

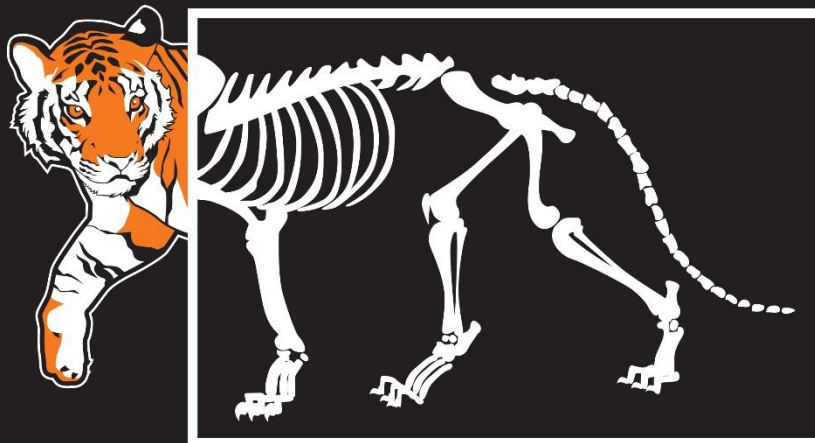
2023

IDAHO STATE UNIVERSITY



Idaho State  
University

Radiographic  
Science



Student Handbook

**IDAHO STATE UNIVERSITY**

**COLLEGE OF HEALTH**

**Radiographic Science Program**

**STUDENT HANDBOOK**

**Reviewed and Revised: August 2023**

**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

As the program director of the Radiographic Science Program at Idaho State University, I would like to extend a warm welcome. I am confident that your time here will provide a complete and enjoyable introduction and background in your chosen profession of radiologic technology.

Our mission is to provide a quality education in radiography and to provide the community competent and compassionate entry-level radiologic technologists.

This handbook is designed to serve as a guide to general information and policies concerning the program. I hope it will be helpful in presenting the guidelines for professional conduct and academic excellence required of a radiologic technologist. Please keep the handbook in an accessible place to refer to when needed. The faculty will discuss these policies during the program orientation; however, feel free to discuss any questions you may have at any time.

I welcome you on behalf of the entire Radiographic Science faculty. We are excited to participate in your professional education.

Sincerely,



Christopher Wertz, EdD, R.T.(R)(ARRT)  
Program Director



**Idaho State  
University**

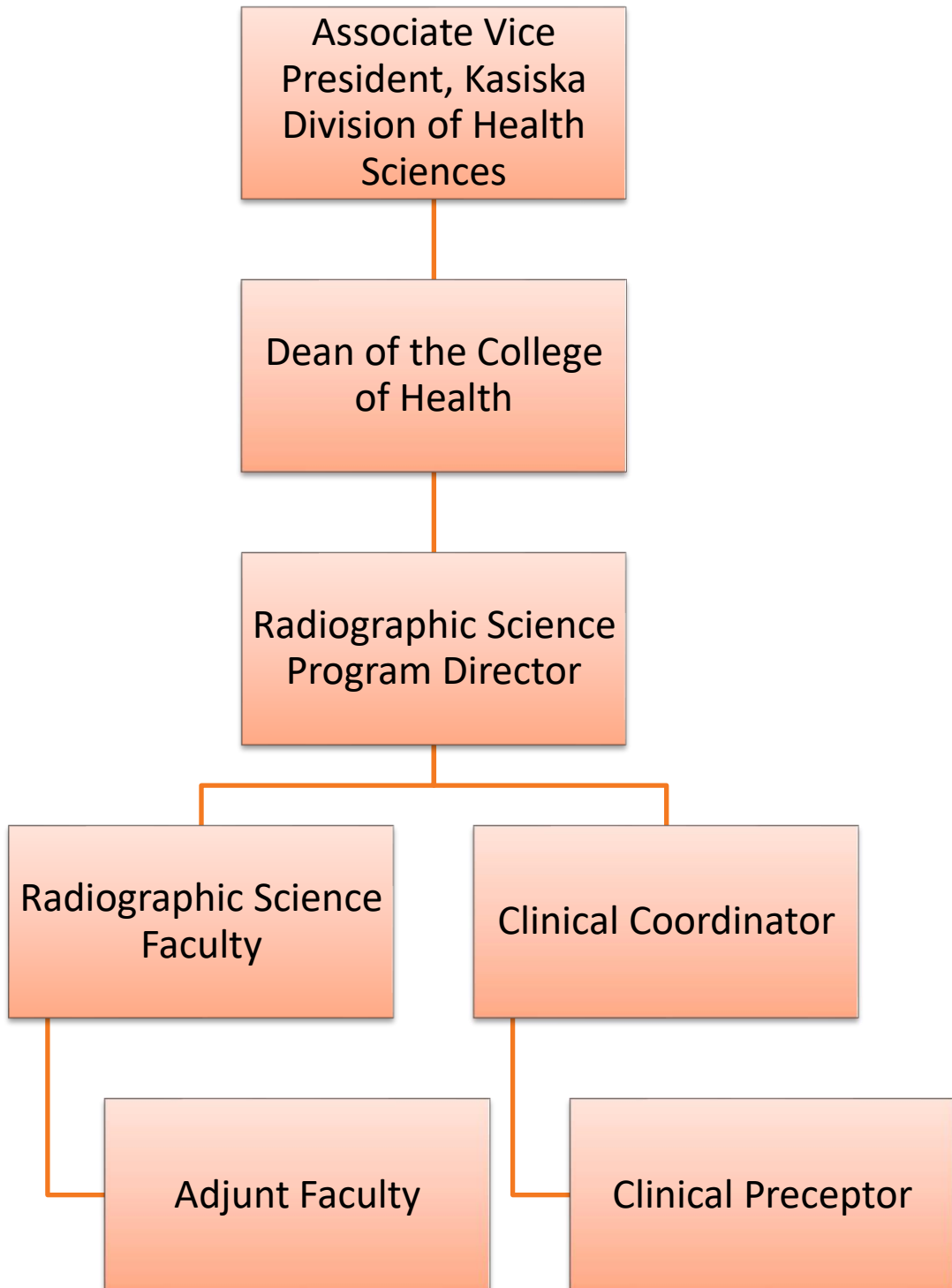
**Radiographic  
Science**

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**ORGANIZATIONAL CHART**  
**Idaho State University**  
**Radiographic Science Program**



## **PROGRAM FACULTY**

Christopher Wertz, EdD, R.T.(R)(ARRT), Program Director, Associate Professor

Wendy Mickelsen, MHE, R.T.(R)(M)(BD)(ARRT), Clinical Coordinator, Clinical Assistant Professor

Breezy Bird, MHA, R.T.(R)(M)(ARRT), Clinical Assistant Professor

Chelsie Wheatley, BSRS, RT(R), RDMS, RVT, Clinical Assistant Professor, Diagnostic Medical Sonography

---

Teresa Rhodes, BSRS, R.T.(R)(M)(CT)(ARRT), Clinical Preceptor  
Bingham Memorial Hospital

Isabel Hopkins, BSRS, R.T.(R)(CT)(BD)(ARRT), Clinical Preceptor  
Blackfoot Medical Center

Kurtis Thatcher, AAS, R.T.(R)(ARRT), Clinical Preceptor  
East Idaho Orthopaedics

Nathan Quesada, AS, R.T.(R)(ARRT), Clinical Preceptor  
Eastern Idaho Regional Medical Center

Morgan Anselmi, BSRS, R.T.(R)(M)(BD)(ARRT), Clinical Preceptor  
Family First Medical Center

Davin Gilbert, BSRS, R.T.(R)(CT)(ARRT), Clinical Preceptor  
Franklin County Medical Center

Karin Turner, BSRS, R.T.(R)(ARRT), Clinical Preceptor  
Idaho Falls Community Hospital

Sarah Bluemel, BSRS, R.T.(R)(ARRT), Clinical Preceptor  
Idaho Medical Imaging and OrthoIdaho

Adam Jacobson, BSRS, R.T.(R)(N)(CT)(ARRT), Clinical Preceptor  
Madison Memorial Hospital

Brenda Jarvie, BSRS, R.T.(R)(ARRT), Clinical Preceptor  
Mountain View Hospital

Michael Turpin, BSRS, R.T.(R)(MR)(CT)(ARRT), Clinical Preceptor  
Nell J Redfield Memorial Hospital



Kimberly Peck, BSRS, R.T.(R)(CT)(ARRT), Clinical Preceptor  
Brittany McCarty, BSRS, R.T.(R), Clinical Preceptor  
Portneuf Medical Center

Mariela Resendiz, BSRS, R.T.(R)(ARRT), Clinical Preceptor  
Power County Hospital

Natalie Godby, AAS, R.T.(R)(M)(ARRT), Clinical Preceptor  
Teton Radiology Madison

## **AFFILIATE HOSPITALS AND CLINICAL SITES**

Bingham Memorial Hospital

98 Poplar Street

Blackfoot, ID 83221

Kristie Watson, R.T.(R)(M)(ARRT), Medical Imaging Director

---

Blackfoot Medical Center

1441 Parkway Drive

Blackfoot, ID 83221-1667

Isabel Hopkins, BSRS, R.T.(R)(ARRT), Chief Technologist

---

East Idaho Orthopaedics

2210 Coronado Street

Idaho Falls, ID 83404

Kurtis Thatcher, AAS, R.T.(R)(ARRT), Chief Technologist

---

Eastern Idaho Regional Medical Center

3100 Channing Way

Idaho Falls, ID 83401

Jeffrey Scott Stermer, R.T.(R)(CT)CNMT, Medical Imaging Manager

---

Family First Medical Center

3820 Crestwood Ln

Idaho Falls, ID 83404

Morgan Anselmi, BSRS, R.T.(R)(BD)(ARRT), Lead Technologist

---

Franklin County Medical Center

44 N 1<sup>st</sup> E

Preston, ID 83263

Jim Hansen, R.T.(R)(ARRT), Department Head

---

Idaho Falls Community Hospital

2327 Coronado St.

Idaho Falls, ID 83404

Derrick Swaner, BSRS, R.T.(R)(N)(ARRT), CNMT, Manager

---

Idaho Medical Imaging

1151 Hospital Way Bld. B

Pocatello, ID 83201

Douglas Jackson, R.T.(R)(MR)(CT)(ARRT), Director of Imaging Services

---

Madison Memorial Hospital

450 E. Main

Rexburg, ID 83440-0310

Casey Dye, MHA, R.T.(R)(ARRT), Director of Radiology

---

Mountain View Hospital  
2325 Coronado St  
Idaho Falls, ID 83404  
Cassie Smouse, Medical Imaging Administrator

---

Nell J Redfield Memorial Hospital  
150 N 200 W  
Malad City, ID 83252  
Michael Turpin, BSRS, R.T.(R)(CT). Imaging Services Manager

---

OrthoIdaho  
2240 E Center  
Pocatello, ID 83201  
Douglas Jackson, R.T.(R)(MR)(CT)(ARRT), Director of Imaging Services

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Power County Hospital  
510 Roosevelt Ave  
American Falls, ID 83211  
Aaron Beyerl, Director of Engineering

---

Portneuf Medical Center  
777 Hospital Way  
Pocatello, ID 83201  
Douglas Jackson, R.T.(R)(MR)(CT)(ARRT), Director of Imaging Services

---

Teton Radiology Madison  
425 E. 4th N.  
Rexburg, Idaho 83440  
Judy Matthews, Supervisor

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## **ACCREDITATION**

Idaho State University is fully accredited by the Northwest Commission on College and Universities (NWCCU). The program is programmatically accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, phone number 312-704-5300, mail@jrcert.org, <http://www.jrcert.org>. The program's effectiveness data is available on our website: [www.isu.edu/radiography](http://www.isu.edu/radiography) and on the JRCERT website: <https://www.jrcert.org/programs/idaho-state-university/>

## **OVERVIEW**

The Radiographic Science Program is designed to facilitate the development of professional radiologic technologists who have acquired the technical skills and knowledge necessary to fulfill the needs required in the medical imaging setting. The radiologic technologist plays a vital role in the health care team. Due to the rapid growth of technology in the health care setting, there is an increased demand for qualified personnel.

## **PHILOSOPHY**

Idaho State University's Radiographic Science Program was developed with the philosophy that didactic education and clinical experience, which includes "hands on," should happen together for continuity during learning. Therefore, during the entire program, the student learns in the laboratory setting and applies those acquired skills in the clinical setting. This happens on a weekly basis. Furthermore, in the classroom, students acquire the theoretical information necessary to perform as technologists. The next step involves laboratory experiences where the opportunity to apply technological skills is acquired by using phantoms and simulations. Students then progress and perfect their skills by working with technologists in a clinical environment. Additionally, several of the classes are taught by the Physics, Biology, Management, and Health Care Administration faculty. This is atypical of most Radiographic Science programs and is a unique feature that sets the program apart from other programs. Our philosophy is that students who learn from experts become experts. When graduation approaches, students are ready to enter the profession confidently.

## **MISSION**

The mission of the Radiographic Sciences program is to provide students with both the academic and technical foundations to competently and safely perform radiologic procedures, to prepare qualified imaging technologists who will ethically respond to the needs of patients with technical competence and compassion, and to assume a vital professional role as a medical team member.

## **VISION**

Prepare leaders in radiography for today and tomorrow by providing baccalaureate education.

## **CORE VALUES**

The Radiographic Science Program is committed to the following core values:

- ***Academics*** – promoting excellence in all academic endeavors.
- ***Knowledge*** – recognizing the significance of new knowledge in a profession that is predisposed to change while maintaining traditional values and emphasizing the needs of the patient.
- ***Dedication*** – helping meet the statewide and regional needs by providing access to quality education to prospective students.
- ***Community*** – helping meet the needs of the community in the health care setting by providing competent, qualified, technologists who are eligible upon graduation to sit for the national certification examination in radiography sponsored by the American Registry of Radiologic Technologists (ARRT)

## **GOAL AREAS**

### **PROGRAM GOALS/OUTCOMES**

**The faculties in the Radiographic Science Program promote knowledge and discovery for all students in our program by committing to the following goals for all students in the program:**

1. Students will use critical thinking and problem-solving skills.
2. Students/graduates will be clinically competent.
3. Students will be able to effectively communicate.
4. Students will demonstrate the importance of professional growth and development.

## **CERTIFICATION**

Graduates of the program in Radiographic Science at Idaho State University are eligible to sit for the national certification examination sponsored by the American Registry of Radiologic Technologists (ARRT).

## **DEGREE PROGRAMS**

The Radiographic Science Program at Idaho State University offers a Bachelor's degree.

The Bachelor of Science degree is a four-year curriculum. During the first two years the student takes general education, basic science, and business courses at the university. During the two professional years, the student studies and practices the clinical application of radiography at the university's energized laboratory and at affiliated hospitals and clinics. The graduate is eligible to take the national examination for certification administered by the ARRT.

The Radiographic Science Program is designed to develop the technical skills and knowledge necessary for the student to satisfactorily function as a radiographer. Learning experiences

enable the student to demonstrate competency in the technical aspect of the profession as well as human relations. The program further seeks to develop student interest in the professional societies and provides methodology to maintain competency upon graduation.

Upon completion of the program, the graduate will be able to work as a radiographer in a hospital, clinic, or private office and effectively perform their duties with patients in a responsible, ethical, and professional manner. Because of the rapid growth of the medical field, there is a need for well-trained radiographers.

## **ACADEMIC STANDARDS**

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 (RS) will be dismissed from the program and prohibited from taking any further courses with the RS 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. Additional details regarding readmission can be found in the current Radiographic Science Student Handbook.

## **GENERAL ADMISSIONS PROCEDURES**

Admission to the Radiographic Science Program is competitive. Students will be evaluated and points awarded by using grades in the core objectives and program required courses. Additional points are awarded to ISU Students, residents of the State of Idaho, and 2nd time and subsequent applicants who have completed all of the prerequisite classes the previous year. Students will be selected using GPA, and any additional points earned by the student. A minimum grade point average of 3.0 is required. Procedures for admission to the program include:

1. Complete procedures for admission to the University.
2. Complete and return the Radiographic Science Application Form and \$100 fee.
3. Complete the necessary prerequisite course work.
4. Submit *official* transcripts of all college and/or university courses completed, including advanced placement or dual-enrolled courses.

### ***Application Deadline***

The above admission procedures must be completed and received by the Radiographic Science Program by **May 15<sup>th</sup>** of the year the student is seeking admission. If the 15<sup>th</sup> falls on a weekend the application must be received by the Friday preceding the deadline date. The first professional year begins in the fall semester.

## ***Idaho State University Radiographic Science Program Policy for Transfer of Credit from Other Programs***

The Idaho State University Radiographic Science Program will award credits in radiography for programs completed at accredited hospital based, university or college based, military based, and/or accredited vocational-technical schools. To be awarded a Bachelor of Science in Radiographic Science, the student must meet all general education requirements and university graduation requirements. To be eligible to receive credit, the student must:

1. Be a currently registered radiographer, or RT(R).
2. Have worked as a radiographer during the past three years or amount of time to remain proficient to be determined by the evaluating committee.
3. Submit evidence of experience and curriculum including:
  1. Certificate of successful completion of registry.
  2. Currently registered by the ARRT.
  3. Certified list of courses and descriptions of curriculum from accredited hospital-based, university or college-based, military-based, and/or accredited vocational technical programs.
  4. ***Official*** college transcripts.

## PROGRAMATIC ADMISSIONS PROCEDURES/POLICIES

**Have you ever been convicted of a felony or misdemeanor?** The American Registry of Radiologic Technologists (ARRT) may prohibit you from taking the certification examination if you have been convicted of a felony or misdemeanor. You should contact the ARRT to establish your eligibility if you have any doubt. (ARRT, 1255 Northland Drive, St. Paul, MN 55120-1155, Phone: (651) 687-0048). Minor traffic violations do not need to be reported unless they involve a DUI.

Admission to the Radiographic Science Program at Idaho State University is highly competitive. Openings are limited primarily due to limited available clinical education centers. As a result, a means of selecting those students with the greatest potential for success is necessary. Preference is given to Idaho residents.

Applicants are ranked according to overall academic grade point average (GPA) from the following General Education Objective and Program Requirement courses. **A minimum grade of "C-" is required in all General Education Objective and Program Requirement courses.**

Points are awarded for grades in each of the following pre-professional courses (General Education Courses with an asterisk \* are **required** for the program. The other General Education Courses (those without an asterisk) have courses that will satisfy the University General Education Objectives and will be awarded points for grades:

Obj	General Education Objective Courses	Credit
1	ENGL 1101 Writing & Rhetoric I	3
1	ENGL 1102 Writing & Rhetoric II	3
2	*COMM 1101 Fundamentals of Oral Communication	3
3	*MATH 1153 Statistical Reasoning	3
4	Objective 4	3
4	Objective 4	3
5	*BIOL 1101 Biology I (with lab)	4
5	*CHEM 1101 Intro to General Chemistry	3
6	Objective 6	3
6	Objective 6	3
7-8	*INFO 1101 Digital Information Literacy	3
9	Objective 9	3
	Total	37
	<b>Program Requirements</b>	
	RS 1105 Intro to Radiographic Science	1
	CPH/HCA 2210 Medical Terminology & Comm	2
	MATH 1143 College Algebra	3
	PHYS 1100 Essentials of Physics	4
	BIOL 2227 Human Anatomy & Physiology I (with lab)	4
	BIOL 2228 Human Anatomy & Physiology II (with lab)	4
	ACCT 3303 Accounting Concepts	3
	MGT 3312 Indiv & Organizational Behavior	3
	HCA 4475 Health Law & Bioethics	3



	MGT 4473 Human Resource Management	3
	Total	30

1. A grade of A is worth 4 points, B's are 3 points, C's are 2 points, D's are 1 point, and F's are 0 points. Plus (+) and minus (-) grades are converted to whole letter grades for point assignments. The points are then multiplied times the credit hour weighting of the course to determine the **total** points for each course. Credits transferred to ISU that are considered as equivalent to the ISU course(s) listed above, will be weighted according to the credit hours from the original institution, but no greater than the ISU course weighting. For example, if a student completed a four (4)-credit college algebra course at XYZ University and it is considered equivalent to the ISU MATH 1143 course, the weighting would be three (3) credits and not four (4). Quarter credit hour credits will be converted to "semester" credits for the purpose of weighting. One (1) quarter credit hour shall be considered to be 2/3 of a semester credit hour.

If a student tests out of a course or is otherwise given credit for a course by the ISU Registrar, including military credit, then the grade used for calculation of points shall be an "A" unless a different letter grade is earned (i.e. B, C, D, or F). If a student tests out of a course or is otherwise given credit for a course by the ISU Registrar, including military credit, but takes the course anyway, then the grade used for calculation of points shall be the grade earned in the course.

A passing "P" or a "TS" grade will be counted as a "C" unless proven otherwise with official transcript documentation.

2. Residency - Idaho residents shall be awarded 4 points.

3. Students who have completed 17 or more General Education Objective and Program Requirement courses at ISU will be awarded an additional 8 points.

4. Students that have a minimum cumulative GPA of 3.0 and have completed **ALL OF THE CLASSES EACH PREVIOUS YEAR APPLIED** in General Education Objective and Program Requirement courses will be awarded 50 additional points for each year that they have **REAPPLIED** to the program. Again, this will only be applied if ALL GENERAL EDUCATION OBJECTIVE AND PROGRAM REQUIREMENT courses are completed and the student has a 3.0 cumulative GPA.

5. The total points accumulated from the calculations in #1 through #4 above shall then be multiplied times the student's cumulative grade point average of the General Education Objective and Program Requirement courses, for a total point value.

6. Interview: The top 30 ranked applicants will be contacted and an interview will be scheduled. Maximum of 100 points will be awarded for the interview process.

7. The students will be ranked according to the total points accumulated. The students with the highest accumulated points will be selected for program admission in accordance with the number of openings available. For example, if there are 20 vacancies then the top 20 students will be selected.\*\*\*

\*\*\*(No student will be selected for program admission that has not completed MATH 1143, BIOL 1101, BIOL 2227 and 2228 with grades of "C-" minimum, prior to the

commencement of professional course work, regardless of a student's total accumulated points. An overall GPA of 3.0 minimum is also required.)

8. Alternates for admission will be selected on the basis of their ranking.

9. In the event of a tie during the selection process the following procedure will be initiated in the following order: a) preference will be given to the candidate that has applied during a previous year, b) the student with the highest number of the General Education Objectives and Program Requirements taken at ISU, c) random drawing of name.

### ***Deadlines***

Applications must be complete and submitted on or before **May 15<sup>th</sup>** of the year in which the student is seeking to begin professional course work. Classes begin in the fall semester. A completed application consists of four (4) items as follows: 1. Admission to Idaho State University. 2. Completed application form for the Radiographic Science Program. 3. Official transcripts of ALL college course work completed up to the time of application. 4. A non-refundable application fee, made payable to the Radiographic Science Program.

### ***Notification of Acceptance***

Students will be informed by June 15<sup>th</sup> of their admission status. Notification will be sooner if possible. In order to guarantee a seat in the program, the student is required to submit a deposit of \$250.00 by June 30. The deposit is non-refundable; however, it will be applied to the student's instructional fees for the fall semester. This fee is separate from the application fee, which is not applied to the student's instructional fees.

### ***Clinical Assignments***

Assignments to affiliated imaging departments for clinical education is done by Radiographic Science Program Faculty. **You may be assigned to any clinical site associated with the Radiographic Science Program.**

### ***Background Checks/Drug Testing***

Students must pass a criminal history background check and drug/alcohol test prior to clinical attendance. If a student does not pass, their position in the program will be forfeited.

**2023 APPLICATION FOR ADMISSION**  
**IDAHO STATE UNIVERSITY**  
**Radiographic Science Program**

The American Registry of Radiologic Technologists (ARRT) may prohibit you from taking the certification examination if you have been convicted of a felony or misdemeanor. You must contact the ARRT to establish your eligibility. This ethics review must be completed by the ARRT by June 30<sup>th</sup> or your seat in the program will be forfeited. (ARRT, 1255 Northland Drive, St. Paul, MN 55120-1155, Phone: (651) 687-0048, or <http://www.arrt.org> )

**Have you ever (for ANY reason) been convicted of a felony or misdemeanor?** Yes No

1. NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_ Bengal ID # \_\_\_\_\_

2. PERMANENT ADDRESS \_\_\_\_\_  
Street City State Zip Phone #

3. LOCAL ADDRESS \_\_\_\_\_  
Street City State Zip Phone #

4. ISU EMAIL \_\_\_\_\_@isu.edu ALTERNATE EMAIL \_\_\_\_\_

5. Are you an Idaho Resident? Yes No

6. Where do you plan to reside next fall semester?  Blackfoot  Idaho Falls  Pocatello  Rexburg  
Other \_\_\_\_\_

7. Who to notify in case of an emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

8. For statistical purposes, the Radiographic Science Program would appreciate the following information.  
**This information is optional.**

Origin

White  Native American Indian Sex  M  F  Other \_\_\_\_\_

Black  Asian/Pacific Islander Pronouns \_\_\_\_\_

Hispanic  Other \_\_\_\_\_ Marital Status \_\_\_\_\_

Prefer not to answer

9. Educational Background

Current Student Status - Check all appropriate spaces below:

Currently enrolled at Idaho State University.

Currently enrolled at another college or university.

10. Previous degree: yes no Degree awarded: \_\_\_\_\_

11. Please have your **OFFICIAL ISU TRANSCRIPT, OFFICIAL HIGH SCHOOL TRANSCRIPT IF CLAIMING ADVANCED PLACEMENT OR DUAL ENROLLED CREDITS, AND ALL OTHER OFFICIAL COLLEGE TRANSCRIPTS** sent to the Radiographic Science Program directly (**NOT THE ISU REGISTRAR**).

Electronic copies of transcripts may be sent from a university's Registrar office directly to [alyssaholt@isu.edu](mailto:alyssaholt@isu.edu). No electronic copies of transcripts submitted by applicants will be accepted. **Electronic submission is preferred.** Mailed copies of transcripts can be sent to:

Idaho State University  
 Radiographic Science Program  
 921 S 8<sup>th</sup> Ave Stop 8002  
 Pocatello, ID 83209-8002

List **ALL** colleges/universities transcripts that will be sent to the Radiographic Science office for review with your application: \_\_\_\_\_

12. Please indicate the following information about the courses you have taken and specify the courses for Objectives 4, 6, & 9:

<u>Pre-professional Courses</u>	<u>Grade</u>	<u>Credits</u>	<u>Date (to be) Completed</u>	<u>College or University Where Completed</u>
Obj. 1 ENGL 1101	_____	_____	_____	_____
Obj. 1 ENGL 1102	_____	_____	_____	_____
Obj. 2 Principles of Speech	_____	_____	_____	_____
Obj. 3 Intro to Statistics	_____	_____	_____	_____
Objective 4: _____	_____	_____	_____	_____
Objective 4: _____	_____	_____	_____	_____
Obj. 5 Biology 1101	_____	_____	_____	_____
Obj. 5 Essentials of Physics	_____	_____	_____	_____
Obj. 5 Intro to General Chemistry	_____	_____	_____	_____
Objective 6: _____	_____	_____	_____	_____
Objective 6: _____	_____	_____	_____	_____
Obj. 7-8 Digital Information Literacy	_____	_____	_____	_____
Objective 9: _____	_____	_____	_____	_____
Intro to Radiographic Science	_____	_____	_____	_____
Medical Terminology	_____	_____	_____	_____
College Algebra	_____	_____	_____	_____
Anatomy and Physiology I	_____	_____	_____	_____
Anatomy and Physiology I Lab	_____	_____	_____	_____
Anatomy and Physiology II	_____	_____	_____	_____
Anatomy and Physiology II Lab	_____	_____	_____	_____
Principles of Accounting	_____	_____	_____	_____
Individual & Organizational Behavior	_____	_____	_____	_____
Health Care Law	_____	_____	_____	_____
Human Resource Management	_____	_____	_____	_____

\* If more than 4 classes are missing, **DO NOT APPLY** until the following year.

13. Have you applied before? Yes No If so, when? \_\_\_\_\_

14. I swear that the preceding information is true and correct. You have my permission to verify any of the information I have provided.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return application before May 15th\* to:

Idaho State University  
Radiographic Science Program  
921 S 8<sup>th</sup> Ave Stop 8002  
Pocatello, ID 83209-8002

\* Completed applications, transcripts and/or application fees not postmarked by May 15 WILL NOT BE CONSIDERED.

Student selections are made each spring with limited enrollment. Courses for the professional program begin in the fall semester.

### **Clinical Assignments**

Assignment to affiliated hospital radiology departments for clinical education is done by Radiographic Science Faculty. **You may be assigned to any hospital that is affiliated with the Radiographic Science Program.**

Yes    No    **Are you related to any Medical Imaging employee or do you currently work at Eastern Idaho Regional Medical Center, Portneuf Medical Center, Madison Memorial Hospital, Idaho Falls Community Hospital, Mountain View Hospital, Bingham Memorial Hospital, Franklin County Medical Center, Power County Hospital, or Redfield Memorial Hospital (Hospitals affiliated with Radiographic Science Program)**

If yes, please indicate whom, your relation to them, and where \_\_\_\_\_

### **Permission to use Pictures for Social Media and Publications**

Yes    No    **If accepted into the Radiographic Science Program I hereby give permission to publish images of myself.**

### **Background Checks**

Students must pass a criminal history background check and drug screening prior to clinical attendance. Acceptance to the ISU Radiographic Science Program is conditional upon passing.

### **Application Fee**

An application fee of one hundred dollars (\$100.00) is required for your application to be considered complete. The application fee is nonrefundable. Cash will not be accepted. Please have your check or money order made payable to: ISU Radiographic Science Program.

### **Interview**

The top 30 ranked applicants will be contacted by email and an interview will be scheduled. Interviews will be conducted on Friday, May 26, 2023. **PLEASE NOTE: this is an in-person interview.** Please schedule accordingly. **Applicants who are late or miss the interview may be removed from consideration in the applicant pool.**

### **Checklist**

A finalized application will consist of the following items:

- Completed Application for Admission form
- \$100 application fee
- All transcripts (including ISU) with courses listed on the application sent to the Radiographic Science Office

If all items are not postmarked or received by the Radiographic Science Office by May 15<sup>th</sup>, the application is not considered finalized and may be removed from consideration in the applicant pool.

ISU Radiographic Science Program

**INTERVIEW SELECTION PROCESS**

1. Name of Applicant: \_\_\_\_\_

2. Applicant Number: \_\_\_\_\_

3. Arrival Time: \_\_\_\_\_

4. Scheduled Interview Time: \_\_\_\_\_

**Instructions (initial each after reading):**

This is a blind interview worth 100 points. The panel does not know your GPA, where you ranked on the spreadsheet, or how many times you have applied to the program. Everyone is given an equal opportunity as part of the interview process.

The Radiographic Science Program Interview Committee is comprised of a student representative, and multiple clinical instructors employed by Hospitals, Clinics, and Imaging Centers affiliated with the program located throughout Southeastern Idaho. To avoid any conflict of interest through advising the applicants, Christopher Wertz, Program Director and Wendy Mickelsen, Clinical Coordinator, Breezy Bird, Assistant Professor are **not** members of the Interview Committee. **Initials:** \_\_\_\_\_

Each interview is scheduled in a 15 minute time slot. Answers should be brief, complete, and thorough. Interviews **will not** exceed the scheduled time slot. **Initials:** \_\_\_\_\_

Each applicant will be given a number for the interview process. Please **do not** provide your name or other identifying information at any time during the interview. **Initials:** \_\_\_\_\_

Feel free to ask questions of the committee at any time throughout the interview process. Dialogue is encouraged.

**DO NOT SHARE OR REPEAT THE INTERVIEW QUESTIONS.** (With any person, at any time – now or in the future). This would be handled as a breach of academic honesty and integrity and would result in a **ZERO** on the interview, and **FORFEITURE OF YOUR SEAT** in the ISU Radiographic Science Program even if you are selected for admission. **Initials:** \_\_\_\_\_

*I attest that the information I provided is correct. I have reviewed the entire contents of this form and I have had the opportunity to ask questions regarding the information on this form.*

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

## **PHYSICAL REQUIREMENTS**

### **Clinical assignment: 8-hour daily shifts**

In order to fulfill the requirements of the Radiography Program at Idaho State University, students must be able to meet the physical demands associated with the Radiology profession, and make judgments using critical thinking.

#### **Essential Duties and Tasks:**

Ability to sit, stand, neck/waist bend, or squat to perform a variety of patient care activities.

Ability to walk between departments while transporting a patient on a wheelchair, stretcher or bed, applying 30-70 lbs. of force to initiate the motion.

Ability to lift or apply a lifting force of 50 lbs. or more from the floor to a 34" high gurney or x-ray table in order to assist with patient mobility, repositioning, transfers, or fall recovery.

#### **Walking:**

To move the entire body for some distance using a heel to toe gait. Walks constantly in order to transport a patient, process images, move between patient exams, and to move or transport equipment to perform a procedure at bedside on a nursing unit.

#### **Standing:**

To maintain the entire body in an erect posture with minimal change in position. Stands frequently in order to work in the radiographic or fluoroscopic suite or while imaging a patient in surgery. The lead apron can weigh up to 25 lbs. during examinations, time varies between 1-4 hours. The student may be required to stand during the entire 8-hour shift.

#### **Squatting:**

Flexing forward at the hips/waist with maximum flexion at the knees. Squats occasionally in order to reach supplies and assist with patient fall recovery.

#### **Climbing:**

To ascend or descent ladders, stairs, scaffolding, ramps, poles, etc. using feet, legs, and/or hands and arms. Only required in the event an elevator is unavailable.

#### **Kneeling**

Bending legs at knees to come to rest on knee or knees. Kneeling during one episode is required for 15-20 minutes.

**Bending at the neck:**

Bends the neck occasionally in order to chart, assist with positioning a patient, assist with positioning an x-ray machine or image receptor. Turns the neck frequently in order to perform radiographic procedures, view patients while setting up controls, and respond to patients.

**Bending at the waist:**

Bends the waist occasionally in order to assist with a lateral transfer of a patient between a gurney or bed and an x-ray table. Bends the waist frequently in order to perform radiographic procedures, view patients while setting up controls.

**Repetitive hand use:**

Performs repetitive hand use frequently in order to sustain a grasp on a gurney and IV pole while transporting a patient, sustain a grasp on the activator bar on the portable x-ray machine, push buttons to expose images. Repetitive hand use during one episode is required for grasp may be sustained for 1-5 minutes at a time while transporting the portable x-ray machine.

**Pushing/Pulling:**

Exerting force upon an object so that the object moves away (pushing) from the force or towards (pulling) the force. Pushes/pulls frequently in order to assist with a lateral transfer of a patient, reposition a patient, move and transport equipment, position the tube crane.

A student may be required to move the portable equipment 10-12 x/shift or the C-arm 0-6 x/shift. The portable x-ray equipment is motorized. A C-arm monitor requires 40 to 70 lbs. of force to initiate motion and 15-20-lbs. of force to sustain motion on linoleum. The monitor cart is 68" tall x 28" wide with horizontal handles at 36½" high. A C-arm requires 30-70 lbs. of force to initiate motion and 15-lbs. of force to sustain motion on linoleum. The horizontal handles are used for steering and are 34" high requiring that the student forward bend; grasp the handles firmly, while pushing the equipment.

The tube crane requires 12-15 lbs. of force to pull it horizontally to the body and is moved using both hands with the arms extended over the head. On the average, the crane is pulled 150 times/shift. It can be moved anywhere in the room.

**Reaching above shoulder, elbow is above shoulder level:**

To extend the hand and arm so that the elbow is above shoulder level. Reaches above the shoulder occasionally in order to reach supplies and position the tube crane. The crane can be positioned from 15-74" from the floor. The tube crane can be moved about 150 times per shift at a variety of heights depending on the studies.



**Lifting:**

To raise or lower an object from one level to another and includes upward pulling. Assist a patient while applying 50 lbs. of lifting force. For instance, assisting a patient off the floor up onto a gurney at 34" high or lowering a patient to the floor.

**Carrying:**

To hold and transport an object in the hands or on the arms, shoulders or back while walking. Imaging receptors and grid caps, 30 lbs.

**Senses:**

Near Vision: 20 inches or less. For charting, computer, set up x-ray equipment, and to function in a radiographic imaging environment

Hearing Sensitivity: Communicate with visitors, MDs and staffs, use the telephone, differentiate alarms and tones on equipment

Feeling: Adequate for fine manipulation

## **NATIONAL REGISTRY**

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiologic technologists in the United States. To become a Registered Technologist in Radiography, R.T. (R)(ARRT), students will have to successfully complete the ARRT examination.

The ARRT examination is offered any day after students graduate. Students will need to make an appointment to take the examination. It is suggested that students take the examination as soon after graduation as possible. There is a course offered the last semester of the program titled "RS4475 Registry Review" that will familiarize students with the process of applying to take this exam.

One issue addressed for certification eligibility is conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and /or drug related violations must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Individuals may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted at any time either before or after entry into an accredited program. For pre-application contact the ARRT at: <https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf>

### **ARRT**

1225 Northland Dr.  
St. Paul, MN 55120-1155  
Tel: (651) 687-0048

## **BACKGROUND INVESTIGATION POLICY**

The Radiographic Science Program is committed to ensuring public and professional trust and providing safe patient care. In order to meet this goal, background checks and drug screening of students is required. Instructions for these tests will be included with the acceptance letter for new students. Many of our clinical education settings require additional criminal background investigations of all employees and students. To comply with these requirements, accepted students will be asked to submit to these tests to ascertain the student's suitability for clinical rotations. **These tests must be completed by June 30<sup>th</sup>. Failure to do so will result in forfeiture of your seat in the program.**

**Background Checks** Background checks are performed online with <https://www.certiphi.com/>. Information to access this Web site will be mailed to students with their letter of acceptance. Access to view student background checks results will include the program director and faculty. Students will be responsible for paying for the background process and investigations.

**Drug Screens:** A 10 panel drug screen will be required through <https://www.certiphi.com/> by going to the local LabCorp at 444 HOSPITAL WAY, STE 401, POCATELLO, ID 83201. Students will receive a code for drug testing from <https://www.certiphi.com/>. The hours for drug screens are Mon - Fri from 8:00am to 3:00pm.

Non-negative results will be processed further and may require additional testing. Additional drug screening will be at the student's expense. Failure to pass drug screening will result in immediate dismissal from the program.

This information will remain confidential and will only be viewed by the Radiographic Science Program Director or designee. Any criminal conviction which is found during the background investigation that may deem a student unsuitable for clinical rotations will be considered on a case by case basis. Additional information regarding the conviction may be required in order to make an informed decision. The background investigation will be made available to clinical education settings that require such. Individuals at the Clinical Education Setting, who are authorized to make decisions regarding an individual's eligibility to attend a setting, will inform the Program Director if a student will be allowed to attend clinical at that setting. If an offense appears on the criminal background check that disqualifies the student from attending clinical experiences, the clinical site(s) will notify the program regarding any students' disqualification for attending clinical at that site. The student will receive written notification. Students who receive notification of ineligibility and who wish to dispute the results of the background investigation may follow the [University Grievance Procedure](#).

If a student has been convicted of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations, these must be reported to the American Registry of Radiologic Technologists (ARRT) prior to entering the program. All alcohol and /or drug related violations must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Individuals must file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted at any time either before or after entry into an accredited program. This will be determined on a case by case basis by the program director. For pre-application contact the ARRT at:

**ARRT**  
1225 Northland Dr.  
St. Paul, MN 55120-1155  
Tel: (651) 687-0048

## **SUBSTANCE ABUSE/DRUG POLICY**

Idaho State University believes that substance abuse is a danger to the well-being of faculty/staff, students, clinical affiliates, and clients. Therefore, to insure public and professional trust, safety, and to insure fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the Radiographic Science Program.

### ***Definitions***

**Controlled Substances** — For the purpose of this policy, controlled substances include all chemical substances or drugs listed in any controlled substance acts or regulations applicable under any federal, state or local laws.

**Campus/Clinical** — For the purpose of this policy, a student is on campus/clinical whenever they are:

- On any University/clinical affiliate property including parking lots.
- Present at any University sanctioned activity.
- Wearing an official ISU Radiographic Science uniform/lab coat. This includes travel to and from campus/clinical.

### ***Scope***

The following are prohibited by the Radiographic Science Program when a student is on campus/clinical and will result in disciplinary action:

- Unauthorized possession or use of a controlled substance and/or alcohol.
- Being under the influence of a controlled substance and/or alcohol, including but not limited to: DWI/DUI arrests, convictions, and driving suspensions.
- Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.
- Use, or being under the influence of other drugs, **including prescription drugs and over the counter drugs**, while there is any possibility that such use may impair the student's ability to safely perform or may adversely affect their safety or patient safety and care, or safety of faculty or fellow students.

### ***Testing***

Drug or alcohol testing of students is authorized under this policy to direct a student to undergo testing under the following circumstances:

When there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the “influence,” in keeping with the purpose of this drug policy ISU views that discretion must be given to the faculty and staff in recognizing the usual signs and symptoms of alcohol or drug use. In that respect, the following is a listing of what ISU deems signs and symptoms of drug or alcohol use:

- Frequent absences from class, clinical or lab and/or disappearance from such
- Isolation and withdrawal
- Patient care errors
- Detectable odor of alcohol
- Increasingly poor decision and judgment about patient care
- Unusual accidents/incidents
- Deteriorating personal appearance
- Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes
- When a student is found in possession of alcohol or drugs in violation of this policy.
- Following an instance or incident that the nature of which indicates possible impairment of ability or judgment or following an incident in which patient care standards were violated or careless acts were performed.
- Random drug testing is also allowed under this policy. Students will have hours to report to a drug/alcohol testing facility. The student will assume all responsibility for the cost of the drug tests.

Failure to agree to such testing shall be considered as admission of violation of the student responsibilities as it relates to this policy. Refusal of the test may result in immediate dismissal from the Radiographic Science Program.

Within one hour of completion of the required consent form, the student shall report to an identified lab that utilizes the chain of custody procedure for blood and/or urine testing at the student’s expense. The student may not attend class or clinical activities until the lab results are reviewed by the Program Director or designee.

Results of the tests will be kept confidential and will be reported to the Program Director or Designee who will then meet with the student to discuss the results. A positive blood alcohol and/or urine drug screen test may subject the student to sanctions that may include suspension or dismissal from the Radiographic Science Program.

## STUDENT HEALTH FORM

NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

Please answer the following questions and return required documentation

1. The Radiographic Science Program requires each student to have their own health insurance for the duration of the program. **Attach a copy of your health insurance card.** If changes in insurance occur throughout the duration of the program, the new insurance card must be submitted.
2. **Attach proof of required vaccinations: Varicella, Measles, Mumps, Rubella, Hepatitis B, and COVID-19.**

In addition, obtain a titer test to prove immunity status for the following: Varicella, Measles, Mumps, Rubella, and Hepatitis B (surface antibody). Attach a copy of titer results. **Immediately obtain boosters if required (based on titer test results) and provide documentation to the RS office.** Titer tests can be requested at your physician's office or the Student Health Center.

3. Have you ever had a positive reaction to a TB 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 2-step PPD skin test, T-spot, or QuantiFERON-TB Gold (QFT) blood test with negative result.
4. You must have been immunized with one dose of Tdap **AFTER** age 10 to prevent the spread of Pertussis. If it has been longer than 10 years, a Td booster is required. **Attach proof of vaccination.**
5. It is required that students have an annual influenza vaccine each **fall** while enrolled in the RS Program. Vaccination is to be completed by October 31. **Submit proof of vaccination when completed in the Fall.**
6. Do you have any chronic skin condition? Yes\_\_\_\_\_ No\_\_\_\_\_  
If "YES": Please explain.
7. Do you have any dietary restrictions or food allergies? Yes\_\_\_\_\_ No\_\_\_\_\_  
If "YES": Please explain.
8. Do you have a latex allergy? Yes\_\_\_\_\_ No\_\_\_\_\_  
If "YES": Please explain.

I have read/reviewed the Physical Requirement form attached and am able to perform all the requirements listed. \_\_\_\_\_(Initial)

Failure to comply with this requested information by **the due date** may result in a loss of clinical site placement or forfeiture of seat in the program. \_\_\_\_\_(Initial)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Student

Completed questionnaire and attachments to be filed with student records.

## **REGIONAL ACCREDITATION**

The Radiographic Science Program and Idaho State University is regionally accredited by the Northwest Commission on Colleges and Universities. As summarized by the NWCCU, Regional accreditation of post-secondary institutions is a voluntary, non-governmental, self-regulatory process of quality assurance and institutional improvement. It recognizes higher education institutions for performance, integrity, and quality to merit the confidence of the educational community and the public. Accreditation or pre-accreditation by a post-secondary regional accrediting agency qualifies institutions and enrolled students for access to federal funds to support teaching, research, and student financial aid."

"The Northwest Commission on Colleges and Universities (NWCCU) is an independent, non-profit membership organization recognized by the U.S. Department of Education as the regional authority on educational quality and institutional effectiveness of higher education institutions in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington. It fulfills its mission by establishing accreditation criteria and evaluation procedures by which institutions are reviewed."

"The Commission oversees regional accreditation for 162 institutions. Its decision-making body consists of up to twenty-six Commissioners who represent the public and the diversity of higher education institutions within the Northwest region." <http://www.nwccu.org/index.htm>

## **PROGRAMMATIC ACCREDITATION**

Idaho State University Radiographic Science Program is programmatically accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Our current accreditation award is eight (8) years. The program underwent review in Summer 2023 and is currently awaiting JRCERT decision of accreditation status based on that review. The JRCERT is dedicated to excellence in education and to quality and safety of patient care through educational programs in radiation and imaging sciences. The program's effectiveness data is available on our website: [www.isu.edu/radiography](http://www.isu.edu/radiography) and on the JRCERT website at: <https://www.jrcert.org/programs/idaho-state-university/>

The JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy. The JRCERT awards accreditation to programs demonstrating substantial compliance with these standards.

There are established standards a program must follow to achieve accreditation. All Radiographic Science students and faculty are required to assist in the accreditation process by following the JRCERT standards and helping with the accreditation process (e.g. compliance with assessment measures and reporting, attending accreditation site visit meetings and interviews, following established program and accreditation standards, professionalism, etc.).

The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2021) are as follows:

**Standard One: Accountability, Fair Practices, and Public Information**

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

**Standard Two: Institutional Commitment and Resources**

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

**Standard Three: Faculty and Staff**

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

**Standard Four: Curriculum and Academic Practices**

The program's curriculum and academic practices prepare students for professional practice.

**Standard Five: Health and Safety**

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

**Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement**

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Students have the right to report program infractions of the standards to the JRCERT.

JRCERT  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182

**COMPLIANCE WITH JRCERT STANDARDS**

The program will strive at all times to follow the JRCERT *Standards for an Accredited Educational Program in Radiologic Sciences*. Once the program becomes JRCERT accredited, if a student determines that the program is not in compliance with any standard; a complaint can be brought to the program's attention. Upon receipt of an allegation, the Radiographic Science Program will review it to determine if the non-compliance issue exists. Within ten (10) days after receiving the complaint, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the program faculty will develop a plan to resolve the issue and bring the program into compliance. If the party filing the complaint is not satisfied with the results, a meeting will be scheduled with the Program Director to determine if on compliance still exists. This meeting will be scheduled within twenty (20) days of the original meeting. If the Program Director determines non-



compliance is still present, a plan will be drafted to solve the non-compliance issue. If the results of this meeting are still unsatisfactory to the party filing the complaint, a meeting can be scheduled with the Dean for the college and/or the JRCERT.

## **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, policies, clinical policies, medical ethics, interpersonal relationships, and the professional societies. This is an in person event and attendance is mandatory.

A course syllabus is provided for each course. It includes the following information:

- A. Course Overview
- B. Presentation Methods
- C. Required Texts
- D. Classroom Procedures
- E. Grading Policy
- F. Course Learning Objectives/Goals
- G. Course Learning Outcomes
- H. 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 outlined policy.

## **RADIOGRAPHY PRACTICE STANDARDS**

The practice of radiography is performed by health care professionals responsible for the administration of ionizing radiation for diagnostic, therapeutic or research purposes. A radiographer performs a full scope of radiographic and fluoroscopic procedures that create the images needed for diagnosis at the request of and for interpretation by a licensed practitioner.

The complex nature of disease processes involves multiple imaging modalities. Medical imaging and radiation therapy professionals are vital members of a multidisciplinary team that forms a core of highly trained health care professionals, who each bring expertise to the area of patient care. They play a critical role in the delivery of health services as new modalities emerge and the need for medical imaging and radiation therapy procedures increases. Medical imaging and radiation therapy integrate scientific knowledge, technical competence and patient interaction skills to provide safe and accurate procedures with the highest regard to all aspects of patient care. A medical imaging and radiation therapy professional recognize elements unique to each patient, which is essential for the successful completion of the procedure.

## ***Radiologic Technologist – General Requirements***

Radiographers must demonstrate an understanding of human anatomy, physiology, pathology, and medical terminology.

Radiographers must maintain a high degree of accuracy in radiographic positioning and exposure technique. They must possess, apply and maintain knowledge of radiation protection and safety. Radiographers independently perform or assist the licensed practitioner in the completion of radiographic procedures. Radiographers prepare, administer and document activities related to medications and radiation exposure in accordance with federal and state laws, regulations or lawful institutional policy.

Medical imaging and radiation therapy professionals are the primary liaison between patients, licensed practitioners and other members of the support team. These professionals must remain sensitive to the needs of the patient through good communication, patient assessment, patient monitoring and patient care skills. As members of the health care team, medical imaging and radiation therapy professionals participate in quality improvement processes and continually assess their professional performance.

Medical imaging and radiation therapy professionals think critically and use independent, professional and ethical judgment in all aspects of their work. They engage in continuing education to include their area of practice to enhance patient care, safety, public education, knowledge and technical competence.

## ***Radiologic Technologist Scope of Practice***

Scopes of practice delineate the parameters of practice and identify the boundaries for practice. A comprehensive procedure list for the medical imaging and radiation therapy professional is impractical because clinical activities vary by the practice needs and expertise of the individual. As medical imaging and radiation therapy professionals gain more experience, knowledge and clinical competence, the clinical activities may evolve.

The medical imaging and radiation therapy professional and any individual who is legally authorized to perform medical imaging must be educationally prepared and clinically competent as a prerequisite to professional practice. The individual should, consistent with all applicable legal requirements and restrictions, exercise individual thought, judgment and discretion in the performance of the procedure. Federal and state statutes, regulations, accreditation standards and institutional policies could dictate practice parameters and may supersede these standards.

The scope of practice of the medical imaging and radiation therapy professional includes:

- Administering medications parenterally through new or existing vascular access, enterally or through other appropriate routes as prescribed by a licensed practitioner.
- Administering medications with an infusion pump or power injector as prescribed by a licensed practitioner.
- Applying principles of ALARA to minimize exposure to patient, self and others.
- Applying principles of patient safety during all aspects of patient care.
- Assisting in maintaining medical records, respecting confidentiality and established policy.

- Corroborating a patient’s clinical history with procedure and ensuring information is documented and available for use by a licensed practitioner.
- Educating and monitoring students and other health care providers.
- Evaluating images for proper positioning and determining if additional images will improve the procedure or treatment outcome.
- Evaluating images for technical quality and ensuring proper identification is recorded.
- Identifying and responding to emergency situations.
- Identifying, preparing and/or administering medications as prescribed by a licensed practitioner.
- Performing ongoing quality assurance activities.
- Performing venipuncture as prescribed by a licensed practitioner.
- Postprocessing data.
- Preparing patients for procedures.
- Providing education.
- Providing optimal patient care.
- Receiving, relaying and documenting verbal, written and electronic orders in the patient’s medical record.
- Selecting the appropriate protocol and optimizing technical factors while maximizing patient safety.
- Starting, maintaining and/or removing intravenous access as prescribed by a licensed practitioner.
- Verifying archival storage of data.
- Verifying informed consent for applicable procedures.
- Assisting the licensed practitioner with fluoroscopic and specialized radiologic procedures.
- Performing diagnostic radiographic and noninterpretive fluoroscopic procedures as prescribed by a licensed practitioner.

### ***Practice Standards***

The practice standards define the practice and establish general criteria to determine compliance. Practice standards are authoritative statements established by the profession and published by the Association for Radiologic Technologists (ASRT) for evaluating the quality of practice, service, and education provided by individuals within the profession.

A radiologic technologist should, consistent with all applicable legal requirements and restrictions, exercise individual thought, judgment and discretion in the performance of the procedure.

### ***Radiography Performance Standards***

**Standard One – Assessment:** The medical imaging and radiation therapy professional collects pertinent data about the patient, procedure, equipment and work environment.

**Standard Two – Analysis/Determination:** The medical imaging and radiation therapy professional analyzes the information obtained during the assessment phase and develops an action plan for completing the procedure.

**Standard Three – Education:** The medical imaging and radiation therapy professional provides information about the procedure and related health issues according to protocol; informs the patient, public and other health care providers about procedures, equipment and facilities; and acquires and maintains current knowledge in practice.

**Standard Four – Performance:** The medical imaging and radiation therapy professional performs the action plan and quality assurance activities.

**Standard Five – Evaluation:** The medical imaging and radiation therapy professional determines whether the goals of the action plan have been achieved, evaluates quality assurance results and establishes an appropriate action plan.

**Standard Six – Implementation:** The medical imaging and radiation therapy professional implements the revised action plan based on quality assurance results.

**Standard Seven – Outcomes Measurement:** The medical imaging and radiation therapy professional reviews and evaluates the outcome of the procedure according to quality assurance standards.

**Standard Eight – Documentation:** The medical imaging and radiation therapy professional documents information about patient care, procedures and outcomes.

**Standard Nine – Quality:** The medical imaging and radiation therapy professional strives to provide optimal care.

**Standard Ten – Self-Assessment:** The medical imaging and radiation therapy professional evaluates personal performance.

**Standard Eleven – Collaboration and Collegiality:** The medical imaging and radiation therapy professional promotes a positive and collaborative practice atmosphere with other members of the health care team.

**Standard Twelve – Ethics:** The medical imaging and radiation therapy professional adheres to the profession's accepted ethical standards.

**Standard Thirteen – Research and Innovation:** The medical imaging and radiation therapy professional participates in the acquisition and dissemination of knowledge and the advancement of the profession.

*Source: Association for Radiologic Technologists (ASRT)*

## **CODE OF ETHICS**

The Code of Ethics<sup>1</sup> shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered 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 Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.
9. The Registered 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 Registered Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

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

<sup>1</sup>retrived from ARRT at <http://www.rrt.org/> August 9, 2023.

## **PROFESSIONAL SOCIETIES**

Students are encouraged to join professional societies. Student members will receive professional publications, announcements of annual meetings, and are eligible to attend meetings at a reduced rate.

### Society

American Society of Radiologic Technologists (ASRT)

<https://www.asrt.org/>

Idaho Society of Radiologic Technologists (ISRT)

<https://idahoisrt.org/>

Idaho State University Society of Student Radiologic Technologists (ISSRT)

Association of Collegiate Educators in Radiologic Technology (ACERT)

<http://www.acert.org/>

## **FACULTY ADVISORS FOR STUDENTS**

Each student is assigned an academic advisor. It is in the student's best interest to be advised by radiographic science faculty. A student is assigned an academic advisor once they have asked to be listed as a pre-major. Students may be advised by any RS faculty member regardless of their assigned advisor, if their advisor of record is unavailable. If for some reason, the student or faculty member believes another individual should become their advisor, this change will be made. The program director 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 authorize all registration and/or drop-add requests and petitions.

Students are listed as “Admitted to Major” once they have been selected for admission to the program. Refer to the program’s admissions procedures for details on applying for admission to the program, <https://www.isu.edu/radiography/program-admission/>. Students admitted to the major will keep their pre-major advisor.

In order to track a student’s progress toward completion of prerequisite courses, the advisor and student will complete/update the “Advising Checklist” form each time they meet to discuss class schedules or review Degree Works in Bengal Web.

Program details including FAQs, admissions procedures, faculty and many other useful links can be found on the program’s website at; <https://www.isu.edu/radiography/>

## **OFFICE HOURS**

Office hours are 7:30 a.m. to 3:30 p.m. Monday through Friday. If assistance is needed, please contact:

Alyssa Holt

Phone: 208-282-4042

Fax: 208-282-3941

Email: [alyssaholt@isu.edu](mailto:alyssaholt@isu.edu)

All faculty will schedule individual student appointments. Students can contact them by phone or by email.

Christopher Wertz

Phone: 208-282-2871

Email:

[christopherwertz@isu.edu](mailto:christopherwertz@isu.edu)

Wendy Mickelsen

Phone: 208-282-2112

Email:

[wendymickelsen@isu.edu](mailto:wendymickelsen@isu.edu)

Breezy Bird

Phone: 208-282-4112

Email: [breezybird@isu.edu](mailto:breezybird@isu.edu)

Chelsie Wheatley

Phone: 208-282-3311

Email: [chelsiewheatley@isu.edu](mailto:chelsiewheatley@isu.edu)

Students are encouraged to make appointments with faculty rather than "dropping in". The faculty will aid students as necessary. However, if students are aware they are having problems in a specific area, please make an individual appointment for help.

## **IDAHO STATE UNIVERSITY** **PRE-PROFESSIONAL CURRICULUM**

The following pre-professional classes can be taken out of sequence. All the General Education Objectives and Program required courses will be used when calculating admission points.

### **General Education Objectives**

Objectives with an asterisk \* are also **REQUIRED** objectives for the Program. Other Objectives have alternate courses that will satisfy the University' Objectives (see the undergraduate catalog for other choices).

Objective	Credits
1 ENG 1101 Writing & Rhetoric I.....	3
1 ENGL 1102 Writing & Rhetoric II.....	3
2 *COMM 1101 Fundamentals of Communication .....	3
3 *MATH 1153 Statistical Reasoning .....	3
(may substitute MGT 2216 Business Stats)	
4 Objective 4.....	3
4 Objective 4.....	3
5 *BIOL 1101 Biology I (with lab) .....	4
5 *CHEM 1101 Intro to General Chemistry.....	3
(may substitute CHEM 1111 5 cr)	
6 Objective 6.....	3
6 Objective 6.....	3
7-8 *INFO 1101 Digital Information Literacy.....	3
9 Objective 9.....	3
	<b>Total 37</b>

### **Program Requirements**

**The following courses are required by the Program.**

RS 1105 Intro to Radiographic Science.....	1
CPH/HCA 2210 Medical Terminology & Comm .....	2
MATH 1143 College Algebra .....	3
PHYS 1100 Essentials of Physics.....	4
BIOL 2227 Human Anatomy & Physiology I.....	3
BIOL 2227L Human Anatomy & Physiology Lab I .....	1
BIOL 2228 Human Anatomy & Physiology II.....	3
BIOL 2228L Human Anatomy & Physiology Lab II.....	1
ACCT 3303 Accounting Concepts .....	3
MGT 3312 Indiv & Organizational Behavior.....	3
HCA 4475 Health Law & Bioethics .....	3
(HCA 4475 prerequisite not required for RS students. Contact course instructor for override)	
MGT 4473 Human Resource Management .....	3
	<b>Total 30</b>



## PROFESSIONAL CURRICULUM YEAR I AND II

Students should become familiar with the courses they need to graduate. 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 10 hours in one day or 40 hours in one week of clinical involvement.

### Fall Semester Professional Year I

Course	Credit	Contact Hours
RS 3310 Radiographic Methods I	2	2
RS 3320 Radiographic Processing with Lab	2	3
RS 3325 Patient Care in Radiography	3	3
RS 3330 Radiographic Exposure with Lab	3	4
RS 3340 Laboratory Practicum I	1	2
RS 3389 Applied Radiography I (Clinical)	4	16
<b>Total</b>	<b>15</b>	<b>30</b>

### Spring Semester Professional Year I

Course	Credit	Contact Hours
RS 3311 Radiographic Methods II	2	2
RS 3341 Laboratory Practicum II	1	2
RS 3375 Pediatric Radiography	1	1
RS 3388 Radiation Protection	1	1
BIOL 4470 Cross-Sectional Anatomy	2	2
HPHY 3300 Medical Electronics	2	2
HPHY 3321 Radiographic Physics	2	2
RS 3390 Applied Radiography II (Clinical)	4	16
<b>Total</b>	<b>15</b>	<b>28</b>

### Summer Semester Professional Year II

Course	Credit	Contact Hours
RS 4421 Computed Tomography	1	1
RS 4488 Applied Radiography III (Clinical)	5	40
<b>Total</b>	<b>6</b>	<b>41</b>

### Fall Semester Professional Year II

<b>Course</b>	<b>Credit</b>	<b>Contact Hours</b>
RS 3312 Radiographic Methods III	2	2
RS 3342 Laboratory Practicum III	1	2
RS 4450 Alternate Imaging Research and Design	1	1
RS 4460 Intro to Radiographic Quality Assurance	2	2
RS 4489 Applied Radiography IV	6	24
<b>Total</b>	<b>12</b>	<b>31</b>

### Spring Semester Professional Year II

<b>Course</b>	<b>Credit</b>	<b>Contact Hours</b>
RS 4430 Radiographic Pathology	2	2
RS 4441 Advanced Radiographic Methods I	1	1
RS 4470 Advanced Radiographic Exposure	2	2
RS 4475 Registry Review	2	2
HPHY 3307 Radiobiology	2	2
RS 4490 Applied Radiography V	6	24
<b>Total</b>	<b>15</b>	<b>33</b>

## **COURSE EVALUATIONS**

All students are requested to complete course evaluations for each course in which they are 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 do not review the actual evaluation by a student, but receive a generic summary or an average of the ratings. Faculty do review all of the written comments.

## **WITHDRAWAL PROCEDURES**

A student who formally withdraws from a course prior to the last day to withdraw as listed in the university calendar, will receive a "W" on their official transcript. A student who fails to complete a course or who withdraws after the last day to withdraw will receive an "F" on their official transcript. Incompletes are not automatically given to students. Withdrawal from a Radiographic Science course will result in dismissal from the program.

## **INCOMPLETES/NO GRADE REPORTED IN THE PROFESSIONAL CURRICULUM**

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.

An incomplete "I" must be removed for all professional didactic and clinical courses within twelve (12) months.

- If "I" are not removed according to the time allotted, the grade earned during the semester in which the student was enrolled will be issued.
- Students may request an "I" from clinical rotations.
- Students carrying an "I" into another semester of clinical education will not be granted clinical time toward the newly enrolled semester.
- If clinical documentation and/or clinical absences are not completed by the date grades are due an "I" will be reported for the student. A grade will be generated when all clinical requirements have been met.

## **PETITIONS**

The following procedures apply to petitions:

### ***Waiver of Program Requirements:***

All requests for waiver of program requirements shall be submitted for approval to the program director. The program director must sign their recommendation prior to submitting requests. Requests for waiver of program requirements shall be submitted only on university petitions.

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 or program director of the affected program, and dean of the college in which the course is offered.

### ***Obtaining the Petition:***

Petitions may be obtained in the office, Room 225. The petition statement should be handwritten and approved by the program director.

## **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 their petition with the Dean of the College of Health immediately prior to the semester in which they wish 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.*

## **SCHOLASTIC APPEALS COMMITTEE**

### ***Purpose***

The College of Health 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 program level. The committee considers only cases in which the student has already exhausted the normal channels of redress: i.e., instructor, and program director of the program. Based on the findings, the Committee will make a recommendation on the appeal (with justification) to the Dean of the College of Health. The committee will not serve to arbitrate an alternative settlement to the academic matter of concern. Dean of the College of Health 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 program director. The director 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 program director, shall the student meet with the Dean of the College of Health who may choose to refer the appeal to the Scholastic Appeals Committee. Communication with the Dean of the College of Health should include written documentation.
- B. The Dean of the College of Health 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.
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 summer sessions shall have the option of having the appeal reviewed directly by the Dean of the College of Health. 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 the College of Health.
- 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 the College of Health 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.

Within five (5) working days after the conclusion of the appeal, the Appeals Committee will forward to the Dean of the College of Health a report of its recommendation.

3. The Dean of the College of Health 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.
4. 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.
5. Step's (a-f) apply only if the appellant and program 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 their 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.
  - b. An appellant may have an advisor or peer group member of their 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.
  - c. The instructor presents the basis for the grade, extenuating circumstances relevant to the appeal, or otherwise responds to the student's appeal.
  - d. 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.
  - e. Final comments and/or summary by student.
  - f. 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.

## **ACADEMIC STANDARDS**

### ***Grade Point Average to be Maintained***

A cumulative GPA of 2.0 is required for graduation as well as completion of all university requirements for the B.S. degree.

## *Academic Standards in Professional and Major Courses*

A grade of "C-" or better is required in all radiographic science, biology, physics, math, business, chemistry, management, 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 (RS) will be prohibited from taking any further courses with the RS designation until the course(s) in question has/have been completed with (a) minimum grade(s) of "C-".

The student may be dismissed by the Program Director and forfeit their seat in the classroom and clinical rotation if not meeting the academic standards.

If dismissal occurs, the student is required to reapply to the program. The decision regarding readmission will be made by program faculty and will be made based upon a review of the student's file, 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 is not guaranteed.

## **ACADEMIC HONESTY**

Idaho State University is an institution with an educational duty, which is carried out by means of programs and activities devoted to the pursuit of knowledge, through instruction, research and service. The University exists as a community of students, faculty, administrators, and staff who provide, participate in and support these activities and programs. The University campus, facilities, properties and other resources exist to facilitate this educational mission. Students are responsible for completing and submitting their own course work and preparing their own lessons. All work submitted must be the students own unless proper acknowledgment of outside material is provided. It is unacceptable to use the work of any other person or to allow one's own work to be used by another student. This includes artificial intelligence functions and programs such as ChatGPT. Dishonesty of any kind will not be tolerated. Examinations must also represent one's own work and must be completed without the assistance of books, notes, devices, artificial intelligence programs (such as ChatGPT), or outside help, unless specified otherwise in the exam directions. Violation of this policy will result in one of the following disciplinary measures to be decided by the course faculty: 1) verbal or written warning, 2) conference with program director or dean, 3) reduction of test/course grade to a grade of F. A student may subsequently be placed on probation or suspended or expelled and forced to withdraw from Idaho State University as a result of academic dishonesty.

## **PLAGIARISM**

Plagiarism is defined by Webster: **Plagiarize** \ˈplɑ-jē-,rɪz also j - -\ *vb* **-rized; -riz·ing** *vt* [*plagiary*] : to steal and pass off (the ideas or words of another) as one's own : use (another's production)

without crediting the source : to commit literary theft: present as new and original an idea or product derived from an existing source - **pla•gia•riz•er n**

Below is a list of the most common forms of plagiarism which should be avoided to prevent disciplinary actions.

- Buying a paper from a research service or term paper mill
- Turning in another student's work
- Turning in a paper a peer has written for the student
- Copying a paper from a source text without proper attribution
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
- Paraphrasing materials from source text without appropriate documentation

To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program faculty regarding proper methods of source citation.

In the event of suspected plagiarism violation, the student will be requested to provide documentation supporting their work. Furthermore, the student will be given the opportunity to defend their research during an Academic Dishonesty Hearing which will consist of program faculty members and the Dean of the College of Health.

Based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, failure in the course, academic probation, or expulsion from the program and the University.

## **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 clinical facility 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, excessive tardiness, poor attendance, and non-compliance with policies.

If the problem should develop within the assigned hospital or clinical affiliate, they will 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 and schedule a meeting. Disciplinary action shall fall into one of the following categories.



### ***Verbal Warning***

This is ***informal*** notification to a student that they have violated a policy of the student handbook. If a repeated violation occurs, then a written warning will result. Documentation of the verbal warning will be placed in the student's clinical folder.

### ***Written Warning***

This is ***formal*** notification to a student that they have violated a policy of the student handbook. Written documentation is prepared and entered into the student's clinical folder with signatures of all parties involved.

**Verbal and written warnings are cumulative from semester to another.**

### ***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 will be dismissed at the end of the semester of any year in the student earns lower than a "C-" in any Professional Year I or II course.

## **UNIVERSITY HONORS PROGRAM**

### **Academic Criteria for High University Honors:**

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

### **Academic Criteria for General University Honors:**

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

## **SCHOLARSHIPS**

Various scholarships are made available through the university and private funding throughout the academic year. Scholarships can be found in the Bengal Online Scholarship System (BOSS). Contact the scholarship office for more information, (208)-282-3315 or [scholar@isu.edu](mailto:scholar@isu.edu).

Radiographic science students are encouraged to apply for the following scholarships.

### ***ASISU (Undergraduate & PharmD)***

Offered twice a year. The dollar amount awarded varies each semester. Apply in March and October. The due date is the Friday of midterm week. Applications can be completed through the university's BOSS system ([https://isu.academicworks.com/users/sign\\_in](https://isu.academicworks.com/users/sign_in)).

- 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

### ***Radiographic Science Endowment Fund***

Offered once each year. The amount varies depending upon interest earned. The Radiographic Science Scholarship is awarded to students majoring in Radiographic Science who demonstrate motivation, academic & leadership potential as well as clinical ability. Students must be full-time and have a minimum GPA of 2.25. This is given annually to a senior student who shows clinical excellence, and the application requires an essay.

### ***Class of '78 Radiographic Science Endowment Scholarship***

Offered once each year. The amount varies depending upon interest earned. The Class of '78 Radiographic Science Scholarship is for full-time students enrolled in the Radiographic Science Program at ISU. Applicants must be an Idaho resident, demonstrate financial need, have and maintain a GPA of at least a 3.3 and be entering the second year of the program. Preference is given to candidates that demonstrate outstanding clinical achievement, and the application requires an essay.

### ***ASRT Scholarships***

ASRT Foundation scholarships help entry-level students and professionals get the support they need to achieve a successful, sustainable career and deliver safe, high-quality patient care. <https://foundation.asrt.org/what-we-do/scholarships>

## **ATTENDANCE**

### ***Classroom Attendance***

In keeping with the University policy on classroom attendance, the student is expected to attend all class and laboratory 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.** All clinical time missed must be made up and arranged with the clinical preceptor.

Professional year I students: If 17 or more hours of **scheduled** clinical time are missed per semester the student will receive a full letter grade deduction at the discretion of the program director.\*

Professional year II students: If 25 or more hours of **scheduled** clinical time are missed per semester the student will receive a full letter grade deduction at the discretion of the program director or 40 hours during the summer semester.\*

\*Extreme family circumstances, immediate family death, or medically excused absence are the only exceptions and must be approved by the program director.

If a student is absent or tardy on an assigned clinical day, they must notify the clinical preceptor of that clinical site **before** the assigned starting time. The notification must be made directly to the clinical preceptor--not to secretaries, clerks, or staff technologists. Make-up clinical hours should be arranged through the clinical preceptor.

If a student does not notify the clinical preceptor, an incident report will be filled out on the 1st offense; 2<sup>nd</sup> offense will drop one full letter grade deduction from final clinical grade for the semester; 3<sup>rd</sup> offense dismissal from the program. The clinical coordinator will be notified regarding each offense.

Make-up time for clinical assignments will be rescheduled with the clinical preceptor. Make-up time in the clinical area can be made up in a minimum of 2-hour increments only. Clinical assignments for students are never to exceed more than 10 hours per day. **When making up time, clock in normally, but enter a time exception when clocking out and state how much time you are making up.** All time missed must be made up by 5:00 p.m. on Friday of finals week or an incomplete "I" grade will be given.

**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 actively participated (as determined by program faculty), then the student shall make up any lost clinical time.

## **VACATION**

The Radiographic Science Program 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.

## CLINICAL TIME AND ATTENDANCE

All Radiographic Science students will clock in and out using their phone.

- Log on to <https://www.trajecsys.com/programs/login.aspx>
- Select your clinical site from the dropdown on the homepage
- Click the clock in/out button **(You must be in the parking lot of your clinical location to clock in).**
- After logging in you will see a message asking to share your location with Trajecsys. **You must click “Allow”.**
- 

### *Absences*

If you are absent from clinicals, log/note dates in Trajecsys.

### *Time Exceptions*

If you don't clock in or out, you must file a "time exception" instead. Using the clock in/out page is always preferred over filing time exceptions. A time exception is required for every missing clock record. **If a time exception is used, a comment must be made in the notes explaining the reason for the exception.** If a student forgets to clock in OR forgets to clock out, this requires two separate time exceptions to correct the two missing clock records. One-time exception is not sufficient to replace two missing clock records. Again, time exceptions should be **used rarely**; students should use the clock in / out button on the Trajecsys home page to record time records.

Students do not need to clock IN or OUT for lunches. (Students can't skip their designated lunch break to clock out 30 minutes sooner for convenience. If truly no lunch is taken, i.e. assigned to a long case in surgery, then a “no lunch” will be approved by e-mailing [alyssaholt@isu.edu](mailto:alyssaholt@isu.edu).)

Students may not clock IN or OUT for any other students. This will result in dismissal from the program. If you are absent from clinicals for any reason please submit a time exception with the justification for your absence noted in the comments.

**A student is considered late or tardy if the clock IN time is 5 or more minutes past their scheduled arrival time. If there is an excusable reason for the tardy, i.e. flat tire, poor driving conditions, a time exception and explanation must be submitted.** If a student is completing an examination, they may run slightly over in time that day. Do not abandon a patient. Try to keep

this to a minimum, and less than approx. 15 minutes. Routine casual overtime collection will be considered comp. time and will not be counted.

**Any scheduled clinical time that is missed, needs to be made up by the end of the semester.**

If a student is making up clinical time above and beyond their regularly scheduled clinical time (**make-up time must be scheduled in 2-hour increments or more**), clock IN as usual, **but clock out with a time exception and note your make up time in the comment section.**

Again, any breaches in a student's reporting of their time and attendance will be viewed as academic dishonesty and will be handled according to ISU policy, including disciplinary action and/or dismissal.

## **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 healthcare area.

Remember the dignity of the profession and personal regard for each patient. 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 rotations. The use of deodorant or an antiperspirant is expected. Perfume and cologne should be not be worn.

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 rotations. Certain clinical sites require a specific scrub color. Each student will wear assigned scrubs while in the clinical area. Jeans may not be worn at any time.

Appropriate footwear must be approved by the student's assigned clinical site. No open-toed, cowboy boots or high-heeled shoes are acceptable. Footwear must professional in appearance, clean, odor free, and in acceptable working order.

**A student will be asked to return home to change if seen in inappropriate attire.**

The student will wear an ISU approved name badge. These badges will be distributed during the first semester. Students are responsible for replacing lost badges in a timely manner.

Surgical scrubs are required during OR, and special procedures rotations. Facility scrubs will be used for these situations and must be left there.

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

Hair color should be conservative, not any extreme or harsh color.

Nails must be well groomed and no longer than the tip of the finger. Nail polish, artificial nails, extenders, or any type of artificial overlay may not be worn.

Only official ISU radiation badges can be worn only during assigned clinical hours. (It is the employer's responsibility to provide badges for students employed at the facility.)

Students must shave or have neatly groomed facial hair. Make-up shall be moderate and appropriate for daytime wear.

### ***All Students Are Required to wear Scrubs***

Students at EIRMC must wear scrubs that are black. Students at MMH must wear scrubs that are Caribbean blue. All other students must wear scrubs that are charcoal or pewter. Scrubs must be solid in color (i.e. no accent or trim), and traditional in design (i.e. no jogger pants or anything else deemed "nonprofessional"). Walkabout Junction in Pocatello and Idaho Falls is the location where these scrubs can be purchased. This store has a great selection of both men's and women's scrubs. However, students need to tell the store they are from ISU Radiographic Science to get the discounted price. They will beat any price on the Web or from other stores. Additionally, the scrubs must have an ISU Radiographic Science emblem embroidered above the pocket. Tell the sales person that you are an ISU Radiographic Science student and they will get the embroidery done. The student is responsible to pay for the embroidery. Students are allowed to wear an under the scrub shirt, but the colors can only be black, white, or matching your assigned color. A long-sleeved scrub jacket in your assigned clinical color can be worn if embroidered with the ISU logo. Sweatshirts, hoodies, or other cover up items are not allowed.

All students must have the scrub top embroidered with the ISU emblem.

Address and Phone number for Walkabout Junction:

1023 Yellowstone Ave. Suite H  
Pocatello, Idaho 83021  
Phone: 208-233-9255  
Email: [walkaboutjct@gmail.com](mailto:walkaboutjct@gmail.com)

2064 E 17th St. #1  
Idaho Falls, ID 83404  
Phone: 208-522-2335

### **CELL PHONES/SMART WATCHES/OTHER DEVICES**

Cell phones or smart watches should not be used in class or in the clinical setting. They should be

placed in silent or vibrating mode or turned off. Additionally, retrieving text messages, surfing the internet for personal use, or answering messages (verbal or text), should not occur during class time, lab time, or during the clinical experience. **Students are allowed to use personal devices during lunch or breaks as long as they are not in a patient care or working area.** Failure to follow this policy will result in a deduction of grade or disciplinary action in accordance with the disciplinary policy at the discretion of the program director/clinical coordinator. If students need to communicate to someone outside of the class and it is urgent or may be an emergency situation, please inform the preceptor/clinical coordinator so that accommodations to this policy may be made.

## **SOCIAL MEDIA**

The Health Insurance Portability and Accountability Act (HIPAA) requirements, as amended, must be adhered to at all times. References to patients and their health are protected and should remain strictly confidential. At no time should information about a patient be submitted, posted or referenced through a social media network. -KDHS Social Media Guidance Document <https://www.isu.edu/healthsciences/social-media/>

Students are not allowed take pictures or recordings of patients, workers, or themselves in the clinical setting. Students may not share pictures, videos, or information about their clinical setting or experience on social media.

## **APPROPRIATE USE OF SOCIAL NETWORKING WEBSITES**

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Radiographic Science Program, and the University. It is also important to ensure patient information is not made publicly available.

The Radiographic Science Program has adopted the following guidelines to assist students in carefully using these sites.

### A. Personal Privacy

- Set students' profiles on social networking sites so that only those individuals whom the students have provided access may see one's personal information.
- Evaluate photos of students that are posted to these sites and "untagging" photos that depict the student in what may be construed as compromising situations.
- Be aware of the security and privacy options available to them at any sites where students' post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with "Friends Only" access.

## B. Protection of Patient Information

- No pictures may be taken of any patients, x-ray/medical images, or other protected health information while attending clinical rotations.
- Comments made on social networking sites should be considered the same as if they were made in a public place in the clinical setting.
- HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
- Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients the student is caring for may be able to determine to whom the student is referring based on the context.

## C. Professionalism

- Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray the student or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
- Statements made under students' profile are attributable to the student and are treated as if the student verbally made that statement in a public place.
- Use discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture and clinical assignments is prohibited.
- Keep in mind that photographs and statements made are potentially viewable by future employers.
- Students may be subject to disciplinary actions within the University for comments that are either unprofessional or violate patient privacy.
- Remember that each student is representing ISU and the Radiographic Science Program when logging on to a site and make a comment or post a photograph.

## **CLINICAL EXPERIENCE**

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

Students perform examinations with a registered technologist. As a student demonstrates proficiency in performing an examination, they 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. The student to radiography clinical staff ratio must be 1:1; however, it is acceptable that more than 1 student may be temporarily assigned to 1 technologist during uncommonly performed procedures. To ensure the 1:1 distribution at the facilities that are assigned more than one student, each student will be assigned to a registered technologist by the clinical preceptor. Radiation safety is of prime importance to oneself and others. Any violations in radiation safety practice may be grounds for dismissal.



## **THE CLINICAL ENVIRONMENT**

Students will notice many differences between the academic environment to which they have been accustomed and the clinical environment that they are entering. Most of the differences will prove exciting and stimulating; some will prove to be frustrating and aggravating. How successfully a student functions and learns in the clinical setting depends in part on how students approach and deal with these differences.

The reality of the situation is that patient care is a top priority in imaging departments. This means that the patient's welfare is considered first. Usually this is consistent with the goals and needs of clinical education. Occasionally, however, this reality dictates that the scheduling and conducting of educational activities be flexible.

Compared to the learning activities conducted in the didactic courses, the learning activities in the clinical setting are frequently much less structured. Students must take a more active and responsible role for integrating the academic preparation they had with the individual examinations they are observing or performing.

Generally, in the classroom setting students work independently as they pursue their academic goals. Teamwork and cooperation among the students is not a necessity in achieving academic goals. In the clinical setting, students must pursue their educational goals within the overall goals of the program to deliver quality patient services efficiently and effectively. Rather than function independently, students become part of a health care delivery team and must function cooperatively to achieve educational and programmatic goals.

Undoubtedly, students will be able to add many more differences to this list. The point is that students will make a transition that will require some reorientation and adaptation on their own part. Each individual student is not the only one, however, involved in this process. This is a time of transition also for the students in the class ahead who are assuming a new role and responsibilities as professional year II students. The clinical staff is also involved in reorientation and adaptation. At the point when students enter the clinical facility, they have been working with students who in the most part require minimal supervision. The staff must cycle back and assume a direct supervisory role all over again.

## **PROFESSIONAL BEHAVIOR AND CONDUCT**

The clinical sites are places where patient confidence is paramount. Students must exhibit professional behavior and conduct when representing the University. One must endeavor to treat patients with kindness and courtesy to insure preservation of the patient's privacy and dignity. After the patient has been placed in the radiographic room, the door should always be closed and care must be exercised to keep the patient covered. Students should always introduce themselves and any additional people in the room, and wear their name badge.

Students are expected to maintain professional behavior at all times, in both the classroom and clinical settings. Failure to comply with this policy will result in disciplinary action. Failure to comply with any policy in the student handbook will result in disciplinary action, including, but not limited to; a loss of clinical personal time, probation, suspension, dismissal from the program. Students are also expected to follow the policies and procedures of the clinical education setting. Each infraction will be discussed on a case by case basis.

**All students will:**

- Report to the clinical assignment in an alert condition
- Report to the clinical assignment in the proper uniform
- Not do homework without permission of the clinical preceptor (**patients are the priority and their examinations should always come first**)
- Not be in possession of drugs or alcohol, nor engage in their use while on clinical assignments or in didactic course work
- Not engage in immoral conduct
- Not chew gum, eat, or drink in clinical areas
- Not sleep during clinical assignments
- Not engage in theft
- Not leave patients unattended while undergoing diagnostic procedures
- Not sign in the attendance record of another student
- Not falsify records
- Not abuse patients physically or verbally
- Not smoke in areas where it is prohibited while on clinical assignments
- Not smoke in clinical uniform
- Not leave the assigned areas unless instructed to do so
- Not use foul language in the clinical or didactic setting
- Not receive or make personal phone calls except in emergency situations
- Not use a cell phone/other personal device during the clinical assignment time

### **DEVELOPING CLINICAL PROFICIENCY**

Clinical skills can be developed by following a systematic step by step approach. The following sequence of steps will generally produce outstanding technologists:

- **Academic Preparation:** Students complete this step by studying radiographic physics, radiographic principles and techniques, anatomy and physiology, radiographic positioning, etc., in their didactic course work.
- **Observation:** Students' initial activities in the clinical facility will consist primarily of observing registered technologists at work.
- **Assisting Registered Radiologic Technologists:** Once students feel comfortable in the radiographic exposure room, students will be given an opportunity to assist registered radiologic technologists in performing radiographic procedures.

- **Performance Evaluation:** As students develop confidence and proficiency, students will be given the opportunity to complete entire examinations under the direct supervision of a registered radiologic technologist. The technologist will observe and assist students and step in whenever the need arises.
- **Competency Evaluation:** When students feel certain that they are able to do a particular examination by themselves, they should ask the Clinical Preceptor to do a competency evaluation when the next patient for that examination arrives. Each student's performance will be documented on a Clinical Competency form. If competency is achieved it will be counted toward the requirement for that semester. If competency is not achieved, the competency must be repeated until competency has been achieved.

*All competencies may be reevaluated by the Clinical Coordinator or ISU faculty for quality and completeness. The final approval of all competency/proficiency evaluations will be by the Clinical Coordinator or ISU faculty with input from the Clinical Preceptor.*

- **Performance Proficiency:** Once students pass the competency evaluation for a particular examination, students need additional practice to maintain and perfect their skills. Students may now perform this examination with indirect supervision. A registered technologist must be in an adjacent room or area, but not necessarily in the exposure room.

## CLINICAL SUPERVISION

During the professional curriculum, the students are under the supervision of ARRT registered technologists. Once a student has successfully demonstrated a specific competency evaluation, the student may be under indirect supervision of a radiologic technologist.

### *Direct Supervision*

- Must occur for students **before** documented competency of any procedures.
- The clinical preceptor or radiologic technologist will review the request in relation to the student's achievement, evaluate the condition of the patient in relation to the student's knowledge, be present during the examination, review and approve the radiographs.

### *Indirect Supervision*

- Must occur for students **after** documentation of competency for any given procedure.
- The clinical preceptor or radiologic technologist will review, evaluate, and approve the procedure as indicated above and is immediately available to assist students regardless of student achievement.

## **CT COMPETENCIES THROUGH THE ARRT**

**Senior** students enrolled in the ISU Radiographic Science Program are eligible to begin logging CT comps with the ARRT under **direct supervision of a registered CT technologist** after successful completion of RS 4470 Cross-Sectional Anatomy, the completed/signed [ARRT student access approval form](#), and concurrent enrollment and/or completion of RS 4421 Computed Tomography. In addition, all CT exams performed by students, whether previously comped or not, must be under direct supervision of a registered CT technologist; no indirect supervision is permissible. The ARRT does not currently require CT comps as part of the radiography requirements; therefore, permission must be given to each individual student by the clinical site and clinical preceptor before students may begin to perform CT comps. The clinical preceptor makes the determination if a student is competent and adequately prepared to start performing CT comps. **The ability of students to log CT competencies is a privilege above and beyond the radiography curriculum in the Radiographic Science Program.** Any misuse of this privilege will result in the loss of that student's ability to perform CT comps and exams during the Radiographic Science Program.

Each facility's clinical preceptor sets the schedule for students' rotations in CT. Each student is required to participate in CT rotations throughout the Radiographic Science Program; however, students are not required to comp any CT exams. **Students are allowed to perform and comp CT exams only when assigned to CT per the clinical preceptor's assigned clinical rotation schedule and assigned hours.**

The American College of Radiology's SPR Practice Parameter for the Use of Intravascular Contrast Media policy states, "The health care professional performing the injection must be a certified and/or licensed radiologic technologist, MRI technologist, registered radiologist assistant, nurse, physician assistant, physician, or other appropriately credentialed health care professional under the direct supervision of a radiologist or his or her physician designee." In alignment with this policy, students are prohibited from performing IV injections of any substance including but not limited to contrast media, medications, and saline.

Students may fill syringes or auto injection devices with contrast media under the **direct supervision** of registered CT technologists. Preparation of ready mixed IV contrast media may be set up for injection with appropriate IV tubing and needles. Students may comp CT contrast exams as long as the student is the one preparing all the necessary equipment for contrast administration and performs all other aspects of the CT exam.

## **CLASSES DURING CLINICAL EXPERIENCE**

Students in the professional curriculum must obtain permission to take any course during clinical rotations if required for graduation. Written permission by the program director and a statement of rationale must be given by the student. All missed clinical time must be made up.

## **CLINICAL ASSIGNMENTS**

During the first professional year, students fulfill RS 3389 Applied Radiography I and RS 3390 Applied Radiography II on Tuesday and Thursday. During the second professional year, students fulfill RS4480 Applied Radiography IV and RS 4490 Applied Radiography V on Monday, Wednesday, and Friday. Lunch breaks will be determined by the clinical faculty. Evening clinical rotations may be assigned, but **cannot exceed a four-week rotation** (i.e., 8 days for professional year I students or 12 days for professional year II students or 10 days for summer rotation) per semester. The clinical rotation schedule follows the ISU calendar for start and end dates. Clinical hours may not be performed outside of this schedule. Student clinical assignments must not exceed 10 hours in any one day of clinical involvement.

Assignments to an affiliate clinical site are made by the program faculty. Students are under the direct and indirect supervision of the clinical preceptor, chief technologist, staff technologists, and radiologist. Assignments within the radiology department are made by the clinical preceptor and are posted. The clinical preceptor will conduct image critiques and provide the necessary information regarding student evaluations.

## **TRANSPORTATION POLICY**

It is the student's responsibility to provide their own travel to and from class and clinical education sites. Neither the college nor the clinical sites assume any responsibility or liability for student transportation needs.

## **CLINICAL ORIENTATION**

Each clinical affiliate will provide an orientation to students new to their facility. Students will be introduced to the organizational structure of the institution and the policies that will directly involve students. The clinical preceptors will provide orientation to department policies and procedures. It will be the student's responsibility to know the required protocols at the affiliate to which they are assigned.

## **HIPAA**

All patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the clinical preceptor. Students are expected to maintain confidentiality in a professional manner.

In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is

with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the health care facility.

All ISU students enrolled in programs of the Kasiska Division of Health Sciences are required to successfully complete training on the Health Information Portability and Accountability Act (HIPAA) annually.

### **STUDENT MALPRACTICE COVERAGE**

Idaho State University has **mandatory professional liability (malpractice insurance)** coverage for students. The carrier for the policy is the Chicago Insurance Company. The policy provides \$1,000,000 per claim and \$3,000,000 in the aggregate. Students registered for clinical assignments are required to purchase this coverage each semester. It is \$3.00 per semester. Students should verify that they have been billed for this coverage; the billing should happen automatically whenever a student is registered each semester. The coverage is restricted to school-related, for-credit activities involving clinical rotations.

### **STUDENT RELATED INJURIES/MEDICAL INSURANCE**

Any student injured during clinical rotations should:

1. If the student needs immediate attention, the student should utilize the emergency room or be evaluated by a healthcare provider.
2. Notify the Student Health Service (208)-282-2330 about the injury. It will be determined by the physician what the student should do.
3. Provide a copy of the incident report to the program director.
4. Utilize their own private medical insurance.

Neither the university nor the clinical affiliates shall be deemed financially responsible for medical expenses which may be related to an injury or illness acquired during scheduled clinical hours.

### **HEALTH INSURANCE**

Health Insurance is required of all students enrolled in Radiographic Science courses for the duration of the program. Idaho State University no longer offers Student Health Insurance, so students should obtain coverage through coverage with parents, through work, or through the state exchanges. Documentation of coverage is required.

## **RADIATION MONITORING/TRAINING**

Each student will be assigned a radiation monitoring badge. New badges will be distributed when provided by the Radiation Safety Office. It is the student's responsibility to exchange his or her own badge for a new one when notified. **Students who fail to exchange their badges after 5 days of initial notification 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 Radiation 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 badges if they are employed in radiography settings outside of the program. ALARA limits are set for assigned clinical hours and do not include employment exposure. In compliance with Idaho Radiation Safety regulations, the badge shall be worn at the collar and outside the apron during fluoroscopy. A copy of the ISU Radiation Safety Procedure Manual is available online.

([https://www.isu.edu/media/libraries/research/ehs/documents/RSM\\_V13.2.pdf](https://www.isu.edu/media/libraries/research/ehs/documents/RSM_V13.2.pdf))

Students must complete applicable **annual** radiation training at the beginning of the fall semester.

Professional year I students (new students into the program), need to request on the Initial Radiation Safety Training (<https://www.isu.edu/radiationsafety/radiation-safety-training/>).

Professional year II students (second year students), log into Moodle and locate the Radiation Safety Refresher Training under past courses (**for those who have already passed the initial training**)

Holding patients or image receptors during radiographic exposures is considered an unsafe practice. Therefore, students are prohibited from doing so. Students' utilization of energized laboratories on campus must be under the supervision of a qualified radiographer who is available should students need assistance.

While the overall radiation safety goal of the Radiographic Science Program is to keep exposures As Low As Reasonably Achievable (ALARA), specific goals for radiation safety are established in the Program's assessment plan. The quarterly threshold dose established for Radiographic Science students is 100 mrem. This dose limit is in alignment with ISU's 100 mrem dose reporting limit. When a student's quarterly report exceeds the quarterly limit set by the Radiographic Science Program, the student will be notified and required to complete Radiation Exposure Follow-up Checklist and submit it to the Radiographic Science Program Director. The Program Director will meet with the student to discuss the excessive exposure and explore/reiterate ways to reduce dose

in the future. The Program Director will document the conversation and share both documents (i.e. Radiation Exposure Follow-up Checklist and documentation of conversation) to the ISU Radiation Safety Office.



Idaho State University  
Radiographic Science Program  
**Radiation Exposure Follow-up Checklist**

Student Name: \_\_\_\_\_

Clinical Site: \_\_\_\_\_

- Yes  No Student was wearing TLD.
- Yes  No Student was notified of the exposure via letter from the Technical Safety Office. Date of notification: \_\_\_\_\_
- Yes  No Student discussed work practices with the Program director in Radiographic Science

Comments:

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Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_

## **PREGNANCY POLICY**

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

A form is available in the Radiographic Science Office or at <https://www.isu.edu/radiationsafety/>

Pregnant individuals 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 50 mrem in any given month of the gestation period. (10 CFR 20.1208). A student may also choose to continue in the program without modification or accommodation. 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. Clinical affiliates may also have pregnancy policies that include students. Notify the clinical preceptor if applicable.

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 program director.**

## **SAFE PRACTICE IN CLINICAL**

Students are required to function in a safe and appropriate manner at all times in applied radiography (clinical) courses. Students are also required to function in an ethical manner and within the requirements of the clinical site 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, clinical affiliate 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 affiliate.

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

- a. failure to notify the clinical preceptor 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 identity, 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 lead markers on radiographic images;
- 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.
5. 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 identity, illness or injury.

### ***Procedure for Violations of Appropriate Behavior***

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 preceptor.
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 program director on the same day of notification from the clinical preceptor.
4. The student will then be notified in writing of the charges of alleged unsafe or inappropriate behavior by the program director 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 program director within two working days of having received notification of the charges by the program director.
6. Program faculty and the program director will review the charges and the student's written response. The program faculty and program director 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 preceptor within two working days of the meeting of the program faculty and program director.

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, and the College of Health Scholastic Appeals Committee.

## **WORKPLACE HAZARDS**

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated about workplace hazards included but not limited to the following:

- Standard precautions
- Communicable disease awareness
- Fire safety
- Hazardous materials (chemical, electrical, bomb threats, etc.)
- Blood-borne pathogens
- MRI safety

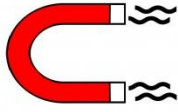
## **MRI SAFETY POLICY**

To ensure the safety of all radiographic science students, students must understand basic safety practices prior to assignment to clinical settings. Access to the MRI suite is restricted and a screening process/authorization is required prior to entry. If students assist with a patient transfer or transporting they **MUST** be fully screened, accompanied by and under the direct supervision (i.e. in eye contact) of a Registered MR Technologist to enter Zones III & IV. Students must comply with the following established magnetic resonance imaging (MRI) safety screening protocols:

- Complete the MRI Safety Training Video, *Introduction to MRI Safety*, (<https://www.appliedradiology.org/MRIsafety/default.aspx>) as recommended by the ACR and pass the online exam with a passing score of 70% or higher
- Complete ISU's MRI Screening Form, **ALL students are mandated to notify the program should their status change during the duration of enrollment**
- Attend and discuss the *MRI Orientation & Safe Practices* presentation for new radiographic science students during student orientation

This assures students are appropriately screened and educated for magnetic field or radiofrequency hazards.

## **MRI SCREENING FORM**



The MRI magnet is **ALWAYS ON**. This magnetic field may be hazardous to individuals entering the MRI room if they have certain metallic, electronic, magnetic, mechanical implants, or other devices.

- Yes    No   Have you ever had a surgical procedure or operation of any kind?
- Yes    No   Have you ever been injured by any metallic foreign body?(*e.g., bullet, BB, pellets, shrapnel, etc.*)
- Yes    No   Have you ever had an injury to the face or eye involving a metallic object? (*e.g., metallic slivers, shavings, foreign body, etc.*)
- Yes    No   Have you ever been a machinist, welder, or metal worker?
- Yes    No   Are you pregnant or do you suspect that you are pregnant?

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

- Yes    No   Are you breast feeding?
- Yes    No   Have you had a previous MR or CT scan?

Please list all prior surgeries and approximate dates:

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***Please indicate if you have any of the following:***

- Yes    No   Brain Aneurysm clip(s)
- Yes    No   Heart valve prosthesis
- Yes    No   Cardiac defibrillator or Pacemaker
- Yes    No   Pacing wires
- Yes    No   Hearing Aid
- Yes    No   Cochlear implant
- Yes    No   Nerve or Bone Stimulator, Any type of electronic, mechanical, or magnetic implant  
Type: \_\_\_\_\_
- Yes    No   Implanted catheter, tube, shunt, or vascular access port, Any type of blood vessel coil, filter, wire or stent.  
Type: \_\_\_\_\_
- Yes    No   Implanted drug infusion device, including insulin pump
- Yes    No   Artificial limb or joint
- Yes    No   Any implanted orthopedic hardware (*i.e., pins, rods, screws, nails, clips, plates, wire, etc.*)  
Type: \_\_\_\_\_
- Yes    No   Halo vest or metallic cervical fixation device
- Yes    No   Surgical clips, staples, wire mesh or sutures
- Yes    No   Orbital / eye prosthesis
- Yes    No   Penile prosthesis
- Yes    No   IUD or Diaphragm

- Yes    No   False teeth, retainers or magnetic braces
- Yes    No   Tattooed eyeliner
- Yes    No   Dermal patches (i.e. smoking, hormonal, medication, etc.)

Any other implanted item Type: \_\_\_\_\_

Other: \_\_\_\_\_

**Do you have any metal inside your body?  Yes  No**  
**If yes, where?**

\_\_\_\_\_

\_\_\_\_\_

**\*\*If you have answered YES to any of the above questions, please notify the Program Director.**

**THE FOLLOWING ITEMS MUST NOT BE TAKEN INTO THE MR SCAN ROOM:**

- \_\_\_ Hearing aid
- \_\_\_ Insulin Pump
- \_\_\_ Continuous Glucose Monitor
- \_\_\_ Glasses
- \_\_\_ Watch
- \_\_\_ Safety pins
- \_\_\_ Hairpins / barrettes
- \_\_\_ Wigs / Hair pieces
- \_\_\_ Jewelry
- \_\_\_ Wallet / Money clip
- \_\_\_ Purse / Pocketbook
- \_\_\_ Pens / Pencils
- \_\_\_ Keys
- \_\_\_ Coins
- \_\_\_ Pocketknife
- \_\_\_ Credit or bank cards
- \_\_\_ Artificial limb / prosthesis
- \_\_\_ Dentures / Partial plates retainers
- \_\_\_ Belt buckle
- \_\_\_ Bra / girdle / sanitary belt
- \_\_\_ Metal zippers / buttons

*I attest that the information I provided is correct to the best of my knowledge. I have reviewed the entire contents of this form and I have had the opportunity to ask questions regarding the information on this form.*

**ALL students are mandated to notify the program should their status change during the duration of enrollment**

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_



**Idaho State  
University**

**Radiographic  
Science**

***Re: MRI Screening Form***

Subject: Student answering "yes" to the question regarding \_\_\_\_\_.

Student Name: \_\_\_\_\_

There is a potential for a dangerous situation because you were identified as \_\_\_\_\_ on the MRI Screening process performed at Idaho State University. You are **INELIGIBLE** to be in the MRI environment/room (observing, transporting or lifting patients).

To be fully cleared you **MUST** provide medical clearance by a medical provider with appropriate medical imaging read by a radiologist, if necessary.

**MRI cannot be chosen for an alternate imaging modality rotation until this is resolved.**

By signing below, I acknowledge that I **WILL NOT** be in the MRI environment/room.

Signature \_\_\_\_\_ Date: \_\_\_\_\_



## **EVIDENCE OF UNSAFE PRACTICE**

Students demonstrating or experiencing difficulty during clinical rotations may request special assistance either from the clinical preceptor or the program faculty. 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 preceptor or program faculty. If any unsafe practice continues, the student will be requested to withdraw from clinical rotations and/or the complete professional curriculum.

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

The clinical preceptor 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.

## **VENIPUNCTURE AND CONTRAST ADMINISTRATION**

Venipuncture is a procedure commonly performed at the clinical education setting. Venipuncture training occurs in RS 3325 Patient Care in Radiology class during the 1<sup>st</sup> semester in the program. This practice is required as an ARRT clinical competency requirement. Students in the professional curriculum may perform venipuncture if approved by the clinical site after appropriate training.

Students may fill syringes or auto injection devices with contrast media under the direct supervision of registered technologists. Preparation of ready mixed IV contrast media may be set up for injection with appropriate IV tubing and needles.

Students are prohibited from administering or injecting any substance including but not limited to contrast media, medications, and saline.

## **CARDIOPULMONARY RESUSCITATION**

Students are required to hold a current certification in cardiopulmonary resuscitation (CPR). This certification is current for the duration of the program. CPR certification will occur in the RS 3325 Patient Care in Radiology class during the 1<sup>st</sup> semester in the program prior to the start of the clinical portion of the Radiographic Science Program. A copy of the students' CPR card is maintained in the student's record in the Radiographic Science Program.

## **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 clinical facility and the program of radiology.

## **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 program director 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.

### ***Advisory Committee***

**Membership:** The membership shall be composed of the Dean of the College of Health (ex-officio), Program Director of the Radiographic Science Program, Clinical Coordinator, Faculty, Clinical Preceptors, 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 program 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 clinical 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.

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 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 program 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. A student will be recommended by the program director to sit on the Student Appeals Committee as needed.

## **COMMUNICABLE DISEASE NOTIFICATION**

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects). Several common communicable diseases are listed below:

Bloodborne pathogens	Conjunctivitis	Varicella
Diarrheal diseases	Diphtheria	Enteroviral infections
Hepatitis viruses	Herpes simplex	HIV/AIDS
Measles	Mumps	Meningococcal infections
Scabies	Pertussis	Rubella
Viral respiratory infections	Streptococcal infection	Tuberculosis

Communicable diseases vary in their virulence, duration, mode of infection, and affects. In order to fully protect students, patients, and clinical staff, the student should do the following:

- Students suspecting exposure or contraction of any of the above conditions must see a physician immediately and initiate testing as appropriate.
- Students diagnosed with any conditions stated above and as determined by their physician to be of short duration which may be transferred by air or contact, may **not** attend Radiographic Science courses and/or clinical, depending on physician's recommendations.
- Students diagnosed with communicable diseases that are of relatively long duration must present a written diagnosis to program officials. The student may be able to continue Radiographic Science clinical courses depending on the severity of the disease, the type of the disease and the student's physician, the student may be required to withdraw from the course(s).
- The student's confidentiality will be protected.

Failure to comply with this notification policy will result in disciplinary action as determined by the Radiographic Science Program faculty. All information is confidential and is not released unless mandated by law.

### *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 clinical 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 program as well as emergency department (ED), 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 clinical 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 Association for Practitioners in Infection Control (APIC) recommends the use of standard 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 infectious 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.

### **NEEDLE STICK/BLOODBORNE PATHOGEN EXPOSURE**

This policy is to provide guidelines for injuries received during a clinical rotation, including contaminated needle stick or sharp injury; mucous membrane/non-intact skin exposure to blood or blood containing body fluids.

**NOTE:** If feasible, it is highly recommended that students be seen at the ISU Student Health Center on the Pocatello campus, following any exposure, for testing and follow-up.

1. This facilitates usage of personal health insurance (all students are required by the university to maintain insurance) and may dramatically reduce any out-of-pocket cost to you.
2. The policy of the Radiographic Science Program is that any costs associated with testing, follow-up care, and medications related to any exposure, are the responsibility of the student.

**Requirements:**

1. Dispose of the needle/sharp in a hard-sided container to prevent further injury.
2. Wash the site vigorously with soap and water for at least five (5) minutes. For mucous membrane exposure such as the mouth and eyes, flush with copious amounts of water for a minimum of 15 minutes.
3. Notify your clinical preceptor and the Radiographic Science Program as quickly as possible.
4. Follow the site policy for injury/incident reporting.
5. Follow the site policy for follow-up and treatment of needle stick and/or blood borne exposure.
6. Contact the Human Resource office or Manager to initiate the appropriate paperwork.
7. Contact the ISU Student Health Center or your personal healthcare provider.

**Recommendations:**

1. Watch the wound closely for signs of infection.
2. If it has been 5 years or longer since your last tetanus booster, you should receive one now.
3. Get a blood test to assure that you are still protected *by Hep B immunization*. If your protection is diminished, get a booster at this time.
  - a. If choose not to be vaccinated at this time, repeat the test in 6 months.
4. You should receive a blood test to screen for Hepatitis C antibodies.
  - a. If the test is negative, repeat in 6 months.
  - b. If positive, contact your health care provider.
5. You should receive a baseline test for HIV.
  - a. It should be repeated in 3 months, and 6 months.
  - b. If positive, contact your health care provider.
6. You should obtain and follow current Center for Disease Control virus exposure guidelines.  
<http://www.cdc.gov/niosh/topics/bbp/>

<b>When an Exposure Incident Occurs</b>			
<b>Exposed Individual (Student/Faculty/Staff)</b>	<b>Site Clinical Preceptor</b>	<b>Program Clinical Coordinator</b>	<b>Healthcare Provider</b>
1. Perform first aid.	1. Discuss exposure incident with student.	1. Provide information on student's vaccination status in consultation with clinical preceptor for completion of exposure incident packet.	1. Completion of pretest counseling and blood test collection of exposed individual (and source patient if known and provides consent).
2. Report injury to clinical preceptor or supervising technologist.	2. Complete incident packet with student.	2. Maintain confidentiality of exposure incident information.	2. Provide documentation to Radiographic Science Program.
3. Complete exposure incident packet with clinical preceptor or supervising technologist.	3. Refer student to ISU Student Health Center or healthcare provider for medical evaluation.	3. Receive results and discuss with student.	
4. Report to designated healthcare professional for medical evaluation and follow-up care as indicated.	4. Submit all forms to Radiographic Science Program.		

**STUDENT RECORDS**

The University maintains accurate and confidential student records. It is the right of the students to have access to most of their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws. Student records, with certain exceptions, will not be released without prior consent of the student through written request.

The following student records may not be viewed by students: financial information submitted by their parents, confidential letters and recommendations, employment job placement or honors to which they have waived their rights of inspection and review. Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review. If there are any questions concerning the accuracy or appropriateness

of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

Idaho State University maintains that the student records policy in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1997. In accordance with Idaho State University's Policy on Family Educational Rights and Privacy Act, information about a student generally may not be released to a third party without the student's written permission. Exceptions under the law include state and federal educational and financial institutions, and law enforcement officials. The only records that will be released concerning students is that information that can be considered "directory" information such as: field of study, name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, attendance, and degrees and awards. The policy also permits students to review their educational records and to challenge the contents of those records.

With regard to clinical radiography course files, only the Radiographic Science faculty or the program secretary may remove files to be copied. Students may not remove or copy the file themselves. Any violation of the above will result in disciplinary action by the Radiographic Science Program faculty.

### **STUDENT CONFIDENTIAL INFORMATION**

In accordance with the Family Education and Rights Act (FERPA) 1997, this program maintains all students' records as confidential and can only release certain items designated as directory information. Directory information is considered name, local and permanent address, telephone listing, major field of study, dates of attendance, etc. This information is only given out to individuals that have a need to know, such as technical safety, clinical preceptors, the Dean's office, etc. The student can prohibit the release of this directory information by making a written request to the Radiographic Science Program.

Students must be aware that reviewing another student's folder or clinical paperwork is a violation of the confidentiality of that student's records.

Any violation of the above will result in disciplinary action by the Program Faculty.

### **INCLEMENT WEATHER**

If Idaho State University closes due to inclement weather, an announcement will be made as early as possible on the radio and/or television stations in the surrounding areas. Notifications of closures or delayed start will also be transmitted through the university's ISU Alerts: Emergency Notification System. You can subscribe to ISU Alerts through BengalWeb. When Idaho State University Campus is closed, clinical education is also cancelled. If an announcement concerning closing is not made before a student must leave for campus or their clinical education setting, then



the student must use good judgment in deciding as to whether or not to attend. If the student does not attend when the campus is open and operating normally, then the day is considered an absence.

## **VISITORS TO CAMPUS**

To promote an academic environment for the entire Idaho State University community, students are expected to exercise prudence in bringing children and other family members to campus. Children and family members are not allowed in classrooms, lab facilities, clinical environment, during class time or clinical rotations. Such a policy protects the children and family members and eliminates distractions for others.

## **EMERGENCY PROCEDURES**

The University has established emergency procedures for a variety of situations. These situations include evacuation, shelter-in-place, active shooter, bomb threat, earthquake, fire safety and preparedness, hazardous materials, medical emergency, power outage, suspicious or unattended item, and weather emergencies. Specific instruction and policies for these situations can be found on the university website: <https://www.isu.edu/publicsafety/emergency-management/emergency-procedures/>

## **LOCKDOWN PROCEDURES**

A lockdown is used when there is an immediate threat of violence in or around the university. A lockdown minimizes access and visibility and shelters students, faculty, staff and visitors in secure locations. Faculty/Staff members are responsible for students and ensuring that no one leaves the safe area.

Lockdown procedures would only be invoked in situations which constitute life-threatening events, and where a facility evacuation could be fatal. A lockdown will be called by the President or his designee, the Pocatello Police Department or other emergency responders. Public Safety and Facilities Services will secure building entrances, ensuring that no unauthorized individuals leave or enter the building.

Notification of a lockdown will be initiated senior university officials and implemented by Public Safety using the following methods:

- by the ISU Alerts Emergency Notification System
- by the automated telephone message system
- by phone tree
- by e-mail
- by University homepage & the Public Safety homepage
- by the university closure phone line
- by using staff to make physical contact at each building

- by vehicle & handheld public address systems
- by campus-wide public address system
- by using public and private television stations
- by using the ISU campus information radio station (station 1610 am)

After hours notification will be initiated by Public Safety using the above-mentioned methods.

### ***During a Lock-Down***

During a lock-down faculty, staff and students should ensure that:

- Students and faculty are to remain in their classrooms. Do not answer the door.
- Keep back from any windows and doors, lay flat on the floor or seek protective cover (concrete walls, thick desks, filing cabinets).
- Remain calm and assist others with you in remaining calm, quiet and out of sight.
- Place signs in exterior windows to identify the location of injured persons.
- All doors, windows, and classrooms will be closed and locked or barricaded, if possible.
- Turn off all lights and close blinds.
- Silence all cell phones.
- Once in a lockdown area, building occupants should call 911 or Public Safety at (208) 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions.
- **If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at [emergency@isu.edu](mailto:emergency@isu.edu).** Public Safety Dispatch will immediately receive and respond to the message.
- Account for everyone in the room or office.
- Do Not Approach Emergency Responders - let them come to you.
- Building occupants should remain in that area until they receive further instructions or an “all clear” is issued.
- No one will be allowed to enter or leave the building(s) or area(s).
- Parents, friends, concerned loved ones will not be allowed to pick up faculty, staff or students from the university, unless instructed to do so.

Public Safety officers and other emergency responders will remain near outside entrances, if possible without putting themselves in danger, to discourage others from entering the building(s) until proper authorities have issued an “all clear.”

### ***Un-Securing an Area***

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses -vs- the safety of a few.
- If doubt exists for the safety of those inside a room, the area should remain secured.

## **CONTINGENCY PLAN**

### ***Introduction***

The purpose of the Idaho State University Radiographic Science contingency plan is to provide continuity of student learning, while sustaining the mission, vision, and values of the program during a catastrophic event. The plan identifies procedures for communication with all faculty, staff, students, and clinical settings/preceptors. This plan identifies procedures that are followed in preparing for adjustments to classrooms, the energized laboratory, faculty offices, student services, and clinical setting access.

Resources that are available to all faculty and students are identified. Specific responsibilities are listed for program leadership/administration and the sponsoring institution. In addition, the procedure for resuming normal operations is identified.

### ***Communication***

#### **Activating the Contingency Plan**

If a catastrophic event occurs, administration will communicate with all faculty, staff, and students by sending a message through email and/or the learning management system. When the communication is received, the Program Director and Dean will assess the situation, determine what aspects of the program will be impacted, and activate the Contingency Plan. The Program Director will be responsible for communicating the plan of response to all program faculty and students. The mode of communication will be determined at the time of the event. Updated student contact information is available in the student information system or on file in the Radiographic Science office. Appropriate PPE will be provided to all students if needed.

#### **Clinical Settings/Preceptors**

If clinical course schedules will be impacted by the catastrophic event, the Clinical Coordinator will communicate that information to all clinical preceptors and students impacted by the event. Clinical course schedules may be altered. Updated clinical setting and clinical preceptor contact information is available in Box and in the Student Handbook. All faculty and students have a university email.

### ***Adjustments***

#### **Classrooms**

If students are not able to remain on campus in the event of a catastrophic event, all courses will be moved online utilizing the Moodle learning management system, which is cloud based and backed-up daily.

#### **Energized Laboratory**

If the energized lab is not available to students on campus in the event of a catastrophic event, all lab instruction will be moved to the ISU Student Health Center or a JRCERT approved clinical setting. The clinical setting used will be determined at the time of the catastrophic event.

## **Faculty Offices**

If faculty office space is impacted by a catastrophic event:

1. Faculty may be issued an alternative office space on campus.
2. Faculty may be issued an alternative office space off campus.
3. Faculty may request to work remotely.

## **Clinical Setting Access**

Clinical course schedules may be altered to accommodate for a catastrophic event.

## **Enrollment Management & Financial Aid Resources**

Enrollment management information is available on the university website. If students need to meet with faculty or staff regarding student service or financial information, communication can be conducted through phone, email, or video conferencing. Each student has access to financial aid and billing information through the student portal.

## ***Resources***

### **Didactic Instruction**

All students are required to have access to a computer, laptop, tablet, or phone with a web camera, microphone, headphones, internet access, exam proctoring software compatibility, and productivity software applications upon admission. All students are expected to access their university email and learning management system account regularly. If a catastrophic event occurs and students are unable to return to campus, all didactic instruction will be delivered online.

### **Faculty Training**

Program faculty use the learning management system and the resources listed above. Additional training can be provided to all faculty and students by the ISU Information Technology Resource Center (ITRC) in person or virtually. All faculty are expected to maintain FERPA in all environments.

## ***Responsibilities***

### **Program leadership and/or administration is responsible for:**

1. Maintain communication with university, state and regulatory agencies, and accreditors during the catastrophic event.
2. Maintain regular communication with faculty and students regarding the status of the catastrophic event.
3. Communicate any deviations from the prepared contingency plan
4. Make adjustments to the contingency plan, as needed, to assure appropriate program operations.
5. Provide faculty and students with state/federal emergency websites and hotlines as appropriate to the catastrophic event.
6. Provide updates to students if access and/or location of resources and student services have changed.

7. Provide alternate innovative learning options for students as appropriate to the catastrophic event.

**The sponsoring institution is responsible for:**

1. Determine financial aid requirements if didactic and/or clinical courses are disrupted.
2. Determine if course grading will change in response to the catastrophe.
3. Provide guidance for temporary alterations to the curricular sequence.
4. Maintain student support and safety during the catastrophe.
5. Provide faculty support for resources not typically utilized by the program.
6. Assure that student support services are not interrupted.
7. Provide wellness support services for students and faculty.

***Resume Normal Operations***

All program faculty will follow the Idaho State University Radiographic Science Contingency Plan until it is determined that normal operations can be resumed.

**Procedure**

1. Administration/leadership will communicate with the Program Director when normal program operations can be resumed.
2. The Program Director will communicate with all program faculty and students when the program will begin to transition back into normal operation procedures. All program faculty will work together to determine the best plan of action to make the transition seamless for all faculty and students.
3. The Clinical Coordinator will communicate with all clinical settings/preceptors and students regarding any adjustments that will be made to the clinical course schedules.
4. Each course instructor will communicate with their students on how the transition will occur for each individual course.
5. The Program Director will oversee the transition back to normal operations and will communicate regularly as needed.

Once the contingency plan is implemented and normal operations are resumed, the contingency plan will be reviewed by all program faculty and improvements will be implemented based on experience.

**DISABILITY SERVICES**

Students with disabilities who wish to have accommodations provided by the University must self-identify with Disability Services (208) 282-3599 in order to have accommodations provided. Information and applications are available in the Center and may be picked up in person or requested by telephone. The URL is <https://www.isu.edu/disabilityservices/>

## **AFFIRMATIVE ACTION**

Idaho State University endeavors to achieve equal educational opportunity for minority 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 they have been a victim of discrimination for any of the previous mentioned reasons should contact the Office of Equity and Inclusion located in the Rendezvous Building, Room 157, (208) 282-3964, <https://www.isu.edu/aaction/>.

## **SEXUAL ORIENTATION AND GENDER IDENTITY**

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. 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, federal, state or local law or regulation, it is the policy of ISU that an individual's sexual orientation and gender identity shall not be a basis for institutional decisions relating to education, employment, or access to programs, facilities or services.

This policy is not intended to nor shall in any way be interpreted to infringe upon individual rights guaranteed by state and federal law, or the policies that implement them.

## **SEXUAL HARASSMENT**

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.

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, program 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, they 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.

The sexual harassment prohibitions and grievance procedures may be found in their entirety in the Idaho State University Affirmative Action Program Policy Statement (Appendix A).

<https://www.isu.edu/aaction/>

Office of Equity and Inclusion  
(208) 282-3964



## REQUIRED TEXTBOOKS

<u>Class</u>	<u>Text</u>	<u>Price</u>
BIOL 3307	<u>Radiation Biology of Medical Imaging</u> , 7 <sup>th</sup> Ed, John Wiley & Sons Inc.	117.75
BIOL 4470	<u>Cross-Sectional Human Anatomy</u> Dean, Lippincott Williams & Wilkins	47.99
	<u>Sectional Anatomy for Imaging Professionals</u> Kelley, 3rd Ed., Mosby, Inc.	134.25
	<u>Sectional Anatomy Workbook</u> , Kelley, 3rd Ed., Mosby, Inc.	61.75
HPHY 3300	<u>Radiologic Science for Technologists</u> , Bushong, 10 <sup>th</sup> Ed., Mosby, Inc.	141.00
HPHY 3321	See HPHY 3300	_____
RS 1105	<u>Introduction to Radiologic Technology</u> , Callaway. 8 <sup>th</sup> Ed., Mosby, Inc.	79.25
RS 3310	<u>Bontrager's Textbook of Radiographic Positioning and Related Anatomy</u> , Lampignano & Kendrick, 10th Ed., Mosby.	205.00
	<u>Bontrager's Handbook of Radiographic Positioning and Related Anatomy</u> Lampignano & Kendrick, 10th Ed, Mosby Inc.	50.95
	<u>Radiographic Positioning Workbook</u> Lampignano & Kendrick, 10th Ed, Mosby, Inc.	121.00
RS 3311	See RS 3310	_____
RS 3312	See RS 3310	_____
RS 3320	None	_____
RS 3325	<u>Patient Care in Radiography</u> Ehrlich, 9 <sup>th</sup> Ed. Mosby	98.00
RS 3330	<u>Radiographic Imaging &amp; Exposure</u> , Fauber, 6 <sup>th</sup> Ed. Mosby	79.95
RS 3340	None	_____
RS 3341	None	_____

RS 3342	None	_____
RS 3375	None	_____
RS 3388	<u>Radiation Protection in Medical Radiography</u> Statkiewicz – Sherer, 7 <sup>th</sup> Ed., Mosby, Inc.	93.50
RS 3389	None	_____
RS 3390	None	_____
RS 4421	None	_____
RS 4430	<u>Comprehensive Radiographic Pathology</u> 5th Ed., Eisenberg, Mosby, Inc.	148.50
RS 4441	See RS 3310	_____
RS 4450	None	_____
RS 4460	<u>Quality Management in the Imaging Sciences,</u> 5 <sup>th</sup> Edition, Papp, J., Mosby.	88.00
RS 4470	See RS 3320	_____
RS 4475	<u>Radiography PREP Program Review &amp; Exam Preparation</u> 7 <sup>th</sup> Edition, McGraw Hill	70.75
	<u>Mosby's Comprehensive Review of Radiography</u> 7 <sup>th</sup> Ed., William J. Callaway	76.95
RS 4481	None	_____
RS 4488	None	_____
RS 4489	None	_____
RS 4490	None	_____

## ADDITIONAL FEES FOR RADIOGRAPHIC SCIENCE MAJORS

### After Admittance to the RS Program

Uniforms – scrubs, embroidery, shoes - \$100.00 - \$200.00 (depending on brands/styles)

Medical tests – (blood draw and/or administration fees may be additional)

TB testing, PPD - \$15.00

Rubella Titer - \$21.00

MMR - \$65.00

Chicken Pox Titer - \$27.00

Chicken Pox Vaccine (if needed) - \$150.00

Tdap Vaccine - \$50.00

Hepatitis B Vaccine - \$70.00 x 3

Influenza Vaccine - \$20.00

Certiphi Background Check – \$55.75

Certiphi Drug Screen – \$29.00

Trajecsys Time Clock System – \$150.00

Online MRI Safety Course – \$15.00

MCE: My Clinical Exchange (for students at Mountain View Hospital and St Luke's associated facilities) - \$20

### First Fall Semester

Professional fees - \$415.00

Liability insurance - \$3.00

### First Spring Semester

Professional fees - \$415.00

Liability insurance - \$3.00

### Summer Semester

Professional fees - \$415.00

Liability insurance - \$3.00

### Second Fall Semester

Professional fees - \$415.00

Liability insurance - \$3.00

Uniforms - replace as needed - \$50.00

Medical tests - Influenza Vaccine - \$20.00

### Second Spring Semester

Professional fees - \$415.00

Liability insurance - \$3.00

Certification exam - \$250.00

**Note: These fees are an approximation.**

## **JOURNALS AVAILABLE AT THE 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

## **EVIDENCE OF UNDERSTANDING**

My signature indicates that I have received, read, and understand the Student Handbook for the Radiographic Science Program at Idaho State University. I agree to abide by the policies and procedures outlined in this handbook.

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Radiographic Science Program requires each Student to have their own health insurance during the duration of the program.

Insurance Provider \_\_\_\_\_

Policy Number \_\_\_\_\_

## **ACADEMIC HONESTY ATTESTATION STATEMENT**

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in the Radiographic Science Program and may result in suspension or dismissal. Cases will also be referred to the Dean of Students for possible dismissal from the university.

Cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor (including artificial intelligence programs such as ChatGPT) in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to, the use of, by paraphrase or direct quotation without correct recognition, the published or unpublished works of another person. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism.

Students are encouraged to take full advantage of the many resources available including Internet sites, handouts and workbooks, other textbooks and journals, faculty, and peers. This interactive collegial learning environment is conducive for life-long learning.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## STUDENT CLINICAL ORIENTATION CHECKLIST

- |   | Tech Initials |
|---|---------------|
| 1. Tour of Facility                         | _____         |
| 2. Tour of Department                       | _____         |
| 3. Policy & Procedures                      |               |
| a. Location of Policy & Procedure Manual    | _____         |
| b. Location of x-ray exam protocols         | _____         |
| c. Orientation to chain of command          | _____         |
| 4. Location of Equipment                    |               |
| a. Stretchers/beds                          | _____         |
| b. Wheelchairs                              | _____         |
| c. IV poles                                 | _____         |
| d. Oxygen tanks                             | _____         |
| e. Crash carts                              | _____         |
| f. Emergency drug trays                     | _____         |
| g. Suction                                  | _____         |
| h. Personal protective equipment (PPE)      | _____         |
| 5. Disaster/ Code/ Fire Procedures          |               |
| a. Workplace hazards                        | _____         |
| b. Emergency preparedness                   | _____         |
| c. Medical emergencies                      | _____         |
| d. MRI zones I, II, III, IV (if applicable) | _____         |
| 6. HIPAA                                    | _____         |
| 7. Standard Precautions                     | _____         |
| 8. Telephone Orientation                    | _____         |
| 9. Personal item storage                    | _____         |
| 10. Smoking policy                          | _____         |
| 11. Pregnancy policy                        | _____         |
| 12. Parking policy                          | _____         |
| 13. Restroom locations                      | _____         |

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Clinical Preceptor Signature

Date

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Student Signature

Date

## **AFFILIATION AGREEMENT**

This Affiliation Agreement (“Agreement”) between **Idaho State University**, on behalf of its \_\_\_\_\_ Program (the "*Program*") and \_\_\_\_\_ located at \_\_\_\_\_, \_\_\_\_\_ (the "*Facility*") (each individually, a "*Party*," and collectively, the "*Parties*"), takes effect on \_\_\_\_\_, 201\_\_ ("*Effective Date*").

### **Background**

- Program is a higher education institution having enrolled students (whether singular or plural, "*Student*") who have need for clinical education experiences (whether singular or plural, "*Experience*").
- The Parties desire each Program-selected Student to obtain clinical education experiences at the Facility.

### **Agreement**

#### ***I. Mutual Responsibilities and Coordination.***

- A. Exchange and Review. Each Party retains a privilege to exchange visits and review materials relevant to a Student’s Experience.
- B. Nondiscrimination. Each Party must not discriminate on the basis of race, creed, sex, national origin, or disability unless that basis is a bona fide occupational criterion.
- C. Organization. The Parties must cause the ACCE (defined below) to cooperate with Facility’s clinical coordinator (or other designee) in arranging each Experience’s schedule, content, objectives and goals.

#### ***II. Program Responsibilities.***

- A. Definitions.
  - 1. “HIPAA” means CFR parts 160 and 164 and HITECH (Title XIII of the American Recovery and Reinvestment Act of 2009).
  - 2. “ACCE” means Program’s academic coordinator of clinical education
- B. Duties. The Program shall:
  - 1. provide a statement to the Facility that describes the philosophy, goals, objectives, and schedule of:
    - a. the Program’s curriculum generally; and
    - b. each Experience in particular;
  - 2. ensure that each Student appropriately is assigned to the Experience,

including:

- a. evaluating the Student's competence and knowledge before the Experience begins;
  - b. assessing Student's health before Experience begins; and
  - c. requiring the Student to carry appropriate professional liability insurance;
3. ensure that the Student is knowledgeable concerning and has prepared for:
- a. transportation needed to fulfill responsibilities at the Facility;
  - b. room and board concurrently with the Experience; and
  - c. scheduling arrival at and departure from the Facility;
4. ensure that the Student has been made aware of each relevant Facility rule, regulation, policy, procedure and schedule that Facility has made known to the Program;
5. ensure that the Student has been made aware of each Program requirement and regulation for clinical education, including professional practice standards;
6. facilitate communication between the Parties, including:
- a. appointing a member of Program's faculty to serve as ACCE;
  - b. notifying the Facility in writing of the identity of the ACCE and any Program-designated Program director;
  - c. notifying the Facility annually of each then-current academic year's clinical education schedule;
  - d. notifying the Facility of each specific Student assignment no later than ten working days before the Student's arrival, subject to the arrangement set forth below in Sections IV.B and IV.C; and
  - e. describing to the Facility specific Student outcome objectives for each assigned Student's Experience;
7. direct each Student to comply with Facility's policies and procedures governing any use or disclosure of individually identifiable health information under federal law, specifically including HIPAA; and
8. ensure at Facility's request that each Student signs and delivers to Facility before the Experience begins a copy of a Confidentiality Understanding (attached and incorporated into this Agreement as **ATTACHMENT A**).

***III. Facility Responsibilities. The Facility shall:***

- A. accept a mutually agreed upon number of Students whom Program has selected for an Experience period;



- B. provide any applicable annually updated information that is necessary to complete Program's Clinical Education Center Information form;
- C. notify the Program - no later than fifteen working days before a clinical assignment - of any change in Facility's ability to accept the Student;
- D. provide the Student a clinical schedule averaging forty (40) hours per week;
- E. complete and return each Student evaluation according to the Program's guidelines and schedule;
- F. not subject the Student to any sexual harassment act; and
- G. inform and train the Student regarding Facility's HIPAA-related policies and practices.
- H. facilitate communication between the Parties, including appointing a member from Facility to serve as clinical coordinator and notifying the Program of their identity.
- I. provide for the overall clinical supervision of the student both directly and indirectly based upon program objectives and student needs.

**IV. *Student Experience Characteristics.***

- A. No Employment relationship to Either Party.
  - 1. *In General.* Facility's rules and regulations apply to each Student who Program assigns to an Experience.
  - 2. *Liability.* The Student is not considered an officer, employee, agent, representative, or volunteer of either Party for any purpose, including but not limited to liability, but instead is a Student:
    - a. at the Program engaged in the Experiences as a part of the Program's curriculum; and
    - b. in clinical practice.
  - 3. *HIPAA.* The Student specifically is not and must not be considered to be Facility's employee. But the Student is considered to be a member of the Facility's workforce, when engaged in any Agreement activity:
    - a. solely for the purpose under HIPAA to define the Student's role in relation to using and disclosing Facility's protected health information; and
    - b. as workforce is defined under 45 CFR 160.103.
- B. Short-Notice Assignment. In an emergency circumstance, Program has a right to assign a Student to an Experience upon less than ten days' notice to Facility. The Facility reserves a right to accept or reject that assignment.
- C. Short-Notice Cancellation. Program retains a right to cancel a Student's Experience assignment for academic or other good cause upon less than ten days'

notice to Facility, with no duty to designate another Student as a replacement.

- D. Assignment Refusal. Facility retains a right for good cause to refuse any clinical assignment upon less than fifteen working days' notice.
- E. Withdrawal. Each Party is entitled at any time to withdraw the Student from the Facility after assignment for any of the following documented reasons that the Party must document:
  - 1. the Student's unprofessional or unethical behavior;
  - 2. the Facility's staff's unprofessional or unethical behavior that directly affects the Student's Experience;
  - 3. the Student's failure to meet Program's prerequisite academic requirements; or
  - 4. any good cause, including but not limited to, any medical emergency.

**V. *Effective Duration.***

- A. Term. The Agreement's term begins on Effective Date and is continuous with automatic one-year renewals on each successive anniversary of the Effective Date.
- B. Termination. Each Party has a right at any time to terminate the Agreement upon no later than sixty (60) days' advance written notice to the other Party.
- C. In the event of termination of this Agreement by either party, Students currently assigned to clinical experiences at Facility at the time of notice of termination will be given the opportunity to complete their Experience at Facility.

**VI. *Liability.***

- A. Program Commitment.
  - 1. *Insurance*. Program at its own expense shall provide adequate liability insurance coverage for its officers, employees, and agents. Program must ensure that its liability insurance has an occurrence-based form. Program at Facility's request must deliver a certificate of financial responsibility to Facility.
  - 2. *Workers Compensation*. The Program shall, at its own expense, obtain and maintain appropriate Workers' Compensation coverage for Program's employed personnel and Students.
  - 3. *Program Indemnity*.
    - a. *Scope*. To the extent of the Idaho Tort Claims Act (I.C. § 6-901 et seq.) or any applicable insurance coverage, the Program will defend, indemnify, and hold harmless the Facility, its officers, governing board, employees, agents, and representatives from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses, and reasonable attorney's fees,

arising from any negligence or wrongful act or omission of the Program, its officers, employees, and agents.

- b. Exclusion. The Program is liable under the provisions of this paragraph A for the paragraph's obligations, costs, and expenses only to the extent that the above act or omission is caused:
  - (1) by the Program or any of its officers, employees, or agents; and
  - (2) not by the Facility or any of its officers, employees, agents, representatives, or volunteers.

B. Facility Commitment.

- 1. *Insurance.* Facility at its own expense shall provide adequate liability insurance coverage for its officers, employees, agents, representatives, and volunteers. Facility at Program's request must deliver a certificate of insurance to Program.
- 2. *Facility Indemnity.*
  - a. *Scope.* To the extent of Facility's preceding insurance coverage, the Facility will defend, indemnify, and hold harmless the Program, its officers, governing board, employees, and agents from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses, and reasonable attorney's fees, arising from the negligent or wrongful acts or omissions of the Facility, its officers, employees, agents, representatives, or volunteers.
  - b. Exclusion. The Facility shall be liable under the provisions of this paragraph B for the paragraph's obligations, costs, and expenses only to the extent that such act or omission is caused:
    - (1) by the Facility or any of its officers, employees, agents, representatives, or volunteers; and
    - (2) not by the Program or any of its officers, employees, or agents.

C. Student Insurance.

- 1. *Facility Requirement.* Facility requires each Student to have Student's own health insurance and have malpractice insurance with professional and personal limits of liability of \$1,000,000 per occurrence and \$3,000,000 in general aggregate. Program will provide Workers' Compensation coverage to Students during the clinical experience.
- 2. *Program Duty.* The Program must ensure that any professional liability insurance coverage for any Student assigned to the Facility has been obtained before Program has assigned the Student. The Program, at Facility's request, must deliver a copy of the insurance certificate to the

Facility.

**VII. FERPA.**

“FERPA” means the Family Educational Rights and Privacy Act. The Parties recognize that they are bound to comply with FERPA in their handling of education records of any Student that may be enrolled in any Program related to this Agreement.

- A. Access Need. The Parties understand and recognize that each Party’s employees and agents need access to educational records that the other Party maintains in properly administering any duties and obligations to Student.
- B. Duty to Orient. Each Party thoroughly must orient its employees and agents of its obligations under FERPA and strictly maintain its practices according to that act’s requirements.
- C. Disclosure. “*Outsider*” means any person or entity not a Party to this Agreement.
  - 1. *To Third Party.* Before authorizing any further disclosure of Student’s educational records to any Outsider, a Party must:
    - a. receive the other Party’s permission; and
    - b. obtain assurances that the Outsider fully has complied with FERPA.
  - 2. *Redisclosure.* A Party has authority to redisclose Student’s educational records to the Outsider only if the Outsider does no further disclosure.

**VIII. Amendment.**

Any change to this arrangement requires written amendment that each Party must sign.

**IX. Notices.**

Each Party must send any notice under this agreement in writing either hand-delivered or mailed by certified mail to the addresses set forth below.

Program Notification Address: Facility Notification Address:

Idaho State University	_____
General Counsel	_____
921 S. 8 <sup>th</sup> Ave., Stop 8410	_____
Pocatello, ID 83209-8410	_____

**X. Binding Authority.**

Each Party has authorized an undersigned individual to sign this Agreement on behalf of that Party.

**Signed:**

**Program:**

**IDAHO STATE UNIVERSITY**

**Facility:**

\_\_\_\_\_

By: \_\_\_\_\_

Valerie Martin Conley, PhD  
Provost and Vice President for  
Academic Affairs

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A**

**CONFIDENTIALITY UNDERSTANDING**

By signing and dating this Confidentiality Understanding, the undersigned Student indicates an understanding of, and agrees to be bound by, a certain Affiliation Agreement between *Bingham Memorial Hospital, Blackfoot Medical Center, Nell J Redfield Memorial, Portneuf Medical Center, OrthoIdaho, Idaho Medical Imaging, East Falls Orthopaedics, Eastern Idaho Regional Medical Center, Family First Medical Center, Madison Memorial Hospital, Mountain View Hospital, Power County Hospital, Idaho Falls Community Hospital, Teton Radiology Madison, Franklin County Medical Center* (“Facility”), and Idaho State University, on behalf of its **Radiographic Science Program** (“Program”).

As a material part of any consideration that Student provides to Facility in exchange for Facility allowing the Student’s clinical education at Facility, Student confirms that any patient information acquired during the clinical education is confidential, and Student at all times must maintain the confidentiality of and not disclose this information, whether during the clinical education or after it has ended.

Student further must abide by the applicable rules and policies of both Facility and Program while at Facility. Student understands that, in addition to other available remedies, Facility immediately may remove the Student and terminate the Student’s clinical education if Facility considers the Student to endanger any patient, breach patient confidentiality, disrupt Facility’s operation, or not to comply with any request by Facility including its supervisory staff.

**I have read and understand the Affiliation Agreement, and I agree to abide by this Confidentiality Understanding.**

\_\_\_\_\_  
Student’s Signature Date

\_\_\_\_\_  
Student’s Name (Print)

\_\_\_\_\_  
Program Witness (Signature) Date

\_\_\_\_\_  
Program Witness Name and Title (Print)