setting or fail the course according to criteria in the course syllabi.

• The student has a right to consult with his/her academic advisor, Campus Radiology Program Director and the appeals committee regarding any violation of the Standards of Safe Clinical Practice.

• The incident and recommendation for follow-up remediation shall be documented by the faculty/clinical instructor member on the Violation of Standards of Safe Clinical Practice Incident Report Form. This form must be given to the student no later than prior to the beginning of the next day of clinical experience.

• The form shall be reviewed with the student by the faculty member, at which time the student may write a response and shall receive a copy of the form.

• The Violation of Standards of Safe Clinical Practice Incident Report Form will then be forwarded to the Campus Radiology Technology Director for review the day following distribution to the student. Further action may be taken at the discretion of the Campus Radiology Technology Director. Repeated student violations of standards may warrant dismissal from the program.

• It is the student’s responsibility to provide a written report to the faculty member who issued the violation following the time-frame indicated on the incident report form. The report should include follow-up activities completed based on faculty recommendations using the Violation of Standards of Safe Clinical Practice Student Follow-up Report Form in response to those made on the Violation of Standards of Safe Clinical Practice Incident Report Form. The faculty member will place the signed copies of the report in the student’s academic file.

Safe Clinical Practice Policy
Acknowledged and Approved:

_________________________________________   ____________________
Campus Radiology Director

_________________________________________   ____________________
Regional Nursing & Health Professions Director

_________________________________________   ____________________
Student

Copyright © 2010 Everest University All rights reserved.
Student Handbook.doc
VIOLATION OF STANDARDS OF SAFE CLINICAL PRACTICE
INCIDENT REPORT

Student: ______________________________
Faculty: ______________________________
Date: ________  Time: ______  Location: _______________________

Description of Incident:

Student Response:

Recommendation/Additional Actions/Time Frame:

Student Signature: ______________________________
VIOLATION OF STANDARDS OF SAFE CLINICAL PRACTICE
STUDENT FOLLOW-UP REPORT FORM

Student: ________________________________ Date: ____________
Faculty: _______________________________ Date: ____________
Date of Incident: ________________ Time of Incident: _______
Location: ____________________________ Date Report Due: _______

Student Description of Progress on Recommendations:

Faculty Evaluation/Recommendations:

Student Signature: ________________________________ Date: ____________
Faculty Signature: ________________________________ Date: ____________

Cc: Student
    Advisor
    Campus Radiology Director
    Student Academic File (original)
    Faculty Initiating Report
Appendix F

Exposure Incident Procedure-Radiologic Technology Program

Policy: Radiology Exposure Incident Procedures

Revised: 03/02/07

Revised by: Michele Godwin

Regional Director:

Michele Godwin

Campus Support Center Nursing/Radiology Director: Ruth Abbott

General Work Practices

The following guidelines shall be instituted in all classroom/lab facilities as well as clinical or externship sites in order to decrease blood/body fluid, chemical, and biohazard exposure to students and staff.

1. Eating, drinking, smoking, applying cosmetics and lip balm and handling contact lenses in any work area where there is a reasonable likelihood of occupational exposure is prohibited. Prior to consumption of food or drink, after handling potentially infectious or hazardous materials, students/employees will remove potentially contaminated personal protective equipment (PPE), wash hands, and exit the work area.

2. Food and drink will not be kept in freezers, refrigerators, counter tops, shelves and cabinets where blood, other potentially infectious materials, chemicals, biohazards, or wastes are stored or handled.

3. Procedures which could potentially generate aerosols or other inhalation hazards shall be performed in a manner that will minimize pathogen transmission.

4. Only instructional personnel and students are allowed in the laboratory when class is in session, sharps are in use, or there is any risk of exposure to blood/body fluids, other potentially infectious materials, chemical or biohazards.

5. Laboratories are to be used for lab instruction only and will be locked when instructional staff is not present.
Standard Precautions

Standard Precautions aim to reduce the risk of disease transmission in the health-care setting, even when the source of infection is not known. Standard Precautions are designed for use with all patients who are present in the health care setting and apply to:

- Blood and most body fluids whether or not they contain blood
- Broken skin
- Mucous membranes.

Standard Precautions are taught in the classroom and required to be used in the lab during any patient care practice, lab work, or other setting. The following lists of Standard Precautions that are applicable to the educational setting are extracted from the Guidelines of the U. S. Center for Disease Control. Students and employees are expected to use the following measures to reduce the risk of disease transmission in the classroom/lab setting.

1. Wash hands immediately with soap and water before and after examining patients and after any contact with blood, body fluids and contaminated items whether or not gloves were worn. Soaps containing an antimicrobial agent are recommended.

2. Wear clean, ordinary thin gloves any time there is contact with blood, body fluids, mucous membrane, and broken skin. Change gloves between tasks or procedures on the same patient. Before going to another patient, remove gloves promptly and wash hands immediately, and then put on new gloves.

3. Wear a mask, protective eyewear and gown during any patient-care activity when splashes or sprays of body fluids are likely. Remove the soiled gown as soon as possible and wash hands.

4. Handle needles and other sharp instruments safely. Do not recap needles. Make sure contaminated equipment is not reused with another patient until it has been cleaned, disinfected, and sterilized properly. Dispose of non-reusable needles, syringes, and other sharp patient-care instruments in puncture-resistant containers.

5. Routinely clean and disinfect frequently touched surfaces including counters, sinks, examination tables and lab tables.

6. Clean and disinfect soiled linens and launder them safely. Avoid direct contact with items soiled with blood and body fluids.
Proper use of Sharps Containers

1. Open containers must never be placed on the floor, located under the sink or any other poorly visible area.
2. All sharps containers are to be marked with the BIOHAZARD SYMBOL
3. All containers are to be under the control of the instructor or secured to wall or counter to prevent containers from being removed.
4. Look closely at the sharps container before placing a used sharp inside to assure that nothing is protruding from the container or that the container is not over filled.
5. When not in use, sharps containers are to be stored in a locked area to prevent theft of contaminated needles.

Personal Protective Equipment (PPE)

1. Students and staff must be provided with PPE and it must be worn whenever potential for exposure to blood/body fluids, chemical, or biohazard is possible.
2. Gloves should be worn during all blood withdraw procedures including blood glucose monitoring.
3. Students or instructors who have non-intact skin should also wear gloves during all client/patient contact. (e.g. oral care; bathing; topical medication application).
4. Gown, gloves, and mask with eye protection should be worn when there is the possibility of contamination of clothing and/or mucous membranes.
5. Broken glass can also be a source of contamination; it should not be picked up with bare or gloved hands but rather using a metal pick-up device and a brush and dustpan. Broken glass should be disposed of in a puncture proof container.
6. Contaminated surfaces must be disinfected with 10:1 solutions of chlorine bleach. After area has been wiped clean allow it to air dry.

Students Vaccination Procedure

1. All students enrolling in allied health programs with patient care experience shall be informed in the classroom, at externship sites, and clinical placements of the potential exposure to Hepatitis B.
2. Upon enrollment students will receive a disclosure explaining the reasons for recommending Hepatitis B vaccination. See Hepatitis B Vaccine Disclosure Form.
3. Hepatitis B vaccination shall be recommended for all students who have potential exposure unless:  
   a. the student has previously received the complete Hepatitis B vaccination series;
b. the student has had the disease or antibody testing has revealed such exposure; or
c. the vaccination of the student is contraindicated for medical reasons, such as the student is pregnant.

4. All students shall have signed a **Hepatitis B Vaccine Disclosure** and a **Student Hepatitis B Acknowledgment/Waiver Form** prior to their participation in their first lab assignment or be excused from class.

5. Students who have elected to receive the vaccination are encouraged to receive the first dose prior to participating in lab work and may be excused from participation in lab work prior to receipt of the first dose. However, lab work in which the student does not participate for this reason must be made up.

6. All students who decline the Hepatitis B vaccination shall so indicate on the **Student Hepatitis B Acknowledgment/Waiver**. When called for in the standard curriculum, Instructors shall remind all students who have declined the Hepatitis B vaccination that lack of vaccination may delay or prevent placement for a clinical rotation.

7. Signed disclosure and acknowledgment/waiver forms shall be maintained in the student’s file.

8. When possible, the University may arrange for vaccinations to be given at the student’s expense at a place and time convenient to new students as part of the orientation program. The University may elect to pay for the vaccinations of the students and charge the student for the vaccination at cost.

**Exposure Precautions**

Student will be trained to treat with utmost caution all needles and other sharps, all blood/body fluids and other potentially infectious materials, and chemicals and biological agents to which they may have exposure in the laboratory prior to any potential exposure. In addition, prior to the use of sharps in the classroom students will be trained that:

- Utmost caution must be used when handling needles, scalpels and other sharp objects.
- Safety needles which meet the United States (Federal Needle Stick Safety and Prevention Act of 2001) requirements must be used at all times.
- Needles should not be bent, broken or recapped.
- Needles must be placed in a puncture proof, leak proof biohazard sharps container immediately after use.
- The containers for the disposal of sharps will be under the control of the instructor, or mounted on the wall or in a secured counter holder so that they are easily visible to avoid overfilling and should be within easy horizontal reach of the user. If this is difficult to achieve because of varying heights of users, additional sharps containers may be mounted to accommodate students who are shorter in height.
• Wall hangers are of the type in which the biohazard container can be locked.
• Fingers should never be inserted into the sharps container.
• When the sharps container is 2/3 full it should be sealed and stored in a secure location until scheduled biohazard waste disposal pick-up.

The student will be trained that these precautions must be used whenever the student is in the lab or in an environment in which there is a risk of exposure to blood/bodily fluids, other potentially infectious materials, chemicals, or biohazards.

**Needle Stick Injury Prevention**

Individual program requirements mandate that students complete specific numbers of successful human injections and venipunctures. Additional venipunctures and or injections should be performed on simulator models in the classroom/skills lab.

Students who are assigned supervised clinical practice [e.g. radiology students] should not perform injections on human subjects in the skills lab environment.

Radiology students who are taught venous access as part of an intravenous certification course may be required to perform successful venipunctures as part of the class requirements on a manikin.

The use of human subject injections and venipunctures is not permitted in the classroom/skills lab or anywhere on campus property.

Students who are required to perform skills in which there is a likelihood of blood and body fluid exposure should begin the Hepatitis B series prior to enrollment or provide documentation that immunization has occurred.

Students and Instructors in the classroom, skills lab, clinical/extern sites will adhere to Standard Precautions and regulations set forth in this policy, and by the CDC; the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and state, provincial, and local governments, including but not limited to hand sanitation and gloving.

Sharps containers shall be out only when in use and under the control of the instructor or when locked in place. Sharps containers shall be locked and stored in a secure place.
Protocol in Exposure Incidents Involving Students

In exposure incidents involving students, the Instructor/clinical supervisor/preceptor shall:

1. Ensure that the student properly cleans the affected area to reduce the risk of cross contamination,

2. Clean up any blood/body fluid, chemical, or biohazard spills according to standard precautions of infection control and safety protocols or request staff trained in the standard precautions and safety protocols for disposal of such wastes to clean up the area,

3. Explain to the student that proper follow-up medical care is required and encourage that the student seek treatment from a medical provider immediately,

4. Reassure the student that the student should not incur any cost for the examination or test(s) expenses for proper medical follow-up care. These expenses will be covered by the University and/or through its insurance carrier,

5. Refer students who do not have a primary physician to a physician or clinic for treatment,

6. Request that students who refuse medical care sign a Waiver of Medical Treatment.

7. Immediately complete the appropriate incident report.

8. Inform the program director, academic dean/education director and University president in writing by providing a copy of the incident report to them prior to the end of that University day. The instructor/clinical supervisor/preceptor must keep the Campus Radiology Director informed of the student’s status at all times.

9. Assure students of the confidentiality of the information obtained for the incident report.

In exposure incidents involving students, the Campus Radiology Director shall inform the campus president and report the incident to:

- Corporate Treasury according to the Incident Reporting Policy
- The Regional Vice President, and
- Corporate Accreditation and Licensing/Student Relations (Ext. 484/ Fax 714-427-3006).
Completing the Incident Report
The instructor/clinical supervisor/preceptor must immediately complete an incident report, as noted above. The instructor/clinical supervisor/preceptor shall fill out the Incident Report with as much detail as possible.
If the injury is a needle stick or other sharps injury, the following additional items must be documented on the incident report:

1. Document whether the stick was clean or contaminated.
   a. A “clean” stick occurs when the instrument in question has not come in contact with another person (e.g. the individual removes the cap and inadvertently sticks him/herself. Or the individual was filling a syringe from a vial and when removing the needle from the vial inadvertently sticks him/herself)
   b. When a needle has come in contact with another individual the injury is classified as contaminated.

2. If the stick was clean, the incident report is complete and need only be submitted to the Campus President for filing in the Campus Incident Binder and reporting to Student Relations and Corporate Treasury.

3. If the stick was contaminated and the source person cannot be identified, note on the incident report that the source person is unknown. Submit the report to the Campus President for filing in the Campus Incident Binder and reporting to Student Relations and Corporate Treasury.

4. If the stick was contaminated and the source person can be identified, identify the source person.

5. If the source person involved can be identified,
   a. Record the source person’s name on the incident report.
   b. Attempt to contact the source and encourage him/her to submit to a blood test at the College’s expense and disclose those results to the medical professional treating the affected person.
   c. Refer the source person to a local health care provider. The source person will be informed by a medical professional of the test result(s).
   d. Encourage the source person to allow the test results to be shared with the medical professional treating the affected person.

6. The Campus Radiology Director will maintain a record of the incident and submit the report to the University President for filing in the Campus Incident Binder and reporting to Accreditation and Licensing/Student Relations and Treasury.
Exposure Incident Procedure - Radiologic Technology Program

Acknowledged and Approved:

_________________________________________
Campus Radiology Director
Date

_______________________________________
Regional Nursing & Health Professions Director
Date

_________________________________________
Student
Date

Appendix G

Exposure Incident Policy

**Policy:** Radiology Program Exposure Incident Policy  
**Original Draft:** 12/01/05
Generally

Everest University strives to maintain a safe learning environment for its students, faculty, and employees. Because of the inherent risk involved with certain aspects of the allied health programs, it is impossible to prevent all accidents that might result in a student or employee being exposed to potentially dangerous bodily fluids. For this reason, it is imperative that Everest University have in place procedures that minimize the possibility that such an exposure event will result in the contraction of disease, and that these procedures are communicated to all students, faculty, and employees.

Note: Vaccinations may not be administered by any student, University employee or anywhere on University property.

Definitions

The following terms and definitions apply to this policy and related procedure:

**Blood** – Human blood, human blood components, and products made from human blood.

**Blood-Borne Pathogens** - pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis A virus (HAV), Hepatitis B virus (HBV), Hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

**Exposure Incident** – a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood, chemicals, biohazard or other potentially infectious materials that results from the performance of an employee's or student’s duties.

**HAV** – Hepatitis A Virus.

**HBV** – Hepatitis B Virus.

**HCV** – Hepatitis C Virus.

**HIV** – Human Immunodeficiency Virus.
Other Potentially Infectious Materials – Such materials include:

(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any other body fluid that is visibly contaminated with blood such as saliva or vomitus, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency response;

(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

(3) HIV-containing cell or tissue cultures, organ cultures, and HIV-or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Sharps – A sharp is any device having corners, edges, or projections capable of cutting or piercing the skin. Sharps may be regulated sharps (contaminated with biohazardous waste), as well as sharps that pose a safety hazard to the custodians and other personnel. Sharps include

- Needles
- Needles with syringes
- Needles from vacutainers
- Needles with attached tubing
- Blades (razors, scalpels, X-acto, etc.)

Additionally, broken glassware contaminated with biohazardous waste and glassware with sharp edges or points contaminated with biohazardous waste may also be considered sharps including:

- Contaminated Pasteur pipettes
- Contaminated glass slides
- Contaminated broken glassware

Sharps Container – a RED container made of rigid plastic so as to be puncture-resistant, and labeled with the words "sharps waste" or a biohazard symbol and the word "Biohazard". Sharps containers must be in the laboratory near the area of sharps waste generation and may not be overfilled. All sharps as defined above (whether contaminated with biohazardous waste or not) are considered sharps and must be disposed in sharps containers and managed as medical waste.

Standard Precautions – A method of infection control that defines all body fluids and substances as infectious. This method incorporates not only the fluids and materials covered by the Blood-Borne Pathogens Standard but expands coverage to include all body fluids and substances.
The precautions apply to 1) blood; 2) all body fluids, secretions, and excretions, except sweat, regardless of whether or not they contain visible blood; 3) non-intact skin; and 4) mucous membranes. Standard precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in hospitals. Standard precautions include the use of: hand washing, appropriate personal protective equipment such as gloves, gowns, masks, whenever touching or exposure to patients' body fluids is anticipated.

**Notice to Employees and Students of Procedures**

The Campus Radiology Director shall be responsible for the posting and regular communication to students and faculty of all procedures regarding what to do in the event of an exposure incident in the classroom or laboratory. These guidelines and directives are contained in the Radiology Technology Exposure Incident Procedures and include:

- General Work Practices
- Proper Use of Sharps Containers
- Proper Use of Personal Protective Equipment
- Student and Faculty Vaccination Procedure
- Exposure Precautions, including Standard Precautions and Needle Stick Injury Prevention
- Protocol in Exposure Incidents Involving Students and Faculty/Staff
- Incident Reporting

**Reporting and Recordkeeping**

It is the responsibility of the Campus Radiology Technology Director to ensure that all accidents, injuries, and exposure incidents are reported, investigated, and documented according to the procedures detailed in the Radiology Technology Exposure Incident Procedures. The incident report and any detailed information of an incident, injury, or health determination shall be marked as confidential and maintained in a separate file in the office of the University president/director. Copies of the employee’s or student’s information shall be provided to the employee or student upon request at no cost to the employee/student.

**Radiology Program Exposure Incident Policy**

Acknowledged and Approved:
Appendix H

Advisory Committee Policy

Policy: Advisory Committee

Original Draft: February 2007

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Student Handbook.doc
Advisory Committee

The Campus Radiology Director will assemble an Advisory Committee for the purpose of representing the interests of the students and continuing quality improvement of the program through feedback from the members. Should the state DOE have specific requirements regarding the Advisory Committee, these specific requirements will be adhered to.

The Advisory Committee will be comprised of a student member, potential radiology employers and other community members that are interested or affected by the radiology technology program in the community.

Membership in the Advisory Committee is purely voluntary and non-paid. The CRTD will assemble the meetings (at least two per year) and take minutes to disperse to the members and keep for record. The CRTD will act on recommendations of this committee as feasible and for the improvement of the program.

 Acknowledged and Approved:

_________________________________________  ___________________
Campus Radiology Director  Date

_________________________________________  ___________________
Regional Nursing & Health Professions Director  Date

_________________________________________  ___________________
Student  Date

Appendix I

Hurricane Preparedness Policy

Policy: Hurricane Preparedness Policy
Hurricane Preparedness

In the event of a hurricane or severe weather warning, the Campus President and/or Campus Radiology Technology Director may elect to cancel classes or clinicals. The decision will be made with ample time to notify students.

Students will be alerted to University closing by a recorded message on the campus phone system or via local news stations.

Students will be notified of clinical cancellations by Campus Radiology Administration and Faculty.

Campus Radiology Administration will retain responsibility of informing the clinical sites of any cancelled clinicals and the rescheduling of clinical dates.

All cancelled theory and clinical hours will be rescheduled before the completion of the quarter. All students and faculty/staff are required to attend the rescheduled class or clinical.

Failure to complete the rescheduled hours will result in absence in accordance with the attendance policy.

Acknowledged and Approved:

________________________________________  ________________
Campus Radiology Director  Date

________________________________________  ________________
Regional Nursing & Health Professions Director  Date

________________________________________  ________________
Student  Date

Appendix J

Noncompliance with JRCERT Standards

Policy: Noncompliance with JRCERT Standards  Original Draft: August 2008
Complaints of non compliance
The Campus Radiology Director will be the contact person for Joint Review Committee on Education in Radiologic Technology (JRCERT). Everest University Radiology Program will adhere to the policy JRCERT has provided regarding a grievance issued against an accredited program.

Everest University will adhere to the following criteria:

Everest University Campus Radiology Director will investigate any and all allegations relating to infractions of JRCERT standards or grievance regarding noncompliance with JRCERT standards. Any individual or group, including students, graduates, faculty, clinical staff or the public may submit a complaint.

The allegations must be provided in writing to Everest University Campus Radiology Director. The complainant must sign a letter of allegations and provide a return address. The correspondence must indicate that despite the efforts of the complainant, Everest University has made no effort to address and correct alleged non compliance with the Standards.

Receipt of a complaint will be acknowledged promptly in letter format and sent to Everest University Campus Radiology Director. The letter will specify a date of written response to the allegations. Depending on the result of the Campus Radiology Directors evaluation, the written response will indicate the merit of the allegations. If the allegations have merit, an action plan will be developed. JRCERT will be notified of findings in writing within 7 business days.

Confidentiality of the complainant will not be revealed and no adverse punitive or disciplinary action will be taken against any complainant.

All correspondence with the Board will be copied and sent to the college president for informational purposes. However, the Regional Director and the Campus Radiology Director are the content experts and will be solely responsible for directly contacting the Board. In the event there is not a Program Director, the Regional Director will serve as the direct contact person. All documentation of complaint and resolution will be maintained by the Campus Radiology Director.
Appendix K

Radiation Safety Policy For Laboratory and Clinical Practice
The following rules have been established for your protection against ionizing radiation during the laboratory sessions and also at your clinical sites in accordance with the U.S. Nuclear Regulatory Commission. These rules are mandatory and must be followed without exception.

1. A radiation monitoring device must be worn at all times in the laboratory or clinical settings. (Each student will have 2 badges assigned to them. One for clinical site monitoring and one for laboratory monitoring).

2. At the end of each quarter, the monitoring devices issued to the student must be returned to the Clinical Coordinator and Lab Instructor.

3. The program director will maintain a dosimetry log quarterly. The student will be provided a summary of the dosimetry report. If the student has higher than 60 mrems per quarter counseling will be provided. Counseling will include risks of radiation injury and poor safety practices. Consistently high dosimetry reports will initiate dismissal from the program.

4. A student may not hold or support a patient in the laboratory or clinical setting during radiation exposure in order to maintain proper radiation safety. During activation of the tube, the student must be behind a protective barrier.

5. Under no circumstances will students or any human being be used for test exposures or experimentation.

6. REPEAT RADIOGRAPHIC EXAMINATIONS: All radiology students, regardless of the student’s level of competency, and in support of professional responsibility for provision of quality patient care and radiation protection, must abide by the following standard-

RADIOGRAPHS SHALL BE REPEATED ONLY IN THE PRESENCE
OF A QUALIFIED TECHNOLOGIST AND/OR PHYSICIAN WITH A SUPERVISOR OPERATOR’S PERMIT.

FAILURE TO COMPLY WITH THIS POLICY WILL BE GROUNDS FOR DISCIPLINARY ACTION.

Guidelines for Laboratory Use:

The Instructor and/or Program Director must be present when students are making exposures. No student is to be in the laboratory unattended.

Darkroom:

- Make sure to turn on the water valve before turning on the processor.
- Make sure to turn off the water valve before leaving for the day.
- Let instructor know when films are running low.
- Report any problems with the processor or safelight.

X-Ray Lab:

- Warm up machine according to factory specifications before using.
- Make sure phantoms are properly put away at the end of class.
- Put X-ray tube in the earthquake position at the end of class.
- Cassettes should be loaded at the end of every procedure.

Radiation Safety Policy for Laboratory & Clinical Practice

Acknowledged and Approved:
Appendix L

Signature Forms
1. I am aware that to practice radiology as a radiology technologist in most states or U.S. territory, I must pass the ARRT exam.  
   Initials _____

Because of the nature of the radiology program and regulations by Everest University and clinical facilities, I understand that a random drug/alcohol screening can be done anytime there is suspicion of substance abuse in both the campus and clinical setting.  
   Initials _____

2. I understand that a medical or criminal background check failure will prohibit me from completing the radiologic technology program. Depending on the state requirements, a failed background check may or may not impact my eligibility to sit for the ARRT or state licensing exam.  
   Initials _____

3. I understand that successful completion of the radiologic technology program qualifies me to sit for the licensure examination, but I have not been promised by any college/university employee that completion of the program guarantees passage of the licensing examination or employment in radiologic technology  
   Initials _____

SIGNATURE OF STUDENT  PRINTED NAME  DATE

SIGNATURE OF SCHOOL REPRESENTATIVE  PRINTED NAME  DATE

ACKNOWLEDGEMENT OF RECEIPT OF
I have received and read the Associate Degree Radiology Technology Student Handbook and agree to abide by the policies stated.

I understand that during the course of the program additional policies may be instituted in order to meet the requirements of assigned clinical facilities.

When in the clinical facility the policies and procedures of that facility supersede those of the school.

_________________________________                        __________
Student Name (PRINT)                                          Date

__________________________________
Student Signature

This form will be maintained in the student’s file throughout the radiology program.
I have read and understand the information contained in the Clinical Responsibility Standards regarding the clinical rotation as outlined by the Radiologic Technology Program at Everest University. I hereby make a commitment to abide by and uphold these standards to the best of my ability and willingly follow directives as deemed necessary by the college and/or by the assigned facility.

_______________________________________________
Student’s Name (print)

_______________________________________________
Student’s Signature

Date

Witnessed by

_______________________________________________
Name Title of University Radiology Program Representative.

Date