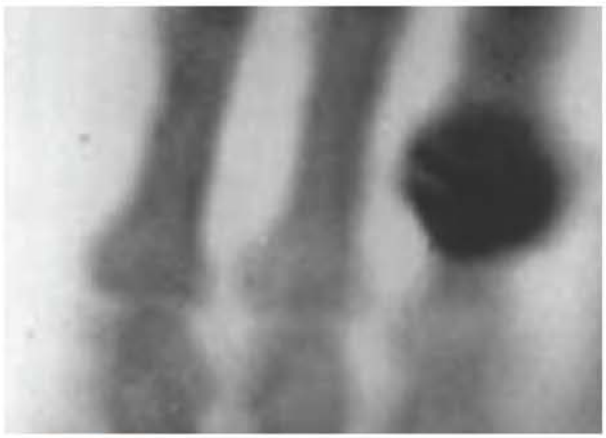
Lakeland Regional Health®

SCHOOL OF RADIOLOGIC TECHNOLOGY



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2015

2015 STUDENT HANDBOOK

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DIDACTIC EDUCATION

LAKELAND REGIONAL HEALTH MEDICAL CENTER
SCHOOL OF RADIOLOGIC TECHNOLOGY
MISSION / GOALS AND OUTCOMES

Our Vision

Lakeland Regional Health Medical Center School of Radiologic Technology, providing the best educational experiences.

Our Core Purpose / Mission

Graduating individuals with the qualities, knowledge, and competencies necessary to become Registered Radiologic Technologists that provide the best outcomes and safest care.

Our Values & Beliefs

We Promise…

- *to treasure all people as uniquely created*
- *to nurture, educate and guide with integrity*
- *to inspire each and every one of us to do our very best*

Our Goals and Student Learning Outcomes

Goal 1. Students will demonstrate competence for successful practice as entry level radiographers.

- Students will utilize proper radiation practices on all exams.
- Correct technical standards will be achieved and demonstrated during procedures.
- Adequate positioning skills will be represented by students.

Goal 2. Students will develop and demonstrate growth, professional ethics, and characteristics of a healthcare practitioner.

- Students will develop a strong understanding of the core vision and values of the radiography practice including ethical issues and characteristics of exceptional radiographers.
- Graduates will indicate that they plan to continue their education - either in an advanced modality or for a more formalized degree such as a masters or bachelors

Goal 3. Students will demonstrate abilities in effective communication with staff and patients.

- Student will illustrate through oral interpretations that they are able to effectively communicate and relay information to patients, and hospital staff.
- Student will demonstrate appropriate writing skills.

Goal 4. Students will apply critical thinking and problem solving skills necessary for professional practice.

- Students will select and critique images to build oral critical thinking skills.
- Students will be expected to use critical thinking and problem solving skills in the clinical setting.
- Students will use critical thinking skills to analyze ALARA principles. (Oral Presentation)

Lakeland Regional Health®

VISION & MISSION STATEMENTS

Our Vision

Together, our Promise is YOUR HEALTH.

Our Core Purpose/Mission

We deliver the best outcomes and safest care by placing people at the heart of all we do. We improve lives every day by promoting wellness, education and discovery.

Our Values & Beliefs

We Promise…

- *to treasure all people as uniquely created*
- *to nurture, educate and guide with integrity*
- *to inspire each and every one of us to do our very best*

2015 Program Calendar
Class or 2015– 2017

Year 1

Quarter 1
July 6 – September 18, 2015

Holiday: September 7, 2015

Quarter Break
September 19 – 27, 2015

Quarter 2
September 28 – December 18, 2015

Holiday: November 26 & 27, 2015

Quarter Break
December 19, 2015 – January 3, 2016

Quarter 3
January 4 – March 25, 2016

Holiday: March 25, 2016

Quarter Break
March 26 – April 3, 2016

Quarter 4
April 4 – June 24, 2016

Holiday: May 30, 2016

Quarter Break
June 25 – July 10, 2016

Year 2

Quarter 5
July 11 – September 23, 2016

Holiday: September 5, 2016

Quarter Break
September 25 – October 2, 2016

Quarter 6
October 3 – December 23, 2016

Holiday: November 24 & 25, 2016

Quarter Break
December 24, 2016 – January 8, 2017

Quarter 7
January 9 – March 31. 2017

Quarter Break
April 1 – 9, 2017

Quarter 8
April 10 – June 30, 2017

Holiday: April 14 & May 29, 2017

Graduation
June 29, 2017

LAKELAND REGIONAL HEALTH MEDICAL CENTER
SCHOOL OF RADIOLOGIC TECHNOLOGY
HANDBOOK OF RULES AND REGULATIONS

Professional Behavior Expectations:

LRH School of Radiologic Technology will prepare you for entry into the health care profession. Certain standards of behavior and conduct will be expected of all students in both the classroom and the clinical area. Students will be expected to keep commitments, to be punctual and prepared for all learning experiences, and to actively participate in the learning process. Appropriate behavior is a requirement for successful completion of this program as outlined in the handbook.

Program Expectations

The following is a list of policies and guidelines for students of the Radiologic Technology Program at Lakeland Regional Health. Please read this material carefully as you will be held responsible for the information contained in this handbook. By signing the acknowledgment page, you are agreeing to adhere to all rules, regulations, and policies of the School. Additionally, you will be scheduled for a general hospital orientation to acquaint you with the hospital's policies and guidelines, failure to attend this orientation will void your acceptance into the program. During your tenure here as a student radiographer, you will be responsible for following all policies and requirements of Lakeland Regional Health Medical Center. All LRH policies can be found on the hospital's intranet.

GENERAL POLICIES

I. Health Related Policies
- A. Pre-enrollment Physical, Drug Testing and Background Screening
  1. Prior to final acceptance into the program, students accepted by the interview committee must undergo a background screening provided by LRH and pass the hospital's physical and drug test given by the Employee Health Department at Lakeland Regional Health. This is a $200.00 non-refundable fee.

- B. Hospitalization Insurance
  1. All students must carry some type of hospitalization / medical insurance in order to remain in the program. You **must** bring proof of hospitalization on your first day of class.

- C. Health Care and Standard Precautions
  1. The hospital's Employee Health Department provides services for medical testing, immunizations, illnesses, or injuries related to the student's clinical assignments while in the radiography program.
  2. The hospital assumes no responsibility for free health care for any student.
     a. The Employee Health Department will refer students to their personal physician for any non-program related health care needs.
  3. Students receive instruction in Standard Precautions, which are the guidelines set forth by Lakeland Regional Health in regard to patient/staff disease and precautions.
  4. Students are required to attend the four-hour AIDS/HIV course offered at Lakeland Regional Health.
  5. All hospital policies regarding standard precautions are located on the hospital's intranet and can be accessed via the hospital's computer system.

- D. Personal Counseling
  1. LRH Chaplin's Office, 1st floor, 863-687-1247
  2. Peace River Center – 24 hour crisis line 863-519-3744; outpatient services 863-248-3311 www.peacerivercenter.org

II. Student Services and Learning Resources

A. The school has the following student services and learning resources available:

1. Dedicated classroom for the radiography program
2. Use of laptops in the classroom
3. Small learning/resource lab for instructional purposes / computer lab and internet access
4. Access to the hospital's radiographic rooms for demonstration and practice labs
5. Access to the hospital's medical library, computer lab, and Internet services for research assignments or projects
6. Use of the school's imaging phantoms and anatomic models
7. Access to numerous self-study audiovisual and computer aided instructional materials covering all disciplines of Radiologic Technology.
8. Tutoring services – when requested and scheduled.
9. Access to the hospital's Employee Health Department for medical testing, immunizations, illnesses, or injuries related to the student's clinical assignments while in the radiography program.
    a. Students will be referred to their personal physician for any other medically related needs.
10. The same discount as employees when using the hospital's cafeteria.
11. Free parking provided by the hospital and all clinical sites.

III. Parking

A. All students must obtain a hospital issued parking permit if they drive a car to the hospital for clinical rotations or class. There is no fee for obtaining this permit.

1. Students are responsible for parking in the designated parking lot for any given clinical rotation.
    a. Students are given a map of the employee and student parking lots and are shown the proper parking area for parking for any given clinical assignment.
2. The employee parking sticker must be placed on the left rear area of the car.

B. Violation of parking rules can lead to fines, suspension and/or dismissal from the radiography program.

IV. Attendance

A. At LRH students will clock in and out on API. If a student is at RIS or Watson Clinic they will have a staff member sign their time sheet

B. Attendance records are kept up to date and accurate on each individual student. The following are indicated on the attendance records:

1. Attendance hours
2. Personal Days
3. Class absences
4. Make-up time

C. As classroom hours are incorporated into the 37.5-hour per week time frame, class attendance is mandatory.

D. Lunch, Breaks, and Lounge Privileges

1. 30 minutes is allowed for lunch and is scheduled by the area supervisor.
    a. Hospital I.D. badges are required to receive employee prices in the cafeteria.
    b. Students leaving the hospital grounds for lunch must notify their assigned staff and program official. Students must clock out and be back on time (within the 30-minute timeframe) for their clinical assignment or class if they choose to leave the hospital for lunch.
2. Breaks are granted at the discretion of the clinical area supervisor and are usually 15 minutes in length.
3. Lakeland Regional Health System is a smoke free organization; therefore no smoking is allowed inside or on the grounds of the hospital or other campuses (including in your car).
4. Eating is allowed in the designated lounge areas of the Radiology department. Students and staff share the responsibility of keeping this area clean.

E. Time Off – School Breaks, Holiday and Personal Time

1. <u>School Breaks</u> – Student are not scheduled for any clinical rotations or didactic classes during the quarter breaks. Each quarter break is usually one week in length except for the winter/Christmas break. The Christmas break is two weeks in length. Quarter breaks are scheduled so student will have time to plan events so they will not miss any didactic or clinical education time.

2. Holidays – Students are given 6 additional holidays per year which are as follows:
   Good Friday
   Memorial Day
   July 4th
   Labor Day
   Thursday and Friday of the week of Thanksgiving
   a. Christmas Eve, Christmas Day, New Years Eve, and New Years Day are recognized school holidays that fall during the standard quarter breaks. Students that are making up clinical time during the quarter breaks may not make up time on recognized hospital holidays.

3. Personal time – Students are allotted six (8 hour) personal days per year during the 24-month program. (12 personal days total). These days are reserved for illness or for unexpected events that arise making an absence necessary for a given day.
   a. Up to five consecutive days missed due to illness or injury will count as one personal day if the student has a written excuse for the illness or injury from their personal physician.
   b. Any student unable to report for clinical practice **must** do the following:
      1. Notify the department supervisor at least 30 minutes before scheduled start time.
      2. Notify the Program Director or the Clinical Coordinator at least 30 minutes before scheduled start time.
         (You must leave a message by texting or office voice mail if call is not answered. (863 687-1100 ext 3768 or 3769)
   c. Any time missed the day before or after a holiday or quarter break will have double the hours used deducted from their time bank.
   d. You are **required** to attend your senior's graduation as well as your own; you may not use personal time for either event.

4. If the allotted six personal days have been used within a given year, and the student misses any additional time, the time must be made up during the next scheduled quarter break.
5. If a student misses any limited rotation assignment due to illness or a schedule change, that student will be reassigned to that clinical rotation so the required clinical objectives can be met.
6. Absences, whether excused or unexcused, will not alter the requirements of any given clinical module.
7. Excessive unscheduled absences (more than two per month) can lead to dismissal from the Program.
8. VA students will not receive extended benefits for any clinical make-up hours that are completed after the scheduled program completion date. (*Benefits will terminate at the time of the scheduled program completion date*.)
9. Veterans' benefits will be terminated for any VA student exceeding three (3) **unexcused** absences in a calendar month. Excused absences will be granted for extenuating circumstances and will be substantiated by entry in the student's file.

F. Tardiness
   1. Students are expected to clock in by the assigned clinical start time. Clock in times later than 1 minute past the assigned start time is considered late / tardy.
      a. Refer to the Disciplinary Policy for consequences of excessive Tardiness.
   2. Any student that determines he or she will be late must do the following:
      a. Notify the department supervisor prior to the scheduled start time that he/she will be late and the estimated time of arrival, if possible.
      b. Notify the Program Director or the Clinical Coordinator prior to the scheduled start time that he/she will be late and the estimated time of arrival, if possible. (You must leave a message by texting or office voice mail if call is not answered. (863 687-1100 ext 3768 or 3769)
   3. Program officials are aware that there may be extenuating circumstances where notification prior to the scheduled start time is not possible. These will be considered on an individual basis.

V. Dress Code
   A. Radiography Program Uniform
      1. Royal blue uniform/scrub pants and white uniform/scrub tops.
         a. Must be clean and ironed.
         b. Uniforms should not be too tightly fitted.

2. The embroidered logo is done at Uniform Connection:
   a. Address: 2123 E Edgewood Dr
      Lakeland, Fl 33803
      Telephone: 863 667-2682
   b. Inform them that you are a student in the LRH Radiography Program and they will assist you.
   b. The LRH logo and "Radiography Program" will be on the right front of the scrub top.
   e. The cost of the required embroidering is approximately $7.00 per top, plus tax.

3. White undershirt / tee shirt to be worn under the uniform / scrub top
   a. Must be totally white with no logos, etc.
   b. If short sleeves the undershirt cannot extend lower than the sleeves of the uniform top.
   c. You may wear long sleeves totally white t-shirt under scrub top during cold months.

4. Black shoes with black hose or black socks.
   a. Shoes are to be clean and polished.
   b. Shoes are to be totally black (i.e. no colored logos, stripes, or embellishments)
   c. **Shoes must have closed toe and closed heel.**

5. Optional: White lab coat.
   If you choose to wear a lab coat, you must have the LRH logo and "Radiography Program" embroidered on the right front of the lab coat. No sweaters, sweatshirts or hoodies etc. are permitted for clinicals or didactic classes.

B. Jewelry and Tattoos
The following is the **only** jewelry permitted
1. Maximum of 2 rings
2. A watch with a second hand
3. One medic alert necklace or medic alert bracelet is allowed
4. Earrings - Only small post ball type earrings may be worn. (No hoops or dangles of any kind will be allowed.) If wearing earrings, only one pair (one in each ear) of earrings is allowed.
5. Other than pierced ears, no other body piercing jewelry may be worn.
6. Tattoos must not be offensive and are to be covered whenever possible by clothing or hosiery.

C. Hair
1. Hair must be neatly styled. **All hair** must be pulled back away from face (including bangs) when in uniform.
   a. Hair that is touching the top of the shoulders or longer must be pulled back or put up.
   b. Bangs must be above eyebrows or pulled back.
   c. Only white, royal blue, or dark colored (brown or black) clips or bands are to be used to secure hair.
   d. Extreme hair styles or extreme hair coloring are not allowed
2. Beards
   a. Closely trimmed beard, if applicable.
   c. Clean shaven if student does not have a beard.

D. Make-up, perfumes or colognes
1. Students should use make-up with discretion. No heavy or extreme make-up is allowed.
2. **No perfumes or colognes can be worn while on clinical assignments**.

E. Nails
1. Nails must be no longer than ¼ inch above the tip of the finger, and kept clean.
2. Only clear or very light shades of nail polish may be worn.
3. **No artificial, acrylic, or gel nails are allowed.**

F. No chewing gum, drinks or food are allowed in patient care areas.

G. Program uniform and I.D. badges must be worn while on the hospital premises or any clinical site, for any program related activity.

H. Badges will be worn on left shoulder.

VI. Disciplinary Actions

A. Probation

1. Students are evaluated every Quarter. If a student is placed on academic or clinical probation, the probation will last (a minimum) from one evaluation period until the next.
2. The purpose of probation is to allow the student time to improve one or more of the following:
   a. grades
   b. clinical performance
   c. record keeping: staff evaluations / patient records
3. Probation may also act as a disciplinary action for a minor breach of rules.
4. Should the incident that causes probation persist into the next evaluation period, the student will be disciplined in one of the following manners:
   a. Dismissal
   b. Delay of Graduation
   c. Suspension: time missed is to be made up after the twenty-four month educational program

B. Dismissal or Suspension

1. The School has the right to dismiss or suspend a student from the Program for the following reasons:
   a. Dishonest acts of any nature
      (1) Cheating
      (2) False Witness
      (3) Concealment of acts that could result in poor patient care or avoidable overexposure to patients.
   b. Excessive absences
   c. Grade percentage below 78%
   d. Abusing patient rights including confidentiality of information
   e. Theft
   f. Drug abuse
   g. Persistent unprofessional behavior and/or disrespectful attitude toward patients, staff, physicians, or fellow students
   h. Antagonistic attitude giving rise to student behavior problem
   i. Disregard for policies and rules of the hospital and School of Radiologic Technology.
   j. Disruptive classroom habits. (*i.e. talking, tardiness, sleeping*)

C. Honor Code

1. Students are responsible for the honest conduct of themselves and their fellow students in the didactic and clinical areas.
2. If a student becomes aware of dishonesty and does not report that dishonesty, that student is equally guilty.
   a. See Section B - Dismissal or Suspension

VII. Disciplinary Policy

This policy is established to provide guidelines for consistent disciplinary actions due to breeches in Program Rules and/or Policies. Consequences for breeches of Program rules and policies are divided into four levels and are as follows:

A. **LEVEL I**

Students will be issued an incident report for up to three occurrences per year for a combination of the following breeches of Program Rules and/or Policies:

1. Breech of dress code
2. Tardy to class or clinical practice assignment without an acceptable due notice.
3. Failure to follow proper notification protocol when calling in to miss clinical practice and/or class.
4. Failure to be prepared for a clinical practice assignment. (No RT and LT lead markers, no technique notebook on person, or not wearing appropriate radiation monitoring badge)
5. Failure to respond to or sign and return notices in a timely manner
6. Leaving assigned clinical practice area without permission
7. Antagonistic, foul language, or insubordinate attitude toward the patient, school officials, staff, supervisors or fellow students.
8. Unprepared for class
9. Parking violation

10. Missing or not prepared for the scheduled procedures check-off session
11. Cell phone and or Apple watches (or similar devices with internet, phone, photo etc. capabilities) not in locker or basket in the classroom and not on silent
12. Failure to clock in or out on API or if off-site not having time sheet signed
13. Sleeping in class
14. Failure to clock in and / or out in API

B. **LEVEL II**

Students will be given a three days suspension for up to three occurrences during the two year program of the following breeches of Program Rules and/or Policies:

1. More than three occurrences per year of LEVEL I breeches of Program Rules and/or Policies.
2. Unauthorized changing of the clinical practice assignment schedule.
3. Not receiving notification from students when missing clinical practice assignment or class
4. Not following proper radiation protection practices for self and/or patient
5. Unethical behavior or practice when on clinical practice rotation
6. Holding an image receptor during any radiographic procedure

C. **LEVEL III**

Students will be given at a minimum one-week suspension for a single occurrence during the two-year program of the following breeches of Program Rules and/or Policies:

1. More than three occurrences of LEVEL II breeches of Program Rules and/or Policies during the two-year program.
2. Any action that would be a potential danger to the safety of a patient, staff, or fellow student.

D. **LEVEL IV**

Students will be dismissed from the program for any of the following breeches of Program Rules and/or Policies.

1. More than one occurrence of a LEVEL III breech of Program Rules and/or Policies during the two-year program.
2. Cheating, lying, or falsification of records
3. Evidence of drug or alcohol abuse while on the premises of any clinical practice assignment or in the classroom
4. Possession of a firearm or any weapon while on the premises of any clinical practice assignment or in the classroom.
5. Wanton disregard of established patient care practices.

VIII. Grievance Procedure

A. All students are given an Organizational Chart of Lakeland Regional Health, the Radiology Department and a copy of the program's grievance procedure.

1. The organizational charts are discussed with all students during Orientation

B. The Grievance Procedure for the radiography program is as follows:

1. Any student wishing to file a grievance must give written notice to the Program Director within three days of the occurrence, describing the occurrence and their grievance issue concerning the occurrence.
2. Within three business days of receiving the grievance, the Program Director will give a written response to the student's grievance issue. If the matter is not resolved to the student's satisfaction, the student may:
3. Ask for consultation with the Director of Radiology. This request will be in writing and be sent or given to the Program Director and the Director of Radiology within three business days of the prior response. A consultation will be scheduled within one week of the delivered request and a response to the issue will be given to the student within three working days post conference. If the matter is not resolved to the satisfaction of the student at this level, the student may:
4. Ask for a consultation with the Hospital Associate Vice-President over the Radiology Department. This request will be in writing and be sent or given to the Program Director, the Director of Radiology, and the Associate Vice-President within three business days of the prior response. The consultation will be scheduled within two weeks of the delivered request and a response to the issue will be given to the student within two weeks post conference. All decisions made and set forth at this level are final.

IX. Pregnancy Policy

A. A declared pregnant woman "DPW" whose duties involve working in a radiation environment will not, during gestation, knowingly be exposed to ionizing radiation exceeding 500 millirem during gestation.
Although declaring pregnancy is a voluntary action, the program officials recommend that the pregnant student officially declare her status so that proper precautions can be taken to protect the fetus. If a student radiographer opts to declare her pregnancy she must complete the Declaration of Pregnancy Form (Appendix A) and turn it in to the Program Director. The Program Director will complete the appropriate section and send the Radiation Safety Office (RSO) the notification form. The RSO will return the completed form to the program director's office. The completed form will be kept in the student's file. The Program Director will arrange for the student to meet with the RSO if she wishes to discuss any concerns regarding fetal exposure.

If a student does declare pregnancy, the following options will be offered to the pregnant radiography student:

1. The student may continue in the program with no modifications in clinical practice assignments. The student will assume any risk associated with exposure to ionizing radiation as long as the total exposure received does not exceed 500 millirem.

   Should the student elect this option and subsequently experience difficulties relating to the pregnancy that necessitates missing more than 15 consecutive clinical practice assignments or ten consecutive didactic classes, the student will be required to take a leave of absence. The student will have the option to rejoin the program at the same time the following year.

2. The student may continue in the program with slight modifications in the clinical practice assignments. During the first three months of the pregnancy, the student will **not** be assigned clinically to any area involving fluoroscopic procedures, but will be assigned to alternate clinical areas. This may or may not involve additional clinical time over the twenty-four month program. The student must complete all clinical modules and competencies prior to receiving a certificate of graduation.

   Should the student elect this option and subsequently experience difficulties relating to the pregnancy that necessitates missing more than 15 consecutive clinical practice assignments or ten consecutive didactic classes, the student will be required to take a leave of absence. The student will have the option to rejoin the program at the same time the following year.

3. The student may elect to continue only the didactic portion of the program throughout their pregnancy and up to three months post-partum and then resume the clinical practice assignments. If this option is taken, the student must complete all required clinical modules, competencies, and clinical practice hour assignments prior to receiving a certificate of graduation.

   Should a declared pregnant student radiographer elect to continue the didactic portion of the program and subsequently experience difficulties relating to the pregnancy that necessitates missing more than ten consecutive didactic classes, the student will be required to take a leave of absence. The student will have the option to rejoin the program at the same time the following year.

4. The student may elect to take a leave of absence from the program and rejoin the program at the same time the following year.

B. The student may un-declare her pregnancy in writing or elect to not declare her pregnancy in writing. If pregnancy not declared or undeclared the student will assume full liability of any consequences of being assigned through the various clinical practice assignments as no accommodations can be made to protect the fetus without the written declaration. Additionally, the student will be subject to the school's attendance policy. Although it is both procedure and practice of this Program to offer the utmost in radiation protection to the students, neither the School of Radiologic Technology nor Lakeland Regional Health will assume liability of the mother or child in case of pregnancy. Information regarding a student leaving due to pregnancy will be held in confidence in accordance with applicable privacy laws.

X. Dissemination of Information

A. Communication of information will be by text message, email, student mail box or bulletin board: Items posted on the bulletin board may include the following:

1. Clinical and room rotation schedules
2. Listing of competencies completed by each student
3. Class lesson schedule and assignments
4. Class or clinical announcements
5. Employment or continuing educational opportunities

B. Students will receive a text message or email notification of changes. It is the student's responsibility to check their messages daily to be aware of any changes in schedules or assignments; it is one of the main sources of instructor - student communication.

C. Each student is assigned a "mail slot" located in the school area. Program officials use these mail slots to communicate notices, schedule changes, or any other non-confidential communications to the student.

D. Students will receive written notice or any policy changes.

1. Signed acknowledgement of policy changes will be kept in an electronic file.

XI. First Year and Graduation Requirements

A. First Year Requirements – In order to progress to the second year of the program, students must:

1. Successfully complete all first year didactic and clinical courses
2. Pass a comprehensive first year final with a minimum score of 78%.

B. Second Year Requirements – In order to graduate from the program students must:

1. Successfully complete all second year didactic and clinical courses
2. Complete and turn in senior projects
3. Pass a final examination covering all subject matter covered during the 2-year program with a minimum score of 78%.
4. All requirements must be completed no later than 14 days after the scheduled graduation date.

C. Course Repeat Policy

1. From time to time, a student does poorly in all subjects, didactic and/or clinical, but demonstrates the desire to stay in the program. If program officials determine that the student can succeed with more time in the program and if there is space available, the student may be allowed to repeat the first or second year of the Radiologic Technology Educational Program.
2. The final decision for re-entry into the Program will be left to the discretion of the Program officials.
3. Any student failing a didactic course with a grade of 77% or lower will have the opportunity to voluntarily retake the course. In order to receive a passing grade for the course unit tests and final exam for repeated course will be taken concurrently with their regular course studies.
    a. If the unit tests and final exam are passed with a 78% or better, the grade of 78% will be recorded in the gradebook. If a 78% or better is not scored on the unit tests or final exam, the actual grade will be recorded in the gradebook.
    b. The final grade for the course will consist of the unit tests and the final exam scores and must be a minimum grade of 78% to successfully complete the course.
    c. The recorded grade for the successful completion of the course repeated will be 78%.
    d. No repeat attempt will be given for the comprehensive final exam. If the student does not pass the final exam with at least a 78%, the grade received on the final exam will be recorded.
4. There will be a tuition charge for this course of $415.00 to be paid prior to starting the course.
5. Failure to repeat a course or not successfully complete a repeated course will result in dismissal from the program.
6. No student will be allowed to repeat more than 2 courses.
7. If a student receiving Veterans benefits fails the first or second year, they will be terminated from the Radiography program for pay purposes. Should the student desire to repeat the first or second year of the Radiologic Technology educational program, they must have the approval of the Program Director and must do so without Veterans benefits. After successful completion of the first quarter, they may reapply for Veterans benefits. Each case will be individually assessed.

D. ARRT Registry Application

1. All senior students will make application to the American Registry of Radiologic Technologists (ARRT) to write the ARRT examination by May 1st of their senior year.
   a. Unless all program requirements have been met, a student will not be eligible to take the ARRT examination.

2. All senior students are given the opportunity to make application to the Florida Department of Health for a temporary general radiographer certification for the state of Florida prior to graduation.

3. **Please note that the State of Florida and the American Registry of Radiologic Technologists (ARRT) application processes include inquiry concerning conviction of a felony or a misdemeanor (including pleas of guilty, pleas of nolo contendere, withheld adjudication, or suspended sentence). Some prior criminal history may preclude an individual from being eligible to take the ARRT exam or obtain a license from the State of Florida. If you have any concerns regarding this matter, a pre-application process is available to determine your eligibility. You may contact the American Registry at (651) 687-0048 or at www.arrt.org and Florida Department of Health at (850) 245-4266 or http://www.doh.state.fl.us/environment/radiation/index.html for more information regarding this matter.**

4. **It is the student's responsibility to make sure that they meet all of the requirements necessary to take the ARRT exam and obtain a Florida license.**

XII. Student Placement Service

A. No placement service is available, however, any letters received announcing job openings are posted on the student bulletin board.
   1. Program officials will provide counseling assistance as students seek employment opportunities prior to graduation.
   2. Prior to graduation students meet with a hospital recruiter and leadership of the radiology department for an in service on interviewing skills and resume building.
   3. Students will have the opportunity to experience a mock interview with leadership.
   4. Students will be granted one clinical day to attend a job fair or interview during the last quarter of their second year, if available.

XIII. Students Privacy Rights

A. All rights of student privacy are strictly adhered to by program officials and are in accordance to all applicable state and national statutes.
   1. Individual records are kept on each student and any student may see their own individual accessible records upon written request.
      a. Students desiring to view their records must schedule a time to view the records with the program officials.
   2. Any request for release of records must be made in writing to the radiography program officials.
      a. The request must include student's name, Social Security number, dates of attendance, address of where the records are to be sent, and signature of the student or graduate.

XIV. Tuition and Fees

A. Students are required to pay tuition, by check or money order, in the amount of $675.00 to LRH each quarter. Payment of tuition not made at this time will incur a late fee of $100.00. If payment is not made by the first day of the quarter students will not be able to attend their assigned clinical rotation or class. Time missed will be deducted from your time bank at double the time missed.
Repeat course fee of $415.00 is due prior to retaking the course. Cost of tuition is subject to change.

B. Students must purchase required textbooks. Information regarding ordering procedures will be sent to students accepted into the program at least 1 month prior to the start date. Total cost of texts will vary according to the number of texts required per year of enrollment.
   1. Students may purchase used textbooks. However all workbooks **must be** in new condition.
   2. Students have the option of selling their textbooks to new students if the same edition is being used.

C. Additional fees for supplies and memberships in professional affiliations will be assessed prior to the beginning of the first and second year of the program.

D. Quarter 7 & 8 *CORECTEC'S On-Line Registry Review Course* current fee of $80.00 (subject to change).

E. The student will also be responsible for application fees for the American Registry of Radiologic Technology (ARRT) and the Florida Department of Health certification and registration.

1. ARRT application fee: $200.00
2. Florida DOH application fee: $50.00

F. Title IV Funding is **not** available at LRH School of Radiologic Technology. Second year students are eligible to apply for a scholarship offered by the LRH Foundation. Scholarships are dependent upon donations made to the Foundation Radiology Scholarship Fund. Scholarships are awarded based on student's grade point average and financial need. Employees of LRH are eligible for Education Assistance contingent with LRH Policy 1.32.001.12. A variety of financial aid may be available at www.fastweb.com .

XV. Refund Policy

A. Tuition:

Students withdrawing from the Radiography Program will have tuition refunded as follows:

1st week or class	50% reimbursement
After 1st week of class	0% reimbursement

B. Miscellaneous: Advanced payment of required fees that have not been used will be refunded.

XVI. Transfer of Credit

A. Students applying for the program with prior credit(s) from another JRCERT accredited program in Radiologic Technology (who left in good standing) will be considered on an individual basis.

1. For advanced placement into the program, the following considerations will be applied:
   a. The current class size. If the class the applicant is wishing to transfer into is at capacity, no consideration can be granted to the applicant.
   b. Testing results. The student must pass the first year final and meet first year clinical competency requirements to be placed into the second year class.
   c. Course compatibility. The course offerings at the previous institution must be able to be matched to the program's course offerings so that proper transfer of credit can be awarded.
   d. Student information. Number of courses completed, clinical competency records, student's GPA, and faculty recommendations from the prior program attended will be evaluated.
   e. A.S., A.A degree or higher is required if applicant does not qualify for articulation agreement at PSC or HCC.

2. The transfer student may be required to repeat all or some of the courses previously taken based on testing results.

3. Any VA student that has had prior training in radiologic technology will be evaluated on an individual basis and credit will be awarded where appropriate. The student and the VA office will be notified of credit awarded.

B. Lakeland Regional Health School of Radiologic Technology has an articulation agreement with Polk State College (PSC), and Hillsborough Community College (HCC) for students entering the program without an AA/AS degree or higher. Students entering the program who seek an AS degree from PSC or HCC will be granted a block of credit hours for their radiography courses. Student must take 25% of their program hours at PSC or HCC to have articulated credits awarded.

C. PSC requirements:

ENC1101 College Composition 1
MAT1105 College Algebra or higher
PHI2600 Ethics
PSY 2012 General Psychology or other Social Science approved for General Education at PSC
BSC2085C Anatomy and Physiology I
BSC2086C Anatomy and Physiology II
HLP 1081 Wellness Concepts
CGS1061C Intro to Computers and Information Systems
HSC1531 Medical Terminology

D. HCC requirements:

ENC1101 College Composition 1
PSY 2012 General Psychology
BSC1085 Human Anatomy & Physiology I
BSC 1085L Human Anatomy & Physiology Lab
MAC 1105 College Algebra or Higher
CGS1000 Intro to Computers and Tech.
BSC 1086 Human Anatomy & Physiology II
BSC 1086L Human Anatomy & Physiology II Lab
General Education Humanities Course
Medical Terminology (not required by HCC but to enter LRH)

Students may transfer a minimum amount of credits from other institutions to LRH, but they do not automatically qualify for this articulation agreement. They may submit an evaluation of credit from previous institutions to the Registrar at PSC or HCC, who will determine if the student will qualify under this articulation agreement.
The student is responsible to ensure their eligibility for graduation with an A.S. degree from PSC or HCC upon completion of LRH School of Radiologic Technology from PSC or HCC.
Other colleges may grant college credit for lifelong learning experiences obtained after successful completion of LRH School of Radiologic Technology program.

XVII. JRCERT Complaint Resolution Policy

The LRH radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). To maintain accreditation the program must stay in compliance with the ***Standards for an Accredited Educational Program in Radiologic Sciences.*** Standards can be found at:
http://jrcert.org/sites/jrcert/uploads/documents/2011_Standards/Standards_2014-Radiography.pdf

The Federal Higher Education Act of 1965, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT recognized by the United States Department of Education for the accreditation of radiography and radiation therapy educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to **Standards for an Accredited Educational Program in Radiologic Sciences** or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

A. Process

1. The individual should first attempt to resolve the complaint directly with program or institution officials through the program established grievance policy.

2. If the individual is unable to resolve the complaint via the grievance procedure or believes that the concerns have not been properly addressed, he or she may contact the JRCERT to request an Allegations Reporting Form.

   Chief Executive Officer
   Joint Review Committee on Education in Radiologic Technology
   20 North Wacker Drive, Suite 2850
   Chicago, Illinois 60606-3182
   Ph: 312-704-5300
   Fax: 312-704-5304
   e-mail: mail@jrcert.org

3. The Allegations Reporting Form must be completed, signed, and sent to the above address. Incomplete or unsigned forms will not be considered. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through program's grievance procedure.

4. Submitted allegations must relate to the **Standards for an Accredited Educational Program in Radiologic Sciences.** The JRCERT will not divulge the identity of the complainant(s) unless required to do so through legal process. A copy of the JRCERT standards is located in the Appendix at the back of this handbook.

5. If program officials received notification from the JRCERT office of a submitted allegation, the program will submit a response to the JRCERT office within the specified timeframe as established by the JRCERT office.
    a. The response to the JRCERT office will contain rationale and supporting documentation regarding the resolution the program deed appropriate to the allegation.

6. A record of all allegations or complaints and their resolutions will be maintained by the program in a secured location in the program director's office.

XVIII. Hospital and School Rights

A. All rights herein designated are reserved by the Hospital and the School of Radiologic Technology. The School also reserves the right to make any changes deemed necessary for the benefit of the Program or to accommodate unforeseen events that may occur concerning courses, faculty, or requirements.

1. Students will receive written notice of any policy changes.
2. Students will sign an acknowledgement form that they have received and read the policy change. These signed acknowledgements will be kept in electronic file.

CLINICAL EDUCATION

I. Clinical Practice Assignments

A. After orientation, all students are scheduled approximately 27.5 clinical practice hours per week.

1. The majority of the clinical assignments are scheduled Monday – Friday, 8:00 a.m. – 4:00 p.m.

2. In order for Radiography students to be exposed to and gain experience in the required radiographic procedures during the two-year program, limited clinical rotations include weekend assignments. The majority of combined didactic and clinical time is Monday through Friday, 8am – 4pm with limited clinical rotation hours as follows:
   a. 5:00 a.m. – 1:00 p.m.
   b. 6:00 a.m. – 2:00 p.m.
   c. 7:00 a.m. – 1:30 p.m.
   d. 7:30 a.m.– 2:30 p.m.
   e. 8:00 a.m. – 5:30 p.m.
   f. 12:00 p.m. – 7:30 p.m.
   g. 3:00 p.m. – 9:30 p.m.

3. Students must track the beginning and ending of each day by clocking in and out on API at LRH or having their time sheet signed at RIS and Watson Clinic. The time signed will be the time you present to the technologist (example: if you are here at 8:00am and don't go to the technologist until 10:30am your start time will be considered 10:30am)
   a. Students not signing in will be considered absent.
   b. Students leaving off-site clinicals to come to class will use API to clock out or sign out when they leave the clinical area and clock in when they arrive at LRH. All students must clock out after class (unless scheduled for clinicals).

4. Clinical make-up hours are scheduled during the quarter breaks (not to include holidays) or after the scheduled program completion date. Make-up time must be scheduled so that the 1:1 student to staff ratio is maintained.

5. Make up time after 2 year time frame is to be completed within 14 days of graduation.

B. Clinical rotation schedules are posted covering a 3 month time frame.

1. Students should ask for changes in their clinical schedule only when absolutely necessary.

2. Any change in the clinical schedule must be approved by the Program Director or Clinical Coordinator.

3. Students that miss or are unable to complete a limited rotation assignment due to a schedule change or illness must complete that assignment prior to graduation in order for all clinical objectives to be met.
   a. Limited clinical rotation assignments include: holding room rotations; technical area; Radiology Interventional Lab; Cardiac Imaging; MRI; Ultrasound; Radiation Therapy (LRCC); PACS; and the limited clinical rotation hours listed above in A.2.,a - f.

C. All Clinical Practice rotations and assignments have the following:

1. Objectives for the rotation or assignment
2. Direct supervision by a qualified Radiographer prior to completion of competency and, at the very least, indirect supervision by a qualified Radiographer after completion of competency.
3. Methods of evaluation.

D. Affiliates – Watson Clinic, Radiology and Imaging Specialists (RIS) Central, RIS Plant City, Orthopedic Associates, and Clark & Daughtrey.

1. Students are scheduled for clinical rotations at Watson Clinic, RIS Central, RIS Plant City, Orthopedic Associates, and Clark & Daughtrey at various times during the first and second year to enhance their clinical educational experiences.

E. Clinical Practice Rotations Requirements and Expectations

1. Room rotation assignments are posted and given to students prior to the beginning of each quarter.
2. Students must remain in their assigned area unless moved by a supervisor after approval by the Clinical Coordinator or Program Director.
3. When assigned to a clinical rotation assignment, students are required to:
   a. be at the designated clinical area on time and appropriately attired for their clinical assignment
   b. perform the clinical assignments with the assigned staff technologist following directions to the best of their ability
   c. have their assigned room prepared and ready for any procedure sent to that room and make sure the assigned room is properly supplied and clean before leaving (with the assistance and/or direction of the staff technologist)
   d. remain with all patients in their care
   e. report to the staff for breaks, lunch, class or dismissal
   f. have a daily evaluation completed by their assigned staff (at LRH) each day and after their clinical rotation, sign the weekly evaluation (for all clinical sites), and turn both evaluations in to the Clinical Coordinator or Program Director each week
   g. complete assignments relative to the clinical learning experience given them by their assigned staff technologist
   h. look for learning opportunities in other areas if they are not busy in their assigned area, students are not allowed to leave clinical assignment without approval of Program Director or Clinical Coordinator
4. Repeat Image Logs
   a. All students in quarters 2 – 8 are required to keep a record of any image in an exam they are doing that has been repeated. This must be signed on the log sheet by the technologist participating in the exam
   b. Repeat image logs must be turned in at the end of each week.
   c. Failure to keep adequate repeat image logs during any one clinical module will result in clinical probation. Failure to keep adequate records for two consecutive clinical modules will result in failure of that clinical module.

II. Radiation Safety Precautions and Practices

A. All students will receive orientation lectures on Radiation Protection Practices by the Radiation Safety Officer (RSO) and program officials prior to any clinical rotation assignment.

B. Radiation Monitoring Badges requirements are as follows:

1. **Must** be worn while the student is on clinical rotation
   a. Students will receive a basic radiation protection course during orientation and are expected to follow proper radiation protection practices.
2. Care for radiation monitoring badges is outlined during Orientation by the RSO.
3. When assigned to clinical practice at Lakeland Regional Health, radiation monitoring badges are not to be taken home. The monitoring badge must be placed on the badge clipboard before the student leaves clinical duty.
4. When assigned to clinical practice at one of the affiliate sites, students will take their radiation monitoring badges with them, but must follow rules regarding care of the monitoring badges as outlined during orientation.
5. Radiation monitoring badges are changed every month and must be turned in on time.
6. Radiation exposure reports are presented every month in class.
   a. Students must sign the report every month, indicating they have seen their exposure reading.
   b. If a calendar quarter dose exceeds Action Level 1 of 125 mrem a Level 1 letter is sent and student will be counseled by program officials and the Radiation Safety Officer.
   c. If a calendar quarter dose exceeds Action Level II of 375 mrem a Level II letter is sent and an in depth investigation is performed. Student will be counseled by program officials and the Radiation Safety Officer

d. Persistent negligence in protection practices giving rise to student or patient overexposure will lead to dismissal from the program.

7. All students assigned to mobile procedures shall wear an apron during radiation exposures.
8. Students may not hold the image receptor during exposures.
9. Students shall not hold patients during exposures, unless absolutely necessary. Under no circumstances, will student allow any part of their body to be in the primary beam.
10. Students not 18 years of age will be accommodated until reaching their 18th birthday. Students will not be assigned to a fluoroscopic rotation until they turn 18.
    a. Students must turn 18 by July 31st of the first year of the program.

B. Clinical Safety

1. All students for LRH, Orthopedic Associates, and Clark & Daughtrey will attend the LRH orientation presentations and complete all hospital-required safety educational programs and/or in-services to include:
    - Showing Cultural Sensitivity
    - Biomedical Waste Policy Review
    - Electrical Safety II
    - Abuse of the Elderly
    - Safe Patient Handling at LRH
    - NICHE: Introduction
    - Hand Hygiene and Isolation Awareness
    - Clinical Orientation Essentials
    - MRI Magnet Safety
    - Swallow Precautions
    - Suicide Precautions
    - De-escalation-Baker Act Pt
    - Know when to offer an Interpreter
    - Arjo Ceiling Lift
    - Code 44 Review
    - SS: Perioperative Environment
    - SS: Safely Positioning Surgical Pt
    - SS: Scrubbing/Gowning/Gloving
    - Malignant Hyperthermia
    - SS: Aging Surgical Population
    - SS: Aseptic Technique
    - SS: Patient Assessment
    - SS: Sterilization
    - SS: Preventing Intraop Skin Inj.
    - SS: Perioperative Skin Prep
    - SS: Surgical Draping
    - SS: Surgical Counts
    - Stroke Mandatory Module: IR
    - ISTAT ACT/6+/Creat Cath Lab/CLR
    - Corporate Compliance – HIPAA
    - Infection Prevention
    - Body Mechanics/Ergonomics
    - Risk Management Incident Reporting
    - Safety Essentials
    - Cultural Diversity Training

2. All LRH policies may be accessed for review or clarification via the hospital's intranet system.

3. All students will complete Radiology and Imaging Student Orientation to include:
    - HIPAA
    - Bloodborne Pathogens, Biomedical Waste
    - Safety Essentials

4. All students will complete Watson Clinic Student Orientation to include:
    - Emergency Procedures
    - Bloodborne Pathogens, Biomedical Waste, & Radiation safety
    - Tuberculosis
    - Ethics and Compliance Program
    - Sexual Harassment
    - HIPAA Awareness
    - Workplace Violence

III. Clinical Performance and Supervision

A. Clinical Competency

1. All phases of technology covered in the classroom are put into application during clinical rotation.
2. Students are tested on positioning, exposure techniques, patient care, and radiation protection practices for all parts and/or systems of the body.
3. Students will progress through the clinical competency curriculum as described in the clinical education handbook.

B. All students are under supervision of a qualified Radiologic Technologist at all times.

C. Prior to passing a competency, a student must perform the radiographic procedure under the direct supervision of a qualified radiographer.

1. Direct supervision means a qualified radiographer is present and in the room with the student radiographer and:
    a. Reviews procedure in relation to the student's achievement
    b. Evaluates the condition of the patient in relation to the student's knowledge
    c. Is physically present during the conduct of the procedure
    d. Reviews and approves the procedure and / or image
2. All mobile and surgical procedures will be performed under the director supervision of a qualified radiographer, regardless of the level of competency obtained by the student.

D. After passing a competency, a student can perform that radiographic procedure under the indirect supervision of a qualified radiographer.

1. Indirect supervision means a qualified radiographer is immediately available should assistance be needed.
    a. Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room where the procedure is performed.
    b. This availability applies to all areas where ionizing radiation equipment is in use on patients. (This does not mean a phone call away).
    c. The student must be deemed capable of performing the examination with reasonable success.
    d. The condition of the patient must be deemed satisfactory.

E. Repeat Examinations

1. **ALL REPEAT EXAMINATIONS MUST BE PERFORMED UNDER DIRECT SUPERVISION - THE REGISTERED RADIOGRAPHER IS IN THE ROOM WITH THE STUDENT.**
    a. Failure of the student to comply with this requirement will result in an automatic lowering of the student's clinical grade by one letter value.

IV. Clinical Evaluation

A. Students are required to complete a minimal number of competencies every six weeks.

1. Requirements are outlined in the Clinical Education Plan and designated by the clinical competency requirements for each clinical module. (*1 - 16*)
2. Failure to pass any clinical module for any six-week period will require the student to complete that six-week module prior to advancing to the next module. All 16 clinical modules must be completed in order for a student to graduate from the program.
3. Failure of any given module more than once, or failure of any three modules, will result in dismissal from the program.

B. Staff technologists will fill out evaluations on students regarding clinical performance and professional development / progress after each clinical rotation. (Both daily and weekly evaluations)

1. Evaluations are to be discussed with the student by the evaluator and then signed by the student and the evaluator.
2. Failure to have staff fill out evaluations will result in a 0 for that week and can lead to failure of that clinical module.
3. Below average scores in these evaluations will be discussed with the student by the evaluator, and the Program Director and/or Clinical Coordinator.

C. Students will be assigned a minimum of one image critique presentation or project presentation per quarter.

1. The procedure for image critique presentation is outlined in the Clinical Education Plan that is distributed to students in Orientation.
2. All other presentation assignments will be given during that particular course.

D. Clinical Grading System

1. The student's total clinical grade will consist of the following:
   a. Clinical Competency Evaluations – 60% of total grade
   b. Staff Evaluations – 15% of the total grade
   c. Film critique / project presentations (Sr year mentor sessions) – 20% of total grade
   d. Image repeat logs – 5%
2. Any breach of a clinical rule (i.e. dress code, tardiness, not carrying the required technique notebook) will result a Student Incident Report
3. The clinical grading scale is as follows:

95 - 100%	A
87 - 94%	B
80 - 86%	C
Below 80%	F

V. Clinical Curriculum

RADC 110 - CLINICAL PRACTICUM I (Modules 1 & 2)

This course is the practical application of subject matter taught in the classroom setting. Demonstration of knowledge and/or competence in various procedures or processes is required and is outlined in the clinical education handbook. Emphasis during this term includes the following:

- orientation rotations in the technical area
- orientation rotations in diagnostic imaging rooms
- radiographic/fluoroscopic equipment and accessories
- assessment of the patient to includes basic vital functions
- emergency responses to various patient distresses
- implementation and use of proper body mechanics to move and/or transfer patients

YEAR 1, Quarter 1
184 Clock Hours

RADC 120 - CLINICAL PRACTICUM II (Modules 3 & 4)

This course is the practical application of subject matter taught in the classroom setting. Demonstration of knowledge and/or competence in various procedures or processes is required and is outlined in the clinical education handbook. Emphasis during this term includes the following:

- radiographic/fluoroscopic equipment and accessories
- advanced assessment of patient status, with the ability to respond appropriately to patient distress situations
- venipuncture
- radiography of the upper extremities, lower extremities, shoulder girdle, chest and abdomen
- bedside radiography of the extremities

YEAR 1, Quarter 2
296 Clock Hours

RADC 130 - CLINICAL PRACTICUM III (Modules 5 & 6)

This course is the practical application of subject matter taught in the classroom setting. Demonstration of knowledge and/or competence in various procedures or processes is required and is outlined in the clinical education handbook. Emphasis during this term includes the following:

- radiography of the pelvis and spine
- fluoroscopic procedures of the Gastrointestinal and Biliary Systems
- emergency department radiography of upper extremities, lower extremities, shoulder girdle, pelvis and spine
- bedside radiography of the chest, abdomen and extremities

YEAR 1, Quarter 3
330 Clock Hours

RADC 140 - CLINICAL PRACTICUM IV (Modules 7 & 8)

This course is the practical application of subject matter taught in the classroom setting. Demonstration of knowledge and/or competence in various procedures or processes is required and is outlined in the clinical education handbook. Emphasis during this term includes the following:

- fluoroscopic procedures of the Gastrointestinal and Biliary Systems
- emergency department and trauma services radiography of upper extremities, lower extremities, shoulder girdle, pelvis, spine, and bony thorax
- surgical radiographic procedures
- radiography of the skull and facial bones

YEAR 1, Quarter 4
316 Clock Hours

RADC 210 - CLINICAL PRACTICUM V (Modules 9 & 10)

This course is the practical application of subject matter taught in the classroom setting. Demonstration of knowledge and/or competence in various procedures or processes is required and is outlined in the clinical education handbook. Emphasis during this term includes the following:

- maintenance and review of skills in patient assessment, charting and patient education
- maintenance of skill in radiography of extremities, pelvis, shoulder girdle, spine, and bony thorax
- fluoroscopic procedures of the Gastrointestinal System, Urinary System, Biliary System, and Reproductive System
- surgical radiographic procedures
- radiography of the skull and facial bones
- advanced imaging modalities to include Ultrasound, Magnetic Resonance Imaging, and Computed Tomography

YEAR 2, Quarter 5
270 Clock Hours

RADC 220 - CLINICAL PRACTICUM VI (Modules 11 & 12)

This course is the practical application of subject matter taught in the classroom setting. Demonstration of knowledge and/or competence in various procedures or processes is required and is outlined in the clinical education handbook. Emphasis during this term includes the following:

- maintenance and review of skills in patient assessment, charting and patient education
- maintenance of skill in radiography of extremities, pelvis, shoulder girdle, spine, and bony thorax
- surgical radiographic procedures
- radiography of the skull and facial bones
- advanced imaging modalities to include Ultrasound, Magnetic Resonance Imaging, Computed Tomography, Vascular and Interventional Imaging, Nuclear Medicine, and Radiation Therapy

YEAR 2, Quarter 6
300 Clock Hours

RADC 230 - CLINICAL PRACTICUM VII (Modules 13 & 14)

This course is the practical application of subject matter taught in the classroom setting. Demonstration of knowledge and/or competence in various procedures or processes is required and is outlined in the clinical education handbook. Emphasis during this term includes the following:

- radiography of the skull and facial bones
- advanced imaging modalities to include Ultrasound, Magnetic Resonance Imaging, Computed Tomography, Vascular and Interventional Imaging, Nuclear Medicine, and Radiation Therapy
- surgical radiographic procedures
- maintenance of previous competencies passed
- final competency exams

YEAR 2, Quarter 7
330 Clock Hours

RADC 240 - CLINICAL PRACTICUM VIII (Modules 15 & 16)

This course is the practical application of subject matter taught in the classroom setting. Demonstration of knowledge and/or competence in various procedures or processes is required and is outlined in the clinical education handbook. Emphasis during this term includes the following:

- completion of all competencies required by the Radiography Program
- review, maintenance and improvement of clinical skills learned
- final competency exams

YEAR 2, Quarter 8
272 Clock Hours

RADC 240 - CLINICAL PRACTICUM VIII (2 modules – Modules 9-16)

This course is the practical application of subject matter taught in the classroom setting. Demonstration of knowledge and/or competence in various procedures or processes is required and is outlined in the clinical education handbook. Emphasis during this term includes the following:

- Computed Tomography equipment and accessories
- CT imaging and procedures
- Emergency Department CT imaging and procedures
- CT guided fluoro procedures
- Advanced assessment of patient status, with the ability to respond appropriately to patient distress situations
- Completion of all CT competencies required by the Radiography Program to include 80% of the 125 ARRT competencies

YEAR 2

DIDACTIC EDUCATION

Classroom Expectations

Each class provides a valuable opportunity for learning. A patient's health and well-being depend on the implementation of knowledge acquired in the learning process. Since there is little room for error, there is little room for absence. Attendance is expected at all classes. Should an absence be unavoidable, it is the student's responsibility to contact faculty and make up missed work.

Active participation is necessary to acquire the knowledge needed to safely care for patients. It is important to attentively listen to faculty, staff and peers, as well as to participate in educational activities. This necessitates arriving for class on time to avoid interrupting the learning process of others. Demonstration of respectful behaviors towards faculty, staff and peers is expected.

I. Classroom Schedule

A. After orientation, students attend formal class sessions ten hours per week. The scheduled classes are as follows:

First Year Students:

Tuesdays & Thursdays	12:00 p.m. – 4:00 p.m.
Fridays	8:00 a.m. – 10:00 a.m. quarter 1
	8:00 a.m. – 12:00 p.m. quarter 2
	2:00 p.m. – 4:00 p.m. quarters 3 & 4

Second Year Students

Mondays & Wednesdays	12:00 p.m. – 4:00 p.m. quarters 5 & 6
	1:00 p.m. – 4:00 p.m. quarters 7 & 8
Fridays	2:00 p.m. – 4:00 p.m. quarters 5 & 6
	8:00 a.m. – 12:00 p.m. quarters 7 & 8

B. Workshops

1. Workshops for additional help or clarification may be scheduled when needed. These workshops are not mandatory.

C. No formal classes are held during the quarter breaks or on an observed holiday. However remedial testing or make-up work may be accomplished during these breaks (excluding holidays).

II. Assignments

A. Homework assignments, special projects, technical research, and remedial assignments are not considered a part of the scheduled program and are to be completed on the student's own time.

B. Students are given a copy of the course syllabus at the beginning of each course.

1. The syllabus contains course content, objectives, outlines and assignments for the course.
2. The assignments follow the course objectives and course outlines, but are broken down into daily lesson plans to be followed more comprehensively by the student.
3. Homework and necessary textbooks are posted with the daily class lesson plans.
4. Failure to come to class prepared (*i.e. not having textbooks or workbooks or assignments to be graded in class*) will result in Student Incident Report.
5. Homework assignments must be completed by each student on their own. Copying another's homework assignment is viewed as cheating and is a breach of the school's honor code.

C. Students are expected to complete and turn in assignments on time.

1. Assignments that are complete and turned in on time will receive credit. Assignments turned in late or not turned in will receive a 0.
   a. If you are absent on a class day it is the student's responsibility to turn in assignments on the next class day to receive credit.
3. In class assignments will be assigned a grade, if you are absent or do not participate you will receive a 0.

D. Students are expected to make up missed test as soon as possible when they return to class.

1. Tests missed due to a class absence must be taken no later than 3 days after the student's return.
   a. Students are responsible to make arrangements, with the instructor, to schedule the test missed.
2. **Failure to make up the exam within the allotted time will result in a 20% reduction for that test or exam grade.**

E. Tutoring is available upon request.

III. Textbooks (*Subject to change*)

First Year Required Books:

Adler Carlton	*Introduction to Radiologic Sciences and Patient Care* 6th Edition	ISBN 978032331579
Bontrager Lampignano	*Textbook of Radiographic Positioning and Related Anatomy* *8*th Edition	ISBN 9780323083881
Bontrager & Lampignano	*Radiographic Positioning and Related Anatomy Workbook* *8*th Edition	ISBN 9780323088329
Carroll	*Radiography in the Digital Age: Physics-Exposure-Radiation Biology* 2nd Edition	ISBN 9780398080969
Carroll	*Radiography in the Digital Age – Workbook* 2nd Edition	ISBN 9780398081195
DeAngeles	*The Integrated Radiography Workbook* **Optional** 5th Edition	ISBN 9780943589282
Eisenberg Johnson	*Comprehensive Radiographic Pathology* 5th Edition	ISBN 9780323087474
Eisenberg Johnson	*Comprehensive Radiographic Pathology Workbook* 5th Edition	ISBN 9780323078498
Lazo	*Fundamentals of Sectional Anatomy Workbook: An Imaging Approach* 2nd Edition	ISBN 978-1133960850

Second Year Required Books:

Cummings	*CORECTEC'S On-Line Registry Review Course* Ordered through CORECTEC by students		
Saia, D.A.	*Lange A & A Radiography Examination* 9th Edition	ISBN 978007178725	
Statkiewicz Sherer	*Radiation Protection for Student Radiographers* (Text and Workbook) Text: Workbook:	5th Edition 5th Edition	ISBN 323036007 ISBN 32304476-X

C. The booklist is reviewed each year and the School reserves the right to change textbooks from one class to another at the discretion of the Program Director (do not buy books until given list specific to each class).
   1. Textbooks may be purchased new or used.
   2. Workbooks must in new condition.

IV. Course Requirements

A. All courses require a minimum grade average 78% to pass.
   1. Students will receive course grades at the end of each quarter. If a student is failing in any course at the time of the quarter evaluation the student will be placed on academic probation.
   2. Students receiving VA benefits will lose said benefits if the student is placed on academic or clinical probation twice during any given year.

B. Didactic Grading Scale:

93 - 100%	A
84 - 92%	B
78 – 83%	C
Below 78%	F

C. Homework must be turned in on time to receive credit. (*See Section II. Assignments*)

D. Students are required to sign a grade qualification notice upon entry into the Radiologic Technology Program.

E. Course Repeat Policy

1. Any student failing a didactic course with a grade of 77% or lower will be allowed to voluntarily retake that course concurrently with their regular course studies. (*For additional information, see "Repeat Policy", Section XI C, under General Policies and Guidelines).*

V. Classroom Attendance

A. Classroom attendance is mandatory

B. Absences

1. All assignments must be turned in immediately upon the student's return.
   a. In case of prolonged serious illness, make-up assignments will be scheduled by the instructor.
2. If a student is going to miss class, the student must notify the instructor before the start of class.
3. Five class absences during any one course will automatically lower that course grade by 1 letter.

C. Students are to be to class on time.

D. Cell phone usage is not allowed during class times. All cell phones must be off or on silent and put in basket on table in classroom or in lockers during class. Phones may **not** be in handbags, book bags, or pockets in the classroom.

1. Students are **not** to leave during class to answer or use their cell phone.

E. Dress Code

1. Students will wear the school uniform when attending classes.

VI. Educational Leave

A. Student Seminar

1. Adequate time will be given to each student in good standing to attend a student seminar during the Second Year.
2. No student on probation will be allowed to participate in out-of-town student seminars, conferences, workshops or programs, they will report to class and clinicals as assigned.

B. Unforeseen educational programs of benefit to the student will be considered on an individual basis and the student will be granted time off at the discretion of the Program Director.

VII. Course Descriptions

RAD 100 – ORIENTATION TO RADIOLOGIC TECHNOLOGY

This course is an introduction to Radiologic Technology as a profession. This course provides the foundation for all other courses studied during the two-year program. In addition to the subject areas listed below, students are given an overview of Radiographic Exposure (density, contrast, detail and definition); X-Ray Production; and Basic Radiographic and Medical Terminology.
Subject areas studied more in depth are the following:

Introduction to Imaging and Radiologic Sciences

- Professional Organizations
- Educational Survival Skills
- Critical-Thinking and Problem-Solving Strategies
- Introduction to Clinical Education
- Radiology Administration
- Radiographic Imaging
- Radiographic and Fluoroscopic Equipment
- Basic Radiation Protection and Radiobiology
- Professional Ethics
- Health Records and Health Information Management
- Medical Law
- Department Specific Orientation
- LRH Hospital Orientation
- Positioning, Terminology, and Principles
- General, Systemic, and Skeletal Anatomy and Arthrology
- Human Diversity

As part of the course, students are rotated through pre-clinical assignments in the Radiology Department for observation and orientation of the various aspects and functions of the radiology areas within the hospital. Included in this pre-clinical exposure are practice labs to familiarize students to various patient positions and basic operation of a radiographic tube, table and control panel.

Prior to the official start date of the program students attend Part 1 of the mandated hospital orientation classes to meet OSHA and JCAHO requirements.

Year 1, Quarter 1
150 Clock Hours

RAD 110 - RADIOLOGIC PATIENT CARE

This course involves a study of nursing techniques and practices, pharmaceuticals, drug administration, patient care strategies as they relate to the diagnostic, mobile, and fluoroscopic practices of patient care during the performance of Radiographic Procedures. *Included in this course are the following components:*

- Safe Patient Movement and Body Mechanics
- Immobilization Techniques
- Patient Interactions and Communication
- History Taking
- Infection Control
- Standard Precautions – to include state mandated AIDS / HIV Education
- Aseptic and Nonaseptic Techniques
- Vital Signs
- Basic Cardiac Monitoring
- Oxygen
- Chest Tubes and Lines
- Medical Emergencies
- Mobile Radiography
- Pharmacology
- IV Therapy and Venipuncture
- Contrast Media
- Medical Terminology as related to Patient Care

Year 1, Quarter 1
70 Clock Hours

RAD 120 – ANATOMY, PHYSIOLOGY, AND RADIOGRAPHIC PROCEDURES I

This course begins with the study of development, anatomy, physiology, common pathologies and medical terminology associated with the skeletal system, chest and abdomen. Included in this course are lecture/audio-visual presentations, demonstrations, and practice labs of the anatomy and positioning (as it relates to radiologic diagnosis and treatment) of the upper and lower extremities, pelvic girdle, shoulder girdle, chest and abdomen. Instruction and demonstration of routine, trauma, and mobile radiographic procedures are included. This course also includes the study of pediatric imaging including special positioning, immobilization, exposure factors, and communication techniques. The final portion of this course includes an introduction to surgical equipment and procedures. Presented concurrently with this course is Image Critique and Identification, which includes assessment of image quality (positioning and exposure), and identification of radiographic anatomy and simple pathologies. The necessity of proper radiation protection practices are stressed for any given procedure studied or demonstrated.

Year 1, Quarter 2
114 Clock Hours

RAD 130 – RADIOGRAPHIC EXPOSURE I

This course is a comprehensive study of all principles related to radiographic exposure and quality as they relate to density, contrast, detail visibility, definition and distortion as well as their implications in patient exposure. All concepts discussed will include analog and digital imaging systems. *Included in Radiographic Exposure I are the following*:

- Image Formation in Digital and Analog Systems
- Exposure Technique Factors to include Relationship of kVp and mAs
- Primary Principles and Factors of Radiographic Quality
- Beam Restriction
- Comparison of Digital and Analog Imaging Systems Functions
- Introduction to Compton and Photoelectric Effect
- Factors Contributing to Differential Absorption

Year 1, Quarter 2
26 Clock Hours

RAD 121 – ANATOMY, PHYSIOLOGY, AND RADIOGRAPHIC PROCEDURES II

This course is a study of development, anatomy, physiology, common pathologies, and medical terminology associated with body systems. Included in this course is an introduction to pathology, and the study of the pathologies of the various systems studied during this course. Lecture/audio-visual presentations, demonstrations, and practice labs of radiographic positioning and procedures for each associated body system are studied in depth. Presented concurrently with this course is Image Critique and Identification, which includes assessment of image quality (positioning and exposure), and identification of radiographic anatomy and pathologies. The necessity of proper radiation protection practices are stressed for any given procedure studied or demonstrated. *Included in this course of study is the following:*

- Introduction to Pathology
- Bony Thorax
- Vertebral Column
- Respiratory System
- Gastrointestinal and Biliary System

Year 1, Quarter 3
110 Clock Hours

RAD 122 – ANATOMY, PHYSIOLOGY, AND RADIOGRAPHIC PROCEDURES III

The first section of this course involves lecture, demonstration and practice labs of the anatomy, physiology, positioning, and pathology (as it relates to Radiologic diagnosis and treatment) of the skull and facial bones. Instruction and demonstration on routine and trauma procedures are included. Gross anatomy and pathology of the Central Nervous System – brain and spinal cord will be examined. The second part of this course is the study of cross-sectional anatomy of the head, face, neck, thorax, spine, abdomen / pelvis, upper and lower extremities. Instruction, demonstration and practice labs of positioning, (as it relates to Computed Tomography diagnosis and treatment) of the aforementioned anatomy is included. Presented concurrently with this course is Image Critique and Identification, which includes assessment of image quality (positioning and exposure), and identification of cross sectional and radiographic anatomy and pathologies. *Included in this course of study is the following:*

- Skull and Facial Bones
- Cross-Sectional CT
- CT positioning
- First Year Review
- First Year Final

Year 1, Quarter 4
88 Clock Hours

RAD 140 – CT BASICS

This course involves lecture on the fundamental basics of Computed Tomography, to include the discovery and development of CT, the generations of CT, location and function of major CT components, and common uses of computed tomography in medical imaging. CT procedures will be discussed to include routine and trauma exams of the head, face, neck, spine, thorax, upper / lower extremities, abdomen/pelvis and Central Nervous System. CT imaging procedures are correlated with the study of associated cross-sectional anatomy. Lecture/audio-visual presentations, demonstrations of procedures for each associated system or specialized area are studied in depth. Presented concurrently with this course is patient safety which includes the necessity of proper radiation protection practices for any given procedure studied or demonstrated and Image Gently.

Year 1, Quarter 4
40 Clock Hours

RAD 231 – RADIOGRAPHIC EXPOSURE II

This course is a study of x-ray fundamentals as related to types of image receptors and processing; image display; formation of proper techniques and use of automatic exposure control devices. All topics will include concepts for analog, digital, and computed tomography imaging systems. *Included in Radiographic Exposure II are the following*:

- Image quality utilizing different types of image receptors
- Image quality principles of computed tomography
- Necessary Technique and Adjustments Needed for Proper Utilization of Computed Radiography, Direct Digital Radiography, and Screen-Film Imaging.
- Scatter Control including grids, Aperture Diaphragms, and Collimation
- Image Processing and Display within Analog and Digital Imaging Systems
- Intensifying Screens Construction and Function
- Communications within Imaging including PACS, DICOM, RIS, HIS and HL7.
- Principles of Automatic Exposure Control Devices
- Methods of Formulating Technique Charts

Year 2, Quarter 5
132 Clock Hours

RAD 223 – ANATOMY, PHYSIOLOGY, AND RADIOGRAPHIC PROCEDURES IV

This course is a continuation of the study of the development, anatomy, physiology, common pathologies, and medical terminology associated with body systems and specialized areas of radiography. Lecture/audio-visual presentations, demonstrations, and practice labs of radiographic positioning and procedures for each associated system or specialized area are studied in depth. The necessity of proper radiation protection practices are stressed for any given procedure studied or demonstrated. Presented concurrently with this course is Image Critique and Identification, which includes assessment of image quality (positioning and exposure), and identification of radiographic anatomy and pathologies. *Included in this course of study is the following:*

- Circulatory System
- Lymphatic System
- Urinary System
- Pathology of Skeletal System

Year 2, Quarter 6
40 Clock Hours

RAD 240 - RADIOLOGIC PHYSICS

This course is a comprehensive study of the principles of radiation physics that relate to x-ray production and emission. Content of this course is designed to establish a basic knowledge of atomic structure. Other topics include nature and characteristics of x-radiation; ionizing and non-ionizing radiation; the production of x-rays; the properties of x-rays and the fundamentals of x-ray photon interaction with matter as well as the terminology associated with these components

- Fundamental units of mass, energy and measurements
- Basic atomic structure
- Fundamentals of Radiation: Properties and characteristics; types; units and dosages (RAD, REM, R); and production of and interactions with matter
- Fundamentals of electricity and magnetism
- Basic components of an electric circuit
- Basic principles and functions of generators, motors, transformers, and rectification
- Basic design and components of an x-ray circuit
- The construction, characteristics, and functions of x-ray and CT tubes
- The purpose and application of heat rating and anode cooling charts
- An in-depth study of x-ray production and emission

Year 2, Quarter 6
96 Clock Hours

RAD 250 – RADIATION BIOLOGY AND RADIATION PROTECTION

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

- Fundamentals of Radiation:
  Properties and characteristics; types; units and dosages (RAD, REM, R); and production of and interactions with matter
- Principles of Radiobiology: Cellular composition and structure; cell division; L.E.T. and R.B.E.; radiosensitivity and radioresistance; direct and indirect target theory; somatic and genetic effects; dose effect curves; acute and chronic exposure factors; radiation syndromes
- Regulations in the Work Environment: Advisory groups for radiation protection; dose equivalent limits; ALARA principle; barriers and regulatory standards; warning signs; State licensing and/or certification regulations
- Protection of Patient and Radiographer: Shielding devices, time and distance; fluoroscopic considerations; filtration; coning; and half-value layers
- Radiation Monitoring Devices: Film, TLD, & OSL badges; Geiger counters; ionizations chambers; Victoreen R meters

Year 2, Quarter 7
96 Clock Hours

RAD 260 – SENIOR REVIEW I

This course is an intensive review of all courses taken during the two year Radiography program in order to prepare the student for the LRH Program Final Exam and the ARRT Certification Exam. As part of this course the student will complete an online review provided by Corectec.

Year 2, Quarter 7
24 Clock Hours

RAD 261 – SENIOR REVIEW II

This course is a continuation of Senior Review I and the use of Corectec. This course provides an in class review of basic knowledge from previous coursework and helps students prepare for the ARRT national certification examinations for radiography and CT. To pass this course students must pass the LRH Program's Final Exam with a minimum score of 78%, a requirement to graduate from the Radiography Program.

Year 2, Quarter 8
92 Clock Hours

RAD 270 – SPECIALIZED IMAGING MODALITIES

The first section of this course provides a study of the principles and fundamentals of fluoroscopy, image intensification, and the radiographic equipment associated with these specialized imaging modalities. The second segment of this course is a study of specialized modalities to include; Interventional Radiography; Nuclear Medicine; Magnetic Resonance Imaging; Radiation Therapy; Ultrasound; and Mammography.

Year 2, Quarter 8
27 Clock Hours

MEDICAL TERMINOLOGY

Medical Terminology (is a prerequisite course) but it is integrated into and taught concurrently with Orientation to Radiologic Technology, Patient Care, and Anatomy, Physiology, and Radiographic Procedures I, II, III, & IV. This course includes terminology specific to anatomy, physiology and diseases of each system; body positioning and planes; prefixes and suffixes; and hospital terminology.

Year 1 & 2

IMAGE IDENTIFICATION, CRITIQUE & PATHOLOGY

Image Identification, Critique, and Pathology are not offered as separate courses, but are integrated into and taught concurrently with Orientation to Radiologic Technology and Anatomy, Physiology, and Radiographic Procedures I, II, III, & IV. The course includes extensive radiographic image presentations of pathologies related to each system and instruction in radiographic image identification of anatomy and assessment of image quality of all procedures as related to each system studied.

Year 1 & 2

SENIOR PROJECT

During the second year, each student is required to write a research paper on a radiation protection related subject, and prepare a free-standing exhibit depicting some new aspect of radiology to be submitted for competition at the Florida Society Radiologic Technologists (FSRT) conference.

Year 2

VII. Course Sequencing

YEAR 1, 1st Quarter
RAD 100 Introduction to Radiologic Technology
RAD 110 Radiologic Patient Care
RADC 110 Clinical Practicum I

YEAR 1, 2nd Quarter
RAD 120 Anatomy, Physiology & Radiographic Procedures I
RAD 130 Exposure I
RADC 120 Clinical Practicum II

YEAR 1, 3rd Quarter
RAD 121 Anatomy, Physiology & Radiographic Procedures II
RADC 130 Clinical Practicum III

YEAR 1, 4th Quarter
RAD 122 Anatomy, Physiology & Radiographic Procedures III
RAD 140 CT Basics
RADC 140 Clinical Practicum IV

Year 2, 5th Quarter
RAD 220 Anatomy, Physiology & Procedures IV
RAD 230 Radiographic Exposure II
RADC 210 Clinical Practicum V **or**
RADC 250 CT Clinical Practicum

Year 2, 6th Quarter
RAD 240 Radiologic Physics
RADC 220 Clinical Practicum V or VI **or**
RADC 250 CT Clinical Practicum

Year 2, 7th Quarter
RAD 250 Radiation Biology & Protection
RAD 260 Senior Review I
RADC 230 Clinical Practicum VI or VII **or**
RADC 250 CT Clinical Practicum

Year 2, 8th Quarter
RAD 270 Specialized Imaging Modalities
RAD 261 Senior Review II
RADC 240 Clinical Practicum VII **or**
RADC 250 CT Clinical Practicum

+Original: 1980
Revised: 1985; 1988; 1990; 1992; 1993 (1st 3/93); 1993 (2nd 6/93); 1993 (3rd 12/93); 1994 (1st 6/94); 1994 (2nd 10/94); 1996; 1997; 1999; 2000; 2001; 2002; 2003; 2004; 2005; 2006(1st 4/06); 2006(2nd 5/06); 2007; 04/2008; 04/2009; 07/2010; 6/2011; 06/2012; 05/2013; 03/2014; 05/2014; 07/2014; 10/2014; 0/2015

APPENDIX A

LRH School of Radiologic Technology
Declaration of Pregnancy

Name (print): _____ Social Security #: _____

Estimated Date of Conception (month, year): _____

Badge Number _____ Program State Date: _____

By providing this information in writing to the Radiography Program Director, I am voluntarily declaring myself to be pregnant as of the date shown above. I understand that under the provision of 10CFR Part 20.1208, the exposure to my unborn child from occupational exposure to radiation will not be allowed to exceed 5mSV (500 mrem) during the entire pregnancy. The dose to my unborn child shall be taken as the sum of my deep-dose equivalent. I understand that this limit includes any exposure I have received since conception and that this limit is intended to provide an extra measure of protection for the embryo/fetus since it may be more sensitive to ionizing radiation than an adult. I understand that if I should find out that I am not pregnant, or if for any reason my pregnancy is terminated, I should inform the Program Director as soon as practical. I also understand that I may undeclared my pregnancy in writing at any time.

Signature: _____ **Date:** _____

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Program Director's Receipt of Pregnancy Declaration

By signing this statement, I acknowledge receipt of the declaration of pregnancy for the above student in the Radiography Program. I have also provided her with an outline of the potential risks from exposure to the unborn child from the information provided in Regulatory Guide 8.13 and have talked to her about these associated risks in accordance with the above stated limitations and the ALARA program. I understand it is my responsibility to forward this form to the Radiation Safety Officer.

Name: _____ **Badge #:** _____

Signature: _____ **Date:** _____

.....

Radiation Safety Officer's Receipt of Pregnancy Declaration

By signing this statement, I acknowledge receipt of the declaration of pregnancy for the above individual. I have evaluated her prior exposure to ensure appropriate limits to control the dose to her unborn child have been established and are in accordance with above stated limitations and the ALARA program, and that appropriate monitoring is being provided.

Signature: _____ **Date:** _____

Please return signed form to the Radiography Program Director's Office.

Revised 07/2015