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

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

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

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

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

Sincerely,

Christopher Wertz, MSRS, R.T.(R)(ARRT)
Program Director
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Teton Radiology Madison

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Rexburg, ID 83440-0310
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MSI
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Nell J Redfield Memorial Hospital
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Pocatello, ID 83201
   Heath Applington, BSRS, R.T.(R)(ARRT), Chief Technologist

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Rexburg, Idaho 83440
   Judy Matthews, Supervisor
ACCREDITATION

Idaho State University is fully accredited by the Northwest Commission on College and Universities (NWCCU). The program is programmatically accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, phone number 312-704-5300, mail@jrcert.org, http://www.jrcert.org.

OVERVIEW

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

PHILOSOPHY

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

MISSION

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

VISION

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

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

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

GOAL AREAS

PROGRAM GOALS/OUTCOMES

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

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

CERTIFICATION

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

DEGREE PROGRAMS

The Radiographic Science program at Idaho State University offers a Bachelor’s degree.

The Bachelor of Science degree is a four-year curriculum. During the first two years the student takes general education, basic science, and business courses at the university. During the two professional years, the student studies and practices the clinical application of radiography at the university’s energized laboratory and at affiliated hospitals and clinics. The graduate is eligible to take the national examination for certification administered by the ARRT.
The Radiographic Science program is designed to develop the technical skills and knowledge necessary for the student to satisfactorily function as a radiographer. Learning experiences enable the student to demonstrate competency in the technical aspect of the profession as well as human relations. The program further seeks to develop student interest in the professional societies and provides methodology to maintain competency upon graduation.

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

**ACADEMIC STANDARDS**

A grade of “C” or better is required in all radiographic science, biology, physics, math, business, chemistry, and health care administration courses in the curriculum. A student who fails to achieve a minimum of a “C” grade in a course designated Radiographic Science (RS) will be dismissed from the program and prohibited from taking any further courses with the RS designation until the course(s) in question has/have been completed with (a) minimum grade(s) of “C.”

The student is required to reapply to the program, in writing, at least one (1) month prior to the first day of classes of the semester in which readmission is sought. Additional details regarding readmission can be found in the current Radiographic Science Student Handbook.

**GENERAL ADMISSIONS PROCEDURES**

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

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

**Application Deadline**

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

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

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

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

General

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

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

Admission Criteria for Students Using ISU’s Objective System.

Applicants are ranked according to overall academic grade point average (GPA) from the 21 pre-professional courses. The objective system started in the Fall of 2013. The ranking of students is accomplished as follows:

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

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<th>Obj</th>
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<td>ENG 1102 Critical Reading &amp; Writing</td>
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<td>*COMM 1101 Principles of Speech</td>
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<tr>
<td>3</td>
<td>*MATH 1153 Intro to Statistics</td>
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<tr>
<td>4</td>
<td>ART 1100 Survey of Art</td>
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<tr>
<td>4</td>
<td>PHIL 1103 Introduction to Ethics</td>
<td>3</td>
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<tr>
<td>5</td>
<td>*BIOL 1101 Biology I (with lab)</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>*PHYS 1100 Essentials of Physics</td>
<td>4</td>
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<tr>
<td>5</td>
<td>*CHEM 1101 Intro to General Chemistry</td>
<td>3</td>
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<td>6</td>
<td>PSYCH 1101 Intro General Psychology I</td>
<td>3</td>
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<td>6</td>
<td>ECON 1101 Economic Issues</td>
<td>3</td>
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<td>7-8</td>
<td>*INFO 1101 Digital Information Literacy</td>
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<td>HE 2210 Medical Terminology &amp; Comm</td>
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<td>MATH 1143 College Algebra</td>
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**Students who completed COMM 1101 for 2 credits at ISU prior to the change of the credits to 3 shall have COMM 1101 weighted at 3 credits. Transfer courses for COMM 1101 shall be weighted in accordance with the credit hours of transfer but for no greater than 3 credits.**

A grade of A is worth 4 points, B's are 3 points, C's are 2 points, D's are 1 point, and F's are 0 points. Plus (+) and minus (-) grades are converted to whole letter grades for point assignments. The points are then multiplied times the credit hour weighting of the course to determine the total points for each course. Credits transferred to ISU that are considered as equivalent to the ISU course(s) listed above, will be weighted according to the credit hours from the original institution, but no greater than the ISU course weighting. For example, if a student completed a four (4)-credit college algebra course at XYZ University and it is considered equivalent to the ISU MATH 143 course, the weighting would be three (3) credits and not four (4). Quarter credit hour credits will be converted to "semester" credits for the purpose of weighting. One (1) quarter credit hour shall be considered to be 2/3 of a semester credit hour.

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

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

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

3. Students who have completed 17 of the 21 pre-professional years I and II courses at ISU will be awarded an additional 8 points.

4. Students that have a minimum cumulative GPA of 3.0 and have completed ALL OF THE CLASSES EACH PREVIOUS YEAR APPLIED in pre-professional courses will be awarded 50 additional points for each year that he/she has REAPPLIED to the program. Again, this will only be applied if ALL PRE-PROFESSIONAL courses are completed and the student has a 3.0 cumulative GPA.

5. The total points accumulated from the calculations in #1 through #4 above shall then be multiplied
times the student's cumulative grade point average of the 21 pre-professional years I and II courses, for a total point value.

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

7. The students will be ranked according to the total points accumulated. The students with the highest accumulated points will be selected for program admission in accordance with the number of openings available. For example, if there are 20 vacancies then the top 20 students will be selected.***
***(No student will be selected for program admission that has not completed MATH 1143, BIOS 1101, BIOS 3301 and 3302 with grades of "C" minimum, prior to the commencement of professional course work, regardless of a student's total accumulated points. An overall GPA of 3.0 minimum is also required.)

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

9. In the event of a tie during the selection process the following procedure will be initiated in the following order: a) preference will be given to the candidate that has applied during a previous year, b) the student with the highest number of the 21 pre-professional classes taken at ISU, 3) random drawing of name.

**Deadlines**

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

**Notification of Acceptance**

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

**Clinical Assignments**

Assignment to affiliated hospital radiology departments for clinical education is done by Radiographic Science Program Faculty. **You may be assigned to any clinical affiliate associated with the Radiographic Science Program.**
Background Checks/Drug Testing

Students must pass a fingerprint-based criminal history background check and drug/alcohol test prior to clinical attendance. If a student does not pass, their position will be forfeited in the program.
APPLICATION FOR ADMISSION
Fall 2018 Professional Program

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

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

General Information:
1. NAME___________________________________ Bengal Card #___________

2. PERMANENT ADDRESS______________________________
   Street   City   State   Zip   Phone #

3. LOCAL ADDRESS______________________________
   Street   City   State   Zip   Phone #

4. ISU EMAIL _____________@isu.edu    PREFERRED EMAIL __________________________

5. Are you an Idaho Resident? _____yes _____no

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

7. Who to notify in case of an emergency:
   Name_________________________________Relationship___________________________

   Address________________________________________________________________________

   Phone________________________________________

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

   Origin
   ______White ______Native American Indian Date of Birth__________
   ______Black ______Asian/Pacific Islander Sex ____M ____F
   ______Hispanic ______Other Marital Status_________

9. Educational Background

   Current Student Status - Check all appropriate spaces below:
   _____ Currently enrolled at Idaho State University.
_______ Currently enrolled at another college or university.

10. Previous degrees:

      _____ B.S. degree in _______________________________.
      _____ B.A. degree in _______________________________.
      _____ A.S. degree in _______________________________.
      _____ Other: degree in _______________________________.

11. Other colleges or post-high school institutions attended or now attending:

<table>
<thead>
<tr>
<th>School</th>
<th>Place</th>
<th>Dates</th>
<th>Major</th>
<th>Degree</th>
</tr>
</thead>
</table>

_______________________________________________________________________________

12. Please have your OFFICIAL ISU TRANSCRIPT, OFFICIAL HIGH SCHOOL TRANSCRIPT IF CLAIMING ADVANCED PLACEMENT OR DUAL ENROLLED CREDITS, AND ALL OTHER OFFICIAL COLLEGE TRANSCRIPTS sent to:

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

13. Please indicate the following information about the courses you have taken or plan to take:

If you are a student on ISU’s old goal system make an appointment with Chris, Trevor, or Wendy to fill this section out.

<table>
<thead>
<tr>
<th>Pre-professional Courses</th>
<th>Grade</th>
<th>Credits</th>
<th>Date (to be) Completed</th>
<th>College or University Where Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obj. 1 Critical Reading &amp; Writing</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>Obj. 2 Principles of Speech</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>Obj. 3 Intro to Statistics</td>
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<td>_____</td>
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<tr>
<td>Objective 4</td>
<td>_____</td>
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<td>Objective 4</td>
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<tr>
<td>Obj. 5 Biology 1101</td>
<td>_____</td>
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<tr>
<td>Obj. 5 Essentials of Physics</td>
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<tr>
<td>Obj. 5 Intro to General Chemistry</td>
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<tr>
<td>Objective 6</td>
<td>_____</td>
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<tr>
<td>Objective 6</td>
<td>_____</td>
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<tr>
<td>Obj. 7-8 Digital Information Literacy</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>Objective 9</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>Intro to Radiographic Science</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>Medical Terminology</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
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</tr>
<tr>
<td>College Algebra</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology I</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td></td>
</tr>
</tbody>
</table>
Anatomy and Physiology II ______ ______ _______ _______
Principles of Accounting ______ ______ _______ _______
Indiv & Organizational Behavior ______ ______ _______ _______
Health Care Law ______ ______ _______ _______
Human Resource Management ______ ______ _______ _______

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

14. Have you applied before? _____ Yes _____ No  If so, when? ________________

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

Signed ________________________________ Date _______________________

Please return application before May 15th* to:

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

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

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

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

_____ Yes _____ No  Are you related to any Medical Imaging employee at EIRMC, PMC, MMH, or BMH (Hospitals affiliated with Radiographic Science Program)

If yes, please indicate whom and where __________________________________________________

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

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

**Background Checks**
Students must pass a background check prior to clinical attendance. Acceptance to the ISU radiographic science program does not guarantee you will pass the background check.
Application Fee
An application fee of one hundred dollars ($100.00) is required for your application to be considered complete. The application fee is nonrefundable. Cash will not be accepted. Please have your check or money order made payable to: ISU, Department of Radiographic Science.

Interview
The top 30 ranked applicants will be contacted by phone and an interview will be scheduled.
ISU Radiographic Science Program

**Interview Selection Process**

1. Name of Applicant:___________________________________________________________

2. Applicant Number:____________________

3. Arrival Time:_________________________

4. Scheduled Interview Time:______________

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

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

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

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

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

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

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

Signature of Student:________________________________________ Date: _____ / _____ / 20___
PHYSICAL REQUIREMENTS
Clinical assignment 8-hour shift daily

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

Essential Duties and Tasks:

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

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

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

Walking:

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

Standing:

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

Squatting:

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

Climbing:

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

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

Frequency for the neck and waist is a few seconds, intermittently

Bending at the neck:

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

Bending at the waist:

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

Repetitive hand use:

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

Pushing/Pulling:

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

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

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

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

Lifting:

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

Carrying:

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

Senses:

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

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

Feeling: Adequate for fine manipulation

NATIONAL REGISTRY

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

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

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

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

BACKGROUND INVESTIGATION POLICY

The Radiographic Science Program is committed to ensuring public and professional trust and providing safe patient care. In order to meet this goal, background checks, finger printing, and drug screening of students is required. Instructions for these tests will be included with the acceptance letter for new students. Many of our clinical education settings require additional criminal background investigations of all employees and students. To comply with these requirements, accepted students will be asked to submit to these tests to ascertain the student’s suitability for clinical rotations. **These tests must be completed by July 15th. Failure to do so will result in removal from the program.**

**Background checks**: Background checks are performed online with CertifiedBackground.com. Information to access this Web site will be mailed to students with their letter of acceptance. Access to view student background checks will include the program director and faculty. Students will be responsible for paying for the background investigations. The cost is $45.00.

**Drug Screens**: A 9 panel drug screen will be required through CertifiedBackground.com by going to the local LabCorp at 444 HOSPITAL WAY, STE 401, POCATELLO, ID 83201. Students will receive a code for drug testing from CertifiedBackground.com. The cost is $41.00. The hours for drug screens are Mon - Fri from 8:00am to 3:00pm.

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

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

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

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

**SUBSTANCE ABUSE/DRUG POLICY**

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

**Definitions**

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

Campus/Clinical — For the purpose of this policy, a student is on campus/clinical whenever he or she is:

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

**Scope**

The following are prohibited by the Radiographic Science Program when a student is on campus/clinical and will result in disciplinary action:
Unauthorized possession or use of a controlled substance and/or alcohol.

Being under the influence of a controlled substance and/or alcohol, including but not limited to: DWI/DUI arrests, convictions, and driving suspensions.

Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.

Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is any possibility that such use may impair the student’s ability to safely perform or may adversely affect his/her safety or patient safety and care, or safety of faculty or fellow students.

**Testing**

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

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

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

Failure to agree to such testing shall be considered as admission of violation of the student responsibilities as it relates to this policy. Refusal of the test may result in immediate dismissal from the Radiographic Science Program.
Within one hour of completion of the required consent form, the student shall report to an identified lab that utilizes the chain of custody procedure for blood and/or urine testing at the student’s expense. The student may not attend class or clinical activities until the lab results are reviewed by the Program Director or designee.

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

**HEPATITIS “B” IMMUNIZATION**

The Occupational Safety and Health Administration (OSHA) have published standards addressing occupational exposure to blood-borne pathogens. The Standards state there is an occupational hazard for health care workers — especially when dealing with blood-borne pathogens such as the Hepatitis B Virus (HBV). The standards require that employers make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who come in contact with blood and infectious materials while working. The standards fail to specifically include students working in health care settings.

Students enrolled in the Radiographic Science Program may come in contact with blood and infectious material while attending clinical radiography courses and laboratory courses at an assigned clinical education setting. The students must be aware that they are at risk of coming in contact with the HBV while obtaining clinical experience. The clinical education settings are complying with the OSHA standard by immunizing their employees against HBV; the Radiographic Science Program also requires that that students take part in a Hepatitis B immunization program. The immunization will include three injections and a blood antibody test. The Immune Status Student Health Questionnaire will be sent to students with the letter of acceptance into the program.
IMMUNE STATUS

STUDENT HEALTH QUESTIONNAIRE

NAME:________________________________________________________ BIRTHDATE:____________________

ADDRESS: ______________________________________________________________________________________

PHONE:______________________SCHOOL/PROGRAM: _____________________________

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

1. Have you ever had Chicken Pox (Varicella)? Yes_____ No_____ 
   If “YES”: Attach a copy of Varicella titer results.
   If “NO”: Attach a copy of Varicella titer results or proof of Varicella Vaccination.

2. Were you born in or after 1957? Yes_____ No_____ 
   If “YES”: Attach a copy of proof of two Measles, Mumps, and Rubella (MMR.) Vaccinations or attach a copy of results of Rubella and Rubeola titers.

3. Have you ever had a positive reaction to a TB test? Yes_____ No_____ 
   If “YES”: Attach copy of results of chest x-ray taken within the last 12 months.
   If “NO”: Attach copy of results of recent TB Test (PPD) or Q.G. blood test with negative result.
   AN ANNUAL TB TEST IS REQUIRED.

4. Have you previously been vaccinated for Hepatitis B? Yes_____ No_____ 
   If “YES”: Attach proof of vaccinations.
   If “NO”: Begin the Hepatitis B vaccination series (3 total).

5. You must have been immunized with one dose of Tdap AFTER age 10 to prevent the spread of Pertussis. Attach proof of vaccination.

6. It is required that students have an annual influenza vaccine each fall while enrolled in the RS Program. Vaccination is to be completed by October 31. Submit proof of vaccination when completed in the fall.

7. Do you have any chronic skin condition? Yes_____ No_____ 
   If “YES”: Please explain.

SIGNED:_____________________________________________________ DATE:____________________

Student

Completed questionnaire and attachments to be filed with Student Record
REGIONAL ACCREDITATION

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

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

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

PROGRAMMATIC ACCREDITATION

Idaho State University Radiographic Science Program is programmatically accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). 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 and radiation therapy. The JRCERT awards accreditation to programs demonstrating substantial compliance with these standards.

There are established standards a program must be in compliance with to achieve accreditation.

The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2014) are as follows:

**Standard One:** The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

**Standard Two:** The program has sufficient resources to support the quality and effectiveness of the educational process.
Standard Three: The program’s curriculum and academic practices prepare students for professional practice.

Standard Four: The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: The program complies with JRCERT policies, procedures, and standards to achieve and maintain specialized accreditation.

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

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

COMPLIANCE WITH JRCERT STANDARDS

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

PROGRAM ORIENTATION

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

A course syllabus is provided for each course. It includes the following information:
It is the responsibility of each student to be fully aware of the contents of the syllabus and what penalties exist if the student deviates from any outlined policy.

RADIOGRAPHY PRACTICE STANDARDS

The practice of radiography is performed by a segment of health care professionals responsible for the administration of ionizing radiation to humans for diagnostic, therapeutic, or research purposes. A radiologic technologist 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, radiologic technologists, and support staff plays a critical role in the delivery of health services, it is the radiologic technologist 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 radiologic technologist recognizes patient conditions essential for successful completion of the procedure and exercises independent professional and ethical judgment.

Radiologic Technologist – General Requirements

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

Radiologic technologists must maintain a high degree of accuracy in radiographic positioning and exposure technique. They must maintain knowledge of radiation protection and safety. Radiologic technologists independently perform or assist the licensed independent practitioner in the completion of radiographic procedures. Radiologic technologists prepare, administer, and document activities related to contrast media and medications in accordance to policies. Radiologic technologists are the primary liaison between patients, licensed independent practitioners, and other members of the support team. Radiologic technologists must remain sensitive to the physical and emotional needs of the patient through good communication, patient assessment, patient monitoring, and patient care skills. Radiologic technologists use independent, professional, ethical judgment and critical thinking. Radiologic technologists 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 Association for Radiologic Technologists (ASRT) for judging the quality of practice, service, and education.

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

**Radiologic Technologist Scope of Practice**

The scope of practice of the radiologic technologist 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 profession’s 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: Association for Radiologic Technologists (ASRT)*

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**CODE OF ETHICS**

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

1. The Radiologic Technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion or socioeconomic status.

4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the healthcare team.

8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.

9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

\(^1\text{retrieved from ARRT at http://www.arrt.org/ January 17, 2012.}\)

**PROFESSIONAL SOCIETIES**

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

Society

American Society of Radiologic Technologists (ASRT)  https://www.asrt.org/
Idaho Society of Radiologic Technologists (ISRT)  http://www.isu.edu/isrt/
Idaho State University Society of Student Radiologic Technologists (ISSRT)
Association of Collegiate Educators in Radiologic Technology (ACERT)  http://www.acert.org/

**FACULTY ADVISORS FOR STUDENTS**

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

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

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

Program details including FAQs, admissions procedures, faculty and many other useful links can be found on the program’s website at; http://www.isu.edu/radsci
OFFICE HOURS

Erin’s hours are 8:00 a.m. to 12:00 p.m. Monday through Friday.

Erin Selleneit  
Phone: 208-282-4042  
Fax: 208-282-3941  
Email: sellerin@isu.edu

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

Christopher Wertz  
Phone: 208-282-2871  
Email: wertchr2@isu.edu

Wendy Mickelsen  
Phone: 208-282-2112  
Email: mickwend@isu.edu

Trevor Ward  
Phone: 208-282-4112  
Email: wardtrev@isu.edu

Students are encouraged to make appointments with faculty rather than "dropping in". The faculty will provide assistance to students as necessary. However, if students are aware they are having problems in a specific area, please make an individual appointment for help.
IDAHO STATE UNIVERSITY
PRE-PROFESSIONAL CURRICULUM

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

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

<table>
<thead>
<tr>
<th>Objective</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ENG 1102 Critical Reading &amp; Writing ................................................................. 3</td>
</tr>
<tr>
<td>2</td>
<td>*COMM 1101 Principles of Speech ................................................................................. 3</td>
</tr>
<tr>
<td>3</td>
<td>*MATH 1153 Intro to Statistics .................................................................................... 3</td>
</tr>
<tr>
<td></td>
<td>(may substitute MGT 2216 Business Stats)</td>
</tr>
<tr>
<td>4</td>
<td>ART 1100 Intro to Art ............................................................................................... 3</td>
</tr>
<tr>
<td>5</td>
<td>PHIL 1103 Introduction to Ethics ............................................................................... 3</td>
</tr>
<tr>
<td>6</td>
<td>*BIOL 1101 Biology I (with lab) ................................................................................ 4</td>
</tr>
<tr>
<td>5</td>
<td>*PHYS 1100 Essentials of Physics ............................................................................... 4</td>
</tr>
<tr>
<td>5</td>
<td>*CHEM 1101 Intro to General Chemistry .................................................................... 3</td>
</tr>
<tr>
<td></td>
<td>(may substitute CHEM 1111 5 cr)</td>
</tr>
<tr>
<td>6</td>
<td>PSYCH 1101 Intro General Psychology .................................................................... 3</td>
</tr>
<tr>
<td>6</td>
<td>ECON 1101 Economic Issues ...................................................................................... 3</td>
</tr>
<tr>
<td>7-8</td>
<td>*INFO 1101 Digital Information Literacy ................................................................ 3</td>
</tr>
<tr>
<td>9</td>
<td>EDUC 2204 Families Communities Culture ................................................................ 3</td>
</tr>
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</tr>
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Program Requirements
The following courses are required by the Program.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RS 1105 Intro to Radiographic Science ................................................................. 1</td>
<td></td>
</tr>
<tr>
<td>HE 2210 Medical Terminology &amp; Comm .................................................................... 2</td>
<td></td>
</tr>
<tr>
<td>MATH 1143 College Algebra ..................................................................................... 3</td>
<td></td>
</tr>
<tr>
<td>BIOL 3301 Anatomy &amp; Physiology ........................................................................... 4</td>
<td></td>
</tr>
<tr>
<td>BIOL 3301L Anatomy &amp; Physiology Lab ................................................................. 0</td>
<td></td>
</tr>
<tr>
<td>BIOL 3302 Anatomy &amp; Physiology ........................................................................... 4</td>
<td></td>
</tr>
<tr>
<td>BIOL 3302L Anatomy &amp; Physiology Lab ................................................................. 0</td>
<td></td>
</tr>
<tr>
<td>ACCT 3303 Accounting Concepts ............................................................................. 3</td>
<td></td>
</tr>
<tr>
<td>MGT 3312 Indiv &amp; Organizational Behavior ............................................................ 3</td>
<td></td>
</tr>
<tr>
<td>HCA 4475 Health Law &amp; Bioethics .......................................................................... 3</td>
<td></td>
</tr>
<tr>
<td>HCA 3384 Human Resource Management in Health Care Organizations (Fall only) ...... 3</td>
<td></td>
</tr>
<tr>
<td>(may substitute MGT 4473 3 credits)</td>
<td></td>
</tr>
<tr>
<td>Total 26</td>
<td></td>
</tr>
</tbody>
</table>
PROFESSIONAL CURRICULUM YEAR I AND II

Students should become familiar with the courses they need to graduate. Students are encouraged to plan and obtain advice about scheduling courses so they are taken in the proper sequence or semester. Good planning could save time and eliminate unnecessarily heavy schedules.

When planning a semester schedule, students cannot exceed forty (40) contact hours per week of didactic and clinical involvement. Clinical assignment for students cannot exceed 10 hours in one day.

### Fall Semester Professional Year I

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

### Spring Semester Professional Year I

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS 3311 Radiographic Methods II</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>RS 3341 Laboratory Practicum II</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>RS 3375 Pediatric Radiography</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>RS 3388 Radiation Protection</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 4470 Cross-Sectional Anatomy</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>HPHY 3300 Medical Electronics</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>HPHY 3321 Radiographic Physics</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>RS 3390 Applied Radiography II (Clinical)</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>28</strong></td>
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### Summer Semester Professional Year II

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<tr>
<th>Course</th>
<th>Credit</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS 4488 Applied Radiography III (Clinical)</td>
<td>5</td>
<td>39</td>
</tr>
<tr>
<td>RS 4421 Computed Tomography</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>
Fall Semester Professional Year II

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS 3312 Radiographic Methods III</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>RS 3342 Laboratory Practicum III</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>RS 4450 Alternate Imaging Research and Design</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>RS 4460 Into to Radiographic Quality Assurance</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>RS 4489 Applied Radiography IV</td>
<td>6</td>
<td>24</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
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Spring Semester Professional Year II

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS 4430 Radiographic Pathology</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>RS 4441 Advanced Radiographic Methods I</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>RS 4470 Advanced Radiographic Exposure</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>RS 4475 Registry Review</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>HPHY 3307 Radiobiology (with Lab)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>RS 4490 Applied Radiography V</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

**COURSE EVALUATIONS**

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

Faculty do not review the actual evaluation by a student, but receive a generic summary or an average of the ratings. Faculty do review all of the written comments.

**WITHDRAWAL PROCEDURES**

A student who formally withdraws from a course prior to the last day to withdraw as listed in the university calendar, will receive a "W" on his/her official transcript. A student who fails to complete a course or who withdraws after the last day to withdraw will receive an "F" on his/her official transcript. Incompletes are not automatically given to students. Withdrawal from a Radiographic Science course will result in dismissal from the program.
INCOMPLETES/NO GRADE REPORTED IN THE PROFESSIONAL CURRICULUM

Incompletes may be given for a radiography course only at the discretion of the instructor and the program director. A written contract will be prepared by the instructor which will determine the criteria for fulfilling the requirements of the course. A copy will be sent to the Associate Dean of the College.

An incomplete “I” must be removed for all professional didactic courses including laboratories within six (6) months.

- The student must request to receive an incomplete for the course from the instructor. Faculty will not assume to give an incomplete if course work is not complete.
- If “I” are not removed according to the time allotted, the grade earned during the semester in which the student was enrolled will be issued.

An "I" for a clinical section must be removed within 7 weeks after completion of the semester in which the incomplete was given.

- Students must request to carry an “I” from clinical faculty and the clinical coordinator.
- Students carrying an "I" into another semester of clinical education will not be granted clinical time toward the newly enrolled semester.
- Failure to remove an “I” within 7 weeks will result in dismissal from the program
- If clinical documentation and/or clinical absences are not completed by the date grades are due no grade will be reported for the student. A grade will be generated when all clinical requirements have been met.

PETITIONS

The following procedures apply to petitions:

Waiver of Program Requirements:

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

All students are expected to complete all prerequisite and major courses or their equivalent. Substitution for a course is allowed if approved by the program director.
Waiver of University Requirements:

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

Obtaining the Petition:

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

REINSTATEMENT PROCEDURES

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

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

SCHOLASTIC APPEALS COMMITTEE

Purpose

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

Function

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

**Procedure**

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

A. The student shall approach the instructor involved and attempt to resolve the problem.
   1. If the first step does not result in resolution, the student may approach the program director. The director will meet with the student and instructor in an attempt to resolve the academic conflict.
   2. Only after the student has met with the instructor and program director, shall the student meet with the Associate Dean of the School of Health Professions who may choose to refer the appeal to the Scholastic Appeals Committee. Communication with the Associate Dean of the School of Health Professions should include written documentation.

B. The Associate Dean of the School of Health Professions shall notify the Appeals Committee Chair of the need to hear an appeal.

C. The Appeals Committee Chair shall convene a meeting of the committee as soon as possible but no later than five (5) working days after the appeal has been referred by the Dean of the School of Health Professions.
   1. If either party involved in the appeal process requests an extension to prepare the appeal, this time period may be waived.
   2. The Appeals Committee Chairman shall distribute copies of the student's written petition and any other relevant correspondence and/or documentation prior to the hearing. Each committee member shall provide for the security of those documents.

D. Students submitting an academic appeal during official university vacations, holidays, or summer sessions shall have the option of having the appeal reviewed directly by the Associate Dean of the School of Health Professions. The Associate Dean may choose to appoint an ad hoc committee of available students and faculty to replace the elected representatives during those times.

E. Procedures to be followed during the hearing:
   1. Explanation of the role of the committee, chair, student, and instructor.
   2. Explanation about importance of confidentiality.
   3. Methods for obtaining the record of the meeting: a tape recording shall be used; transcription may be requested from the recording, but the student must assume the expense of manuscript typing.
4. All records of the appeals hearing shall be kept on file in the office of the Associate Dean of the School of Health Professions.

F. Order of Business:

1. The committee discusses all pertinent data in terms of the committee's stated scope.
2. Any votes taken during the appeals proceedings must be by written secret ballot to be kept on file in the Associate Dean of School of Health Professions office for the record. The ballots will be anonymous. All decisions of the committee must be approved by a majority vote of the members present.
3. Within five (5) working days after the conclusion of the appeal, the Appeals Committee will forward to the Associate Dean of the School of Health Professions a report of its recommendation.
4. The Associate Dean of the School of Health Professions will notify the appellant and the faculty member involved of the Dean's decision within five (5) working days after receiving the Scholastic Appeals Committee’s recommendation.
5. Any further appeal of academic discrepancies or grade concerns should be submitted in accordance with policy established by the Idaho State University Academic Standards Board.
6. Steps (a-f) apply only if the appellant and program representatives are requested to attend.

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

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

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

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

   e. Final comments and/or summary by student.

   f. Student and instructor are dismissed.

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

ACADEMIC STANDARDS

Grade Point Average to be Maintained

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

Academic Standards in Professional and Major Courses

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

A student who fails to achieve a minimum of a "C" grade in a course designated Radiographic Science (RS) will be dismissed from the program and prohibited from taking any further courses with the RS designation until the course(s) in question has/have been completed with (a) minimum grade(s) of "C". (The plus/minus scale is not used when selecting students into the program; therefore, the plus/minus scale is not used in determining eligibility of maintaining a seat in the program.)

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

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

ACADEMIC HONESTY

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

**PLAGIARISM**

Plagiarism is defined by Webster: **Plagiarize** \(\text{pla-je-\text{-}riz also -\text{vb -rized; -riz-\text{ing vt [plagiary]} : to steal and pass off (the ideas or words of another) as one's own : use (a created production) without crediting the source vi: to commit literary theft: present as new and original an idea or product derived from an existing source - plagiary} n\)**

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

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

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

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

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

**DISCIPLINARY ACTION**

Any infraction of the policies of the Idaho State University Radiographic Science Program and/or any infraction of the policies and regulations of the hospital in which the students are assigned will warrant disciplinary action. The type of action taken will depend upon the seriousness of the infraction.
Disciplinary action will result if a student is cheating in the classroom or lab during tests, cheating with actual clinical attendance, or inappropriate behavior, i.e., drugs, evidence of alcohol, stealing, excessive tardiness, poor attendance, and non-compliance with policies.

If the problem should develop within the assigned hospital or clinical affiliate, they will notify the program director. This notice shall define the problem and any circumstances surrounding the infraction. The radiographic science faculty shall investigate the situation, decide upon the disciplinary measure to pursue, and notify the student and schedule a meeting. Disciplinary action shall fall into one of the following categories.

**Verbal Warning**

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

**Written Warning**

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

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

**Scholastic Probation**

Please see the ISU Undergraduate Catalog for details.

**Dismissal**

A. The student will be dismissed from the ISU Radiographic Science Program for severe infractions of program policies. Dismissal may be permanent or of a defined period as indicated by meeting with the student and in a letter to the student.

B. A student on probation will be dismissed at the end of the semester of any year in which a cumulative grade point average of less than 2.0 for the year is maintained.

**UNIVERSITY HONORS PROGRAM**

**Academic Criteria for High University Honors:**

- Maintain a minimum overall GPA of 3.33
- Place in the top 5% of their college’s graduating class.
- Fulfill the requirements for a radiographic science major.
Academic Criteria for General University Honors:

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

**SCHOLARSHIPS**

Various scholarships are made available through the university and private funding throughout the academic year. Announcements of pending monies will be posted on the bulletin board outside Room 120. Contact the scholarship office for more information, 282-3315.

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

**ASISU (Undergraduate & PharmD)**

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

- a. Must be at least sophomore standing
- b. Full-time student
- c. In attendance at ISU for at least one (1) semester
- d. Academic standing (GPA) weighted heavily

**Radiographic Science Endowment Fund**

Offered once each year. The amount varies depending upon interest earned. This is given annually to a senior student who shows “clinical excellence” and the application requires an essay.

**Bingham Health Care Foundation/Bingham Memorial Hospital Scholarship in Radiographic Science**

Offered once each year. This is given to two students who reside in Bingham County or are a dependent of an employee or volunteer at Bingham Memorial Hospital or one of its affiliates.

**ASRT Scholarships**

Offered once each year. One application will be submitted to numerous scholarship opportunities depending on qualifications. The dollar amount awarded varies for each scholarship. ASRT Foundation scholarships help entry-level students and professionals get the support they need to achieve a successful, sustainable career and deliver safe, high-quality patient care. https://foundation.asrt.org/what-we-do/scholarships
ATTENDANCE

Classroom Attendance

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

Clinical Attendance

Students are required to attend all the assigned days at their designated clinical facilities. Students will sign in and out for the hours of attendance at each facility. Students will receive credit only for the assigned time they fulfill. **Compensatory time is not allowed.** All clinical time missed must be made up and arranged with the clinical instructor.

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

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

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

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

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

Make-up time for clinical assignments will be rescheduled with the clinical instructor. Make-up time in the clinical area can be made up in a minimum of **2-hour increments** only. Clinical assignments for students are never to exceed more than 10 hours per day. All time missed must be made up by 5:00 p.m. on Friday of finals week or an incomplete “I” grade will be given.

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

**VACATION**

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

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

A student may not shorten the length of their clinical rotation by accumulating compensatory time.

**CLINICAL TIME AND ATTENDANCE**

All Radiographic Science students will clock in and out utilizing (1) designated computer at their assigned clinical site.

- Log on to http://www.isu.edu/radsci/ta.html
- Enter the last name of the student in ALL CAPS
- Select the clinical site
- Select clock IN or clock OUT
- Add comments as needed (dentist appointment, flat tire, icy roads, etc.)
- Submit

If a student forgets to clock IN or OUT, a missed punch sheet must be filled out. Once it is completed and signed by both the student and clinical instructor, it is returned to Erin. She will correctly edit the time entry. The use of missed punch sheets should be kept to a minimum. Any non-compliance will be addressed on an individual basis and may result in disciplinary action.

Students do not need to clock IN or OUT for lunches. (Students can’t skip their designated lunch break to clock out 30 minutes sooner for convenience. If truly no lunch is taken, i.e. assigned to a long case in surgery, then a “no lunch” will be approved.)

Students may not clock IN or OUT for each other. This will result in dismissal from the program.

A student is considered late or tardy if the clock IN time is 5 or more minutes past their scheduled arrival time. If there is an excusable reason for the tardy, i.e. flat tire, poor driving conditions, an explanation must be given under the “comments section.”
If a student is completing an examination, they may run slightly over in time that day. Do not abandon a patient. Try to keep this to a minimum, and less than approx. 15 minutes. Routine casual overtime collection will be considered comp. time and will not be counted.

If a student is making up clinical time above and beyond their regularly scheduled clinical time (make-up time must be scheduled in 2 hour increments or more), clock IN and OUT as usual, i.e. 8:00am IN to 6:30pm OUT then provide a comment: 2 hours make-up time.

The IP addresses of specific computers have been identified, and will be monitored. **DO NOT USE ANY OTHER COMPUTER, SMART PHONES, OR ELECTRONIC DEVICES, OR DISMISAL FROM THE PROGRAM WILL RESULT.**

Bingham Memorial Hospital: 172.20.225.236
Blackfoot Medical Center: 10.1.50.99
Caribou Memorial Hospital: 192.168.183.53
EIRMC: 192.168.0.158
Franklin County Medical Center: 192.168.1.180
Idaho Falls Family & Sports Medicine: 192.168.1.14
Madison Memorial Hospital: 10.1.200.32
MSI 10.20.9.53
Mountain View Hospital: 172.22.2.119
Nell J Memorial Hospital: 216.180.179.74
PMC: 10.2.121.59
PMC IMI: 192.168.30.101
Teton Radiology Madison: 192.10.102.130

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

**DRESS STANDARDS**

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

Remember the dignity of the profession and personal regard for each patient. No matter what the ends of the spectrum may be, moderation in appearance and action will engender the most confidence and impart the most comfort to patients and their families. Students are expected to shower or bathe prior to clinical practice. The use of deodorant or an antiperspirant is expected. Perfume and cologne should be not be worn.
A student must assume responsibility for appropriate dress. Good grooming along conservative lines is essential. Exaggerated clothing and hairstyles are out of place in the health areas. When buying shoes, attire, and cosmetics for clinical components, the emphasis should be on comfort, protection and professional appearance. All students will be appropriately dressed for clinical. Each student will wear scrubs while in the clinical area. Certain clinical sites require a specific scrub color. Jeans may not be worn at any time.

**Appropriate footwear must be approved by the student’s assigned clinical site.** No open-toed, cowboy boots or high-heeled shoes are acceptable. A student will be asked to return home to change if seen in inappropriate attire.

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

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

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

Hair color will be conservative. It cannot be a bold color such as red, blue or any other extreme color.

Nails must be well groomed and no longer than the tip of the finger. No nail polish, artificial nails, extenders, or any type of artificial overlay.

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

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

**All Students Are Required to wear Scrubs**

Students at EIRMC must wear scrubs that are black in color. Students at MMH must wear scrubs that are Caribbean blue. All other students must wear scrubs that are steel in color. “Walkabout Junction” in Pocatello and Idaho Falls is the location where these scrubs can be purchased. This store has a great selection of both men’s and women’s scrubs. However, students need to tell the store they are from ISU Radiographic Science to get the discounted price. They will beat any price on the Web or from other stores. Additionally, the scrubs must have an ISU Radiographic Science emblem embroidered above the pocket. Tell the sales person that you are an ISU Radiographic Science student and he/she will get the embroidery done at no charge. The program will pay for this expense. Deb Barlow, the Director of Medical Imaging at EIRMC has also given permission
for the “Cherokee top (Charleston)” to be worn as an alternative to plain black for the females. Students are allowed at EIRMC to wear an under the scrub shirt, but the colors can only be black, white, and pink if students choose to wear an undergarment. In addition at EIRMC, if one tends to get cold, the approved cover is the actual black scrub long sleeve top, which also needs to have the ISU logo on it. Sweatshirts or other cover up items are not allowed at EIRMC.

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

Address and Phone number for Walkabout Junction:

1023 Yellowstone Ave. Suite H          2064 E 17th St. #1
Pocatello, Idaho 83021                Idaho Falls, ID 83404
Phone: 233-9255                        Phone: 522-2335
Email: walkaboutjct@gmail.com

**CELL PHONES**

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

**SOCIAL MEDIA**

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

**APPROPRIATE USE OF SOCIAL NETWORKING WEBSITES**

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

A. Personal Privacy

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

B. Protection of Patient Information

- Comments made on social networking sites should be considered the same as if they were made in a public place in the clinical setting.
- HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
- Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients the student is caring for may be able to determine to whom the student is referring based on the context.

C. Professionalism

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

**CLINICAL EXPERIENCE**

The clinical education experience is meant to provide the student with a well-rounded experience in all aspects of diagnostic radiography.
Students perform examinations with a registered technologist. As a student demonstrates proficiency in performing an examination, he/she will be allowed to gradually perform learned skills independently. Students are not encouraged to attempt examinations alone with which they are not familiar. Also, students are not expected to replace a technologist or perform examinations without a technologist available. The student to radiography clinical staff ratio must be 1:1; however, it is acceptable that more than 1 student may be temporarily assigned to 1 technologist during uncommonly performed procedures. To ensure the 1:1 distribution at the hospitals that are assigned more than one student, each student will be assigned to a registered technologist by the clinical instructor. Radiation safety is of prime importance to oneself and others. Any violations in radiation safety practice may be grounds for dismissal.

THE CLINICAL ENVIRONMENT

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

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

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

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

Undoubtedly, students will be able to add many more differences to this list. The point is that students will make a transition that will require some reorientation and adaptation on their own part. Each individual student is not the only one, however, involved in this process. This is a time of transition also for the students in the class ahead who are assuming a new role and responsibilities as professional year II students. The clinical staff is also involved in reorientation and adaptation. At the point when students enter the 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.

**PROFESSIONAL BEHAVIOR AND CONDUCT**

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

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

**All students will:**

- Report to the clinical assignment in an alert condition
- Report to the clinical assignment in the proper uniform
- Not be in possession of drugs or alcohol, nor engage in their use while on clinical assignments or in didactic course work
- Not engage in immoral conduct
- Not chew gum, eat or drink in clinical areas
- Not sleep during clinical assignments
- Not engage in theft
- Not leave patients unattended while undergoing diagnostic procedures
- Not sign in the attendance record of another student
- Not abuse patients physically or verbally
- Not smoke in areas where it is prohibited while on clinical assignments
- Not smoke in clinical uniform
- Not leave the assigned areas unless instructed to do so
- Not use foul language in the clinical or didactic setting
- Not receive or make personal phone calls except in emergency situations
- Not falsify records
- Not use a cell phone during the clinical assignment time
DEVELOPING CLINICAL PROFICIENCY

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

- **Academic Preparation:** Students complete this step by studying radiographic physics, radiographic principles and techniques, anatomy and physiology, radiographic positioning, etc., in their didactic course work.
- **Observation:** Students’ initial activities in the hospital will consist primarily of observing registered technologists at work.
- **Assisting Registered Radiologic Technologists:** Once students feel comfortable in the radiographic exposure room, students will be given an opportunity to assist registered radiologic technologists in performing radiographic procedures.
- **Performance Evaluation:** As students develop confidence and proficiency, students will be given the opportunity to complete entire examinations under the direct supervision of a registered radiologic technologist. The technologist will observe and assist students and step in whenever the need arises.
- **Competency Evaluation:** When students feel certain that they are able to do a particular examination by themselves, they should ask the Clinical Instructor to do a competency evaluation when the next patient for that examination arrives. Each student’s performance will be documented on a Clinical Competency form. If competency is achieved it will be counted toward the requirement for that semester. If competency is not achieved, the competency must be repeated until competency has been achieved.

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

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

CLINICAL SUPERVISION

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

**Direct Supervision**

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

**Indirect Supervision**

- Must occur for students after documentation of competency for any given procedure.
- The clinical 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.

**CT COMPETENCIES THROUGH THE ARRT**

Senior students enrolled in the ISU Radiographic Science Program are eligible to begin logging (non-contrast) CT comps with the ARRT under direct supervision of a registered technologist after successful completion of RS 4470 Cross-Sectional Anatomy, the completed/signed ARRT student access approval form, and concurrent enrollment and/or completion of RS 4421 Computed Tomography. Permission must be given to each individual student by the clinical instructor before students may begin to perform CT comps. The clinical instructor makes the determination if a student is competent and adequately prepared to start performing CT comps.

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

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

**CLASSES DURING CLINICAL EXPERIENCE**

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

**CLINICAL ASSIGNMENTS**

During the first professional year, students fulfill RS 3389 Applied Radiography I and RS 3390 Applied Radiography II on Tuesday and Thursday. During the second professional year, students fulfill RS 4480 Applied Radiography IV and RS 4490 Applied Radiography V on Monday, Wednesday, and Friday. Lunch breaks will be determined by the clinical faculty. **Optional:** Evening clinical rotations may be available, but cannot exceed a three week rotation (i.e., 6 days
for professional year I students or 9 days for professional year II students or 10 days for summer rotation) per semester. The clinical rotation schedule follows the ISU calendar for start and end dates. Clinical hours may not be performed outside of this schedule. Student clinical assignments must not exceed 10 hours in any one day and no more than 40 hours per week.

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

**TRANSPORTATION POLICY**

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

**CLINICAL ORIENTATION**

Each clinical affiliate will provide an orientation to students new to their facility. Students will be introduced to the organizational structure of the institution and the policies that will directly involve students. The clinical instructors will provide orientation to department policies and procedures. It will be the student’s responsibility to know the required protocols at the affiliate to which he/she is assigned.

**HIPAA**

All patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the clinical 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.

All ISU students enrolled in programs of the Kasiska Division of Health Sciences are required to successfully complete training on the Health Information Portability and Accountability Act (HIPAA) annually.
HIPAA training is mandatory and made available to each student in the program every year. It is offered by the Compliance Officer in the Office of General counsel.

**STUDENT MALPRACTICE COVERAGE**

Idaho State University has mandatory professional liability (malpractice insurance) coverage for students. The carrier for the policy is the Chicago Insurance Company. The policy provides $1,000,000 per claim and $3,000,000 in the aggregate. Students registered for clinical assignments are required to purchase this coverage each semester. It is $5.00 per semester. Students should verify that they have been billed for this coverage; the billing should happen automatically whenever a student is registered each semester. The coverage is restricted to school-related, for-credit activities involving clinical rotations.

**STUDENT RELATED INJURIES/MEDICAL INSURANCE**

Any student injured during clinical practice should:

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

**HEALTH INSURANCE**

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

**RADIATION MONITORING/TRAINING**

Each student will be assigned a radiation monitoring badge. New badges will be distributed by Department Secretary when provided by the Technical Safety Office. It is the student's responsibility to exchange his or her own badge for a new one when notified. **Students who fail to exchange their badges after 5 days of initial notification will not be allowed to work in a clinical setting or accrue required clinical hours from the indicated exchange date until the**
**badge is exchanged.** If the exposed badge is not returned by the time specified (5 days), the student will be responsible for delivering it to the Technical Safety Office.

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

Students must not wear their ISU badges if they are employed in radiography settings outside of the program. ALARA limits are set for assigned clinical hours and do not include employment exposure. In compliance with Idaho Radiation Safety regulations, the badge shall be worn at the collar and outside the apron during fluoroscopy. A copy of the [ISU Radiation Safety Procedure Manual](http://www.physics.isu.edu/radiation-safety) is available online and in the Radiographic Science Program office.

Students must complete applicable **annual** radiation training at the beginning of the fall semester. The URL is [http://www.physics.isu.edu/health-physics/rad.html](http://www.physics.isu.edu/health-physics/rad.html)

Professional year I students (new students into the program), need to click on the [On-line Initial Radiation Introduction Training](http://www.physics.isu.edu/health-physics/rad.html) link. Take test #2, Radiographic Sciences and Analytical X-ray Machines.

Professional year II students (second year students), click on the [On-line Refresher Training](http://www.physics.isu.edu/health-physics/rad.html) (for those who have already passed the initial training) link.

Holding patients during radiographic exposures is considered unsafe practice. Therefore, students are prohibited from doing so.
Idaho State University
Radiographic Science Program
Radiation Exposure Follow-up Checklist

Student Name:

Clinical Site:

☐ Yes □ No  Student was wearing TLD.

☐ Yes □ No  Student was notified of the exposure via letter from the Technical Safety Office. Date of notification:_________________________

☐ Yes □ No  Student discussed work practices with faculty in Radiographic Science

Comments:________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Date:______________________________________________________________

Student Signature:__________________________________________________

Program Director Signature:___________________________________________
PREGNANCY POLICY

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

A form is available in the Radiographic Science Office or at http://www.physics.isu.edu/health-physics/tso/pregnancy.pdf

Pregnant females may be issued a second personal dosimeter to be worn on the front of the abdomen and under the lead apron. The second personal dosimeter shall be exchanged monthly. The purpose of the second badge is to monitor the potential dose to the embryo-fetus. The ISU Technical Safety Office (TSO) will work with the student’s clinical coordinator to ensure that the dose to a declared pregnant student will be maintained within 50 mrem in any given month of the gestation period. (10 CFR 20.1208). Any student may request to discuss the dangers of occupational radiation exposure with a radiographic science faculty member or a member of the ISU TSO at any time.

Clinical assignments are made to satisfy specific clinical competencies required for the semester and to meet graduation requirements specified by the American Registry of Radiologic Technologists (ARRT). As a result, clinical rotations/assignments of a pregnant student cannot be altered in order to guarantee lower radiation exposures to the unborn embryo-fetus. Clinical affiliates may also have pregnancy policies that include students. Notify the clinical instructor if applicable.

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

SAFE PRACTICE IN CLINICAL

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

The following guidelines should be used by students, clinical affiliate officials and university officials to determine what is considered unsafe or inappropriate student behavior:
1. **Regulatory Behavior** - The student shall function within the rules, policies, and regulations of the university, program, and clinical affiliate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Procedure for Violations of Appropriate Behavior

1. An act or acts of unsafe or inappropriate practice as demonstrated by a student in clinical shall be brought to the attention of the clinical coordinator by the student's clinical instructor.

2. While charges of unsafe or inappropriate practice as demonstrated by a student in clinical are being acted on by the clinical facility, program or university, the student will be suspended from clinical. If and when the student is allowed to resume their clinical assignment after action on the charges has been taken, the student will be required to make up any clinical time which has been missed. The grade which the student receives for the clinical course in question shall be that grade earned by the student, unless the student withdraws from the course in accordance with university policy.

3. The clinical coordinator shall communicate the charges of unsafe or inappropriate behavior to the program director on the same day of notification from the clinical instructor.

4. The student will then be notified in writing of the charges of alleged unsafe or inappropriate behavior by the program director within two working days of notification from the clinical coordinator.

5. The student will be given the opportunity to respond to the charges in writing. This written response must be provided by the student to the program director within two working days of having received notification of the charges by the program director.

6. Program faculty and the program director will review the charges and the student's written response. The program faculty and program director will determine what action is to be taken. This might include, but is not limited to, dismissal of the charges, a warning, or dismissal of the student from the program. Written notification of the action to be taken will be provided to the student and clinical instructor within two working days of the meeting of the program faculty and program director.
7. Students not agreeing with the action taken against them may appeal the action through the normal procedure utilized by the Associate Dean of the School of Health Professions, and the School of Health Professions Scholastic Appeals Committee.

**WORKPLACE HAZARDS**

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

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

**EVIDENCE OF UNSAFE PRACTICE**

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

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

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

**VENIPUNCTURE AND CONTRAST ADMINISTRATION**

Venipuncture is a procedure commonly performed at the clinical education setting. Venipuncture training occurs in RS 3325 Patient Care in Radiology class during the 1st semester in the program. This practice is required as an ARRT clinical competency requirement. Students in the professional curriculum may perform venipuncture if approved by the clinical site after appropriate training.
Students may fill syringes or auto injection devices with contrast media under the direct supervision of registered technologists. Preparation of ready mixed IV contrast media may be set up for injection with appropriate IV tubing and needles.

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

**CARDIOPULMONARY RESUSCITATION**

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

**PROFESSIONALISM**

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

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

1. Utilizing communication skills that are appropriate and effective in relating to patients, peers, and faculty.

2. Conducting one's self in a manner considered appropriate, legal, and ethical by members of the allied health profession.

3. Assuming responsibility for one's own academic and professional development.

4. Complying with the appropriate dress standards and policies observed by both the hospital and the program of radiology.
COMMITTEES

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

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

Advisory Committee

Membership: The membership shall be composed of Associate Dean of the School of Health Professions (ex-officio), Program Director of the Radiographic Science Program, Clinical Coordinator, Faculty, Clinical Instructors, and one junior and one senior student from the Radiographic Science Program.

Functions: The committee will function in an advisory capacity to program administrators. The committee will make recommendations related to any of the following program goals: insuring an educational atmosphere that will produce radiologic technologists proficient in all aspects of radiologic technology; developing a working and supportive relationship with local and state radiologic technology societies and clinical affiliates; identifying strengths and weaknesses of the existing program and planning and developing methods through which weaknesses can be alleviated; acting as "initiator" rather than a "reactor" in relation to change, being sensitive and responsive to national and state trends.

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

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

Student Class Government

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

The following committees require a student representative from each class: Student Appeals Committee and Radiographic Science Advisory Committee.
Selection of a student representative for the Radiographic Science Advisory Committee will take place at the beginning of the Fall Semester. A student will be recommended by the program director to sit on the Student Appeals Committee as needed.

**COMMUNICABLE DISEASE NOTIFICATION**

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

<table>
<thead>
<tr>
<th>Bloodborne pathogens</th>
<th>Conjunctivitis</th>
<th>Varicella</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diarrheal diseases</td>
<td>Diptheria</td>
<td>Enteroviral infections</td>
</tr>
<tr>
<td>Hepatitis viruses</td>
<td>Herpes simplex</td>
<td>HIV/AIDS</td>
</tr>
<tr>
<td>Measles</td>
<td>Mumps</td>
<td>Meningococcal infections</td>
</tr>
<tr>
<td>Scabies</td>
<td>Pertussis</td>
<td>Rubella</td>
</tr>
<tr>
<td>Viralrespiratory infections</td>
<td>Streptococcal infection</td>
<td>Tuberculosis</td>
</tr>
</tbody>
</table>

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

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

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

**Statement Regarding Communicable Disease Precautions in the Health Care Setting**

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

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

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

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

Below are the guidelines recommended by the APIC:

1. **HANDS** should always be washed before and after contact with patients. Hands should be washed even when gloves have been used. If hands come in contact with blood, body fluids, or human tissue, they should be immediately washed with soap and water.

2. **GLOVES** should be worn when contact with blood, body fluid, tissues, or contaminated surfaces is anticipated.

3. **GOWNS** or plastic aprons are indicated if blood splattering is likely.

4. **MASKS AND PROTECTIVE GOGGLES** should be worn if aerosolization or splattering are likely to occur, such as in certain dental and surgical procedures, wound irrigations, post-mortem examination, and bronchoscopy.

5. To minimize the need for emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or other ventilation devices should be strategically located and available to use in areas where the need for resuscitation is predictable.

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

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

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

**STUDENT RECORDS**

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

The following student records may not be viewed by students: financial information submitted by their parents, confidential letters and recommendations, employment job placement or honors to which they have waived their rights of inspection and review. Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

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

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

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

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

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

INCLEMENT WEATHER

If Idaho State University closes due to inclement weather, an announcement will be made as early as possible on the radio and/or television stations in the surrounding areas. Notifications of closures or delayed start will also be transmitted through the university’s Bengalert Emergency Notification System. You can subscribe to Bengalerts through BengalWeb. When Idaho State University Campus is closed, clinical education is also cancelled. If an announcement concerning closing is not made before a student must leave for campus or their clinical education setting, then the student must use good judgment in making a decision as to whether or not to attend. If the student does not attend when the campus is open and operating normally, then the day is considered an absence.

VISITORS TO CAMPUS

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

LOCKDOWN PROCEDURES

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

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

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

- by the Bengalert Emergency Notification System
- by the automated telephone message system
- by phone tree
- by e-mail
- by University homepage & the Public Safety homepage
- by the university closure phone line
- by using staff to make physical contact at each building
- by vehicle & handheld public address systems
- by campus-wide public address system
- by using public and private television stations
- by using the ISU campus information radio station (station 1610 am)

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

**During a Lock-Down**

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

- Students and faculty are to remain in their classrooms. Do not answer the door.
- Keep back from any windows and doors, lay flat on the floor or seek protective cover (concrete walls, thick desks, filing cabinets).
- Remain calm and assist others with you in remaining calm, quiet and out of sight.
- Place signs in exterior windows to identify the location of injured persons.
- All doors, windows, and classrooms will be closed and locked or barricaded, if possible.
- Turn off all lights and close blinds.
- Silence all cell phones.
- Once in a lockdown area, building occupants should call 911 or Public Safety at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions.
- **If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at emergency@isu.edu.** Public Safety Dispatch will immediately receive and respond to the message.
- Account for everyone in the room or office.
- Do Not Approach Emergency Responders - let them come to you.
- Building occupants should remain in that area until they receive further instructions or an “all clear” is issued.
- No one will be allowed to enter or leave the building(s) or area(s).
• Parents, friends, concerned loved ones will not be allowed to pick up faculty, staff or students from the university, unless instructed to do so. Public Safety officers and other emergency responders will remain near outside entrances, if possible without putting themselves in danger, to discourage others from entering the building(s) until proper authorities have issued an “all clear.”

Un-Securing an Area

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

DISABILITY SERVICES

Students with disabilities who wish to have accommodations provided by the University must self-identify with Disability Services (236-3599) in order to have accommodations provided. Information and applications are available in the Center and may be picked up in person or requested by telephone. The URL is http://www.isu.edu/ada4isu/

AFFIRMATIVE ACTION

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

SEXUAL ORIENTATION POLICY

Idaho State University strives to maintain a campus environment where all decisions affecting an individual's education, employment, or access to programs, facilities or services are based on bona fide occupational or educational criteria such as merit or performance. Irrelevant factors or personal characteristics that have no connection with such bona fide criteria have no place in the University's decision making. Accordingly, to the extent that it does not conflict with a contractual obligation or state, federal or local law or regulation, it is the policy of Idaho State University that
an individual's sexual orientation* is an irrelevant factor and shall not be a basis for institutional decisions relating to education, employment, or access to program, facilities or services. This policy is not intended to nor shall in any way be interpreted to infringe upon rights guaranteed by state and federal law.

*Defined as heterosexuality, homosexuality and bisexuality.

**SEXUAL HARASSMENT**

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

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

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

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

**SEXUAL HARASSMENT GRIEVANCE PROCEDURE**

I. GRIEVANCE COMMITTEE

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

II. INVESTIGATION AND RESOLUTION

A. Filing
Individuals who have been subjected to alleged acts of sexual harassment are encouraged to file complaints through the University's Affirmative Action grievance procedure. Due to the sensitive nature of this subject, any person or step normally part of the grievance procedure may be bypassed if the complainant feels it is necessary to do so. If an employee so chooses to bypass the grievance procedure, he/she should contact the Affirmative Action Officer for additional advice on other procedures.

B. Confidentiality

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

C. Investigation Procedure

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

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

D. Action and Resolution

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

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

1. No record shall be made of the allegation in either the accused or accuser's personnel records.
2. A reiteration of the policy against sexual harassment may be appropriate.
3. Bad faith allegations or use of this policy for unintended purposes may result in disciplinary action against the accuser.
If a foundation for the allegation exists, disciplinary action against the offending employee will follow. The disciplinary action will be commensurate with the scope and severity of the occurrence, and may include, but is not limited to, demotion, suspension, dismissal, warnings or reprimands. Additionally, every effort shall be made to provide appropriate relief for the victim.

The sexual harassment prohibitions and grievance procedures may be found in their entirety in the Idaho State University Affirmative Action Program Policy Statement (Appendix A). [http://www.isu.edu/policy/fs-handbook/appendix/appa_2.html#i](http://www.isu.edu/policy/fs-handbook/appendix/appa_2.html#i)

Dean of Student Affairs
(208) 282-231
## REQUIRED TEXTBOOKS

<table>
<thead>
<tr>
<th>Class</th>
<th>Text</th>
<th>Publisher</th>
<th>Price</th>
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<tbody>
<tr>
<td>BIOL 3307</td>
<td>Radiation Biology of Medical Imaging, 7th Ed, John Wiley &amp; Sons Inc.</td>
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<td>BIOL 4470</td>
<td>Cross-Sectional Human Anatomy, Dean, Lippincott Williams &amp; Wilkins Sectional Anatomy for Imaging Professionals</td>
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<td>Sectional Anatomy Workbook, Kelley, 3rd Ed., Mosby, Inc.</td>
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<td>Patient Care in Radiography, Ehrlich, 9th Ed, Mosby</td>
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<td>Radiographic Imaging &amp; Exposure, 4th Ed, Mosby</td>
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<td><strong>Radiation Protection in Medical Radiography</strong>, Statkiewicz – Sherer, 7th Ed., Mosby, Inc.</td>
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ADDITIONAL FEES FOR RADIOGRAPHIC SCIENCE MAJORS

First Fall Session
Professional fees - $415.00
Liability insurance - $5.00
Name tag - $5.00
Uniforms - smock top, shirt, pants/skirt, shoes - $100.00
Lead Markers - $19.00
Medical tests – (blood draw and/or administration fees may be additional)
   TB testing, PPD - $15.00
   Rubella Titer - $21.00
   MMR - $65.00
   Chicken Pox Titer - $27
   Chicken Pox Vaccine (if needed) - $150.00
   Tdap Vaccine - $50.00
   Hepatitis B Vaccine - $70.00 x 3
   Influenza Vaccine - $20.00

First Spring Semester
Professional fees - $415.00
Liability insurance - $5.00

Summer Session
Professional fees - $415.00
Liability insurance - $5.00

Second Fall Semester
Professional fees - $415.00
Liability insurance - $5.00
Uniforms - replace as needed - $50.00
Medical tests - TB testing, PPD - $15.00
   Influenza Vaccine - $20.00

Second Spring Semester
Professional fees - $415.00
Liability insurance - $5.00
Certification exam - $200.00

Note: These fees are an approximation.
**JOURNALS AVAILABLE AT THE MAIN LIBRARY**

<table>
<thead>
<tr>
<th>Applied Radiography</th>
<th>British Journal of Radiology</th>
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<tbody>
<tr>
<td>Canadian Journal of Radiography</td>
<td>Journal of Computer Assisted Tomography</td>
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<tr>
<td>Medical Radiography and Photography</td>
<td>Radiation Research</td>
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<td>Radiography Today</td>
<td>Radio Isotopes</td>
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<td>Radiologic Clinics of North America</td>
<td>Radiologic Technology</td>
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<td>Radiology</td>
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</table>
EVIDENCE OF UNDERSTANDING

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

Signed _____________________________

Date _______________________________

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

Insurance Provider ____________________  Policy Number ______________________

ACADEMIC HONESTY ATTESTATION STATEMENT

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

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

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

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

Signed _____________________________

Date _______________________________
<table>
<thead>
<tr>
<th></th>
<th>STUDENT CLINICAL ORIENTATION CHECKLIST</th>
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<tbody>
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<td>Tour of Facility</td>
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<td>2.</td>
<td>Tour of Department</td>
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<td>3.</td>
<td>Policy &amp; Procedures</td>
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<tr>
<td>a.</td>
<td>Location of Policy &amp; Procedure Manual</td>
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<tr>
<td>b.</td>
<td>Orientation to chain of command</td>
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<td>4.</td>
<td>Location of Equipment</td>
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<tr>
<td>a.</td>
<td>Carts</td>
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<td>b.</td>
<td>Wheelchairs</td>
</tr>
<tr>
<td>c.</td>
<td>IV poles</td>
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<td>d.</td>
<td>Oxygen tanks</td>
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<tr>
<td>e.</td>
<td>Crash carts</td>
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<td>f.</td>
<td>Emergency drug trays</td>
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<td>g.</td>
<td>Suction</td>
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<tr>
<td>h.</td>
<td>Personal protective equipment (PPE)</td>
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<tr>
<td>5.</td>
<td>Disaster/ Code/ Fire Procedures</td>
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<tr>
<td>a.</td>
<td>Workplace hazards</td>
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<td>b.</td>
<td>Emergency preparedness</td>
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<tr>
<td>c.</td>
<td>Medical emergencies</td>
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<td>6.</td>
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<td>7.</td>
<td>Standard Precautions</td>
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<td>8.</td>
<td>Telephone Orientation</td>
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<td>9.</td>
<td>Personal item storage</td>
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<td>10.</td>
<td>Smoking policy</td>
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<td>11.</td>
<td>Pregnancy policy</td>
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<td>Parking policy</td>
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<tr>
<td>13.</td>
<td>Clock-in, clock-out procedure</td>
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<tr>
<td>14.</td>
<td>Restroom locations</td>
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</tbody>
</table>

______________________________________________________________________________
| Clinical Instructor Signature | Date |

______________________________________________________________________________
| Student Signature | Date |

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AFFILIATION AGREEMENT

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

Background

• Program is a higher education institution having enrolled students (whether singular or plural, “Student”) who have need for clinical education experiences (whether singular or plural, “Experience”).

• The Parties desire each Program-selected Student to obtain clinical education experiences at the Facility.

Agreement

I. Mutual Responsibilities and Coordination.

A. Exchange and Review. Each Party retains a privilege to exchange visits and review materials relevant to a Student’s Experience.

B. Nondiscrimination. Each Party must not discriminate on the basis of race, creed, sex, national origin, or disability unless that basis is a bona fide occupational criterion.

C. Organization. The Parties must cause the ACCE (defined below) to cooperate with Facility’s clinical coordinator (or other designee) in arranging each Experience’s schedule, content, objectives and goals.

II. Program Responsibilities.

A. Definitions.


2. “ACCE” means Program’s academic coordinator of clinical education

B. Duties. The Program shall:

1. provide a statement to the Facility that describes the philosophy, goals, objectives, and schedule of:
   a. the Program’s curriculum generally; and
   b. each Experience in particular;

2. ensure that each Student appropriately is assigned to the Experience,
including:

a. evaluating the Student’s competence and knowledge before the Experience begins;
b. assessing Student’s health before Experience begins; and
c. requiring the Student to carry appropriate professional liability insurance;

3. ensure that the Student is knowledgeable concerning and has prepared for:
   a. transportation needed to fulfill responsibilities at the Facility;
   b. room and board concurrently with the Experience; and
   c. scheduling arrival at and departure from the Facility;

4. ensure that the Student has been made aware of each relevant Facility rule, regulation, policy, procedure and schedule that Facility has made known to the Program;

5. ensure that the Student has been made aware of each Program requirement and regulation for clinical education, including professional practice standards;

6. facilitate communication between the Parties, including:
   a. appointing a member of Program’s faculty to serve as ACCE;
   b. notifying the Facility in writing of the identity of the ACCE and any Program-designated Program director;
   c. notifying the Facility annually of each then-current academic year’s clinical education schedule;
   d. notifying the Facility of each specific Student assignment no later than ten working days before the Student’s arrival, subject to the arrangement set forth below in Sections IV.B and IV.C; and
   e. describing to the Facility specific Student outcome objectives for each assigned Student’s Experience;

7. direct each Student to comply with Facility’s policies and procedures governing any use or disclosure of individually identifiable health information under federal law, specifically including HIPAA; and

8. ensure at Facility’s request that each Student signs and delivers to Facility before the Experience begins a copy of a Confidentiality Understanding (attached and incorporated into this Agreement as ATTACHMENT A).

III. Facility Responsibilities. The Facility shall:

A. accept a mutually agreed upon number of Students whom Program has selected for an Experience period;
B. provide any applicable annually updated information that is necessary to complete Program’s Clinical Education Center Information form;

C. notify the Program - no later than fifteen working days before a clinical assignment - of any change in Facility’s ability to accept the Student;

D. provide the Student a clinical schedule averaging forty (40) hours per week;

E. complete and return each Student evaluation according to the Program’s guidelines and schedule;

F. not subject the Student to any sexual harassment act; and

G. inform and train the Student regarding Facility’s HIPAA-related policies and practices.

H. facilitate communication between the Parties, including appointing a member from Facility to serve as clinical coordinator and notifying the Program of his/her identity.

I. provide for the overall clinical supervision of the student both directly and indirectly based upon program objectives and student needs.

IV. **Student Experience Characteristics.**

A. **No Employment relationship to Either Party.**

1. **In General.** Facility’s rules and regulations apply to each Student who Program assigns to an Experience.

2. **Liability.** The Student is not considered an officer, employee, agent, representative, or volunteer of either Party for any purpose, including but not limited to liability, but instead is a Student:

   a. at the Program engaged in the Experiences as a part of the Program’s curriculum; and
   
   b. in clinical practice.

3. **HIPAA.** The Student specifically is not and must not be considered to be Facility’s employee. But the Student is considered to be a member of the Facility’s workforce, when engaged in any Agreement activity:

   a. solely for the purpose under HIPAA to define the Student’s role in relation to using and disclosing Facility’s protected health information; and

   b. as workforce is defined under 45 CFR 160.103.

B. **Short-Notice Assignment.** In an emergency circumstance, Program has a right to assign a Student to an Experience upon less than ten days’ notice to Facility. The Facility reserves a right to accept or reject that assignment.

C. **Short-Notice Cancellation.** Program retains a right to cancel a Student’s Experience assignment for academic or other good cause upon less than ten days’
notice to Facility, with no duty to designate another Student as a replacement.

D. **Assignment Refusal.** Facility retains a right for good cause to refuse any clinical assignment upon less than fifteen working days’ notice.

E. **Withdrawal.** Each Party is entitled at any time to withdraw the Student from the Facility after assignment for any of the following documented reasons that the Party must document:
   1. the Student’s unprofessional or unethical behavior;
   2. the Facility’s staff’s unprofessional or unethical behavior that directly affects the Student’s Experience;
   3. the Student’s failure to meet Program’s prerequisite academic requirements; or
   4. any good cause, including but not limited to, any medical emergency.

V. **Effective Duration.**

A. **Term.** The Agreement’s term begins on Effective Date and is continuous with automatic one-year renewals on each successive anniversary of the Effective Date.

B. **Termination.** Each Party has a right at any time to terminate the Agreement upon no later than sixty (60) days’ advance written notice to the other Party.

C. In the event of termination of this Agreement by either party, Students currently assigned to clinical experiences at Facility at the time of notice of termination will be given the opportunity to complete their Experience at Facility.

VI. **Liability.**

A. **Program Commitment.**
   1. **Insurance.** Program at its own expense shall provide adequate liability insurance coverage for its officers, employees, and agents. Program must ensure that its liability insurance has an occurrence-based form. Program at Facility’s request must deliver a certificate of financial responsibility to Facility.
   
   2. **Workers Compensation.** The Program shall, at its own expense, obtain and maintain appropriate Workers' Compensation coverage for Program’s employed personnel and Students.

   3. **Program Indemnity.**
      a. Scope. To the extent of the Idaho Tort Claims Act (I.C. § 6-901 et seq.) or any applicable insurance coverage, the Program will defend, indemnify, and hold harmless the Facility, its officers, governing board, employees, agents, and representatives from any and all claims for loss or damage to property or injury or death to
persons, including costs, expenses, and reasonable attorney’s fees, arising from any negligence or wrongful act or omission of the Program, its officers, employees, and agents.

b. Exclusion. The Program is liable under the provisions of this paragraph A for the paragraph’s obligations, costs, and expenses only to the extent that the above act or omission is caused:

(1) by the Program or any of its officers, employees, or agents; and

(2) not by the Facility or any of its officers, employees, agents, representatives, or volunteers.

B. Facility Commitment.

1. **Insurance.** Facility at its own expense shall provide adequate liability insurance coverage for its officers, employees, agents, representatives, and volunteers. Facility at Program’s request must deliver a certificate of insurance to Program.

2. **Facility Indemnity.**

   a. **Scope.** To the extent of Facility’s preceding insurance coverage, the Facility will defend, indemnify, and hold harmless the Program, its officers, governing board, employees, and agents from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses, and reasonable attorney’s fees, arising from the negligent or wrongful acts or omissions of the Facility, its officers, employees, agents, representatives, or volunteers.

   b. Exclusion. The Facility shall be liable under the provisions of this paragraph B for the paragraph’s obligations, costs, and expenses only to the extent that such act or omission is caused:

      (1) by the Facility or any of its officers, employees, agents, representatives, or volunteers; and

      (2) not by the Program or any of its officers, employees, or agents.

C. **Student Insurance.**

1. **Facility Requirement.** Facility requires each Student to have Student’s own health insurance and have malpractice insurance with professional and personal limits of liability of $1,000,000 per occurrence and $3,000,000 in general aggregate. Program will provide Workers’ Compensation coverage to Students during the clinical experience.

2. **Program Duty.** The Program must ensure that any professional liability insurance coverage for any Student assigned to the Facility has been obtained before Program has assigned the Student. The Program, at
Facility’s request, must deliver a copy of the insurance certificate to the Facility.

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

A. **Access Need.** The Parties understand and recognize that each Party’s employees and agents need access to educational records that the other Party maintains in properly administering any duties and obligations to Student.

B. **Duty to Orient.** Each Party thoroughly must orient its employees and agents of its obligations under FERPA and strictly maintain its practices according to that act’s requirements.

C. **Disclosure.** “Outsider” means any person or entity not a Party to this Agreement.

1. **To Third Party.** Before authorizing any further disclosure of Student’s educational records to any Outsider, a Party must:
   a. receive the other Party’s permission; and
   b. obtain assurances that the Outsider fully has complied with FERPA.

2. **Redisclosure.** A Party has authority to redisclose Student’s educational records to the Outsider only if the Outsider does no further disclosure.

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

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

Program Notification Address: Facility Notification Address:
Idaho State University __________________________
General Counsel __________________________
921 S. 8th Ave., Stop 8410 __________________________
Pocatello, ID 83209-8410 __________________________

X. **Binding Authority.**
Each Party has authorized an undersigned individual to sign this Agreement on behalf of that Party.
Signed: 

Program: 

IDAHO STATE UNIVERSITY

By: ____________________________
Laura Woodworth-Ney, Ph.D.
Provost and Vice President for
Academic Affairs

Date: __________________________

Facility: 

By: ____________________________

Printed Name: ____________________
Title: __________________________
Date: __________________________
ATTACHMENT A

Confidentiality Understanding

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

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

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

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

_______________________________________________
Student’s Signature                      Date

_______________________________________________
Student’s Name (Print)

_______________________________________________
Program Witness (Signature)                      Date

_______________________________________________
Program Witness Name and Title (Print)
MRI SCREENING FORM

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

- **Yes  □  No** Have you ever had a surgical procedure or operation of any kind?

- **Yes  □  No** Have you ever been injured by any metallic foreign body? *(e.g., bullet, BB, pellets, shrapnel, etc.)*

- **Yes  □  No** Have you ever had an injury to the face or eye involving a metallic object? *(e.g., metallic slivers, shavings, foreign body, etc.)*

- **Yes  □  No** Have you ever been a machinist, welder, or metal worker?

- **Yes  □  No** Are you pregnant or do you suspect that you are pregnant?

- **Yes  □  No** Are you breast feeding?

- **Yes  □  No** Have you had a previous MR or CT scan?

Please list all prior surgeries and approximate dates:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Please indicate if you have any of the following:

- **Yes  □  No** Brain Aneurysm clip(s)
- **Yes  □  No** Heart valve prosthesis
- **Yes  □  No** Cardiac defibrillator or Pacemaker
- **Yes  □  No** Pacing wires
- **Yes  □  No** Hearing Aid
- **Yes  □  No** Cochlear implant
- **Yes  □  No** Nerve or Bone Stimulator

Any type of electronic, mechanical, or magnetic implant

Type: ______________________________________

- **Yes  □  No** Implanted catheter, tube, shunt, or vascular access port

Any type of blood vessel coil, filter, wire or stent.

Type: ______________________________________

- **Yes  □  No** Implanted drug infusion device, including insulin pump
- **Yes  □  No** Artificial limb or joint
- **Yes  □  No** Any implanted orthopedic hardware
  *(i.e., pins, rods, screws, nails, clips, plates, wire, etc.)*

Type: ______________________________________

- **Yes  □  No** Halo vest or metallic cervical fixation device
- **Yes  □  No** Surgical clips, staples, wire mesh or sutures
- **Yes  □  No** Orbital / eye prosthesis
□ Yes  □ No  Penile prosthesis

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

Any other implanted item Type: ____________
Other: _____________________________________

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

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

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

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

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

Signature of Student:___________________________________ Date: _____/_____/ 20____
Re: MRI Screening Form
Subject: Student answering “yes” to the question regarding _______________________.

Student Name: ____________________________________________________________

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

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

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

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

Signature________________________________   Date:________________________________

Phone: (208) 282-4042 • Fax: (208) 282-3941 • www.isu.edu/radsci

ISU is an Equal Opportunity Employer