

IDAHO STATE UNIVERSITY

Kasiska College of Health Professions

*Department of
Radiographic Science*

STUDENT HANDBOOK

2006

IDAHO STATE UNIVERSITY
KASISKA COLLEGE OF HEALTH PROFESSIONS
DEPARTMENT OF RADIOGRAPHIC SCIENCE
STUDENT HANDBOOK

REVISED: August 2006

Note: Program requirements, as well as policies, are changed from time to time. New or revised requirements and/or policies become effective when this handbook is revised, and the additions and/or revisions supersede any previous requirement and/or policy in past use, whether in writing or in past practice.

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WELCOME TO THE RADIOGRAPHIC SCIENCE PROGRAM

Idaho State University would like to extend to you a warm welcome into the Radiographic Science Program and trusts that your time here will provide a complete and enjoyable introduction and background in your chosen profession of radiologic technology.

This handbook is designed to serve as a guide to general information concerning the program including some student policies. Please feel free to discuss any questions you may have with the faculty.

EVIDENCE OF UNDERSTANDING

I have read the statement of policies and procedures for the Idaho State University Radiographic Science Program. I understand the contents and agree that I will adhere to the specified policies and procedures. In cases where I do not follow the policies and procedures, I am willing to abide by the consequences identified in this statement, in department course outlines, and/or in the University Bulletin. In addition, by signing below, I give the program faculty permission to display my student number for the purpose of posting radiation monitoring reports and examination scores.

Signed _____

Date _____

Each student will sign an "Evidence of Understanding", and this sheet will be kept in their file.

ACADEMIC STANDARDS

Grade Point Average to be Maintained:

A cumulative GPA of 2.25 is required for graduation as well as completion of all university requirements for the A.S. and B.S. degrees. The department reserves the right to dismiss a student, at any time during the radiographic science curriculum, who does not maintain at least a 2.25 cumulative grade point average.

ACADEMIC STANDARDS IN PROFESSIONAL AND MAJOR COURSES

A grade of "C" or better is required in all radiographic science, biology, physics, math, business, chemistry, and health care administration courses in the curriculum.

A student who fails to achieve a minimum of a "C" grade in a course designated Radiographic Science (R.S.) will be dismissed from the program and prohibited from taking any further courses with the R.S. designation until the course(s) in question has/have been completed with (a) minimum grade(s) of "C".

The student is required to reapply to the program, in writing, at least one (1) month prior to the first day of classes of the semester in which readmission is sought.

The decision regarding readmission will be made by program faculty and will be made based upon a review of the student's folder, as well as space available in the program at the time the request is made. The program is limited in terms of maximum numbers of students allowed in the program at any one time, so readmission cannot be guaranteed.

ADJUNCT FACULTY

Blackfoot

Lisa Wells, BSRS, R.T.(R)(M)

Idaho Falls

Breezy Bird, BSRS, R.T.(R)(M)

Pocatello

Cheryl Smith, BSRS, RT (R)/ Brenda Pristupa, BSRS
Allen Eng, M.D.

Rexburg

Anna Struhs, R.T.(R)(M)(CT)

AFFILIATE HOSPITALS

Bingham Memorial Hospital
98 Poplar Street
Blackfoot, ID 83221

Lisa Wells, BSRS, R.T.(R)(M), Chief Technologist, and Clinical Instructor

Eastern Idaho Regional Medical Center
3100 Channing Way
Idaho Falls, ID 83401

Debbie Barlow, R.T.(R), Medical Imaging Administrator
Breezy Bird, BSRS, R.T.(R)(M), Clinical Instructor

Madison Memorial Hospital
450 E. Main
Rexburg, ID 83440-0310

Bruce Dye, R.T. (R), Chief Technologist
Anna Struhs, R.T.(R)(M)(CT) Clinical Instructor

Portneuf Medical Center—East and West Campus
777 Hospital Way
Pocatello, ID 83201

Cheryl Smith, BSRS, RT (R) Clinical Instructor
Brenda Pristupa, BSRS Clinical Instructor

AFFIRMATIVE ACTION

Idaho State University endeavors to achieve equal educational opportunity for minorities, persons with disabilities and women students through recruitment, admission, curricular and extracurricular programs, advising and retention practices and student aid and employment. Discrimination of any person based on race, religion, sex or disability is illegal. Any person that feels he or she has been a victim of discrimination for any of the previous mentioned reasons should contact the Affirmative Action office located in the Museum Building, Room 420 for filing complaints. The telephone number is 282-3964 or 282-3973.

ATTENDANCE

Classroom Attendance

In keeping with the University policy on classroom attendance, the student is expected to attend all class sessions as well as lab sessions. Each instructor can establish attendance policies specific to a course's needs, and the instructor will communicate these policies to the students enrolled in the course.

Clinical Attendance

Students are required to attend all the assigned days at their designated clinical facilities. Students will sign in and out for the hours of attendance at each facility. Students will receive credit only for the assigned time they fulfill. Compensatory time is not allowed.

If a student must be absent or tardy on an assigned clinical day, he/she must notify the clinical supervisor of that facility at least ten (10) minutes before the assigned starting time. The notification must be made directly to clinical faculty--not to secretaries, clerks, or staff technologists. Make-up clinical hours should be discussed with the clinical supervisor.

If a student does not notify the clinical supervisor, an oral warning will be given to the student regarding the unexcused absence. Also, the student should read the course syllabus regarding grading procedures for unexcused absences. The clinical coordinator at Idaho State University will be notified regarding each offense.

Make-up time from the clinical assignments will be rescheduled with the supervisor of the clinical faculty. Make-up time in the clinical area can be made up in 2-hour increments only. Total absences that are less than 2 hours will be made up as arranged with the clinical instructor. All time absent from clinical practice must be made up (See incomplete policy). Chronic tardiness will be handled by individual clinical instructors and the clinical coordinator.

Note: A student who has been released from clinical in order to attend a field trip, conference, or other activity is expected to attend that activity and actively participate. If the student has not attended the activity or has not been active (as determined by program faculty), then the student shall make up any and all lost clinical time.

CLASSES DURING CLINICAL EXPERIENCE

Students in the first year of the professional curriculum cannot leave clinical practice to take courses on campus during clinical time.

Students in the second year of the professional curriculum must obtain permission to take any course during clinical practice if required for May graduation. Only one such course may be taken. Written permission by the program director and a statement of rationale must be given before a student may take a course during clinical practice. All missed clinical time must be made up.

CLINICAL ASSIGNMENTS

During the first professional year, students fulfill Applied Radiography 389 and 390 on Tuesdays and Thursdays between the hours of 8 a.m. and 5:00 p.m. During the second professional year, students fulfill Applied Radiography 489 and 490 on Mondays, Wednesdays, and Fridays between the hours of 8 a.m. and 5:00 p.m. Lunch breaks will be determined by the clinical faculty. **Optional:** Evening clinical rotations may be available, but cannot exceed a two week rotation (i.e.: 4 days for Juniors or 6 days for Seniors) per semester.

Assignments to an affiliate hospital are made by the program faculty. Students are under the direct supervision of the clinical instructor, chief technologist, and radiologist. Assignments within the radiology department are made by the clinical instructor and are posted in the work area of each department. The clinical instructor will conduct film critique and provide the necessary information regarding your evaluation.

CLINICAL EXPERIENCE

The clinical education experience is meant to provide the student with a well-rounded experience in all aspects of routine diagnostic radiography.

Students perform examinations with a registered technologist. As a student demonstrates proficiency in performing an examination, he/she will be allowed to gradually perform learned skills independently. Students are not encouraged to attempt examinations alone with which they are not familiar. Also, students are not expected to replace a technologist or perform examinations without a technologist available in the department or institution. All repeated exams must be performed with a technologist. Radiation safety is of prime importance to oneself and others. Any violations in radiation safety practice may be grounds for dismissal.

CLINICAL ORIENTATION

Each affiliate will provide an orientation to students new to their facility. Students will be introduced to the organizational structure of the institution and the hospital policies that directly involve students. The clinical faculty will provide orientation to departmental policies and procedures. Each student will receive a procedure manual outlining views taken on routine examinations and/or receive instruction on views routinely performed for each examination at the affiliate. It will be the student's responsibility to know the required positions taken at the affiliate to which he/she is assigned.

CODE OF ETHICS¹

This Code shall serve as a guide by which Radiologic Technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the medical care team, health care consumers and employers. The Code is intended to assist radiologic technologists in maintaining a high level of ethical conduct.

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

¹Standards of Ethics, retrieved from ARRT at <http://www.arrt.org/> August 31, 2004.

COMMITTEES

In order for the faculty of the Radiographic Science Program to be constantly aware of student needs, student input is sought in all faculty processes. Student representation on program committees is an important mechanism in this regard. The department chairperson is an ex-officio member of each committee. Each committee is a subcommittee of the radiographic science faculty, and therefore, each submits recommendations to the faculty as a whole.

The committees are to function within the policies and guidelines of Idaho State University. Unless otherwise specified, a quorum of two-thirds of the committee members must be present to conduct business.

SCHOLASTIC APPEALS COMMITTEE

Purpose: The College of Health Professions Scholastic Appeals Committee is established to provide a mechanism for protection of student and faculty rights in academic matters. The purpose of the committee is established to maintain high academic standards and performance and to protect objectivity and fairness in assignment, administering, and evaluating student performance in all matters of grievance pertaining to academic conduct.

Function: This committee will function in a fact-finding capacity in relation to academic matters of concern between a student and instructor which could not be resolved at the department level. The committee considers only cases in which the student has already exhausted the normal channels of redress: i.e., instructor, and chairman of the department. Based on the findings, the Committee will make a recommendation on the appeal (with justification) to the Dean of the College of Health Professions. The committee will not serve to arbitrate an alternative settlement to the academic matter of concern. The Dean of the College of Health Professions will make the final decision regarding the appeal.

Procedure: In the event that conflicts of an academic nature arise between a student and an instructor, the following procedures will apply:

- A. The student shall approach the instructor involved and attempt to resolve the problem.
 1. If the first step does not result in resolution, the student may approach the department chairman. The chairman will meet with the student and instructor in an attempt to resolve the academic conflict.
 2. Only after the student has met with the instructor and department chair, shall the student meet with the Dean of the College of Health Professions. The Dean of the College of Health Professions may choose to refer the appeal to the CHPFAC Scholastic Appeals Committee. Communication with the Dean of the College of Health Professions should include written documentation.
- B. The Dean of the College of Health Professions shall notify the Appeals Committee Chair of the need to hear an appeal.
- C. The Appeals Committee Chair shall convene a meeting of the committee as soon as possible but

no later than five (5) working days after the appeal has been referred by the Dean of the College of Health Professions.

1. If either party involved in the appeal process requests an extension to prepare the appeal, this time period may be waived.
 2. The Appeals Committee Chairman shall distribute copies of the student's written petition and any other relevant correspondence and/or documentation prior to the hearing. Each committee member shall provide for the security of those documents.
- D. Students submitting an academic appeal during official university vacations, holidays, or a summer sessions shall have the option of having the appeal reviewed directly by the Dean of the College of Health Professions. The Dean may choose to appoint an ad hoc committee of available students and faculty to replace the elected representatives during those times.
- E. Procedures to be followed during the hearing:
1. Explanation of the role of the committee, chair, student, and instructor.
 2. Explanation about importance of confidentiality.
 3. Methods for obtaining the record of the meeting: a tape recording shall be used; transcription may be requested from the recording, but the student must assume the expense of manuscript typing.
 4. All records of the appeals hearing shall be kept on file in the office of the Dean of Health Professions.
- F. Order of Business:
1. The committee discusses all pertinent data in terms of the committee's stated scope.
 2. Any votes taken during the appeals proceedings must be by written secret ballot to be kept on file in the Dean of Health Professions office for the record. The ballots will be anonymous. All decisions of the committee must be approved by a majority vote of the members present.
 3. Within five (5) working days after the conclusion of the appeal, the Appeals Committee will forward to the Dean of the Kasiska College of Health Professions a report of its recommendation.
 4. The Dean of the College of Health Professions will notify the appellant and the faculty member involved of the Dean's decision within five (5) working days after receiving the Scholastic Appeals Committee's recommendation.
 5. Any further appeal of academic discrepancies or grade concerns should be submitted in accordance with policy established by the Idaho State University Academic Standards

Board.

6. Step's (a-e) apply only if the appellant and departmental representatives are requested to attend.

a. The student presents the appeal, and presents supporting materials, witnesses, documentation, etc., if so desired. The student should include an exact statement of his/her request for resolution when writing the petition; e.g., request to repeat the course, to appeal the grade issued, to take the course out of sequence, etc.

An appellant may have an advisor or peer group member of his/her choice who may, in the opening statement before the Appeals Committee, present the issue contained in the written appeal filed by the appellant. Henceforth, this advisor will act only in an advisory capacity to the appellant. Other parties involved in the hearing proceedings also may have an advisor or peer group member who will act only in an advisory capacity. No legal counsel will be permitted during the hearing.

b. The instructor presents the basis for the grade, extenuating circumstances relevant to the appeal, or otherwise responds to the student's appeal.

c. Discussion from Committee. Questions by the student or instructor must be directed through the chairman. The chairman directs the questions if appropriate and pertinent to the appeal.

d. Final comments and/or summary by student.

e. Student and instructor are dismissed.

G. Meetings:

1. Meetings are held at the call of the Chair. If two members request a meeting, the Chair must call a meeting within two weeks after receipt of the request.

ADVISORY COMMITTEE

Membership: The membership shall be composed of: one radiologist (medical advisor), chief technologist and/or clinical faculty from each hospital affiliate, a hospital administrator not directly involved with the instructional program, a university representative not directly involved with the instructional program, Dean of the Kasiska College of Health Professions (ex-officio), Chairman and/or Program Director of the Department of Radiographic Science (ex-officio), Program Director of Radiographic Science, Clinical Coordinator, Faculty, and one junior and one senior student from the Radiographic Science Program.

Functions: The committee will function in an advisory capacity to program administrators. The committee will make recommendations related to any of the following departmental goals: insuring an

educational atmosphere that will produce radiologic technologists proficient in all aspects of radiologic technology; developing a working and supportive relationship with local and state radiologic technology societies and hospital affiliates; identifying strengths and weaknesses of the existing program and planning and developing methods through which weaknesses can be alleviated; acting as "initiator" rather than a "reactor" in relation to change, being sensitive and responsive to national and state trends.

Administrators of Idaho State University and the Radiographic Science Program will serve as the ultimate responsible authorities in curriculum development and approval, student selection, faculty selection, and administrative manners.

At least two regular meetings will be scheduled during each academic year: one each in the Fall and Spring semesters. Other meetings may be scheduled on an emergency basis when a need is indicated.

Student members shall be selected by the 1st year professional students and approved by the program director to serve for a term of two years. In the event of vacancies, replacements will be appointed to serve the remainder of the term.

STATEMENT ON AIDS AND OTHER COMMUNICABLE DISEASES

Although this statement was prompted by the current concern about the Acquired Immune Deficiency Syndrome (AIDS), it is intended for application in cases of any communicable disease occurring on campus such as cases of the more serious communicable diseases including tuberculosis, hepatitis, chronic diarrhea states, and salmonella carriers.

The focus on AIDS (and AIDS-related diseases) is necessary due to existing confusion regarding what is currently known about the disease and its transmission. It should be noted that, in fact, AIDS is transmitted through exchange of body fluids, and not through casual contact.

Any Idaho State University student or employee with a positive antibody test for AIDS exposure, or with the actual disease itself, shall not be discriminated against or denied access to the university experience. Every effort also must be made to protect the privacy of the individual.

1. Persons having AIDS, or a positive antibody test for AIDS shall be treated as any other student or employee on campus with guidance from the Idaho Code Regulations on communicable diseases (I.C. 39-601 et.seq.).
2. It is strongly recommended that the University Medical Director be informed of any existing communicable disease. Each reported incident will be handled on a case by case basis, with respect for the person's right to privacy, and with consideration for protecting his/her own welfare as well as the welfare of others.
3. Each campus department involved in contacting or handling blood or certain risk body fluid, or in which there is a potential for exchange of certain risk body fluids, shall develop individual policies and procedures concerning potential contact with communicable diseases. There will be a central file of all departmental policies and procedures maintained in the Center or Health & Counseling Services.

4. It is the responsibility of the department head to ensure annually that all employees are aware of the University statement of AIDS and any departmental policies and procedures concerned with communicable diseases. The Student Affairs Office shall disseminate information regarding the University statement on AIDS to students.

Students participating in course work or activities in academic departments where there exists a reasonable potential for the exchange of certain risk body fluids shall be made aware of any departmental policies and procedures concerned with communicable diseases by the responsible faculty or staff member.

5. This statement and associated guidelines will be reviewed and revised on a regular basis according to new information. The responsibility will be assumed by the Campus Education Committee on AIDS.
6. The ISU Center for Health & Counseling Services shall provide counseling to assist students or employees whom have AIDS or related illnesses or who have concerns regarding AIDS or related illnesses.
7. The Campus Education Committee on AIDS shall coordinate and implement education programs to inform all campus constituencies about AIDS and its transmission.

COMMUNICABLE DISEASE

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

1. Students with communicable disease that are transferred by air or contact and are of short duration may not attend clinical courses. They must inform the clinical coordinator of their absence from clinical. Make-up time must be arranged with the clinical coordinator and clinical faculty.
2. If a student has any of the following conditions, s/he is to notify the clinical coordinator prior to clinical assignment.
 - a. dermatitis, skin rashes, lesions or boils
 - b. chicken pox, shingles
 - c. scabies, lice
 - d. hepatitis
 - e. eye infection
 - f. tuberculosis
 - g. measles, mumps or rubella
 - h. cold sores (herpes simplex infection)
 - i. influenza
 - j. strep throat (must be on medication for 24 hours before reporting for clinical)
3. Students with communicable diseases that have a long duration must present a written diagnosis to the program and clinical facility. Dependent upon the diagnosis, the student

may be able to perform clinical assignments with restrictions regarding patient contact or may be asked to discontinue clinical activities until the illness is resolved. All information is confidential and is not released unless mandated by law.

IDAHO STATE UNIVERSITY AIDS RESOURCES

Dr. Jean Bokelmann, Medical Director, Student Health Center, is the designated Idaho State University spokesperson for AIDS-related issues. Her office is located in the Center for Health & Counseling Services Building and his telephone number is 282-2330.

The Idaho State University faculty and staff members listed below are available to provide information about University policies and procedures relating to AIDS, ARC and/or HIV infection, to answer questions about any aspect of these topics and to present informational seminars.

Dr. Donald L. Paulson, Director
Center for Health & Counseling Services
Graveley Hall,
282-2130

Dr. Larry D. Farrell
Professor of Microbiology
Life Sciences Building, 416
Member, Education Committee on AIDS
282-3171

Dr. Willis McAleese
Department Chairman, Health and Nutrition Sciences
Professor
Reed Gym, 105A
282-2729

Student Health Center
282-4330

ISU AIDS Education Committee
Associate Dean of Students
Chairman, Hypostyle, 384
282-2794

Confidential blood testing for HIV infection is available at the ISU Student Health Center, Health & Counseling Services Building, 282-2330, and at the Southeastern District Health Department, 1901 Alvin Ricken Dr., Pocatello, Idaho, 233-9080.

-May 2001

AIDS IN IDAHO

1. People infected with AIDS and people infected with the AIDS virus (HIV) have been identified in Idaho.
2. There is presently no cure for AIDS.
3. HIV can infect anyone, regardless of age, gender or sexual orientation.
4. Everyone who is sexually active should practice safer sex.
5. AIDS can be prevented if people will become educated about risk activities and either use appropriate precautions or make appropriate changes in their lifestyles.
6. AIDS is caused by a virus, called HIV, which attacks and destroys the immune system (the body's major defense against infection).
7. A person can be infected with HIV, and be capable of spreading the infection, even though he/she has absolutely no symptoms of infection.
8. The time between HIV infection and onset of symptoms may be as long as 10 years.
9. The "AIDS Blood Test" checks for an antibody against HIV and tells if a person has been exposed to the virus. It does not tell if a person has AIDS or will develop AIDS at a later time.
10. Confidential blood testing for HIV infection is available to Idaho State University students at the Student Health Center, Health & Counseling Services Building, 282-2330. Testing is also publicly available, free of charge, at the Southeastern District Health Department, 1901 Alvin Ricken Dr., 233-9080.
11. HIV is present in, and may be transmitted in, body fluids (blood, semen, vaginal secretions) of persons who are infected with the virus.
12. AIDS is **not** spread by casual contact with HIV infected people. It is spread by unprotected sexual contact and by sharing of syringes and/or needles.
13. A female who is HIV-infected should not become pregnant because of the high risk of transmitting the virus to the baby.
14. Symptoms of HIV infection (AIDS, ARC) appear in 55-60% of persons who are HIV-infected within 6 years of infection. It is **not known** what percentage of HIV-infected will ultimately develop AIDS.

EDUCATION IS CURRENTLY THE ONLY WEAPON WE HAVE IN THE FIGHT AGAINST AIDS. ISU AIDS Committee, Hypostyle 384, 282-2794.

-May 2001

RADIOGRAPHIC SCIENCE PROGRAM

Statement Regarding Communicable Disease Precautions in the Health Care Setting

As our knowledge on infectious diseases has increased, and as "new" diseases have emerged, the radiographic profession has become more concerned with the potential for transmitting diseases in the hospital environment. Radiology personnel may be exposed to a wide variety of microorganisms through the blood and other body fluids of patients they encounter in the radiology department as well as emergency room (ER), operating room (OR), recovery room (RR), patient rooms, and the morgue. There are also documented cases of personnel transmitting disease to their patients.

Infections may be transmitted in the hospital environment by blood, saliva, or other body fluids through direct contact, droplets, or aerosols. There is also the potential for transmission of infection through indirect contact.

Because of the number of people (patients, faculty, and students) using the clinical facility, it is critical that every student and faculty who deliver patient care practice effective infection control procedures. In order to minimize the possibility of transmitting disease in the clinical environment, the following procedures will be practiced by the ISU radiographic students and faculty.

The Radiographic Science Program students and faculty shall follow the precautions recommended by the Association for Practitioners in Infection Control (APIC), Board of Directors (1987), and shall abide by the ISU policy statement on AIDS.

The APIC recommends the use of universal precautions where the handling or exposure to blood and body fluids are concerned. As a result, **the precautions outlined later in this policy statement are to be followed when there is a chance of exposure to the blood and/or body fluids of all patients regardless of their isolation precaution status or diagnosis.**

Below are the guidelines recommended by the APIC:

1. **HANDS** should always be washed before and after contact with patients. Hands should be washed even when gloves have been used. If hands come in contact with blood, body fluids, or human tissue, they should be immediately washed with soap and water.
2. **GLOVES** should be worn when contact with blood, body fluid, tissues, or contaminated surfaces is anticipated.
3. **GOWNS** or plastic aprons are indicated if blood splattering is likely.
4. **MASKS AND PROTECTIVE GOGGLES** should be worn if aerosolization or splattering are likely to occur, such as in certain dental and surgical procedures, wound irrigations, post-mortem examination, and bronchoscopy.
5. To minimize the need for emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or other ventilation devices should be strategically located and available to use in areas where the need for resuscitation is predictable.
6. Sharp objects should be handled in such a manner to prevent accidental cuts or punctures.

Used needles should not be bent, broken, reinserted into their original sheath, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle disposal box which should be readily accessible (placed in all clinical areas, including patient rooms). All needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids should be reported immediately.

7. Blood spills should be cleaned up promptly with a disinfectant solution such as a 1:10 dilution of bleach.
8. All patients' blood specimens should be considered biohazardous.

Radiographic science students are scheduled in numerous health care facilities, and it is unlikely that all these facilities will have identical policies and procedures regarding AIDS patients. As a result, in addition to the general guidelines #1-8 above, the student is also expected to follow any additional policies/procedures which are in effect at the clinical site where they are assigned.

COURSE EVALUATIONS

All students are requested to complete course evaluations for each course in which he/she is enrolled. Course evaluations will be conducted once a semester. Students are invited to utilize constructive criticism in completing the evaluations so that faculty can identify strengths and weaknesses in the course and plan accordingly for the future.

Faculty does not review the actual evaluation by a student, but receive a summary or an average of your ratings.

IDAHO STATE UNIVERSITY
Department of Radiographic Science

PREPROFESSIONAL YEAR I
Associate of Science and Bachelor of Science

		<u>Credits</u>
BIOS 101	Biology I (with lab)	4
BIOS 301	Anatomy & Physiology.....	4
BIOS 301L	Anatomy & Physiology Lab.....	0
BIOS 302	Anatomy & Physiology.....	4
BIOS 302L	Anatomy & Physiology Lab.....	0
CIS 101	Intro to Computer Systems.....	3
COMM 101	Principles of Speech.....	3
ENG 101	English Composition.....	3
HCA 110	Intro to Allied Health.....	2
HCA 210	Medical Terminology & Comm.....	2
MATH 143	College Algebra.....	3
PHYS 100	Essentials of Physics.....	4
*PSYCH 101	Introductory General Psychology I (Goal 12).....	3
RS 105	Intro to Radiographic Science.....	1
	Total	36

Pre-Professional Year II
Bachelor of Science

ACCT 201	Principles of Accounting.....	3
HCA 350	Organizational Behavior in Health Care (spring only)..... (may substitute MGT 312 3 credits)	3
HCA 375	Health Care Law (Spring only).....	3
HCA 384	Human Resource Management in Health Care Organizations (fall only) (may substitute MGT 473 3 credits)	3
*ART 100	Survey of Art (Goal 6).....	3
CHEM 101	Intro to General Chemistry I..... (may substitute CHEM 111)	3
*ECON 201	Principles of Macroeconomics (Goal 11).....	3
ENG 102	Critical Reading & Writing (Part of Goal 1).....	3
*HIST 112	U.S. History II (Goal 9).....	3
MATH 253	Intro to Statistics.....	3
*PHIL 101	Introduction to Philosophy (Goal 8).....	3
	Total	33

*These courses are suggested to fulfill university requirements; other courses may be substituted.

PROFESSIONAL CURRICULUM

Sophomore and Junior years for Associate Science Degree candidates.

Junior and Senior years for Bachelor of Science Degree candidates.

PROFESSIONAL YEAR I

Fall Semester		Credits
RS 310	Radiographic Methods I.....	2
RS 320	Radiographic Processing (with lab).....	2
RS 325	Patient Care in Radiography.....	3
RS 330	Radiographic Exposure (with lab).....	3
RS 340	Laboratory Practicum I.....	1
RS 389	Applied Radiography I.....	4
Total		15

Spring Semester		
RS 311	Radiographic Methods II.....	2
RS 341	Laboratory Practicum II.....	1
RS 375	Pediatric Radiography.....	1
RS 388	Radiation Protection.....	1
RS 390	Applied Radiography II.....	4
BIOS 470	Cross-Sectional Anatomy.....	2
PHYS 300	Medical Electronics.....	2
PHYS 321	Radiographic Physics.....	2
Total		15

PROFESSIONAL YEAR II

Summer Semester		
RS 488	Applied Radiography II.....	5

Fall Semester		
RS 312	Radiographic Methods III.....	2
RS 342	Laboratory Practicum III.....	1
RS 420	Radiologic Facility Organization (BS only).....	1
RS 450	Alternate Imaging Modalities & Radiation Therapy.....	1
RS 460	Intro to Radiographic Quality Assurance.....	2
RS 489	Applied Radiography IV.....	6
Total		13

Spring Semester		
RS 430	Radiographic Pathology.....	2
RS 441	Advanced Radiographic Methods I.....	1
RS 470	Advanced Radiographic Exposure.....	2
RS 481	Independent Study (Optional).....	2
RS 490	Applied Radiography V.....	6
BIOS 307	Radiobiology (with Lab).....	3
Total		14-16

CURRICULUM PLANNING

Students should become familiar with the courses they need to obtain their degree. Student files are reviewed annually by faculty to determine courses needed toward graduation. Students are encouraged to plan and obtain advice about scheduling courses so they are taken in the proper sequence or semester. Good planning could save time and eliminate unnecessarily heavy schedules.

When planning a semester schedule, students cannot exceed forty (40) contact hours per week. Students may determine contact time by the following guidelines:

1. Each course credit = 1 contact hour except clinical or lab credit.
2. Clinical Day = 8 contact hours.
3. Each lab credit = 2 to 3 contact hours.

Example

<u>Course</u>	<u>Credit</u>	<u>Contact Hour(s)</u>
R.S. 311	2	2
R.S. 330	2	2
R.S. 330L	1	3
R.S. 325	2	2
R.S. 341	1	2
R.S. 389	4	16
PHYS 100	<u>4</u>	<u>4</u>
Totals	16	32

DISCIPLINARY ACTION

Any infraction of the policies of the Idaho State University Radiographic Science Program and/or any infraction of the policies and regulations of the hospital in which the students are assigned will warrant disciplinary action. The type of action taken will depend upon the seriousness of the infraction.

Disciplinary action will result if a student is cheating in the classroom or lab during tests, cheating with actual clinical attendance, or inappropriate behavior, i.e., drugs, evidence of alcohol, stealing, and non-compliance with hospital policy.

If the problem should develop within the assigned hospital, the hospital shall notify the program director. This notice shall define the problem and any circumstances surrounding the infraction.

The radiographic science faculty shall investigate the situation, decide upon the disciplinary measure to pursue, and notify the student by letter and meeting. Disciplinary action shall fall into one of the following categories.

- I. Warning: The program faculty will discuss the problem with the student and suggest remedial action in a letter to the student.
- II. Scholastic Probation: Please see the ISU Undergraduate Catalog for details.
- III. Dismissal:
 - A. The student will be dismissed from the ISU Radiographic Science Program for severe infractions of program policies. Dismissal may be permanent or of a defined period as indicated by meeting with the student and in a letter to the student.
 - B. A student on probation will be dismissed at the end of the spring semester of any year in which a cumulative grade point average of less than 2.25 for the year is maintained.

DRESS STANDARDS

Each student enrolled in the Radiographic Science program is expected to maintain a personal appearance and dress appropriate to the professional setting of the health area.

Remember the dignity of your profession and personal regard for your patient; s/he may feel threatened by extremes. No matter what the ends of the spectrum may be, moderation in appearance and action will engender the most confidence and impart the most comfort to patients and their families. Students are expected to shower or bathe prior to clinical practice. The use of deodorant or an antiperspirant is expected. Perfume and cologne should be discrete.

A student must assume responsibility for appropriate dress. Good grooming along conservative lines is essential. Exaggerated clothing and hairstyles are out of place in the health areas. When buying shoes, attire, and cosmetics for clinical components, the emphasis should be on comfort, protection and professional appearance.

All students will be appropriately dressed for clinical. Each student will wear a smock, lab coat, or scrub top while in the clinical area. Jeans will not be accepted at any time. White hospital type or dark tie shoes are to be worn during any clinical experience. All white leather, tennis-type shoes are acceptable.

No open-toed, cowboy boots or high-heeled shoes are acceptable. A student will be asked to return home to change if seen in inappropriate attire.

The student will wear an ISU departmentally approved name badge on the smock, lab coat, or scrub top. These badges will be ordered during the first semester. Students are responsible for replacing lost badges in a timely manner.

Surgical scrubs are permissible during OR, special procedures rotations, and emergencies only. All scrubs must be left at the hospital. A lab coat must be worn outside of the surgical and special procedures suites.

Students may wear one stud style earring per ear. No other visible pierced jewelry may be worn during clinical.

Nails must be well groomed. There will be no artificial nails.

Official ISU radiation badges must be worn only during clinically assigned hours. (It is the employer's responsibility to provide badges for paid hours.)

Male students must shave or have neatly groomed beards and sideburns. Make-up shall be moderate and appropriate for daytime wear.

SAFE PRACTICE IN CLINICAL

Students are expected and required to function in a safe and appropriate manner at all times in applied radiography (clinical) courses. Students are expected and required to function in an ethical manner and within the requirements of hospital policy, university policy, program policy and the law. Students found to be functioning in an unsafe or otherwise inappropriate manner will be dealt with in a manner appropriate to the offense, after proper investigation of the charges.

The following guidelines should be used by students, hospital officials and university officials to determine what is considered unsafe or inappropriate student behavior:

1. Regulatory Behavior - The student shall function within the rules, policies, and regulations of the university, program, and clinical facility.

Examples of unsafe or inappropriate practice include but are not limited to the following:

- a. failure to notify the clinical instructor of absence from clinical;
- b. failure to adhere to the dress code;
- c. being present at clinical under the influence of drugs or alcohol;
- d. failure to make up missed clinical time;
- e. chronic tardiness;
- f. failure to follow clinical facility protocol in the conduct of radiographic procedures.

2. Ethical Behavior - The student shall function in an ethical manner at all times at the clinical facility.

Examples of unsafe or inappropriate practice include but are not limited to the following:

- a. refuses assignment based on a patient's race, culture, religious preference, gender, or illness or injury;
- b. demonstrates violation of normal standards of ethical care of patients;
- c. ignores the violation of normal standards of ethical care of others.

3. Biological, Psychological, Social, and Cultural Behavior - The student shall function in a manner which attempts to meet the patient's biological, psychological, sociological, and cultural needs as is appropriate to the radiographic procedures requested.

Examples of unsafe or inappropriate practice include but are not limited to the following:

- a. failure to display stable mental, emotional, and physical behaviors which may affect others' well-being;
- b. failure to maintain a patient's modesty during radiographic procedures;
- c. failure to maintain practices of good patient care;
- d. failure to be able to function with employees of the clinical facility, peers, faculty, and medical staff, especially when such relationships affect patient care.
- e. failure to demonstrate safe radiation protection behavior towards patients, others and oneself.

4. Accountability - The student shall be held accountable for all actions taken while in clinical and shall function in a manner in which the student is able to be held accountable for all actions taken.

Examples of unsafe or inappropriate practice include but are not limited to the following:

- a. failure to use initial markers on radiographs;
- b. failure to ask for assistance when needed;
- c. failure to refuse to do procedures for which one is not yet qualified by means of didactic instruction or clinical supervision;
- d. dishonesty.

4. Human Rights - The student shall function in a manner in which the rights of all patients are held in the highest esteem.

Examples of unsafe or inappropriate practice include but are not limited to the following:

- a. failure to maintain patient confidentiality;
- b. failure to maintain confidentiality of patient records;
- c. differential treatment of patients based on patient's race, culture, religious preference, gender, illness or injury.

Procedure:

1. An act or acts of unsafe or inappropriate practice as demonstrated by a student in clinical shall be brought to the attention of the clinical coordinator by the student's clinical instructor.
2. While charges of unsafe or inappropriate practice as demonstrated by a student in clinical are being acted on by the clinical facility, program or university, the student will be suspended from clinical. If and when the student is allowed to resume their clinical assignment after action on the charges has been taken, the student will be required to make up any clinical time which has been missed. The grade which the student receives for the clinical course in question shall be that grade earned by the student, unless the student withdraws from the course in accordance with university policy.
3. The clinical coordinator shall communicate the charges of unsafe or inappropriate behavior to the department chair on the same day of notification from the clinical instructor.
4. The student will then be notified in writing of the charges of alleged unsafe or inappropriate behavior by the department chair within two working days of notification from the clinical coordinator.
5. The student will be given the opportunity to respond to the charges in writing. This written response must be provided by the student to the department chair within two working days of having received notification of the charges by the department chair.
6. Program faculty and the department chair will review the charges and the student's written response. The program faculty and department chair will determine what action is to be taken. This might include, but is not limited to, dismissal of the charges, a warning, or dismissal of the student from the program. Written notification of the action to be taken will be provided to the student and clinical instructor within two working days of the meeting of the program faculty and department chair.
7. Students not agreeing with the action taken against them may appeal the action through the normal procedure utilized by the Dean of the College of Health Professions, and the College of Health Professions Scholastic Appeals Committee.

EVIDENCE OF UNSAFE PRACTICE

Students demonstrating or experiencing difficulty during clinical practice may request special assistance either from the clinical supervisor or the program director. If the student demonstrates any unsafe radiographic practice during the clinical experience toward patients or practitioners, the student will be made aware of the situation immediately by the clinical supervisor and program director. If any unsafe practice continues, the student will be requested to withdraw from clinical practice and/or the complete professional curriculum.

Holding patients during radiographic exposures is considered unsafe practice. Therefore, students are prohibited from doing so.

The clinical supervisor shall submit a written report regarding any unsafe practice to the program director. The written report will be submitted to the student in a private conference with the program director.

ADDITIONAL FEES FOR RADIOGRAPHIC SCIENCE MAJORS (5-02)

First Fall Session

Books - RS 310 Radiographic Methods I, Bontrager Textbook, \$118.00

RS 330 Radiographic Exposure Technique \$50.00

RS 340 Lab Practicum I, Lab Manuals \$70.00

Medical tests - TB testing, PPD, \$2.50

rubella titer, \$12.50

Chicken Pox Vaccine (if needed), \$12.50

Hepatitis Vaccine (optional), \$105.00

Name tag - \$5.00

Positioning Handbook - \$25.00

Uniforms - smock top, shirt, pants/skirt, shoes, \$100.00

Liability insurance - \$15.00

Lab fees - covers x-ray film and processing chemicals, and CPR certification \$350.00

Lead Markers - \$9:00-\$17.00

First Spring Semester

Lab fees - covers x-ray film and processing chemicals, \$250.00

Books - BIOS 470 Cross-Sectional Anatomy, \$85.00 (2 books)

PHYS 321 Radiographic Physics, \$62.95

RS 388 Radiation Protection, \$50.25

Summer Session

No extra fees

Second Fall Semester

Liability insurance - \$15.00

Books - RS 460 Intro Rad. Quality Assurance, \$38.00

RS 480 Special Rad. Procedures, \$40.00

Uniforms - replace as needed, \$50.00

Medical tests - TB testing, PPD, \$2.50

Lab fees - covers x-ray film and processing chemicals, \$250.00

Second Spring Semester

Certification exam - \$150.00

Books - BIOS 307 Radiobiology, \$ 40.00

RS 430 Radiographic Pathology, \$40.00

Note: These fees are an approximation.

FACULTY ADVISORS FOR STUDENTS

Each student is assigned an academic advisor. Pre-major and major radiographic science students are assigned an advisor by the Chairman of the Department. It is in the student's best interest to be advised by radiographic science faculty. The radiographic science advisor will continue to be the principle academic advisor for the student while the student is attending ISU. If, for some reason, the student or faculty member believes another individual should become his/her advisor, this change will be made. The department chairman should be contacted when a change is desired. In the event that a faculty member leaves, the student will be assigned another advisor. The designated faculty member must sign all registration and/or drop-add cards and petitions.

IMMUNE STATUS
STUDENT HEALTH QUESTIONNAIRE

NAME: _____ BIRTHDATE: _____

ADDRESS: _____

PHONE: _____ SCHOOL/PROGRAM: _____

STUDENTS: Please answer the following questions and attach documentation where required.

1. Have you ever had Chicken Pox (Varicella)? Yes _____ No _____
If "NO": Attach a copy of Varicella titre results or proof of Varicella Vaccination.
2. Were you born in or after 1957? Yes _____ No _____
If "YES": Attach a copy of proof of two Measles, Mumps, and Rubella (MMR.)
Vaccinations or attach a copy of results of Rubella and Rubeola titres.
3. Have you ever had a positive reaction to a TB (PPD) skin test?
Yes _____ No _____
If "YES": Attach copy of results of chest x-ray taken within the last 12 months.
If "NO": Attach copy of results of recent TB Skin Test (PPD). **AN ANNUAL TB SKIN TEST IS REQUIRED.**
4. Have you previously been vaccinated for Hepatitis B?
If "NO": it is recommended that you receive the Hepatitis B vaccination series.
5. Do you have any chronic skin condition? Yes _____ No _____
If "YES": Please explain.

SIGNED: _____ DATE: _____

Student

Completed questionnaire and attachments to be filed with Student Records.

INCOMPLETES/NO GRADE REPORTED IN THE PROFESSIONAL CURRICULUM

1. Incompletes may be given for a radiography course only at the discretion of the instructor and the program director. A written contract will be prepared by the instructor which will determine the criteria for fulfilling the requirements of the course. A copy will be sent to the Dean of the College.
2. An "incomplete" must be removed for all professional didactic courses including laboratories within one (1) year.
 - a. The student must request to receive an incomplete for the course from the instructor. Faculty will not assume to give an incomplete if course work is not complete.
 - b. If "Incompletes" are not removed according to the time allotted, the grade earned during the semester in which the student was enrolled will be issued.
3. An "incomplete" for a clinical section must be removed within 7 weeks after completion of the semester in which the incomplete was given.
 - a. Students must request to carry an incomplete from clinical faculty and clinical coordinator.
 - b. Students carrying an "incomplete" into another semester of clinical education will not be granted clinical time toward the newly enrolled semester.
 - c. If the "incomplete" is not removed after 7 weeks, the student will be requested to withdraw from the currently enrolled clinical course.
 - d. If clinical documentation and/or clinical absences are not completed by the date grades are due no grade will be reported for the student. A grade will be generated when all clinical requirements have been met.

JOURNALS AVAILABLE AT THE MAIN LIBRARY

Applied Radiography
Canadian Journal of Radiography
Medical Radiography and Photography
Radiography Today
Radiologic Clinics of North America
Radiology

British Journal of Radiology
Journal of Computer Assisted Tomography
Radiation Research
Radio Isotopes
Radiologic Technology

LIABILITY COVERAGE

Malpractice insurance or liability coverage is purchased through the university. Payment is collected when paying fees and enrolled in an Applied Radiography section. The cost is \$15.00 for the Fall and the Spring semesters. Payment made for the two semesters will include coverage for the summer internship in either R.S. 488 or R.S. 495.

If a student has not been in a clinical assignment for either Fall or Spring semester, liability coverage for the summer must be purchased through the Financial Affairs Office in the Administration Building.

TRANSPORTATION POLICY

It is the student's responsibility to provide his/her own travel to and from class and clinical education centers. Neither the college nor the hospitals assume any responsibility for student transportation needs.

OFFICE HOURS

All faculty will have office hours for student appointments.

Students are encouraged to make appointments with faculty rather than simply "dropping in". Faculty will be extremely busy, and their preparation time should be respected. The faculty will provide assistance to students as necessary. However, if you are aware you are having problems in a specific area, please make an appointment for help. Remember that each instructor provides assistance for many students.

It is the policy of the Radiographic Science Program for students to obtain guidance or assistance about their academic affairs only during office hours. Please do not call faculty at their homes.

PREGNANCY POLICY

This policy is established to give the pregnant radiographic science student the option to declare or undeclare pregnancy to the ISU Radiation Safety Officer (RSO). In order to declare or undeclare herself pregnant, a female radiation worker/student must **notify the RSO in writing**.

Pregnant females may be issued a second personal dosimeter to be worn on the front of the abdomen and under the lead apron. The second personal dosimeter shall be exchanged monthly. The purpose of the second badge is to monitor the potential dose to the embryo-fetus. The ISU Technical Safety Office (TSO) will work with the student's clinical coordinator to ensure that the dose to a declared pregnant student will be maintained within 500 mrem for the gestation period. (10 CFR 20.1208). Any student may request to discuss the dangers of occupational radiation exposure with a radiographic science faculty member or a member of the ISU TSO at

any time.

Clinical assignments are made to satisfy specific clinical competencies required for the semester and to meet graduation requirements specified by the American Registry of Radiologic Technologists (ARRT). As a result, clinical rotations/assignments of a pregnant student cannot be altered in order to guarantee lower radiation exposures to the unborn embryo-fetus.

A student who has declared a pregnancy may elect to complete her clinical assignments after the pregnancy is over. An incomplete (I) will be assigned for a clinical course in progress. The student will be expected to re-enroll in the clinical course within 1 year after discontinuing due to a declared pregnancy. The remaining clinical course(s) must be completed consecutively without any semester lapses. A student wishing to exercise this option must **make the request in writing to the department chairperson.**

05/01

PETITIONS

The following procedures apply to petitions:

Waiver of Department Requirements:

All requests for waiver of department requirements shall be submitted for approval to the department chairperson. The program director must initial his/her recommendation prior to submitting requests to the chairperson. Requests for waiver of department requirements shall be submitted only on university petitions.

No requests will be approved for waiving a core (department) requirement, prerequisite or otherwise, if the student has not completed or is unable to complete the requirement due to scheduling conflicts. All students are expected to complete all prerequisite and major courses or their equivalent. Substitution for a course is allowed if approved by the program director.

Waiver of University Requirements:

All requests for waiver or substitution of university requirements shall be signed by the academic advisor/instructor, chairperson of the affected department, and dean of the college in which the course is offered. See University Bulletin.

Obtaining the Petition:

Petitions may be obtained in the departmental office (Helen V. Buckley Nursing Building, Room 202). The petition statement should be handwritten and approved by the program director prior to typing on the petition form.

VENIPUNCTURE

Students in the professional curriculum may fill syringes with contrast medium designated for the examination. The examinations are limited to 1) IVP's, 2) venograms, 3) sialograms, 4) hysterosalpingograms, 5) bronchograms, and 6) lymphangiograms. Preparation of ready mixed IV contrast medium may be set up for injection with appropriate IV tubing and needles. Any additions of medication into IV or flushing solutions are prohibited by the student, unless in R.S. 495.

Students are prohibited from administering contrast medium through venipuncture unless enrolled in R.S. 495.

PROFESSIONALISM

The educational process in radiographic science is directed at assisting the student in acquiring psychomotor, cognitive, and affective behaviors necessary to become a radiologic technologist who is competent to function as a professional within the allied health profession. To this end, the faculty and program director have the responsibility to plan learning experiences designed to assist the student in becoming a competent radiologic technologist. In addition, students must exhibit affective (value and attitudinal) behaviors consistent with those required to acquire and maintain employment and function effectively as part of the medical team.

"Professionalism" is defined as professional character, spirit, or methods--the standing, practice, or methods of a professional, as distinguished from an amateur. Behaviors and attitudes required by allied health professionals are expected of radiographic science students, and include:

1. Utilizing communication skills that are appropriate and effective in relating to patients, peers, and faculty.
2. Conducting one's self in a manner considered appropriate, legal, and ethical by members of the allied health profession.
3. Assuming responsibility for one's own academic and professional development.
4. Complying with the appropriate dress standards and policies observed by both the hospital and the department of radiology.

PROFESSIONAL SOCIETIES

Students are encouraged to join the professional societies. As a student member, you will receive professional publications, announcements of annual meetings, and you are eligible to attend meetings at a reduced rate.

<u>Society</u>	<u>Annual Dues</u>
American Society of Radiologic Technologists (ASRT)	\$30
Idaho Society of Radiologic Technologists (ISRT)	\$ 5
Southeastern Idaho Society of Radiologic Techs. (SEISRT)	\$ 1

Students may submit essays to the ASRT and the ISRT annual meeting. First, second, and third place winners receive a monetary prize for their successful efforts.

PROGRAM ORIENTATION

During the first semester of the professional program, students will be introduced to the radiographic science program. This will include the use of radiation monitoring badges, departmental policies, clinical policies, medical ethics, interpersonal relationships, and the professional societies.

A course syllabus is distributed for each course which provides the student with the following information:

- A. Course Overview
- B. Presentation Methods
- C. Required Texts
- D. Classroom Procedures
- E. Grading Policy
- F. General Course Objectives
- G. Class Schedule Outline

It is the responsibility of each student to be fully aware of the contents of the syllabus and what penalties exist if the student deviates from any policy regarding classroom procedures.

PROGRAM FACULTY

Charles A. Francis, M.Ed.,R.T.(R)(QM), Associate Professor, Department Chairman

Dan L. Hobbs, MSRS, RT(R)(CT)(MR), Assistant Professor

Wendy Mickelsen, BSRS, RT(R)(M), Instructor

Allen Eng, M.D., Medical Advisor

Cheryl Smith, BSRS, RT (R)/Brenda Pristupa, BSRS, Clinical Instructors
Portneuf Medical Center

Breezy Bird, BSRS, R.T.(R), Clinical Instructor
Eastern Idaho Regional Medical Center

Anna Struhs, RT(R)(M)(CT),Clinical Instructor
Madison Memorial Hospital

Lisa Wells, BSRS, R.T.(R)(M), Clinical Instructor
Bingham Memorial Hospital

PURPOSE OF THE RADIOGRAPHIC SCIENCE PROGRAM

The Radiographic Science Program is designed to develop the technical skills and knowledge necessary for the student to satisfactorily function in the role of a radiologic technologist. The program seeks to provide pertinent learning experiences which will enable the student to demonstrate competency in the technical aspect of the profession as well as the human relations aspect. The program further seeks to develop the students' interests in the professional societies as well as the possibilities for continuing education.

The Radiographic Science Program is twenty months in duration after completing the necessary prerequisites. During this two-year period, the student will receive didactic experience at the University, combined with clinical experience at the affiliated hospitals. The student can be awarded an Associate of Applied Science or Bachelor of Science degree after satisfactorily completing the appropriate curriculum. Upon satisfactory completion of the radiographic science curriculum and the additional prerequisites, the student is eligible to write the national registry examination for radiologic technologists sponsored by the American Registry of Radiologic Technologists (ARRT).

A variety of assessment methods are used to determine if the student is achieving the goals of the program. Some of these are: written tests, laboratory exercises, long-term projects, written assignments, student demonstration, film critiques, observation, and performance evaluations.

The Radiologic Technologist is one of many individuals who work together as a team to meet the needs of the medical community and society by providing patients with the best possible care. Because of the rapid growth of the medical field, there is an ever increasing need for radiologic technologists.

RADIATION MONITORING

Each student will be given a radiation monitoring badge which will require changing once every semester. New badges will be available from the clinical coordinator. It is the student's responsibility to exchange his or her own badge for a new one each quarter. Students who fail to exchange their badges will not be allowed to work in a clinical setting or accrue required clinical hours from the indicated exchange date until the badge is exchanged. If the exposed badge is not returned by the time specified (5 days), the student will be responsible for delivering it to the Technical Safety Office.

This badge is to be worn at all clinical affiliates and during lab sessions at ISU. It is the student's responsibility not to lose or damage the badge. Each student will be advised on current radiation levels. Lost badges must be replaced at student expense. Students cannot participate in clinical experience without wearing the badge.

Students must not wear their ISU Film Badges while they are employed in radiography. ALARA limits are set for assigned clinical hours and do not include employment exposure.

In compliance with Idaho Radiation Safety regulations, the TLD shall be worn about the collar and outside the apron during fluoroscopy.

A copy of the ISU Radiation Safety Procedure Manual is available in the Radiographic Science Program for each student to review.

REINSTATEMENT PROCEDURES

Following academic dismissal and a lapse of one semester, a student may petition for permission to reenter the university. That student must file his/her petition with the Dean of the College of Health Professions immediately prior to the semester in which he/she wishes to reenter. A student given permission to reenter the university will be admitted on probation, and the rules under "Scholastic Probation" and "Dismissal" will apply. Students reentering the university under this method must also apply for readmission into the Radiographic Science Program by formal petition through the program director before being permitted to attend any courses of that major.

Students wishing to be reinstated to continue in the professional program after a lapse of more than one semester, must be able to demonstrate competency in the clinical and didactic courses completed prior to reinstatement. Reinstatements will be handled individually by the program director.

REQUIRED TEXTBOOKS

<u>Class</u>	<u>Text</u>	<u>Price</u>
PHYS 321	<u>Radiologic Science for Technologists</u> , Bushong, Mosby.	62.95
R.S. 105	<u>Introduction to Radiologic Technology</u> , Gurley. Mosby Pub. Co.	36.30
R.S. 310	<u>Textbook of Radiographic Positioning and Related Anatomy</u> , Bontrager, K.L., 5th Ed., Mosby Year-Book . St. Louis.	117.35
R.S. 311	See R.S. 310	
R.S. 312	See R.S. 310	
R.S. 320	None	
R.S. 325	<u>Basic Med Tech & Patient Care in Imaging Tech</u> Torres, Lippincott	40.00
R.S. 330	None	
R.S. 340	Lab Manual - package of 2	102.45
R.S. 341	See R.S. 340	_____
R.S. 342	See R.S. 340	_____
R.S. 375	None	
R.S. 388	<u>Radiation Protection in Medical Radiography</u> , Statkiewicz – Sherer, Visconti, Ritenour	34.00
R.S. 389	<u>Pocket Guide to Radiography</u> , Ballinger, 2nd Ed., Mosby Year-Book. St. Louis.	33.00
R.S. 390	See R.S. 389	_____
R.S. 420	None	

<u>Class</u>	<u>Text</u>	<u>Price</u>
R.S. 430	<u>Comprehensive Radiographic Pathology</u> , (1990). 3 rd Ed., Eisenberg R., Mosby Year-Book. St. Louis.	40.00
R.S. 441	<u>Textbook of Radiographic Positioning and Related Anatomy</u> , Bontrager, K.L., 4th Ed., Mosby Year-Book. St. Louis; and Reference Texts from the Library.	
R.S. 450	None	
R.S. 460	<u>Quality Management in the Imaging Sciences</u> , Papp, J., Mosby.	38.00
R.S. 470	See R.S. 320	_____
R.S. 481	<u>Radiography Examination</u> , Saia, D.A., 2nd Ed., Appleton & Lange Pub. Co.	20.00
R.S. 488	See R.S. 389	_____
R.S. 489	See R.S. 389	_____
R.S. 490	See R.S. 389	_____

Estimated Total Cost:

First Year - **\$426.05**
Second Year - **\$100.00**

Total-**\$526.05**

SCHOLARSHIPS

Various scholarships are made available through the university and private funding throughout the academic year. Announcements of pending monies will be posted on the radiographic science bulletin board in Room 119.

Radiographic science students are encouraged to apply for the following scholarships if such application is appropriate to their circumstances:

1. ASISU
Offered twice a year. Full tuition paid for one (1) semester. Apply in March and October.
 - a. Must be at least sophomore standing
 - b. Full-time student
 - c. In attendance at ISU for at least one (1) semester
 - d. Academic standing (GPA) weighted heavily

2. Vending Machine
Amount varies. Apply in November and April.
 - a. Student in good standing
 - b. Academic standing (GPA) weighted heavily

3. Discretionary Need
Amount varies. Apply in November and April.
 - a. Student in good standing
 - b. Financial need

4. Kasiska Foundation
Amount varies. Usually \$6,000 per year.
Announcements will be made in class regarding when to apply.

5. Radiographic Science Endowment Fund
Offered once each year. The amount varies depending upon interest earned.

STUDENT CLASS GOVERNMENT

Organized student government is a valuable tool in the transmission of information between students, faculty, and administration. Students are, therefore, encouraged to elect class officers and develop mechanisms for departmental committees, social and fund raising. Participation in university-wide activities is also encouraged, i.e., student senate.

The following committees require a student representative from each class: Student Appeals

Committee and Radiographic Science Advisory Committee.

Selection of a student representative for the Radiographic Science Advisory Committee will take place at the beginning of the Fall Semester. This selection is made by the 1st year professional students. This student shall serve on this committee for 2 years. A student will be recommended by the program director to sit on the Student Appeals Committee as needed.

STUDENT RELATED INJURIES/MEDICAL INSURANCE

Any student injured during clinical practice at one of the hospitals should:

1. Notify the Student Health Service (282-3320) about the injury first. It will be determined by the physician what the student should do.
2. If the student needs immediate attention, the student should utilize the emergency room at the hospital.
3. Provide a copy of the incident report and the emergency room report to the department chairperson.
4. Each student should be covered either by their own private medical insurance or the student health insurance.
5. Neither the university nor the hospital shall be deemed financially responsible for medical expenses which may be related to an injury or illness acquired during clinical practice.

UNIVERSITY HONORS PROGRAM

Academic Criteria

High University Honors:

1. Maintain a minimum overall GPA of 3.33
2. Place in the top **5%** of their college's graduating class.
3. Fulfill the requirements for a radiographic science major.

General University Honors:

1. Maintain a minimum overall GPA of 3.33
2. Place in the top **10%** of their college's graduating class.
3. Fulfill the requirements for a radiographic science major.

VACATION

The Radiographic Science Program at Idaho State University makes no provision for any vacation time to students in the program, other than semester breaks and the vacation periods scheduled on the university calendar.

See clinical calendar for designated holidays, breaks, and vacation periods.

A student may not shorten the length of their clinical rotation by accumulating compensatory time. (See page 5.) This is true for all semesters, including the final clinical course.

WITHDRAWAL PROCEDURES

A student who formally withdraws from a course in the procedure prescribed by the Office of the Registrar, prior to the last day to withdraw as listed in the university calendar, will receive a "W" on his/her official transcript. A student who fails to complete a course or who withdraws after the last day to withdraw will receive an "F" on his/her official transcript. Incompletes are not automatically given to students.

SEXUAL HARASSMENT

I. POLICY

The sexual harassment of any student, employee or recipient of the services of Idaho State University is absolutely forbidden. It is inimical to the purpose of the University and violates state and federal laws and the rules and governing policies and procedures of the Board. Harassment on the basis of sex is a violation of Section 703 of the Title VII of the Civil Rights Act of 1964 as amended.

II. DEFINITION

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, when:

- A. Submission to such conduct is made either explicitly a term or condition of an individual's employment,
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals or,
- C. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Additionally a person who is qualified for but denied an employment benefit because of another's submission to sexual harassment is protected by this policy.

SEXUAL HARASSMENT GRIEVANCE PROCEDURE

I. GRIEVANCE COMMITTEE

The Affirmative Action Grievance Committee, an appointed hearing officer by this committee, or the Affirmative Action Officer are to be responsible for receiving and investigating complaints of sexual harassment. Any employee, dean, supervisor, department chairperson, or faculty member who is made aware of an alleged incident of sexual harassment will take immediate action to bring the matter to the attention of the most appropriate University authority who will take immediate action pursuant to this policy.

II. INVESTIGATION AND RESOLUTION

A. Filing

Individuals who have been subjected to alleged acts of sexual harassment are encouraged to file complaints through the University's Affirmative Action grievance procedure. Due to the sensitive nature of this subject, any person or step normally part of the grievance procedure may be bypassed if the complainant feels it is necessary to do so.

If an employee so chooses to bypass the grievance procedure, he/she should contact the Affirmative Action Officer for additional advice on other procedures.

B. Confidentiality

Due to damage that could result to the career and reputation of any person falsely or in poor faith accused of sexual harassment, all investigations and hearings surrounding such matters will be designed to the maximum extent possible to protect the privacy of, and minimize suspicion toward the accused as well as the complainant. Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential communications.

C. Investigation Procedure

When an allegation of sexual harassment is made by any employee or student, the Grievance Committee or its appointee or Affirmative Action Officer will take immediate steps to:

- (1) Obtain a statement or grievance from the complainant regarding the times, dates, places, and circumstances surrounding the allegations.
- (2) Discuss the matter with the accused.
- (3) Obtain statements of witnesses or possible witnesses, if any.
- (4) The Grievance Committee, its appointed hearing officer, or the Affirmative Action Officer shall prepare a report of the investigation and submit it to the highest administrative authority in the University.

D. Action and Resolution

Based on the report, the designated authority shall take immediate and appropriate corrective action. In determining whether alleged conduct constitutes sexual harassment, the designated authority will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts on a case by case basis.

If there appears to be no foundation to the allegation other than the complaint:

- (1) No record shall be made of the allegation in either the accused or accuser's personnel records.
- (2) A reiteration of the policy against sexual harassment may be appropriate.
- (3) Bad faith allegations or use of this policy for unintended purposes may result in disciplinary action against the accuser.

If a foundation for the allegation exists, disciplinary action against the offending employee will follow. The disciplinary action will be commensurate with the scope and severity of the occurrence, and may include, but is not limited to, demotion, suspension, dismissal, warnings or reprimands. Additionally, every effort shall be made to provide appropriate relief for the victim.

SEXUAL ORIENTATION POLICY

IDAHO STATE UNIVERSITY strives to maintain a campus environment where all decisions affecting an individual's education, employment, or access to programs, facilities or services are based on bona fide occupational or educational criteria such as merit or performance. Irrelevant factors or personal characteristics that have no connection with such bona fide criteria have no place in the University's decision making. Accordingly, to the extent that it does not conflict with a contractual obligation or state, federal or local law or regulation, it is the policy of Idaho State University that an individual's sexual orientation* is an irrelevant factor and shall not be a basis for institutional decisions relating to education, employment, or access to program, facilities or services.

This policy is not intended to nor shall in any way be interpreted to infringe upon rights guaranteed by state and federal law.

**Defined as heterosexuality, homosexuality and bisexuality*