



**ASSOCIATE OF APPLIED SCIENCE DEGREE
RADIOLOGIC TECHNOLOGY
STUDENT HANDBOOK
KENT STATE UNIVERSITY SALEM CAMPUS**

**College of Applied and Technical Studies
Division of Health Occupations**

CLASS: 2022-2024

Start Date: JUNE 9, 2022 Graduation Date: MAY 10, 2024

- It is the student's responsibility to read the student handbook.
- The student will be held responsible for policies in this handbook.
- Rules and policies are subject to change. Students will receive written notice of any major changes.
- Disputes over interpretation should be brought to the attention of the Program Director who will seek the advice of the faculty of the program and/or the Radiologic Technology Advisory Committee for a final decision.

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APPENDIX I Joint Review Committee on Education in Radiologic Technology (JRCERT)

View Standards for an Accredited Educational Program at: <https://www.jrcert.org/jrcert-standards/>

Choose 2021 Radiography Standards. Also posted in the radiology lab.

APPENDIX II American Registry of Radiologic Technologists (ARRT)

- A. Content Specifications from the ARRT
- B. Task Inventory for Radiography
- C. ARRT Eligibility Requirements Form

APPENDIX III Kent State University and the Radiologic Technology Program

- A. KSU University Calendar
- B. Requirement Sheet for the AAS Degree in Radiologic Technology
- C. Radiologic Technology Information Packet including Technical Standards
- D. Agreement of Policies/Procedures of the KSU Radiologic Technology Student Handbook

CLINICAL HANDBOOK SECTION I Program Forms and Clinical Objectives

- A. Program Forms, Competencies, and Clinical Objectives

CLINICAL HANDBOOK SECTION II KSU Clinical Competency Evaluation System

Guidelines for Competency/Proficiency Evaluations

- A. Minimum Competency Requirements for each semester
- B. List of Competencies that may be performed each semester
- C. Projection/Position Requirements for each competency/proficiency exam
- D. Competency and Proficiency Evaluation Form-scoring and Directions
- E. Student Record of Competencies/Proficiencies
- F. Competency Remedial Action Form

CLINICAL HANDBOOK SECTION III KSU Clinical Education Courses

- A. Grading Procedure for Clinical Education Courses
- B. Sample Clinical Education Grade Sheet

Welcome

Welcome to the Radiologic Technology program sponsored by the Salem Campus of Kent State University. It is our sincere hope that you will find our program a rewarding and challenging part of your life. We appreciate your participation in the health care team, a group of individuals who are working toward one goal -- to provide the best possible care to the patients that we are privileged to serve.

We hope this handbook will acquaint you with the Radiologic Technology program so that you have a good understanding of our policies and will realize what is expected of you as a student in a health care profession. The information in this handbook is subject to change due to changing circumstances; the policies, as written, may be modified, superseded, or eliminated. You will be notified of such changes through regular channels. Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis.

Both student life policies (Chapter 4) and procedures and material specifically related to the Regional Campuses (Chapter 8) are found in the [University Policy Register](http://www.kent.edu/policyreg) (<http://www.kent.edu/policyreg>) which contains a complete list of all the University's policies, rules, and regulations.

Administration

Kent State University Salem Campus

David Dees, Current Dean until August 1, 2022

Interim Dean, Brad Bielski after August 1st

Dean & CAO, RC Dean

Columbiana Campuses: Salem, East Liverpool and Tuscarawas

Sue Rossi, Ph.D.

Assistant Dean

Kent State University Columbiana Campuses

Kent State University - Regional College

Peggy Shadduck, Ph.D.

Vice President for Regional Campuses

Dean, College of Applied and Technical Studies (CATS)

Kent State University – Administration

Todd Diacon, Ph.D.

President - Kent State University

Administrative Offices 2nd Floor, Library

Melody Tankersley, Ph. D.

Provost-Kent State University

Administrative Offices 2nd Floor, Library

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Temporary Program Director, Radiology Salem

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Salem Regional Medical Center

Hospital Phone: 330-332-7413

Clinical Education Setting Clinical Preceptors

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Katie Knisely and Philip Rinehardt
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Summa Health: Barberton Hospital

Lee Casto, A.A.S., RT. (R)
Radiology Department Phone: 330-615-3331

East Liverpool City Hospital

Jenn Weible, A.A.S., R.T. (R)
Radiology Department Phone 330-386-2026

Salem Regional Medical Center

Glory Zamarelli, R.T. (R)
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Sharon Regional Medical Center

Tiffany Rossi, R.T. (R) (M) (CT)
Jaclyn Macias, AAS, R.T. (R)
Radiology X-O-Mat Viewing Area: 724-813-6726

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Trumbull Regional Medical Center

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University Hospitals: Portage Medical Center

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Jennifer's Office Phone: (330) 297-2956

Mission of the Radiologic Technology Program

The mission of Kent State University Salem Campus is to educate radiologic technology students in the knowledge, skills and attitudes to become qualified, professional practitioners who provide quality service and care to the community and to prepare students for the changing needs of the profession. Kent State University transforms lives and communities through the power of discovery, learning, and creative expression in an inclusive environment.

Revised 2017

The Goals and Student Learning Outcomes

Goal: Students will successfully complete all academic requirements for the associate degree in Radiologic Technology toward the practice of radiologic technology.

Student Learning Outcome: Students will successfully complete assessment exams on the first attempt.

Goal: Students will be able to effectively utilize critical thinking and problem-solving skills in the practice of radiologic technology.

Student Learning outcome: Students will identify errors and perform corrective actions in positioning and image quality during image analysis.

Student Learning Outcome: Students will adapt procedures for non-routine patients.

Goal: Students will be able to effectively communicate in oral and written form with patients, families, and members of the health care team.

Student Learning Outcome: Students will effectively demonstrate oral communication skills.

Student Learning Outcome: Students will effectively demonstrate written communication skills.

Goal: Students will be able to successfully perform radiographic procedures consistent with entry-level requirements of a registered radiologic technologist.

Student Learning Outcome: Students will accurately perform procedures in the clinical setting.

Student Learning outcome: Graduates will satisfactorily perform procedures.

Goal: Students will be able to determine the value of professional growth and development and to conduct themselves in a professional manner.

Student Learning Outcome: Students will interpret, and critique professional conduct as demonstrated in the clinical setting.

Student Learning Outcome: Students will perform procedures in a professional manner.

Revised 2021

Curriculum Sequence 2022-2024

Semester	Course Number	Course Name	Sem. Hrs.	Days of the Week for Campus & Clinical**
First Year Summer I Semester 5 weeks	*AHS 24010 or HED 14020 *UC 10097 RADT 14003	*Medical Terminology Medical Terminology *Destination Kent: 1st Year Experience Introduction to Radiologic Technology	1 or 3 1 2	Summer Schedule on own-online Schedule on own-online M, T, W
			5-7	
First Year Summer III 5 weeks	RADT 14005 RADT 14006	+Clinical Education I Radiographic Procedures I	3 1 1	Schedule on own Th, F M, T, W
			5	
First Year Fall Semester	BSCI 11010 RADT 14016 RADT 14021 RADT 14018 RADT 14015 MATH 11072 or 11009	*Foundational Anatomy & Physiology I Patient Care Management Radiographic Procedures II Imaging Equipment Clinical Education II Modeling Algebra Plus or Modeling Algebra	3 2 4 2 3 5 4	M, W M, W M, W M, W T, Th, F Schedule on own
			18	
First Year Spring Semester	BSCI 11020 *CHEM 10050 or CHEM 10055 RADT 14024 RADT 14034 RADT 14025	*Foundational Anatomy & Physiology II *Fundamentals of Chemistry Or Molecules of Life Radiographic Procedures III Image Acquisition and Processing Clinical Education III	3 3 4 2 3	M, W Schedule on own M, W M, W T, Th, F
			15	
Second Yr. Summer II 8 weeks	*ENG 11011 RADT 14085 RADT 24014	*College Writing I Clinical Education IV Advanced Imaging Procedures	3 2 2	Schedule on own M, T, W, F Th Class day V-2 online with set meeting times
			7	
Second Yr. Fall Semester	RADT 24016 RADT 24008 RADT 24015 See Kent Core	Imaging Physics Radiobiology and Radiation Protection Clinical Education V *Humanities or Fine Art	3 3 3 3	T R M, W, F Schedule on own
			12	
Second Yr. Spring Semester	*PSYC 11762 RADT 24028 RADT 24025 RADT 24048 RADT 24058	*General Psychology Radiologic Pathology Clinical Education VI <u>Elective</u> : Radiologic Techniques <u>Elective</u> : Diversified Employment Skills	3 3 3 3 3	Schedule on own T, Th M, W, F T, Th T, Th
			9-15	

* Courses marked with an * may be taken prior to entry into the Radiologic Technology program.

Foundational Anatomy and Physiology I and II (BSCI 11010, 11020) or Anatomy and Physiology I and II (BSCI 21010, 21020) must be completed within 5 years of the program start. They must be taken prior to the start of the program's second year or the result will be program dismissal.

All Radiologic Technology (RADT) courses require program admittance and follow the prescribed sequence.

+Clinical Hours-See clinical attendance policy

Revised 2022

Course Descriptions for Radiologic Technology Curriculum**RADT 14003 Introduction to Radiologic Technology (2 sem. hours) Summer I**

Introduction to radiologic technology program, general anatomy, introduction to radiologic procedures and positioning, imaging equipment, radiographic exposure, radiation protection, professional organizations and an introduction to clinical education. Lecture and lab.

RADT 14005 Clinical Education I (1 sem. hour) Summer III

Supervised experience and observation with emphasis on clinical practice of basic skills of radiologic technology and the exams covered in Radiographic Procedures I (chest and abdomen). Students assigned to clinical education setting two days per week for 5 weeks.

RADT 14006 Radiographic Procedures I (1 sem. hour) Summer III

This unit is designed to provide the student with the knowledge and skills necessary to perform radiographic positioning of the chest and abdomen. Includes evaluation of the diagnostic quality of images. Lecture and lab.

RADT 14016 Patient Care Management (2 sem. hours) Fall

This unit will provide the student with the basic concepts of patient care, including considerations for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing Universal Precautions. Includes vital signs, venipuncture and pharmacology, as well as healthcare ethics and medicolegal aspects of patient care.

RADT 14021 Radiographic Procedures II (4 sem. hours) Fall

Radiographic anatomy, positioning and image evaluation of the upper and lower extremities, shoulder and pelvic girdles, bony thorax, and vertebral column. Lecture, lab, and radiographic image evaluation.

RADT 14018 Imaging Equipment (2 sem. hours) Fall

Equipment used in medical imaging including radiographic x-ray tubes, filtration, beam restrictors, grids, image receptors, and fluoroscopic equipment.

RADT 14015 Clinical Education II (3 sem. hours) Fall

Clinical Education continues with radiographic positioning and image evaluation of the upper and lower extremities, shoulder and pelvic girdles, vertebral spine and bony thorax. Includes contrast media. Students assigned to clinical education setting 3 days per week for 15 weeks.

RADT 14024 Radiographic Procedures III (4 sem. hours) Spring

Radiographic anatomy, positioning and image evaluation of the gastrointestinal, biliary, and urinary systems, and all skull and facial bones radiography. Lecture, lab.

RADT 14034 Image Acquisition and Processing (2 sem. hours) Spring

Examines factors affecting digital image acquisition and processing. It includes factors affecting receptor exposure, contrast, spatial resolution and distortion as well as information management

Course Descriptions for Radiologic Technology Curriculum

RADT 14025 Clinical Education III	(3 sem. hours)	Spring
Continuation of Clinical Education II, with emphasis on clinical practice of content of the gastrointestinal, biliary and urinary tracts as well as skull and facial bone radiography. More emphasis on independent clinical practice of procedures previously mastered. Students assigned to clinical education setting 3 days per week for 15 weeks.		
RADT 14085 Clinical Education IV	(2 sem. hours)	Summer II
Continuation of Clinical Education III, with continued emphasis on critical thinking, problem solving, and independent clinical practice of procedures previously mastered. Students are assigned to Clinical Education Setting four days per week for 8 weeks. Students are also scheduled for one lecture day on campus per week.		
RADT 24016 Imaging Physics	(3 sem. hours)	Fall
Introduction to general physics, units and measurement, atomic structure, electromagnetic energies, x-ray production, electricity, magnetism, electromagnetism, and x-ray circuitry equipment and layout.		
RADT 24008 Radiobiology and Radiation Protection	(3 sem. hours)	Fall
Describes the risk versus benefit approach, sources of radiation, interactions of radiation with matter, cell structure/function and effects of radiation, acute and chronic effects, somatic and genetic effects, radiation quantities and units, radiation protection organizations and regulations, stochastic and non-stochastic effects, limits of exposure, methods of protecting patients, public, and workers, shielding and dosimetry methods and dose reduction in imaging modalities.		
RADT 24014 Advanced Imaging Hybrid Course	(2 sem. hours)	Fall
The procedures and equipment used in advanced medical imaging including fluoroscopic procedures, mammography, CT, MRI, cardiac, vascular and interventional imaging, nuclear medicine, PET imaging, diagnostic medical sonography, and radiation therapy.		
RADT 24015 Clinical Education V	(3 sem. hours)	Fall
Continuation of Clinical Education IV, with emphasis on clinical practice of content of previous courses. More emphasis on independent clinical practice of procedures previously mastered. Students assigned to clinical education setting 3 days per week for 15 weeks and rotate to special medical imaging areas.		
RADT 24028 Radiologic Pathology	(3 sem. hours)	Spring
Introduction to disease and injury states and their application to radiologic imaging. Each anatomical system and radiologic imaging modality is discussed.		
RADT 24025 Clinical Education VI	(3 sem. hours)	Spring
Continuation of Clinical Education V, with emphasis on clinical practice of content of previous courses. More emphasis on critical thinking, problem solving, and independent clinical practice of procedures previously mastered. Students assigned to clinical education setting 3 days per week for 15 weeks.		

Course Descriptions for Radiologic Technology Curriculum

ELECTIVE COURSES in Radiologic Technology:

RADT 24048 Radiologic Techniques (3 sem. hours) Spring 2nd Year

Reviews the content specifications of the ARRT exam and prepares students with simulated exams.

RADT 24058 Diversified Employment Skills (3 sem. hours) Spring 2nd Year

Develops skills needed to be a multi-skilled technologist. Includes patient relations, vital signs and venipuncture, ECG, and field trips to medical centers, physicians' offices and orthopedic centers.

General courses required for the AAS in Radiologic Technology

(All courses may be taken prior to admission into the program)

AHS 24010 or HED 14020 Medical Terminology (1 or 3 sem. hours) Summer I

Identification of the meaning of various roots and terms and combining forms that are components of medical words, including anatomical, physiological, and pathological terminology.

BSCI 11010 Foundational Anatomy & Physiology I (3 sem hours) Fall

Anatomy and physiology to include organization of the human body, cells, tissues, organs and systems, integumentary, skeletal, muscular, circulatory, and respiratory systems. Lecture/lab A grade of "C" or better is required.

BSCI 11020 Foundational Anatomy & Physiology II (3 sem hours) Spring

Anatomy and physiology of the digestive, urinary, nervous, endocrine and reproductive systems. Lecture/lab A grade of "C" or better is required.

CHEM 10050 Fundamentals of Chemistry (3 sem. hours) Spring before Imaging Physics

Basic concepts of chemistry (including atomic structure, chemical bonding, and reactions) necessary for courses in elementary organic chemistry and physiologic chemistry. Prerequisite: Modeling Algebra or Modeling Algebra Plus

Or CHEM 10055 Molecules of Life (3 sem. hours) Spring before Imaging Physics An integrated introduction to molecular systems and their participation in the processes of life Prerequisite: Modeling Algebra or Modeling Algebra Plus

ENG 11011 College Writing I (3 sem. hours) TBA

Basic expository essay: emphasis on selection and organization of material, rhetorical patterns, clear and effective expression. Grammar and mechanics needed. Prerequisite: Successful completion of ENG 01001 or ACT scores.

Humanities or Fine Art: see Kent Core list in undergraduate catalog (3 sem. hours) TBA

MATH 11009 Modeling Algebra (4 sem. hours) TBA

Or MATH 10772 Modeling Algebra Plus (test scores indicate placement) (5 sem. hours) Study of algebra arising in the context of real-world applications, including linear, polynomial, exponential and logarithmic functions. Pre requisite: ACT scores or ALEKS testing.

PSYC 11762 General Psychology

(3 sem. hours)

TBA

Introduction to the behavioral science approach to an understanding of human performance and potentials. Prerequisite: none.

UC 10097 Destination Kent: First Year Experience

(1 sem. hour)

Summer I

Assists student in making the transition to the university, improving and refining academic skill, participating in the advising system and selecting or confirming a major. Required of all entering freshman. Exempt if transferring in 25 credit hours or more or over age 21. Prerequisite: none.

Revised 2022

Teaching Assignments for Radiologic Technology Courses June 2022-May 2024

Semester	Course Number	Course	Instructor
First Year			
Summer I	RADT 14003	Introduction to Radiologic Technology	Jan Gibson Margie Iagulli Kelly Dragomir Judy Miller
Summer	RADT 14005	Clinical Education I	Judy Miller
Summer III	RADT 14006	Radiographic Procedures I	Kelly Dragomir Margie Iagulli (lab)
Fall	RADT 14016	Patient Care Management	Margie Iagulli
Fall	RADT 14018	Imaging Equipment	Jan Gibson
Fall	RADT 14021	Radiographic Procedures II	Kelly Dragomir Margie Iagulli (lab)
Fall	RADT 14015	Clinical Education II	Judy Miller
Spring	RADT 14034	Image Acquisition and Processing	TBD
Spring	RADT 14025	Clinical Education III	Judy Miller
Spring	RADT 14024	Radiographic Procedures III	Margie Iagulli Kelly Dragomir (lab)
Second Year			
Summer II	RADT 14085	Clinical Education IV Includes Thursday class days	Judy Miller Kelly Dragomir Margie Iagulli Program Director TBD
Summer II	RADT 24014	Advanced Imaging	Margie Iagulli
Fall	RADT 24008	Radiobiology and Radiation Protection	Margie Iagulli
Fall	RADT 24016	Imaging Physics	TBD
Fall	RADT 24015	Clinical Education V	Judy Miller
Spring	RADT 24028	Radiologic Pathology	Margie Iagulli
Spring	RADT 24025	Clinical Education VI	Judy Miller
Spring	RADT 24048	<i>Elective</i> Radiologic Techniques (Testing)	Margie Iagulli TBD
Spring	RADT 24058	<i>Elective</i> Diversified Employment Skills	Margie Iagulli

Revised 2022

**American Registry of Radiologic Technologists
Code of Ethics for the Profession of Radiologic Technology**

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics 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 acts 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 principal 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 on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The 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 uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The 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 continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

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Advisory Committee Members: 2022-2024

Rad. Tech. Faculty: Jan Gibson, Senior Program Director until June 30, 2022

Judy M. Miller, Clinical Coordinator

Margie Iagulli, Full-time faculty

Kelly Dragomir, Full time faculty

Students:

First Year Student: TBA

Second Year Student: Victoria Taylor, St. Elizabeth Youngstown Hospital

Medical Advisor:

Salem Regional Medical Center Radiology Department

Dr. Peter Apicella, MD.

Clinical Education Setting	Radiology Department Directors	Clinical Preceptors
Summa Health-Akron City 525 E Market St Akron, OH 44304	Deb Wenger, R.T. (R) DMS	Katie Knisely, AAS, R.T. (R) Philip Rinehardt, AAS, R.T. (R)
Summa Health-Barberton 155 5th St NE, Barberton, OH 44203	Sam Courie, R.T. (R)(CT)	Lee Casto, R.T. (R)
East Liverpool City Hospital 425 West Fifth Street East Liverpool, Ohio 43920	Douglas L. Rice, BS, CNMT, RT(N), NCT, CRA	Jenn Weible, AAS, R.T. (R)
UH Portage Medical Center 6847 N. Chestnut Street Ravenna, OH 44266	Judy Mink, R.T. (R)	Jennifer Fannin, AAS, R.T. (R)
Salem Regional Medical Center 1995 East State Street Salem, OH 44460	Debbie Mesmer R.T. (R) (CT)	Glory Zamarelli, AAS, R.T. (R)
Sharon Regional Medical Center 740 East State Street Sharon, PA 16146	Mark Brall, R.T. (R)	Tiffany Rossi, R.T. (R) Jaclyn Macias, AAS, RT (R)
St. Elizabeth Boardman Hosp. 8401 Market Street Boardman, OH 44515	Jen Lohry, MHHS, RT (N) (MR) (CT) CNMT	Madison Cantwell, R.T. (R) (M) Molli Peroglio, R.T. (R) (M)
St. Elizabeth Youngstown Hosp. 1044 Belmont Avenue Youngstown, OH 44511	Jen Lohry, MHHS, RT (N) (MR) (CT) CNMT Debbie Andrzejczyk, R.T. (R) (CT)	Diane Forkey, R.T. (R)
St. Joseph Warren Hospital 667 Eastland Avenue Warren, OH 44484	Jen Lohry, MHHS, RT (N) (MR) (CT) CNMT Stacy Pasquale, R.T. (R)	Tracy Vaughn, AAS, R.T. (R)
Trumbull Regional Medical Center 1350 East Market Street Warren, OH 44485	Mark Brall, R.T. (R)	Yvonne Dillon, AAS, R.T. (R)

Revised 2022

Introduction to the Radiologic Technology Program

Welcome to the Radiologic Technology profession and to Kent State University Salem Campus Radiologic Technology program. Students enrolled in the program will be responsible for observing all University rules and regulations. Both University Life policies (Chapter 4) and procedures and material specifically related to the Regional Campuses (Chapter 8) are found in the [University Policy Register](http://www.kent.edu/policyreg) (<http://www.kent.edu/policyreg>) which contains a complete list of all the University's policies, rules, and regulations.

Students will also be responsible for observing all rules and regulations of their Clinical Education Settings and all policies and procedures listed in this handbook. In the event the Clinical Education Settings and the Student Handbook policies and procedures differ, bring the matter to the attention of the Program Director of Radiologic Technology so that the matter can be presented to the Radiologic Technology Advisory Committee for a decision. If an immediate decision is required, program personnel will consult with advisory board members to render a decision. Students will be notified in writing and the Student Handbook will be amended if necessary.

The Radiologic Technology Program offers an **Associate Degree in Applied Science with a major in Radiologic Technology**. The program commences in Summer I semester and is completed at graduation at the end of Spring Semester of the second year of the program. Courses are in sequential order and build on each other with a correlation of didactic and clinical education courses.

Graduates sit for the **American Registry of Radiologic Technology** certification examination in radiography following graduation with the final authorization from the program director that the student has completed all academic and clinical requirements of the program.

The Kent State University Salem Campus Radiologic Technology program is **accredited** by the Joint Review Committee on Education in Radiologic Technology (**JRCERT**) (see Accreditation in this handbook) and the Ohio Department of Health (ODH).

History of the Program

Roy Bell, R.T., began a hospital-based certificate program in Radiologic Technology at Salem Community Hospital in 1967. In 1985, he transferred the program into the Associate of Applied Science in Radiologic Technology at Kent State University Salem Campus. Roy served as the program director from 1986 to 1991. He passed away in 1997. Roy was president of the OSRT, made a fellow in the OSRT and ASRT and was a life member of the OSRT. He was an author of many radiologic technology review books. His wife Shirlee Bell was an instructor in the program until 1994.

In 1991, Greg Bradley became the next program director and was followed by Shirlee Bell who served in that position from 1994-1995. Jan Gibson became director in 1995 and started the Bachelor of Technology degree in Radiologic and Imaging Sciences in 2001 with concentrations in Computed Tomography, Diagnostic Medical Sonography, Magnetic Resonance Imaging, and Nuclear Medicine. Radiation Therapy was added in 2006. The Nuclear Medicine program closed in 2015. KSU Ashtabula Campus opened a radiologic technology program in 2007. They also offer a certificate in mammography. The CT and MRI program changed to online or hybrid/online in 2019 at Salem. June 30, 2022, Jan Gibson retires as the Senior Program Director of Radiology after 27 years.

Revised 2022

Academic Standards Policy

1. Students are required to achieve a grade of at least a "C" or better in all of the RADT required courses. If these requirements are not met, it will lead to dismissal from the program.
2. Students are required to achieve a grade of at least a "C" or better in Anatomy and Physiology courses earned either prior to the program start or within the program. This includes Foundational Anatomy and Physiology I and II (BSCI 11010 & 11020) OR Anatomy and Physiology I & II (BSCI 21010 & 21020) or their equivalents. If an accepted student receives a grade less than the required "C" (2.00) in the spring semester prior to program start, admission will be revoked. If a student receives a grade less than a "C" in these courses, the student will be dismissed.
3. Remedial work may be required when a student earns a score of 79% or lower on an exam. The benchmark may be higher depending on the instructor or course.
It is up to the Radiologic Technology instructor to determine the type of remedial work required as designated in the course syllabus. Students who score 79% or lower may not be as well prepared for the ARRT exam.
4. Students are required to maintain a cumulative grade point average of **at least a 2.00** for the RADT core courses to meet graduation requirements. See KSU catalog for information on student probation and dismissal.
5. Students who are dismissed for unsuccessfully completing RADT courses in a given semester can request to re-enter the program the next time that course is offered (usually the next year since courses are offered only once a year).
6. Students who request re-entry should refer to that policy in this handbook. Re-entry is not guaranteed. Students have the right to follow the due process and grievance policy.
7. Students who are dismissed from the program will be assisted through referral for advising in redirecting their program of study if necessary.
8. **Grading Scale** for RADT courses required for the AAS degree in Radiologic Technology

STANDARD SCALE

100-94%	A	4.0	83-78%	C	2.0
93%	A-	3.7	77%	C-	1.7
92%	B+	3.3	76%	D+	1.3
91-86%	B	3.0	75-69%	D	1.0
85%	B-	2.7	68-0	F	0.0
84%	C+	2.3	83-78%	C	2.0

President's List:

In recognition of an extremely high level of academic excellence, a President's List is compiled each academic semester. To qualify, students must have a 4.000 GPA in the semester and must have completed 15 or more credit hours (all of which must have regular letter grades) by the end of that semester. This notation will be printed on students' official transcripts.

Dean's List for Full-Time Students: In recognition of academic excellence, a Dean's List is compiled each academic semester. To qualify, students must have a minimum 3.400 GPA in the semester and must have completed 12 or more regular letter-graded credit hours by the end of that semester. Notation to be printed on students' official transcripts. Policy: 1992 Last revision: 2021

Accidents and Injuries Occurring at the Clinical Education Setting

1. All accidents that occur while at the Clinical Education Setting resulting in personal injury, and/or patient injury, and/or hospital personnel injury, and/or damage to equipment must be reported immediately to the Clinical Preceptor and the Clinical Coordinator.
2. The Clinical Coordinator will then report the incident to the Program Director.
3. Students will be required to follow the proper procedure for documenting accidents in the Clinical Education Setting where the incident occurred. (Students should see the Clinical Preceptor or supervisor for the proper procedure.)
4. Kent State University Salem Campus and their affiliated clinical education settings are not responsible for any medical expenses related to disease or injury incurred during the program. In such cases, **students are responsible for their own health insurance** to cover any medical expenses that may occur unless otherwise stated in policies of an affiliated clinical education setting. Some clinical sites require students to have health insurance.
5. While students are attending the clinical education settings, they are not considered KSU or clinical education setting employees and as such are not covered under worker's compensation.

Accreditation of the Radiologic Technology Program

National Accreditation: JRCERT

1. The Kent State University Salem Campus Radiologic Technology Program is accredited by the *Joint Review Committee on Education in Radiologic Technology (JRCERT)*. Inspection of accreditation documents is available through the Program Director.
2. In 2020, the program received **a maintenance of accreditation for a period of eight years**.
3. “The JRCERT affirms that the accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement.
4. The JRCERT **Standards for an Accredited Educational Program in Radiologic Sciences** require a program to demonstrate the clarity and appropriateness of its purposes as a postsecondary educational program; to in accomplishing all of its purposes; and to provide assurance that it can continue to be a program that meets accreditation standards. A variety of assessment approaches in its evaluation processes strengthens the program’s ability to document its effectiveness.
5. The JRCERT may be notified as follows:

JRCERT
20 N. Wacker Drive, Suite 900
Chicago, IL 60606-2901
Phone (312) 704-5300
Fax (312) 704-5304
Email mail@jrcert.org

State Accreditation: ODH

The Radiologic Technology program at Kent State University Salem Campus is also accredited by the Ohio Department of Health.

Attendance Policy for Radiologic Technology Courses at the Campus

In addition to the rules and regulations stated in the KSU undergraduate catalog (University Policy 3-01.2) the following will be enforced:

Class attendance for courses required for the radiologic technology program, whether scheduled face to face on campus or with set remote meeting times as designated by the instructor, is vital to the success of the student.

First Year Allowed Class Absences

- 1a. Summer I & summer III semesters: a student can miss **no more than 2 lecture classes** in the Intro to Radiologic Technology lecture course and **2 lecture classes and 0 lab classes** for the Radiographic Procedures I course.
- 1b. Fall and spring semesters: a student can miss **no more than 3 classes** in any RADT lecture course and **no more than 1 lab class** for Procedures II (Fall) and III (Spring).

Second Year Allowed Class Absences

- 2a. Summer semester: a student can miss no more than **1 class** in the summer review and enrichment classes. Students who miss 2 or more Thursday classes will have their clinical education grade lowered one letter grade for each additional absence.
- 2b. Fall and spring semesters: a student can miss no more than 3 classes in any RADT lecture course.

Grade Drop for Excessive Absences

- 3a. Excessive lecture absences: each absence after the allotted time will drop the final grade by one letter for each absence unless an extended illness is involved or special circumstances exists or the student brings in an excuse (examples of an excuse include a physician's excuse or court date). A written warning will be given to the student prior to a grade drop.
- 3b. Excessive lab absences: additional assignments and/or lab practice may be required and may lead to a grade drop. A written warning will be given to the student prior to a grade drop.
- 3c. An excuse must be submitted to the instructor within 1 week of the date the student returns to class. Failing to do this will result in the absence counted as an unexcused absence. Excuses in excess of three during a semester will be evaluated by the program faculty and subject to review.

Missed and Made up Exams

- 4a. Any exam missed must be made up. A student will not be permitted to make up an exam during any class time. An exam is to be made up within a week of the absence unless special circumstances exist and the student has made special arrangements with the instructor. The student may be given an alternate exam as the make-up exam. If the student fails to make special arrangements with the instructor on the returning class day, the student will receive a grade of "0" for that exam. The instructor reserves the right to limit the number of make-up exams in a semester.

Reporting Absences from Radiologic Technology Courses:

5. When a student is absent from the **first class of the day**, the student is requested to phone, text, or e-mail that first radiologic technology instructor prior to class to report the absence. That instructor will then inform the other instructors concerning the absence. Refer to the faculty phone/e-mail list for notification.

Comfort Breaks:

Students are encouraged to take a comfort break/use restroom during the provided break times so class is not disrupted.

Tardiness for Campus Courses

1. Due to the progressive nature of the individual courses and the program as a whole, timeliness and punctuality are seen as essential qualities for your chosen profession. Students must make every effort to be in class prior to the start of the class. All classes will begin as scheduled.
2. A student will be considered tardy if more than **5 minutes late** for class unless the student presents a written physician's excuse or a court excuse. Some instructors use a tardy sign-in list. All occasions of tardiness will be recorded in the attendance book of the instructor. Please make time allowances for weather and trains when coming to class. (Severe weather, as deemed by the faculty, will be considered an excused absence).
3. A written warning will be given to the student prior to a grade drop.
4. Repeated unexcused tardiness in one semester of classes will result in the following:
 - a. A lowering of a course grade will occur if a student is tardy on the third occasion.
 - b. For every additional unexcused occurrence of tardiness, the final grade of the course will be lowered one letter grade.
 - c. If the resultant grade is a C- or lower in the radiologic technology course, the student will be dismissed from the program.
5. It is the student's responsibility to obtain material missed in class.
6. If a student has a tardy occasion that is unexcused during a testing situation, the student will receive only the remaining time to complete the test.

Last revision: 2017

Attendance Policy for Clinical Education Courses

Attendance of Clinical Education courses is vital to the success of the student in the radiologic technology program. Clinical time permits the student to meet the program's learning outcomes and to become competent and proficient in the cognitive, affective, and psychomotor domains of learning. The clinical site provides the experience necessary to become a professional in medical imaging.

A. Clinical Education Course Attendance Requirements (subject to change)

Clinical education requires approximately 211 clinical days (1520-1535 hours)

B. Course Requirements

Students must complete all hours mandated in the clinical course requirements. If a student is deficient in completing course requirements, time must be made up to meet those clinical requirements. Time will be made up during finals week. In the event that a student has excessive excused absences, additional time may need to be made up after finals week resulting in an In Progress Grade.

Course requirements dictate that a student rotate through all clinical areas as assigned. Students who miss a rotation must make up the hours required in that area. Examples: evening shifts, CT, etc.

Course assignments, including both on campus classes and clinical courses, should not exceed forty (40) hours/week or ten (10) hours in any one day. A student can request to exceed this time limit in order to complete course requirements for the semester but must complete the Clinical Course Requirements Form.

All make up days must be approved and scheduled with the Clinical Coordinator in agreement with the Clinical Preceptor. No make-up days are permitted when the University is closed due to university observed holidays and during the week in December.

Grade drops as indicated below will occur unless special circumstances exist (must be approved by program faculty).

Absences for Clinical Education

In order for an absence to be considered excused, a student must bring in written documentation for themselves or for an immediate family member within one week of the absence. Any excuse submitted after one week will not be considered excused. This includes documentation from a court or from a healthcare facility (hospital, urgent care, or physician's office).

Clinical Hours

A clinical day consists of 7.5 hours on the first two clinical days of the week during fall and spring semesters. This time does not include the 1-hour lunch break that may not be shortened. On some Fridays, a clinical day may be 5.0 or 7.5 hours. Start and end times will vary. Student schedules will be available on Blackboard Learn prior to the start of each semester.

Clinical Education IV will consist of 7.0 hour per day during the summer semester.

Attendance

Regular and prompt attendance for Radiologic Technology courses is essential for students to meet the educational challenges and accomplish the outcomes of the Radiologic Technology program. The following rules apply unless special circumstances exist as reviewed by program faculty.

C. First Year Absence, Make up Time and Grade Drop

- 1. Summer Semester:** Students who do not achieve perfect attendance in the clinical setting during the summer semester must make up the days missed on the days specified in the clinical education syllabus for that specific semester. This will be scheduled with the Clinical Coordinator and Clinical Preceptor. At the 2nd absence (excused or unexcused), a conference will take place between the student and the Clinical Coordinator and documentation will be made on the “Conference Report” form (F6). A student’s grade will drop on the 3rd unexcused absent day, unless there are extenuating circumstances.
- 2. Fall and Spring Semesters:** Students who achieve perfect attendance in the clinical setting will be awarded 3 additional days off during finals week. If a student is absent, up to the first three clinical days missed in a semester will be made up during finals week of that semester. Additional time missed beyond the 3 days will be made up prior to finals week. If absences are excessive or cannot be made up prior to finals week, the student will make up the requirements immediately after finals week. At the 3rd absence (excused or unexcused), a conference will take place between the student and the Clinical Coordinator and documentation will be made on the “Conference Report” form (F6). A student’s grade will drop one letter grade for each additional unexcused absent day starting on the 4th unexcused absence of that semester.

D. Second Year Absence, Make up Time and Grade Drop

- 1. Summer II Semester:** If the student misses one day, the student will be required to make up the day on the Saturday of week 8. If the student misses two days, the student will be required to make up the day on the Saturday of week 8 and the Monday of the following week. The student has until the Tuesday after the end of Summer II semester to complete missed clinical time. At the 2nd absence (excused or unexcused), a conference will take place between the student and the Clinical Coordinator and documentation will be made on the “Conference Report” form (F6). A student’s grade will drop on the 3rd unexcused absent day. Class and clinical absences are counted independently of each other.
- 2. Fall and Spring Semesters:** Students who achieve perfect attendance in the clinical setting will be awarded 3 additional days off during finals week. If a student is absent, up to the first three clinical days missed in a semester will be made up during finals week of that semester. Additional time missed will be made up prior to finals week. If absences are excessive or cannot be made up prior to finals week, the student will make up the requirements immediately after finals week. At the 3rd absence (excused or unexcused), a conference will take place between the student and the Clinical Coordinator and documentation will be made on the “Conference Report” form (F6). A student’s grade will drop on the 4th unexcused absent day of that semester.

3. **Interview Days in the Spring Semester of the Second Year:** One (1) additional day is permitted for interviews, physicals and/or orientation for advanced imaging schools or radiologic technology jobs during the last semester in the program with permission and scheduling by the Clinical Coordinator before the date. Documentation of the visit (signed statement on school or hospital letterhead or the interviewer's business card) is required. The days may be taken as 1 eight-hour day or 2 four-hour days. No other time increments will be accepted.

E. Attendance Chart

The following chart lists the specific days that clinical time must be made up for each semester of the program and when a grade drop occurs.

	Number of weeks in the semester	Number of Bonus Days	Time to Complete Course Requirements During Finals Week	Clinical Grade Drop for Unexcused Absences
First Year Summer Semester	5 weeks	No days	None	On the 3 rd
First Year Fall Semester	15 weeks	3 days	Tuesday, Thursday and/or Friday of finals week	On the 4 th
First Year Spring Semester	15 weeks	3 days	Tuesday, Thursday and/or Friday of finals week	On the 4 th
Second Year Summer Semester	8 weeks	No days	None	On the 3 rd
Second Year Fall Semester	15 weeks	3 days	Monday, Wednesday and/or Friday of finals week	On the 4 th
Second Year Spring Semester	15 weeks	3 days	Monday, Wednesday and/or Friday of finals week	On the 4 th

See the University schedule to see semester start and end dates as well as fall and spring breaks

F. Absent Time Missed Less than Eight Hours:

- Any time missed between 4 and 7.5 hours will be made up during finals week in consecutive hours and not broken up into hourly units. Time will be rounded up in 15 minute increments. For example, a student who missed 4 hours and 10 minutes will make up 4 hours and 15 minutes. A 30 minute meal break will be required for time over 5 hours. Students may not use lunch time to make up clinical time.
- In the event a student has absent time that is less than 4 hours for a specific need, (medical appointment, etc.), said time must be made up within two weeks after the occurrence. Time may be broken down into 15, 30- and 60-minute increments. The student must document the absence with a written excuse. The student is allotted 3 occurrences of missed time less than four hours. On the fourth occurrence, the student must have a conference with the Clinical Coordinator. Additional absent time may result in disciplinary action.
- Students are not permitted to miss lunch or breaks in order to shorten the clinical day or to complete clinical education requirements.

G. Lunch Times

1. Students are allotted a set time for lunch breaks. Most of the clinical sites allot one hour for lunch with no break times. One clinical site allots 30 minutes for lunch and two 15 minute breaks. Students must follow the allotted time of their designated clinical site with no alterations.
2. Students are required to take no more than the allotted time for lunch (or breaks) or else he/she will be considered tardy. Repeated tardiness will lead to a grade drop (see tardy section).

H. Bonus Day

1. A bonus day is one that a student may use for personal time, sick time, or physician's appointment. The bonus day is granted in addition to the award days granted in a semester.
2. All bonus days must be approved by the Clinical Coordinator prior to the occurrence.
3. Each student is granted one bonus day for each of the following semesters: first year fall semester, first year spring semester, second year fall semester and second year spring semester. There are NO bonus days provided in summer semesters for first or second year students.
4. There are two occasions when the bonus days may not be taken: the day that is designated as National Radiologic Technology Day on campus and the Capstone Presentation Day.
5. The student may take a bonus day when it is in conjunction with a holiday or fall and spring breaks **once** during the first year and once during the second year as seen below. This situation must be pre-approved by the Clinical Coordinator only. If one or more class days are missed as well, the student's final class grade will be dropped by one letter grade for each class day missed.
 - a. First year students may take a bonus day in conjunction with Labor Day, Veteran's Day or Thanksgiving during the 2022 fall semester.
 - b. First year students may take a bonus day in conjunction with MLK day or spring break during the 2023 spring semester.
 - c. Second year students may take a bonus day in conjunction with Labor Day, Fall Break, or Thanksgiving during the 2023 fall semester.
 - d. Second year students may take a bonus day in conjunction with spring break during the 2024 spring semester.
6. The student may designate a bonus day prior to the date or on the specific date but may not be designated after the absence. The bonus day must be recorded as an absent "bonus day" in Trajecsyst.
7. The bonus day may not be used as a makeup day.
8. If a student fails to follow this policy, the student's clinical grade will drop by one letter grade.

I. Bereavement

1. Two days are granted for bereavement if the days taken are on a scheduled class or clinical day. One of those days is designated for the day of the service. If a student misses two clinical days, the student will not have to make up those days. If a student misses one clinical day and one class day, the student will not have to make up the clinical day.
2. The policy applies only to the following family members: spouse, parent, stepparent, in-laws, grandparent, great-grandparent, sibling, child, or stepchild.
3. Students must bring in an official notice (newspaper, online announcement) to the Clinical Coordinator within 1 week of the absence. Failure to do so may result in a make-up day.
4. Any additional clinical time must be made up following the standard requirements.

J. Authorization of Make-Up Time

1. Students must get the authorization from their Clinical Preceptor and the Clinical Coordinator prior to making up any absence.

K. Absence of Scheduled Make-Up Time

1. If a student misses scheduled make up time, there will be a requirement to reschedule makeup time with the Clinical Coordinator.
2. Failure to provide an excuse for an absence of a scheduled make up day as planned will require the student to complete that time as well as an additional 4 hours. The excuse must be submitted within 12 hours of the occurrence in order to complete clinical time prior to grades being posted. Beyond that, the student will receive an incomplete grade.

L. Make up Time and Clinical Grades

1. For the first summer semester, a student will have until the Sunday after the end of term. For the second summer semester, a student will have until the Tuesday after the end of term.
2. For the fall and spring semesters, a student will have until Tuesday after finals week to make up time to receive a clinical grade.
3. If absent time is not made up by the required date, the student will receive a grade of Incomplete (I-Grade) for the course. However, a grade of incomplete will only be given in extreme circumstances per University policy.

M. Reporting Absences from the Clinical Education Setting:

1. The student must call off for an absence by calling their respective clinical site a minimum of one hour before their scheduled start time. They must speak to a radiologic technologist and the student must record the time and person spoken to when reporting off in case verification is needed. Please ask the technologist to leave a note for the Clinical Preceptor.
In the event the Clinical Preceptor is absent that day, please inform the charge tech.
Please follow special protocols by your Clinical Preceptor if applicable.
2. If a student plans to use their bonus day to cover the absence, it must be designated as a bonus day at the time of the phone call and not after.
3. The student is required to text/call the Clinical Coordinator within 3 hours after their start time to say that they did not report to clinical.
4. Failure to follow this procedure will result in disciplinary action and a conference report.

N. Tardiness at the Clinical Site

1. Timeliness is also important at the clinical site. It can be a direct indicator of what type of employee you may become. Students must be at the Clinical Education Setting in their assigned area prior to the start of the assigned clinical time.
2. Students who report to the assigned area at the Clinical Education Setting after their assigned time (without a written excuse) will be considered tardy. Students must also return from lunch (and breaks, if applicable) at the designated time or else will be considered tardy.
3. Each time the student is tardy, that amount will be recorded in the comment section for the “clock in” by the Clinical Coordinator.
4. A student must meet the clinical education course requirements to successfully pass the course. Time missed between 0-15 minutes will be made up in a 15 minute time block. Time missed between 16-30 minutes will be made up as 30 minutes. Additional absent time will follow a similar model based on the time missed.
5. Students are permitted 2 occurrences of unexcused tardiness during the semester without disciplinary action; however, the time must be made up as indicated above. On the 2nd occurrence, a written conference report will be completed and placed in the student file.
6. On the 3rd unexcused occurrence in a semester, the final clinical course grade will be lowered one letter grade and again for the 4th and 5th occasion. If the resultant grade is a C- or lower in a clinical course, dismissal from the program will occur. Extenuating circumstances will be considered. This may occur even if a written conference report was not written after the 2nd occurrence of tardiness.
7. For continued tardiness throughout the program, the demerit system will be used beginning with the 4th unexcused tardy occurrence.

Policy: 1992 Last revision: 2022

Cardiopulmonary Resuscitation

Students enrolled in RADT courses are required to hold a current certification in cardiopulmonary resuscitation from the American Heart Association or American Red Cross. This certification must be completed 1 week prior to the start of the first clinical education day and kept current for the duration of the program.

CPR lecture can be online, but the hands-on skill lab and testing must be face to face.

The level of certification must include adult (one rescuer and two rescuers), child, and baby CPR and obstructed airway for the adult, child, and baby and is a **BLS Provider course or its equivalent**.

Students must upload the eCard into CastleBranch 1 week prior to the start of the first clinical day of the Summer I semester of the first year of the program. Students without the appropriate certification will not be able to complete clinical requirements and will have to make up the time. This will be counted as an unexcused absence(s).

Policy: 1993 Last revision: 2022

Certification Examination by the ARRT in Radiography

1. The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers. Making up its Board of Trustees are representatives from the American Society of Radiologic Technologists (ASRT), the American College of Radiology (ACR) and a professional membership society.
2. To become a registered technologist in radiography, R.T.(R), a student must graduate with the Associate of Applied Science in Radiologic Technology degree. This requires successful completion of program requirements including clinical competencies.
3. As a Kent State University Radiologic Technology graduate, students may take the ARRT examination beginning after graduation day. Applicants should allow up to four weeks from the date the application is received at the ARRT for the processing of the application.
4. Students have a 90-day window in which to take the exam at a Pearson VUE test center. The test is given as a computerized examination.
5. The cost of the examination is **\$225** for the first attempt, \$175 for the 2nd attempt.
6. Candidates who are eligible for the exam in radiography are allowed three attempts to pass the exam. Candidates must complete the three attempts in a three-year period, which begins with the initial exam window start date. After 3 unsuccessful attempts or three years have expired, the individual must re-establish eligibility and apply again. You have 3 more years and 3 attempts to pass the exam. Go to www.arrt.org for more information.
7. The exam follows the current content specifications as specified by the ARRT. See appendix
8. Any student who has a previous **misdemeanor or felony conviction** must review the ethics requirements Go to: <https://www.arrt.org/pages/resources/ethics-information>
9. The program director must complete a verification form from the ARRT that states that a student has successfully completed specified clinical and didactic competency requirements before examination results can be released. The program director reserves the right to not sign the verification form if the student has not completed all requirements or has not properly prepared for the exam. Successful passing of the Graduate Assessment Exam given by the program director at the completion of the final semester will determine preparedness. A student will be given three attempts to successfully pass the Graduate Assessment Exam prior to the ARRT exam. Failure to successfully complete the exam will result in remedial work as deemed by the radiologic technology faculty and retesting which may delay the eligibility to take the ARRT exam.
10. CQR: Continued Qualifications Requirements: Certifications will be limited to 10 years. The process will include assessments of strengths and areas needing improvements. See the ARRT website for more details. The process begins 3 years prior to the deadline.

Policy: 1992 Last revision: 2022

Cheating and Plagiarism
Kent State University Administrative Policy 3-01.8

- (A) Purpose. Students enrolled in the university, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.
- (B) Definitions. As used in this rule:
 - (1) "Cheat" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:
 - (a) Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use;
 - (b) Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;
 - (c) Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor;
 - (d) Securing, giving or exchanging information during examinations;
 - (e) Presenting data or other material gathered by another person or group as one's own;
 - (f) Falsifying experimental data or information;
 - (g) Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;
 - (h) Cooperating with another to do one or more of the above; and
 - (i) Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (j) Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.

- (2) "Plagiarize" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarize includes, but is not limited to:
- (a) The copying of words, sentences and paragraphs directly from the work of another without proper credit;
 - (b) The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and
 - (c) The presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.

2015

Please review the remainder of the KSU Administrative Policy intent, sanctions, procedures and appeals on the website at:

<https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism>

Procedure during Examinations for Radiologic Technology

Students must place all cell phones, smart watches, book bags, purses/bags, notebooks, textbooks and beverage bottles/cups or other items as determined by the instructor away from the student's desk space in a classroom, computer lab or radiology lab during quizzes or examinations. The area surrounding the student must be clear of all items except the exam, answer sheet and /or paper provided by the instructor which must be submitted at the completion of the exam.

Earplugs of soft foam with no cord attachment may be used during examinations to reduce background noise. This is the only acceptable type that will be available at the testing center for the ARRT certification exam.

The program provides calculators for exams requiring them. Programmable calculators and/or smart watches are not permitted during exams.

HONOR POLICY: It is expected that students will complete their own work during exams and that no materials, books, notes, computers, etc. will be used during the entire exam unless allowed by the instructor. Failure to adhere to this policy may result in dismissal from the program.

Revised 2022

Clinical Education Assignments, Rotations and Clinical Hours

1. Students enrolled in Clinical Education courses of the Radiologic Technology program are assigned to area hospitals that serve as Clinical Education Settings. Clinical assignments are made by the Program Officials.
2. Clinical Education Site Assignment: Students may be assigned to one or more clinical sites that are up to 90 minutes away.
3. Students may be rotated to other clinical education settings to enhance their education in order to meet program outcomes, in case of a strike by clinical personnel, or in cases of problems experienced by or with a student at a clinical site. It is up to program personnel to determine the clinical site, in cooperation with clinical education personnel.
4. While assigned to the Clinical Education Setting, the student will be rotated through the various areas of the Radiology Department such as radiography, fluoroscopy, surgery, mobiles and other imaging modalities like CT, MRI, Ultrasound, Nuclear Medicine, and Radiation Therapy if requested.
5. Clinical rotation assignments primarily take place during weekday and daytime hours, however, there will be Saturday, Sunday, afternoon, and midnight rotations scheduled.
6. Clinical rotation assignments are posted on the Learning Management System prior to the start of the semester and posted at each of the Clinical Education Settings.
7. There will be no change in the clinical rotation assignments without the permission of the Clinical Coordinator, unless there is an equipment failure, scheduled preventive maintenance, or staff changes. Failure to do so will result in a disciplinary action at the discretion of the program director and faculty.
8. If the student is not actively engaged in performing procedures in their assigned area, they will assist technologists in other areas. When performing procedures in areas other than the area assigned, the student must inform the Clinical Preceptor and/or the supervising technologist of their location.
9. At the close of each clinical rotation, the technologist will complete an evaluation of the student.
10. Students are required to successfully complete clinical objectives for each rotation at the clinical education setting. Students are encouraged to coordinate their RADT course objectives with their clinical assignments.
11. Clinical Hours are as follows:

Clinical Education I, II, III, V, VI: 7.5-hour clinical day plus one hour for lunch

There may be occasions in Clinical Education II and III when students are scheduled for a 5-hour day on Fridays, either morning or afternoon, due to staffing resources concerning direct supervision of students. Clinical Education IV: 7-hour day plus one-hour lunch

Semester	Weeks	Hours/Week	Days
First Year Summer	8 weeks	15 hours/week	Thursdays and Fridays
First Year Fall	15 weeks	20-22.5 hours/week	Tuesdays, Thursdays, Fridays
First Year Spring	15 weeks	20-22.5 hours/week	Tuesdays, Thursdays, Fridays
Second Year Summer	8 weeks	28 hours/week	Mondays, Tuesdays, Wednesdays, Friday
Second Year Fall	15 weeks	22.5 hours/week	Mondays, Wednesdays, Fridays
Second Year Spring	15 weeks	22.5 hours/week	Mondays, Wednesdays, Fridays

Clinical Education Course Extension

A. Required Extension of a Clinical Education Course

1. The radiologic technology program is based on a competency-based system whereby a student must achieve a set number of competencies and proficiencies prior to the completion of the program.
2. Students achieve these in different time frames, depending on their progress, initiative and what they have been able to observe and perform at the clinical education center. Some students may require additional time in a clinical education course due to:
 - a. Inability to complete the required competencies or proficiencies by the end of a semester.
 - b. Documentation by program officials that shows evidence that the student is not ready to complete the clinical education course due to suboptimal performance or insufficient knowledge of radiologic procedures.
3. Program officials will decide the length of time for the required extension after consulting with the student's clinical preceptor.
4. The student would have to prove competency at the end of the extended time period before the extension was terminated.

Student request for an extension of a clinical education course

1. A student may request an extension of a clinical education course.
2. The purpose may be that the student wishes to enhance their clinical education skills.
3. The student must have successfully completed all previous clinical education courses to make such a request.
4. The required form must be completed and submitted to a Clinical Coordinator before the close of the semester involved.
5. This extension is only applicable to clinical education courses; no other Radiologic Technology course is eligible for extension.
6. The request for extension will be reviewed by program officials. The decision of approval or rejection will be given to the student one (1) week from the date of the request.
7. All requests for extension will be considered on an individual basis. The maximum extension considered is four (4) weeks of additional clinical education.
8. Students may receive a grade of Incomplete until course requirements are met. An Incomplete grade is given only under extreme conditions. The instructor will change the grade to a letter grade when requirements are met.

Policy: 1992 Revised: 2019

Clinical Education Student Learning Outcomes

Each semester, the student will be enrolled in clinical education that requires attendance in an assigned clinical education setting in order to:

1. Acquire competency and proficiency in radiologic procedures.
2. Observe other imaging and therapeutic disciplines such as CT, MRI, Nuclear Medicine, Radiation Therapy and Ultrasound. Mammography rotation is elective.
3. Rotate to other KSU clinical education settings as scheduled to observe procedures or equipment. Additional rotations will include physicians' offices and/or outpatient facilities.
4. Complete objectives for each clinical education course, which can be found in the course syllabi distributed at the beginning of each semester.
5. Develop and practice safe habits associated with equipment and accessories in accordance with accepted equipment use.
6. Employ techniques and procedures in accordance with standards in radiation protection practices to minimize exposure to patient, selves and others.
7. Develop and practice appropriate interpersonal relationships with patients, other members of the health care team, families of patients, and others offering or requesting services of the facility, without discrimination.
8. Acquire professional values and develop appreciation for life-long learning.
9. Develop critical thinking and problem-solving skills.
10. Practice ethical conduct and professional behavior at all times.
11. Respect patient, department, and facility confidentiality in all areas.

Students will be evaluated by technologists and Clinical Preceptors reflecting assessment of the affective, cognitive and psychomotor domains. See clinical forms.

Clinical Experience Log Records on Trajecsyst

1. Students are required to maintain a daily log of all examinations the student observes, assists with, and performs at the clinical education site.
2. The log is found in the cloud-based record-keeping system Trajecsyst.
3. This electronic system must be kept up to date and will be checked weekly by the Clinical Coordinator. Failure to enter data by the due date will result in a loss of assigned points for the clinical education course.
4. The purpose is to evaluate clinical experiences so that a wide range of exams are observed and performed by each student and so that all students have equitable clinical experiences.

2022

Conduct Policy: Academic Expectations

The following listing is provided to help students understand what is expected in the academic setting for the radiologic technology program at Kent State University. Failure to adhere to this policy may result in disciplinary action.

1. Familiarize yourself with the *KSU Undergraduate Catalog* and Radiologic Technology Program Handbook and the syllabi for each course.
2. Be sure to purchase course materials and textbooks prior to class.
3. Come to class alert and ready to participate and not under the influence of any substance.
4. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and early exits are disrespectful and distracting.
5. Be responsible for your own learning.
6. Use proper and effective oral and written communication skills.
7. Practice critical thinking and problem-solving skills.
8. All cell phones and other electronic devices must be turned off (or on vibrate) and stowed away unless otherwise directed by the instructor. See policy in handbook.
10. Keep questions or comments pertinent to class discussions. Do not engage in side conversations and other disruptive behaviors as they are distracting to others.
11. Students are expected to be professional and respectful of administrators, instructors, staff and students. That includes verbal and physical behavior as well as language used in email and phone messages. Embrace diversity.
12. Do not come to class if your illness will affect others and notify instructors of the absence. Students are responsible for what transpired if they miss a class. Make up all missed assignments & exams.

OTHER NOTES

13. Observe faculty office hours and keep appointments when made.
14. Seek assistance with general education courses from the instructor and/or tutoring center.
15. Make an appointment with the program director for academic advising.
16. Inform the program director via email as soon as possible if withdrawing from the program.

Last revision 2019

Conduct Policy: Clinical Expectations

It is expected that students will follow all clinical policies and procedures for the program and their assigned clinical education setting while enrolled in the program. The following is a list of expected behaviors that students must follow at all times. The list is not all inclusive.

The student will:

1. Demonstrate quality patient care.
2. Demonstrate respect and professional behavior toward others.
3. Report to the clinical education setting in an alert and rested condition.
4. Be free of the influence or possession of any illegal substances.
5. Report to the assigned area according to the posted schedule. Students should only leave the area if directed to do so. For other reasons, inform your supervising technologist of your location.
6. Maintain accuracy and honesty of all records, reports or other information.
7. Avoid conflict or challenging behavior towards others.
8. Not participate in the theft or destruction of any property at the clinical education setting.
9. Follow all safety regulations.
10. Not accept any type of gratuity or gifts from a patient or a patient's family.

Policy: 1994 Last revision: 2016

Clinical Direct and Indirect Supervision of Students and Repeat Policy

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Standard 5.4

The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

Explanation:

Appropriate supervision assures patient safety and proper educational practices. The program must develop and publish supervision policies that clearly delineate its expectations of students, Clinical Preceptors, and clinical staff.

Direct Supervision

The JRCERT defines direct supervision as student supervision by a qualified radiographer who

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved. Once students have achieved competency, they may work under indirect supervision.

Indirect Supervision:

The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is **immediately available** to assist students regardless of the level of student achievement.

Repeat Policy:

A qualified radiographer must be physically present during the conduct of a **repeat image** and must approve the student's procedure prior to re-exposure. The presence of a qualified radiographer **during the repeat of an unsatisfactory image assures patient safety and proper educational practices.**

Image Evaluation

KSU Salem: The review and approval of images must be done prior to the patient leaving the room that the procedure was performed in.

Latest revision: 2020

Communicable Disease Policy

Students entering the Radiologic Technology program need to be aware, by virtue of the clinical nature of the program that they might be exposed to infectious disease processes, injury, and their inherent risks.

1. Students who are exposed to a communicable disease
Students who are notified of an exposure to a communicable disease while attending clinical education courses must do the following:
 - a. Notify the Clinical Preceptor as soon as possible.
 - b. Notify the Clinical Coordinator as soon as possible who will then notify the Program Director of the radiologic technology program.
 - c. Follow the guidelines and protocols set up by the Clinical Education Setting they are attending.
 - d. Complete a communicable disease form that will be placed in the student's file in the program director's office.
 - e. A student, who is then diagnosed with the communicable disease, must follow part II, as seen below.
2. Students who are diagnosed with a communicable disease
 - a. Students enrolled in the Radiologic Technology program are required to notify the program director if they are diagnosed with a communicable disease. The student must complete a communicable disease form that will be placed in the student's file in the program director's office.
 - b. The student's confidentiality will be protected to a certain degree, mainly to those on a need to know basis. This will depend on what the communicable disease is and if it will affect the health and welfare of others.
 - c. The Program Director will in turn notify the Clinical Preceptor and they will counsel with the infection control department of the Clinical Education Setting. When necessary the student will attend a counseling session with the infection control department.
 - d. Depending on the severity of the disease and the student's physician, the student may be required to withdraw from the clinical education course and/or the radiologic technology program.
 - e. Failure to report a communicable disease to the program director may result in dismissal from the radiologic technology program, depending on the nature of the communicable disease.

Students are expected to have their own personal health insurance to cover any infectious disease processes or injuries occurring during clinical education rotations.

Policies at the Clinical Education Settings are updated on a continuous basis.

Policy: 1992. Last revision: 2022

Confidential Policy: Academic and Clinical Education

1. All facility, personnel and patient records are confidential in nature. This includes all medical images, reports, spoken, paper and electronic information. Students shall comply with all federal and state rules and regulations regarding such information, including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
2. Requests for information concerning a patient, personnel or the facility should be referred to the Supervising Technologist or the Clinical Preceptor.
3. Students are expected to maintain the confidentiality in a professional manner.
4. Student files at the clinical education setting are confidential and will be kept in a locked file cabinet. Only the Clinical Preceptor and Clinical Coordinator have access to these files. A student will be able to view only his/her own file. This will be done under the supervision of the Clinical Preceptor or Clinical Coordinator, based on the Family Educational right and Privacy Act (FERPA).
5. **Any break in confidentiality by a student will be cause for immediate dismissal from the program. If a student is accused of a confidentiality violation, an investigation will ensue. The grievance policy will be followed.**

Policy: 1992 Last revision: 2022

Demerit System

1. It is expected that students will follow all policies and procedures and present themselves in a professional manner while enrolled in the program.
2. The demerit system is a numerical documentation that provides awareness to the student of violations of policies and procedures for both didactic and clinical education.
3. Demerits may be given to a student by the Program Director, faculty, Clinical Coordinator or Clinical Preceptor for didactic and/or clinical issues. The system is comprised of major and minor infractions.
4. A demerit form will be completed for any infraction and may include disciplinary action as indicated on a written conference form.
5. Some incidents may warrant the move to an advanced disciplinary action, in a way that is proportionate to the severity.
6. **Major infractions:** The following are examples of major infractions and should not be considered an all-inclusive list:
 - a. Failure to follow major radiation safety policies
 - b. Failure to confirm double identification of patients and/or patient orders prior to performing a radiographic procedure.
 - c. Imaging the wrong part/side of a patient.
 - d. Failure to provide a safe environment for the patient, healthcare professionals or others in the area.
 - e. Violation of the JRCERT direct and/or indirect supervision policy.
 - f. Violation of the JRCERT repeat policy.
 - g. Failure to have a qualified radiographer evaluate radiographs prior to patient dismissal from the room the procedure was performed in.
 - h. Violation of the Web Based/Social Media Communications Policy.
 - i. Violation of academic policies and/or behaviors.
7. **Disciplinary Action for Demerit Occurrences for Major Infractions Over the Course of the Program**
The following are the steps and point deductions from the final didactic and/or clinical education course grade during the semester the course is offered, following the Disciplinary Action Process.
 - a. The first occurrence will result in the deduction of 5 points and program probation. The length of the probation is up to program personnel and will depend on the severity of the incident. A clinical extension may be added as well.
 - b. A second occurrence will result in the deduction of 10 points and clinical education course extension. The length of the extension depends on the severity of the incident.
 - c. A third occurrence will result in program dismissal.

Demerit System

8. **Minor Infractions:** The following are examples of minor infractions. It should not be considered an all-inclusive list:
- Infractions concerning profession behavior didactically and/or clinically.
 - Failure to follow student safety policies that include minimizing radiation exposure to patients, self and other members of the healthcare team.
 - Improper use of electronic personal devices (example: cell phone)
 - Violations of the dress code policy.
 - Failure to follow proper procedure for sign in and/or sign out.
 - Failure to report off to clinical education site personnel.
 - Failure to notify Clinical Coordinator of absence or tardiness.
 - Failure to follow prescribed clinical rotations unless directed by the Clinical Supervisor or Preceptor.
 - Failure to follow clinical conduct policies in the handbook.
 - Failure to submit completed required clinical forms by the due date.
 - Failure to wear dosimetry badge or turn it in by the due date (one warning given only during the first occurrence of summer I)
 - Excluding required information on clinical forms (one warning given only during the first occurrence of the first fall semester.
 - Failure to wear identification badge or have markers on their person.
 - Violation of academic policies and/or behaviors.
9. **Disciplinary Action for Demerit Occurrences for Minor Infractions in One Semester** The following are the steps and point deductions from the final didactic and/or clinical education course grade during the semester it occurs.
- The first occurrence will result in the deduction of 1 points.
 - A second occurrence will result in the deduction of 2 additional points.
 - A third occurrence will result in the deduction of 3 additional points and a written warning.
 - A fourth occurrence will result in the deduction of 4 additional points and will result in the student being place on program probation. The length of the probation is up to program personnel and will depend on the severity of the incident.
 - A fifth occurrence will result in the deduction of 5 additional points and will result in the student being place on clinical education course extension. The length of the clinical day extension will depend on the severity of the incident.
 - A sixth occurrence in one semester will result in the deduction of 8 additional points resulting in program dismissal.

10. Disciplinary Action for Demerit Occurrences of Major or Minor Infractions Over the Course of the Program

The following are the steps and point deductions from the final didactic and/or clinical education course from which it occurred.

- a. Four demerit occurrences overall will result in written warning.
- b. Six demerit occurrences overall will result in program probation and 4 point deduction from the clinical education final grade during the semester it occurs.
- c. Eight demerit occurrences overall will result in clinical education course extension and 5 point deduction from the clinical education final grade during the semester it occurs.
- d. Ten demerits occurrences overall may result in program dismissal.

Disciplinary Action Procedure

1. Before disciplinary action is taken program personnel will meet for the purpose of reviewing the circumstances leading to possible disciplinary action. Clinical personnel may be consulted, as needed if the incident involves the clinical education setting.
2. Program personnel will then speak to the student and present the information concerning the incident. With any disciplinary action the student is provided an opportunity to share their side, including witnesses, of the incident that led to disciplinary action.
3. The decision on disciplinary action will be based on a final review of the incident. The action to be taken will be determined by program personnel in accordance with the Grievance Policy of this Handbook, and/or the Student Conduct Policy of the University Policy Register.
4. If dismissal is warranted, the Program Director will be responsible for that act and writing proper documentation of the action.
5. The written conference report of the incident will document all aspects of the incident. It must be signed and dated by all parties involved and will be placed in the student's file on campus.

Steps in the Disciplinary Process

Below are the steps in the disciplinary action process. Please note that some incidents may warrant the move to an advanced disciplinary action, in a way which is proportionate to the severity.

Step I: Written Warning

A written warning will be completed for any student who has accrued demerits as previously described. One of the program personnel will speak to the student and record the information on the conference form that will be placed in the student's file on campus.

Step II: Program Probation

When further demerits occur, a student will be placed on probation based on the accrued demerits. The length of the probationary period depends upon the severity of the disciplinary problem. A conference report will be written stating the reasons for probation and how long it will last. Also the report will include the behavior or performance that is expected from the student during that time with the consequence for not fulfilling those expectations. This report will be signed and dated by the student and Program Director and/or Clinical Coordinator. During the probationary period, the appropriate authority will monitor the behavior or performance.

Step III: Clinical Education Course Extension

Additional demerit occurrences will result in clinical education course extension. The student will be required to complete additional clinical day(s) depending on the incident and severity. The Clinical Coordinator will schedule the day(s).

Step IV: Program Dismissal

Additional demerit occurrences will result in program dismissal by the Program Director as witnessed by Clinical Coordinator and/or instructors.

A student will be immediately dismissed without going through any previous steps for any of the following items. This list is not all-inclusive.

1. Breach of patient or hospital confidentiality (HIPAA).
2. Falsifying information.
3. Being under the influence of or possession of illegal substances on the property of the clinical education setting.
4. Participating in a conflict or attempting to injure others on Clinical Education Setting property, including the use of a weapon with the intent to cause harm.
5. Engaging in the theft or destruction of any property at the Clinical Education Setting.
6. Abusing a patient, fellow student, employee or anyone at the Clinical Education Setting, physically or verbally.
7. Violation of a Clinical Education Setting (CES) policy which may require the CES to terminate the clinical placement of the student.
8. Any violation of policy requiring immediate dismissal as stated in the "University Undergraduate Catalog," and/or the Administrative policy regarding regulations for student behavior.

Policy: 1992 Last revision: 2018

Due Process/Grievance Procedure

1. Since policies regarding warning, probation, and dismissal are clearly spelled out in the student handbook, and since student-advisor conferences are held on a regular basis, problems concerning these policies should occur infrequently, if at all.
2. If issues arise concerning implementation of policies, the grievance procedure is as follows:
 - a. The student discusses the matter in question with the Program Director within 10 days (excluding weekends) of the occurrence of the problem in question, explaining the nature of the problem and proposing a suggested solution.
 - b. The Program Director will investigate the problem and confer with the faculty of the program and, if needed, with the radiologic technology advisory committee. A solution will be provided to the student within 10 business days. In the event the Program Director fails to respond to the grievance within 10 days or if the student is not satisfied with the response, the student may proceed to the next step in the due process procedure.
 - c. If the student is not satisfied with the ruling, the student may proceed with the Kent State University Salem Campus Student Complaint Process found at:
<http://www.kent.edu/policyreg/administrative-policy-and-procedures-student-complaints>
 - d. The grievance policy is non-retaliating, meaning the student will not be harassed, reprimanded, or punished by anyone for using this policy.
3. Students may appeal to the JRCERT for an external appeal if the problem is concerned with the program not meeting the **JRCERT Standards for an Accredited Educational Program in Radiologic Technology**.
The policy for allegations of non-compliance is as follows:
 - a. Initial Steps
 1. Meet with the Program Director immediately.
 2. Cite the specific STANDARD not being met.
 3. Provide evidence of alleged non-compliance.
 - b. Once the information is provided, the Program Director will take these steps:
 1. Document the complaint.
 2. Investigate the validity of complaint with the JRCERT.
 3. Implement a plan of action as needed.
 4. Resolve the complaint.
 5. Document all the above steps.
 6. Meet with the student within 7 working days on the outcome.
 - c. At any time during the process, the student may contact the JRCERT if there is a violation of a JRCERT *Standard* at:
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300
Fax: 312-704-5304
Web site: www.jrcert.org
Policy: 1992 Last revision: 2021

Dress Code and Professional Appearance at the Clinical Sites

The following dress code is to be worn by students in the Radiologic Technology program while in attendance at the Clinical Education Setting unless the assigned area (i.e., surgery) requires something different. Surgical scrubs, including scrub jackets must only be worn when performing radiology procedures in surgery or if otherwise directed or needed. Street clothes are not to be worn at the Clinical Education Setting.

Required attire:

KSU royal blue scrub tops and bottoms. Two sets required. Scrub jacket is optional. See handout.

<u>AKRON CITY HOSPITAL</u> Blue or white jacket if purchased	<u>SHARON REGIONAL MEDICAL CENTER</u> Blue jacket preferred if purchased
<u>BARBERTON HOSPITAL</u> Blue or white jacket if purchased	<u>ST. ELIZABETH BOARDMAN HOSPITAL</u> Blue jacket preferred if purchased
<u>EAST LIVERPOOL CITY HOSPITAL</u> Blue jacket preferred if purchased	<u>ST. ELIZABETH YOUNGSTOWN HOSPITAL</u> Blue or white jacket if purchased
<u>UH PORTAGE MEDICAL CENTER</u> Blue or white jacket if purchased	<u>ST. JOSEPH WARREN HOSPITAL</u> Blue jacket preferred if purchased
<u>SALEM REGIONAL MEDICAL CENTER</u> Blue or white jacket if purchased	<u>TRUMBULL REGIONAL MEDICAL CENTER</u> Blue or white jacket if purchased

Dress Code and Professional Appearance Rules at the Clinical Sites

1. Clothing is a form of non-verbal communication that reflects confidence in ability and judgement, personal behavior, and sense of professional image. Our patient's perspective of competence and professionalism of the radiographer are often based on first impressions, which are then processed into stereotypical responses to the image the radiographer presents. Thus, the first impression of the radiographer in uniform is the strongest statement of professionalism. It is essential that we present ourselves as professionals and act in a manner that conveys authority and integrity. Therefore, a strict dress code policy has been developed.
2. Scrubs should be clean, unwrinkled and odor free. Scrubs must be laundered after each use, due to harboring pathogens. Short or long sleeve white T-shirts are permissible under the scrub top but must be plain with no writing. The waistband of the scrub pants must be at the level of the student's natural waistline. Pants must be of proper length to the top of the shoe. Pants must not drag on the floor.
Only KSU embroidered scrub jackets are acceptable as a cover.
3. Surgical scrubs are to be worn at the hospital and not worn outside of the hospital
4. Shoes must be clean. Muted/neutral colored athletic shoes are acceptable. No fluorescent or bright colors. Fully enclosed heel and toe areas are required for shoe wear. Matching socks are required with all shoes.

Dress Code and Professional Appearance at the Clinical Sites

5. Hair must be clean, neat, and pulled out of the way and under control. No unusual colors are permitted such as purple, orange, or blue. No unusual styles that appear unprofessional. For males, beards and mustaches are permitted if neatly trimmed.
6. Fingernails must be clean, well-trimmed at all times. Long nails (natural or artificial) are prohibited from the CDC (Centers of Disease Control and Prevention) because they harbor bacteria, may injure patients, and break with equipment. Nail polish that is extremely chipped must be avoided.
7. Facial make-up must be in moderation.
8. Fragrances (perfumes, colognes, lotions) are prohibited since they may be offensive to patients and staff. Fragrances cause headaches, nausea, or allergic reactions. An effective deodorant is required.
9. Identification badges and radiation dosimetry badges must be worn (provided by KSU). Badge holders and reels must have a professional appearance.
10. Jewelry permitted: must be professional, unobtrusive, and deemed safe in patient-care areas.
11.
 - a. Body Piercing
 - 1) Earrings: No more than 4 small earrings or studs may be worn in each ear.
No hoop or dangling earrings.
 - 2) Any visibly pierced jewelry located other than the ear must be removed.
Implanted/dermal visible piercings must be covered.
 - a. A pierced tongue is not permitted at clinical sites.
 - b. Wristwatch: the following are permitted:
 - 1) A watch is recommended however smart watches are prohibited.
 - 2) Activity trackers (i.e., Fit Bits)
 - 3) Appropriate awareness/support silicon bracelet/band. No more than 2 of the above per wrist
 - c. Necklaces only 1 small necklace is permitted and must be worn under the scrub top.
No lanyards are permitted other than that required by the clinical site.
 - d. Rings Wedding band &/or engagement ring/other rings are permitted but no more than 2 per hand.
 - e. Holiday pins are permissible.
12. Tattoos must be covered.
13. All students will be required to follow the dress code: any student with inappropriate appearance will be asked to leave the Clinical Education Setting. The student must still meet clinical course requirements and a student will have to make up any time missed. This policy will be enforced uniformly and final authority for interpretation lies with the Program Director and Clinical Coordinator. Violations of the dress code will result in demerits as part of the disciplinary policy.

Policy: 1992 Last revision: 2022

Evaluations by Students

1. **CLINICAL EDUCATION SETTING EVALUATION by the STUDENT (F 11)**

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

2. **CLINICAL PRECEPTOR EVALUATION by the STUDENT (F 12)**

Students will evaluate the Clinical Preceptor (s) each spring semester.

3. **CLINICAL COORDINATOR EVALUATION by the STUDENT (F 9)**

Students will evaluate the Clinical Coordinators each spring semester.

4. **PROGRAM DIRECTOR EVALUATION by the STUDENT (F 8)**

Students will evaluate the Program Director in the spring semester.

5. **INSTRUCTOR and COURSE EVALUATIONS by the STUDENT (Flash Survey)**

Students will evaluate the instructor and course at the course completion.

6. **GRADUATE SATISFACTION SURVEY**

Approximately 6-9 months after graduation, Kent State University Salem Campus will send the student a Graduate Satisfaction Survey. The purpose is for the graduate to evaluate the radiologic technology program after the student has graduated and is now employed or enrolled in another program or both. The survey is used to assess outcomes of the program in determining its effectiveness and to search for information that is meant to lead to programmatic improvement.

7. Forms 1-5 are completed through Trajecsyst. Paper copies of the forms can be found in the clinical handbook.

Evaluation of Students

1. **STUDENT EVALUATION by the CLINICAL PRECEPTOR (F 16)**

The Clinical Preceptor will evaluate all students each semester to check on the student's progress in the program. This grade is part of the clinical education course grade. Form completed through Trajecsyst.

2. **STUDENT EVALUATION by the CLINICAL COORDINATOR (F 17)**

The Clinical Coordinator will evaluate each student every semester to check on the student's progress in the program. This grade is part of the clinical education course grade. Form completed through Trajecsyst.

3. **STUDENT EVALUATION by the TECHNOLOGIST (F 13)**

Technologists will evaluate students at the end of each rotation, provided they have spent enough time with that student. The evaluation is not given a grade but it is closely examined and reviewed by the Clinical Preceptor and the Clinical Coordinator to check student progress.

4. **COMPETENCY EVALUATION (F 23)**

To evaluate the student's performance of a specific radiologic examination, it is the responsibility of the student to select the competency evaluations required for each semester according to the list in each Clinical Education I-VI syllabi.

The Clinical Coordinator, Preceptor, or appropriate radiographer will complete this evaluation while observing the student's performance and after reviewing the resulting images. Exams on real patients should be performed whenever possible. Students may simulate some exams as designated by the ARRT but the decision is up to the Clinical Coordinator. The competency evaluations are graded and are part of the clinical education course grade.

At the successful completion of the program, the Program Director will sign a form from the ARRT stating that the student has successfully completed all required competencies as specified by the program and the ARRT. A student may be ineligible to take the exam if all competencies are not completed successfully.

5. **PROFICIENCY EVALUATION (F 26)**

The Clinical Coordinator, Preceptor, or appropriate radiographer will complete a proficiency evaluation to evaluate the student's performance on a previously completed competency examination. Students must complete the required number of proficiencies each semester as outlined in the Clinical Education I-VI syllabi. The proficiency evaluations are graded and are part of the clinical education course each semester.

6. **PROGRESS CHART (F 2)**

A progress chart is kept at the clinical education centers so that all technologists are aware of the competencies that each student has achieved in order to determine the level of supervision required.

7. **EMPLOYER SATISFACTION SURVEY**

The employer satisfaction survey is sent at the same time of the graduate satisfaction survey. The graduate can indicate their employment status and employer information. The survey by the employer will evaluate the graduate's skills six-nine months after employment. The purpose of this survey to the employer is to help the program determine its effectiveness from the employer's perspective. Again, this information could lead to programmatic improvement.

Fluoroscopic Procedures: Fixed and Mobile Equipment

1. Students must complete a minimum of 2 hours of radiation protection training specific to fluoroscopy prior to performing or participating in fluoroscopic procedures according to the Ohio Department of Health. The campus as well as some clinical sites will provide that training. This will be completed in the Introduction to Radiologic Technology course prior to students attending clinical education rotations.
2. Students must complete the fluoroscopic room clinical objective (F31A) with a technologist. However, the simulation of using fluoroscopy (#18) must be evaluated by a Clinical Coordinator to assure competency.
3. After successful completion of the entire form, a student may operate the fluoroscopic unit under the direct supervision of a physician or radiologic technologist during fluoroscopic procedures in keeping with the policy of the Clinical Education Setting.
4. Students must be under direct supervision of a radiologic technologist or physician when depressing the button or foot pedal that emits ionizing radiation during a fluoroscopic procedure.
5. In Ohio, radiologic technologists must have a Radiographer License from the Ohio Department of Health (ODH) that allows them to perform fluoroscopy.
6. An ODH General X-ray Machine Operator (GXMO) license forbids fluoroscopy and mobile radiography.

Policy: 1992 Last Revised: 2019

Graduation Requirements for the Associate of Applied Science Degree in Radiologic Technology

1. After a review of high school grades, ACT scores and Basic Skills Assessment Testing (ACCUPLACER or ALEX), a student must successfully complete prescribed developmental courses.
2. A **First-Year Assessment Exam** will be given at the end of the Clinical Education IV course to second year students. Students must receive a minimum score of **75.0%** with no rounding up to pass the exam to continue to the second fall semester and to complete the program. The score on the exam is part of the grade attributed to Clinical Education IV.
3. A student must successfully complete course requirements for all required RADT courses and BSCI 11010, 11020 or equivalent courses with a grade of at least a “C” or better to earn the Associate of Applied Science degree in Radiologic Technology.
4. A student must have a cumulative grade point average of **at least 2.00 in the RADT core courses** to graduate from the program.
5. A student must successfully complete all required clinical competencies and proficiencies as part of the clinical education courses.
6. A student must successfully complete all rotations assigned in the Clinical Education Setting.
7. A student must successfully complete the **Graduation Assessment Examination with a 75.0% or better** at the end of the Clinical Education VI course prior to the ARRT examination. If a student does not pass the exam on the first attempt, the student will be required to do remedial coursework as deemed by the radiologic technology faculty. If the student is unsuccessful on the second attempt, more remedial work will be assigned until successful completion of the exam. This may delay graduation and the eligibility of the student to take the ARRT examination.
8. The student must complete all requirements of Kent State University prior to graduation.
9. Students must apply for graduation online before February 1st for the AAS degree.

Graduation with Distinction

1. Candidates for associate degrees who demonstrate high levels of scholarship through their coursework are graduated *with distinction*.
2. “*With Distinction*” is awarded when students achieve a grade point average of 3.50 or better for all undergraduate coursework at Kent State University.
3. A minimum of 32 hours must be completed at Kent State in order to be considered.
4. The student's GPA (which should be unadjusted by the application of the Academic Forgiveness Policy, Course Repeat Policy or Freshman Rule for Recalculation of Grade Point Average), will be used in determining “With Distinction.”
5. An inscription on the student’s diploma indicating this honor and gold dress cords are provided to the student at graduation.

Policy: 1998, Last revision: 2020

Guidance and Counseling Services

Kent State University Salem Campus provides academic advising to prospective students and enrolled students. In the event that a service required by the student is beyond the scope or ability of Radiologic Technology faculty, referral services may be recommended for professional counseling.

KSU Salem Campus Student Mental Health and Wellness Services

<https://www.kent.edu/columbiana/counseling-and-wellness-services>

The purpose for campus mental health and wellness services is to provide counseling, consulting, and coaching to decrease student distress and enhance student performance. Many times stressors originate from outside pressures (relationships, parenting, family, and work) and internal concerns (stress, overwhelming pressure, perfectionism, procrastination, poor time management, ineffective goal setting, test/speech anxiety, lack of confidence, poor study habits, mental illness, trauma, alcohol/drug misuse, depression, and anxiety, etc.) Services are free and confidential. Walk-ins are welcome. To make an appointment with the campus counselor, go to website above. This site provides useful college student specific information and general crisis links.

Kent Campus Counseling

The Counseling and Human Development Center, located at 325 White Hall, provides a variety of counseling services to students, faculty, and staff free of charge and to community residents for a small fee. Counseling services address many issues that students face including, but not limited to, depression, anxiety, relationship issues, roommate issues, suicidality, career concerns, stress, study skills, sexual concerns, gender identity concerns, and substance use. Additionally, they provide couples and family counseling on a limited basis. As stated, this is free for students. If interested, students may contact the office at 330-672-2208 to set up an appointment. A staff member will gather some basic information from the student and schedule for the first appointment. In most cases individuals can get an appointment the same day, if not immediately. For more information visit the website at <https://www.kent.edu/ehhs/centers/chdc>

Revised 2022

Health Policy and Background Check

1. Students must comply with the required health program of Kent State University Salem Campus and their assigned Clinical Education Setting. Failure to comply with the health program of the Clinical Education Setting is cause for dismissal from the program.
 - a. New students are required to have a negative drug screen report as completed through Quest Laboratories and uploaded into the CastleBranch portal prior to entry into the program. Students with a positive or inconclusive drug screen cannot be assigned to a Clinical Education Setting.
 - b. New students are required to have a form completed by their health care provider that they are in good health prior to entry into the program.
 - c. New students are required to submit negative TB testing and immunization records prior to attendance at the clinical site.
2. Students are not employees of the Clinical Education Setting and are not covered by worker's compensation.
3. Students are urged to provide their own health insurance coverage. The University does not assume or provide free medical insurance coverage for students in the clinical areas or on campus. Students may purchase health insurance coverage by contacting University Health Services at the Kent Campus. Students are responsible for the payment of all bills incurred if an accident should happen at the campus or clinical site. Some clinical sites require the student to show proof of health insurance.
4. Any illness, communicable disease, or other condition that might affect the health of the student, patients, or staff should be reported immediately to the program faculty and Clinical Preceptor. The student may be asked to leave the campus or clinical site if the health condition may harm others.
5. If a student experiences a change in health (i.e. fracture, surgery, etc.) after he/she begins clinical, then medical documentation will be necessary stating if a student is able to perform with no restrictions (see technical standards). If full duty is not possible, a conference between program officials will take place to discuss a plan for completion of clinical assignments.
6. Due to the physical nature of the profession of radiologic technology, a student may not be allowed to attend clinicals if there is an injury that requires them to have a cast, sling, crutches or any other apparatus that may interfere with the student's ability to perform procedures or puts a patient at risk. Some devices (splints, boots, etc.) may be permitted with physician and Clinical Coordinator approvals. Open toed or heel boots are not permitted at the clinical site. The Clinical Coordinator must be notified immediately of any situation that prevents performance.
7. Students will be allowed to attend clinicals if they provide a full medical release and are able to meet all technical standards.
8. All absent time will need to be completed as stated in the attendance policy.
9. New students are required to have both a state and federal **background check** prior to program start. *FastFingerprints* provides fingerprinting on campus or at local sites. The results are uploaded into the CastleBranch portal by *FastFingerprints*. Applicants with a record must seek advisement from the radiology program director prior to applying. Applicants will be advised to contact the American Registry of Radiologic Technologists Ethics Committee prior to the program start (www.artt.org).

10. A clinical education site may request a drug screen at any time during clinical rotations. Positive drug screen will result in immediate dismissal from the program.

11. **Smoke Free Policy:**

Kent State campuses are smoke free, tobacco free sites. The policy covers all Kent State campuses, locations, and properties, both domestic and international. It also applies to all members of the university community: students, employees, volunteers, vendors, visitors, and customers.

All smoking is prohibited including the use of electronic smoking devices, mod boxes, or electronic nicotine delivery systems that create an aerosol or vapor. Use of nicotine, tobacco-derived or plant-based products and oral tobacco are also prohibited.

All clinical education sites affiliated with the program are also smoke free and tobacco free areas. See the policy at each site.

Hepatitis "B" Immunization

1. 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.
2. Students enrolled in the Radiologic Technology program may come in contact with blood and infectious material while attending Clinical Education Courses and laboratory courses at an assigned Clinical Education Setting (CES). The students must be aware that they are at risk of coming in contact with the HBV while obtaining clinical experience. The Clinical Education Setting is complying with the OSHA standard by immunizing their employees against HBV; however, students will need to plan for their own immunization if they desire this means of protection.
3. The Radiologic Technology program **recommends** (but does not require) that a student take part in a Hepatitis B immunization program prior to starting the program. Students may check with your health department, local hospital or physician to inquire about the immunization. The immunization will include three injections and a blood antibody titer. Students who choose to participate will be responsible for payment and submitting documentation in CastleBranch by the end of the first spring semester. Students who do not participate with the immunization must sign a waiver indicating such and submit the waiver to CastleBranch by the end of Clinical Education I in summer of the first year in the program.

Policy: 1993 Last revision: 2022

Inclement Weather, Emergencies, and Closings of the Salem Campus

1. If Kent State University Salem Campus closes due to inclement weather or due to an emergency or a disaster, an announcement will be made on the Kent State Salem **web page** (www.kent.edu/columbiana) and/or on area radio and television stations (as listed in the Kent Salem Schedule of Classes). Please note that radio and television announcements will specifically state Kent State Salem Campus. Students who opt to receive **Flash Alerts** will receive warnings of weather or emergency situations. Go to Flashline, Emergency Information to find more information. Also, under Quick Links of the KSU Salem Web Page, information on individual **class cancellations** can be viewed by clicking on 'class cancellation'. In case of campus closing or faculty absence, students are expected to go to Canvas to look for announcements from instructors who may post updates to the syllabus, class assignments, copies of handouts, or other materials that will allow students to stay current with the work of the course. Please remember that as a student, you are responsible for checking e-mail on a regular basis, as well as confirming registration, grades, and attempted withdrawals.
2. In the first fall and spring semesters when students have positioning and possibly anatomy labs, these may be canceled due to inclement weather. Students will be notified if this occurs.
3. When Kent Salem Campus classes are canceled, clinical education is also canceled, and radiology program officials will notify the Clinical Education Settings. On days when the campus is closed during part of the day, information on the time of the closure will be provided to the Clinical Education Settings and/or students in a timely fashion by the Clinical Coordinator.
4. During times of inclement weather, emergencies or disasters, (as declared by a government official, campus dean, university official, and/or the Clinical Education Settings CES) the student will not be charged for an absence and will not have to make up the clinical day. Any scheduled class exams would be postponed.
5. If the student does not attend clinical education due to weather when the Kent Salem Campus is open and operating normally, then the clinical day is counted as an unexcused absence and the student must make up that day to meet course requirements. **Documentation of attendance or nonattendance will be maintained by the Clinical Coordinator.**
6. If the student does not attend class when Kent State Salem Campus is open and operating normally, then the class day is counted as an unexcused absence and the student is responsible for obtaining any notes missed that day and/or make up any exams that are missed. **Documentation of attendance or non-attendance will be maintained by the course instructor.**
7. It is the student's responsibility to notify his/her clinical education setting to inform the Clinical Preceptor if he/she will not be attending clinical that day.
8. If a student is at the clinical setting when the announcement is made to close the campus, the student may make the decision to stay and finish the scheduled clinical time. If a student decides to do so, he/she will be given the appropriate time off at a later scheduled date within that semester. However, if the campus is closed to severe weather and non-essential personnel are told not to report, then students are not permitted to attend clinical education that day.

Policy: 1993 Revised: 2022

Lead Marker Policy

It is the responsibility of the student to purchase two sets of radiographic lead markers to be used in the clinical setting. Each set must include a right and left marker with three student initials consisting of the first, middle, and last name. In cases where the student's name does not have a middle name, the letter "X" will substitute for the middle name (example: john doe = JXD). Students must check with the Clinical Preceptor about this prior to ordering markers.

Students are required to carry one set of markers on person at all times while at the clinical setting. The second set of markers are to be held on reserve in the event that the student loses one or both markers in the first set. When purchasing markers, please keep the following points in mind:

- For ease of identification, markers color-coded red for right and blue for left are highly recommended.
- The size of the marker should be limited. The larger the marker, the more likely it may appear in anatomy on an image.
- Shapes will show up on the radiographic image. No markers that leave a visible skull or offensive image are permitted.
- Only images marked with the student's own markers will be eligible for a competency or proficiency.

Below are links to companies offering individual markers - please note this list is not all inclusive. These links are for reference only and are not endorsing any specific company:

- <http://pjxray.com/x-ray-markers.html>
- <http://www.pbmarker.com/Markers.html> (Copy and paste link in web browser)
- <http://zzmedical.com> (Copy and paste link in web browser)

MRI Safe Practice Guidelines Policy and Procedure

1. During the first semester of the program and prior to attending Clinical Education I, students attend an orientation day at their assigned Clinical Education Site. MRI Safe Practice Guidelines are reviewed by either the Clinical Preceptor or through a computer program set up by the facility.
2. The content of the MRI Safe Practice Guidelines covers at a minimum:
 - a. Definitions of Zones I-IV
 - b. Awareness of Magnet Activation 24 hours/7 days-week
 - c. Guidelines for entering Zone IV
 - i. Removal of all ferrous materials from personal self
 - ii. Non-entry of ferrous objects such as wheelchairs, carts, oxygen tanks, IV poles
 - d. Adherence to MRI Signage
3. At the end of the Clinical Education I and prior to their first rotation in MRI, the Clinical Coordinator requires students to complete an MRI Screening form-asking about metal implants, surgeries, tattoos, etc. The forms are taken by the Clinical Coordinator to each MRI department for review by an MRI Technologist.
4. If a student has answered yes to any portion of the assessment, the MRI Technologist will advise them on their ability to enter Zone III and IV. If a student answers yes to having possible or known metallic objects in their eye(s), the student has the option of obtaining an order from their physician for radiographic screening of the orbits. If the student chooses not to do this, they must stay out of Zone IV.
5. At the start of their MRI rotation, students are informed they may be screened again by the MRI technologist and advised as needed.
6. A second MRI rotation occurs in the fall of the second year. The original form is reviewed again by the student and any changes are documented if applicable. The student is required to sign and date the form again.
7. A video on MRI Safety will be shown to students on campus prior to attending their first clinical rotation.

Policy: 2020 Rev. 2022

Malpractice Insurance

Student malpractice insurance is paid for by the KSU provost's office.

Students may choose to **devote additional time** at the Clinical Education Site they are assigned to during the breaks between semesters, according to the company providing professional liability insurance for our students. Here are the parameters of this policy:

1. This time is extra time and is not part of the assigned clinical education hours required during each semester. This means students cannot use this as make up time for previous absences nor for future assigned clinical time.
2. Students must still follow all of the policies within this handbook including the direct and indirect supervision.
3. Students will wear their radiation detection badge during the scheduled time.
4. Students may perform competencies and proficiencies with registered radiologic technologists as needed.
5. Students must stay within the scope of practice of a student in the KSU Radiologic Technology program.
6. Students must provide a schedule of time to be spent at the Clinical Education Site to the Clinical Preceptor and the Clinical Coordinator one week prior to the time scheduled.
7. Students must attend as indicated in their schedule to the Clinical Coordinator. Failure to attend a scheduled time will result in disciplinary action. This includes tardiness and absent policies.
8. Students will coordinate the area of rotation with the Clinical Coordinator and Clinical Preceptor (i.e., radiology, surgery, CT, etc.).
9. Students are not allowed to be assigned additional time when the University is closed. (New Year's Day, MLK Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and days between Christmas Eve and New Year's Day)

Policy: 1986 Revised: 2022

Personal Electronic Device Use

Classroom

1. During class, the use of electronic devices is not permitted due to the disruptive nature of such devices. This includes cell phones and any other personal electronic device.
2. These devices must be silenced and stowed in an out of sight location and are not permitted to be on the person, desktop, handled, nor answered. During class time, cell phones should not be used for any purpose (outgoing/incoming calls, text-messaging, calculating, picture taking, etc. unless permitted by the instructor).
3. If an instructor *sees or hears* a phone in student possession during class, the student will be advised to stow it away. Repeated offenses will result in disciplinary action.
4. During testing periods, students must leave the classroom if there is a need for cell phone use after the completion of an exam. Failure to follow this policy will result in zero points for the exam being taken during the offense.
5. An exception will be made if a student has a family member who is ill and the student needs to be notified immediately. The phone must be put in the vibrate mode. The instructor must be notified prior to the class. In **cases of emergency**, students may tell family members to call the radiology secretary at 330-337-4223 and a message will be given to the instructor. Family members should state that the student is enrolled in the radiologic technology program.
6. Students are not permitted to take photos and/or transmit or distribute any quizzes, exams or any other material that is worth points. This will be interpreted as cheating and will lead to dismissal from the program.

Clinical Site

1. Students may not use hospital phones for personal use. Cell phones are not permitted during scheduled clinical education times.
2. Students may use personal cell phones during lunch breaks.
3. Disciplinary action will be taken if a student uses a cell phone for calling, texting or photo taking during clinical rotations.

Portable/Mobile Procedure Policy

Because of the supervision policy, students are NOT to do portable/mobile procedures ALONE. The reason is that a qualified radiographer would not be in the immediate area for assistance.

Students may perform portable exams but must be under the supervision of a qualified radiographer*.

* A qualified radiographer: one which is credentialed and in good standing in radiography by the American Registry of Radiologic Technologists (ARRT).

Students must be directly supervised during surgical and mobile procedures regardless of the level of competency.

This policy is enforced throughout the entire length of the program, whether the student has or has not yet performed a portable competency.

Policy: 1992, Last revision: 2020

Pregnancy Policy

For Applicants and Students Enrolled in the Radiologic Technology Program Options:

1. **No declaration of pregnancy.** The student progresses through the program with no declaration to program or clinical personnel. No change in rotations.

2. **Written notice of voluntary declaration.**

USNRC: Declared pregnant woman means a woman who has voluntarily informed the licensee, in writing, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant.

If the student chooses to disclose her pregnancy, she must immediately provide written notification to the Program Director and the Clinical Coordinator. The notice would indicate the expected due date. Declaration allows the student to make an informed decision based on her individual needs and preferences.

The student will be provided with USNRC Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure with its appendix of the United States Nuclear Regulatory Commission. The student must then sign a witnessed "Attest" form that was read and discussed. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupational exposed women, which is no more than 0.5 rem (5.0 mSv) during the entire gestational period and no more than 0.05 rem (0.5 mSv) in any month, both with respect to the fetus. It is the policy of the program to instruct all students on radiation protection procedures with respect to the embryo/fetus.

Voluntary declaration has the following options:

- a. **Continuing the educational program with modification** in clinical assignments. The program would offer clinical component options such as clinical reassignments from areas such as fluoroscopy, mobile procedures, and nuclear medicine.
The student will be required to purchase and wear an additional dosimeter for fetal dose measurement if the clinical site does not provide a dosimeter for her.
Any time missed from clinical education must be made up per the attendance policy. Graduation depends on the student meeting all didactic and clinical requirements.
- b. **Continuing the educational program without modification** in clinical assignment or interruption. The clinical coordinator would maintain the standard clinical rotations through all areas.
- c. **Leave of Absence from the program:** If the student takes a leave of absence from the program, the place of re-entry would depend on factors. Students may be placed at the beginning of the program or somewhere within the program based on their academic and clinical status and standing when leaving.
- d. **Option for written withdrawal of declaration:** A student may withdraw declaration of pregnancy at any time during the pregnancy. The revocation of pregnancy declaration notifies the program of the student's choice to revoke her previous election to apply federal and/or state radiation dose limits to an embryo/fetus as a condition of her radiation related clinical experiences in the program.

Neither Kent State University Salem Campus nor the student's assigned Clinical Education Setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

NRC Website Regarding Prenatal, pregnancy, embryo and fetal dose

The following website has information and links concerning embryo/fetus irradiation and monitoring:

<https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/full-text.html>

Other websites:

Subpart C – Occupational Dose Limits: 20.1208 [Dose equivalent to an embryo/fetus.](#)

Subpart F – Surveys and Monitoring: 20.1502 [Conditions requiring individual monitoring of external and internal occupational dose.](#)

National Council on Radiation Protection and Measurements (ncrponline.org)

NCRP Report No. 174 Preconception and Prenatal Radiation Exposure: Health Effects and Guidance

International Commission on Radiological Protection (ICRP): (icrp.org)

ICRP Report #73 Radiological Protection and Safety in Medicine

ICRP Report #75 General Principles for the Radiation Protection of Workers

ICRP Report #84 Pregnancy and Medical Radiation

Professional Societies in Radiologic Technology

The state professional society is the **Ohio Society of Radiologic Technologists (OSRT)** (www.osrt.org) Dues are \$30 through graduation from a medical imaging program. The Educational Annual Meeting is held in April in Columbus with a second meeting in the fall in various locations or online. Membership includes the Cardinal Rays newsletter.

A. Competitions

Case Study Presentation Competition: The OSRT Education and Research Foundation (OSRTERF) Case Study Presentation Competition is open to all registered and student technologist members of the OSRT. There are separate technologist and student categories for the competition; students and technologists will not compete against each other. The competition is a two-step process and will be judged on the basis of a Microsoft PowerPoint or Google Slide presentation with an accompanying outline and a final case study live presentation for participants at the OSRT Annual Meeting.

Philip Ballinger Self-Assessment Exam: This exam is presented to second year students who have registered for the exam, created and proctored by faculty at one of the Ohio radiologic technology programs. The student with the highest score receives an annual membership to the OSRT.

Quiz Bowl Competition: The Ohio Society (OSRT) sponsors an academic quiz bowl competition at the annual meeting whereby students answer questions about radiologic technology by signaling a buzzer. A plaque is given to the first and second place winning teams. KSU students practice quiz bowl prior to the competition. In 2006, Kent State Salem won the OSRT state quiz bowl championship, in 2012, won 2nd place, and in 2013 took 1st place once again. Application deadline is March 1st of each year.

B. Educational Grants:

The Ohio Society of Radiologic Technologists annually awards educational grants. Award winners are announced at the OSRT Annual Meeting. Grants will be awarded to students, technologists and to one registered technologist. Grants are awarded on the basis of merit, academic ability and demonstrated financial need. Deadline is March 1st of each year.

ASRT: The national professional society is the **American Society of Radiologic Technologists (ASRT)** (www.asrt.org) Dues are \$35 for students annually as a student. Membership includes the Radiologic Technology Journal and Scanner. An annual meeting is held each year in June. The location varies.

The ASRT website states the following concerning student membership: Enhance your professional future by joining the association that will enrich your career. The ASRT is the largest organization in the world representing radiologic science professionals like you. ASRT membership opens the door for networking opportunities to help you make the transition from obtaining your education to building your career. With a wealth of resources, the ASRT will support your journey as you grow professionally. Find out how by reviewing your membership benefits. As a student enrolled in a radiologic science program, you will enjoy the privileges experienced by registered radiologic technologists. Simply ask your program director for a letter of enrollment verification on school letterhead, write in the date you anticipate graduating and include it with your membership application. The \$10 application fee is waived for student members.

***Student membership in both organizations is strongly recommended. This supports the learning outcome of the program that states: Graduates will be able to determine the value of professional growth and development and to conduct themselves in a professional manner.**

Policy: 1992 Latest revision 2022

Program Complaint Resolution Policy

The Radiologic Technology program at Kent State University Salem Campus is always willing to investigate any complaint against any aspect of the program and will try to resolve the complaint as soon as possible.

- A. Resources: Complaints can be made to the following sources, depending on the content of the complaint:
 - 1. Complaints at the Salem campus may be made to a radiologic technology faculty member, Program Director, Clinical Coordinator, assistant dean, complaint officer or the dean of the campus.
 - 2. Complaints at the Clinical Education Setting may be made to the Clinical Coordinator, Clinical Preceptor, or radiology department director or the Program Director at Kent Salem.

Complaints received from these sources will then be given to the program director or to the Complaint Adviser for the campus.

- B. Methods:
 - 1. Open Door Policy: The program director and the faculty have an open-door policy that allows someone to discuss any problem they may be having or to make a complaint about the radiologic technology program.
 - 2. Evaluations: Program evaluations are completed on a routine basis. These evaluations can provide an avenue for someone to make an anonymous complaint against the program. The program director and faculty analyze the information and make improvements as needed.
 - 3. Meetings: advisory meetings provide an avenue for students or Clinical Preceptors to make a complaint against the program.
 - 4. Student Complaint Process: Students may make a formal complaint to the Complaint Officer or the Assistant Dean about a problem they are unable to discuss with the faculty of the program. Information can be found in the Digest of University Rules and Regulations.
- C. All complaints will be handled in a confidential manner.
- D. Reasonable efforts will be made within the program or the institution to resolve a complaint within the recommended time limit as stated in the University Rules and Regulations of the Student Flash Guide.
- E. The program and/or the institution will follow the due process policy in resolving any complaint.
- F. Anyone who feels that the program may not be substantial compliance with the JRCERT **Standards for an Accredited Educational Program in Radiologic Technology** or accreditation policies will need to send a written and signed complaint to the Joint Review Committee on Education in Radiologic Technology (see accreditation policy)

Radiation Monitoring Device Service

1. Students must always wear a monthly radiation monitoring device while attending the Clinical Education Setting. The radiation monitoring device should be left in the designated area of the Radiology Department when not in use at the Clinical Education Setting.
2. Any student who fails to wear the radiation monitoring device or who fails to submit it for monitoring in a timely manner will be disciplined under the demerit system by the Clinical Coordinator or Clinical Preceptor. If a badge is lost or damaged, the student will pay for a replacement badge.
3. The radiation monitoring device is to be worn at the collar level and is to be replaced in the appropriate time period.
4. All radiation monitoring records are kept on file in the Clinical Coordinator's office. The information will be made available to students within 30 school days following receipt of the data and the student reviews the information and electronically signs the form, as found in Trajecsyst.
5. The Clinical Coordinator shall review radiation monitoring reports on an ongoing basis. The records will also be monitored by Peter Apicella, M.D., a radiologist at Salem Regional Medical Center. See below for excessive readings.
6. Radiation monitoring services are paid by the student as part of course fees for Clinical Education VI. The fee is currently \$50 per semester.
7. Students who are under the age of 18 when entering the program must not receive more than 10% of the adult annual effective dose equivalent limit. Students must notify the program director if they are under the age of 18 when entering the program.
8. Radiation badge submission dates are provided in the Clinical Education Course Syllabi.
9. Radiation monitoring badges are sometimes required in the radiology lab when performing exposures of phantoms. All exposures are conducted under the direct supervision of an instructor. See course syllabi for dates.

EXCESSIVE READING ON RADIATION MONITORING DEVICE

If a student has an excessive reading on a report, the following steps should be taken:

1. A student will receive notification from the Clinical Coordinator if the exposure reading is greater than the allowable ALARA limits at Level I at **0.4 mSv (40 mrem) per month.**
2. The student will meet with the Clinical Coordinator to provide written verification concerning details of the event(s) when the student possibly received the excessive exposure(s).
3. The student will confer with the Clinical Coordinator concerning methods to reduce radiation exposure from radiographic, mobile and fluoroscopic procedures to avoid future excessive readings.

Policy: 1992 Last revision: 2022

Radiologic Technology Club

1. The Radiologic Technology Club is an organization for all of the students enrolled in the program at the Kent Salem Campus.
2. Its purpose is to raise funds necessary for expenses incurred during the program such as:

OSRT Annual Meeting that requires OSRT student membership = \$30, plus hotel, meeting registration, food, and transportation (see #6)
Memory Book (Approximately \$40)
ARRT certification exam fee (\$225)
School pin from the KSU Radiologic Technology program (approximately \$27)
Cap and Gown fee (approximately \$60) Tassel for AAS degree = \$13
3. Officers will be elected: President, Vice-President, and Treasurer.
4. The treasurer will be responsible for the record keeping of all fundraising activities.
5. Fundraising may include Gorant Candy Bars and T-shirt sales.
6. Student Government Allocated Funds from the Salem Campus help support some of these expenses. The Kent Campus Undergraduate Research department also may provide funds for students to attend the OSRT meeting.

Student Behavior: Administrative policy regarding regulations

Policy Register 4 -02.1

- (A) Paragraph (E) of rule 3342-4-02 of the Administrative Code authorizes the vice president for enrollment management and student affairs shall establish such administrative procedures as necessary to fulfill the intent of said policy. The vice president has delegated the responsibility to direct the student conduct process to the director of student conduct in the division of enrollment management and student affairs. It is the responsibility of that official to provide hearing panels and officers with technical advice, training, and clerical support; establish procedures to ensure an ongoing evaluation of student conduct rules; collect and maintain all records of formal disciplinary action; establish means to inform all members of the university community of student conduct policies and issues; and serve as a consultant to students and staff in the administration of the student conduct process. This policy establishes procedural directions and is subject to change by action of the vice president for enrollment management and student affairs. The procedures are intended to assure proper implementation of the policy regarding administration of student conduct.
- (B) Kent state university is committed to providing all persons equal access to its programs, facilities, and employment without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran. See university policy regarding unlawful discrimination and harassment, provide for at rule 3342-5-16 of the Administrative Code, for further details.
- (C) Prohibited conduct. The university attempts to provide for all students a university environment that is conducive to scholarship, social growth and individual selfdiscipline. Students and student organizations are expected to abide by federal, state, and local laws and ordinances, as well as to adhere to all university rules and regulations contained in the university policy register. Any student or student organization found to have committed or to have attempted to commit the below-specified forms of misconduct is subject to sanctioning outlined in paragraph (E) of this rule. Prohibited conduct accusations are assigned by a complainant(s). Adjustments to assigned prohibited conduct may be made prior to a hearing by the director of student conduct (or designee), with notice to the accused student or student organization (if necessary).

Violations include but are not limited to:

- (1) Alcohol.
 - (a) Use or possession of alcoholic beverages except as expressly permitted by law, university rules, regulations, or policies; and/or public intoxication.
 - (b) Distribution of alcoholic beverages except as expressly permitted by law and university rules, regulations, or policies.
- (2) Animals. Possession or accompaniment of animals in any university building at any time. Exceptions include authorized laboratory animals, animals trained to assist persons with disabilities, allowable pets within specific residence services guidelines, and any other applicable university rules, regulations, and policies.
- (3) Complicity. Presence during any violation of University rules, regulations, or policies in such a way as to condone support or encourage that (attempted or carried out) violation.

Administrative policy regarding regulations for student behavior

- (4) Computer misuse. Including but not limited to electronic materials, equipment, technological resources, e-mail, social media, etc.
 - (a) Unauthorized access into a file including but not limited to: using, reading, transferring, or changing the contents.
 - (b) Use of another individual's identification and/or password.
 - (c) Use of computing facilities and/or email to interfere with the work of another student, faculty member or University official.
 - (d) Use of computing facilities and/or e-mail to send obscene, threatening, or abusive messages or images.
 - (e) Use of computing facilities and/or e-mail to send unsolicited or unauthorized messages with the intention of reaching a mass of recipients.
 - (f) Violation of the Digital Millennium Copyright Act of 1998.
- (5) Controlled substances. Use, possession or distribution of narcotics, controlled substances, and/or related paraphernalia except as expressly permitted by law.
- (6) Destruction/misuse of property.
 - (a) Destroying, defacing, tampering with, materially altering or otherwise damaging property not one's own. This includes, but is not limited to: doors, windows, elevators, swipe card mechanisms, restroom equipment, vending machines, University transportation equipment, classroom equipment, etc.
 - (b) Creating a condition that endangers or threatens property not one's own.
- (7) Discrimination. Intentional or unintentional act that treats an individual or group in an adverse manner based upon a protected category. Protected categories include, but are not limited to: race, color, religion, gender, age, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.
 - (a) Gender identity. Regardless of an individual's actual or perceived sexual orientation, discrimination and harassment based on a person's gender identity, or non-conformity to stereotypes associated with a particular gender is prohibited. This includes discrimination based on an individual's transgender identity.
 - (b) Harassment. Includes intimidation, ridicule or insults that are sufficiently severe, pervasive or persistent as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the university; creates an intimidating, hostile or offensive working and/or learning environment; or otherwise adversely affects an individual's work or learning opportunities, and is based on an individual's race, color, religion, national origin, ancestry, disability, genetic information, age, military status, identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.
- (8) Disorderly conduct. Actions that are disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace or obstruct teaching, research, administration, or University activities or functions. Creating a risk of bodily harm to self/others.

Administrative policy regarding regulations for student behavior

- (9) Fire/Safety
 - (a) Tampering with, or misuse of, fire alarms and/or firefighting equipment, including but not limited to: fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, or other safety devices.
 - (b) Possession of flammable items, including but not limited to: candles, incense, or other items which maintain a purpose of being used in a flammable way.
 - (c) Arson. Causing a fire or explosion, or unauthorized use of any potential incendiary device /equipment.
- (10) Gambling. Gaming or betting for money or other possessions on University property or in any University operated or managed facility in violation of University rules, regulations, and policies.
- (11) Gender/sexual harassment. Sexual harassment is a form of unlawful gender discrimination and is defined as unfavorable or unwelcome treatment, made without consent and based on a person's gender or sex, that is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creates an intimidating, hostile or offensive working, academic or university environment. Sexual harassment includes but is not limited to verbal and/or physical behavior including, but not limited to sexually explicit jokes, insults, and taunts; obscene gestures; offensive pictorial, written, or electronic communications; and unwelcome touching. See university policy regarding unlawful discrimination and harassment (rule 3342-5-16 of the Administrative Code) and administrative policy regarding complaints of unlawful gender discrimination, gender/sexual harassment, sexual misconduct, stalking, and intimate partner violence (rule 3342-5-16.2 of the Administrative Code) for further details.
 - (a) Sexual harassment
 - (b) Sexual misconduct, sexual exploitation, stalking, intimate partner violence, domestic violence, dating violence, other non-consensual sexual acts include, but are not limited to:
 - (c) Physically restraining or detaining a person while another performs sexual contact or intercourse on themselves or with others, participating in or facilitating prostitution
- (12) General safety. Failure to conform to university safety regulations, including, but not limited to: residence halls policies outlined in the "Hallways Handbook" and campus laboratory guidelines.

Administrative policy regarding regulations for student behavior

- (13) Harassment. Attempted act(s) that include, but are not limited to:
 - (a) Threatening or intimidating a person creating a rational fear within that person.
 - (b) Engaging in a course of conduct or repeatedly committing acts directed at another person which would seriously annoy a rational person.
 - (c) Creating a condition that endangers or threatens the health, safety or welfare of another person.
 - (d) Physically restraining or detaining another person, or removing any person from any place where the individual is authorized to remain.
- (14) Hazing. Any action, intended or carried out that causes or creates a substantial risk, including but not limited to: mental or physical discomfort, embarrassment, personal degradation, or ridicule, whether or not the act is voluntarily agreed upon. Actions may be in conjunction with recruitment, initiation, or continued membership in any group or recognized student organization.
- (15) Impaired driving. Operating a motor vehicle while under the influence of drugs and/or alcohol
- (16) Misrepresentation. Knowingly distorting or altering the truth for personal (or student organization) gain or favor, including but not limited to: falsification of admissions application, possessing false identification, or falsification of documents provided to university faculty or staff.
- (17) Physical violence. Punching, slapping, kicking, or otherwise striking any person(s); and/or other conduct which threatens or endangers the health, safety, and/or welfare of any person.
- (18) Reasonable request. Failure to comply with a reasonable request of a university official(s) carrying out assigned duties and responsibilities, including but not limited to a person instructing a class, a librarian or designee in a library, a law enforcement officer, or a residence services staff member.
- (19) Recording privacy. Using electronic or other means to make an audio, video, or photographic record of any person in a location where there is a reasonable expectation of privacy, without the person's prior knowledge and written consent. The storing, sharing, and/or distributing of such unauthorized records by any means are prohibited. This includes but is not limited to: taking video or photographic images in showers/locker rooms, residence hall rooms, and restrooms.
- (20) Residence hall policies. Failure to comply with residence hall policies outlined in the hallways handbook, including but not limited to: escort, room capacity, restroom, quiet/courtesy hours, improper room change, illegal appliances, and visitation.

Administrative policy regarding regulations for student behavior

- (21) Smoking. Failure to comply with smoking prohibitions in all university buildings and vehicles, and where posting prohibits
- (22) Student conduct process. Non-compliance with or misuse of the student conduct process, including but not limited to:
 - (a) Falsification, distortion, or misrepresentation of information before a student conduct hearing officer, hearing panel, or convener.
 - (b) Disruption or interference with the orderly procedures of a student conduct hearing.
 - (c) Attempting to discourage an individual's or student organization's proper participation in, or use of, the student conduct process.
 - (d) Attempting to influence the impartiality of, or to intimidate, participants in the student conduct process prior to, and/or during the course of, a student conduct proceeding.
 - (e) Retaliation against any individual who participates in a complaint of a violation described in this policy.
 - (f) Failure to comply with the sanctions(s) imposed under the code of student conduct.
- (23) Theft. Using, taking, and/or possessing property or services that are knowingly not one's own (or owned by a student organization) and/or without permission of the owner.
- (24) Trespass/unauthorized entry. Knowingly entering or remaining in a building, office, residence hall room or any other properties at any time without appropriate permission or authorization.
- (25) University grounds.
 - (a) Use of university space and grounds by an organization or person without reservation of the space or proper authorization.
 - (b) Operation or use of bicycles, skateboards, rollerblades, or other recreational items: In any university building or facility, on any artificial or specially prepared surface including but not limited to: tennis courts, running tracks and basketball courts, on a sidewalk, walkway, steps, or a stairway that duly interferes with pedestrian traffic and/or demonstrates a lack of necessary caution regarding pedestrian right-of-way, in a reckless or unsafe manner on university grounds.
- (26) University rules. Violation of university rules, regulations, or policies.
- (27) Weapons. Unauthorized possession, storage, or use of firearms, explosives, other weapons, or dangerous chemicals

Effective March 1, 2015

Student Accessibility Services

The office of Student Accessibility Services (SAS) provides accommodations, consultation, and advocacy for qualified students with disabilities at Kent State University at East Liverpool and Kent State University at Salem. We serve students with visual, hearing and speech impairments; specific learning disabilities; psychological disabilities; chronic health disorders; physiological disabilities; and temporary injuries.

Our office engages in an interactive process with each student and reviews requests for accommodations on a case-by-case basis. Students can register with SAS at any time during the semester, but we recommend that students complete their registration prior to the start of their first semester. In most cases, accommodations are not applied retroactively and some accommodations (e.g., [closed-captioned videos](#)) take additional time to put in place so it is important to plan accordingly.

Students taking courses, including web-based courses, at another Kent State University location must register with the SAS Office at the campus the student is enrolled in to be eligible for disability-related accommodations.

Please contact Danielle Baker Rose, Coordinator of Student Accessibility Services on the Salem campus, at dbaker13@kent.edu or at 330-337-4214.

After your eligibility for accommodations is determined, you will be given a letter which, when presented to instructors, will help us know best how to assist you.

Website: <https://www.kent.edu/columbiana/sas>

Student Employment

Student employment in an area outside of radiography:

1. Students must exercise judgment in the number of hours of employment they work during the program as their education may be jeopardized by excessive hours of employment. Generally, students should not work more than 20 hours per week.
2. Work schedules must not conflict with the program curriculum and clinical rotations.
3. Students must expect to be scheduled for afternoon, midnight, and Saturday shifts.

Student Employment as a General X-ray Machine Operator (GXMO) from the ODH

1. Successful passing of this exam may allow a student to be employed by a clinical site. The exam may not be taken until the end of the second fall semester.
2. Students may not be employed by the Clinical Education Setting as a student radiographer unless the student has passed the Ohio Dept of Health General X-ray Machine Operator's Licensure Examination. The time scheduled as a GXMO must not interfere with scheduled clinical education time.

Student Records

Student Records at Kent Salem

1. The University maintains accurate and confidential student records.
2. It is the right of the students to have access to their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws.
3. Student records, with certain exceptions, will not be released without prior consent of the student.
4. 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.
5. 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.
6. Kent State University Salem Campus maintains that the student records policy is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974.
7. The detailed description of the student records policy can be found in one or all of the following: University Register and University Life.

Student Records at the Clinical Site

1. A student is to have access to only his/her records at the clinical site.
2. All records are to be kept in a locked file and students are to view their own records only while under the supervision of the Clinical Preceptor or Clinical Coordinator.

Policy: 1986, Last revision: 2022

Student Re-Entry Policy

Students who are dismissed from the Kent State Radiologic Technology program have the right to request re-entry into the program. This may or may not be granted based on the condition of dismissal and the student's current academic record.

To request re-entry:

1. The student completes a new application to the program along with a letter requesting re-entry into the program and the requested date of re-entry.
2. The faculty will meet to discuss the student's request for re-entry into the program. The Clinical Preceptor(s) and radiology administrator from the student's previous Clinical Education Setting would have input into the process. Factors that would be considered before re-entry would occur would be the student's cause for dismissal as well as possible future success rate in the program.
3. The faculty's decision would be sent to the student within one month of the decision.
4. The re-entry date is the decision of the radiologic technology faculty.
5. A student may or may not be re-entered into the same Clinical Education Setting as before, depending on circumstances.
6. A student who disagrees with the decision has the option of following the grievance policy of the program.
7. For a student who is repeating a course due to a grade below a C in a RADT or BSCI 11010 or 11020 or 21010 or 21020 courses, a second unsuccessful attempt will result in ineligibility to remain in the program.
8. A student who does NOT wish to re-enter the program is encouraged to seek advisement with an academic advisor of the University to seek another major.
9. A student who does re-enter the program must meet all of the requirements of the program and the American Registry of Radiologic Technologists certification examination, which includes both academic and clinical competencies.
10. The program has the right to deny a student re-entry into the program depending on the circumstances. The student has the right to appeal the decision and follow grievance policy.

Student Safety Policy

The student will follow all policies/procedures concerning **radiation protection and monitoring** practices.

1. The location of the radiation monitoring device is worn properly at all times when assigned to the clinical setting and follows the clinical setting's policies.
2. Students wear protective lead apparel whenever necessary at the clinical education site.
3. Students will notify the Program Director and Clinical Coordinator as soon as possible if there is a declaration of pregnancy by that student.
4. Declared pregnant students will follow all program and clinical education site's policies and procedures concerning radiation protection and monitoring during the gestational period.
5. Students will properly utilize all equipment and accessories and employ techniques and procedures in accordance with accepted equipment use and radiation safety practices to minimize radiation exposure to patients, selves, and others.
6. Students will perform all medical imaging procedures under the DIRECT supervision of a qualified practitioner **until** a radiography student has demonstrated competency.
7. Students will perform all medical imaging procedures under the INDIRECT supervision of a qualified practitioner **after** a radiography student demonstrates competency as long as a qualified radiographer is immediately available to assist a student.
8. Students will repeat all unsatisfactory radiographs under the DIRECT supervision of a qualified practitioner.
9. Students will not perform any mobile radiologic procedures alone, without a qualified radiographer immediately available for student assistance.
10. Students must not HOLD image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care at the clinical site.
11. Students will follow all policies concerning fluoroscopic procedures at the clinical site.

Other Safety Issues for Students

12. Students will follow all infection control policies and standard precaution policies when in the Clinical Education Setting.
13. Students will not put themselves in jeopardy when radiographing a patient that appears threatening or dangerous at the Clinical Education Site. Students should always seek assistance from staff personnel/security department when needed in a threatening situation.
14. Students will seek assistance, if needed, from appropriate personnel (security guard) from the Clinical Education Site when entering or leaving the Clinical Education Site.
15. Students will follow all rules of body mechanics when transporting or moving patients or equipment to prevent injuries to self, staff, or the patient at the Clinical Education Site or in the lab at the university.
16. Students will adhere to all policies concerning confidentiality of the patient, staff, or facility.
17. Students will adhere to the professional (ARRT) Code of Ethics for radiologic technologists.

1997, Latest revision: 2019

Student Transfer Policy

1. Transfer from another university/college to Kent State University:

A student may apply for transfer from another university or college by observing the following KSU admission requirements:

- a. Students who have attended any educational institution after graduating from high school must apply as a transfer student.
- b. Generally, a transfer applicant who has taken 12 or more semester hours with a college cumulative grade point average of at least 2.0 on a 4.0 scale may be admitted. An applicant who has taken fewer than 12 semester hours will be evaluated on both collegiate and high school records.
- c. Transfer applications are processed on a rolling basis. However, early application helps to ensure early consideration for class registration and financial aid. Therefore, the best time to apply is at least six months prior to the term you wish to enter Kent State.

2. Transfer between Radiologic Technology Programs within the University System

An enrolled radiologic technology student may be able to transfer from the radiologic technology program at the Ashtabula Campus to the Salem Campus OR from the Salem Campus to the Ashtabula Campus by observing the following selective requirements:

- a. Student must obtain a letter of recommendation from his/her present Radiologic Technology Program Director stating the student is in good standing and thereby approving the transfer.
- b. Student must obtain a letter of recommendation from his/her present Radiologic Technology Clinical Coordinator stating the student is in good standing and thereby approving the transfer.
- c. Student must transfer in to the radiologic technology program with a minimum 2.75 cumulative grade point average.
- d. Copies of all radiologic technology clinical documentation must be submitted to the transfer program for review.
- e. Transfer program reserves the right to have the transfer student repeat all or a portion of their radiologic technology clinical competencies and/or proficiencies as deemed clinically necessary.
- f. Student must submit the following documentation as required by the program's clinical affiliations: proof of drug test, proof of state and federal background check, proof of immunization documentation, proof of physical examination, and proof of BLS certification.
- g. Acceptance of transfer student will be dependent upon availability of clinical placement within the program capacity as determined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Student Transfer Policy

3. Transfer between Radiologic Technology Programs outside the University System

A student enrolled in a radiologic technology program outside of Kent State University may apply for transfer to the radiologic technology program at KSU Ashtabula or Salem by observing the following requirements:

- a. Apply online to Kent State University using the online application.
- b. Submit your transcripts. Request an official transcript from each institution attended since high school graduation. Send them directly to the Admissions office.
- c. Submit a copy of all course descriptions and respective syllabi for course evaluation.
Program reserves the right to accept all or none of the transferring student's radiology core courses. Program determines eligibility of the transfer based on the course sequence from the transferring program as compared to KSU Radiologic Technology Program.
- d. Student must transfer in to the radiology program with a minimum 2.75 cumulative GPA.
- e. Student must obtain a letter of recommendation from his/her present Program Director and Clinical Coordinator stating the student is in good standing and thereby approving the transfer.
- f. Copies of all clinical documentation must be submitted to the transfer program for review.
- g. Transfer program reserves the right to have the transfer student repeat all or a portion of their clinical competencies and or proficiencies as deemed clinically necessary.
- h. Student must submit all required documentation as required in CastleBranch (immunizations, CPR certification, drug testing and background checks).
- i. Acceptance of transfer student will be dependent upon availability of clinical placement within the program capacity as determined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- j. The transfer may be denied, or a student may need to apply to the program as a new student.

Established 2022

Technology Requirements and Skills

Computer Hardware and Software

Students new to Kent State University should review Information Service's [Technology Viewbook](#). A personal computer with consistent, reliable Internet access is required:

1. A DSL or cable connection to the Internet; dial-up is not sufficient.
2. Laptop or desktop computer with a minimum of a 2 GHz processor and 2 GB of RAM

You should have one of the following computer operating systems and additional software applications installed on your computer:

1. Windows 7 system operating software for PC computers OR Mac OS X 10.6 or 10.7 for Apple Mac computers.
2. Microsoft Office Suite (Word, Excel, PowerPoint) www.microsoftstore.com.
3. A free version of Microsoft Office is available for students. Instructions and information can be found on support.kent.edu.
4. Antivirus for Windows OS, [Microsoft Security Essentials](#) OR Antivirus for Mac OS, [Sophos](#)
5. A Canvas compatible browser, such as the latest version of Mozilla Firefox. **Internet Explorer is NOT a supported browser and should not be used.**

Technology Skills to be Successful:

Here are skills a student needs to be successful: navigating a computer operating system, launching, and quitting applications, connecting to the Internet, using a web browser to search the World Wide Web, downloading, saving, and uploading files, and sending and replying to email. It might also include basic skills in MS Word, MS PowerPoint, and any other software applications that the course will be using.

Canvas Learning Management System

Radiologic Technology will use Canvas to deliver course materials to students as of June 2021.

In order to login to the online Canvas LMS, students will need a Kent State FlashLine User Name ID and password. Students can login to Canvas through a student FlashLine account.

For help using Canvas go to www.kent.edu/canvas/students

Technology Help Guidelines

A. 30-Minute Rule:

1. When you encounter struggles with technology, give yourself 30 minutes to ‘figure it out.’ If you cannot, then post a message to the discussion board; your peers may have suggestions to assist you.
2. You are also directed to contact the KSU Helpdesk 24/7.
3. As a last resort, contact the instructor. However, do not expect an immediate reply, and help cannot be guaranteed with all technology issues.

B. When posting or sending email requesting help with technology issues, whether to the Helpdesk or the instructor, use the following guidelines:

1. Include a descriptive title for the subject field that includes 1) the name of course 2) the issue. Do NOT just simply type “Help” into the subject field or leave it blank.
2. List the steps or describe the circumstance that preceded the technical issue or error. Include the exact wording of the error message.
3. When possible, always include a screenshot(s) demonstrating the technical issue or error message.
4. Also include what you have already tried to remedy the issue (rebooting, trying a different browser, etc.).

PROCTORIO

1. Proctorio is a fully automated, online proctoring service that provides a solution to validating student identities and activity during online exams.
2. Proctorio ensures the integrity of distance learning while protecting institutional accreditation and increasing the value of online degrees and certifications.
3. Proctorio’s customizable, secure exam settings and live ID verification allow instructors to set-up unscheduled, on-demand proctoring specific to their assessment needs. Proctorio levels the playing field for students by increasing accountability, deterring cheating, and promoting a culture of academic integrity while improving learning outcomes.
4. KSU Salem Radiologic Technology Program uses Proctorio during all online exams.

Policy 2021

Textbooks/Note Packets

1. All textbooks/workbooks/note packets used in the Kent State University Salem Campus Radiologic Technology Program are available for purchase at the Kent State University Salem Campus Bookstore through Barnes and Noble. Books will be provided by Elsevier as a bundle to receive a discount. Students have the option of purchasing textbooks individually. Not all required texts are in the bundled books and must be purchased in the bookstore or on your own.
2. Students are expected to purchase their own books for the courses and will be tested on content from those textbooks.
3. Students are informed of estimated book expenses at the beginning of the program.
4. Many of the radiology textbooks will be used for more than one course during the professional curriculum and are needed for review for the ARRT certification exam. Therefore, it is NOT recommended to rent the textbooks nor sell them at the end of the course.
5. The majority of the radiologic technology courses require the student to purchase a notes packet in the KSU Salem Campus Bookstore through Barnes and Noble. The notes packets are written by the faculty of the radiologic technology program and may not be copied in any form or else disciplinary action will occur.

2022-2024 TEXTBOOKS and COURSE FEES

***First Year Bundle: books bundled at an approximate cost of \$344.32 (2022 price)**

****Second Year Bundle: books bundled at an approximate cost of \$212.92 (2021 price)**

Courses	Bundle	Author(s)	Book Title, Edition, Year	Semester
RADT 14003 Intro to RT	Bundled First Year	Adler and Carlton	Introduction to Radiography and Patient Care, 7th edition, 2019	Summer I
RADT 14006, 14021 14024, 24014 Rad Proc I, II, III and Adv. Imaging	Bundled First Year	Bontrager	Textbook of Radiographic Positioning and Related Anatomy 10 th edition, 2021 Pocket handbook of Radiographic Positioning and Related Anatomy Workbook to accompany text is recommended	Summer Fall Spring
All Clinical Education Courses I-VI	Bundled First Year	Bontrager	KSU Student Program Handbook for Radiologic Technology Textbook of Radiographic Positioning and Related Anatomy 10 edition, 2021	Summer Fall Spring 2 years
RADT 14016 Pt Care	Bundled	Adler and Carlton	Introduction to Radiography and Patient Care, 7th edition, 2019 Notes Packet	Fall
RADT 14018 Imaging Equipment	Bundled	Johnston and Fauber	Text: Essentials of Radiographic Physics and Imaging, 3 rd edition Notes Packet	Fall
RADT 14034 Image Acq	First Year	Johnston and Fauber	Essentials of Radiographic Physics and Imaging, 3 rd edition Notes Packet	Spring
RADT 14085 Clinical Ed IV	Bundled 2 nd Year	Callaway	Mosby's Comprehensive Review of Radiography 9 th edition	Summer
RADT 24008 Radiobiology & Rad Protect	Bundled Second Year	Sherer, Visconti, Ritenour,	Radiation Protection in Medical Radiography 9 th edition	Fall
RADT 24016 Imag.Physics	Bundled First Year	Johnston and Fauber	Essentials of Radiographic Physics and Imaging, 3 rd edition	Fall
RADT 24028 Rad Pathology	Bundled Second Year	Eisenberg & Johnson	Comprehensive Radiographic Pathology, 8th edition, 2022	Spring
RADT 24048 Rad Techniques	Bundled Second Year	Callaway	Mosby's Comprehensive Review of Radiography, 9 th edition	Spring

Course Fee for Patient Care Management: \$33.00

Patient care/vital sign supplies

Course Fees for Clinical Education I-VI: \$50 each semester

Radiation Dosimetry Badges

Program Fees for CastleBranch (\$160) and Trajecsys (\$150)

Rev 2022

Transportation

Kent State University Salem Campus Radiologic Technology students will be responsible for providing their own transportation to attend all didactic and clinical education assignments.

The program and Kent State University Salem Campus are not responsible for any problems that may occur during a field trip or educational trip.

Students must complete the KSU Hold and Harmless agreement prior to a field trip or OSRT meeting.

Policy: 1992
Last revision: 2017

University Policy Register: Unlawful Discrimination and Harassment

- (A) Policy.
- (1) This policy sets forth the expectations and responsibilities for maintaining an educational and employment environment free of unlawful discrimination and harassment. This policy, (in accordance with rule [3342-6-02](#) of the Administrative Code, as well as state and federal law), prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran. Harassment directed toward an individual or a group, through any means, including electronic, and based on any of these categories is a form of unlawful discrimination. The university encourages an atmosphere in which the diversity of its members is understood and appreciated, free of discrimination and harassment based on the above categories. Thus, all members of the university are expected to join in creating a positive atmosphere in which individuals can learn and work in an environment that is respectful and supportive of the dignity of all individuals.
 - (2) It is the policy of the university to:
 - (a) Apply the federal and state definitions of unlawful discrimination and harassment in implementing this policy.
 - (b) Communicate that unlawful discrimination and harassment are unacceptable and will not be tolerated.
 - (c) Educate the university community regarding individual rights with regard to unlawful discrimination and harassment.
 - (d) Investigate alleged incidents that are reported in an appropriate and timely manner.
 - (3) This policy is intended to promote the university's commitment to equal opportunity and diversity. It is not intended to censor first amendment rights to express ideas and opinions on any topic provided that expression is not in the form of unlawful discrimination or harassment.
 - (4) In accordance with all applicable state and federal laws including, but not limited to, the Civil Rights Act of 1964 and its amendments, this policy shall apply to all university programs and services including, but not limited to, the following: recruiting, admission, access to programs, financial aid, classroom instruction, academic progress/grading, and social, recreational and health programs.
 - (5) In accordance with all applicable state and federal laws including, but not limited to, Title VII of the Civil Rights Act in employment this policy shall apply to, but not necessarily be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training.
 - (6) The "office of equal opportunity/affirmative action", or "EO/AA", is the university department responsible for administering this policy. The office is located within the division of human resources.
 - (7) Kent state university prohibits retaliation against any individual who makes a complaint of unlawful harassment. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be subject to retaliation. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately reported to the equal opportunity/affirmative action office.

University Policy Register: Unlawful Discrimination and Harassment

- (B) Eligibility. All students, faculty, staff, independent contractors, guests, visitors, applicants, and university recognized student organizations.
- (C) Definitions.
 - (1) Protected category. Kent state university defines a protected category to include race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, and identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.
 - (2) Unlawful discrimination. An intentional or unintentional act that adversely treats or impacts an individual in a protected category in employment, or in academic or non-academic decision making based on the protected category.
 - (3) Unlawful harassment. Includes intimidation, ridicule or insults that are sufficiently severe, pervasive or persistent as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the University; creates an intimidating, hostile or offensive working and/or learning environment; or otherwise adversely affects an individual's work or learning opportunities, and is based on an individual's race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.
 - (4) Hostile environment. An hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent, or pervasive so as to interfere with or limit the ability of an individual to participate in or benefit from the university's academic, student, residential, or employment programs or activities and is based on a protected class.
 - (5) Unlawful conduct. Unlawful verbal or physical conduct may include, but is not limited to, comments focused on physical features, taunts, epithets/slurs, defacing property and/or items that demonstrate hostility to a person's protected class.
 - (6) Race/color/national origin/ancestry unlawful discrimination and harassment.
 - (a) Race and color. State and federal law prohibit discrimination on the basis of race or color. Race or color discrimination is defined as unlawful treatment of an individual based on characteristics associated with race.
 - (b) Racial harassment is defined as any verbal or physical behavior or conduct that has the purpose or effect of: Creating an intimidating, hostile, or offensive employment, educational or university living environment, Interfering with an individual's or group's educational experience, employment, university living environment, personal safety or participation in university sponsored activity; or Threatening an individual's or multiple individual's employment or academic opportunities.
 - (c) National origin/ancestry. National origin or ancestry discrimination is defined as unlawful treatment of an individual based on birthplace, ancestry, culture, or linguistic characteristics common to a specific ethnic group or national origin.
 - (7) Gender discrimination and harassment
 - (a) Gender. State and federal law prohibits unlawful discrimination based on gender or sex. Both men and women are protected from discrimination. Gender discrimination includes, but is not limited to, discrimination based on pregnancy, childbirth, and disability due to pregnancy, non-conformance to gender stereotypes, and discrimination based on gender identity, including transgender identity. Sexual harassment. Sexual harassment is defined as: Unfavorable or unwelcome treatment; and made without

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consent; and is severe or pervasive; and has the purpose or effect of unreasonably interfering with an

- (b) individual's employment or academic performance; or creates an intimidating, hostile, or offensive working, academic, or university environment.

Sexual harassment includes sexual exploitation and sexual misconduct, and is further defined in rule [3342-5-16.2](#) of the Administrative Code.

- (8) Religious discrimination and harassment. State and federal law prohibits unlawful discrimination on the basis of religion, and requires reasonable accommodation for religious practices, unless to do so would cause "undue hardship" on the conduct of business. Religion is broadly defined to include all aspects of religious observance, practice and belief.
 - (a) The religious beliefs must be sincere to the person seeking protection.
 - (b) Conduct including, but not limited to, insistence, either implicitly or explicitly, that an individual participate in or not participate in religious activities or hold or not hold particular religious views, may constitute religious harassment.
- (9) Disability discrimination and harassment
 - (a) The Americans with Disabilities Act as Amended (ADAA), sections 503 and 504 of the Rehabilitation Act, and Chapter 4112 of the Revised Code prohibit unlawful discrimination against individuals with disabilities. This includes individuals who: Have a physical or mental impairment that substantially limits one or more of his/her major life activities; Have a record of such an impairment; or Are regarded as having such an impairment.
 - (b) Federal law requires making reasonable accommodations to the known physical or mental limitations of a qualified individual with a disability unless to do so would cause an undue hardship on the operation of the business.
- (10) Age Discrimination and harassment

The Age Discrimination in Employment Act of 1967, as well as Chapter 4112, of the Revised Code, prohibits unlawful discrimination on the basis of age with respect to individuals who are at least forty years of age.
- (11) Sexual Orientation discrimination and harassment
 - (a) Kent state university policy prohibits unlawful discrimination based on sexual orientation. This includes gay, lesbian, and bisexual individuals.
 - (b) Sexual orientation harassment is defined as any verbal or physical behavior or conduct that has the purpose or effect of: Creating an intimidating, hostile, or offensive employment, educational or university-based living environment; Interfering with an individual's or multiple individual's employment or academic opportunities. Limiting an individual's access to employment, admission, academic success, or university activities and facilities because of the individual's sexual orientation
- (12) Veterans

The Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits unlawful discrimination and requires affirmative action in all employment practices for special disabled veterans and Vietnam era veterans.
- (13) Military status.

Federal and state law prohibits unlawful discrimination on the basis of military status in employment decisions. Military status includes active duty, active duty for training, initial active duty for training,

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inactive duty for training, full-time national guard duty and performances of duty or training by a member of the Ohio organized militia.

(14) Genetic information

Title II of the Genetic Information Nondiscrimination Act of 2008, (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

(D) Implementation

- (1) The office of equal opportunity/affirmative action and/or the Title IX coordinator (when applicable) is responsible for administering this policy.
- (2) To determine the most appropriate complaint and resolution process, anyone who believes that unlawful harassment or discrimination has occurred may contact their immediate supervisor and/or one of the following university offices: the office of equal opportunity/affirmative action, employee relations, dean of students, student ombuds, the student multicultural center, the division of diversity, equity and inclusion, the women's center, the Title IX coordinator or deputy coordinators, or an appropriate university employee. Anyone who feels physically threatened or has been physically harmed should immediately contact the appropriate law enforcement agency. All offices receiving complaints must notify the office of equal opportunity/affirmative action, or when applicable, the Title IX coordinator or a deputy coordinator, per rules [3342-5-16.1](#) and [3342-5-16.2](#) of the Administrative Code.
- (3) A violation of this policy should be reported as soon as possible after an incident occurs so appropriate action can be taken according to university policy.
- (4) The confidentiality of all parties will be honored to the extent legally protected and which provides for an appropriate investigation. Persons seeking information or guidance concerning potential discrimination or harassment allegations are advised that the university may take action once it is informed of an allegation whether or not the person wants to pursue a complaint. However, Title IX of the Education Amendments of 1972 requires the university investigate all allegations of gender discrimination, sexual harassment, and sexual misconduct. The administrative investigation, addressed in rule [3342-5-16.2](#) of the Administrative Code, is separate from any other investigations, including investigations by law enforcement.

(E) Violations.

- (1) It is a violation of this policy and federal and state laws for anyone to engage in unlawful discrimination and/or harassment as defined in paragraph (C) of this rule.
- (2) The university is committed to eliminating unlawful discrimination and harassment, wherever they occur in the university community, by taking corrective action as a result of violations of this policy. Violations may lead to disciplinary action which may include separation from the university.
- (3) Retaliation against persons who file complaints or cooperate with the investigation of a complaint of discrimination or harassment is a violation of this policy as well as the law and is strictly prohibited. Overt or covert acts of reprisal, interference, restraint, penalty, or intimidation against

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any person for exercising rights under this policy will be subject to appropriate and prompt disciplinary and remedial action.

- (4) If the office of equal opportunity/affirmative action determines that a complainant intentionally falsely accused another of harassment, appropriate sanctions will be recommended against the complainant.
- (F) Sanctions.
If it is found that an individual's conduct violates this policy, sanctions will be recommended. Action may include, but is not limited to, counseling, training, oral or written warning, no-contact orders, transfer, suspension, termination, or expulsion. The degree of action may be determined based on the intent and outcome of the behavior. Sanctions shall be based on the nature and severity of the offense and the extent of the findings. Any processes and sanctions will be in accordance with the provisions of the appropriate collective bargaining agreement, student conduct code, employee disciplinary procedure, or other appropriate university policy, and will be provided in writing to both the respondent and complainant.
- (G) Responsibilities.
 - (1) The office of equal opportunity/affirmative action, or the Title IX coordinator or deputy coordinators (when applicable) are responsible for administering this policy.
 - (2) It is expected that all members of the university community share the responsibility for non-discrimination and harassment prevention and report all instances of discrimination or harassment (rules [3342-5-16.1](#) and [3342-5-16.2](#) of the Administrative Code).

Policy Effective Date:
Mar. 01, 2015

The program's Technical Standards are essential requirements of the program for certification and licensure and are not an area of discrimination.

Venipuncture/Injections in the Clinical Education Setting

Students enrolled in Clinical Education courses are not permitted to perform venipuncture or injections on patients. Students are given the theory of venipuncture and the opportunity to practice venipuncture on patient simulators in a controlled lab situation on campus. Students are also instructed in the procedure for injections and patient care for injections in a lecture course on campus. Students must complete a simulated venipuncture competency as required by the ARRT for the certification exam.

During venipuncture procedures at the Clinical Education Setting the student is only permitted to assist by setting up for the procedure and handing supplies to the qualified individual performing the puncture.

During the procedure for injection of a contrast agent at the Clinical Education Setting, the student is only permitted to observe while a qualified individual performs the injection. Students are permitted to remove the needle and/or IV cannula if instructed to do so after the completion of an injection.

Policy: 1986 Revised: 2017

Web Based/Social Media Communications Policy

1. In order to promote professionalism, students shall NOT post/share ANYTHING including but not limited to: texts, images, links, unprofessional or offensive images, comments or other forms of web based/social media materials of faculty, students, clinical personnel, clinical education settings or patients to social media such as, but not limited to, FaceBook, Message Boards, Personal Blogs, Instagram, Snapchat, TikTok, Twitter, Reddit, Tumblr, YouTube or any other platforms.

Any of the above mentioned may be a violation of HIPAA if it involves patient information
For further information on HIPAA: <https://www.hhs.gov/hipaa/index.html>
Or <https://cphs.berkeley.edu/hipaa/hipaa18.html> for PHI-Personal Health Information.

2. No one can override this policy by granting the student permission to post anything pertaining to the program or clinical site on social media. This includes fellow students, faculty, clinical staff, and patients and their caregivers.
3. Any student found to have posted, supplied or forwarded materials for postings used on social media platforms may be subject to disciplinary action. This may include a major demerit and a clinical extension of a minimum of 2 days or it may include dismissal from the program. A clinical site also has the right to dismiss a student from their site for such an offense which may also lead to program dismissal.
4. It is strongly advised that students maintain professional relationships with KSU radiology personnel and clinical staff during the course of the program. However, having social media connections with the above-mentioned groups DURING the course of the program is highly discouraged. Social media connections with classmates is encouraged in a professional manner.
5. Please note that future employers routinely assess professional qualities by viewing potential candidate's social media websites. Students are advised to review their site(s) for any unprofessional images or language, which could impact future employment opportunities. LinkedIn is a KSU recommended professional networking site.

Policy: August 2009. Revised 2021