

2023-2024

Program Handbook



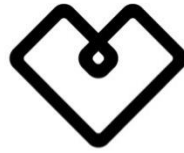
Baton Rouge General Medical Center School of Radiologic Technology

3616 North Boulevard
Baton Rouge, LA 70806

225-387-7024
Main Office Phone



The Baton Rouge General Medical Center School of Radiologic Technology assures equal opportunity for all qualified persons without regard to race, color, religion, sex, age, national origin, disability, marital status or veteran's status in the admission to or participation in its programs and activities.



Baton Rouge General

A Community of Caring

Copy protected 2023 Baton Rouge General Medical Center School of Radiologic Technology

This handbook has been prepared utilizing existing policies and information obtained from appropriate General Health System officials and is intended to be complete and accurate; however, the information contained in this publication is subject to change without prior notice. Any changes to this handbook are on file in the School of Radiologic Technology office. Information contained herein shall not constitute a binding agreement on the part of the Baton Rouge General Medical Center School of Radiologic Technology or General Health System.

Welcome

Welcome to the Baton Rouge General Medical Center School of Radiologic Technology Program! It is our sincere hope that you will find our program a reward and challenging part of your life. As part of the healthcare team, we are working toward one goal – to provide the best possible care to the patients we are privileged to serve.

We hope this handbook will acquaint you with the BRG Radiologic Technology Professional Certificate Program and provide you with an understanding of our policies. This Handbook should help you realize what is expected of you as a student in a health care profession.

The information in this Handbook is subject to change due to changing circumstances; the policies as written may be modified, superseded, or eliminated. You will be notified of such changes through regular channels. Final interpretation of the program policies and procedures will be made by the program's faculty and administration.

Not every situation can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis. For students participating in the associate's articulation, we also call your attention to the Northwestern State University of Louisiana General Catalog at www.nsula.edu. We urge you to study these materials as they contain considerable information about the day-to-day situations that you may face.

Policy 2011, revs. 12/13, 01/17, 01/18; 01/22

Table of Contents

Welcome.....	3
Table of Contents.....	4
History of the School of Radiologic Technology.....	7
Philosophy.....	8
Mission	9
Outcome Assessment Plan.....	10
Code of Ethics for Radiography Students.....	11
Faculty & Administration.....	12
Organizational Chart.....	13
Clinical Education Setting and Instructors.....	14
Clinical Experience.....	15
Accreditation.....	16
Compliance with JRCERT Standards.....	17
Curriculum Objectives and Graduate Competencies.....	18
Core Performance Standards for Admission and Progression.....	19
Validating Diplomas Policy	22
General Policies	
Classification and Identification of Students.....	23
Identification Badges.....	23
Contact Information.....	24
Release of Information.....	24
Confidentiality of Student Records.....	25
Student’s Rights to Confidentiality.....	25
Building Access.....	26
Parking.....	26
Security.....	26
Transportation.....	27
Guests and Visitors.....	27
Smoking.....	27
Cancellation of classes due to inclement weather.....	27
Holidays and Vacations.....	28
Dining.....	28
Housekeeping Rules.....	28
Textbooks/eBooks.....	29
Social Networking.....	28
Transfer Credit Criteria.....	31
Non-Sanctioned Quiz/Course Material Distribution.....	31
Graduation Activities.....	32
Graduation Attire.....	33
Changes of Curricula or Handbook.....	33
Student Services.....	33
Student Health and Welfare	34
Guidance	34
Pregnancy.....	36
Declared Pregnant Student.....	36

Radiography Student Council.....	38
Academic and Clinical Policies	
Academic Integrity.....	39
Attendance.....	41
Audit Policy.....	45
Clinical Performance.....	46
Clinical Unsatisfactory Performance.....	
Clinical Unsatisfactory Performance: Single Incident.....	
Clinical Unsatisfactory Performance: Multiple Incidents.....	
Clinical Unsatisfactory Performance: Pattern of Incidents.....	
Documentation.....	48
Conduct and Dress: Class, Obtaining Assignments and Clinical...	49
Clinical: Radiology Student Uniform.....	49
Personal Appearance: Class and Clinical.....	52
Behavior: Class and Clinical.....	54
Criminal Offenses and Honor Code Violations	56
Progression.....	57
Satisfactory Academic Process Policy.....	59
Dismissal.....	62
Dismissal, Permanent.....	
Dismissal for Cause.....	
Readmission.....	64
Graduation Eligibility.....	64
Transcript Requests.....	65
Withdrawal.....	65
Grading Procedures.....	66
Make-Up Tests.....	67
Testing Procedures for Students.....	67
Voter Registration	68
Drug and Alcohol Policy.....	69
Financial Policies	
Financial Assistance.....	72
Veterans, Attendance Requirements.....	45
Financial Aid Repayment Policy/Return to Title IV	72
Tuition and Fees.....	74
Tuition Refund Policy.....	75
Unpaid Balances, Delinquent Accounts and NSF Checks.....	75
Safety Policies	
Emergency Management Plan.....	76
Emergency Codes	77
Fire Emergency Procedure.....	77
Fire Evacuation Routes.....	78
Fire Safety.....	79
Sexual Harassment Policy.....	80
Weapons Policy.....	80
Problem Solving Protocol.....	81
Grievance Protocol.....	81

Appeal Protocol.....	85
Appeal Course Grade	87
Program of Study.....	89
Course Descriptions.....	89
Electronic Education.....	90
The Clinical Environment.....	90
Background Investigation Policy.....	91
Communicable Disease Notification.....	92
Radiography Practice Standards.....	93
Radiographer Scope of Practice.....	93
Radiographer Clinical Performance Standards.....	95
Patient Confidential Information.....	95
Patient Care Policies	
Shielding Policy.....	96
Patient Pregnancy Policy Statement.....	96
Radiation Dosimetry Monitoring.....	96
Developing Clinical Proficiency.....	98
Clinical Supervision.....	99
Clinical Rotations.....	100
Grading Procedures for Clinical Radiography Courses.....	102
Minimum Requirements for Each Clinical Course.....	105
Evaluations (Trajecsys).....	106
Specifics of the Competency Evaluation System.....	108
Competency Forms.....	109
Clinical Rotation Paperwork.....	110
Mandatory Clinical Supplies.....	112
Venipuncture.....	113
Incident Reporting.....	114
Breaks.....	114
Telephones and Computers.....	116
Student Employment.....	116
Radiologic Procedures.....	116
National Registry.....	117
Louisiana State Licensure.....	117
Professional Societies.....	117
Student Attendance at Radiologic Science Functions and Meetings.....	118
Course Grade Meetings Expectations.....	118
Program's Expectations for Failed Exams, Sims, and Comps.....	119
Clinical Research and Oral Exams.....	120
Research/ Semester Content Specifications.....	121
Oral Exams & GSW Assessments.....	122
Forms.....	124

History of the School of Radiologic Technology

HISTORY OF BATON ROUGE GENERAL

Since the early 1900s when our hospital's founder, Dr. T. P. Singletary, first treated patients at a building on the corner of Florida and Fourth Street, bringing high quality health care to the people of Baton Rouge has been the driving force behind everything we do. It continues to be our primary focus today.

Baton Rouge General was created by the community, for the community:

- physicians committed to providing quality care by bringing diverse resources and skills together under one roof;
- community leaders who recognized the need to make healthcare available to all citizens and were willing to contribute the necessary financial resources to support this ideal; and
- caregivers dedicated to providing compassionate quality care and support to patients and their families.

Because of the high incidence of heart disease, cancer and stroke, we've become one of Louisiana's leading hospitals for the successful treatment of these conditions. No other hospital offered specialized treatment for burns, we developed what is now one of few burn treatment centers in the Southern U.S. Every hospital deserves a great medical staff, we're training current and future healthcare professionals in the latest technology and practices at our Residency programs, our School of Nursing and our School of Radiologic Technology.

Going forward, we will continue to identify ways in which the health of our community can be improved through education, prevention and timely access to quality care.

HISTORY OF SCHOOL OF RADIOLOGIC TECHNOLOGY

In June, 1980; the School of Radiologic Technology submitted applications to the Committee on Allied Health Education & Accreditation (CAHEA) and to the Joint Review Committee on Education for Radiologic Technologists (JRCERT) for initial accreditation. Accreditation from both agencies was granted in April of 1982 for a period of three years; which is the maximum number of years allowed for initial accreditation. Since then the School has reapplied for accreditation from JRCERT & CAHEA and has been awarded the maximum number of years each accreditation cycle.

In April of 1981, the School was approved by the State of Louisiana Department of Education. In 1985, due to state licensure for radiologic technologists, the School applied and gained approval from the Louisiana State Radiologic Technology Board of Examiners, as mandated by law.

In 1983, CAHEA resigned as an accrediting agency for Allied Health Programs. The School currently maintains top level accreditation from JRCERT and approval from the State of Louisiana Department of Education and the Louisiana State Radiologic Board of Examiners.

The first class was accepted in July 1981 and consisted of seven students and in July 1983, four of the seven graduated. Since 1981, the School has graduated numerous highly successful medical imaging professionals and maintained a 75% or higher five-year pass rate on the American Registry for Radiologic Technologists (ARRT) on the first attempt.

Current clinical education sites for the Program are spread all through the Greater Baton Rouge area and include a wide variety of clinical experiences for our students from Urgent Cares, Major Hospitals, and Specialty Clinics. Faculty consists of one full time Program Director, one full time Clinical Coordinator, one full time Clinical Instructor, and one part-time Secretary, and Clinical designees at each clinical site.

Philosophy

The faculty members of the Baton Rouge General School of Radiologic Technology believe that by mentoring the values of caring, excellence, service and integrity, we will instruct student radiographers in the ability to provide safe, competent, compassionate, quality care to all patients. Seven key concepts of man/individual, radiography education, communication, safety, ethical/legal, and interdependence have been identified within our curriculum and serve as a guide for our program objectives.

Man/Individual:

The man/individual is a unique biophysical, psychophysical, psychosocial, intrapersonal-interpersonal and spiritual human being of innate worth. The man/individual functions within a dynamic environment and responds to stressors with adaptive or maladaptive behaviors. The man/individual's level of growth and development and ethno-cultural identity influence their functioning within the family and community. The man/individual is both a participant and a recipient of health care. Radiographers are the primary liaison between patients and radiologist and other members of the support team. They must remain sensitive to the physical and emotional needs of the patient. The goal is to improve or restore the patient to their optimal level of health. Radiography educators assist students in recognizing the uniqueness of each individual and developing skill that reflect appropriate attitudes, professional attributes and responding to patients' needs during imaging procedures.

Radiologic Technology:

Radiologic Technology is a profession that is both an art and science. Radiographers are technically artistic by innovative adaptations of routine procedures while producing high quality images for accurate diagnosis. The science of radiology utilizes specialized skill and knowledge in applying principles of radiation concerning exposure, physics, protection, and radiobiology to produce diagnostic images. The professional radiographer incorporates problem solving, analysis, evaluation, decision-making and communication skills. Radiography educators are instrumental in role modeling the art of radiography, in teaching the science of radiology and in providing learning experiences that develop critical thinking.

Education:

Education is the active process of facilitating learning with the goal of preparing students to be self-directed and becoming responsible for their own life-long learning. A radiographer views education as a continuous life-long process that evolves as the individual integrates cognitive, affective and psychomotor experiences. As radiography educators, we view each student as unique. Learning is enhanced in a caring environment where values of excellence and service are modeled. In addition to sound curriculum planning, the educational environment offers a variety of avenues for individual guidance and self-direction.

Communication:

Communication is an integral component of radiographer-patient care and radiography education. The patient is the central focus of healthcare delivery, and human caring is central to the radiographer-patient process. The radiographer promotes positive experience by conveying messages in an organized and logical manner. The radiographer cares for each patient with respect and dignity through appropriate communication. Radiographers develop skills in listening, observing, speaking, and writing. Essential communication skills for

radiographer educators include the ability to communicate with fellow students, faculty, patients and members of the health care team. Skills include verbal, written, and nonverbal abilities as well as information technology skills consistent with effective communication.

Safety:

Safety is a duty and a responsibility entrusted to the radiographer by the patient and/or family members. The radiographer acts responsibly by protecting the patient, co-workers, self and any person in the vicinity by limiting radiation exposure. The radiographer serves in promoting patient safety through understanding precautions, knowing how to take preventive actions as well as through patient advocacy. Radiographer education practice incorporates critical thinking, reflection and problem-solving skills to provide safe, efficient and therapeutic care.

Ethical/Legal:

Functioning within an ethical-legal framework, the radiographer utilizes biological, behavioral, social and radiography sciences to provide holistic care to individuals, families and communities. Radiographer educators are accountable for curriculum development, instructional strategies and evaluation of student performance, both in didactic and clinical setting, in a manner that promotes and role-models ethical/legal integrity. Interaction between the radiographer and student emphasizes mutual respect and open communication. Radiographer educators ascribe to the highest standards and are committed to respect and ethical-legal stewardship of all resources entrusted to their care.

Interdependence:

Radiographer practice encompasses independent, dependent and interdependent functions within its scope. The interdependence of radiology facilitates with other health care professionals to foster continuity of health care for individuals and groups. Radiographer educators collaborate with other healthcare providers to gather information, promote teaching and improve understanding of the patient's unique circumstances, in order to provide the highest level of care, promote the patient's wishes and effectively respond to patient's needs.

Mission

To provide quality education to our Radiography Students so they will become competent radiographers that will serve the community with excellence.

GOALS:

1. Students will be progressively competent to perform basic to complex clinical procedures safely.
2. Students will demonstrate effective communication.
3. Students will demonstrate critical thinking and problem-solving skills.
4. Students will understand the value of professional development and life-long learning.

GOAL #1: Students will be progressively competent to perform basic to complex clinical procedures safely.

- *students will apply positioning skills*
- *students will demonstrate competency in a wide variety of radiological procedures*

- *students will select appropriate technical factors*
- *students will understand and provide basic care*
- *students will understand and apply appropriate radiation protection practices*

GOAL #2: Students will demonstrate effective communication.

- *students will demonstrate oral communication skills*
- *students will practice written communication skills*

GOAL #3: Students will demonstrate critical thinking and problem-solving skills.

- *students will manipulate technical factors for non-routine examinations*
- *students will be able to adapt positioning for trauma or critically ill patients*

GOAL #4: Students will understand the value of professional development and life-long learning.

- *students will determine the importance of continued professional development*
- *students will summarize their professional obligations upon gaining their ARRT*
- *students will conduct themselves in an ethical, professional manner*

Outcomes Assessment Plan*

Baton Rouge General School of Radiologic Technology

To provide quality education to Radiography Students so they will become competent radiographers that will serve the community with excellence.

OAP for BRG SORT including the Outcomes, Measurement Tools, Benchmarks, Timeframes, and Responsible party collecting Assessment Plan data are all available upon request as they are adjusted and adapted over time. The most current version of the OAP for this program is posted in the main hallway of the BRG SORT Building for all to view at any time. It is also posted to the BRG SORT Website and updated regularly. Part of the annual and every 5 year averages for the Program's Effectiveness required by JRCERT are listed below. These are also posted for all to view at any time and on the website as well.

Program Effectiveness Measures				
Outcome	Measurement Tool	Benchmark	Timeframe	Responsible Party
Students will pass the national certification examination on the 1 st attempt.	National Certification Exam 1st Time Pass Rates	75% or higher each year 5 year Avg 75% or higher	6 months post-graduation (or upon completion by all)	Program Director
Students actively seeking employment will be gainfully employed within 6 months post-graduation.	Graduate Survey Or "word of mouth"	85% or higher yearly	6 months post-graduation (or upon completion by all)	Program Director
Students will complete the program.	Graduation roster	75%	End of program	Program Director
Graduates will be satisfied with their education.	Graduate Survey (Question 11)	≥ 3.5 (5 point scale)	Last week of classes	Program Director
Employers will be satisfied with the performance of newly hired technologists	Employer Survey (Question 2)	≥ 3.5 (5 point scale)	6 months post-graduation (or upon completion by all)	Program Director

***Assessment Plan approved and developed for 2012. Adapted and Reviewed annually. Clarification added as necessary. Current version of the Assessment Plan is available from the Program Director upon request.**

CODE OF ETHICS FOR RADIOGRAPHY STUDENTS

Ethical professional conduct is expected of every individual registered by the ARRT (American Registry of Radiologic Technologists). The American Society of Radiologic Technologists (ASRT), as well as the ARRT, have issued a guide detailing the Code of Ethics that registered and student technologists are expected to strictly adhere. The participation in and the promotion of the conduct within these guided principles enhances the delivery of patient care. The actions of student technologist will be held to the same high standard. These actions will exhibit excellence and will enable the student to continue professional development opportunities demonstrating their commitment to quality diagnostic imaging and excellence in patient care.

School of Radiologic Technology Code of Ethics for Students

- Principle 1** The Student Radiographer functions efficiently and effectively, demonstrating conduct and attitudes reflecting the profession.
- Principle 2** The Student Radiographer acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- Principle 3** The Student Radiographer provides service to patients without discrimination.
- Principle 4** The Student Radiographer practices technology founded on scientific basis.
- Principle 5** The Student Radiographer exercises care, discretion and judgment in the practice of the profession.
- Principle 6** The Student Radiographer provides the physician with pertinent information related to diagnosis and treatment management of the patients.
- Principle 7** The Student Radiographer is responsible for protecting the patient, self and others from unnecessary radiation.
- Principle 8** The Student Radiographer practices ethical, appropriate, and professional conduct befitting the profession.
- Principle 9** The Student Radiographer respects confidence entrusted in the course of professional practice.
- Principle 10** The Student Radiographer recognizes that continuing education is vital to maintaining and advancing the profession.

Code of Ethics was adopted from the American Society of Radiologic Technology

See ASRT “Code of Ethics” at <https://www.asrt.org/media/pdf/codeofethics.pdf>

See ARRT “Standard of Ethics” at <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

Faculty & Administration

Radiologic Technology Program Faculty

Linda M. Markey, PhD, MSN, RN

Director of Education

Office Phone: 225-763-4134

Email: Lin481@brgeneral.org

Jaclyn Peters, MSRS, ARRT RT (R) ARRT

Program Director, School of Radiologic Technology

Office Phone: 225-387-7157

Email: Jac663 @brgeneral.org

Lakeidra Taylor Bell, MSRS, ARRT RT (R) ARRT

Senior Clinical Coordinator/Didactic Faculty, School of Radiologic Technology

Office Phone: 225-387-7155

Email: Lak591@brgeneral.org

Zephaneth Munson, BSRS, ARRT RT (R)(CT)

Clinical Instructor- Senior Level/Didactic Instructor, School of Radiologic Technology

Office Phone: 225-387-7156

Email: Zep200@brgeneral.org

Sheena Abarca, AS, ARRT RT (R)

Clinical Instructor- Junior Level/Didactic Instructor, School of Radiologic Technology

Office Phone: 225-381-6373

Email: She165@brgeneral.org

Lakreshia Washington, AS, ARRT RT (R)

Adjunct Instructor, School of Radiologic Technology

Email: Lak205@brgeneral.org

Karie Liddell

Secretary/Registrar, School of Radiologic Technology

Office Phone: 225-387-7024

Email: Karie.Liddell@brgeneral.org

Barrett Berard, MBA

Staff Accountant/Financial Aid Officer

Office Phone: 225-237-1506

Email: Barrett.Berard@brgeneral.org

Department Contact Information:

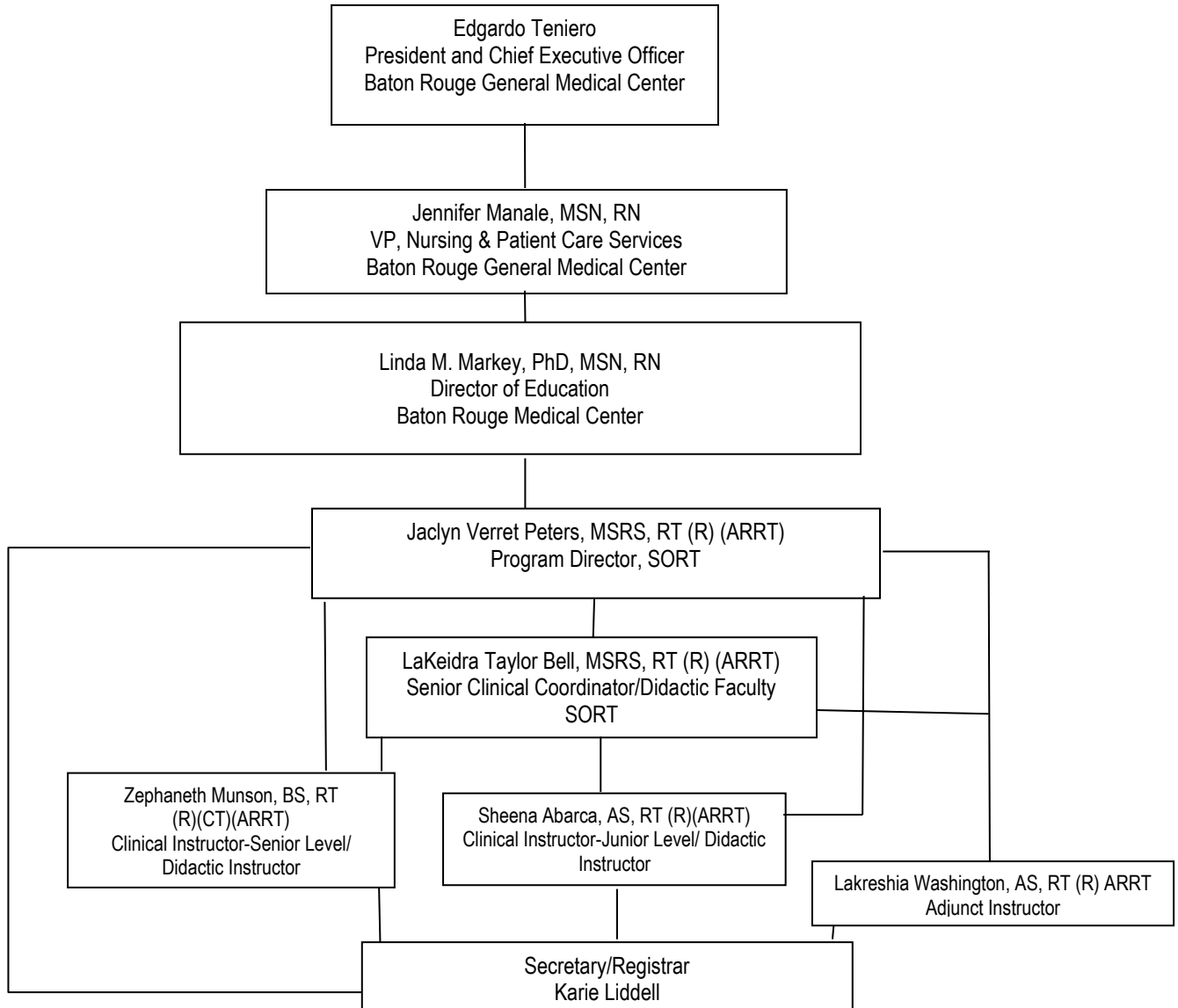
Address: 3616 North Blvd.

Baton Rouge, LA 70806

Office Fax: 225-381-6168

Office Phone: 225-387-7024

**Baton Rouge General Medical Center
School of Radiologic Technology
Organizational Chart**



BRG School of Radiologic Technology

Clinical Education Settings & Listed Clinical Instructors

(As of Jan 10, 2022)

Clinical Education Setting	Phone	Clinical Instructors	Manager/Supervisor/Admin
Baton Rouge General Medical Center – <u>Mid City</u> 3600 Florida Blvd. Baton Rouge, LA 70806	381-6505	Mick Schwartz RT(R) <i>Radiology Imaging Supervisor</i> <i>Cross-sectional modalities</i> Mickey.Schwartz@brgeneral.org	Melissa Soulier, RT (R) Director BRG Imaging Melissa.Soulier@brgeneral.org
Baton Rouge General Medical Center- <u>Ascension</u> 14105 Highway 73 Prairieville, LA 70769	402-2600	Leslie Sternfels, RT (R) Leslie.Sternfels@brgeneral.org	Denny Fife Radiology Supervisor at Ascension DennyP.Fife@brgeneral.org
Baton Rouge General Medical Center – <u>Bluebonnet</u> 8585 Picardy Avenue Baton Rouge, LA 70809 BRG Center for Health- 9001 Summa Ave Baton Rouge, LA 70809	763-4090 763-4349 237-1542	Heather Mire, BSRT (R) Heather.Mire@brgeneral.org Tomekia Rudison, RT(R) Radiology Supervisor at BB Tomekia.Rudison@brgeneral.org	Tomekia Rudison, RT(R) Radiology Supervisor at BB Tomekia.Rudison@brgeneral.org
Baton Rouge Radiology Imaging Center 5422 <u>Dijon</u> Drive Baton Rouge, LA 70809 2550 <u>O'Neal</u> Lane Baton Rouge, LA 70816	769-9337 663-3552	Amber Trahan, RT (R) Amber.Gautreaux@brgeneral.org Jessica Dawson, RT(R) Jessica.Dawson@brgeneral.org Antral Mitchell, RT (R) Antral.Mitchell@fmolhs.org	Amy Kissner, RT(R) Manager BRG Outpatient Imaging Amy.Kissner@brgeneral.org
<u>Baton Rouge Clinic</u> 7373 Perkins Road Baton Rouge, LA 70808	246-4479	Pam Nunez, R.T.(R)(M) radtechbrc@yahoo.com	Nancy McBeth RT (R) Manager
<u>Baton Rouge Orthopaedic Clinic</u> (at SSC) 8080 Bluebonnet Blvd., #1000 Baton Rouge, LA 70810	924-2424	Lesseley Deshotels, B.S.R.T.(R)(M)(CT) ldeshotels@brortho.com	Lesseley Deshotels, B.S.R.T.(R)(M)(CT) Imaging Manager ldeshotels@brortho.com
Lane Regional Medical Center 6300 Main Street Zachary, LA 70791	658-4382	Kaitlyn Weaver Peterson, RT (R)(CT) kaitdweav@gmail.com	Greg Dickinson, MPA, RT (R) Imaging Director gdickinson@LaneRMC.org

Baton Rouge Urology Group 7777 Hennessy Blvd. Suite 2004 Baton Rouge, LA 70808	769-2500 763-0976	Alania Distefano, RT (R) Alaina84@cox.net Jenifer Ergos, RT(R) jeniferegros@yahoo.com	Travis R. Telhiard Administrator travis@brurologygroup.com
The Spine Hospital of Louisiana 10105 Park Rowe Circle Baton Rouge, LA 70810	906-4799		Cody Fletcher Manager Cody.Fletcher@spinehola.com
BRG ExpressCare Highland: 4410 Highland Rd. A3 Baton Rouge, LA 70808 Nicholson: 3604 Nicholson Dr. Baton Rouge, LA 70802 Dutchtown: 13201 Hwy 73 Suite 102 Geismer, LA 70734	831-4025 831-4030 673-2088	Sarah Hebert, AS, RT(R) Sarah.Hebert@brgeneral.org Shelby Knight, ASRT, RT (R) Shelby.Knight@brgeneral.org Erin Sheets, RT (R) Erin.Sheets@hmgphysicians.com	Shania Bourg, RT (R) Shania.Bourg@brgeneral.org
Baton Rouge Rehab Hospital 8595 United Plaza Blvd Baton Rouge, LA 70809	927-0567	Heather Folmar Rankin, RT(R) Heather.Folmar@brgeneral.org	Chris Boothe chr163@brrehab.com
LSU Health MidCity Clinic			Todd Jackson, MSRS, RT (R)(MR) Manager Michael.Jackson@fmolhs.org

Clinical Experience

Students will rotate through their assigned clinical setting rotations set by their designed clinical faculty for each semester throughout the 2-year program. This entire rotational design is to ensure that the experience of each student is equitable over all the 15+ CES, patient types, exam types, and working environments. Standard rotations include day shift, evening shift (for a max of 10 total weeks in the 2 years), and 2 weekend shifts all in the general diagnostic radiology, fluoro, surgery, trauma or ER, outpatient clinics, and specialized diagnostic imaging for orthopedics. Additionally, all students will rotate through CT, MRI, Special Procedures, Cardiac Cath, and Rad Therapy specialty areas to be exposed to these vital specialty imaging modalities. At the end of the program, if complete with mandatory rotations and all comps, the student can request an internship rotation at any of the prior rotations to spend additional time gaining quality entry level skills for employment or they can request new rotations in other elective specialty modalities. These are on a first come, first served basis, and are limited due to the clinical capacity and patient volume. It is important to note that each semester is unique to the student assignment, but the overall 2-year clinical plan of all students is the same, or equitable, as all students will rotate through the same clinical experiences for those mandatory rotations. The ability to plan well and learn quickly will significantly benefit the student in clinical skills growth, and best opportunities within each of the settings, and getting the first choice at Internships. This clinical

performance growth also has a direct correlation to job offers upon graduation and success on the post grad certification exam. ***Hard work and great attitudes with good initiative is strongly encouraged!***

Clinical Semester Rotation General Time Expectations:

RADS 120- ***Clinical and Professional Skills Course***- This is a preparatory course designed to facilitate as much practice and real-world simulations for the basic skills needed to perform general functions of an Imaging Professional within the clinical setting and the profession. This 16-week entry level course is being used to provide the brand new student with extensive practice in labs or the classroom setting in: basic professional research; professional terminology and communication; equipment orientation for permanently installed and mobile types; hands-on positioning for Chest, Abdomen, Upper and Lower Extremity, Shoulder and Pelvic Girdles, Ribs and Sternum; Introduction to the Surgical Environment, trauma setting, Technical Factors and Image Evaluation; and extensive activities designed to grow the student's critical thinking skills. All RADS 120 Activities will be scheduled between 8a-4pm T/Th only for all students. A detailed skills schedule and locations will be given for each student at the beginning of the semester.

RADS 120s, 220 T/Th Only 7:45a-4p* Traditional Rotations, 2:30-11p Evening Rotations (*not scheduled to exceed 10 weeks in total of 2-year program; can be spread over multiple semesters*), 6:30am-3pm Surgery & Specials Rotation

RADS 320(s), 420 M/W/F 7:45a-4p* Traditional Rotations, 2:30-11p/2:30p- 630p Evening Rotations (*not scheduled to exceed 10 weeks in total of 2-year program; can be spread over multiple semesters*), 6:30am-3pm Surgery & Specials Rotation

All students will rotate through (1) two weekend rotation during the 320s summer clinical semester which will consist of Fri- 230pm-11pm, Sat & Sun 630am-3pm or 230-11pm shifts.

**Some locations do not open until 8:00am, so shifts for these locations are 8am- 415pm.*

Accreditation

The Baton Rouge General School of Radiologic Technology is accredited and evaluated by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Inspection of these documents is available through the Program Director. 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 JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

There are established standards a program must follow to achieve accreditation. The Standards for an Accredited Educational Program in Radiography (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.

https://www.jrcert.org/sites/jrcert2/uploads/documents/2021_Standards/5_13_21_Update/2021_Standards_Radiography_05_18_21.pdf

Compliance with JRCERT Standards

The Baton Rouge General School of Radiologic Technology always strives to be an Accredited Educational Program in Radiography. If an individual believes, at any time, the program is not in compliance with any standard; a complaint can be brought to the program's attention. Upon receipt of the allegation, the Radiologic Technology Program will review to determine if the non-compliance issue exists. Within ten (10) days after receiving a 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 non-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 School of Nursing and Radiologic Technology, and/or the JRCERT. Students have the right to report program infractions of the STANDARDS to the JRCERT.

20 North Wacker Drive, Suite 2850
 Chicago, IL 60606-3182
 312-704-5300
mail@jrcert.org

Curriculum Objectives and Graduate Competencies

PROGRAM OBJECTIVES AND GRADUATE COMPETENCIES	LEVEL IV OBJECTIVES	LEVEL III OBJECTIVES	LEVEL II OBJECTIVES	LEVEL I OBJECTIVES
1. Protects the individuality and rights of self and others.	Internalizes the uniqueness of individuals and groups	Values the unique biopsychosocial and spiritual nature of self and others.	Differentiates the uniqueness of individuals and groups.	Recognizes that each individual is unique.
2. Employs critical thinking in the use of the imaging process as basis of applying principles of radiation protection practice.	Evaluates the proper imaging process in carrying out radiation protection of individuals.	Integrates proper imaging process in carrying out radiation protection of individuals.	Demonstrates proper imaging process in carrying out radiation protection of individuals.	Identifies proper imaging process in caring out radiation protection of individuals.
3. Practices imaging safely and effectively at an entry level radiographer.	Performs safe, efficient, and therapeutic imaging measures to meet needs of individuals and groups.	Selects safe, efficient, and therapeutic imaging to meet needs of individuals and groups.	Carries out safe, efficient imaging to meet needs of individuals and groups.	Describes safe, efficient imaging to meet needs of individuals and groups.
4. Exhibits ethical-legal responsibility in imaging practice.	Values ethical-legal responsibilities in imaging practice.	Complies with ethical-legal guidelines in behavior and performance.	Interprets ethical-legal responsibilities in imaging practice.	Describes ethical-legal responsibilities in imaging practice.
5. Utilizes communication as a therapeutic tool in the establishment or maintenance of relationships with individuals and groups	Models diversified communication techniques in effective interpersonal relationships with individuals and groups	Integrates effective interpersonal relationships with individuals and groups	Demonstrates effective communication both orally and writing.	Employs effective communicates effectively, both orally and writing.
6. Perceives learning as a life-long evolutionary, self-directed process.	Evaluates effectiveness of teaching/ learning experiences for holistic patient care and professional growth.	Applies teaching/learning principles to generate personal and professional growth.	Practices teaching/learning principles to individuals and groups.	Identifies learning needs of self and selected individuals.

7. Functions interdependently with other health team members to foster continuity of health care for individuals and groups.	Critiques competencies of other health team members to promote effective collaboration and delegation.	Synthesizes potential contributions of team members and initiates collaboration effectively.	Utilizes other health team members as resources.	Practices interdependently with health team members.
--	--	--	--	--

Core Performance Standards for Admissions and Progression- Meeting Minimum Professional Proficiency for Certification and Successful Employment

These Core Performance Standards for Admission and Progression were identified by the program as essential to learning the practice of the professional expectations of Radiologic Technology. The BRG School of Radiologic Technology will make reasonable accommodations for qualified students.

1. To request academic or special accommodations: Upon notification of Admissions into the program and within the first 3 days of each semester for each course the accommodations will be needed, submit in writing and sent via email with all supporting documentation from an appropriate and qualified professional a request that identifies the diagnosed disability and any reasonable academic or physical accommodations requested by the student. The BRG SORT reserves the right to require an independent assessment by a professional of the school's choice and at the student's expense if deemed necessary.
2. The Program Director will review the information submitted and make a determination as to the most successful and reasonable plan to meet the needs of the student within the confines of the abilities, resources, and professional standards available to the program and it's faculty.
3. The Director will then notify the student as to the allowable accommodations for that semester and within the program's expectations of the student. The Director will then notify all the requested course faculty of the granted accommodations for that student for the indicated semester.

Each of these will be determined on a case by case basis and within the appropriate confines of the profession at entry level standards of employment and practice. Some requests cannot be met/granted regardless of the desire by the program or program administration to want to make those a possibility because of the basic demands of the profession, the clinical environment, and the physical, verbal, or emotional needs of the patient while in our care as healthcare professionals.

Below are the **basic performance standards** of the BRG School of Radiologic Technology program. Read each of the standards carefully and be certain that you can comply with ALL of them. The BRG SORT expects students to possess and be able to demonstrate skills, attributes, and qualities provided below:

Foundation	Standard Expectation	Examples of Necessary Activities (Not All-inclusive)
Problem Solving or Critical Thinking	Sufficient intellectual ability for critical thinking and clinical judgment; sufficient powers of intellect to acquire, assimilate, integrate, and apply information and solve problems.	Identify cause-effect relationships in clinical situations, make correct and appropriate inferences, and cluster information to coordinate care and assist in patient care processes; respond quickly and appropriately to emergency situations and assist with or perform lifesaving steps such as CPR.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds with ease and appropriate verbal and nonverbal interactions.	Present with professional appearance and demeanor. Establish connections, through appropriate verbal and nonverbal methods, creating a rapport with patients, peers, colleagues, and all members of the healthcare team or program. Being able to express one's self with appropriate tone, word choice, socially appropriate cues, and emotional control is essential.
Communication	Communication abilities in the verbal, written, and electronic forms using the correct English language, including grammar, syntax, tone, punctuation, and appropriate as sufficient for professional interaction with others	Explain procedures, initiate teaching or learning, document and interpret patient/peers' responses in both manual and electronic formats. Communicate information effectively with other departments. Read and evaluate written orders and comprehend to perform appropriately exam or procedure requests. Understand and comply with verbal instructions and requests.
Mobility	Physical abilities and physical flexibility sufficient to move from room to room, maneuver in small spaces, ability to provide quality care for patients of any size and ability in a safe manner, and physical health and stamina sufficient to carry out radiologic procedures.	Move freely in and around all exam room types, workspaces- diagnostic, surgery, and trauma, treatment rooms in all clinical care settings, and all patient room types. Lift, Move, position, and transport patients of all types without causing harm, undue pain, or discomfort to the patient or one's self. Transport Mobile radiographic equipment in a timely and appropriate and cautious manner. Pull, push, and safely operate stationary imaging equipment appropriately and in a timely manner.
Motor Skills	Gross and Fine Motor Abilities sufficient to provide safe and effective patient care.	Calibrate, use, and manipulate equipment within the medical imaging environment on patients and with peers appropriately to complete medical imaging exams. Ability to perform CPR in 1 person and 2 person methods for at least 2 cycles well or as long as needed by the emergent patient or is professionally appropriate.
Sensory	Sufficient use of senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (near and at a distance) in the classroom, laboratory, and clinical setting.	Hear monitors, alarms, emergency signals, auscultatory sounds and cries for help (whether facing the patient or not). Observe patient responses or lacking that may initiate emergency care or altered state. Perform physician assessments and necessary interventions (patient vitals, state of consciousness changes, inserting IVs or catheters, etc.).
Behavioral, Emotional, & Mental	Sufficient motivation, initiative, flexibility, and emotional awareness to function appropriately in a variety of settings and environments. These will include those that are continually new, changes in personnel or	Ability to adapt to change well and appropriately with civility, correct and appropriate communication and mental and physical ability to perform in times of high, low, or continually changing stress within the classroom, lab, clinical, or patient care environment for extended periods of time. Ability to take feedback from peers, educators,

	<p>equipment regularly, changes in patient type/alertness/emotional state, stressful and demanding environments where multitasking and self-control are critical for patient care and performance of needed skills in a variety of settings. Self-awareness and emotional intelligence are vital skills that correlate directly to success and are appropriate boundaries for entry level skills of behavior, emotional, and mental ability of any healthcare student or employee.</p>	<p>instructors, grading technologists, or administrators with appropriate interactions and the ability to allow that feedback to create long term growth and better performance. Ability to handle tones and information provided that is negative, direct, assertive, and otherwise difficulty appropriately and with a basic level of professionalism and decorum regardless of the setting and if it is agreed with.</p>
--	--	---

All students must be proficient in and retain these foundational skills throughout the duration of the program. Any student in admissions or while a current student that is determined to not possess the foundational skills level to be successful according to these parameters will be revoked from the admissions process or dismissed for cause. Program Faculty and Administration want to see all students within the BRG SORT program successful not only here during their educational experiences but also within the profession as a whole. This Core Performance Standards Document is required upon application and within each clinical semester to ensure the student is aware of the standards required for progression within the program.

Statement of Non-Discrimination

Pursuant to Section 504 of the Rehabilitation Act of 1973, Baton Rouge General Medical Center School of Radiologic Technology will provide services and training, without discrimination, to any qualified handicapped person who meets academic and technical core performance standards obligations for admission and/or participation in the radiologic technology program. BRG School of Radiologic Technology is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act for students that are also able to meet the physical and other demands of working in the profession of Imaging Sciences and with Public Health. We strive to meet reasonable accommodations in cooperation with each course instructor as necessary that our private school is able to provide. In order to receive accommodations, you must provide documentation of the special situation or disability to the Program Director of the BRG SORT with a list of requested accommodation needs for each of the courses within the program by the deadline and procedure required. If you have a documented disability and wish to discuss academic accommodations, please see Mrs. Peters as soon as possible in person, via email at Jaclyn.Peters@brgeneral.org, or phone 225-387-7157.

ADA POLICY: BRG School of Radiologic Technology is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act for students that are also able to meet the physical and other demands of working in the profession of Imaging Sciences and with Public Health. We strive to meet reasonable accommodations in cooperation with each course instructor as necessary that our private school is able to provide. In order to receive accommodations, you must provide a request in writing and sent via email with supporting documentation of the special situation or disability to the Program Director of the BRG SORT for each class in which you need accommodations by the 3rd day of each semester. These will be reviewed in depth for each course and a response will be sent in back to you in reply and the granted accommodations will be forwarded to the course instructor for each course that they are granted. If you have a documented disability and wish to discuss academic accommodations, please email Mrs. Peters no later than the 3rd day as required each semester or request a meeting during the designated office hours, at Jaclyn.Peters@brgeneral.org, to discuss these accommodations as needed. Not all requests will be granted as our goal is to support the student while ensuring the professional development and ability to meet the professions standards for practice and meet ARRT national registry testing.

Each will be granted within the reasonable confines of the program on a case-by-case basis. You may also choose to speak directly to the instructor of the individual course, but all determinations for accommodations for any professional program student will be ultimately made by the Program Director for the SORT. All requests must be put in writing with corresponding documentation and emailed by the 3rd day of the semester as stated, unless it is a new diagnosis which must be submitted in writing sent via email within 3 days of the new diagnosis. No student will be allowed to attend lab or clinical under "limited" release for medical issues in any form and attendance of classes with "limited" release for medical issues will be at the approval of the Program Director only.

Revised: 01/2022; 01/23

Validating Diplomas Policies

The purpose of this policy is to provide evaluation guidelines for validating high school diplomas for admissions within the BRG School of Radiologic Technology. All students will be required to provide a copy of their high school diploma, high school transcript or GED (General Education Development) to complete the application process at BRG SORT.

The process that the program and Registrar will follow to validate this educational requirement is be as follows:

- 1) The Registrar will review all high school diplomas, high school transcripts and GED's to confirm they are official documents.
 - a. For high school diplomas, a state seal and signatures are required.
 - b. For GED or high school transcripts, all dates of attendance, all courses completed, date of graduation and school board member or principal's signature is required.
- 2) If the Registrar determines that a diploma, GED or high school transcript has been tampered with, the Registrar will request an official document from the respective school/ institution. The official document must be mailed in a sealed envelope with the school/institution logo or during times of disaster, an emailed document will be accepted once the Registrar validates the sender as an official representative of the school/institution.
- 3) If the Registrar requires further validation of authenticity, the Registrar can check with the state department of education where the high school is located.
- 4) If a diploma has been lost or damaged, the Registrar will contact the school/institution and confirm that the student graduated or received a GED, the Registrar will request a document in writing from the school/institution to validate high school graduation.
- 5) If the high school is no longer in existence, the Registrar will contact the state department of education where the high school was located, and request validation of the student's graduation date be provided in writing.
- 6) Home-schooled students will be required to provide documentation of high school completion based on rules for home-school students in which the student was home schooled (i. e. transcript, secondary school completion credential or transcript equivalent of successful completion of secondary school education signed by parent or guardian).
- 7) Foreign students must provide evidence of completing the equivalent of a secondary education in the United States and a foreign diploma evaluation service will be used to provide validation.

- 8) Student-self-certification is not sufficient documentation to validate a high school diploma.
- 9) If the high school diploma cannot be validated, the application process will terminate.

Revised: 04/21

General Student Policies

Student Classification, Identification, and Information Release Policies

Classification and Identification of Students

1. According to hours enrolled:

Full-time: A student is considered full-time when enrolled in School of Radiologic Technology for:

- a. A minimum of twelve (12) credit hours during a regular semester, or
- b. A minimum of three (3) credit hours during the summer term.

Part-time: A student is considered part-time when enrolled in School of Radiologic Technology for:

- a. Less than twelve (12) credit hours during a regular semester, or
- b. Less than three (3) credit hours during the summer term.

2. According to Level:

Level I: Any student enrolled in any course with a number beginning in the 100s (RADS 101, 104, 105 Lab, 110, 110Lab, 120, and 120S). These courses are completed during first semester and summer term.

Level II: Any student enrolled in any course with a number beginning in the 200s (RADS 204, 210, 210 Lab, and 220). These courses are completed during Fall semester of first year.

Level III: Any student enrolled in any course with a number beginning in the 300s (RADS 304, 304Lab, 306, 308, 310, 320, and 320S). These courses are completed during Spring semester and summer term of second year.

Level IV: Any student enrolled in any course with a number beginning in the 400s (RADS 404, 408, 410, 411, and 420). These courses are completed during Fall semester of second year.

3. According to courses completed or in progress:

Freshmen: Students who have not yet completed RADS 120S.

Sophomore: Students enrolled in Fall Semester in 200 level courses.

Juniors: Students enrolled in Spring Semester in 300 level courses.

Seniors: Students enrolled in Fall Semester in 400 level courses.

4. According to Year and/or Class:

Students may also be referred to as a whole in written or oral communication within the SORT as to their potential graduation year. For example, students who begin the program in Jan 2023 may be referred to as "Class of 2024".

Identification Badges

Student's pictured identification badges are issued at the beginning of the first semester. This official identification badge is to be ***worn at all times*** while on campus, on any GHS property, or in any clinical setting or lab. Identification badges must be returned to school office upon withdrawal, dismissal, or graduation from the program. The first badge is provided for the student; the student pays for replacement badges at \$50 each. Students are never to be admitted

to testing sessions without their identification badge. Badges are not to be worn or used to any Offsite locations that are not sanctioned or assigned by the BRG SORT program. Failure to have your badge worn or on appropriate will result in deductions to professional responsibility and being sent home to get it with and without returning for the day (at the discretion of the program faculty). Official write up and notification to Security Office is required for the loss of an ID badge.

Contact Information

Students are required to keep current addresses (including e-mail), telephone numbers, all prescribed medications lists, emergency contact, and name change(s) on file in the school office within 1 business day of the change. These records should be updated in writing at the time of the change. In the event of a name change, the student will provide official documents acknowledging the change to the school office as soon as possible. For academic purposes, the official change will be noted at the beginning of the next semester if the change occurs within a semester. **All Students, Faculty/Staff, and Clinical staff approved to work with students will maintain current contact information with the program for files as well as in the Trajecsys Clinical Record Keeping system.**

Email is the preferred and most often used form of communication during the program. Emails sent to the program administration, faculty, staff, or clinical staff following the end of the business day will not be required to be returned, answered or responded to until at a minimum the beginning of the next business day; but should be before the 3rd business day unless during holidays or school closures. Finals week and the starting week of the semester are incredibly busy weeks for the program- so expect longer than usual delays in communication. Contacting the faculty may only occur through their program email or office phones.

Mailboxes- As of Jan 2022, BRG SORT has eliminated the use of mailboxes for all students.

Release of Information

Program:

The policy for faculty and students in regard to assuring recruitment or program activities present accurate information is that:

1. Published materials shall be cleared through director prior to dissemination to public.
2. All requests from the media for interviews shall be referred to director.

Student:

Information provided by the school regarding a student, a former student, or a graduate will be to verify enrollment or graduation status only. Release of additional information requires permission from student, former student, or graduate. If family or anyone else calls the school to locate a student, they may be asked to leave a message that will be emailed to the student. Clinical and classroom schedules are not provided to callers or visitors.

Confidentiality of Student Records

The faculty recognizes the importance of safeguarding confidentiality of student and graduate records. Student and graduate records will be maintained in secured metal filing cabinets. All policies and procedures relating to records are in compliance with Family Educational Rights and Privacy Act of 1974, including Section 438(D).

The following policies are utilized by BRGMC School of Radiologic Technology to safeguard confidentiality of student and graduate records:

1. A student or graduate shall be informed of the right to review his/her educational record.
2. A student or graduate shall be allowed to review educational record (except references required for admission) upon written request and scheduled appointment with director of School of Radiologic Technology.
3. A student or graduate shall be provided the opportunity to seek the correction of an error in the educational record through a written request to amend the record.
4. A student or graduate shall be provided the opportunity to submit statements commenting on the information contained in the record.
5. A student or graduate may request, in writing, to initiate grievance/ problem-solving procedure concerning record contents.
6. Parents of students or graduates over 18 years of age may not review student records without written permission of the student.
7. No personal information contained within records may be disclosed without written permission of student or graduate.
8. Faculty will write letters of reference only upon written request of student or graduate and will submit a copy of the letter for the student's file.
9. Transcripts will be sent to a third party only upon written request by student or graduate.

Students' Right to Confidentiality

BRGMC School of Radiologic Technology provides that only persons who have a legal right in accordance with the FERPA law to access student records will be allowed to review such records for educationally related purposes. The student may request, in writing, the opportunity to review the material or to have transcripts from the BRGMC School of Radiologic Technology sent to other educational institutions in accordance with regulations governing students' records. These rights can only be waived in writing prior to the release of any information protected under it. This includes parents or spouses of students.

Building Access

The School of Radiologic Technology building is open from 8:00 a.m. to 4:00 p.m. Monday through Thursday and until noon on Friday, except for designated holidays, semester breaks, and other days and times as announced or posted. The School of Radiologic Technology shares the building and student lounges with the BRG School of Nursing. Students may lounge in designated School of Radiologic Technology areas - not in School of Nursing classroom or office areas. Students are not permitted into faculty areas without permission from the school office personnel or unless having a previously scheduled appointment.

Security

Crime reduction requires employees and students to diligently follow crime prevention strategies.

1. **Protect the school.** All entrances to the School of Nursing building are kept locked, except the center front door facing the lawn. All students must enter and exit through the front door during office hours. Alternate routes of exit may be selected after school hours. Never leave outside doors propped open and/or unattended.
2. **Protect your property.** Do not leave purses, textbooks, or any other valuables unattended in classrooms, lounges, or mailroom. Students should use assigned lockers or the trunk of their car to secure items. It takes only a second for someone to enter the front door and gather valuables in the school office or a classroom and leave unobserved.
3. **Protect yourself.** Keep all car doors locked, except when entering or exiting. Do not leave any items visible in your car. Report burned-out lights in parking areas or inside the building to the school office. Do not carry a greater amount of cash than you are willing to lose. If someone is panhandling, report the person to the office or call Security at 7741. Get a description (location, height, weight, clothing, any identifying features) so that Security personnel can recognize the individual.
4. **Stay alert.** If you see someone on the campus that is a stranger or appears to be lost, offer your assistance to help or direct the person to the school office for assistance. People with criminal intent often say they are looking for work or a job.
5. **Report any loss, theft, or suspicious activity** to the school office immediately or telephone 7741 for the Security Department. The incident will be noted and the local police summoned as warranted.

Parking

Student parking is free at the School of Radiologic Technology lot and designated adjacent lots as determined by BRG. Students are responsible for securing their vehicles and all personal items within the vehicle. They may park in school lot on east end of building and directly back to the end of the lot. If the School of Nursing lot is filled, students may park any employee designated area for BRG. Parking is permitted in designated BRG parking areas only. Students attending clinical rotations should follow designated parking guidelines for each clinical site as given by the Clinical Instructor or Administration only.

Transportation

Students are responsible for their own consistent and reliable transportation for classes, clinical, and school activities as assigned or required. The inability to get to and from class and clinicals on time due to transportation issues are unexcused and may result in loss of PR or Attendance Points.

Guests and Visitors

Students are not allowed to bring guests to class, to any school activity, or to campus without PRIOR specific permission from course faculty or director. This is of particular importance in its application to children. The depth of discussion and nature of the material presented in most lectures creates an experience unsuitable for children. Additionally, the presence of children may be disruptive or may restrict fellow classmates in their participation or asking of questions during the class session.

Anyone arriving to the building for any purpose other than a current program student should check with the school secretary for escort to other parts of the building. Visitors will not allowed access to classrooms, offices, or lounge areas.

Smoking

The Baton Rouge General Medical Center School of Nursing and Radiologic Technology campus is a SMOKE FREE campus. No smoking, or use of tobacco products including Vaping, is permitted on the grounds or any surrounding property. Students are not permitted to sit in their vehicles and smoke on campus or vape. Additionally, students who smoke prior to arrival should have a neutralizing product, such as Febreeze™, available to reduce the smoke odor present on clothing prior to returning to class or any clinical setting. Students are **prohibited** from smoking or vaping or using tobacco products **while in uniform at all times**. This includes coming to and from clinical. **Never smoke or use tobacco products while wearing your school uniform!**

The Baton Rouge General Hospital campuses have smoking in limited designated areas for visitors and staff; students are to direct visitors appropriately to these areas. Student smoking will **not** be allowed anywhere within the hospital. Smoking in any area on the campus of School of Nursing and Radiologic Technology, the campus of any General Health System agency, or any clinical agency will result in disciplinary action and may result in dismissal from School of Radiologic Technology.

Cancellation of Classes Related to Inclement Weather

In the event of inclement weather, a school official will contact all students and faculty via phone or email and announce any cancellation of classes. If school closure is required, appropriate notification will be attempted through course faculty email, and will be posted to Trajecsyst system will be updated to reflect the status of the closure. In the event the student is already at clinical or in class when classes are cancelled due to inclement weather, classes and clinical activities

continue until the director and/or clinical faculty give alternate instructions. Cancelled classes and/or clinical experiences will be rescheduled and posted contingency days may be utilized by faculty members to allow for completion of course requirements. Please check emails for messages regarding possible SORT closures; this will be our primary method of contacting you regarding these closures.

If weather status is known in advance, such as with potential for hurricane, students will be notified as early as possible regarding class schedule changes and school closure. The school often closes later and re-opens sooner than other area schools and universities. Students are responsible for returning to class according to communicated return schedule. If students evacuate to other areas, they are still expected to return for class and clinical activities as they resume. Contingency Days will be used as make up.

Holidays and Vacations

Students may observe all holidays and breaks in accordance with the School of Radiologic Technology Academic calendar. Vacations should be taken during clearly delineated breaks or holidays. Cautious of contingency days; those can be used as needed for course or clinical makeup for cancellations due to closures from weather or other unforeseen events.

Dining

Dining is permitted **only in the student lounge** unless as a part of a planned student or class activity. Cups or bottles that close completely are allowed in the SORT Classroom and are to be placed in or around your personal belongings such as a backpack or desk. Anything open faced unless provided for you during an event are not allowed. Eating anything, food or snacks, unless provided for you for a special event is not allowed in the SORT classroom during teaching times. Place discarded food in trash in lounges only. All food and beverages are strictly forbidden in Computer Learning Lab, testing areas, Xray labs, or other procedure areas. Violators may lose privileges to the learning labs and be subject to disciplinary actions. Students are responsible for their own meals. Students may purchase meals in the BRG Cafeteria.

Housekeeping Rules

Housekeeping is everybody's responsibility. If you mess it up, clean it up. If it is messed up and no one cleans it up, clean it up anyway – at least once, to build character. Pick up paper, wash dishes, remove moldy smelly food from refrigerator, wipe up spills on carpet and floor, etc. If you are unable to completely remove stain, when you clean up a spill, notify school office, so that proper cleaning of carpet may be scheduled. Place chairs in under the tables when leaving a space. Clean the tabletops and chairs with each daily exit.

Textbooks/eBooks

The cost of textbooks and school supplies is the responsibility of the student. The school will offer students package deals and convenience in purchasing materials. Textbook packages with unique

course access codes may be required for purchase by students from the program because of significantly discounted costs. Packages are negotiated to present cost savings to students and to ensure that students have proper access to all required electronic course materials. Some are worth cash value and will not be replaced if lost or damaged during the program, this will be the responsibility of the student alone. Also, any textbook that is in e-version only/not provided in print in your bundle and the program has in print, you may rent them on a semester or limited basis from the Registrar. These are first come, first served and any damage to the program's copy will be required to be replaced by the student.

Social Networking

Personal websites, web logs (blogs), group text messaging, and other mass communication venues such as Twitter, Facebook, Instagram, and SnapChat are prevalent methods of self-expression, generally known as social networking or social media. The BRGMC School of Radiologic Technology respects the right of faculty, staff, and students to use these media for communication during their personal time. However, faculty and staff have a professional responsibility to guide and counsel the pursuit of learning in students in an atmosphere that fosters honest academic conduct without exploitation or discrimination and maintains confidentiality of the student, school and co-workers.

The protection of the program's reputation (as well as faculty/staff/student) is also a necessity of the program administration and will be dealt with as necessary- posts or communication (of any kind) regarding the above stated that is considered to be dishonest or misrepresentations of the truth or facts will be considered libel and slander and will be referred to program administration or Legal Department of BRGMC or GHS for any necessary actions. Logos of the institution, program, or representation of the student as a part of the BRG SORT in an unprofessional manner, violations of HIPAA, or FERPA, will also be referred to as a violation of Student's Code of Conduct resulting in disciplinary action (specifically this includes tagging the SORT or BRG as place of education, clinical uniform while acting irresponsibly, or inappropriate actions posted while at school function or directly referring to the program or activity of the program). The following guidelines are in effect to recognize the benefits of social networking while also being able to provide an environment that encourages continual growth of moral and ethical values, including personal honesty and mutual trust.

- 1) Faculty, staff and students are expected to communicate knowledgeably, accurately, and professionally. Faculty and staff are advised to carefully consider the professional risks of contact with students using venues not provided or authorized by the BRGMC School of Radiologic Technology. Communication through these venues may result in members of the public forming an opinion about the SORT, its faculty, staff, administration, and students even if the user provides a disclaimer that the communication does not represent the SORT.

- 2) Interaction between students and faculty + staff is restricted to SORT authorized or approved venues. Student questions or concerns will only be addressed by faculty or staff if received through approved channels of communication which only include face to face, office phone, BRGMC SORT e-mail, Evolve e-mail, Trajecsys, or a SORT sponsored social networking site.
- 3) Social networking with students (current or dismissed) by faculty, staff, Clinical Educational Affiliates including Technologists or CES administration is outside the context of instructional purposes is ***prohibited*** and may pose professional risks.
- 4) Students are **not** allowed to post comments or photographs on social network venues which reference or depict any content, interaction, or individual whether student, faculty, or staff, affiliated with the SORT or The Baton Rouge General Medical Center or clinical affiliates in a disrespectful, professionally inappropriate, or perceived negative way. Photos or posts of anyone (fellow student, tech, faculty, clinical setting) that did not directly consent to being shared is a violation of the rights of the individual and is not allowed. Photos, posts, or comments, by faculty, staff, or students should be positive, and professional in nature only that reflects and represents the program, students, or faculty, in a positive and professional manner. Photos or posts of students including alcohol, provocative or sexually suggestive material or nature, or gestures or symbols that are offensive or inappropriate while tagged as a BRG SORT student, in ANY BRG attire, or at any BRG or CES for BRG is prohibited. (Ex. Posts about tuition being “outrageously expensive and ridiculous” when you are tagged as a BRG SORT student vs. Posts of a Community Service Project where all of the students and faculty are participating in the Capital Area Heart Walk.)
- 5) Boundary violations are actions that overstep established boundaries to meet the needs of the faculty, staff and students. The faculty, staff and students should avoid situations where they have a personal, business, or professional relationship outside the SORT defined relationship during the duration of their time in the professional program.
- 6) Faculty, staff and students who recklessly or intentionally endanger the mental or physical health of others at the SORT will be subject to corrective action up to and including termination or permanent dismissal. This includes but is not limited to bullying, name calling, detrimental comments or items shared to negatively impact a person, the school, or a clinical site. BRG Legal Department will be notified of these types of defamation and malicious actions immediately.

Transferring Credit Criteria

Baton Rouge General's School of Radiologic Technology program is a private, not for profit hospital-based certificate program that is JRCERT programmatically accredited and does not carry the institutional accreditation that other private or public institutions may have. Our pre-requisite requirements for admission into our program must be taken at outside institutionally accredited community colleges or universities. Those courses listed with a "C" or better can be used for our program's admissions requirements. Our professional program courses will not transfer however to other public or private institutions solely as taken within the program. Our program does have an articulation agreement with Northwestern State University for which specific courses have a credit exam or portfolio submission requirement to obtain transferable college credits within a SACS accredited institution. This agreement is in place for students to obtain a degree with Northwestern State University, which is the minimum requirement for obtaining ARRT national certification to practice in medical imaging and required for obtaining state licensure from the LSRTBE. Our program does acknowledge degrees prior to admission or obtaining during program completion that are also recognized by the ARRT. Because our program is not institutionally accredited, transferring completed courses within our program to other institutions may result in a loss of credits.

For more information about transferring credits criteria, program requirements, transfer credits into our program, degree requirements, NSU articulation, and transfer credit out of our program prior to program completion, please contact our Registrar.

Non-Sanctioned Electronic Course Assistance/Online Course Content Software-

The faculty at Baton Rouge General School of Radiologic Technology (BRG SORT) work diligently to ensure students receive the most current course content information. All study guides, worksheets, activities, quizzes, and exam information are the property of BRG SORT and disseminating it in any way (electronically or manually) would be considered plagiarism and students caught doing so will be held accountable and must answer to the Program Director regarding a violation of professional behavior and student code of conduct. BRG SORT understands there are a multitude of websites that offer platforms for students to share information regarding course content (i.e.: *Quizlet*, *GoConqr*, *Evernote*, *StudyBlue*, *StudyStack*, *Memorize.com*, and *Course Hero*); the program does not condone the use of these sites and students need to be cautious regarding the accuracy of the information on these sites. BRG SORT does not authorize the use of shared course information. Anyone using these non-sanctioned resources to perform in courses falsely and dishonestly will be subject to disciplinary action up to and including dismissal. Anyone sharing or in possession of such will be held accountable. NO exceptions. All violations will be shared with the copyright holders of the resources and the ARRT will be notified of the ethical violation.

Graduation Activities

All enrolled students, not just graduating seniors, are expected and required to attend graduation exercises and rehearsal for graduation. Graduation rehearsal is generally held the day prior to graduation but is officially announced during Finals week. Rehearsal lasts approximately two hours. The date for graduation is posted on the school's academic calendar. Junior level students have assigned responsibilities related to graduation ceremony and reception, set-up and clean up as well.

Graduation Attire

Seniors: Graduates wear black graduation cap and gowns (with collars for women) and other SORT designated graduation regalia rented or purchased at the student's expense and coordinated through the School of Radiologic Technology.

Women wear dresses (must be no shorter than knee and no longer than midcalf) or skirts or dress slacks with dressy blouses with appropriate dressy hard-soled, closed toed -shoes. Strappy Dress or Peep Toe or Open toed dress shoes will be allowed by prior approval only. No sandals are permitted at all. Appropriate hosiery must be worn. Nothing too tight, too short, or revealing will be allowed. Clothing underneath should not be visible at the neck or hang below the gown in length.

Men wear a long-sleeved dress shirt, tie, dress slacks, dress socks and dress shoes. Shirts must be tucked in with belt. Tennis shoes or any version short of business or dress shoes will not be allowed.

Any concerns or questions about this should be addressed with the Program Director before Graduation Practice and alternative decided upon for prior approval made before being allowed to participate in the ceremony. All Graduation outfits will be required to be brought to the Program Director/Designated SORT Faculty on Grading Day or prior to receiving final grades or participating in Graduation practice. After approved, then no changes are to be made in the attire without re-approval prior to ceremony. Any unauthorized attire or changes that do not fall in line with the seriousness or respectful nature of the event in a church will result in the individual not being allowed to participate in the graduation event or requirement of the graduation regalia being worn for the duration of the event.

Regalia will not be allowed to be decorated or adapted without the authorization of the SORT faculty. Gowns must be free of wrinkles and fold lines. They should be brought on hangers and placed on at the graduation facility day of. No additional insignias or symbols or stoles will be allowed to be worn, including caps.

Juniors: Dressy attire for both men and women similar as listed above, but in white or black only. Those helping with set-up or clean up only will be allowed to wear casual appropriate clothing.

Changes of Curricula or Handbook

Students who interrupt their work within the School of Radiologic Technology program will be subject to compliance with all changes in the admission requirements, course curricula and/or student handbook in effect upon the return to school. Students who interrupt their work in the program for more than one year are required to begin the program at the entry level for a new class rather than from the point of their withdrawal from the program.

The Student Handbook and SORT Policies are reviewed annually for revisions, corrections, or changes to be made. The policies changed at that time will be enforced immediately. If an urgent circumstance arises prior to the annual review and immediate revisions are necessary, then a policy change will require an additional student/faculty/department/technologist orientation and read/sign form to be kept on file in the SORT offices. No policy changes no matter the urgency will be retroactive.

Student Health and Welfare

Baton Rouge, the capital city of Louisiana, is a cultural, social, and educational center. There are opportunities to participate in a variety of activities according to individual preferences, including theater, symphony, museums, shopping centers, and sporting events. Faculty and students throughout the program will plan social gatherings regularly. Examples may be: Welcome Party, Red, White and Boo celebration and Christmas activities. The School of Radiologic Technology is nonsectarian; however, students are encouraged to attend and participate in activities of the church of their choice. The hospital chapel is available for meditation.

Student Services

BRGMC SORT makes the following services available to the students:

- Employee Assistance Program: A confidential counseling program is available to students and their families. The services are available 24 hours a day. The initial evaluation is at no cost to the student/family. Appropriate state professional boards in social work, psychology, and psychiatry license program clinicians.
- Academic Advisement: Each semester students have a designated faculty advisor for academic support. The faculty members also review the achievement testing results and are available to discuss results with each student.
- Remediation services: A faculty member is available to meet individually with students to help identify ways to improve study skills and test taking abilities to promote greater academic success for the student.
- Parking: Students may park in the school of nursing parking lot and designated BRG parking lots free of charge.
- Meal Discounts: Students wearing their pictured SORT ID badge are eligible for discounts in the cafeteria at the BRG Mid-City and Bluebonnet locations.

- Financial Aid Counseling: Counseling is available regarding Pell Grants, guaranteed student loans and other available resources.
- WiFi usage: The School of Nursing and Radiologic Technology building offers free WiFi usage for students while on campus through the BRG Guest network.
- Resource Room, Laboratories, and Health Science Library are all great learning resources and educational environments for students within the program. These are available without charge to students currently enrolled.

Guidance

Academic and general guidance are provided within the School of Radiologic Technology to aid students in achieving optimal development. Students may be referred to the BRG Employee Assistance Program as needed and participate on the same basis as employees. This initial evaluation is free and strictly confidential.

As a part of the incoming changes implemented by BRG SORT administration and faculty with the new curriculum, the ARRT registry content specs for 2022, and the program standards, each student will be assigned to the BRG SORT academic advisor as listed below and they will have this individual as an advocate for their *success in study habits, course and semester grade review, issues with academic struggles in clinicals, and advisement for withdrawal status prior to the official drop date of the semester*. Advising sessions will be held with the student and advisor only unless another course faculty is requested by the student or advisor and all sessions will require the completion of the *BRG SORT Counseling Form* to be completed and signed on each meeting. All meetings will be scheduled by email only and set up through an appointment time agreed upon by the advisor and student within the faculty's office hours. It is advised for the student to meet with their faculty advisor at midterm, as needed for the above-mentioned academic issues, and if at or below a failing grade 1 week prior to the semester's drop date. The advisor will not be responsible for reaching out to the student for these needs, but they will be responsible for annotating whether or not the student did meet with them. They will also be responsible for completing the forms and filing them with the student's Master File for continued progress documentation, suggestions given for success, and academic standings discussed with them prior to failing grade ending for that semester. Assignments will be made at the beginning of each semester that a student is in the professional program.

Health

The School of Radiologic Technology requires each student to provide evidence of acceptable health status upon admission. This includes evidence of immunization and associated titers for communicable diseases such as measles, mumps, rubella, chicken pox and hepatitis. Additional information is requested as needed. Students are required to provide a medical release for attending clinical sessions following certain medical conditions, not limited to but specifically including any condition that is considered contagious, transferable, or concerning for the high-risk immunocompromised patients within the CES or peers or faculty within the didactic settings.

At admission and yearly, students are required to have an intradermal PPD skin test for tuberculosis (TB) and Respiratory Fit Test for patient with Respiratory Precautions or on Isolation. If students have never had a tuberculin skin test performed, they will be required to complete the two-step method. Consult your private physician's office. Respiratory Fit Testing will be done by the BRG Employee Health Department and paperwork confirming this will be in your clinical file. Present test results/appropriate paperwork to school and follow physician's recommendations, if any. ***Students without current TB status and Current Respiratory Fit Testing on file cannot participate in clinical activities*** and will receive a record of ***deduction of appropriate points within the clinical grade, up to additional disciplinary action*** for all missed time. COVID exposure in a clinical setting is reduced to the lowest possible exposure limit. Students will be required to follow strict guidelines while attending class and clinical to ensure the safety of the students, proctors, patients, and faculty/staff. Anyone experiencing any of the screening symptoms or with an immediate known exposure should self-quarantine and follow the established notification process immediately. The program, sites, or any others are NOT responsible for a student's exposure to or contraction of the COVID virus or any other conditions while attending classes or clinicals. It is important to understand that an inherent and known risk exposure exist to COVID and other communicable diseases when working in healthcare as a student and professional. It is advised to get all recommended and required vaccinations and use all provided CDC required PPE to mitigate these risks to the lowest degree possible. No student at any time will avoid any patient exam or procedure because of the possibility of risk of contracting a communicable disease as this is not the case as a profession with the healthcare community. All students will rotate through all areas and it should be known and assumed that you will be at increased risk. The program will do everything possible to provide whatever needed to keep you reasonably safe, but it is up to you as the student to understand the risk that participation in a program such a this can be. Correct use of PPE along with proper handwashing and aseptic techniques will ensure safety for everyone. Those with known high-risks can request alternative learning clinical rotations if they are available within the programs clinical settings, otherwise participation in the learning environment will be affected as well as program progression and removal if refusing to work with any patients or within any environments with provided safety measures.

Additionally, missed clinical days may not exceed the specified amounts and require additional work to satisfy the course requirements. **Students are responsible for their own health. Health insurance coverage is strongly recommended.** The School **does not** endorse any insurance plan. For information about health insurance policies, contact your insurance agent.

Health services for minor emergencies and illnesses, including clinical incidents, are available to students through the Baton Rouge General at the student's expense.

Pregnancy

The National Council on Radiation Protection and Measurement (NCRP) recommends that the maximum permissible dose equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 REM (50 millisieverts) for the entire gestational period (9 months). Through proper instruction in all safety precautions and personnel monitoring, and strict adherence to these precautions, it is possible to limit occupational exposure to less than 0.5 REM and prevent the fetal dose exposure limit from being exceeded.

Students enrolled in School of Radiologic Technology are instructed in proper safety precautions and personnel monitoring prior to being admitted to any ionizing radiation area. Students are required to abide by all safety precautions. The importance of the ALARA concept (keeping exposure as low as practical through a combination of time, distance and shielding) is stressed.

Declared Pregnant Student

A student who has voluntarily informed the SORT Clinical Coordinator and Radiation Safety Officer (RSO), in writing, of her pregnancy and the estimated date of conception is considered a declared pregnant student. A student has the right to declare her pregnancy and at such time, the precautions listed below must be followed.

A student also has the right to not declare their pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, the student also has the right to undeclare her pregnancy at any time. The withdrawal of the declaration of a pregnancy **must** be in writing. This is in accordance with Federal and State laws as well as the most current NRC Regulations. All students will be required to sign a form stating that they are aware of this policy and realize that BRGMC, SORT, or the affiliated medical facilities and personnel cannot be held liable for problems which may occur should a student NOT DECLARE or UN-DECLARE her pregnancy.

Due to the number and variety of courses in the curriculum and the importance of maintaining a rotation schedule through the various assigned areas without interruption, should any student suspect pregnancy, they are *recommended* to report it immediately to the Clinical Coordinator.

Upon **declaration** of pregnancy, the student will:

1. Submit a statement from her physician verifying pregnancy and expected due date. The statement should include the physician's recommendation as to which of the following options would be advisable:
 - a. Immediate leave of absence (LOA)
 - b. Continued full-time status with limited rotations excluding fluoroscopy, surgery, portables, special procedures and Nuclear Medicine during the declared pregnancy period.

- c. Continued full-time status with no modifications exercising strict adherence to all safety precautions for protection purposes. *(revised May 2012)*
2. Counsel with SORT Faculty and the Radiation Safety Officer regarding the nature of potential radiation injury associated with in-utero exposure, the regulations established by the NCRP, and the required preventive measures to be taken throughout the gestation period.
3. Submit in writing, within 24 hours, her decision as to remaining in the program, dependent on the above, or resigning from the program. If resignation is the choice, no other action is indicated.
4. Clinical leave of absence will be reviewed on an individual basis by the RADS Radiation Safety Officer, Dept. Head and Clinical Coordinator, dependent on the physician's recommendation.
5. Be required to attend the regular class schedule.
6. Be required to abide by the following:
 - a. Strict adherence to all safety precautions for protection purposes
 - b. Submit statements from her physician as to any changes or problems in her pregnancy and advisability of continuation full-time
 - c. Wear two (2) personnel monitoring devices, one placed on the collar and one on the abdomen for fetal monitoring. Readings will be monitored by the RSO and the student will be subject to an immediate leave of absence from the clinical environment if at any point the RSO deems it necessary.
 - d. At any time the pregnant student feels that she is working in an unsafe area or under conditions she feels are detrimental, the student should remove herself immediately and report to the Clinical Coordinator, Clinical Instructor, Departmental Supervisor, and/or SORT Program Director.
 - e. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
7. Have the option to continue without any interruption in the regular program.
8. Be informed that, dependent on the course requirements and length of absence, she may be required re-take the course(s) in their entirety.
9. Be required to complete upon her return all course requirements, if absences do not exceed the 15% limit as stated in the Student Handbook.
10. Return to full-time status as soon as possible after delivery, but only on the expressed written permission of her physician. A vacancy will be held for the student for a maximum of one (1) year following delivery. After that time, she will be considered a withdrawal from the Professional program and must reapply.
11. Realize that the student must complete, upon her return, all requirements for graduation, including required courses, clinical competencies and rotations.

If the student has declared her pregnancy, and then wishes to un-declare it the student can do so at any time with the completion of the following:

- 1. Complete the request to undeclared in writing to the Program Director with date and time, as well as student signature in ink.*
- 2. Letter from the declared physician that they have been made aware that the pregnancy has been officially undeclared with the SORT.*

The potential risks of radiation to the fetus is the responsibility of the pregnant mother/student and the adaptation of schedule or other accommodations to reduce these risks will not be monitored for following un-declaration. Student participation in the program will be as if the pregnancy is not a factor for the student. (Added for clarification Jan 2016)

Radiography Student Council

Constitution and Bylaws

ARTICLE I: **Name-** This organization shall be known as the Radiography Student Council, School of Radiologic Technology, Baton Rouge General Medical Center, herein after referred to as Student Council.

ARTICLE II: **Purpose-** To provide an open line of communication between faculty and students and to provide the opportunity in program governance participation; to participate in professional development activities, to perform community service through special projects and events, and to raise funds to participate in all of the above mentioned.

ARTICLE III: **Functions**

1. To gather together as a group in order to raise funds to perform functions and attend professional development events; to decide on special projects; and conduct organization business.
2. For faculty and students to discuss academic and clinical concerns and suggestions.
3. To inform students of revisions and allow students to offer input on these or any other revisions and to periodically review policies.
4. To make announcements.
5. To positively affect the community by hosting and participating in a minimum of eight (8) community service projects occurring with a minimum of 16 total participation hours approved by the Faculty Advisor and/or Program Director per year.

ARTICLE IV: **Membership-** Membership in this organization is required for all professional students in the BRG SORT with continued progress throughout the program. If a student is dismissed or does not progress to the following semester within the SORT professional program, the student's membership is revoked and any financial or time contribution that they have added to the organization while a member will remain with the organization. There are no required dues for membership, but events/functions/

Activities/Meetings of the organization are required to maintain membership. Membership statuses are as follows: RT1 Class, RT2 Class, School Faculty/Staff, and Executive Council. Executive Council will preside over all meetings and functions and will include (Duties and Responsibilities of Executive Council are clearly stated in a separate document maintained by the program faculty advisor):

- Senior Class President (Chairperson)
- Senior Class Vice-President
- Senior Class Treasurer
- Senior Class Recording Secretary
- Junior Class President
- Faculty Advisor

ARTICLE V: **Meetings**- Meetings shall be held the as scheduled on the Academic Calendar of each month typically from 12:00 pm until 1:00 pm. Special sessions may be held at the request of any member within a reasonable amount of time. All Executive Council members must meet with Faculty Advisor one week prior to the RSC meeting to have items on the agenda approved, added to, or revised as needed. Otherwise the meeting will be cancelled.

ARTICLE VI: **Voting Power**- Each member of the Student Council shall have one vote.

ARTICLE VII: **Quorum**- 2/3 of the membership. Upon vote, majority wins.

ARTICLE VIII: **Amendments**- Rules and Regulations may be amended at any time with a motion and a second, and then put to a vote. Issues needing discussion must be brought to the chairperson by noon Thursday before the Friday meeting.

Academic and Clinical Policies

Academic Integrity

Any act done to misrepresent one's knowledge and/or ability in an attempt to gain an academic advantage is considered to be an act of academic dishonesty. This includes, but is not limited to, the following actions or attempted actions:

1. Cheating on examinations or other graded assessments
 - A) Utilizing any materials not authorized by the instructor for assistance on an examination including any non-sanctioned resources.
 - B) Utilizing any information on an examination that was obtained from another individual and/or not authorized by the instructor
 - C) Allowing another individual to take an examination and presenting work as his/her own
 - D) Using non-provided course material or test content materials during an assessment by use of any method- white board, calculator, digital device, handouts, laptop, test dividers, etc.
 - E) Working in conjunction with another students in any method to gain answers to content being tested on before/during the exam/after an assessment.

2. Cheating on course assignments
 - A) Obtaining any form of assistance not authorized by the instructor on a class assignment
 - B) Submitting the same work in more than one course without the knowledge and permission of the instructors
 - C) Failing to include proper citation to any reference material used to prepare submitted works
3. Plagiarism (*See "Copyright" Policy from the Health Science Library Dept. for BRG/GHS for further details; as posted on BRG SON/SORT Information Bulletin Boards.*)
 - A) Submitting an assignment as one's own original work when all or part was done by another individual
 - B) Knowingly representing the ideas of another person as one's own in any academic exercise
4. Fabrication
 - A) Inventing or falsifying information used or submitted in an academic exercise or setting or lab or clinical setting.
5. Misrepresentation
 - A) Intentionally providing false or misleading information regarding absences in class, missed exams, late class work, or class drop dates in order to avoid the penalties associated with these actions
 - B) Intentionally providing false or misleading information on any official documents such as applications for admission and financial aid
6. Unauthorized Access
 - A) Unauthorized access to and/or alteration of any class records or documents such as grade books, class rolls, and examinations
 - B) Unauthorized access to and/or alteration of any official school documents such as transcripts, admissions files, and financial aid records
7. Facilitation
 - A) Intentionally helping another individual to commit any act of academic dishonesty

To reduce the potential for violation of academic integrity.

Faculty should use all means possible to prevent breaches of academic integrity.

When a breach of academic integrity is suspected.

When a faculty member observes, or is made aware that a suspected act of academic dishonesty has occurred, the faculty member should proceed as follows:

1. Notify the student and arrange a conference to allow the student to respond to the charge.
2. When the offense occurs:
 - a. If the faculty member is convinced, based on the student's response and other available information, that the student has maintained academic integrity, no further action should be taken. Document the information in the student's academic advisement folder.

- b. If it is obvious that the student lacks sufficient knowledge regarding the nature of the offense, the faculty member shall give a clear explanation of the offense and refer the student to the document on academic integrity provided in the handbook.
 - c. If the faculty member is unconvinced of the student's ability to demonstrate academic integrity or if proof is clear, the faculty member and student will have a scheduled meeting with SORT administration to review the incident and determine what consequences are warranted.
-

Attendance

Each student is responsible for attending class for the entire length of the class session and for maintaining punctuality. If any faculty member feels a student is demonstrating a pattern of absence and/or tardiness, the student will be referred to the Program Director for review of the situation and determination of appropriate consequences. Consequences may include but are not limited to point deduction for course attendance, dismissal from course, or programmatic dismissal. Students that are not attending didactic courses usually demonstrate a lack of content comprehension and therefore do not perform on course assessments (ex. Testing) at or above acceptable limits.

Classroom laboratory activities missed will be up to the student to schedule time with fellow students and/or laboratory course instructor to get material missed. Laboratory course test will be made-up at the end of the semester or at the course instructor's discretion within the same course content week, as described during course orientation and course syllabi. Also, laboratory test make-up will only be allowed for excused absences. Lab activity absence will result in point deductions from course attendance.

For Clinical Competence and Course Completion, the ARRT requires that students participating in clinical rotations as a part of the Professional Radiologic Technology program attend 85% of scheduled clinical days for the semester to be able to progress, whether excused or unexcused. Clinical absences, if unexcused, will result in loss of clinical time and point deductions from the professional responsibility section of the clinical course grade. Excused clinical absences will result in loss of clinical time, but if procedure followed as detailed, will NOT result in loss of point totals for professional responsibility course grade. Point deductions will result if the proper procedure is not followed. Therefore, excessive clinical absences may result in a deduction from professional responsibility, lack of clinical progression, and could result in course failure.

Tardiness

Clinical

Students are expected to arrive at the clinical education site on time. A student is counted as tardy after clocking in even **one** minute after their assigned time. Students who report to the assigned clinical area after **30 minutes** of their assigned time are considered absent for the day. Students who are repeatedly tardy are subject to disciplinary action and must schedule a counseling session with the Clinical Coordinator and/or Program Director. Failure to follow any of these guidelines will result in a clinical unsatisfactory and compounding point deduction from professional responsibility.

The student who will be arriving late to a clinical area is required to follow the procedure as listed below:

1. Call the clinical site and inform a technologist of your anticipated late arrival at least 30 minutes prior to the designated beginning clinical time.
2. The estimated time of arrival is to be given along with a number where the instructor can contact the student as soon as possible (unless en route).
3. Email the Clinical Instructor or Clinical Coordinator. You should provide the following information when emailing: Name, reason for tardiness, clinical site and technologist that you spoke with, and time you called them. The Clinical Instructor or Clinical Coordinator reserves the right to decide if the student is allowed to arrive late, will receive a clinical absence, or will be required to perform any additional didactic/clinical assignments.

Failure to follow any of these guidelines will result in a point deduction of (-2) for the first 30 minutes and an additional professional responsibility section of the clinical course grade and/or Clinical Unsatisfactory.

****** If the student clocks in one minute late/leaves early or is absent for any reason he or she is required to submit an email clinical Instructor.**

Class

Students are expected to arrive promptly for the scheduled class times and attend all scheduled class time attentive and actively engaged in the course content. The doors to classroom will be **locked at the time the instructor begins class**. Students will only be allowed to enter the class at the next class break time. If a student is to be tardy, notify the course instructor via office phone or email as soon as possible. If a student is tardy when a quiz or other class activity occurs, the student will only be allowed to make up the assessment or activity for an announced/scheduled assessment only with an excuse, if unexcused the student will receive a "0".

If a student is tardy for a scheduled exam, the instructor will determine if an extension will be granted or denied, based on if the tardy is excused and/or instructor's discretion. The instructor reserves the right to administer a different form of the test, either essay or oral. If a student is absent from class prior to an exam that occurs on the same day, the course instructor has the right to allow or deny the student to take the exam. If a class tardy or absence is unexcused, a score of zero will be entered for that exam grade and/or attendance grade for the day.

Absence

Clinical / Classroom/ Laboratory

Clinical and classroom laboratory attendance is **mandatory**. If the student is going to be absent from clinical or classroom laboratory experiences, the student must follow the procedure for notification of appropriate individuals.

1. If the student is aware of the upcoming absence, the student must:
 - a. Inform the Course instructor/ Lab Instructor/Clinical Coordinator AND (**if clinical**) the Clinical site Instructor ***prior to*** any absence.
 - b. **If clinical**... The student must provide the Clinical Coordinator or Clinical Instructor of the technologist that they spoke with, as well as time and/date that they spoke with them regarding the absence. We prefer that if this absence is upcoming, then this step be done in writing or via email.
2. The student who is going to be absent due to circumstances arising **immediately prior to clinical** is required to follow the procedure as listed below:
 - a. Call the clinical site and inform a technologist of your absence at least 30 minutes prior to the designated beginning clinical time.
 - b. Email the Clinical Instructor or Clinical Coordinator. You should provide the following information when email: **Name, reason for absence, clinical site and technologist that you spoke with, and time you called them.** The Clinical Instructor or Clinical Coordinator reserves the right to decide if the student is excused if not one of the excused reasons explained below.

Failure to follow any of these guidelines will result in a (-1) point deduction for each of the steps required or items listed above up to (-8) from your professional responsibility section of the clinical course grade and/or Clinical Unsatisfactory. If the absence is then determined to be unexcused, a (-2) point deduction will also be figured into the professional responsibility section for that day of the student's clinical grade. For example, If the student is going to be unexcused and doesn't follow the required protocol listed above, then the student will receive a (-10) points from the total points possible from the professional responsibility section of the student's clinical grade.

3. The student who is going to be absent due to circumstances immediately prior to class or laboratory activities is required to follow the procedure as listed below:
 - a. Email the Course Instructor to inform them of the reason for the absence prior to or at the time of the missed activity/class. If excused, then make-up assignments will follow discretion of the instructor or as listed here in. If unexcused or unannounced assessment, the grade for the activity or other course assessment will be a zero.
 - b. If the Course Instructor is not notified of the absence with 24 hours of the missed class or activity/lab, the absence will be considered unexcused and result in point deductions or zero for grade.

A conference with the Clinical Coordinator and/or Clinical Instructor and points will be deducted when absence of clinical time hits:

- 10%- meeting with CI w. warning
- 15%- meeting with CI & CC; -10 point deduction;
- 20%-meeting with program director- subject to dismissal or non-progression; -20 point deduction; placed on Clinical Unsatisfactory status for next two semesters

The written documentation will consist of: list the dates of the absence, a written warning, a detailed action plan for the student to identify causes and address those causes so that further absenteeism in the course will not occur. If additional absenteeism does occur a conference with the Program Director is required and will result in written warning and/or possible failure to progress clinically because of a pattern of unsatisfactory clinical performance as listed above.

Excused Absences (Defined)...

Excused absences include illness with a doctor's excuse or issue of contagion, jury duty, death of a family member (parent, step-parent, sibling or step sibling, grandparent, or child), or military deployment/required annual training. With an extended illness, injury, issue of contagion, or surgery, including pregnancy, the student is required to submit a physician's written permission to return to school and to participate in learning activities essential to meeting course objectives- **especially clinicals**. When a student misses any class or learning activity due to illness, documentation from a physician will be required to be presented to the instructor. Course completion requirements restrict the amount of time a student may miss from class and clinical and meet still the requirements to successfully complete the course. For jury duty or military absence, a copy of the memorandum or assignment will be required to excuse absence. For death of an immediate family member, provide a copy of the Obituary that as printed from online or the newspaper. ***NO student will be allowed back to clinicals or lab environments with the release from a doctor under any form of restrictions, including lifting limits. This is a safety issue for both the student and the patients we care for. NO student will be allowed to attend clinicals or***

class with any issue of contagion unless released by a physician stating they are no longer contagious, as this is also a safety issue for peers, faculty, and patients.

All other absences not covered or listed above will be at the discretion of the Program Director or Clinical Instructor/Coordinator. Work, car accidents/traffic/car trouble, or doctor's appointments scheduled on clinical or class time will never be considered excused. Please keep the faculty of the SORT informed if there is a situation that may be considered for excuse and may cause necessary absences; these will be dealt with on a case-by-case basis and against the policies of the SORT.

All excuses or documentation necessary must be provided to the SORT's Registrar/Secretary as required immediately upon return to class or the class day immediately following the clinical absence. There is no exception to this policy. If not provided within the time requirement, the excuse or associated documentation will be filed as late and will count as an unexcused absence.

Veterans, Attendance Requirements

An occasional tardy, not to exceed 30 minutes at the beginning of the day will be recorded, but not reported to the Veteran's Administration. Tardiness beyond the 30 minutes is recorded as a partial day. Partial days of absence are recorded and reported to the Veteran's Administration, as well as full days of absence. A veteran who is absent more than 10 days in a semester will be reported.

Audit Policy

A student who is readmitted or plans to seek immediate readmission may have already earned credit for a particular course that he/she may desire, or have been recommended to repeat. A student who wishes to audit a course must meet eligibility requirements for admission to the School of Radiologic Technology. The student must request and obtain permission from the Program Director of the School of Radiologic Technology to audit the course in writing the prior semester. Students may be required to repeat a course as a condition of readmission, in which circumstance the student is not in an audit status. The following conditions apply to auditing a radiologic technology course.

1. Full tuition and associated fees are charged for audit of a course, if required. Minimum Audit fee is \$50 per course.
2. Students may fully participate in all aspects of the course in the same manner as all other students, with the exception of testing/assessments. Audits may not interrupt or be a disturbance to any courses activities or teaching time. Participation level is at the discretion of the course faculty. Auditing students are considered to be observing and obtaining remedial teaching on vital content without officially repeating the course.
3. The student will not receive a course grade for an audited course.

4. Students auditing a course are counted in the total number of students for that course. Clinical courses are not allowed for Auditing to ensure all aspects of clinical capacity and ratios will not be in violation of JRCERT requirements.
5. Students may not audit the same course more than once.
6. If asked to leave the course, the student may not return and may not receive refunds for any monies paid.

Required or Requested Repeat Course Policy

A student who is readmitted or plans to seek immediate readmission may be allowed to repeat a course previously taken, or may be required to retake as a condition of readmission upon official request and permission granted by the Program Director in writing in the semester prior to expected readmissions. The student must meet all current eligibility requirements for the course for admissions to the School of Radiologic Technology for which a student is readmitting to. If a student fails out of the program because of failure to meet the cumulative GPA requirement, all courses in the re-entry semester, whether passed or failed, must be repeated for readmissions in whatever combination necessary to gain the necessary minimum GPA to progress. Audit Status is not the same as repeat. The following conditions apply to course repeat:

1. Full tuition and associated fees, textbooks and supplies are charged for the course and must be paid as program requires of current students.
2. Students will participate fully in all aspects of the course and all methods of assessment including all course exams and finals in the same manner as the current students within the course.
3. The student will receive a course grade at the end of the course, whether higher or lower than the prior attempt for the course, and will be recorded on the student's transcript. Successful completion is required to be a "C" or better and to maintain the overall cumulative 2.50 GPA minimum, or as defined in readmission requirement to continue in program admission process. No repeat course grade will replace prior course grades.
4. Students auditing a course are counted in the total number of students for that course. Clinical courses will only be allowed to repeat if the JRCERT clinical capacity is not met with the current number of students and the clinical ratios can be maintained as required by our accreditation standards.
5. Students may not repeat the same course more than once.

Policy: 2011; revs 01/13; 01/16; 01/17; 01/18; 01/19; 01/22

Clinical Performance

A student is expected to progress each clinical week toward achievement of role behaviors for each clinical objective. In order to complete the clinical portion of the course successfully, the student in the clinical area should consistently achieve a rating of competent.

The clinical components of radiography courses include: all orientations to and observations in clinical areas, simulated and/or lab activities, direct patient care, pre- and post-clinical conferences, and Clinical Enrichment. Therefore, clinical unsatisfactory performance may be noted in conjunction with any of these activities.

I. Clinical Unsatisfactory Performance:

Performance is defined as any act, practice, or omission during a clinical assignment that fails to conform to accepted standards of care or fails to meet core performance standards, and which may directly or indirectly cause physiologic, emotional and/or spiritual harm to others.

Clinical Unsatisfactory performance may include, but is not limited to, the following behaviors:

1. Failure to prepare or complete clinical assignments according to course requirements, including failure to demonstrate appropriate level of critical thinking in written work submitted.
2. Failure to assess and evaluate a patient's physiologic and/or emotional status.
3. Failure to provide care that may be required to stabilize a patient's condition or prevent complications.
4. Failure to promptly report significant patient information to appropriate person(s).
5. Failure to provide clear, accurate, and complete verbal and/or written information to appropriate person(s) regarding a patient's condition, treatment, or technical care.
6. Failure to administer medications/treatments in a responsible, safe, timely manner.
7. Failure to demonstrate application of previously learned skills and principles in providing care.
8. Failure to comply with institutional policies/procedures related to patient care.
9. Practice beyond educational level, experiences, or responsibilities while in the role of student radiographer.
10. Failure to maintain patient confidentiality according to HIPPA rules and/or violations of "Patient's Rights."
11. Visiting previously assigned patients and/or accessing patient information during non-clinical hours.
12. Witnessing legal documents.
13. Inability to meet or maintain behaviors identified as core performance standards.
14. Unprofessional behavior such as, but not limited to:
 - a. tardiness for clinical or a pattern of absences from the clinical setting.
 - b. unauthorized access to restricted areas, threats, assault and battery, theft, disruptive talking, chemical impairment, and insubordination.
 - c. inappropriate dress, grooming, hygiene, or language and/or lack of equipment required for clinical.
15. Failure to maintain standards of safety regarding patients, peers, staff, and self.

II. Clinical Unsatisfactory Performance: Single Incident

A single incident of Clinical Unsatisfactory Performance will result in the following:

1. Rating of "UNSATISFACTORY/Unacceptable" on clinical evaluation for clinical objective indicated and related behavioral indicators appropriate to the incident.
2. Completion of Report of Clinical Unsatisfactory Performance, (including instructor-student conference.)
3. Conferences with clinical coordinator and director, the nature and/or severity of the incident may result in disciplinary action or dismissal of the student.
4. Possible dismissal of the student from the clinical area and the school of radiologic technology.

III. **Clinical Unsatisfactory Performance: Multiple Incidents**

Multiple incidents of Clinical Unsatisfactory Performance will result in the following:

1. Two (2) incidents of clinical unsatisfactory in any clinical course will result in clinical probation for the remainder of that clinical course and the student will enter the next clinical course on a probationary status.

a. Clinical Probation and Dismissal:

- 1) If a student on clinical probation is involved in two (2) incidents of clinical unsatisfactory performance in the next clinical course, this behavior will result in failure of the course and the student's dismissal from the school.
- 2) If a student on clinical probation completes the next clinical course without further incidents of unsatisfactory clinical performance, probationary status will be removed. The behaviors previously documented will remain on the student's record until graduation and may constitute the beginning of a Pattern of Clinical Unsatisfactory Performance for further disciplinary action in future clinical courses. Note: If a senior student is on clinical probation during the graduating semester, the student may be required to appear before a faculty review panel to determine if further action is necessary.
- 3) If a student on clinical probation receives a third incident of clinical unsatisfactory performance in a single clinical course, it will result in an instructor recommendation for course failure and/or student dismissal from the program. A conference with the director to review the disciplinary outcome is required.

IV. **Clinical Unsatisfactory Performance: Pattern of Incidents**

A Pattern of Incidents for Clinical Unsatisfactory Performance is established when a student demonstrates recurrent clinical unsatisfactory performance, and this will result in any or all of the following:

1. A conference with instructor regarding deficiencies and student's failure to correct previously documented deficiencies.
2. A conference with clinical coordinator, program director, and dean if nature and/or severity of the pattern of behaviors may result in disciplinary action or student dismissal.
3. Clinical failure for all behavioral indicators for each clinical objective is not met by the end of the course and/or immediate student dismissal from school by the program director.

V. **Documentation**

The clinical instructors and approved grading Technologists document student progress toward satisfactory demonstration of behavioral indicators and performance standards on the course biweekly Clinical Rotation Evaluation tool. An unsatisfactory evaluation in any area should be shared with the student *before* the next clinical experience and is noted on the Report of Clinical Unsatisfactory Performance Form or Counseling Form as appropriate. However, if circumstances do not permit discussion prior to the next clinical experience, it should occur at the first possible opportunity.

Periodic conferences will be conducted as needed with the student during the course to review progress, identify problem areas, and discuss appropriate interventions. The instructor will complete a Counseling Form at each conference. The clinical instructor reviews the evaluation with the student, the form is dated and signed and placed in the student's file. Policy revised: 2011; 01/21; reviewed 01/12; 07/12; 01/13, 01/16; 01/19; 01/22

Conduct and Dress: Class, Lab, Obtaining Assignments, and Clinical

When in clinical, obtaining assignments, or attending class or lab, students are to maintain principles of hygiene, cleanliness and good grooming. Students are to conduct themselves with decorum and maintain a positive, professional demeanor at all times. Classroom attire will conform to a business professional attire. There will be occasional days when Program Director will allow for casual professional dress only.

PROFESSIONAL DRESS:

1. Conservative, professional business attire. It is okay to wear skirts or dresses of a length between the knee and mid-calf with appropriate closed-toed and closed back shoes.
2. Student identification badge, if required.
3. Students will also be required to purchase a BRG SORT polo and Khaki pants to be worn to Professional development activities designated by the SORT faculty or staff. Dressy casual closed toe shoes should be worn with appropriate socks or hosiery. Pants must be pressed, free from wrinkles, stains, or logos/markings. These should be full-length for Fall and Spring events and may be capri length pants or knee length skirt for summer activities. Polos are black and will be embroidered by the BRG vendor. Their shape, color, and cleanliness should be maintained or a new one will be required to be purchased.
4. Students may choose to purchase and wear a BRG SORT approved SORT navy t-shirt with clinical scrub bottoms to class and lab only. They must meet the dress code requirement for fit and wear.

DO NOT WEAR:

1. Jeans, shorts, leggings/leotards, yoga pants, tights, athletic shorts of any kind.
2. Decorative stockings, including seams and fishnets.
3. Sandals or other open-toed shoes or tennis shoes/sneakers.

Reviewed: 10/11; 06/12; 01/13, 01/16; 01/18; 01/22; 01/23 revised

CLINICAL: STUDENT UNIFORM:

The student should purchase two (2) complete new uniforms initially. The school emblem will be embroidered on the left chest area by hospital approved vendor. Students will comply with uniform regulations for clinical affiliates; however, in instances of conflict, the clinical instructor will clarify the standard for dress. The complete student uniform consists of:

1. A program approved Navy blue uniform top and matching navy-blue pants/skirt (or navy-blue scrub dress) with embroidered school logo. A solid white or navy-blue rounded neck shirt may

be worn under the uniform top as an undershirt if requested for scrub tops too loose or revealing, or as preferred by student. T-shirt (short) sleeve must not extend below the sleeve of the uniform top and (long) sleeve must not extend past the bend of the wrist. Undershirts may not be heathered or antiqued and must not contain any designs, prints, logos, or other colors. The BRG SORT approved navy tshirt or long sleeve is allowed as an approved undershirt. All undershirts must be tucked into pants and may never extend outward from the bottom of scrub top. Pants must have a waist high enough to cover the abdomen and prevent skin exposure during all physical activities. Program Approved scrub pants must be hemmed to rest at or on the top of the shoe. Pants are NEVER allowed to drag the floor. Extensive pockets, tabs, or other logos are not allowed. No pants should be flare leg or low rise giving the appearance of being ill-fitting. No skin should be exposed when performing patient transfer or positioning because of waist rise of the pants. Undergarments should never be exposed through pants or top. Pants and Tops should be clean and free of wrinkles or odors. Faded or stained scrubs will be required to be replaced no matter what semester the student will be completing.

2. A solid NAVY scrub jacket (bottom of jacket must extend below hem of uniform top ~31”), that has the school emblem embroidered on the left chest and school’s logo on the left sleeve 3” past the break of the shoulder by hospital approved vendor may be purchased. The scrub jacket is to be worn in the lab, class, or clinical setting only with the clinical uniform and must be free from wrinkles, stains, and smells. This jacket must be appropriate in fit and must extend past the hem of the top and over the top of the pants. Fleece jackets (program approved) are allowed to be ordered by the program for classroom and professional development activities, but should **never** be worn in clinical area or used to replace the scrub jacket.
3. Official student identification badge worn visibly on front of uniform at collar or sternum level at all times in student uniform or at clinical. It is not allowed to be worn while off clinical time or to gain access to the hospital while not participating in a SORT assigned activity or function. No lanyards or any type are allowed to be worn to hold hospital ID badge. Students may choose to use a badge reel that contains appropriate colors, symbols, or insignias.
4. Clean white mostly leather (or non-permeable material) tennis shoes or hospital/nursing whole clogs with plain solid white socks should be worn with pants. Socks must cover both the lateral and medial malleolus of the ankle and extend underneath pants leg to completely cover skin potentially exposed in normal movement with patient transfer or positioning. Navy blue mostly leather (or non-permeable material) tennis shoes or hospital/nursing whole clogs may also be worn. Shoes may contain a very limited amount of light gray with solid white shoe or very limited amount of dark gray with navy blue shoe as acceptable but should be minimal. White stockings are worn with the scrub dress or skirt. White support stockings, support hose, or support socks may be worn. Shoes with open back, small back lip, or open front are NOT

allowed. Crocs with any holes may not be worn. Before shoes may be allowed to be worn in the clinical setting or as a part of clinical uniform, they must be approved by the Program Director.

5. Required clinical equipment includes Master Clinical Notebook with Protocol Book, BRG SORT Student I.D. badge, the Radiation dosimeter at collar level, both RT and LT lead markers as issued by the program, marker, and black or blue ballpoint ink pen. Recommended items include a digital watch (no smart watches allowed). These items are also considered part of the clinical uniform requirement and should be maintained by the student at all times in the clinical setting.
6. Students in Surgery and Special Procedures must wear hospital scrubs. Students must wear uniforms to school on days they are scheduled in Surgery and Special Procedures. They are to change into scrubs upon arrival to hospital. Students are not to wear home or take home any "hospital scrubs". They are hospital property- this will be considered theft and will be referred to Hospital Chief of Security for disciplinary action. Students are to change back into uniform upon leaving clinical. Surgical masks, hair covers and shoe covers are to be worn during surgery, but not outside the appropriate Department. They are disposable and must be discarded upon leaving surgery and new ones must be obtained each time you return to surgery.
7. Students should be well-groomed, with hair clean and pulled out of face and off of shoulders, limited or no cologne or perfume, use of deodorant, no more than two stud small sized pair of ear rings for females, trimmed and well maintained full beard, groomed goatee/mustache, or clean shaven facial hair for males, light fresh makeup for females as desired by individual, all tattoos covered, no other externally visible piercings (includes nose and tongue), and neutral light color polished (muted, neutral, nude, and no chips- colors will be discussed and should be approved by clinical faculty) or natural, trimmed finger nails to no longer than $\frac{1}{4}$ ". No artificial nails will be allowed. No long or dangle necklaces. Only hair colors that are found in nature are allowed- no greens, purples, blues, etc; and all other "natural" colors and styles should be well maintained and appropriate for clinical areas. All of this is considered part of the clinical uniform and is covered in detail in Appearance section.

Violation of Policy:

The student who arrives in clinical in violation of the uniform policy, may receive a clinical unsatisfactory, deduct professional responsibility points for the time missing clinical to correct uniform issue, points deduction from professional responsibility for being dismissed from clinical rotations until the issue is corrected, and/or official written disciplinary action in the student's clinical file. Repeated offenses will result in programmatic or clinical dismissal or failure to progress due to failing clinical course. Refer to and consult with the clinical instructor or director if clarification is needed.

Policy: 2011; revsd 06/12, 01/13; 12/13, 01/16; 01/17; 01/19; 01/22

PERSONAL APPEARANCE: CLASS AND CLINICAL

1. Pride in appearance on duty and observance of the rules of good grooming are necessary. This begins with cleanliness of body and clothing.
2. Official school identification badge is to be worn at all times on campus or in clinical. Badge is to be in plain sight and worn above the waist. Information on name badge is not to be defaced or covered with stickers or any other material. The first badge is issued to the student; replacement badges must be purchased. No lanyards, badge reels are acceptable if appropriate.
3. Make-up is worn to enhance natural features and complexion. It is to be applied lightly and should complement one's natural color and skin tone. Unusual colors and heavy make-up are not permitted. Perfumes, colognes, and scented lotions, etc. are not permitted.
4. Hair must be combed, clean and neat. Hair must be off the shoulders and out of the face-especially hair lengths falling below the shoulders- Hair should be placed in a neat pony tail or bun pulled back so that it does not fall forward or around past face when leaning or positioning a patient in lab or clinicals. Extreme hairdos and decorative and ornate hair pieces or accessories are not appropriate. Simple barrettes may be worn. No hair colors outside of those "naturally occurring" should be worn and other colors or styles should be appropriately maintained. Facial hair must be clean-shaven or neat trimmed beard or mustache to be N-95 Mask compliant.
5. Nail length must be short enough to allow individual to thoroughly clean under nails and not tear gloves. If nails are seen from the other side of the palm or extend past $\frac{1}{4}$ " from nail bed, then they are too long and must be trimmed. Only natural fingernails are allowed in the clinical setting for any clinical experience. If polish is worn, it must be clear or neutral colored in appearance. Artificial nails, acrylic nails, nail art and/or jewelry and any other nail enhancements are prohibited. Approved colors by clinical instructor or as discussed in clinical orientation or update.
6. Jeans may only be worn for professional development activities days as determined by the Program Director only. They are never to be worn in the lab, clinical educational settings, or professional dress events. Skirts or dressy shorts or dresses may be no shorter than the length at which extends shorter than 2" above the base of the patella/knee; and do not reveal any additional skin when leaning forward or backward. Pants may not be worn more than two finger widths below the navel. If opaque leggings are worn, they must be covered by a dress or skirt or tunic top that extends passed the tips of the fingers on all sides and fully covers the buttocks, or to be worn as hosiery only. Cut-offs are not allowed. Shorts may not be worn to any part of the hospital. No spandex, yoga, or pajama/flannel, skinny jeans with rips or holes are allowed. Athletic shorts or other sport shorts are not allowed in the classroom, clinical, or lab.
7. T-shirts, short or long sleeve, should not be worn to class unless they are Radiologic Technology BRG SORT in nature, with appropriate pants such as chinos or slacks, and are in clean professional

condition. T-shirts of any nature in good condition may be allowed on casual dress days allowed by Program Director.

8. Shoes must be clean and/or polished and in compliance with stated guidelines. Canvas/nylon shoes are not to be worn with the uniform. Hosiery/socks are to be worn in a color to coordinate with clothing. White socks/hosiery are worn with clinical uniform as described. For class, dressy sandals are allowed during summer semester only; open-toed shoes are never allowed in the clinical areas or labs regardless of season. All shoes or socks should be considered business professional, unless otherwise allowed for professional development activity or community service days.
9. Prohibited garments are halter tops and garments exposing cleavage or the midriff, are thin or see-through that reveals only undergarments beneath, endorse tobacco products, drugs and alcohol and/or contain lewd messages or derogatory information. Students must be able to extend their arms to the full-length above their head without exposing their midriff for the shirt to be of adequate length. Tops that are sleeveless must have straps wider than 2 inches and may only be worn during the summer semester if business professional.
10. Undergarments (e.g., bra straps, undergarments, lace or elastic, etc) shall not be visible and must be worn.
11. Accessories:
 - a. Necklaces are not permitted in the clinical or lab areas.
 - b. Earrings must be simple post/stud earrings, in the ear lobe. Plugs, gauges and spacers are not permitted. No more than two earrings per earlobe are permitted. Earrings should be professionally appropriate and no greater than 10 mm in diameter. Eyebrow rings, lip rings, tongue bars and other visible body piercing are prohibited. All piercing accessories must be removed prior to arrival on campus or at any clinical site or lab.
 - c. Visible tattoos or body art are prohibited. Tattoos must be covered at all times in the clinical setting or lab (flesh colored, white, or navy skin sleeves are approved).
 - d. Hats or caps are not allowed to be worn by male or female students while in class or clinical. Special circumstances may be discussed with the Program Director.
 - e. Rings may include a simple wedding band. Engagement or other rings are not allowed in clinical or lab areas. Any ring that extends well above the skin should not be included in the clinical setting because of potential hazard to the patient and student or ring itself. The responsibility of any damaged item while in the clinical setting is the responsibility of the student. As any injury to the patient occurs because of this, all information will be included in an incident report completed by the program or CES. We highly recommend a solid or plain band.

Business Professional Dress for class should include work wear dress slacks or chino style pants in stripes, classic patterns, or solid colors like navy, black, brown, tan. Coordinating tops with a short

or long sleeve made from polyester, cottons, or blends extending past upper pants hem and appropriately at top to cover skin as necessary. Button or snap up are appropriate. Closed Toe, non-tennis shoe, that are appropriate in nature should coordinate with outfit to project a professional appearance. Belts, socks or hosiery, and other accessories should be worn as appropriate. Full and correct clinical uniform will also be allowed for class days as Business professional dress with lab coat or with fleece coat.

Policy: 2011; revsd 06/12, 01/13; 12/13, 01/16; 01/17; 01/18; 01/19, 01/22

BEHAVIOR: CLASS AND CLINICAL

Students are to conduct themselves as adults and behave in a professional manner conducive to efficient operation of the School of Radiologic Technology and promotion of an effective learning environment. Violations in the expected class and clinical behavior can and will result in deductions in participation or professional responsibility sections of the course grade; disciplinary action forms or counseling sessions with course faculty or Program Director. Resulting discipline could result in many levels of consequences up to and including program dismissal if necessary. Such conduct includes, but is not limited to:

1. Reporting to class, labs, and clinical assignments prepared, on time, and ready to begin.
2. Telephoning school and/or clinical unit personally when you must be absent, or if you will be tardy.
3. Complying with General Health System safety and health regulations and policies and procedures.
4. Entering and exiting the building appropriately, being mindful of self and others safety.
5. Being attentive, professionally appropriate, and respectful to instructors, classmates, and guests at all times. Refraining from negative or insulting conversation during class or clinical time.
6. Complying with prohibition of tape-recording class lectures and activities, unless approved by PD.
7. Refraining from smoking or use of electronic cigarettes on campus, within guidelines of GHS facilities and at any time while wearing the school uniform.
8. Refraining from gum chewing in class, on campus and within GHS facility.
9. Refraining from foul, abusive, derogatory or disrespectful language or tone while on campus and in clinical educational settings or professional development activities.
10. Refraining from use of cell phones and audible beepers. Use of these items is not permitted in the classroom or clinic and the instructor may restrict other electronic devices. See *Digital Device Usage Policy* for Clinical and Class for further details.
11. Refraining from eating in the classrooms, unless as a part of a designated class activity. Cleaning the area, including proper disposal of food items when allowed to eat in the classroom.

12. Performing assigned tasks efficiently and with a positive attitude.
13. Eating meals only during meal breaks and only in the designated dining area.
14. Maintaining classrooms and school areas in a clean and orderly way. Placing chairs properly under tables when leaving; removing trash items from work area and floor.
15. Treating patients and visitors as guests of General Health System.
16. Refraining from behavior or conduct deemed offensive, undesirable, unprofessional, or which is subject to disciplinary action because of violation of other existing policies or indicates disrespect for faculty and staff members.
17. Incivility in any form will not be tolerated and will be dealt with under the clear and delineated guidelines of discipline. If hostile, BRG Security will be called and you will be removed from Campus without the ability to return as a student of the BRG SORT.

Certain conduct is prohibited and will subject any individual involved to disciplinary action that may include permanent dismissal from this school. This list illustrates the type of behavior that will not be tolerated but is not meant to be all-inclusive. Refer also to the ***Dismissal for Cause*** section.

1. Use or possession of alcoholic beverages and/or unauthorized controlled substances on General Health System property or reporting for class or clinical while under the influence of alcoholic beverages and/or unauthorized controlled substances and possession of or use of alcoholic substances while in uniform.
2. Smoking or use of tobacco products on campus or in uniform and/or failing to follow guidelines from any agency regarding the smoking policy.
3. Possession of firearms, knives, or other weapons on General Health System property or while at any clinical agency.
4. Use of profanity, abusive language, threatening language or aggressive tone to any patient, student, faculty or staff member.
5. Insubordination: refusal by student to follow a faculty or staff member's instructions concerning a patient-related, school-related, or safety matter.
6. Inconsiderate treatment, use of derogatory or inflammatory language, raising the level of voice or using a disrespectful tone of voice, assault or abuse (whether verbal or physical) on a patient, fellow student, faculty member or staff member; including but not limited to inappropriate conversations while in the clinical or classroom setting.
7. Theft or misuse of General Health System property, or of another students, faculty or staff member's property.
8. Incidents that violate academic integrity, including, but not limited to: Falsifying any records or reports; plagiarism of academic work or clinical paperwork, possession of or

access to unauthorized materials, and looking at another student's work during a quiz or test.

9. Removing and/or accessing documents and/or protected patient information from any area in any format such as electronic or paper.
10. Recording classroom or clinical activities, repeating or revealing confidential patient information and/or reading unauthorized patient records or school material.
11. Removing and/or reading information from another student's educational file or clinical file, or related grades.
12. Any issues of incivility with peers, faculty, or clinical staff.

Violation of Policy:

The student who violates any portion of the policy is subject to administrative review and disciplinary action up to and including dismissal from the program.

Policy: 2011; revsd 06/12, 01/13, 01/16; 01/19; 01/22

Criminal or Honor Code Offenses

Prospective students are encouraged to review the American Registry of Radiologic Technologists (ARRT) Ethics Pre-Application Review Packet prior to starting any radiologic technology education program. This evaluation is a process for an early ethics review of criminal offenses that would otherwise need to be reported with your Application for Certification when you have completed an ARRT recognized education program. Ethics offenses could negate eligibility for the ARRT National Certification Exam. All offenses ***must be reported*** regardless of how long ago they were committed. *This includes ANY honor code, student codes of conduct, or other violation that are ethical in nature.*

Exceptions are:

- Offenses while a juvenile and processed in the juvenile court system;
- Traffic violations which did not involve drugs and alcohol (some may be concerned an issue- See Pre-Ethics form for more details);
- Charges that were dismissed if there were no court conditions required for the dismissal; and
- Expunged cases (must have specific court documents attesting to the expungement).

Pre-program background and drug screens are completed to assist in complying with the ARRT Ethics Standard. Throughout the program, students may be required to submit to additional background screening or drug screens. Noncompliance or charge in compliance with ARRT Ethics will result in non-progression. Refusal to submit to the above fore mentioned violations and requirements will result in automatic dismissal from the program. It is the responsibility of the student to remain compliant with the ARRT Ethical standard for the duration of the professional program, reporting of any and all violations to BRG SORT immediately upon occurrence, and

satisfaction of the ARRT pre-ethical review and successful eligibility for ARRT exam. ***Admissions or progression within the program do not now or never will guarantee meeting eligibility for the ARRT Exam.***

Academic Progression

Progression is dependent upon satisfactory completion of achievement tests and all courses (general education and radiography) contained within a specific level. Progression and Satisfactory course completion are deemed by the School of Radiologic Technology to be a “C” or better, **and** Cumulative GPA of 2.50 or better.

Progression to RADS 120S requires:

1. Satisfactory completion of RADS 101, 104, 105, 110, 110Lab, and
2. Satisfactory completion of RADS 120 Clinical requirements
3. If Articulation is being pursued, receipt of official transcripts demonstrating satisfactory completion of all required general education courses from articulated institution. Documentation must be provided prior to being allowed to begin RADS 120s. The student’s grade report from the college/university will be accepted as temporary documentation until the School of Radiologic Technology receives official transcripts. If a student fails to meet deadlines for temporary or official documentation, the student may not attend class, clinical, or participate in any activities of the school until requirement for progression is met. This may result in failure to progress in the program.

Progression to Level II requires:

1. Satisfactory completion of RADS 120S, and
2. Completion of all required Clinical and Professional Development activities.
3. If Articulation is being pursued, receipt of official transcripts demonstrating satisfactory completion of all required general education courses from articulated institution. Documentation must be provided prior to being allowed to begin RADS 220. The student’s grade report from the college/university will be accepted as temporary documentation until the School of Radiologic Technology receives official transcripts. If a student fails to meet deadlines for temporary or official documentation, the student may not attend class, clinical, or participate in any activities of the school until requirement for progression is met. This may result in failure to progress in the program.

Progression to Level III requires:

1. Satisfactory completion of RADS 204, RADS 210, RADS 210Lab, and
2. Completion of all RADS 220 Clinical requirements.

3. If Articulation is being pursued, receipt of official transcripts demonstrating satisfactory completion of all required general education courses from articulated institution. Documentation must be provided prior to being allowed to begin RADS 320. The student's grade report from the college/university will be accepted as temporary documentation until the School of Radiologic Technology receives official transcripts. If a student fails to meet deadlines for temporary or official documentation, the student may not attend class, clinical, or participate in any activities of the school until requirement for progression is met. This may result in failure to progress in the program.

Progression to RADS 310/320s requires:

1. Satisfactory completion of RADS 306, RADS 304, RADS 304L, RADS 308, RADS 320, and
2. Completion of all RADS 320 Clinical Requirements.
3. If Articulation is being pursued, receipt of official transcripts demonstrating satisfactory completion of all required general education courses from articulated institution. Documentation must be provided prior to being allowed to begin RADS 320s. The student's grade report from the college/university will be accepted as temporary documentation until the School of Radiologic Technology receives official transcripts. If a student fails to meet deadlines for temporary or official documentation, the student may not attend class, clinical, or participate in any activities of the school until requirement for progression is met. This may result in failure to progress in the program.

Progression to Level IV requires:

1. Satisfactory completion of RADS 320s, RADS 310, and
2. Completion of all Clinical and Professional Development activities.
3. If NON-NSU Articulation is being pursued, receipt of official transcripts demonstrating satisfactory completion of all required general education courses from articulated institution. Documentation must be provided prior to being allowed to begin RADS 420. The student's grade report from the college/university will be accepted as temporary documentation until the School of Radiologic Technology receives official transcripts. If a student fails to meet deadlines for temporary or official documentation, the student may not attend class, clinical, or participate in any activities of the school until requirement for progression is met. This may result in failure to progress in the program. All NSU-Articulation Students should complete degree requirements prior to graduation in Fall semester.

Completion of progression

1. Constitutes completion of degree, if pursuing articulation, or previously completed degree.

Satisfactory Academic Progress

The purpose of this policy is to provide standards for monitoring Satisfactory Academic Progress (SAP) of enrolled students at the end of each semester in accordance with Federal Guidelines and to notify students in the event they are not meeting SAP requirements necessary for graduation. Within the policy federal regulations require all students receiving Federal Title IV Financial Aid funds maintain standards of SAP. The requirements apply to all students as one determinant of eligibility for financial aid.

Important Definitions regarding this policy:

- a. Credit Hours – All courses within the program of study are measured in credit hours. Clock hours for courses establish credit hours and are a mathematical summarization of all work completed based on the Carnegie Unit system with credits assigned per course within a 6- semester curriculum.
- b. Clinical Failure – Student who fails clinical will result in the student achieving a maximum numerical grade of “D”.
- c. Withdraw with Posted Grade – Student who withdraws from a course(s) and is currently passing the course. Course average is calculated for posting of grade at the time of withdrawal.
- d. Withdraw Failing – Student who withdraws from a course(s) and is currently failing the course. If student has failed the course academically and is an automatic withdrawal from the program. The Admissions Committee can determine to allow the student to re-enroll into the next cohort.
- e. Termination – student that has failed two attempts within the program within 150% resulting in permanent termination and not allowed to re-apply to the BRG School of Radiologic Technology.
- f. Attempted Credit Hours – Financial aid eligibility can be re-established after the student improves their academic record to meet the minimum standards required by the SAP Policy, without the assistance of financial aid funds. Similarly, financial aid eligibility can be re-established by successfully appealing your suspension.
- g. Cumulative Grade Point Average (GPA) – GPA computed on all hours attempted including

repeated courses and any transfer work accepted by BRGSORT from another JRCERT accredited professional program.

Qualitative Aspects of Student’s Academic Standing:

- 1) BRG School of Radiologic Technology defines the acceptable qualitative (quality point average or GPA) standard of SAP as a minimum QPA of 2.0 (“C” or better) and satisfactory clinical evaluation.
 - a. All passing grades will be considered credits attempted and earned toward the overall QPA
 - b. All failing grades will be considered credits attempted toward the overall

QPA

- c. One failed grade will result in non-progression from the program with permissible re-entry within the next cohort pending Admissions Committee approval or within a one-year timeframe (next time the course is offered).
 - i. If the student does not re-enroll within the one-year timeframe, the student will need to re-apply to the program starting at Level One. A previous failure and GPA will carry over into the next admission process.
- 2) Upon re-enrollment into the program, the student is counseled on an academic plan and is placed on *Satisfactory Academic Progress (SAP) Warning* for one semester if the returning QPA is under 2.0.
- 3) If the student is unsuccessful in bringing the QPA to 2.0 or higher, the student will be placed on *Satisfactory Academic Progress (SAP) Not Met* status.
 - a. A second failed grade during the program will result in permanent termination from the program with no permissible re-enrollment.
- 4) Students who are unsuccessful in a course are required to meet with the Program Director to discussion step of readmission prior to re-enrolling into the Radiologic Technology program to discuss an individualized plan including remediation and support related to their academic and personal needs.
- 5) Students failing to meet Satisfactory Academic (SAP) progress will be notified in writing of their academic probation. Financial aid and academic counseling will be planned.

Grading Policy, Quality Points and Grade Point Averages:

- 1) All students need to achieve at least a “C” rating to successfully pass a professional program SORT course and achieve a “Pass” rating in any course. Students with a final grade of less than a “C” will receive a failure for the course.
- 2) In all professional program SORT courses, a minimum grade of “C” is equal to 79.5% of the total course points which is rounded to 80%.

Quality Point Index

Grade	Quality Points	BRG SORT Percentage Range
A	4.0	100%-92.5%
B	3.0	92.49%-86.5%
C	2.0	86.49%-79.50%
D	1.0	79.49%-72.5%
F	0	Below 72.49%
WF (Withdrew	0	Quality Points Attempted but None Earned- affects QPA
Clinical Failure	0	Quality Points Attempted but None Earned –affects QPA

WP (Withdrew with Posted Grade)	0	No Quality Points Earned and No Quality Points Attempted – does not
---------------------------------	---	---

Quantitative Aspects of Student Academic Progress

- 1) BRG School of Radiologic Technology defines the acceptable quantitative (PACE) standard of Satisfactory Academic Progress (SAP) as the assurance that a student is progressing through the program within the maximum allotted timeframe.
 - a. The pace of completion is calculated by dividing the total number of hours the student has successfully completed by the total number of hours the student has attempted. The required pace is 100%.
 - b. The maximum timeframe to complete all requirements for graduation is within one and a half time the length of the academic program (150%).
- 2) Any student not completing all credits attempted in a given semester is not achieving Satisfactory Academic Progress (SAP).
 - a. Upon re-enrollment, the student is counseled on an academic plan and is placed on Satisfactory Academic Progress (SAP) Warning for one semester. No other action is required by the student. This warning will last for one semester only during which the student may continue to receive eligible Title IV funds. Satisfactory Academic Progress (SAP) will be evaluated at the end of the semester.
 - b. If satisfactory academic progress has not been met while on Satisfactory Academic Progress (SAP) Warning, the student will lose all eligibility for Title IV funds. Students will remain on this status until satisfactory academic progress has been met at which time eligibility for Title IV funds will be reinstated.
 - c. If the student does not complete all credits attempted in the semester while on Satisfactory Academic Progress (SAP) Warning, the student will be placed on Satisfactory Academic Progress (SAP) Not Met and will be terminated from the program and unable to return to BRG School of Radiologic Technology.

Appeals through Financial Aid Title IV:

- 1) A student may appeal the loss of financial aid eligibility if extenuating circumstances interfered with the ability to meet satisfactory academic progress standards. In order to appeal the loss of financial aid eligibility, the student must submit an appeal form explaining the extenuating circumstances that resulted in the lack of academic progress and documentation to support extenuating circumstances.
- 2) Circumstances must meet one of the following criteria:
 - a. Prolonged illness, medical condition, or injury to student or immediate family member
 - b. Death of an immediate family member
 - c. Extenuating circumstances beyond the student's control
- 3) Documentation required may include:
 - a. Physician's letters and hospital records (including dates of illness and recovery time)

- b. Death certificate or obituary
- c. Court or police documents
- d. Letters from third party professionals on his/her letterhead

Revised 04/21

Dismissal:

A student shall be dismissed from the school for any of the following reasons:

1. Failure to achieve a ***minimum cumulative GPA of 2.50 at any point of progression*** within the program OR ***failure to attain a "C"*** for professional program courses.
 - i. Probation status ***may*** be placed on students in significant negative semester trend toward 2.50 GPA, semester GPA below 2.65, or as deemed academically necessary by Program Director. A request from the student for this status must be completed in writing by the student addressed to the program director but is ***not guaranteed*** and will be granted at the PD discretion only as warranted. If granted, it will only occur on a ***one-time*** basis, never to be repeated for the duration of the program. The Academic Probation status will NOT be used in the final semester if GPA requirement of 2.50 is not obtained. The only option for this is to issue "I" for the courses and retakes occur during the additional 6 weeks while the student complete necessary grade remediation.
 - ii. A status of Academic Remediation ***may*** be placed by Program Director for any professional program Radiology course in which a near failing grade was achieved (80.00-83.00) or concerned lack of comprehensive content comprehension. Details of both statuses are below.
2. Failure to achieve a minimum grade of "C" in every professional program radiography course. **EXCEPTION:** Elective or optional course; course grade will not affect progression in the program, but it will appear on student's transcript and will be used in computing GPA. All other school policies apply to the course.
3. Absence from a radiography course for two weeks without proper notification or two class periods for courses that do not meet weekly.
4. Receipt of reports of Clinical Unsatisfactory performance that warrant dismissal as a consequence of described behaviors, non-compliance, and/or patient safety.

It is a student's responsibility to consult the course instructor immediately when he/she realizes course work is not progressing satisfactorily. If special problems arise, contact the instructor or faculty advisor for advice to help prevent further impact on the student's academic standing prior to the conclusion to the course.

Dismissal, Permanent:

A student is permanently denied readmission, or reapplication in the general applicant pool, when:

1. a second "D" or "F" is earned in the program, or

2. the student has been admitted/readmitted three (3) times (i.e., one admission and two readmissions = 3 times) for non-academic reasons
3. or dismissal for cause.

Dismissal for Cause

The BRGMC School of Radiologic Technology reserves the right to dismiss any student. Reason for dismissal may be, but is not limited to:

1. Physical or emotional illness to the degree that level of functioning would be so impaired that it would be unsafe for student to continue as a health care provider because of the safety concern to the public or patient.
2. Conviction of a felony.
3. Illegal possession, use, sale or distribution of drugs.
4. Chemical/Altered Status impairment on the school campus or in the clinical setting.
5. Gross neglect in patient care, even if no patient harm occurred.
6. Commission of medication errors and/or demonstration of significant “near misses” with medication or contrast administration, even if no patient harm occurred.
7. Significant clinical incidents, even if no patient harm occurred, especially if not reported as required.
8. Clinical consequences secondary to clinical unsatisfactory performance.
9. Any action, behavior, or conduct inappropriate on campus or at any clinical site. Examples may be disrespectful language, abusive language, slander, disruptive talking, and inappropriate conversations and/or questioning, entering restricted areas without appropriate authorization, destruction of property, threats, assault, or battery.
10. Failure to maintain patient confidentiality, or violations of “Patient’s Rights or HIPAA.”
11. Failure to follow school dress code, after first warning.
12. Smoking on campus, in uniform, or outside of established guidelines.
13. Utilizing emergency exit doors for routine or unauthorized egress from the building.
14. Dishonesty, or violation of academic integrity, which includes, but is not limited to:
 - a. Inappropriate test taking behaviors, (ex. Looking at another student’s paper or allowing another student to view your paper) whether on a course exam or any achievement test or other activity.
 - b. Plagiarism.
 - c. Unauthorized possession of an examination or sharing of information related to specific test questions.
 - d. Falsification of patient, agency or school records, including intentional omission of requested information on school documents.
 - e. Theft.

Policy 2012; resvd 01/16; 01/17; 01/18. 01/19; 01/21

Readmission

The School of Radiologic Technology reserves the right to recommend for readmission only those students who, in the judgment of the faculty or Admissions committee, satisfy the requirements of health, scholastic achievement, attitude, and aptitude for radiography. Students who meet criteria for permanent dismissal are not eligible for readmission or reapplication. ***Readmission is not automatic.*** Those readmitted must meet the same pre-admission and radiography curriculum requirements as students in the class the individual is joining. Candidates for readmission may have additional requirements for readmission identified on an individual basis by the Admissions Committee.

The student who is dismissed or withdraws at any time during the program will have an application for readmission considered on an individual basis. Students who fail to complete the process for official withdrawal are not eligible for readmission. The application for readmission must be submitted by the date indicated to the student during the withdrawal process interview and indicated by the SORT Program Director or Registrar. Approved readmissions are contingent upon space availability. Additionally, a student is allowed application for readmission (re-enrollment) within one year of withdrawal or dismissal a maximum of two times. Any readmission will be under the current regulations of admission. Failing course work at Level I will result in automatic repeat of entire Level I coursework. When failing at a higher level, students must enter at the semester of non-progression, even if only one course was failed, and with satisfactory performance of prior level cumulative competency exam for courses completed and clinical competencies up to that point.

Accepted: 8/11; Rev. 01/13; 12/13, 08/14, 01/16.

Graduation Eligibility

To be eligible for BRGMC SORT graduation and/or Issuance of Professional Program Certificate, the student must:

1. Complete all general education courses with a grade of "C" or higher in each course by the required deadlines while maintaining a 2.5 GPA on the general education courses.
2. Complete all professional program radiography courses with a grade of "C" or higher, required achievement tests, and maintaining a 2.5 cumulative GPA.
3. A minimum of a passing score on 5 Final Competencies in Clinical in various categories as determined by the Program Director or designated faculty.
4. Complete payment of all tuition and graduation fees, and meet student financial responsibilities to the School of Radiologic Technology and to the General Health System.

5. Complete Financial Aid exit interview process as appropriate.
6. Attendance of Graduation Practice and graduation attire approved as professional and appropriate.
7. Student deemed professionally prepared for professional clinical practice and ARRT Registry Exam by Program Administration.
8. Provide documentation of Associate's degree requirement completion prior to or with one week of BRG SORT graduation date if NSU Articulation Student (due to the new ARRT associate's degree minimum requirement to be eligible to test for the ARRT Registry). Provide documentation of Awarded degree prior to the entrance into the Fall graduation semester if non-NSU articulation student. This proof of degree can be in the form of official transcript from degree granting institution, official correspondence from articulation institution faculty, and/or a copy of the diploma from accredited degree granting institution.

Reviewed and Revised 01/13, 01/16; 01/17; 01/18; 01/21

Transcript Requests

The student/graduate must request *in writing* that a copy of grades be released and to whom. The request should include the student/graduate's current name, name at withdrawal or graduation, year of withdrawal or graduation and name and address to which the transcript is to be sent. The student's/graduate's signature must accompany the transcript request. A copy of this request will be filed on record.

Withdrawal

It is desirable that radiography courses be continuous with minimal interruptions. However, cases of illness, pregnancy or family problems may constitute the need for withdrawal. In order to withdraw, a request must be filed with the Director of the School of Radiologic Technology. If a student withdraws and does not re-enter the program within one year, the student is ineligible for readmission to the course of withdrawal and will be required to enter the program as a new admission through the general applicant pool.

When a student formally withdraws while enrolled in a course and prior to the last day to drop, the student receives a grade of WP when withdrawing passing (80% or above) or WF when withdrawing failing (79% or below). If the student withdraws before the class meets, based on failure to meet academic requirements, the grade is indicated as a W. The student who fails to formally withdraw receives an "F" for the course and is ineligible for readmission or reapplication into the general applicant pool. Students receiving financial aid are also responsible for

completing an exit interview with the Financial Aid Administrator upon withdrawal or dismissal as part of the required process.

Grading Policies: Procedures and Scale

Grading Scale

The School of Radiologic Technology reserves the right to recommend for progression and promotion only those students who, in the faculty's judgment, meet the school's requirements for academic achievement, health, attitude, and aptitude for radiologic technology.

<u>Letter Grade</u>	<u>GRADING SCALE</u> <u>Numerical Grade*</u>	<u>Quality Points</u>
A - Excellent	92.5 - 100	4.0
B - Good	86.5 - 92	3.0
*C - Satisfactory	79.5 - 86	2.0
D - Unsatisfactory	72.5 - 79	1.0
F - Fail	72.49 and below	
W - Withdrawal	The student withdrew from the course prior to published date to drop with a "W".	
WF - Withdrawal Failing	The student withdrew from the course after the published date to withdraw and had a course average less than 80% or was in clinical jeopardy.	
WP - Withdrawal Passing	The student withdrew from the course after the published date to withdraw and had a course average greater than 80% and was not in clinical jeopardy.	

* Minimal passing grade in radiography. 80 is the lowest passing grade. Rounding will occur for .50 and above. **The minimum grade of 80 must be earned to successfully complete academic course requirements.**

No rounding of course grades will occur; all courses are reported as whole numbers by grading software or gradebooks to eliminate the request for rounding up for passing or GPA calculations.

Grading Procedures

1. Faculty members review test statistics received from ExamSoft before assigning student grades.
2. Grades are calculated and may be adjusted based on nullification of test items. In this event, students who did not receive points for the nullified question will have their scores adjusted. Students who already received points for the nullified question will require no score adjustments.
3. Instructors review statistical measures for each test item and review course references to determine if a need exists to nullify a question. Students may seek clarification for test items for course faculty members.

4. Test review is a privilege. The mechanism for test review is described during course orientation. Exam grades and those questions nullified will be given back within one week following the unit or final exam. NO grades will be given out from the beginning of Final exam week through the completion of the last final exam.
5. Final grades for each course will be calculated by the course faculty members responsible for the course. These grades will be sent to the Program Director for review and then to the Registrar to be posted of the student's most current form of their official transcript. Student Final course grades will NOT be given over the phone but will only be emailed following ALL Final exam completions to the Student's official email address or given in person on SORT Grading Day. Official and Current
6. Transcripts will be given to each student following the completion of the semester for the student's records. Transcripts are only allowed to be picked up by the student only unless we have a release of grades or transcripts prior to releasing them in writing that specifies otherwise.

Revised: 10/11; 01/13; 01/16; 01/18, 04/21

Make-Up Tests

The student is expected to be present for all tests. Make-up tests are considered only in extenuating circumstances. If an absence is absolutely necessary, the student must notify the instructor prior to the time the test is scheduled to be eligible for a make-up test. The instructor may administer a different form of the test, including the use of essay and oral examinations. Make-up tests will be given at the discretion of the individual course instructor.

Testing Procedures for Students

Students are tested according to measures designed to maximize student's workspace and minimize the appearance of cheating. Course faculty members will notify students of specific instructions for examination; however, the following general expectations are maintained for all courses.

1. What students may bring into the testing area:
 - a. ID badge and keys only! Earplugs may be used. No purse, no books or backpacks and no electronic devices. These items should be locked securely and out of sight in the student's vehicle or left at home or deposited at the front of the SORT classroom/testing room with the faculty member for the duration of the test. They may be retrieved when testing materials have been returned to instructor and the instructor has given the student clearance to leave designated testing areas.
2. Testing materials provided for use during exams by the faculty immediately prior to the start of the exam and returned to faculty prior to leaving the classroom may include:
 - a. No. 2 pencils or dry erase markers
 - b. Scratch paper or SORT provided dry erase boards
 - c. SORT provided calculator, if needed.

3. Sit according to the plan indicated by your instructor.
4. Each student is expected to cover their work with sheet provided and to keep their eyes on their own area. Cheating is dishonest and is grounds for dismissal from school.
 - a. Any person who looks around the room at another person's "space" is exhibiting questionable behavior. The student may be in jeopardy of being considered cheating. The instructor may then take the student's paper. Any questions not completed will be graded as incorrectly answered.
 - b. If, following an exam, in the opinion of faculty, or on the basis of other reports, sufficient evidence exists to substantiate a charge of cheating; the faculty will consult with the director about initiating an investigation of the incident. The director will review available information with the instructor(s) and any student(s) involved. A decision will be made regarding student outcome or dismissal.
5. If an item indicates that you must "SHOW YOUR WORK", the test score may be reduced if a student fails to show requested work.
6. While participating in test content review, the students are only allowed to have the same items they would during a testing session. Questions are to be asked in a professional and respectful manner. Following test review, all testing materials are to be returned to the instructors.

Voter Registration

Since 1996, the passage of the National Voter Registration Act makes it possible for all members of the campus community to register on campus where they work or study. In accordance with the NVRA, Baton Rouge General School of Radiologic Technology is offering the opportunity to register to vote during regular registration and fee payment each semester as listed in the 2015-2017 Student Handbook. In addition, voter registration forms are available at all times in the Registrar's Office.

Approved: 10/11; revised 01/13; 01/17

Drug and Alcohol Policy

Policy

Individuals are strictly prohibited from possessing, using, or having detectable amounts of illegal drugs or controlled substances in their system, including designer drugs, “look alike” drugs, etc., even though not actually controlled by law, possessing, using, or being under the influence of alcoholic beverages on GHS property. Dealing in illicit drugs, on or off GHS property, during or after work hours is likewise prohibited. To enforce this policy, the BRGMC School of Radiologic Technology and BRG may utilize various enforcement mechanisms, including, but not limited to, drug and alcohol testing and searching.

Reason for Policy

BRG is committed to maintaining a work environment safe and productive for employees, patients and others doing business with BRG. With the service provided and equipment utilized, use of drugs and alcoholic beverages is a critical threat to individual safety and overall working environment.

(Biennial review of the BRG SORT and SON Drug and Alcohol Policy will be performed on even years using “*Appendix 2- Part 86 Compliance Checklist*” and “*Appendix 6- Supplemental Checklist Drug Free Schools and Campus Regulations (EDGAR Part 86)*” from the *USDoE Document Complying with Drug Free Schools and Campus Regulations* (July 2006) Document found online at www.higheredcenter.org/dfsca/supp-checklist.html and will be kept on file in the Administrative offices.)

Prescription Drugs

Students may maintain prescription drugs on the school campus providing the following conditions are met:

- a. The drugs are prescribed by a licensed physician and labeled for the student.
- b. The drugs are kept in their original containers. If a student is taking any prescribed drug or over-the-counter medication, the student will consult their primary physician to determine whether the drug may have an adverse effect on his or her personal safety or job performance. If the effects of the medication could pose danger, or affect judgment, the student should make his or her instructor aware of this condition.
- c. The drug is not a controlled substance.
- d. The instructor is aware of all prescription drugs in the student’s system or possession, during any clinical experience. The student will be prohibited from possession of any type of medication during certain clinical rotations.

Employee Assistance Program

Any student desiring assistance in dealing with personal, alcohol, or drug dependence problems may seek help, voluntarily and in confidence, through the Employee Assistance Program (EAP). The phone number is available from the school office or the hospital operator. Let the EAP personnel know you would like a referral to a case manager. Identify yourself as a student with

the School of Radiologic Technology. Students must be capable of performing assigned duties and must cease all involvement with drugs or alcohol or they will be subject to further behavioral consequences within the School of Radiologic Technology, including dismissal.

Enforcement of this Policy

Every student is expected to comply with this policy for personal safety, as well as, patient safety and to protect the public and employees associated with GHS. To ensure compliance with this policy, the BRGMC School of Radiologic Technology and GHS will utilize one or more of the following practices:

- a. **Reasonable Belief:** Students will be subject to unscheduled testing whenever an instructor and/or director reasonably believes alcohol, illegal drugs, or other prohibited substances may be present. The term “reasonably belief” may include, but is not necessarily limited to, the following examples of student’s behavior:
 1. Unusual or above average absenteeism pattern;
 2. Confusion and disorientation;
 3. Slurred speech;
 4. Loss of equilibrium;
 5. Similar appearance of being under the influence of alcohol or drugs;
 6. Unusual behavior.

- b. **Post-Accident or Incident:** Students involved in an on-duty accident and/or injury requiring physician treatment and/or resulting in damage or destruction of property or equipment, and/or an incident resulting in the potential for patient harm will be subject to unscheduled testing for drugs and alcohol. A student who cannot provide a specimen at the time of the accident because of serious injury requiring physician treatment and/or resulting in damage or destruction of property or equipment, and/or an incident resulting in the potential for patient harm will be subject to unscheduled testing for drugs and alcohol. A student who cannot provide a specimen at the time of the accident because of serious injury or loss of consciousness will provide, as soon as possible, necessary authorization for obtaining hospital reports and documents to indicate whether there were any drugs or alcohol in his/her system.

- c. **Periodic and Random:** All students are tested during the orientation process to the School of Radiographic Technology. Additionally, the School reserves the right to conduct unscheduled, periodic, blanket, group or random testing of any student at the school’s discretion. Students will be notified as early as possible on the day they are to be tested and must submit to the test within the timeframe specified.

Policy Violation

1. Any student found in violation of this policy or refusing to submit to testing for drugs and alcohol as identified in this policy, will be subject to discipline, up to and including dismissal from school.
2. Possession and/or Distribution: Any employee or student possessing and/or distributing unauthorized drugs and/or alcohol on GHS premises will be dismissed from the program and appropriate charges will be filed.
3. Rehabilitation and/or Treatment: At the discretion of director of School of Radiologic Technology in situations involving first time violation of this policy, a full-time, non-probationary student in good standing, who tests positive for illegal drugs, unauthorized controlled substances, and/or alcohol, may be given the option of an agreed-upon treatment plan for alcohol and/or drug use as an alternative to dismissal.
4. Compliance with Search, Test, or Investigation: Complete cooperation by all students with searches, tests, and investigations conducted pursuant to this policy is a condition of continued enrollment in the School of Radiologic Technology program. Refusal to comply with a search or test, or failure to otherwise cooperate with an investigation as described in this policy, will result in removal from GHS property and disciplinary action, including dismissal from the program.

Dismissal for Violation: Decisions to dismiss a student for violation of this policy will be reviewed by Program Director and/or Dean of Clinical Education.

Confidentiality: Information obtained in testing, rehabilitation, and treatment of students with alcohol and drug abuse problems will be protected as confidential medical information. Only those who have a need to know will be given access to this information.

Policy Amendment or Termination: This policy may be amended, terminated, or changed at any time at the discretion of BRGMC School of Radiologic Technology and/or GHS.

Financial Policies

Financial Assistance

Federal Title IV Programs: (School Code: 016560)

Students familiar with receiving federal financial aid should recognize that award amounts may be reduced upon initial enrollment at the BRGMC School of Radiologic Technology. The determination of award amount is based on class standing and all students enter the radiography program at the “freshman” level. Additionally, the award calculation is based on projected expenses and the radiography program is typically less expensive than many colleges and universities.

The School participates in three of the Title IV programs:

1. Federal Pell Grant: a grant awarded on the basis of financial need. This grant is not available to students who have already received a bachelor’s or professional degree.
2. Federal Stafford Loans: Stafford Loans are either subsidized or unsubsidized.
 - a. Subsidized Loan: a loan available to students who may or may not be eligible for a Pell Grant. It is awarded on the basis of financial need.
 - b. Unsubsidized Loan: is not awarded on the basis of financial need. It is available to anyone who chooses to apply, with the exception of dependent students.

In order to be eligible for any of the above, the student must file a *Free Application for Federal Student Aid (FAFSA)*. This form may be obtained through the Financial Aid Office of this institution or any institution that participates in the Title IV program.

Veterans: The school is approved by the State Department of Education for eligible students to receive Veterans benefits. (VA Facility Code: 32800118). Contact the Financial Aid Officer if you are applying for Veteran’s Administration educational benefits. Tardiness beyond 30 minutes is recorded as a partial day and is recorded and reported to the Veteran’s Administration, as well as full days of absence. A veteran who is absent more than 10 days in a semester will be reported.

Scholarships: Various civic groups and professional organizations provide various scholarships and grants. These may be based on financial need or scholastic achievement. The Financial Aid Committee requires junior level status and demonstrated need.

Employment: If the opportunity occurs, BRG may employ qualified students.

Financial Aid Repayment Policy- Return to Title IV

The purpose of this policy is to govern the return of Federal Title IV Financial Aid when required. When a student withdraws, they may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Students who withdraw from school, or are dismissed, may be obligated to return a portion of the funds they received from the Title IV program and/or from the tuition waiver program. It is the policy of BRGMC School of Radiologic

Technology that students who receive Federal Funds assistance must return any unearned funds if they withdraw from school during a payment period or period of enrollment, in which they began attendance. Students must complete exit counseling either in person, or online as directed by the Program's Registrar.

The BRG SORT will follow the following procedure to abide with the requirements to return disbursed funds as needed for withdrawal as detailed above:

- 1) Title IV funds are awarded to a student under the assumption that the student will attend school for the entire duration for which the assistance is awarded.
- 2) Financial aid recipients who withdraw (officially or unofficially) any point on or before 60% of the semester will be subject to a *Return to Title IV* calculation to determine any required refunds.
 - a. Withdrawal date for an official withdrawal is the last date the student attended a scheduled classroom, lab or clinical.
 - b. Withdrawal date for an unofficial withdrawal is the last date the student attended a scheduled classroom, lab or clinical.
 - c. A student who is enrolled but never attends any scheduled classroom, lab or clinical and never officially withdraws will receive a Withdraw Failure on their transcript.
- 3) In accordance with the Federal regulations and BRG School of Radiologic Technology's withdrawal policy, students receiving Federal Title IV are required to refund a portion of this aid determined by the last recorded day of attendance of an academically relevant activity.
- 4) The amount of Title VI assistance earned by the student is determined by the number of days the student has spent in academic attendance during a specific semester before "officially" or "unofficially" resigning.
 - a. Calculations for return must be made within 30 days of the date the school determines a student has withdrawn and all Title IV that is calculated for return is due back to the US Department of Education within 45 days of the date of determination. (Date of Determination is the date the school determines, or becomes aware, that a student is a withdrawal).
 - b. There are no refund requirements if the student withdraws any point after the 60% mark of the payment period.
 - c. Any credit balance on the student's account will be disbursed as soon as possible and no later than 14 days after the calculation of Return to Title IV.
 - d. If the Return to Title IV calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.
- 5) Any changes in tuition since enrollment will be applied prior to completing any return/s of Title IV funding. Students will be notified in writing of Return to Title IV calculations and any balances that are created as a Result.
- 5) Federal Title IV funds should be returned *in the order* as specified below:
 1. Federal Direct Unsubsidized Stafford Loan

2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant

6) Post-withdrawal disbursement of any Title IV funds that the student has earned but have not yet been disbursed to the student:

- a. Grants must be disbursed within 45 days,
- b. Loans must be offered to the student within 30 days allowing the student at least 14 days to respond,
- c. All post-withdrawal disbursements are applied to student account first, and any resulting credit balance is disbursed as soon as possible and no later than 14 days.

7) For further or detailed clarification on the Title IV Refund process, the following guidelines should be referenced: *US Department of Education Student Financial Aid Handbook; Federal Formula for Return of Title IV funds (Section 484B of the Higher Education Act); Code of Federal Regulations; and UPMC Schools of Nursing Institutional Refund Policy.*

Loans:

Repayment is the responsibility of the student. Loans go into repayment from the date of withdrawal or dismissal. The Financial Aid Officer will notify the lender(s) whenever a student who has received a loan leaves the school. However, the student is also required to notify the lender.

Pell Grants: See *Tuition Refund Policy.*

*Revised: 12/06, 1/11; 08/18, 04/21
Reviewed: 8/2010, 10/11; 06/12; 01/13, 01/16*

Tuition and Fees

Tuition and fees are due and payable at the beginning of each semester or summer term. Students receiving financial aid remain responsible for arranging payment of tuition and fees by the published deadlines. If a student anticipates difficulty with payments, the student should make an appointment with the director to discuss the matter. The director may approve alternate payment arrangements. Tuition and Fees are subject to change. Students will be given at least a 30-day notice of proposed tuition and fee changes.

See the Current year's Program Fee and Tuition listing for current pricing. These are posted throughout the campus, on the program's website, and given out at admissions, and orientation annually.

Tuition and fees are due and payable at the beginning of each semester and are considered past due by the **3rd day** of each semester. Students who have not paid tuition & fees by that time will not be allowed to attend class or participate in clinical activities until payment is made or alternate arrangements have been made.

Revised: 01/13, 01/16; 01/17; 01/18; 01/21, 01/22

Tuition Refund Policy

Upon official withdrawal or dismissal from school, tuition refunds will be made according to the following guidelines:

1. Refunds are calculated only on tuition, using the amount due for the entire semester.
2. School fees are non-refundable.
3. Withdrawal or dismissal must occur on or before the fifth day of the semester.
4. If the student is receiving financial aid that requires repayment by the School of Radiologic Technology to the lender, the school will first satisfy the amount of repayment to the Financial Aid Program (ex. Pell) before any monies are issued to the student. If the student has outstanding loan(s), any tuition refund must be made to the loan servicer(s) in the order indicated in the U.S. Department of Education ***Federal Student Financial Aid Handbook***.
5. The lender repayment amount will be calculated and the student will receive the balance of tuition paid, up to a maximum of 75%. Students who withdraw, or are dismissed, beyond the fifth day of the semester are not eligible for any refund.
6. If the lender repayment amount exceeds the tuition collected, the student will be responsible for payment of the remaining funds.
7. Refunds will be processed through BRG and checks will be mailed within six (6) weeks of resignation or dismissal.

*Revised: 1/97 and 12/00
Reviewed: 8/10, 10/11; 06/12; 01/13, 01/16; 01/17*

Unpaid Balances, Delinquent Accounts, and NSF Checks

In all circumstances where payments are due to the BRGMC School of Radiologic Technology, the student is responsible for ensuring payments are made. Tuition and fees are due by the third day of each term or semester. Late fees will apply to student accounts of \$25 after day 3; and \$50 per week after day 5. Students who have not paid tuition and fees by that time, or have not made specific arrangements approved by the director, will not be allowed to attend class or participate in clinical activities until payment has been made or alternate arrangements have been made. Students remain responsible for assignments and clinical activities that occur during missed classes. Continued failure to pay or to make satisfactory payment arrangements could result in the student's dismissal from school.

Students, or former students, with delinquent accounts will be referred to appropriate collection agencies to insure proper accounting for fees owed to BRGMC School of Radiologic Technology. Students who have outstanding balances will not be permitted to enroll in any classes until those balances have been paid or satisfactory arrangements have been made. Grade reports will be held and official and unofficial transcripts will be withheld until proper payment has been made. Other student services will be suspended until outstanding debts are settled. Additionally, appropriate financial aid agencies will be notified and further financial aid awards will be held pending repayment to BRGMC School of Radiologic Technology.

Students will be notified if a check is returned to the school because of insufficient funds. The student will have three (3) business days to provide cash, certified check, or money order to cover the initial check plus a **\$50.00 processing fee**. Students with more than one returned check lose the privilege of writing

checks to the School of Radiologic Technology. If payment arrangements are not made, the student will need to withdraw from the program. Grade reports and transcripts will be held and further enrollment will be prohibited until the account balance is settled.

Stopping payment on a check written to the BRGMC School of Radiologic Technology may have serious disciplinary consequences. Any student who submits a check to the school and then stops payment on the check will lose the privilege of writing checks to the school and may face immediate dismissal.

Revised: 12/00 ; Reviewed: 8/10, 10/11; 01/13, 01/16; 01/17

Safety Policies

Emergency Management Plan

Purpose: The purpose of the BRGMC Emergency Management Plan is to describe how the organization will establish and maintain a program to ensure effective response to disasters or emergencies affecting the environment of care. This plan addresses the four phases of emergency management activities: mitigation, preparedness, response and recovery.

Definitions:

1. Emergency: a natural or man-made event that significantly disrupts the environment of care. Some emergencies are called “disasters” or “potential injury creating events” (PICES).
2. Hazard vulnerability analysis (HVA) – the identification of potential emergencies and the direct or indirect effects these emergencies may have on the health care organization’s operations and the demand for its services.
3. Mitigation – those activities undertaken to lessen the severity and impact that a potential disaster or emergency disaster may have on the organization’s operations.
4. Preparedness – those activities undertaken to build capacity and identify resources that may be utilized should a disaster emergency occur.
5. Response – those activities undertaken in response to a disaster or emergency situations.
6. Recovery – those activities undertaken after a disaster or emergency situation to restore normal operations.

Guidelines and Key Principles:

1. Upon notification of an emergency, the school’s director will be contacted and a determination made as to numbers of personnel and students available to assist Radiologic Technology Services personnel.
2. The Director will report the number of staff and students available to assist to the Radiologic Technology Service Officer as soon as possible after notification.
3. If the Designee of Radiologic Technology does not need staff and students, then all available personnel report to the BRG general personnel pool.
4. All students must wear their BRG picture ID badge at all times.

Personnel Responsibilities:

1. Learn and know YOUR emergency response responsibilities.
2. Be prepared to remain at the facility until the emergency is over.
3. Be willing to perform jobs within your level of practice as requested by supervisory staff.
4. Do not telephone the hospital or fax the in-house telephone system. Call the school.

5. Rumors and generalized fear can magnify small problems into major ones. Verify information with the school or other supervisory personnel and remain calm.
6. When an emergency plan has been implemented, whether internal or external, all telephone calls and/or inquiries from the news media or others asking for news of the disaster are to be directed to the Incident Command Center. Under no circumstances may emergency/disaster information calls be referred to any other staff member.

Emergency Codes

When the facility is notified of a disaster, the person receiving notification will immediately notify the Chief Executive Officer (CEO), or his/her designee, of the situation whether it is an internal or external disaster. The House Supervisor will respond to the site of an internal disaster and report back to the CEO, or designee the status of the situation. The CEO, or designee will evaluate the disaster to determine whether the emergency preparedness plan will be activated. If the plan is to be activated, the CEO, or designee will notify the Operator to call the appropriate "CODE" for the disaster situation.

- Code Orange – Hazardous Chemical Exposure
- Code Red – Fire
- Code Gray – Severe Weather Conditions
- Code Yellow – Mass Casualty
- Code Pink – Infant/Child Abduction
- Code White – Violent Individual/Hostage Situation
- Code Black – Bomb Threat
- Code Green – Radiation Exposure
- Code Silver – Active Shooter
- Code Evacuate – Partial or Full Evacuation of Facility

All emergency codes will be paged in a similar manner at each facility and it is:

"Your attention please, Emergency Code _____."

The emergency code will be paged three times in succession and repeated after a thirty-second (30) delay. As indicated, the location will be paged also.

Fire Emergency Procedure

Fire prevention is the responsibility of every student and employee of the BRGMC School of Radiologic Technology. Safety begins with an awareness of a possible danger of fire hazards and prompts action to eliminate unsafe conditions.

Although fire prevention activities should reduce the likelihood of fires, there are still many variables that cannot always be controlled. Therefore, we must be prepared to combat a fire situation. The RACE and PAUSE concepts have been adopted to serve as a guide to respond to fire conditions and the PASS acronym helps with remembering proper fire extinguisher use.

Everyone in the fire area: RACE

- R – RESCUE individuals in immediate danger.
- A – ACTIVATE the alarms/call the operator.
- C – CONFINE the fire by closing all doors and windows.
- E – EXTINGUISH by knowing the location, use and type of fire extinguishers available.

Everyone away from the fire area: PAUSE

- P – PAY attention to overhead pages, i.e., indication of location of fire, etc.
- A – AWAIT instructions for Command Center
- U – USE your senses: Smell for smoke; Look and listen for fire alarm system; Report problems to Security Department
- S – STAY away from the fire area unless called to help
- E – Ensure patient care

When activating fire extinguisher, the PASS concept helps to assure proper use of the device.

- P – PULL the pin.
- A – AIM at the base of the fire.
- S – SQUEEZE the spray nozzle.
- S – SWEEP spray from side to side until all embers are extinguished.

General Instructions to All Personnel:

1. Acquaint yourself with use and locations of all fire alarms and fire extinguishers in School of Radiologic Technology building. These are all type A, B, C extinguishers.
2. When an alarm is sounded, everyone should follow the fire emergency procedure.
3. An alert is given by engaging the fire alarms located in the hallways.
4. Avoid panic, move quickly but **DO NOT RUN**.
5. Close all doors and windows to prevent drafts.
6. Give instructions in a clear but normal tone.
7. If possible, use proper fire extinguisher.
8. Walk single file along the corridor to the outside door.
9. A designated person should check each room to assure evacuation.
10. Keep halls, passageways, and exits clear.
11. Report all fires, however small, to the secretary or director.
12. Do not use telephones.
13. Drills will be conducted periodically and will be unscheduled.
14. Proceed to **PARKING LOT** at rear of building for roll call.

Revised: 1/84, 1/83
Reviewed: 10/11; 01/13, 01/16

Fire Evacuation Routes

If a Fire Occurs in Your Presence:

1. Engage nearest fire alarm.
2. Close doors to isolate fire area.

3. Notify school office personnel, instructor, or director.
4. The school faculty or staff will notify the hospital operator by dialing 20. The operator in turn notifies maintenance and hospital administration that there is a Code Red in the School of Radiologic Technology and gives location. **NOTE:** If fire occurs after 4:00 p.m., notify hospital operator by dialing 20.
5. Evacuate as directed.

EVACUATION ROUTES FOR FIRST FLOOR

Classrooms 1 and 2:

Utilize Exit out north (front) door onto front lawn.

Alternate: Exit down east corridor through door to parking lot.

Resource Room, Labs, Director's Office:

Utilize Exit toward North Boulevard.

Alternate: Exit front or back stairwell doors to parking lot.

Faculty and School Office Areas:

Utilize Exit west exit toward Lovers Lane Drive.

Alternate: Exit out north (front) door onto front lawn.

EVACUATION ROUTES FOR SECOND FLOOR:

Faculty Lounge, Offices:

Utilize Exit down west stairs and exit building west toward Lovers Lane.

Alternate: Exit front or back east stairs to parking lot.

Upstairs Classrooms and Student Lounges:

Utilize front stairs to out of the building to parking lot.

Alternate: Utilize back stairs to Exit out of building to parking lot.

Proceed to **PARKING LOT AT THE REAR OF** School of Radiologic Technology Bldg. for roll call.

Revised: 12/97, 12/96

Reviewed: 8/10, 10/11; 01/13, 01/16

Fire Safety

Purpose: Fires within the health care setting can be disastrous. Therefore, it is essential for everyone to become active in fire prevention activities and familiar as to their responsibilities during such an emergency.

Fire Prevention: The first and most important aspect of any fire plan is prevention. Listed are preventative measures that can reduce chances of fire.

Electrical: Be sure plugs, wires and motors are in good condition and properly grounded before plugging them into a socket. Don't overload any one circuit. Before plugging in heavy equipment, be sure the outlet is adequate to handle the load.

Environmental: Good housekeeping is one of the best guarantees against fires. Keep work areas clean and in good repair. Assure that equipment and supplies are properly stored. Put away files when they are no longer immediately necessary.

Flammable liquids: Know what you are using. Read labels and heed warnings. Substitute less volatile solutions when possible. Use only small amounts at your workstation. Store properly and beware of vapors that are extremely explosive.

Smoking: Smoking by patients, visitors, and employees is one of the biggest dangers. Smoking is allowed only in authorized areas. Keep trash away from smoking areas.

NEVER allow smoking in an oxygen-enriched atmosphere. Oxygen supports combustion in materials and will cause burning at an explosive rate.

Reporting: Report hazards to supervisory personnel, Plant Operations, Safety/Security or the Safety Committee.

Reviewed: 10/11; 01/13, 01/16

Sexual Harassment Policy

Students shall be subject to the same policies and procedures as employees of the BRG Medical Center. Students are considered associates of the GHS. The BRG Medical Center Policy on Sexual Harassment is available on-line on the GHS Intranet homepage.

Policy

The BRG Medical Center School of Radiologic Technology prohibits sexual harassment of students, instructors, staff, patients, employees, guests, or associates of the school, General Health System or any affiliate clinical agencies.

Sexual harassment includes such behavior as:

1. Abusing individual dignity through insulting or degrading sexual remarks or conduct.
2. Threats, demands, or suggestions that an individual's work status is contingent upon the individual's toleration of or acquiescence to sexual advances.
3. Retaliation against an individual for complaining about behaviors described above.

Procedure

Any student who believes that he/she is a victim of sexual harassment is to notify immediately his/her instructor or the director of the School of Radiologic Technology of the harassment. An investigation into the circumstances surrounding the report will be conducted. Involved parties found guilty of the reported allegations will be subject to disciplinary action, including dismissal from school and/or termination from employment with GHS.

Revised: 12/00, 12/96

Reviewed: 8/10, 10/11; 01/13, 01/16

Weapons Policy

The possession of weapons on the school campus, or any GHS property, by persons other than Law Enforcement Officers, whether patients, employees, visitors, or other individuals is strictly prohibited. In addition to firearms and knives, this includes any object or product fashioned to resemble or used in a manner suggesting it is a weapon. Student violation of this policy is cause for dismissal from the program.

Students and faculty are to report to the Director and the Hospital Security Department any person displaying or possessing a weapon. Hospital Security will take the necessary action to assure the safety of all individuals involved.

Revised: 2/02, 11/00

Reviewed: 8/10, 10/11; 01/13, 01/16

Problem Solving Protocol

PURPOSE: The policy serves as a guide for the individual who presents an issue or problem that in some manner involves the School of Radiologic Technology.

POLICY:

1. Informal problem solving among students and faculty is encouraged.
2. The primary routes for problem solving within the School of Radiologic Technology are through consultation with the course faculty and/or utilization of the student's faculty advisor and/or the course coordinator for the course in which the student is currently enrolled.
3. Students assigned a faculty advisor each semester and this information is posted for the student reference at any time. Students may also contact any faculty member or the Director to discuss any perceived problem.
4. The problem-solving protocol (Diagram A) is initiated when an individual brings for a complaint, which may be academic or nonacademic in nature, presented by a student, faculty member or staff member of a clinical agency. The complaint is brought to the course and/or clinical faculty and the issue is discussed. If resolution is not achieved, the individual initiating the process brings the complaint, or problem, forward according to the diagram; page 74.
5. A problem is an issue that remains unresolved following review and decision at the faculty level. The faculty advisor and/or course coordinator discuss the issue with the individual(s) and continue to work to solve the problem.
6. The course coordinator and/or faculty advisor should document this student encounter on a Record of Conference form and the Course Report form as appropriate. The Record of Conference form should be routed to the Director for review.
7. If resolution is not attained at this level, the problem is forwarded to the Director of the School of Radiologic Technology or the Dean of the School of Nursing and Radiologic Technology.
8. The Director will continue to assist the individual(s) in the problem-solving process. If the individual who originally initiated the complaint does not attain resolution of the problem, the individual will be advised of the Grievance Protocol (see Grievance Protocol).

Grievance Protocol

PURPOSE: This policy is to serve as a guide for an individual who has not been able to solve a problem or issue to his or her satisfaction and opts to initiate a grievance.

POLICY:

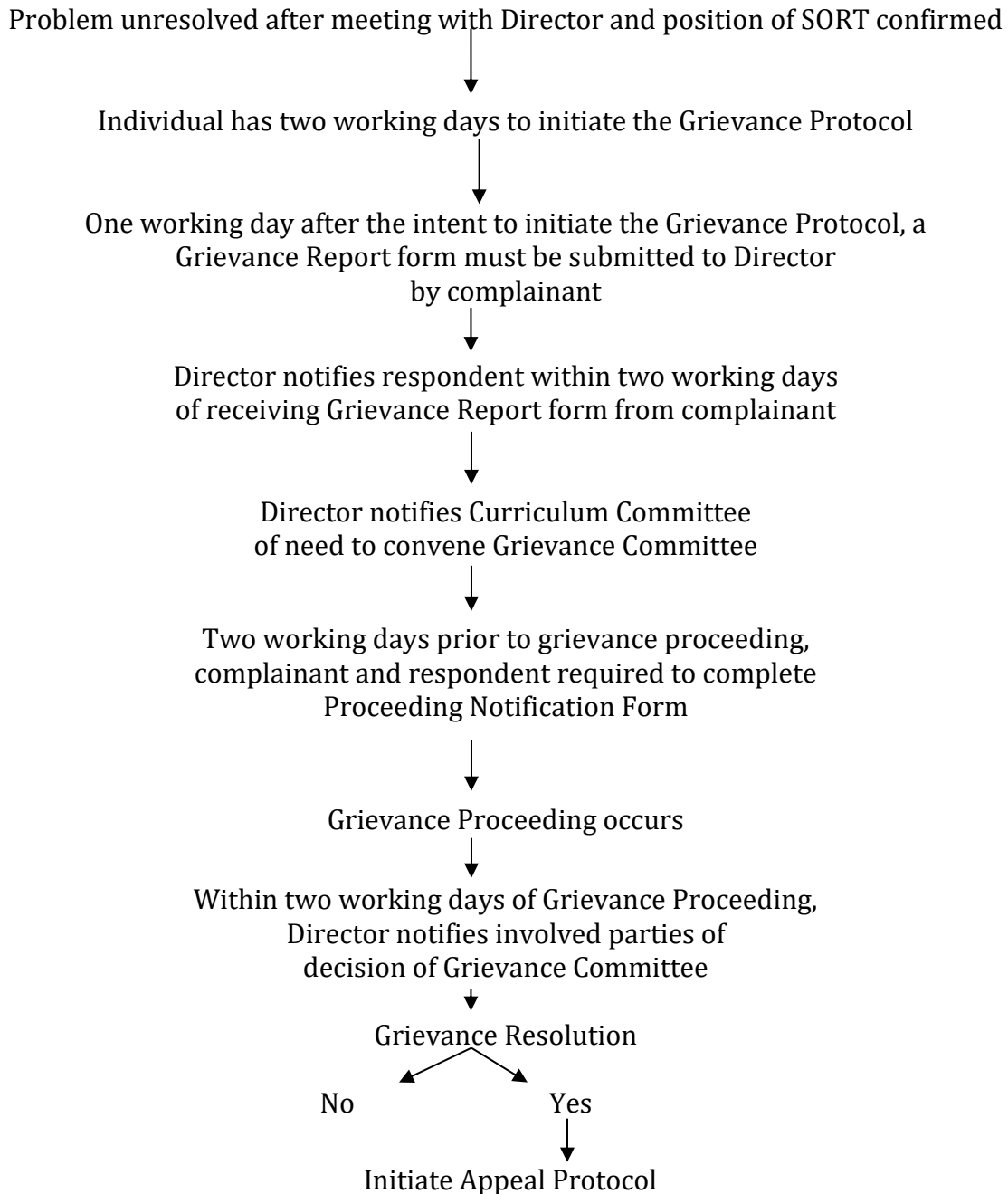
1. Definition of terms utilized in the grievance protocol
 - a. Grievance: academic or nonacademic issue that has followed the problem-solving protocol and without successful resolution to the individual who initiated the complaint, or an incident that is so serious that it presents imminent risk to student, faculty or patient.
 - b. Complainant: party who makes the complaint in an action or proceeding.
 - c. Advocate: one who pleads the cause of another. (Two parents count as one advocate).

- d. Director: Program Director of Baton Rouge General Medical Center School of Radiologic Technology, or designee.
 - e. Faculty: members of school faculty as defined by faculty bylaws.
 - f. Respondent: one who responds and/or answers in the proceeding.
 - g. Witness: anyone giving information concerning the incident, or the persons involved in the grievance.
 - h. Grievance Committee: all faculty members and student representatives comprising Curriculum Committee. Student alternates will be invited if student representatives are unavailable. A total of four student representatives will be present for the proceeding.
2. Grievance Protocol
- a. If a problem is not resolved by the problem-solving protocol (see Problem Solving Protocol) or the incident is so serious that it presents imminent risk to student, faculty or patient, the grievance protocol (Diagram B) will be followed.
 - b. The Director must be presented with the intent to proceed with the grievance protocol within two working days of the final problem-solving meeting or the precipitating event.
 - c. Within one working day of initiating the grievance protocol, the complainant is required to submit a Grievance Report form (available from school office) in writing to the Director.
 - d. The Director notifies the respondent within two working days of the complainant completing the Grievance Report form. The respondent is required to sign this form.
 - e. The Director notifies the Curriculum Committee of the need to convene the Grievance Committee and informs all individuals involved of the time and location of the grievance proceeding.
 - f. The Director is required to get the respondent and the complainant to complete the Proceeding Notification Form (provided by school office) a minimum of two working days prior to the scheduled grievance proceeding.
 - g. After completion of Proceeding Notification Form, any additions or changes to identified witnesses and advocates requires at least a two working day delay prior to convening the grievance proceeding.
 - h. The grievance proceeding is an internal exploratory process within the School of Radiologic Technology and does not serve as a legal proceeding.
 - i. Present at the proceeding will be the Grievance Committee (as previously defined), respondent, two advocates invited by respondent (if desired), complainant, two advocates invited by complainant (if desired), and any witnesses, if applicable.
 - j. In the event a student group grievance is initiated, the student group must elect one member to represent the group before the Grievance Committee for the proceeding. Group grievances follow the same procedures outlined for individual grievances. Names of all students involved in the grievance must be submitted on the Grievance Report form within the time frame previously stated.
3. Grievance Proceeding
- a. All persons involved in grievance proceeding are responsible for maintaining confidentiality concerning information pertinent to the issue.

- b. The Curriculum Chairperson, now serving as the Grievance Committee Chairperson calls the meeting to order and identifies participants.
- c. The Grievance Committee Chairperson establishes a quorum by two-thirds (2/3) of members present that are not respondents, advocates, and/or witnesses to the proceeding.
- d. Individuals participating in Grievance Proceeding sign a Statement of Confidentiality form.
- e. The Grievance Committee Chairperson appoints a Recorder. The proceedings will not be audio taped or videotaped.
- f. The Director reviews the procedure by which the meeting will be conducted to all present. The procedure is as follows:
 - i. Complainant presents case and calls for witness testimony.
 - ii. Respondent presents case and calls for witness testimony.
 - iii. Grievance Committee members may question complainant and complaint witnesses.
 - iv. Grievance Committee members may question respondent and respondent witnesses.
 - v. Clarification of information follows presentation of each case and questioning.
 - vi. When those present have no further questions, Grievance Committee Chairperson closes the floor for discussion.
 - vii. Complainant, respondent, advocates and witnesses are excused from proceeding by Grievance Committee Chairperson and directed to specific areas.
 - viii. Grievance Committee members remaining have further discussion, if necessary.
 - ix. When discussion is complete, a member makes a motion for consideration. The motion is seconded by the membership and accepted for voting.
 - x. Grievance Committee Chairperson calls for a secret vote by the members. The Chairperson and members have one vote each. Director will vote only to break the tie of a deadlock vote.
 - xi. Grievance Committee Chairperson appoints one faculty member and one student representative to count the votes with the membership present.
 - xii. Vote results are announced as cast by members as totals in categories of: for, against, and abstain.
 - xiii. Results of voting are placed in the recorded minutes.
 - xiv. In the event a motion fails to carry, the Grievance Committee Chairperson opens the floor to further motions and the process continues until a motion carries.
- a. The Director informs the complainant and the respondent of the Grievance Committee decision in writing, within two working days.
- b. Following the grievance proceeding, there shall be no further discussion among any of the participants with each other or with any other individuals or groups.

Diagram B: Grievance Protocol

GRIEVANCE PROTOCOL



Appeal Protocol

PURPOSE: This policy is a guide for an individual who chooses to appeal a decision rendered by Grievance Committee following a grievance proceeding.

POLICY:

1. Definition of terms utilized in the appeal protocol.
 - a. Appeal: request for review of the decision on an academic or nonacademic issue that has followed the Grievance protocol.
 - b. Complainant: party making complaint in action or proceeding.
 - c. Advocate: one who pleads cause of another. (Two parents count as one advocate).
 - d. Director: Program Director of Baton Rouge General Medical Center School of Radiologic Technology, or designee.
 - e. Respondent: one who responds or answers in certain proceedings.
 - f. Witness: anyone giving information concerning incident or persons involved in the appeal.
 - g. Appeal Board: consists of a member of General Health System Ethics Committee (selected by Chairperson Ethics Committee), a General Health System registered radiologic technologist selected by General Health System Vice President for Radiologic Technology, and an Allied Health Educator selected by Dean of School of Nursing and Radiologic Technology.
 - h. Observers: Program Director of School of Radiologic Technology and a Risk Management Representative of General Health System. Observers are present for appeal proceeding to ensure process is followed. These individuals will not participate in discussion or voting.
1. Appeal Protocol
 - a. The individual choosing to appeal the decision ruled by Grievance Committee initiates Appeal Protocol.
 - b. Program Director of School of Radiologic Technology must be presented with intent to proceed with Appeal Protocol within two working days following notification of decision Grievance Committee at conclusion of grievance proceeding.
 - c. Within one working day of initiating appeal protocol, complainant will be required to submit an Appeal Request form (available from school office) in writing to Director.
 - d. Director notifies respondent within two working days of complainant completing Appeal Request form. Respondent is required to sign form.
 - e. Director convenes Appeal Board and informs individuals involved of time and location of appeal proceeding.
 - f. Director has respondent and complainant complete Proceeding Notification form (provided by school office) at least two working days prior to scheduled appeal proceeding.
 - g. After completion of Proceeding Notification form, any additions or changes to identified witnesses and advocates requires at least a two working day delay prior to convening appeal proceeding.
 - h. Present at proceeding is Appeal Board (as previously defined), respondent, two advocates invited by respondent (if desired), complainant, two advocates invited by complainant (if desired) and any witnesses, if applicable.

1. Appeal Proceeding

- a. All persons involved in appeal proceeding are responsible for maintaining confidentiality concerning information pertinent to issue.
- b. Board members (3 voting members) of Appeal Board choose a Chairperson among membership.
- c. All three members of board must be present for proceeding to be initiated. Appeal Board members sign confidentiality statement.
- d. Appeal Board Chairperson appoints a recorder. Proceedings will not be audio taped or videotaped.
- e. Director reviews procedure by which meeting will be conducted to all present. Procedure is as follows:
 - i. Complainant presents case and calls for witness testimony.
 - ii. Respondent presents case and calls for witness testimony.
 - iii. Board members question complainant and complainant witnesses.
 - iv. Board members question respondent and respondent witnesses.
 - v. Clarification of information is directed to Board members and follows presentation of each case and questioning.
 - vi. When Board members have no further questions, Board Chairperson closes floor for discussion.
 - vii. Complainant, respondent, advocates, witnesses, observers and recorder are excused from proceeding by Board Chairperson and directed to specific areas.
 - viii. Board members have any further discussion necessary.
 - ix. Once Board members complete discussion, Board Chairperson makes a motion for consideration. Motion is seconded by membership and accepted for voting.
 - x. Unanimous vote is not required Appeal Board decision.
 - xi. Complainant, respondent, advocates, witnesses, observers and recorder are reconvened and present for results of vote.
 - xii. Decision determined by voting is announced by Board Chairperson and placed in recorded minutes.
 - xiii. The Appeal Board may declare the decision fair, declare the decision too harsh for the offense and sentence a lesser action, declare the decision unfair and dismiss the decision taken against the student, or offer an alternate course of action for the student.
- f. Director informs complainant and respondent of Appeal Board decision in writing, within two working days.
- g. After the meeting, there shall be no further discussion among any of the participants with each other or with any other individuals or groups.

Revd and revised: 01/2014, 01/16

Appealing a Course Grade

Purpose: The academic grade appeal provides a fair means for appealing a final grade in a course if the student believes the final grade to have been determined unfairly.

- I. General Conditions for All Academic Grade Appeals
 - A. Inappropriate Uses of Appeal: An appeal shall not be used to question the professional judgment of a faculty member, the content of an examination, or other course requirements.
 - B. Only Final Grades Can Be Appealed: Only the final grade in a course may be appealed. Individual test scores are not subject to an appeal; individual grades will be considered only as they bear upon the final grade. The final grade in a course may be appealed only if the student believes that the faculty member:
 1. Has not adhered to grading standards and requirements in the course syllabus or
 2. Has not used criteria uniformly to evaluate the student's academic work compared with the work of other students.
 - C. Original Appeal Cannot Be Expanded: The student may not expand the original appeal beyond that initially presented to the faculty member.
 - D. Time Frames Must Be Observed: The student must initiate an appeal within fourteen calendar days of the posting of Final Grades for that term following the academic term in which the questioned grade was assigned. Any subsequent appeals to each higher level must be made within seven days of the student's notification of the decision. Under normal circumstances, if the student who is appealing a grade fails to meet any deadline of appeal to the next higher level, the appeal will be considered withdrawn.
 - E. Appeal to Succeeding Levels
 1. It is the student's responsibility to carry the academic grade appeal to each succeeding level. Each written request shall include:
 - a. Date of letter
 - b. Student name and identification number
 - c. Course name, number, and section
 - d. Name of faculty member
 - e. Date of student/faculty conference
 - f. Statement concerning basis for appeal for grade change, with any supporting documentation
 - g. Grade believed deserved
 - h. Student's legal signature
 - i. Completion of the Appeal Form from SORT Registrar
 2. A faculty member may appeal an academic grade appeal decision made at the level of Program Director, or Dean. Each written request shall include:
 - a. Date of letter

- b. Student name and identification number
- c. Course name, number, and section
- d. Name of faculty member
- e. Date of student/faculty conference
- f. Date of decision being appealed
- g. Statement concerning basis for appeal of decision, with any supporting documentation
- h. Grade believed deserved
- i. Faculty member's legal signature.

The time frames that apply to the student shall apply to the faculty also. Under normal circumstances, if the faculty member who is appealing a decision fails to meet any deadline of appeal to the next higher level, the appeal of decision will be considered withdrawn.

- II. Academic Grade Appeals at Different Levels (General conditions for all academic appeals apply at all levels.)
 - A. Faculty Member:
The student must first meet with the faculty member to attempt to resolve the matter.
 - B. Program Director:
If the matter is not resolved with the faculty member, the student shall send a written request to the faculty member's Program Director for a conference with the Program Director and faculty member. The program director shall provide the faculty member with a copy of the written request. The faculty member shall provide the program director with a statement concerning the basis for the grade with any supporting documentation. All documentation along with Appeal Form must be submitted within the time frame required and must be sent via email or delivered in person. The Program Director, faculty member, and student shall meet to discuss the appeal. The Program Director shall notify the student and faculty member of the decision.
 - C. Dean: School of Radiologic Technology
If the student wishes to appeal the decision of the program director, a written request for a meeting shall be sent to the Dean of the School of Radiologic Technology. The Program Director shall provide the Dean with a statement concerning the basis for the grade with any supporting documentation. The Dean shall meet with the Program Director, faculty member, and student to discuss the appeal and shall notify them of the FINAL decision.

Baton Rouge General School of Radiologic Technology

PROGRAM OF STUDY



All required general education courses must be completed with a grade of "C" or better. The required general education courses are part of the program of study and must be completed at a university of the student's choice approved by the school. With completed application process required by August 31st, the required general education courses must be completed by the following January 1.

GENERAL EDUCATION PREREQUISITES

Candidates applying for admission are required to complete twenty-eight college credit hours as follows:

Semester 1

English 1010.....	3
Math ¹	3
Orientation*.....	1
Psychology 1010 ²	3
Biology* 2220, 2221.....	<u>4</u>
Total	14

Semester 2

English 1020.....	3
Communication 1010 ³	3
Biology* 2230, 2231.....	4
Allied Health* 1020.....	2
Allied Health* 2200.....	<u>2</u>
Total	14

English and math courses cannot be remedial courses.

*Orientation (Academic Seminar; Freshmen Orientation)

*Allied Health 1020 (Medical Terminology)

*Allied Health 2200 (Healthcare or Medical Professional Ethics)

*Biology 2220, 2221 (Human Anatomy and Physiology I, Class and Lab)

*Biology 2230, 2231 (Human Anatomy and Physiology II, Class and Lab)

¹College Algebra or higher

²Introductory or higher

³Introductory or higher

All pre-requisite courses must be completed with a "C" or better and with an overall GPA of 2.5 or better. If courses are taken multiple times the attempt with the highest grade will be counted.

LEVEL I

<i>Spring Semester</i>	<i>Hours</i>
RADS 101: Introduction to Radiography	2
RADS 104: Patient Care and Pharmacology	3
RADS 105: Patient Care Lab	1
RADS 110: Radiographic Positioning	4
RADS 110L: Positioning Lab I	1
<u>RADS 120: Clinical Radiography-PD Skills</u>	<u>2</u>
Total	13

<i>Summer Term**</i>	<i>Hours</i>
<u>RADS 120S: Clinical Radiography</u>	<u>3</u>
Total	3

LEVEL II

<i>Fall Semester**</i>	<i>Hours</i>
RADS 204: Radiation Physics	3
RADS 210: Radiographic Positioning II	4
RADS 210L Positioning Lab II	1
<u>RADS 220: Clinical Radiography II</u>	<u>4</u>
Total	12

LEVEL III

<i>Spring Semester</i>	<i>Hours</i>
RADS 306: Radiation Protection and Biology	3
RADS 304: Imaging Technique	2
RADS 304L: Imaging Technique Lab	1
RADS 308: Radiographic Pathology I	2
<u>RADS 320: Clinical Radiography III</u>	<u>6</u>
Total	14

<i>Summer Term**</i>	<i>Hours</i>
RADS 310: Advanced Imaging Procedures	2
<u>RADS 320S: Clinical Radiography IIIS</u>	<u>4</u>
Total	6

LEVEL IV

<i>Fall Semester**</i>	<i>Hours</i>
RADS 404: Digital Imaging, QA, & Informatics	2
RADS 408: Radiographic Pathology II	2
RADS 410: Advanced Practices in Radiography	2
RADS 411: Seminar IV	1
<u>RADS 420: Clinical Radiography IV</u>	<u>5</u>
Total	12

Total Radiologic Technology Hours	60
General Education Courses	<u>28</u>
Total Credit Hours	88

Electronic Education

The SORT encourages the use of technology in the classroom. Students may also participate in classes that are conducted completely through an online environment. While online classes prevent the personal interaction offered through traditional classrooms, students will be allowed interaction through e-mail, phone, discussion boards, and other avenues that may be provided in the syllabus for each class.

As with all classes in the program, students are expected to complete their own original work without the use of unauthorized assistance. Access to material in online classes will require individual logins and passwords. Exams may be proctored to ensure academic honesty and integrity of the online class. Proctors may require pre-approval by the faculty prior to the exam date.

Laptop computers and/or electronic devices such as I-pads/E-readers may be used in the classroom. However, students may not be able to plug their devices into outlets in the School of Radiologic Technology building. Ensure your devices are charged appropriately prior to classroom instruction. Cell phones will not be allowed to be used in this capacity. Wi-Fi is available in the School of Radiologic Technology building. We are not responsible for limited accessibility on the GHS network. Ensure that you come to class prepared.

The Clinical Environment

You will notice many differences between the academic environment to which you have been accustomed and the clinical environment that you are entering. Most of the differences will prove exciting and stimulating; some will prove to be frustrating and aggravating. How successfully you function and learn in the clinical setting depends in part on how you approach and deal with these differences.

The reality of the situation is that patient care is the top priority in the Radiology Department. 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. You must take a more active and responsible role for integrating the academic preparation you had with the individual examinations you are observing or performing.

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

departmental goals. Undoubtedly, you will be able to add many more differences to our list. The point is that you will make a transition that will require some reorientation and adaptation on your part. You are not the only one, however, involved in this process. This is a time of transition also for the students in the class ahead of you who are assuming a new role and responsibilities as senior students. The clinical staff is also involved in reorientation and adaptation. At the point when you enter the hospital, 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.

Background Investigation Policy

The Baton Rouge General School of Radiologic Technology is committed to ensuring public and professional trust and providing safe patient care. In order to meet this goal, background investigations of students are authorized under this policy. Many of our clinical education settings require criminal background investigations of all employees and students who attend for clinical experience. To comply with these requirements, upon acceptance into the Baton Rouge General School of Radiologic Technology, students will be asked to submit to a background investigation in order to ascertain the student's suitability for clinical rotations. Students will be responsible for paying for the background investigations.

The information contained in the background investigation will remain confidential and will only be viewed by the Radiologic Sciences Program Director and Registrar. 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 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 and the Dean of the School of Nursing and Radiologic Technology whether a student will be allowed to attend clinical at that setting. In addition to the background check conducted by the student, some clinical education settings will also conduct a background check. 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 if they are ineligible to attend clinical courses. Students who receive notification of ineligibility and who wish to dispute the results of the background investigation may follow the Grievance Procedure.

Students also agree to inform the School of Radiologic Technology in the event their criminal history should change while a student during the Program. A charge or conviction or a plea of guilty or a plea of no contest to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes.

Ineligibility for the ARRT Post-Graduation national certification exam is not the responsibility of the program or the faculty in any case, but especially for ethical or legal violations by the student. All legal or ethical violations- including Honor Code or Code of Conduct are possible reasons for a student not being eligible for coursework, clinical placement, or national certification eligibility or state license. These must

be dealt with immediately. All program violations will be reported to ARRT and LSRTBE as a requirement of the Technologist Code of Ethics and the Program Director’s authorization for eligibility of all students following graduation.

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). The state of Louisiana has listed those diseases, which are reportable as communicable diseases. The current list of reportable diseases is as follows (2021):

Bloodborne pathogens	Conjunctivitis	Cytomegalovirus infections
Diarrheal diseases	Diphtheria	Enteroviral infections
Hepatitis viruses	Herpes	HIV
Measles	Mumps	Meningococcal infections
Pediculosis	Pertussis	Rubella
Scabies	Streptococcal infection	Tuberculosis
Varicella	Zoster	Viral respiratory infections
		COVID-19 virus

Communicable diseases vary in their virulence, duration, mode of infection, and effects. 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 diseases (conditions) listed as a reportable disease by the State of Louisiana must see a physician immediately.

- Students diagnosed with any diseases (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 Radiologic 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 Radiologic Science clinical courses with proper counsel from the infection control nurse and /or the department of the Clinical Education Setting. 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 Radiologic Science 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 radiologic sciences program faculty. Communicable disease risks are possible or probable to this program and in working in healthcare as a professional. The program teaching clear guidelines of keeping every student safe and what PPE to use. However, we cannot guarantee that a student will not contract any communicable disease in the process of class, lab, or clinical experience. Any student’s refusal to work with patients that are positive for communicable diseases when given the appropriate education

and tools to protect themselves will negatively impact their clinical experience and will not be allowed to progress clinically as this notification is a warning of such risk and the program's expectations of safety.

Revised: 01/2022

Radiography Practice Standards

The practice of radiography is performed by a segment of health care professionals responsible for the administration of ionizing radiation to humans for diagnostic, therapeutic, or research purposes. A radiographer performs radiographic procedures and related techniques, producing images for the interpretation by, or at the request of, a licensed independent practitioner.

The complex nature of disease processes involves multiple imaging modalities. Although an interdisciplinary team of radiologists, radiographers, and support staff plays a critical role in the delivery of health services, it is the radiographer who performs the radiographic examination that creates the images needed for diagnosis. Radiography integrates scientific knowledge, technical skills, patient interaction, and care resulting in diagnostic information. A radiographer recognizes patient conditions essential for successful completion of the procedure and exercises independent professional and ethical judgment.

Radiographer – 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 maintain knowledge of radiation protection and safety.

Radiographers independently perform or assist the licensed independent practitioner in the completion of radiographic procedures. Radiographers prepare, administer, and document activities related to contrast media and medications in accordance. Radiographers are the primary liaison between patients, licensed independent practitioners, and with other members of the support team. Radiographers must remain sensitive to the physical and emotional needs of the patient through good communication, patient assessment, patient monitoring, and patient care skills. Radiographers use independent, professional, ethical judgment and critical thinking. Radiographers engage in continuing education to enhance patient care, public education, knowledge, and technical competence while embracing lifelong learning.

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 American Society of Radiologic Technologists (ASRT) for judging the quality of practice, service, and education. A radiographer should, within the boundaries of all applicable legal requirements and restrictions, exercise individual thought, judgment and discretion in the performance of the procedure.

Radiographer Scope of Practice

The scope of practice of the radiographer includes:

1. Performing diagnostic radiographic procedures.

2. Corroborating patient's clinical history with procedure, ensuring information is documented and available for use by a licensed independent practitioner.
3. Maintaining confidentiality of the patient's protected health information in accordance with the Health Insurance Portability and Accountability Act.
4. Preparing the patient for procedures, providing instructions to obtain desired results, gaining cooperation, and minimizing anxiety.
5. Selecting and operating imaging equipment, and/or associated accessories to successfully perform procedures.
6. Positioning patient to best demonstrate anatomic area of interest, respecting patient ability and comfort.
7. Immobilizing patients as required for appropriate examination.
8. Determining radiographic technique exposure factors.
9. Applying principles of radiation protection to minimize exposure to patient, self, and others.
10. Evaluating radiographs or images for technical quality, ensuring proper identification is recorded.
11. Assuming responsibility for provision of physical and psychological needs of patients during procedures.
12. Performing venipuncture where state statute(s) and/or institutional policy permits.
13. Identifying, preparing and/or administering medications as prescribed by a licensed practitioner.
14. Verifying informed consent for, and assisting a licensed independent practitioner with, interventional procedures.
15. Assisting licensed independent practitioner with fluoroscopic and specialized interventional radiography procedures.
16. Performing non-interpretive fluoroscopic procedures as appropriate and consistent with applicable state statutes.
17. Initiating basic life support action when necessary.
18. Providing patient education.
19. Providing input for equipment purchase and supply decisions.
20. Providing practical instruction for students and/or other health care professionals.
21. Participating in the department's quality assessment and improvement plan.
22. Maintaining control of inventory and purchase of supplies for the assigned area.
23. Observing universal precautions.
24. Performing peripherally inserted central catheter placement where state statute(s) and/or lawful institutional policy permits.
25. Applying the principles of patient safety during all aspects of radiographic procedures, including assisting and transporting patients.

26. Starting and maintaining intravenous (IV) access per orders when applicable.

Radiography Clinical Performance Standards

Standard One – Assessment The practitioner collects pertinent data about the patient and the procedure.

Standard Two – Analysis/Determination The practitioner analyzes the information obtained during the assessment phase and develops an action plan for completing the procedure.

Standard Three – Patient Education The practitioner provides information about the procedure and related health issues according to protocol.

Standard Four – Performance The practitioner performs the action plan.

Standard Five – Evaluation The practitioner determines whether the goals of the action plan have been achieved.

Standard Six – Implementation The practitioner implements the revised action plan.

Standard Seven – Outcomes Measurement The practitioner reviews and evaluates the outcome of the procedure.

Standard Eight – Documentation The practitioner documents information about patient care, the procedure, and the final outcome.

Radiography Professional Performance Standards

Standard One: Quality The practitioner strives to provide optimal patient care.

Standard Two: Self-Assessment The practitioner evaluates personal performance.

Standard Three: Education The practitioner acquires and maintains current knowledge in clinical practice.

Standard Four: Collaboration and Collegiality The practitioner promotes a positive, collaborative practice atmosphere with other members of the health care team.

Standard Five: Ethics The practitioner adheres to the professions accepted ethical standards.

Standard Six: Research and Innovation The practitioner participates in the acquisition and dissemination of knowledge and the advancement of the profession.

Source: American Society of Radiologic Technologists (ASRT)

Patient Confidential Information

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the Supervising Technologist or the Clinical Instructor. 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; refraining from putting any personal identifier on any paperwork associated with the Radiologic Technology Program; client initials may be used as an identifier, however, no room number or health care facility name/unit. Students will be expected to adhere to the HIPAA policies at each clinical education setting. Any violation of these policies will result in disciplinary action, including dismissal.

Patient Care Policies

Collimation & Shielding Policy

Proper Pre-exposure collimation of the xray beam and shielding of patients and personnel is required as stated by the ARRT Code of Ethics. Often radiation protection focuses on gonadal dose, but it is important to remember that radiation dose is cumulative, and that radiation protection must be applied to all persons regardless of reproductive age.

Therefore, students are instructed to properly and adequately preexposure collimate the primary beam, set correct and appropriate technical factors, and when available and prudent shield all patients, as long as shielding does not interfere with the area being imaged. Published guidelines for proper collimation, proper technical factor selection, and shielding patients and personnel in the area of radiation exposure can be found All required Program Textbooks and taught in courses.

In addition, regulations set forth by the SORT and/or the CES must be followed. Failure to comply with the listed guidelines results in:

1. A clinical unsatisfactory and a loss of 20 points from the Professional Responsibility section of the Clinical grade for the first offense.
2. Disciplinary action including *dismissal* from the program for the second offense.

There will be no exceptions to this policy and no appeal recourse for the involved student.

Patient Pregnancy Policy Statement

If a SORT student fails to acquire history related to potential pregnancy from the patient prior to any exposure of that patient to ionizing radiation:

1. A clinical unsatisfactory and loss of 20 points from the Professional Responsibility section of the Clinical grade for the first offense.
2. Disciplinary action including *dismissal* from the program for the second offense.

There will be no exceptions to this policy and no appeal recourse for the involved student.

Policy 2011; revsd 7/12; reviewed 01/13, 01/16; 01/22

Radiation Dosimetry Monitoring

Radiation safety is an individual attitude and reflects each student's motivation toward protecting himself /herself. Students will be expected to practice proper radiation safety procedures at all times when present in clinical assignments and in laboratory activities.

The radiation safety officer (RSO) will closely monitor and record monthly dosimeter readings. The physicist will review the reports quarterly. A copy of the report is available in the Program Director's office.

Students will always wear a dosimeter while attending clinical assignments and laboratory sessions; the student is not allowed to attend without their dosimeter.

If a student arrives without the dosimeter, the student will be sent home to retrieve the dosimeter. The dosimeter is the responsibility of the student. Declared pregnant students will have collar and fetal badges assigned for more thorough monitoring. All radiation monitoring records are kept on file in the Radiology Safety and Coordinator's Office at Mid City.

Baton Rouge General Medical Center School of Radiologic Technology will follow Baton Rouge General Policy **Number: IV-019, RADIATION SAFETY – ALARA PROGRAM (AS LOW AS REASONABLY ACHIEVABLE)**. This institution hereby establishes investigational levels for occupational external radiation doses which, when exceeded, will initiate review or investigation by the Radiation Safety Committee and/or the RSO. The investigational levels that we have adopted are listed below. These levels apply to the exposure of individual workers and students.

Investigational Levels	<u>Investigational Levels</u>	
	(mRems per calendar quarter)	
	<u>Level I</u>	<u>Level II</u>
1. Whole body; head and trunk active blood-forming organs; lens of eyes; Or gonads	125	375
2. Hands and forearms; feet and ankles	375	1125
3. Skin of whole body*	1250	3750

*Not normally applicable to medical use operations except those using significant quantities of beta-emitting isotopes

All students will be expected to:

- Wear dosimeter attached to the collar of the uniform when in clinic or the laboratory,
- Prevent dosimeter from exposure to heat, moisture, washing machines, dryers, microwave ovens, and color televisions,
- Prevent dosimeter from receiving excessive exposure from radiation when not worn,
- Exchange dosimeter by designated time of new badge posting,
- Students who arrive at their clinical education classes without their dosimeter will be asked to return home to get their dosimeter. *The student will lose points on their professional responsibility section of their clinical grade as an unexcused absence.*
- In the event a dosimeter is lost or destroyed, it is the student's responsibility to inform the Program Director immediately so that a replacement dosimeter can be obtained,
- If an excessive reading is obtained (a reading higher than the monthly limit), the RSO will discuss the excessive reading with the student and the student will be reassigned to a nonionizing clinical assignment for the remainder of the month.

- All students will review their readings and initial or sign to ensure that they are aware of their dosimeter readings.

Policy: 10/11; revsd 7/12; reviewed 01/13, 01/16

The records of the dosimeter readings for the BRG SORT are kept and file and badges ordered through the Radiology Department MidCity. Our Student's badges and reports will also be handled by the Clinical Coordinator so that the monthly student's records/dose readings are reviewed, requested, or tracked for safety, it is located in the student records within the department. All students are required to review and sign their monthly dose readings for the SORT. Dose readings are kept in the SORT Clinical Coordinator's office and can be accessed by the BRG Radiology Manager, if needed.

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

Observation

Assisting Registered Radiologic Technologist

Performance Evaluation

Competency Evaluation

Performance Proficiency

Specialty Evaluations and Exams

Academic Preparation: You complete this step by studying radiographic physics, radiographic principles and techniques, anatomy and physiology, radiographic positioning, etc., in your didactic course work.

Observation: Your initial activities in the hospital will consist primarily of observing registered technologists at work.

Assisting Registered Radiologic Technologist: Once you feel comfortable in the radiographic exposure room, you will be given an opportunity to assist the radiologic technologist in performing radiographic procedures.

Performance Evaluation: As you develop confidence and proficiency, you will be given the opportunity to complete entire examinations under the direct supervision of a registered radiologic technologist. The technologist will observe and assist you and step in whenever the need arises.

Competency Evaluation: When you feel certain that you are able to do a particular examination by yourself, ask the Clinical Instructor or Grading Technologist approved by the BRG SORT to do a competency evaluation when the next patient for that examination arrives. Your 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 re-evaluated by the Clinical Coordinator or***

BRGMC SORT faculty for quality and completeness. The final approval of competency/proficiency evaluations will be by the Clinical Coordinator or BRGMC SORT faculty, regardless of prior approval by Clinical Instructor or Grading Technologist.

Performance Proficiency: Once you pass the Competency Evaluation for a particular examination you need additional practice to maintain and perfect your skill. You 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. However, if a repeat examination should become necessary, for any reason, a registered technologist or Clinical Instructor must be present to provide direct supervision for the repeat exposure.

Proficiency Evaluation: To ensure that students are continuing excellence in exams in which they have previously proven competent, faculty members will perform proficiency competencies. The faculty member must directly observe the attempt.

Specialty Evaluations and Exams: Students should be knowledgeable of all areas of the radiology department in order to perform their duties as radiologic technologists. Students will rotate through specialty modalities that are required and are allowed to rotate through additional elective modalities upon completion of their required competencies. To evaluate their experience and knowledge after completion of the rotation, the student will have a supervising technologist complete a specialty rotation evaluation. To evaluate what the student learned during their rotation, they will also complete a specialty exam. The exam will be given on ExamSoft with a faculty member present directly or prior to the end of the semester.

Clinical Supervision

During the professional curriculum, the students are under supervision of an ARRT registered technologist. Once a student has successfully performed a specific competency evaluation, the student is under indirect supervision of a radiographer.

Direct Supervision

- Must occur for students **before** documented competency of any procedures.
- The clinical instructor or radiologic technologist will:
 - Review 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 instructor or radiologic technologist will:
 - Review, evaluate, and approve the procedure as indicated above and is immediately available to assist students regardless of student achievement.

When repeat exposures are necessary, a radiographer **must be present in the examining room**. It is the student's responsibility to ensure the proper clinical supervision prevails before performing a specific

exam. To document that a radiographer was present during the repeat exposure, the student should use the Student Repeat Exposure form and have the technologist sign the form. This information should be available for Clinical Instructors to view while in the Clinical Educational Settings.

For the first offense violation of this policy, students will be deducted 20 points from their professional responsibility semester total and an official written warning will be placed in their clinical file. Second offense will result in programmatic dismissal without an opportunity for appeal. Student understanding of this policy is reviewed annually and signed for understanding. Technologists and managers for all clinical areas are also reminded and explained this policy at our annual Advisory Council Meeting for their cooperation and agreement to comply.

Clinical Rotations

Students enrolled in the professional program of the Radiologic Technology Program are assigned to area hospitals and clinics that serve as Clinical Education Settings (CES). The Clinical Coordinator makes clinical assignments on a semester basis. Course assignments, including both clinical and didactic courses, shall not exceed 40 hours/week or 8 hours/day.

While assigned to the CES, the student will rotate through the various areas of the Radiology Department. Clinical rotation assignments take place during daytime and evening hours, Monday through Friday. There are two (2) ER weekend rotations only to be assigned during their RADS 320s clinical semester. Clinical rotation assignments are given to each student at the beginning of each semester and posted at each CES, as well as emailed to each CES manager or CES Clinical Instructor. Students are not permitted to attend clinic in an area they are not assigned. Also, students are not allowed to attend clinic beyond their scheduled time.

Clinical rotations are traditional day shift rotations from 745am to 4pm with a 45 min maximum lunch break to be scheduled on Monday thru Thursday; and 745a-12n on Fridays, evening rotations are from 230pm to 11pm with a 30 min max lunch break to be scheduled on Monday thru Thursday and 230-630p on Fridays, and weekend rotations can be scheduled on Fridays, Saturdays, or Sundays in a combination of shifts: 630a-3p/230p-11p/1030p-7a two consecutive weekends to meet 24 hours total with no more than 8 hours per day. Weekend and Evening rotations will only be scheduled at our BRG Bluebonnet and MidCity, or LRMC locations. Weekend shifts will be assigned by the clinical instructor during the RADS 320s semester only and will allow for some preference shifts by the student but is ultimately left up to the Clinical Coordinator. Lunch breaks for the weekend rotation will follow the same as traditional shifts: 45 min for day and 30 min for evening or night. For all lunch breaks, you will be required to clock in and out. Failure to do so will result in a loss of professional responsibility points. Surgery rotations will be from 630am-3pm only to include the RT's typical preparation for all typically scheduled 7am cases.

To increase the understanding and appreciation of the specialty areas within the radiology department, students are required to rotate through each of the specialty areas where BRGMC SORT has clinical

contract agreements. During these rotations, students should try to observe as much as possible to maximize their clinical progress and gain an understanding of other modalities.

Required Clinical Rotations

Diagnostic Radiography
Fluoroscopy
Surgery
Special Procedures/Heart Cath
Evening Trauma
Computed Tomography (CT)
Magnetic Resonance Imaging (MR)
Portables
Trauma Weekends (x2)
Radiation Therapy
Film Reading/Reception

Internship Specialty Rotations

Computed Tomography (CT)*
Dual Energy X-ray Absorptometry (DEXA)
Diagnostic- Special Area/Location
Education
Fluoroscopy*
Heart Catheterization*
Magnetic Resonance Imaging (MRI)*
Mammography
Management
Nuclear Medicine
Radiation Therapy
Special Procedures*
Surgery*
Trauma*
Ultrasound

Elective Rotations**

Dual Energy X-ray Absorptometry (DEXA)
Mammography
Ultrasound
Nuclear Medicine

****Once the student has completed all of the required competencies for the program, the student may rotate through an elective specialty area of interest or any of the above-mentioned clinical specialty rotations for an extended period of time. The following rotations are strictly voluntary based on the students' interest. The student must meet with the Clinical Coordinator to discuss their interest and determine if a rotation through one of these areas can be added into their rotations.**

Students should be knowledgeable of all areas of the radiology department in order to perform their duties as radiologic technologists. To increase the understanding and appreciation of these specialty areas, students are required to rotate through some specialty areas where BRGMC SORT has clinical contract agreements. During these rotations, students should try to observe as much as possible to maximize their clinical progress and gain an understanding of other modalities and career opportunities in the radiology field.

All required specialty rotations are indicated above with an asterisk (*). You can also refer to the clinical rotations section for a full list of required and elective rotations. Elective rotations are available to the student once they have completed all of the required competencies for the program. These rotations are strictly voluntary and based on the student's interest. A request must be made with the clinical coordinator to determine if a rotation through one of these areas can be added to their schedule.

Specialty Exams

At the end of each specialty rotation, whether elective or required, the student must take a "specialty exam". The exam consists of 25 questions pertaining to knowledge gained during the rotation and the

required reading for the specialty (refer to the required reading list below). Required specialty rotation exams will be figured into the student’s clinical grade under Specialty Exams and Rotations.

Specialty Competencies

During each specialty rotation, whether elective or required, the student will have the opportunity to obtain a “specialty competency”. This is at the supervising technologist’s discretion and is completely voluntary. These competencies will be considered a bonus opportunity. This means that there is no penalty for failing a competency, but 5 bonus points will be added to Specialty Exam if he/she passes. Only **two** attempts may be made for a specialty competency, and they must still be recorded in Trajecsys and the student’s Master Clinical Notebook. The only rotation without the opportunity for a specialty competency is Fluoroscopy because the students are required to receive mandatory competencies during that rotation; or if the Specialty Imaging Technologists deems the attempt unsafe for the patient or the specialized equipment/procedure too difficult for the student.

Required Reading List for Specialty Rotations

Computed Tomography (CT)*	<i>Merrill's Ch. 28 & 29</i>	<i>Bontrager's Ch. 18</i>
Dual Energy X-ray Absorptometry	<i>Merrill's Ch. 33</i>	<i>Bontrager's Ch.20</i>
Fluoroscopy*	<i>Merrill's Ch. 12, 17, & 18</i>	<i>Bontrager's Ch.12/13</i>
Heart Catheterization*	<i>Merrill's Ch. 23</i>	<i>Bontrager's Ch. 17</i>
Magnetic Resonance Imaging (MRI)*	<i>Merrill's Ch. 30</i>	<i>Bontrager's Ch 20.</i>
Mammography	<i>Merrill's Ch. 21</i>	<i>Bontrager's Ch 20.</i>
Nuclear Medicine	<i>Merrill's Ch. 32</i>	<i>Bontrager's Ch 20.</i>
Radiation Therapy	<i>Merrill's Ch. 34</i>	<i>Bontrager's Ch 20.</i>
Special Procedures*	<i>Merrill's Ch. 23</i>	<i>Bontrager's Ch. 19</i>
Surgery*	<i>Merrill's Ch. 26</i>	<i>Bontrager's Ch. 15</i>
Trauma*	<i>Merrill's Ch. 13</i>	<i>Bontrager's Ch. 15</i>
Ultrasound	<i>Merrill's Ch. 31</i>	<i>Bontrager's Ch. 20</i>

The required reading material should be read **PRIOR** to the student’s rotation through the specialty area in order for the student to understand the concepts and participate with procedures during the rotation.

Grading Procedures for Clinical Radiography Courses

Summary of Clinical Grading System

Rotation Evaluations

The student will be evaluated by the radiographer to whom they are assigned at the end of each rotation. It is the student’s responsibility to remind the radiographer to submit the form. All evaluations will be performed on Trajecsys. Reminders will be sent to the technologists via email; however, it is the student’s responsibility to have the form completed. If your clinical site has computer accessibility problems (BRC), the student is to first notify SORT faculty and then provide

the evaluation form and an envelope for the technologist. The completed form will be placed in the envelope, sealed, signed and returned to the student. The student will turn in the evaluation to the program secretary.

Clinical Instructor Evaluations

The Clinical Instructors will evaluate the student by employing a student clinical evaluation form two times a semester, at mid-term and at the end of the semester, using Trajecsys.

Competency Evaluations

- Each competency evaluation will be pass or fail.
- If the student fails to complete the competency evaluation successfully, the score received will be counted in the semester in which it was received, regardless of the minimum/maximum number of competencies required.
- Each successfully completed competency over the required number will be carried over to the next semester.
- In the final semester, the “Senior’s Final Comps” will be obtained from each student. The categories will be subject to patient type and procedure type. Categories 1-5: Ambulatory/Wheelchair/Stretcher, Pediatric/Geriatric, In room/Port/Mobile, Trauma/OP, Standard orders/Variation Orders; Categories A-C: Chest/Abd/ Extremities, Spine or Headwork or Significant Trauma, and Contrast Study or C-arm.

Image Verification Cards

Students are required to submit an image verification card for each competency completed this semester. The image verification cards should be placed in the secure drop box outside of the clinical faculties’ office. Students who do not turn in the Image Verification Cards for review by the clinical faculty will not receive credit for the competency. The technologists in the clinical setting are to submit the graded competencies in Trajecsys as well. Students who receive competencies during the last week of clinic will need to store the image on a disc to bring to the clinical faculty for review to receive credit. If the student fails the competency, the student will lose a (-5) points for each competency failed, and will not receive credit for the attempted competency.

Competencies should be examples of your best work and should demonstrate your ability to be continually proficient in that particular exam. Images will be reviewed for diagnostic quality and to ensure program policies and standards are being kept. Any limiters or conditions of the patient that the Technologist feels are pertinent to the exam should be completed on the image verification card. No students should request another Technologist who did not perform the exam to look up images, details of exam, or complete the Image Verification Cards with student. This is essential for adhering tightly to Baton Rouge General’s CES HIPAA Policy.

Professional Development/Involvement

The details regarding professional development/involvement for each semester are detailed in each course syllabus. These assignments range from paper writing, to presentations, to portfolio

assessments, to participation at conferences. Each of these will have very specific parameters and grading rubrics used for calculating this particular grade. See the individual assignment for details.

Proficiency Competencies

- The evaluation will be pass/fail.
- Must be performed with a BRG SORT faculty member.
- After the first semester, one will be performed with each student each subsequent semester.
- A failed attempt will result in a -5 on the competency section of the student’s clinical grade.
- A passed attempt will allow the student to keep their previously awarded competency.
- An attempt that is deemed grossly inadequate (determined by evaluator) may require remedial action.
- This also includes patient care competencies such as Hand2Hand and AIDET.

Specialty Rotation Evaluations, Exams, and Competencies

Rotation evaluations for specialty modalities have the same requirements are regular rotation evaluations. The student must have the technologist complete the evaluation on the last day of their rotation. However, they are different from the diagnostic rotation evaluations because the content is more specific to the modality being rotated through.

Clinical Grading Summary**

ITEMS	RADS 120 Clinic I	RADS 120S Clinic II	RADS 220 Clinic III	RADS 320 Clinic IV	RADS 320S Clinic V	RADS 420 Clinic VI
Rotation Evaluations & Paperwork	10%	10%	15%	10%	10%	5%
Clinical Instructor Evaluations	10%	10%	5%	5%	5%	5%
Competencies	40%	40%	40%	40%	40%	40%
Professional Development/Involvement	10%	10%	5%	10%	10%	5%
Professional Responsibility*	15%	15%	15%	15%	15%	15%
Portfolio/Prof. Paper (s)	15%	15%	15%	15%	15%	30%
Specialty Rotations/Exams	N/A	N/A	5%	5%	5%	N/A

****Students should be aware that the Professional Responsibility Category will be used to deduct points for items listed below and discussed within the Student Handbook. Points taken will be specific in nature. The student may or may not be made aware at the time of the deduction if the point is in violation of the policies listed herein. However, the student may review the list of Professional Responsibility point deductions at the end of the semester when clinical grades are issued. The list below is as comprehensive as possible, but may not include every possibility. See Program Director if there are any questions regarding an item that may be included here.***

**** These are the main and pre-approved categories in general. Each semester these are given as the are for that individual course and are the MOST correct and accurate versions of the course weighting. See those Syllabi each semester for the correct totals.**

Example Items for Professional Responsibility Point Deduction:

- Absences or tardiness
- Clinical Unsatisfactory
- Clinical Errors with clock-in/out
- Dress code, behavior, or paperwork procedure violation
- Violation of any student policy or clinical policy
- Incompletion of any clinical or professional development work/activity/event required
- Failure to follow instructions on Clinical Portfolios/Professional Development Project
- Violation of Pregnancy History, Supervisory, Repeat, Shielding, or Remedial action Policies

Minimum Requirements for Each Clinical Course

RADS 105

Patient care competencies to include:

- Vital Signs and patient assessment; patient communication and chart reading
- Sterilization, Hand hygiene, and aseptic technique
- Transfer of patient with care of patient medical equipment (e.g. oxygen tank) with adaptations for trauma, pediatric, and geriatric immobilization techniques
- CPR and AED's
- Venipuncture-2 competencies are required using separate competency form during RADS 105 Lab
- Two venipuncture competencies (2) during specialty rotations during clinic in CT, MRI, or Fluoroscopy. - *These competencies are required in addition to the 50 clinical positioning competencies listed below and will not count towards semester totals.
- C-arm mobility while maintaining a sterile field for surgery; patient communication; contrast and pharmacology preparation and identification competencies are also performed in RADS 105.
- Separate Clinical Competencies on Patient Care Situations to include: Special considerations (Special needs, patient adaptation for trauma, etc.); Pediatric; Geriatric; and Obese patients. - *These competencies are required in addition to the 50 clinical positioning competencies listed below and will count towards semester totals.

RADS 120 (Clinic I)- Clinical Skills activities only

120s-10 Positioning/Patient Care Competencies

220-14 Positioning/Patient Care Competencies

320-14 Positioning/Patient Care Competencies

320s-14 Positioning/Patient Care Competencies

420-5 Positioning/Patient Care competences + Final Five competencies

These minimum requirements are necessary for establishing a grading system and are not meant to be restrictive. Students should request evaluation on any examination they feel prepared to perform, even if they have completed their requirements for the semester. Competency evaluations completed over the minimum requirements will be counted toward the next semester. All required competency evaluations must be completed by the last day of clinical. If the student does not meet the minimum competency requirements for a semester, the student will meet with the clinical coordinator. The consequences for not completing the minimal competency requirements can include receiving an incomplete for the semester, not progressing to the next semester and failing the course. It is important to emphasize that this is a competency-based system and the pace or rate of the student's progress is dependent on the student's ability to comprehend and perform the various examinations.

***For RADS 120S, 220 and 320 of the clinical radiologic technology program, all competencies and proficiencies shall be performed using a manual technique (except chest & abdomen)**

Evaluations (Trajecsys)

AIDET Competency

This is a proficiency competency designed to evaluate patient communication skills in which the student previously received a competency during Introduction to Patient Care Laboratory. This evaluation is only to be completed by BRG SORT faculty.

Clinical Competency

To evaluate the student's performance on a specific radiologic examination (chest, abdomen, etc.), it is the student's responsibility to select his/her single competency evaluations for each semester. The technologist that directly supervised the attempt will complete this evaluation.

Clinical Instructor Evaluation

Students will be evaluated by each of the two (2) Clinical Instructor (BRG SORT faculty CI) or the one to which they are assigned at the end of each semester.

Clinical Site Evaluation

Students will evaluate the Clinical Education Setting to which they are assigned at the end of each semester.

Final 5 Senior Competency

In their last semester before graduation, students are required to complete five proficiency competencies in specific anatomical groups. These are only to be completed by BRG SORT faculty.

Hand2Hand Competency

This is a proficiency competency designed to evaluate handwashing technique in which the student previously received a competency during Introduction to Patient Care Laboratory. This evaluation is only to be completed by BRG SORT faculty.

Proficiency Competency

To evaluate the student's performance on a previously mastered examination, a BRG SORT faculty member will complete this evaluation after observing the student.

Remedial Action Form

This form will only be completed in the event of an unsuccessful attempt at a competency, proficiency, or simulation. The BRG SORT faculty member may or may not deem it necessary to complete a remedial action (Trajecsys) that will help the student increase their understanding of the mistake or examination. This is only to be enacted or completed by BRG SORT faculty.

Room Checklist

The student will complete a room checklist for each new room assignment. This form is to be completed with the technologist on the first day of each clinical rotation.

Specialty Competencies

Students are allowed, but not required to receive competencies during some specialty rotations. These are considered as bonus for the student's clinical grade. They can only be performed during a specialty rotation (does not include the internship), and students are allowed no more than two attempts.

Student Evaluation of Technologist

The technologist evaluations will be completed by the student during each clinical course. Each student is required to complete a minimum of two technologist evaluations.

Student Self Evaluation

These are to be completed by the students at the end of each rotation to evaluate their own progress.

Technologist Evaluation of Student

The student will be evaluated by the radiographer to whom they are assigned or completed "On The Fly" by the technologist the student has worked with the most at the end of each rotation. It is the student's responsibility to ensure that the evaluation is completed on Trajecsys on the last day of their rotation. For specialty rotations, the evaluation will be different but under the same evaluation type.

Venipuncture Competency

To evaluate the student's performance during venipuncture, each student is required to receive 2 competencies in the clinical setting prior to graduation. This evaluation will be completed by the radiographer that directly supervised the attempt. These competencies must be a venipuncture

that is successful and was necessary for the procedure ordered by a physician. All students will perform their initial/primary venipuncture competency as a part of their RADS 105 Patient Care Lab. All venipunctures must be done on patients only and must be directly supervised.

Specifics of the Competency Evaluation System

The clinical education of the students in the Radiologic Sciences Program is distributed over the professional curriculum. There are six semesters in which clinical experience is a part of the curriculum. Clinical competencies are divided into two categories, module one and module two.

Module 1: Mandatory

Each of the examinations on the **Mandatory** list must be performed and mastered on patients (or simulated* with an instructor). Please note: 26 of the 36 competencies **must** be performed on patients; no more than ten may be simulated with an instructor. All patient care competencies must be performed on patients.

Module 2: Elective

The **Elective** examinations are performed less frequently in the Radiology Department. Because these examinations are less common, it may be necessary for students to simulate* some of these exams using anthropomorphic phantoms. Each student must complete any 15 of the 30 Elective exams on patients or in simulation. Performing these exams on actual patients, when possible, provides the optimal learning experience. The Clinical Instructor will determine the need for clinical simulation as opposed to examining a live patient.

*Simulated examinations involve all necessary components of an actual examination, including exposure to ionizing radiation. Simulations will be performed on phantoms and will employ ionizing radiation. Simulations can only be performed under the direct supervision of a SORT faculty member.

Competency Forms

An example competency form is included in the back of this handbook. All student competency forms are managed through Trajecsys. In the event the clinical site is experiencing technical difficulties, the student is to have the clinical instructor to immediately notify the BRGMC SORT faculty.

Remedial Actions

In the event of an unsuccessful attempt at a competency, proficiency or simulation, the clinical instructor may or may not deem it necessary to complete a remedial action (Trajecsys) that will help the student increase their understanding of the mistake or examination. After receiving the remedial action from the clinical instructor, the student is to sign the remedial form. This

signature indicates that the student has been informed of remedial actions. The student then has the remainder of the semester to complete the remedial action. If the remedial action is not submitted to the clinical coordinator by the last day of clinic, the grade recorded for that examination will be “zero.” *Students will not be allowed to reattempt the examination for a grade until the remedial action has been completed. If a student successfully attempts to perform a competency on an examination where there is an outstanding remedial, the successful attempt will be discarded and not counted toward the semester’s grade.*

Proficiency Competency

To evaluate the student’s performance on a previously mastered examination, the Clinical Instructor will complete this evaluation while observing the student. During each semester of clinical, except the first semester, students may obtain proficiencies as part of the clinical grade. Clinical instructors may perform proficiency evaluations at their discretion.

AIDET Competencies

AIDET stands for Acknowledge, Introduce, Duration, Explanation, and Thank you. This is a BRG patient satisfaction promotion that has been proven to give the patient a better experience during their hospital stay. Because patient satisfaction is becoming such an important part of the healthcare industry, the BRG SORT would like its students to be well-versed in this practice for their future careers. Using AIDET will be covered during the Introduction to Patient Care class, and the original AIDET competency will be given during the Introduction to Patient Care Laboratory (RADS 105). After the original competency, a proficiency AIDET competency will be performed on each student, each semester while in the program. These competencies can only be issued by the BRG SORT faculty, and the student will be unaware that a competency is being given until after it is graded. If failed, this will result in a -5 in the competencies section of their clinical grade.

Hand2Hand Competencies

The BRG SORT complies with all JRC standards and hospital policies regarding hand hygiene instruction and use in the clinical setting. However, in order to exceed these expectations and encourage students to always practice standard precautions, the faculty also implements competencies for these practices each semester. The original Hand2Hand competency will be given during the Introduction to Patient Care Laboratory class (RADS 105). After this competency, a proficiency competency will be given to each student, each semester while in the program. These competencies can only be issued by the BRG SORT faculty, and the student will be unaware that a competency is being given until after it is graded. If failed, this will result in a -5 in the competencies section of their clinical grade.

Simulations

Students will be allowed to simulate once the clinical coordinator has set a range of dates for simulations to begin. Generally, this range is set to coincide with the last half of the clinical semester. Students are allowed to simulate a total of ten exams total. Students are only allowed to simulate the number of examinations that is required to meet the minimum number of required competencies for the semester. Simulated examinations involve all necessary components of an actual examination, including exposure to ionizing radiation, film critique, etc. Simulations will be performed on phantoms in the exposure lab. For fluoroscopy examinations, the student must complete part one in the clinical setting and may simulate the overhead projections. The following is a list of possible examinations that a student *could* possibly simulate:

Skull	Sternum	Mandible
Facial Bones	Orbits	AC joints
Nasal Bones	Zygomatic arches	Clavicle
Ribs	UGI	BE
Scapula		

Clinical Rotation Paperwork

The following paperwork should be completed one week after each clinical assignment:

- Student Clinical Rotation Evaluation (completed by the technologist)
- Room Checklist
- Rotation Procedure form
- Repeat Exposure Log

All clinical paperwork must be submitted via Trajecsys unless otherwise notified by BRGMC SORT faculty.

Student Clinical Rotation Evaluation

The student will be evaluated at the end of each rotation by the radiographer to whom they are assigned or work with most frequently. It is the student's responsibility to remind the radiographer to complete the evaluation on the last day of the rotation. All future reminders will be sent to the Technologists via Trajecsys or using the program reminders cards.

Room Checklist

The student will complete a room checklist for each new room assignment. This form is to be completed with the technologist in the first clinical day attended of each clinical rotation.

Rotation Procedure Form

The student is to maintain a log of exams performed. At the end of each rotation, summarize the patient log onto the procedure form. Students must perform all calculations as stated on the form.

Repeat Exposure Log

The repeat exposure log must be with the clinical student at all times while in the CES. When the student has a repeat exposure, it must be obtained with a registered technologist present in the

examination room. The technologist will then initial the repeat exposure log to attest they were present during the exposure. Clinical instructors will be checking the repeat exposure log while in the CES. If students do not have the form on hand, this violation will be written up. On the second offense, the student will meet with the Dean of the School of Nursing and Radiologic Technology.

Technologist Evaluation

At the close of each semester, the student will evaluate two technologists they were assigned to during the semester. Students will use the Technologist Evaluation form available in Trajecsys.

Clinical Education Setting Evaluation

Students will evaluate the Clinical Education Setting to which they are assigned at the end of each rotation. Evaluation form available in Trajecsys.

Clinical Instructor Evaluation

Students will be evaluated by each of the SORT Clinical Instructors or the one to which they are assigned at the end of each semester.

Students must be aware that reviewing or discussing another student's clinical paperwork is a violation of the confidentiality of those students' records. Any violation of the above will result in disciplinary action by the Program Faculty.

Policy: 2011; revised 07/12, 01/16; 01/18

Mandatory Clinical Supplies

The following is a list of items the student is required to carry to clinic *each* day:

1. Photo Identification Badge
2. Official Name Badge
3. Dosimeter
4. Lead Markers
5. Pen
6. Merrill's Pocket Guide
7. Master Clinical Notebook to Include:
 - Technique Notebook
 - Clinical Competency List
 - Repeat Exposure Log

Clinical instructors will be checking for the presence of these items. If the student does not have these items at the time of the clinical instructor's inquiry, the student will be subject to disciplinary actions.

Lead Markers

Students entering into the professional curriculum are responsible for maintaining the provided Right and Left Lead marker issued to them by SORT for use in the Clinical Education Settings. These markers are to be used on **every** image the student produces and are not to be used by another student or radiographer.

In the event that markers are lost, the student will not be able to attend clinical. Lost markers must be reported immediately to the Clinical Coordinator or Registrar and replacement markers should be ordered as soon as possible. Students who arrive at their clinical education setting without their markers will be sent home and the day will be *counted as one day of their personal time*. **Replacement costs are the responsibility of the student only and they must be turned back in upon graduation.**

Technique Books

Students are required to maintain a pocket-sized notebook for techniques. This book will serve as a reference for students while they are learning techniques. As techniques are used and deemed “good,” these techniques should be written in the book for future reference. Clinical instructors will be checking for the presence of the technique book. If the student does not have the book at the time of the clinical instructor’s inquiry, the student will be subject to disciplinary actions.

Books and Bags

Due to infection control policies in the clinical education settings, students are permitted to have only one book and one notebook in the clinical setting. Backpacks, briefcases and other bags are not permitted in the clinical education setting or must be stored in locked cabinetry outside of patient care areas. This policy will be strictly enforced. Disciplinary action will follow if rule is not followed.

Policy: 2011; 01/13, 01/16; 01/17

Venipuncture

Venipuncture is a procedure commonly performed at the Clinical Education Setting. Students enrolled in Clinical Radiography courses are permitted, under supervision*, to perform venipuncture and/or injections on patients. This practice is required as a clinical patient care competency. Students will be required to obtain **two** competencies in venipuncture on patients with venipuncture orders while in their required CT, MRI, or Fluoroscopy rotations within their 2 year clinical experience. The venipuncture competency forms are located in Trajecsys. Students are given the theory of venipuncture in lecture and the opportunity to practice venipuncture on patient simulators in a controlled lab situation. Students are *not* allowed to perform the competency until after the theory and practice sessions have been completed successfully. If the student is not performing the venipuncture, they should assist by setting up for the procedure and handing supplies to the qualified individual performing the injection. Student should NOT perform on each other or on Technologists.

*Supervision of students must be by an ARRT registered radiographer, a licensed RN, or licensed MD approved to perform venipuncture by the CES. The supervisor **must** be present in the room during the procedure.

Incident Reporting

All incidents or unusual occurrences in the clinical setting must be reported in writing to the Clinical Coordinator within 24 hours. Any Misadministration of Radiation or medical event resulting in exposure of radiation to the patient in excess or unnecessarily must be report to the Program Director or Clinical Coordinator immediately or within the clinical day; as well as being the responsibility of the Technologist to report it to their facilities administration personnel for DEQ reporting to meet the 24 hours requirement. Whether these incidents involve the student, patient, or any other person, it is the program and CES facilities requirement to document **ALL INCIDENTS**. Students involved in the incident will be held responsible for notifying the Clinical Coordinator and Clinical Education Setting Lead Technologist/Clinical Instructor or Manager at the site. The clinical instructor at the clinical site needs to complete an incident report and file it according to their policy and forward a copy to the clinical coordinator and to the CES manager or supervisor for further action as they deem necessary. The SORT program is not responsible for any disciplinary action or protocol steps taken by the CES administration or department supervisors toward the Technologist(s) involved, as we are not responsible for maintaining DEQ or other state and federal patient safety or radiation protection standards for the facility, only those of our JRCERT and ARRT requirements through contract or accreditation. Actions taken by the program clinical staff or program administration is done so to remain in compliance and to protect the best interest of our patients, program, and students. Please use ***Incident Reporting Form*** for all events. These forms will stay on file in the SORT. See Updated Incident Reporting Policy for details.

Breaks

Students enrolled in Clinical Education courses will be permitted to leave their assigned areas for lunch at the discretion of the Clinical Instructor or Supervising Technologist. When appropriate, lunch or dinner breaks will be limited to 45 minutes maximum unless otherwise approved by the Clinical Coordinator or Program Director. Lunch should be taken between 11:00 A.M. — 1:00 P.M. In many of the clinical education settings, lunches have been assigned. If this is the case, students are to make every effort to adhere to the assigned schedule. Students are not allowed to take lunch later in the day to keep from returning to the clinical setting. Students should not wait to take lunch with others, students or guests or friends that work at the facility, to go to lunch. Student should be taking lunch break when the technologist that they are assigned to is taking lunch. Disciplinary action will follow if students do not adhere to this policy.

The time scheduled for clinical experiences for student technologists in the SORT Program is important to the completeness of the training and experiences. To ensure students receive this required training and experience, students are required to remain in their assigned areas during

clinical rotations. Students are encouraged to utilize “down-time” during the off-peak hours to study, review, practice, etc.

This policy applies to students at all Clinical Education Sites. Permission from supervising technologists does not excuse students from violation of this policy. Violation of this policy will result in:

1. A written warning and loss of Professional Responsibility points for the first offense; the student will not be awarded time acquired for clinic for the day of the instance in question (unexcused absence; professional responsibility deductions apply).
2. Dismissal from the program for the second offense. There is no appeal for this action.

Revd 01/22

Telephones and Computers

Personal telephone calls are not allowed while in the CES. No one will be called from a class or clinical assignment except in an emergency. No one will make personal calls except on breaks, lunch, or dinner and then the call must be from a pay phone or cellular phone outside of the clinic facility or a designated break room, not from department phones.

Cell telephones and smart watches are prohibited in the classroom and the clinical site under the digital device policy. Cellular phones must be turned off when in these locations. Students are not permitted to make or receive text messages while in the classroom or clinical setting. Students will be required to leave phones in a designated area during class & clinic rotations. Phones are not to be used as “time” devices; students are advised to purchase a watch for keeping time. No smart watches in the clinical setting and classroom will be allowed either.

Students using phones for personal use (talking, texting, etc.) will not be awarded time acquired for clinic for the day of the instance in question (unexcused absence; professional responsibility deductions apply). This policy will be strictly enforced.

Computer Use - Clinic

Most Clinical Education Settings restrict student access to information contained within any of the RIS/HIS networks and/or computers. Student access to the internet is required for the Trajecys System; however, computer/internet use is limited to this system. Under no circumstances should computers be used to visit internet sites other than the Trajecys System. Students “surfing” the internet will not be awarded time acquired for clinic for the day of the instance in question (unexcused absence; professional responsibility deductions apply), and are subject to dismissal from the program. In addition, designated computers must be used to access Trajecys; this information will be decided by the CES Clinical Instructor(s). Computer access is also allowed when access is required to “complete” or “release” the examination and the associated paperwork, or obtain information specific to the BRGMC SORT. Any misuse of this access is in direct violation

of this policy. Disciplinary action by the Program Faculty will follow if a student fails to adhere to this policy. Criminal charges may be raised in certain cases of HIPAA violations. If students question the appropriateness of computer use or access, the student should contact the Clinical Instructor at the CES for clarification.

Clocking In/Out

Clinical attendance will be completed through the Trajecsys System. Students are required to log-in to the system and clock in/out according to the requirements published in the Clinical Assignments section of this handbook. The system will permanently record student's times at Clinical Education sites (*verified by CES IP Address*), and these times will be used to determine professional responsibility requirements, minimum attendance, etc. All time records must be approved by the Clinical Coordinator. *Any student found guilty of clocking in or out for another student (or having anyone else do so) will be referred to the Dean of School of Nursing and Radiologic Technology for sanctions as stated for Academic Cheating and Plagiarism.*

Back-up System for Clocking In/Out

Only in the case of Trajecsys system failure or internet unavailability, students are required to clock in/out at clinic via the SORT main number (225-387-7024). Each student must say his/her first and last name, and the clinical site at which the student is present. Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic.

See the *Digital Device Usage Policy* for more details. 01/22

Student Employment

Students must exercise judgment in the number of hours of employment that they seek outside of the clinical and didactic requirements of the program. **Work schedules must not conflict with the program curriculum** (clinical and didactic courses). Students must never receive monetary compensation for work done in the Radiology Department **during their assigned clinical education rotations**. Please be advised, if a student is employed in a radiology department, you are not allowed to take an exposure when you are on the clock- it is strictly prohibited. This could prohibit you from being able to take the national registry or obtain a state license.

Radiologic Procedures

Students are not allowed to have complimentary radiologic procedures performed on them during clinical time, unless admitted as a patient. Also, students are not allowed to perform radiological procedures on staff, unless admitted as a patient. Radiologic exams are not to be performed without a physician's order. Even though ultrasound and magnetic resonance imaging are nonionizing radiation, these are not allowed.

Any violation of the above will result in disciplinary action and/or dismissal by the program faculty.

ARRT National Registry

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

The ARRT examination is offered any day after your graduation. You will need to make an appointment to take the examination at your convenience. As a Baton Rouge General Medical Center Radiologic Technology graduate, it is suggested that you take the examination as soon as you graduate, within two months of your graduation. Examination dates will be scheduled on an individual basis.

The Baton Rouge General Medical Center School of Radiologic Technology hereby disclaims any warranty that graduation from the radiography program guarantees that the student will pass any specific examinations for any course, degree, or occupational license.

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:

ARRT

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

www.arrt.org

Louisiana State Licensure

To work as a registered radiologic technologist in a hospital located within Louisiana, you are required to hold a valid license granted by the state. Successful completion of the American Registry of Radiologic Technologists' (ARRT) examination in radiography and payment of a licensure fee will enable you to work at a hospital in the state. From the time you graduate from the program until your registry results are sent to the Louisiana State Radiology Technology Board of Education (LSRTBE), you will be able to work under a temporary permit. The temporary permits are issued one time and one time only.

An unsuccessful attempt of the American Registry of Radiologic Technologists examination may cancel any temporary permit issued by the LSRTBE; therefore, you will not be able to work at a hospital in the state until a passing score on the ARRT exam is reported to the LSRTBE. Students engaged in radiologic procedures from a Board-approved school are exempt from the licensure law while at the Clinical Education Setting (CES) for clinical radiography courses. Students may not perform radiologic procedures at the CES any other time than the scheduled clinical time.

Professional Societies

Many organizations play key roles in the professional lives of radiologic technologists. Upon acceptance to the Radiologic Technology Program, each student becomes a member of the Association of Radiologic Technology Students referred to as ARTS. The purpose of this organization is to encourage early involvement in professional organizations, promote a professional attitude within the clinical setting, facilitate effective communication between administration, faculty, and student organizations, and to orient, introduce, and promote the Radiologic Sciences major and the professional aspects of the career. The President of each class is invited to attend the Radiologic Technology Faculty meetings to provide the faculty with suggestions and concerns the students have in regard to the policies and procedures of the Radiologic Technology Program.

The state society is the Louisiana Society of Radiologic Technologists (LSRT). All clinical students are required to join the LSRT. The LSRT conducts two educational meetings per year. The national society is the American Society of Radiologic Technologists (ASRT). Student membership is available in both organizations at a reduced rate. For more membership information, see the Program Director.

Student Attendance at Radiologic Sciences Functions & Meetings

Students enrolled in the Radiologic Technology Program at the Baton Rouge General are required to attend any mandatory function or meeting related to radiography. The students are required to participate in professional annual meetings; this includes the *Mid-Winter Seminar* and *Annual Meeting* of the Louisiana Society of Radiologic Technologists. The students will assume all responsibilities regarding personal conduct, transportation, and expenses at all required functions and meetings. Students are also required to attend the annual Radiologic Technology pinning ceremony and graduation. Unfortunately, there are point deductions for not fully participating or attending parts or the entire registered professional development activity. A professional development project may be chosen in place of attending an event out of town for professional development. See Program Director for details. Each of the 2 professional development activities are worth 100 points and grades will be added to the Professional Involvement and Development

section of the Clinical Grade. For the Mid-Winter Seminar and the Annual Meeting, students are required to attend the student program, including lectures, student bee, quiz bowl, Student Council meeting, banquet, and other functions deemed mandatory by the Radiologic Technology faculty. Both meetings require attendance through Saturday. A portion of the student's course grade (and one of the course credit hours is designated toward) in their summer clinical courses comes from their successful completion of a professional development research project for the LSRT Competition of the Scientific Essay or Scientific Exhibit. There are special parameters to the project and will be graded by SORT faculty for a score for the clinical course and will be required to be submitted appropriately as required by the LSRT for completion of the project requirements. Additional placing in competition may result in bonus points for the student on the course project so excellent research and preparation of this professional development project during the summer is well worth the time and effort.

Students are allowed to wear the class t-shirt on the first day of each conference. On the following days, students are expected to dress nicely, as you would for church or any professional function. Blue jeans are not permissible. Students are expected to behave in a professional manner while at any Radiologic Science function. Remember, you are representing the Baton Rouge General Medical Center and the School of Radiologic Technology.

Course Grade Meetings Expectations

All students will have access to their course grades from Day 1 of the semester to the day before Final Exams Week, then again after Final course grades are posted to transcripts. This continual access is allowed to the IGrade system by the course faculty for complete transparency in course progress at any time throughout the semester in each course for every student. As the grades are weighted as described in each syllabus, the fluctuation of the final course grade will shift each and every time any assessment grade is added to the system. The faculty will be responsible for annotating grades within the system after being scored on assessments or taken as a part of the course within 1 calendar week of the assessment. Faculty should not be contacted to be asked to add them in sooner or what effects will be had to the individual course grade of any student for any assessment that has not yet been added to the course gradebook.

Furthermore, faculty will make every effort to make annotations for deductions in course attendance or participation scores to ensure the student's record is clearly marked for the deductions made. Students may make appointments via email request to meet with the faculty during their office hours only to discuss their course grade or individual assessment grades at any time during the semester *prior* to the start of final exams week. It is the requirement of the program for all students that are not passing the course with a "C" or better (minimum grade required to pass the course) or with grades in courses that will negatively impact the students

cumulative GPA minimum of a 2.50 requirement to meeting with the course faculty at the course's midterm and within 1 week prior to the academic withdrawal date to discuss the changes needed or performance minimums required for the student to be successful in the course or within the cumulative GPA requirement collectively for the program to progress to the subsequent semester. Failure to schedule these meetings appropriately with the course faculty will be annotated by the course faculty and placed in the student's file. Any and all course grade meetings will be recorded on a Counseling Form/Incident Reporting Form/Disciplinary Action Form (as needed) by the Faculty of each course and placed in the student's file as a record of the meeting and what was discussed. All course grade meetings must be scheduled via email for times during the faculty members office hours in advance.

Program's Expectations for Failed Unit Exam, Simulation, or Competency

Unit Exams, Course Practicals/Simulations, and Clinical Competencies are major sections of any course's final course grade. In each and every course throughout the program, the student's successful performance of these heavily weighted portions of the final course grade is essential to the success of the student within each course, earning the passing course grade of "C" or better, and earning the grades necessary to maintain the 2.50 cum GPA average to progress to the subsequent semester or to graduation. To ensure that the student is aware of what they are struggling with, scoring low on, missed on the assessment, or the opportunity to address the low score that will negatively impact the student's course success, the student is required to make an appointment with the course faculty or assigned clinical representative to review these failing scores.

Failing scores are determined to be fails on competencies in the clinical setting and all unit exams, practicals, or simulations of scores below an 80%. This will be the responsibility of the student and should be completed within 2 calendar weeks of the failure. All meetings should be requested by email in advance for times that are within the office hours of the corresponding course faculty member only. All meetings will be recorded on the counseling/clinical/incident reporting form of what was discussed within the meeting for the student's file as documentation. Failure to do so will be annotated on the same form type of the corresponding course and placed in the student's master file as documentation. This must be completed within 2 weeks.

Clinical Research and Oral Exams

Foundation

According to the Joint Review Committee of Education in Radiologic Technology's *Standards for an Accredited Educational Program*, educational programs must develop an assessment plan and measure students' clinical competence, critical thinking skills, problem-solving skills, communication skills, and professional development. (JRCERT, 2001). One method of correlating didactic education and clinical education is through the use of clinical research, clinical goals, and Oral Exams.

Format / Content

The contents or materials compiled in the Clinical Research are designed so that each student can demonstrate completion of established objectives along with evidence of other activities in which the student was involved. For each clinical course, all materials should be composed in Microsoft Word® and submitted electronically to the assigned SORT Faculty. All images must be inserted into the Word document as well, in .jpeg format. Formatting must include Times New Roman font style, 12 pt font (content text), and 1 inch margins. The research paper should include items required by the clinical syllabus as stated each semester. See Clinical Instructor or Coordinator for more details.

Research Semester Content Specifications

Follow the guidelines below to ensure your research and orals are complete. Due to the breadth of this assignment, do not wait until the end of the semester to compile your research. Do it throughout the semester, otherwise you will be overwhelmed!! Know what exams you will need to save so that they can be saved at the time the exam is completed.

Spring 2022-

Level 1- Patient Care Guided Topic Research Paper (6-8 pages total with 4-6 in content in APA)

Level 3*- Guided Topic Research Paper on *Effects of Technical Factors, Imaging Systems, and Radiation Protection Measures on Imaging Quality* (4-5 page total with 2-3 in content in APA) + Oral Exams (15 questions on cumulative educational content with additional Image Evaluation on Images from Spine, Headwork, or GI)

Summer 2022-

Level 1s*- Guided Topic Research Paper on *Effect of Patient Conditions of Age (Geriatric or Pediatric), Ability/Special Needs, BMI/Obesity, Abuse (Child or Elder) on Image Quality* (4-5 page total with 2-3 in content in APA) + Oral Exams (15 questions on cumulative educational

content with additional Image Evaluation on Images from Upper or Lower extremity and Bony Thorax)

*Level 3s**- Guided Topic Research Paper on ***Effects of Adaptive Imaging, Trauma Conditions of the Patient, or Importance of Critical Thinking skills on Imaging Quality*** (4-5 page total with 2-3 in content in APA) + Oral Exams (15 questions on cumulative educational content with additional Image Evaluation on Images from Trauma Projections, Specialty Imaging, or Adaptive Positioning Exams)

Fall 2022-

*Level 2**- Guided Topic Research Paper on ***Effects of Imaging Standards, Ethics, National and State Professional Organizations, Advocacy, Certification, or Continued Education on Imaging Quality*** (4-5 page total with 2-3 in content in APA) + Oral Exams (15 questions on cumulative educational content with additional Image Evaluation on Images from Spine, Headwork, or GI)

Level 4- Guided Topic Research Paper Case Study on a ***Selected Radiographic Pathology*** (4-5 page total with 2-3 in content in APA) + Oral Exams (15 questions on cumulative educational content with additional Image Evaluation on Images from Any Radiographic Exam type- Chest, Abdomen, Extremity, Bony Thorax, Spine, Headwork, contrast, Advanced/Trauma)

Final Research Submission:

The paper will have certain guidelines (completed in Word, saved as and sent as indicated in the clinical syllabus, use size 12pt Times new Roman, font styles only, and 1.0" margins on all sides) that should be followed but also gives some leeway for you to be creative and make the paper your own. All should be in APA format. Be sure to use correct terminology, labeling, grammar, spelling, and punctuation. The must include the following and must cover the required semester's topics:

1. **Cover page:** include name, course title, semester, CES for the semester, due date, and instructor's name.

#2-4 should be on 1 page

2. **Introduction Statements for the Research content**
3. **Methods for Research**
4. **Terms Defined in paragraph form**
5. **Body or Content of your research project- 2-3 pages in length required**
6. **Resources:** List all resources you used for this project. Include articles, books, websites or any other materials you used to develop your paper. You should also include any appendices here for demonstration of the topic.

All assessments should be emailed to the Instructor by the deadline. Projects that are late will be awarded a zero.

Oral Exams:

As a part of the grading process for the clinical semester, each student will also do an **Oral Exam** of the information related to that semester or prior learned content to the Clinical Instructors and Program Director on the dates scheduled at the end of the semester. Rubrics in the Clinical Syllabi will be used to grade each of these discussed in the above section. This Oral Exam will include 15 questions asked orally and will be required to be answered orally with correct responses. Each of the 15 questions are worth 2 points each- 2 full correct answer, 1 partial correct answer, 0 not correct answer or refusal to answer in the time allotted. Then the student will do Image Evaluation on images provided by the program and of the faculty member's choice. Image Eval will include the ability of the student to orally discuss and defend the correctness of the radiographic image in all parts (projection named, centering, IR size and orientation, marker placement, legality of the image, anatomy demonstrated or missing, pathologies seen, correct positioning or lack thereof, and other typically related eval expectation.). This second portion will make up the next 40 points. The Final 30 pts will come from the oral presentation ability of the student for the duration of the oral exams and image eval. Please see the rubric and the course syllabus for much more details. Students should treat this presentation as a *professional* presentation. Professional attire should be worn. Appropriate use of medical terminology is strongly encouraged. Thorough explanations of all aspects of the portfolio are expected; be advised that grading faculty will grade the presentation on the material presented and will not attempt to extract information from the student.

Students will also be asked to develop clinical goals and report them in a voiced-over power point at the end of each semester. These details will be listed in the clinical syllabus each semester.

Goals/Strengths/Weaknesses

Each student will reflect within themselves and determine 2 strengths and 2 weaknesses they possess individually. Each student will then be assigned 3 personal clinical goals for the semester by the Clinical Instructors. Revisions to each student's strengths and weaknesses are inevitable and should be considered when reviewing the deadline.

G/S/W Presentation and PPT

As a part of the grading process for the G/S/W Assessment, each student will do an Oral Presentation of the information to voiced-over the PPT created. Each student will have an allotted time frame to present their G/S/W reflection information. The presentation should be a summary of what is included in the student's G/S/W assessment. This assignment should be completed per the course syllabus.



Baton Rouge General
A Community of Caring

SCHOOL OF RADIOLOGIC TECHNOLOGY FORMS

Below are the forms that should be used for issues mentioned within the Student Policy Handbook:

- **Clinical Digital Device Usage Policy Digital**
- **Declaration of Pregnancy**
- **Course Grade Appeal Form**
- **Acknowledge, Receipt, and Understanding Signature Page for Handbook***
- **Academic Honesty Attestation Signature Page***
- **Academic Advising Signature Page***
- **Non-Sanctioned Technology or Course Content Use Attestation Signature Page***
- **Consent for Information Release***
- **Radiation Dosimeter Report Request Form**
- **Excessive Exposure Readings***
- **Understanding of Pregnancy History and Shielding/Radiation Protection Policy***
- **Understanding of Supervision and Repeat Procedures***
- **Formal Counseling- Incident Reporting Form**
- **Clinical Unsatisfactory Form**
- **Remedial Action Form**
- **Clinical Competency Counseling Form**

Other forms used and not included herein will be located on the Trajecsys Clinical Reporting System or given in each Clinical or Course Syllabi as needed for that course.

****These forms will be completed by each student following the orientation on the first day of the semester. Once signed on a hard copy, the original will be scanned and emailed to the student for their records. The Program Director will keep the original and digital version on record.***



Baton Rouge General Medical Center School of Radiologic Technology

Course Grade Appeal Form

Student Name: _____ Date Requesting Appeal: _____

Course Name: _____ Course Instructor(s): _____

Have you reviewed the Appeal process and associated information within the Student Handbook? _____

Have you reviewed your Course Final Grade with the instructor prior to this submission for appeal? _____

Have you completed the necessary course instructor requirements for the course outlined within the Course Syllabus document given to you at the beginning of the course? _____

If you have answered "no" to any of the 4 above questions, please explain: _____

Attach any supporting information to this form before submission to the SORT Program Director.

Reason For Course Grade Appeal	
Personal Comments Related to Appeal	
Actions Requested	

Student's Signature: _____ Date: _____

For Official Program Use Only:

Document Received by: _____ On: _____ Time: _____

Reviewed by Program Director: _____ On: _____ Time: _____

Appeal Granted: _____ Denied: _____ Letter Attached? _____ Yes _____ No

Notification to Student Sent On: _____ Via: (Check All Apply) _____ Email
_____ Mail



BRG- School of Radiologic Technology –Digital Device Usage Policy (ALL RADS Courses)

ALL RADS COURSES contain essential information regarding current clinical policies highlighted in *BRG SORT Student Handbook*. Please carefully read the following information and keep it with you when you are in class and clinic as a necessary reminder of the digital device use expectations. The current cell phone and other digital device usage concerns are outlined along with the disciplinary actions taken if the student violates program's policy.

Student: _____ Date: _____

Course(s): _____ Semester: _____

Digital Device Usage: Initial after reading as understanding and agreement:

_____ I understand the use of personal cell phones or smart watches is prohibited during class time and in clinical sites. This includes computers or other digital devices that are not being used for clinical or academic purposes as appropriate.

_____ I understand SORT students are not allowed to have cell phones or smart watches in school uniform pockets, lab coats, radiology department drawers/cabinets, and/or radiology department core areas. When in the classroom, these must be put completely away or in the designated place provided by SORT.

_____ I understand that- if for a family emergency- Students must wait until their lunch to use a personal cell phones/digital devices, and that use must take place outside of the above listed areas. Notify faculty if needed during a specific time during class and get approval ahead of time.

_____ I understand that cell phones or smart watches are not allowed to be used to clock-in or clock-out of **Trajecsys** for clinical rotations or used as access for or to complete any clinical documentation.

_____ I understand the usage of cell phones or other digital devices to operate Trajecsys when clocking in and/or clocking out is considered **Falsifying** clinical documents- which will result in disciplinary action up to and may include dismissal from the program.

_____ I understand that using a personal phone or computer or other digital device to record or openly discuss or document clinical incidents, patient conditions, course content, meetings with faculty or peers, graded simulations, practicals, or other clinical competencies, or other protected information and its' use in violation of any HIPAA or FERPA compliance (*other than for allowed educational purposes or required by incident reporting guidelines of the faculty*) will result in immediate and direct disciplinary action, if not program dismissal. This includes personal profiles of social media, emails, group messages, text messaging as it relates to **ANY** portion of the Program, Faculty, Clinical Education settings, or patients. Participation in such whether active or passive is the same violation- we strongly suggest caution and being vocal about what is and is not appropriate.

_____ I understand that by violating the digital device policies stated above and *BRG SORT Program Handbook* that I _____ will be subjected to disciplinary actions.

Disciplinary Actions: (any violation will include one or more of the following: Continued violations will warrant escalated disciplinary action by the Program Director up to and include Dismissal for Cause):

1. **Disciplinary Action Form** – Verbal or Written warning- resulting in point deduction and counseling. Incident recorded in Student’s Clinical File.
2. **Professional Responsibility Reduction of 10 points-** This reduces student’s grade by 5%-6% resulting in a letter grade drop which can lead to Academic Probation or Non-progression. May result as progression from Second Offense from Verbal or Written warning; or as a Single Stand-alone incident.
3. **Clinical Unsatisfactory-** This action can result in removal from the clinical environment, possible dismissal of the student from the Clinical semester or the SORT Program, or further referral to the Dean for action by the program administration and BRG Medical Center Human Resources and/or Security Team.

Acknowledgement & Agreement Statement

I confirm that I have read, understand, and agree to the above program policy for ALL RADS COURSES- Digital Device Usage”.

(Student’s Signature)

(Date)

(Clinical Coordinator’s Signature)

(Date)

(Program Director’s Signature)

(Date)

Reviewed: 01/18, 01/19, 01/20, 01/21, 01/22; Revised: 01/21, 01/22

Declaration of Pregnancy Form

***Baton Rouge General Medical Center
School of Radiologic Technology***

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant.

The estimated date of conception is (*month and year only*) _____.

- I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (500mr or 5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this form).
- I understand that meeting the lower dose limit may require a change in clinical assignment or assignment responsibilities during my pregnancy.
- I understand the responsibilities as stated in the "Pregnancy Policy – Students" of this handbook.
- I have been advised of radiation protection measures and have received a copy of the most recent NRC regulatory guide 8.13 (Instruction Concerning Prenatal Radiation Exposure) and regulatory guide 8.36 (Radiation Dose to the Embryo/Fetus).
- I agree to abide by the regulations and policy set forth concerning pregnancy and radiation safety.
- I also understand that I may undeclared my pregnancy at any time and must notify the appropriate personnel in writing.

Student (print)	Student Signature	Date
-----------------	-------------------	------

Clinical Coordinator (print)	Clinical Coordinator Signature	Date
------------------------------	--------------------------------	------

Radiation Safety Officer (print)	RSO Signature	Date
----------------------------------	---------------	------

Program Director (print)	Program Director's Signature	Date
--------------------------	------------------------------	------



Acknowledgement of Receipt and Understanding of the Radiologic Sciences Program Handbook

My signature below indicates that I have received, read, and understand the Program Handbook for the Radiologic Technology Program at the Baton Rouge General Medical Center. I agree to abide by the policies and procedures outlined in this handbook. I understand I am responsible for adhering to these policies and procedures from this point forward. I understand that I will be provided with any updated versions of the Program Handbook as they become available either in print or digitally. I understand and agree that failure to adhere to any policies and procedures or expectations within this work is a violation of my admissions, acceptance, and progression within the program and that disciplinary actions up to but could include Program Dismissal.

Student Printed Name: _____

Student Signature: _____ *Date:* _____



Academic Honesty Attestation Statement

I understand that The Baton Rouge General Medical Center and the School of Nursing and The School of Radiologic Technology have academic honor codes, student codes of standards for professional practice, and clearly defined and delineated expectations contained within the course expectations, the Program Manual, the Program Handbook, and within each and every Clinical Education Setting. The academic work, performance, interpersonal interactions, and all other actions by myself as a professional program student are to meet and exceed the expressed standards of this program. I agree that any and all work I submit, perform, or allow others to observe/grade me performing will be my own and I will not receive any unauthorized assistance, use of any non-sanctioned materials, or provide or receive any content or help for any and all RADS professional program courses for any and all work I submit for this program. I understand that and agree that failure to adhere to this standard of expectation is a violation of my admissions, acceptance, and progression within the program and that disciplinary actions up to but could include Program Dismissal.

Student Printed Name: _____

Student Signature: _____ *Date:* _____



Use of Non-Sanctioned Resources and Course Content Materials Acknowledgement & Signature Form

All assignments are designed for you to work on your own, unless otherwise stated. Grades reflect work you have completed individually. Other than those specified by the course instructor, assignments shall not be completed in a group, sharing answers- any method, copying or completing assignments for others. All tests are timed and designed for you to complete individually. Cheating will result in receiving a failing grade and additional disciplinary action. Use of ANY non-sanctioned course or textbook resource that violates the ethical standards, honor code, or academic integrity of any course within the BRG SORT Program will result in immediate disciplinary action of the student(s) by the Program Director or the Dean, and will involve dismissal for cause and subsequent reporting to the ARRT as such an infraction is a violation of the eligibility of the ARRT Registry Testing for which the Program Director must legally attest to upon program completion for any student. This includes the use of test banks, course quizlets, or other mass or individually created banks or databases with copyrighted course content. The use of these dishonorably, unethically, and artificially reflects course assessment scores that were not earned legitimately by the student in any course completed within the program. These actions are serious and have lasting effects that will affect the student's ability to complete any program successfully within Radiologic Technology as it affects the student's eligibility to sit for the ARRT Registry for national certification. My signature below indicates that I have received, read, and understand the above statements for the Radiologic Technology Program at the Baton Rouge General Medical Center. I agree to abide by the policies and procedures outlined herein.

Student Printed Name: _____

Student Signature: _____ Date: _____



Student Digital Gradebook Access and Student Minimum Performance Standards for Progression Acknowledgement and Signature Form

Students must complete all professional program courses with C or better AND Cumulative GPA of 2.50 or better to progress to subsequent semesters. All course grades will be accessible through the IGrade online gradebook system for each and every course from Day 1 of the course until the start of final exams, and then again after final course grades have been posted to transcripts. Entries into this real-time system throughout the semester will cause the course grade to fluctuate continually as each score is entered into the system. Course grades are weighted and each entry of the assessment, depending on the weight of the content category, may drastically or minimally affect the overall course grade. Accessing and review of course grades using IGrade should not be done during other courses in progress or will not be used as an appropriate reason for missing any courses content or assigned days because of information viewed on the student's IGrade account. My signature below indicates that I have received, read, and understand the above statements for the Radiologic Technology Program at the Baton Rouge General Medical Center. I agree to abide by the policies and procedures outlined herein.

Student Printed Name: _____

Student Signature: _____ Date: _____



Course Academic Withdrawal/ Academic Drop Date Acknowledgement and Signature Form

Each course throughout the program is designed to ensure the student can meet the minimum entry level profession's expectation and successful foundations for the post-graduation national certification exam. Success as a "C" or better and maintaining the minimum cumulative of a 2.50 is essential for any student to be able to progress within this program. Failure to do so at any point in the curriculum by the student's course, lab, or clinical performance will result in non-progression of any student to the subsequent semester. The failing grade will remain a permanent part of the student's official transcript as the course was completed with that earned course grade. The student may choose to withdraw from the course at any point prior to the official withdrawal date in any semester within the SORT program. This action will place a "W" on the student's official transcript for the course and the student will need to repeat that course upon the next time it is offered in the program's schedule. The non-progression and readmissions requirement result is the same, but the effect on the student's overall cumulative GPA within the program will differ. The "W" will keep the cumulative GPA from reflecting a grade that will lower the overall student's average. The choice to withdraw and take the "W" for the course OR to continue in the course and get the final course grade that the student has earned for the duration of the course is solely made by the student. Each and every student has continual access to their grades through the IGrade online gradebook from Day 1 to the first day of Final Exams, and then again once the course final grades have been posted. The student also has the ability to meet with the course instructor to discuss the current standing of the student's grades prior to the "w" date. The student also has the ability to meet with their assigned academic advisor prior to the "w" date each semester to discuss their options. This is the responsibility of the student in all cases as it is their course success and a decision that only the student can choose for themselves. My signature below indicates that I have received, read, and understand the above statements for the Radiologic Technology Program at the Baton Rouge General Medical Center. I agree to abide by the policies and procedures outlined herein.

Student Printed Name: _____

Student Signature: _____ *Date:* _____



Academic Advising Acknowledgment and Signature Form

As a part of the incoming changes implemented by BRG SORT administration and faculty with the new curriculum, the ARRT registry content specs for 2022, and the program standards, each student will be assigned to the BRG SORT academic advisor as listed below and they will have this individual as an advocate for their success in study habits, course and semester grade review, issues with academic struggles in clinicals, and advisement for withdrawal status prior to the official drop date of the semester. Advising sessions will be held with the student and advisor only unless another course faculty is requested by the student or advisor and all sessions will require the completion of the **BRG SORT Counseling Form** to be completed and signed on each meeting. All meetings will be scheduled by email only and set up through an appointment time agreed upon by the advisor and student within the faculty's office hours. It is advised for the student to meet with their faculty advisor at midterm, as needed for the above-mentioned academic issues, and if at or below a failing grade 1 week prior to the semester's drop date. The advisor will not be responsible for reaching out to the student for these needs, but they will be responsible for annotating whether or not the student did meet with them. They will also be responsible for completing the forms and filing them with the student's Master File for continued progress documentation, suggestions given for success, and academic standings discussed with them prior to failing grade ending for that semester. Assignments will be made at the beginning of each semester that a student is in the professional program. My signature below indicates that I have received, read, and understand the above statements for the Radiologic Technology Program at the Baton Rouge General Medical Center. I agree to abide by the policies and procedures outlined herein.

Student Printed Name: _____

Student Signature: _____ Date: _____

My Assigned Academic Advisor for semester is: _____

This information was sent in email to me at the start of the semester.

Academic Advisor's Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____



Course Grade Meetings Expectations Acknowledgment and Signature Form

All students will have access to their course grades from Day 1 of the semester to the day before Final Exams Week, then again after Final course grades are posted to transcripts. This continual access is allowed to the IGrade system by the course faculty for complete transparency in course progress at any time throughout the semester in each course for every student. As the grades are weighted as described in each syllabus, the fluctuation of the final course grade will shift each and every time any assessment grade is added to the system. The faculty will be responsible for annotating grades within the system after being scored on assessments or taken as a part of the course within 1 calendar week of the assessment. Faculty should not be contacted to be asked to add them in sooner or what effects will be had to the individual course grade of any student for any assessment that has not yet been added to the course gradebook. Furthermore, faculty will make every effort to make annotations for deductions in course attendance or participation scores to ensure the student's record is clearly marked for the deductions made. Students may make appointments via email request to meet with the faculty during their office hours only to discuss their course grade or individual assessment grades at any time during the semester prior to the start of final exams week. It is the requirement of the program for all students that are not passing the course with a "C" or better (minimum grade required to pass the course) or with grades in courses that will negatively impact the students cumulative GPA minimum of a 2.50 requirement to meeting with the course faculty at the course's midterm and within 1 week prior to the academic withdrawal date to discuss the changes needed or performance minimums required for the student to be successful in the course or within the cumulative GPA requirement collectively for the program to progress to the subsequent semester. Failure to schedule these meetings appropriately with the course faculty will be annotated by the course faculty and placed in the student's file. Any and all course grade meetings will be recorded on a Counseling Form/Incident Reporting Form/Disciplinary Action Form (as needed) by the Faculty of each course and placed in the student's file as a record of the meeting and what was discussed. All course grade meetings must be scheduled via email for times during the faculty members office hours in advance. My signature below indicates that I have received, read, and understand the above statements for the Radiologic Technology Program at the Baton Rouge General Medical Center. I agree to abide by the policies and procedures outlined herein.

Student Printed Name: _____

Student Signature: _____ Date: _____



Program's Expectations for Failed Unit Exam, Simulation, or Competency Acknowledgment and Signature Form

Unit Exams, Course Practicals/Simulations, and Clinical Competencies are major sections of any course's final course grade. In each and every course throughout the program, the student's successful performance of these heavily weighted portions of the final course grade is essential to the success of the student within each course, earning the passing course grade of "C" or better, and earning the grades necessary to maintain the 2.50 cum GPA average to progress to the subsequent semester or to graduation. To ensure that the student is aware of what they are struggling with, scoring low on, missed on the assessment, or the opportunity to address the low score that will negatively impact the student's course success, the student is required to make an appointment with the course faculty or assigned clinical representative to review these failing scores. Failing scores are determined to be fails on competencies in the clinical setting and all unit exams, practicals, or simulations of scores below an 80%. This will be the responsibility of the student and should be completed within 2 calendar weeks of the failure. All meetings should be requested by email in advance for times that are within the office hours of the corresponding course faculty member only. All meetings will be recorded on the counseling/clinical/incident reporting form of what was discussed within the meeting for the student's file as documentation. Failure to do so will be annotated on the same form type of the corresponding course and placed in the student's master file as documentation. This must be completed within 2 weeks. My signature below indicates that I have received, read, and understand the above statements for the Radiologic Technology Program at the Baton Rouge General Medical Center. I agree to abide by the policies and procedures outlined herein.

Student Printed Name: _____

Student Signature: _____ Date: _____

**Baton Rouge General Medical Center
School of Radiologic Technology
Consent for Release of Information**

I, _____, agree to allow Baton Rouge General Medical Center School of Radiologic Technology to release my health information and/or criminal background investigation to clinical agencies, as requested. I understand this information is confidential, will be kept secure at all times, and is shared with faculty only as appropriate. I further understand that refusal to sign this consent will result in the ability to participate in clinical courses.

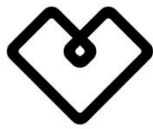
Student Signature

Date/Time

BRGMC SORT Representative

Date/Time

******This form will be completed by each student following the orientation on the first day of the semester. Once signed on a hard copy, the original will be scanned and emailed to the student for their records. The Program Director will keep the original and digital version on record.***



Baton Rouge General

A Community of Caring

To: Student Technologist
From: Melissa Soulier, Director of Diagnostic Services
CC: Jaclyn Peters, Program Director SORT
Date:
Re: Occupational Exposure Report Request

In accordance with hospital policy (IV-015 – Personnel Monitors), any employee who seeks employment/student status with the Baton Rouge General Medical Center will be requested to turn in a copy of his/her lifetime cumulative occupational exposure report.

I have not worked in another Imaging Department prior to my employment/student status with the Baton Rouge General Medical Center and do not have any other Occupation Exposure Reports.

Student Signature

Date

I have previously worked (or currently do work) in another Imaging Department where I was issued a Radiation Dosimeter. I understand that I am required to provide a copy of my lifetime cumulative occupation radiation exposure reports immediately.

Student Signature

Date

BATON ROUGE GENERAL

School of Radiologic Technology

EXCESSIVE EXPOSURE READINGS

DATE: _____ BIRTHDATE: _____

TO: _____ CES: _____

SSN: _____ / _____ / _____

The following are the results of your exposure readings for the months of _____. Please note that you have exceeded the exposure limit as set by Baton Rouge General School of Radiologic Technology. Whole Body _____ mRems (BRG SORT limits - 1250 mRems / quarter).

If you can think of any reason for exceeding Baton Rouge General School of Radiologic Technology's limits, please comment: _____

Student's Signature

Clinical Coordinator's Signature

Program Director's Signature

Understanding of Pregnancy History and Shielding Policy

Collimation & Shielding Policy

Proper Pre-exposure collimation of the xray beam and shielding of patients and personnel is required as stated by the ARRT Code of Ethics. Often radiation protection focuses on gonadal dose, but it is important to remember that radiation dose is cumulative, and that radiation protection must be applied to all persons regardless of reproductive age.

Therefore, students are instructed to properly and adequately preexposure collimate the primary beam, set correct and appropriate technical factors, and when available and prudent shield all patients, as long as shielding does not interfere with the area being imaged. Published guidelines for proper collimation, proper technical factor selection, and shielding patients and personnel in the area of radiation exposure can be found All required Program Textbooks and taught in courses.

In addition, regulations set forth by the SORT and/or the CES must be followed. Failure to comply with the listed guidelines results in:

1. A clinical unsatisfactory and a loss of 20 points from the Professional Responsibility section of the Clinical grade for the first offense.
2. Disciplinary action including *dismissal* from the program for the second offense.

There will be no exceptions to this policy and no appeal recourse for the involved student.

Patient Pregnancy Policy Statement

If a SORT student fails to acquire history related to potential pregnancy from the patient prior to any exposure of that patient to ionizing radiation:

1. A clinical unsatisfactory and loss of 20 points from the Professional Responsibility section of the Clinical grade for the first offense.
2. Disciplinary action including *dismissal* from the program for the second offense.

There will be no exceptions to this policy and no appeal recourse for the involved student.

As a Professional student in the School of Radiologic Technology at Baton Rouge General Medical Center, I have been given a detailed explanation of the Shielding and Pregnancy History Policy and has explained the importance and detailed consequences of these policies as listed in the Student Handbook.

I understand and agree to abide by these policies. Furthermore, I understand that not following these policies will result in a large deduction of points for the first offense which will result in a lowered or failed letter grade for clinical. I further understand that on the second offense of this policy, regardless of letter grade, I will be dismissed from the Professional School of Radiologic Technology program with no opportunity to appeal.

Student Name (printed)

Signature

Date

Program Director Signature

Date

Clinical Coordinator Signature

Date

Understanding of Supervision and Repeat Procedures

During the professional curriculum, the students are under supervision of an ARRT registered technologist. Once a student has successfully performed a specific competency evaluation, the student is under indirect supervision of a radiographer.

Direct Supervision

- Must occur for students **before** documented competency of any procedures.
- The clinical instructor or radiologic technologist will:
 - Review 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 instructor or radiologic technologist will:
 - Review, evaluate, and approve the procedure as indicated above and is immediately available to assist students regardless of student achievement.

When repeat exposures are necessary, a radiographer **must be present in the examining room**. It is the student's responsibility to ensure the proper clinical supervision prevails before performing a specific exam. To document that a radiographer was present during the repeat exposure, the student should use the Student Repeat Exposure form and have the technologist sign the form. This information should be available for Clinical Instructors to view while in the Clinical Educational Settings.

If a SORT student fails to abide by the supervision policy and repeat policy with any exposure of patient to ionizing radiation as explained in detail above:

1. A clinical unsatisfactory and loss of 20 points from the Professional Responsibility section of the Clinical grade for the first offense.
2. Disciplinary action including *dismissal* from the program for the second offense.

There will be no exceptions to this policy and no appeal recourse for the involved student.

As a Professional student in the School of Radiologic Technology at Baton Rouge General Medical Center, I have been given a detailed explanation of the Supervision and Repeat Policy and been explained the importance and detailed consequences of these policies as listed in the Student Handbook.

I understand and agree to abide by these policies. Furthermore, I understand that not following these policies will result in a large deduction of points for the first offense which will likely result lowered or failed letter grade for clinical. I further understand that on the second offense of this policy, regardless of letter grade, I will be dismissed from the Professional School of Radiologic Technology program with no opportunity to appeal.

Student Name (printed)

Signature

Date

Program Director Signature

Date

Clinical Coordinator Signature

Date

Baton Rouge General School of Radiologic Technology
Formal Counseling – Clinical Unsatisfactory Performance

Student's Name

Faculty Name/Course Number

____/____/____

Date

There are expectations of our students to fulfill the learning objectives of the course in the safe care of our patients. These exist in the categories indicated related to patient care and to professional behavior.

INDIVIDUALIZATION
 COMMUNICATION

CLINICAL PROCESS
 TEACHING/LEARNING

SAFETY
 COLLABORATION

ETHICAL-LEGAL

Description of Problem or Situation:

Required Expectations For Future Performance/Behavior:

Consequences of Failure to Meet Expectations:

Student Comments:

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Baton Rouge General
School of Radiologic Technology

Clinical Unsatisfactory Form

NAME: _____ DATE: _____

CES: _____ DATE OF INCIDENT: _____

Disciplinary Action:

Verbal Warning _____ Probation _____ Days Dismissed _____
Written Warning _____ Suspended _____ Days

Nature of Incident	
Comments	
Suggested Area for Improvement	

Clinical Coordinator's Signature

Student's Signature

Clinical Instructor's Signature

Program Director's Signature

Date Completed

1

¹ Revised Oct. 2011

**Baton Rouge General
Radiologic Technology School
REMEDIAL ACTION FORM**

Name _____ Date _____

Examination _____

Instructor making assignment _____

RADIOGRAPHIC PROCEDURE ERROR

TECHNICAL ERROR

Student's Signature

Remedial Completed; Clinical Instructor/Clinical Coordinator

Baton Rouge General
School of Radiologic Technology

Clinical Competency Counseling Form

CES: _____ Date(s) of Incident: _____

Student in need of counseling: _____

Counseling Reason: _____

Nature of Incident	
Comments	
Actions Needed/Taken by SORT Faculty or Staff	

SORT Clinical Coordinator Signature

Date

SORT Clinical Instructor Signature

Student's Signature



Incident Reporting Acknowledgment Form

All accidents, unusual occurrences, or misadministration of radiation in the clinical setting whether harm was caused or not must be reported to the Clinical Coordinator. Whether these accidents involve the student, patient, or any other person, all must be documented. The Incident Reporting form (located in the Forms section of this Handbook) can be used for documentation purposes. Students involved in the incident will be held responsible for notifying their clinical coordinator, clinical instructor, and chief technologist at the site. If the clinical instructor reports with their CES through an online system, we will ask to be kept informed of the incident progress. If the clinical instructor reports through a paper-based system, copies should be sent for all student-involved incidents.

Accidents or unusual occurrences include but are not limited to:

- Patient Falls
- Needle sticks
- Contrast/Medication errors
- Patient Abuse (battery or assault)
- Gross post collimation
- Incorrect marking
- Patient Complaint
- Student holding/exposure
- Injury to student in clinical setting
- Near misses

Students that fail to report accidents or unusual occurrences to their clinical coordinator or clinical instructor on or before the following school day will lose 10 points from their “Professional Responsibility” section of their clinical grade.

If the accident or unusual occurrence is reported in a timely manner, no points will be deducted unless the student is found to be at fault for accident or occurrence.

If the student is found to be at fault, the consequences will range from points deducted from “Professional Responsibility” in their clinical grade to dismissal from the program depending on the severity and intent of the infraction.

DEQ’s Rules and Regulations (Title 33, Part XV Radiation Protection, Chapter 6, Section 613, Part A, Page 184) under “Notifications, Reports, and Records of Medical Events” states:

“A registrant shall report any medical event, except for an event that results from patient intervention, in which the administration of radiation involves the wrong patient, a procedure other than that which was authorized by the licensed practitioner of the healing arts, or a body site different from that which was authorized and intended to be exposed by the authorized x-ray procedure.”

Misadministration of radiation includes but is not limited to:

- Imaging of the wrong part
- Imaging of the wrong patient
- Any incident of excessive radiation or unnecessary radiation exposure

DEQ requires that these events are reported in a timely manner. Citations and fines are given to sites that do not report the misadministration of radiation within 24 hours of the occurrence.

If the student reports the event within 24 hours of the incident, the student will only lose 5 points from the “Professional Responsibility” section of their clinical grade.

If the student reports the event more than 24 hours after the incident but before 3 days, the student will lose 20 points from the “Professional Responsibility” section of their clinical grade.

If the student does not report the event, the student may be dismissed from the program for breach of ethical standards.

Your signature below indicates that you understand the following changes to the policy of incident reporting, understand the standards, and understand the consequences for not abiding by this policy.

Student Name (printed)	Signature	Date
------------------------	-----------	------

Program Director Signature	Date	Clinical Coordinator Signature	Date
----------------------------	------	--------------------------------	------

BATON ROUGE GENERAL SCHOOL OF RADIOLOGIC TECHNOLOGY



ASSOCIATE DEGREE REQUIREMENT FORM

I, _____,
Print your full Name

understand the ARRT (American Registry of Radiologic Technologists) requirements and documentations of completion of an Associate's Degree in addition to documentation of successful completion of Baton Rouge General School of Radiologic Technology Professional Certificate Program, in order to be eligible for National ARRT Registry/Certification testing.

As a member of the SORT Class of 2024, I hereby acknowledge the following:

_____ I, hold a minimum of an Associate's degree from, _____,
(Accredited Institution) received, the _____ (day) of _____ (month),
_____ (year).

A copy must be presented to School of Radiologic Technology prior to January 14, 2023.

_____ I, agree to enter the SORT professional program without an Associate's degree or higher and agree to complete the required additional courses with Northwestern State University, utilizing the articulation agreement in place during my two (2) year certification program with BR General SORT.

_____ I, agree to enter the SORT professional program without an Associate's degree or higher and agree to complete the required additional courses with _____, (Accredited Institution),
obtaining the required minimum of an Associated Degree, prior to **August 1, 2024**, during my two (2) year certification program with BR General SORT.

Graduates qualify for examination through the American Registry of Radiologic Technologists (ARRT) and are also eligible to apply for a Radiologic Technology License through the Louisiana State Radiologic Technology Board of Examiners.

SORT Students plan or desire to complete Associate Degree requirement must be signed by student and on record with registrar before January 14, 2023. SORT graduation is contingent on Associate Degree completion on or before August 2024.

Student Full Name

Date

Student Signature

SORT Registrar