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) 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 the assigned 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 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.

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 is on hiatus for three years. Kent State University Ashtabula Campus opened a radiologic technology program in 2007.

Entire document reviewed in 2011
Academic Standards Policy

1. Students are required to achieve a grade of at least a "C" or better in each "RADT" core course and in BSCI 11010 and 11020 (Foundational Anatomy and Physiology I & II), within the program's curriculum.

2. Remedial work may be required when a student earns a score of 79% or lower on an exam. 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.

3. Students are required to maintain a cumulative grade point average of at least a 2.00 for the RADT core courses in order to meet graduation requirements. See KSU catalog for information on student probation and dismissal.

4. If a final grade lower than "C" is earned in any "RADT" course or the "BSCI 11010 and 11020" courses, the student will be dismissed from the program.

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 the policy on re-entry into the program. Re-entry is not assured.

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

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. This notation will be printed on students’ official transcripts.

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 Instructor 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 Instructor 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.

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. The program received an eight year accreditation status with full compliance in 2016.

2. “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.

3. 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 post-secondary 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.

4. 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

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:

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 & spring semesters: a student can miss no more than 3 classes in any RADT lecture course.

Grade Drop for Excessive Absences
3a. Excessive class 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 circumstance exists or the student brings in an excuse (examples of an excuse include a physician’s excuse or court date excuse). 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 turned in to an instructor within 1 week of the date the student returns to class. If the student fails to do this, the absence will be 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 will have to be made up by the student. Failure to make up an exam will result in a 0 for that exam.

4b. It is the STUDENT'S responsibility to contact the instructor concerning the appropriate time period to make up an exam. A student will not be permitted to make up an exam during any class time. The exam may have to be made up in the academic center, following their hours for make-up exams. 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 restrooms 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 provide the experience necessary to become a professional in medical imaging.

A. Clinical Education Course Attendance Requirements (subject to change)
Clinical education requires approximately 212 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 also dictate that a student rotate through all clinical areas as assigned. Any student who has missed 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 instructor. 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. These 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 Policy for Clinical Education Courses

Clinical 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 instructor. 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 (F9). 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 (F9). 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 (F9). 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 (F9). 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.

4. **Graduation Day:** Students are off Graduation Day unless clinical time must be made up.

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.

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

F. **Absent Time Missed Less than Eight Hours:**

1. 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.

2. 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.

3. Students are not permitted to miss lunch or breaks in order to shorten the clinical day or to complete clinical education requirements.
Attendance Policy for Clinical Education Courses

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 additional 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 in conjunction with an observed holiday or spring break once during the first year and once during the second year of the program. 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.
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 listed as a BD on the attendance form.
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.
Attendance Policy for Clinical Education Courses

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 program director 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 instructor 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 make-up 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. A student will have until Tuesday after finals week to make up time to receive a clinical grade.

2. If absent time is not made up by that Tuesday, 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 instructor. In the event the clinical instructor is absent that day, please inform the charge tech. Please follow special protocols by your clinical instructor if applicable.
M. Reporting Absences from the Clinical Education Setting:

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. If 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 five (5) minutes 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 must be recorded on the student's attendance record.

4. A student must meet the clinical education course requirements to successfully pass the course. Time missed between 5-15 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 2\textsuperscript{nd} occurrence, a written conference report will be completed and placed in the student file.

6. On the 3\textsuperscript{rd} unexcused occurrence in a semester, the final clinical course grade will be lowered one letter grade and again for the 4\textsuperscript{th} and 5\textsuperscript{th} 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 if a written conference report was written after the 2\textsuperscript{nd} occurrence of tardiness.

7. For continued tardiness throughout the program, the demerit system will be used beginning with the 4\textsuperscript{th} unexcused tardy occurrence.

8. Consistently coming in late but not tardy is unacceptable. If a student is late between 1-4 minutes, the demerit system will be used beginning with the 2\textsuperscript{nd} occurrence.

Policy: 1992    Last revision: 2017
Cardiopulmonary Resuscitation

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

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 is BLS Provider.

Students must upload the certification card (front and back) into CastleBranch by 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: 2017
Certification Examination by the ARRT in Radiography

1. The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers. On the board are representatives from the American Society of Radiologic Technologists (ASRT) and the American College of Radiology (ACR).

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 from KSU (a JRCERT approved program in radiography). This requires the successful completion of all program requirements including clinical competencies.

3. As a Kent State University Salem Campus Radiologic Technology graduate, students may take the ARRT examination after graduation. Applicants should allow up to four weeks from the date the application is received at the ARRT for the processing of the application. 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. The cost of the examination is $200 for the first attempt, $150 for the 2nd attempt. 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 is no longer eligible. Go to the ARRT website for further details.

4. The exam follows the content specifications as specified by the ARRT. See appendix

5. Any student who has a previous misdemeanor or felony conviction must submit the following to the ARRT: Go to: www.arrt.org Select the tab to Ethics
   a. Court records and subsequent recommendations of the court (fines, classes, etc.)
   b. Proof that all fines or actions were carried out
   c. A letter from the student that explains the conviction
   d. Fee:
      1) A $100 non-refundable fee when submitted in the first year. The fee does not apply toward the certification exam fee.
      2) A $200 non-refundable fee if submitted in the second year. The fee does apply toward the certification exam fee.
   e. There is a special application form for this situation. Any student should contact the program director at the beginning of the program to obtain this form and send it in immediately so that the ARRT can determine exam eligibility.

6. 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.

7. CQR: Continued Qualifications Requirements: state that certifications will be limited to 10 years. The process will include assessments of strengths and areas needing improvements. See the website for more details.

Policy: 1992 Last revision: 2017
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.
Cheating and Plagiarism
Kent State University Administrative Policy 3-01.8

(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.

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, book bags, purses/bags, notebooks, textbooks and beverage bottles/cups or other items as determined by the instructor in the front of the classroom or 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.

Effective May 2016
Clinical Education

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. On-campus Radiologic Technology courses are scheduled each semester.

2. 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.

3. Clinical Hours are as follows: **7.5 hour clinical day plus one hour for lunch**

   **First Year:**
   - Summer: (8 weeks) 15 hours/week  
     Thursdays and Fridays
   - Fall Semester 20-22.5 hours/week  
     Tuesdays, Thursdays, & Fridays
   - Spring Semester: 20-22.5 hours/week  
     Tuesdays, Thursdays, & Fridays

   **Second Year:**
   - Summer II: (8 weeks) 28 hours/week  
     Monday, Tuesday, Wednesday, Friday
   - Fall Semester: 22.5 hours/week  
     Mondays, Wednesdays, & Fridays
   - Spring Semester 22.5 hours/week  
     Mondays, Wednesdays, & Fridays

   There may be occasions when students are scheduled for a 5 hour day on Fridays, either morning or afternoon, due to staffing resources concerning direct supervision of students.

4. While assigned to the Clinical Education Setting, the student will be rotated through the various areas of the Radiology Department.

5. Clinical rotation assignments primarily take place during daytime hours, however, there will be Saturday, afternoon, and midnight rotations scheduled.

6. Clinical rotation assignments are given to each student at the beginning of the semester/summer session 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 Instructor and 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 Instructor 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.

Policy: 1992  Most recent revision: 2017
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 instructor.

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 F-5 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: 2017
Clinical Education Learning Outcomes

In each semester of the Radiologic Technology program at Kent State University Salem Campus, 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.

12. Be evaluated in the following areas by technologists and clinical instructors reflecting assessment of the affective, cognitive and psychomotor domains:

   A. Observe and absorb information given
   B. Accurately prepare for procedures
   C. Correctly follow directions
   D. Organize duties efficiently
   E. Accurately apply and retain information
   F. Practice quality patient care
   G. Communicate effectively
   H. Accurately perform exams & correct errors
   I. Perform in a timely and efficient manner
   J. Demonstrate dependability
   K. Conduct oneself in a professional manner
   L. Use self-direction within capabilities
   M. Demonstrate logic and good judgment
   N. Consistently cooperate with others
   O. Demonstrate self-confidence in abilities
   P. Adjusts and handles stressful situations
   Q. Accept suggestions & constructive criticism

POLICY: 1992 Most recent revision: 2017
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 punitive 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.

9. Keep questions or comments pertinent to class discussions. Do not engage in side conversations and other disruptive behaviors as they are distracting to others.

10. 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.

11. 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

12. Observe faculty office hours and keep appointments when made.

13. Seek assistance with general education courses from the instructor and/or tutoring center.

14. Make an appointment with the program director for academic advising.

15. Inform the program director via email as soon as possible if withdrawing from the program.

16. No food or beverages other than water are permitted in carpeted classrooms on campus.

Last revision 2017
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.
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.

Clinical Direct and Indirect Supervision of Students

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology. The JRCERT guidelines state that:

1. Students must perform medical imaging procedures under the **direct supervision** of a qualified radiographer* until a student achieves competency. The JRCERT defines direct 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.
   
   KSU: The review and approval of images must be done prior to the patient leaving the room that the procedure was performed in.

2. Students must perform medical imaging procedures under the **indirect supervision** of a qualified radiographer* after a student achieves competency. The JRCERT defines indirect supervision as:
   - that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.
   - “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.
   - KSU: The review and approval of images must be done prior to the patient leaving the room that the procedure was performed in.

Both direct and indirect supervision promote patient safety and proper educational practices.

*Qualified Radiographer - A radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession.

Latest revision: 2016
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 instructor 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 Instructor 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.**
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 Instructor.

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 instructor and clinical coordinators 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 instructor 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.
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 coordinators or clinical instructors 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. It will follow 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:
   a. Infractions concerning profession behavior didactically and/or clinically.
   b. Failure to follow student safety policies that include minimizing radiation exposure to patients, self and other members of the healthcare team.
   c. Improper use of electronic personal devices (example: cell phone)
   d. Violations of the dress code policy.
   e. Failure to follow proper procedure for sign it and/or sign out.
   f. Failure to report off to clinical education site personnel.
   g. Failure to notify clinical coordinator of absence or tardiness.
   h. Failure to follow prescribed clinical rotations unless directed by the clinical supervisor or instructor.
   i. Failure to follow clinical conduct policies in the handbook.
   j. Failure to submit completed required clinical forms by the due date.
   k. Failure to wear dosimetry badge or turn it in by the due date (one warning given only during the first occurrence of summer I)
   l. Excluding required information on clinical forms (one warning given only during the first occurrence of the first fall semester.
   m. Failure to wear identification badge or have markers on their person.
   n. 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.
   a. The first occurrence will result in the deduction of 1 points.
   b. A second occurrence will result in the deduction of 2 additional points.
   c. A third occurrence will result in the deduction of 3 additional points and a written warning.
   d. 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.
   e. 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.
   f. 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 demerits 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 will 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:

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.

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 Sciences.
   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.
   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 at:
      JRCERT
      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: 2017
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.

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Required Attire</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLIANCE COMMUNITY HOSPITAL</td>
<td>Blue jacket preferred if purchased</td>
</tr>
<tr>
<td>EAST LIVERPOOL CITY HOSPITAL</td>
<td>Blue jacket preferred if purchased</td>
</tr>
<tr>
<td>UH PORTAGE MEDICAL CENTER</td>
<td>Blue or white jacket if purchased</td>
</tr>
<tr>
<td>SALEM REGIONAL MEDICAL CENTER</td>
<td>Blue or white jacket if purchased</td>
</tr>
<tr>
<td>ST. ELIZABETH BOARDMAN HOSPITAL</td>
<td>Blue jacket preferred if purchased</td>
</tr>
<tr>
<td>ST. ELIZABETH YOUNGSTOWN HOSPITAL</td>
<td>Blue or white jacket if purchased</td>
</tr>
<tr>
<td>ST. JOSEPH WARREN HOSPITAL</td>
<td>Blue jacket preferred if purchased</td>
</tr>
<tr>
<td>TRUMBULL MEMORIAL HOSPITAL</td>
<td>Blue or white jacket if purchased</td>
</tr>
</tbody>
</table>

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.
Dress Code and Professional Appearance at the Clinical Sites

3. 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.

4. 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.

5. Finger nails 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.

6. Facial make-up must be in moderation.

7. 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.

8. Identification badges and radiation dosimetry badges must be worn (provided by KSU). Badge holders and reels must have a professional appearance.

9. Jewelry permitted:
   a. Body Piercing
      1) Earrings: no more than 2 small earrings 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 pierced tongue is not permitted at clinical sites.
   b. Wrist: 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
      4) No more than 2 of the above per wrist
   c. Neck: only 1 small necklace is permitted and must be worn under the scrub top. No lanyards are permitted.
   d. Hands: Wedding band &/or engagement ring or other rings are permitted but no more than 2 rings per hand.
   e. Holiday pins are permissible.

10. Tattoos must be covered.

11. 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: 2017
Evaluations by Students

1. **CLINICAL EDUCATION SETTING EVALUATION by the STUDENT (F 14)**
   Students will evaluate the Clinical Education Setting to which they are assigned at the completion of spring semester each year.

2. **CLINICAL INSTRUCTOR EVALUATION by the STUDENT (F 15)**
   Students will evaluate the Clinical Instructor (s) each spring semester.

3. **CLINICAL COORDINATOR EVALUATION by the STUDENT (F 12)**
   Students will evaluate the Clinical Coordinators each spring semester.

4. **PROGRAM DIRECTOR EVALUATION by the STUDENT (F 11)**
   Students will evaluate the Program Director in the spring semester.

5. **INSTRUCTOR and COURSE EVALUATIONS by the STUDENT (Provided by KSU)**
   Students will evaluate the instructor and course at the course completion.

Graduate Satisfaction Survey

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 could lead to programmatic improvement.
Evaluation of Students

1. **STUDENT EVALUATION by the CLINICAL INSTRUCTOR (F 19)**
   The Clinical Instructor 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.

2. **STUDENT EVALUATION BY THE CLINICAL COORDINATOR (F 20)**
   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.

3. **STUDENT EVALUATION by the TECHNOLOGIST (F 16)**
   Technologists will evaluate students at the end of each rotation, provided they have spent enough time with that student. The Clinical Instructor will distribute the evaluation form to the proper technologist. The evaluation is not given a grade but it is closely examined and reviewed by the Clinical Instructor and the Clinical Coordinator to check student progress. The student's signature on the form only indicates that the student has read the evaluation.

4. **COMPETENCY EVALUATION (F 26)**
   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 Instructor 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 (designated on the Student Record of Competencies/Proficiencies) 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 Instructor 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 3)**
   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 the fluoroscopic room clinical objective (F34A) with a technologist. However, the simulation of using fluoroscopy (#18) must be evaluated by a clinical coordinator to assure competency.

2. After successful completion of the entire form, a student may operate the image intensifier (tower) under the direct supervision of a physician or radiologic technologist during fluoroscopic procedures in keeping with the policy of the Clinical Education Setting.

3. 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.

4. In Ohio, all technologists must have a Radiographer License from the Ohio Department of Health (ODH) that allows them to perform fluoroscopy.


Policy: 1992  Last Revised: 2017
Graduation Requirements for the Associate of Applied Science Degree in Radiologic Technology

1. A student must successfully complete all radiologic technology core courses (all RADT courses and BSCI 11010, 11020) with a grade of at least a “C” or better. A student must have a cumulative grade point average of at least 2.00 in the RADT core courses in order to graduate from the program.

2. A student must successfully complete all other course requirements that make up the Associate in Applied Science degree in Radiologic Technology.

3. A student must successfully complete all developmental courses prescribed as a result of Basic Skills Assessment Testing (ACCUPLACER).

4. A student must successfully complete all required competencies and proficiencies as part of the clinical education courses.

5. A student must successfully complete all rotations assigned in the clinical education setting.

6. A student must successfully complete the Graduation Assessment Examination in 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.

7. The student must complete all requirements of Kent State University prior to graduation.

8. 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."

4. There will be an inscription on the student’s diploma indicating this honor and gold dress cords are provided to the student at graduation.

Guidance Policy

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.

**Columbiana County Mental Health and Recovery Services Board**

Family Recovery Center
Counseling Center of Columbiana County
Crisis/Emergency Services
964 North Market Street PO Box 464 Lisbon OH 44432
Monday-Thursday 9 am - 9 pm and Friday 9 am to 5 pm at 330424-9573
Help Hotline 330-424-7767 or 1-800-427-3606 (24/7)

Community Resource Center of East Liverpool Ohio
940 Pennsylvania Avenue
East Liverpool, Ohio 43920
Phone: 330-385-1301

NAMI of Columbiana County (National Alliance of Mental Illness)
PO Box 116
Elkton OH 44415
330-424-5772

**KSU Salem Campus Student Mental Health 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, go to www.col.kent.edu/counseling. Click on the orange “request appointment” bar, fill out and submit form. Watch your KSU e-mail for correspondence and appointment time. 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 http://chdc.educ.kent.edu

Revised 2017
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 Castle Branch portal prior to entry into the program. Students with a positive or inconclusive drug screen cannot be assigned to a KSU Salem 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.

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 instructor. 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, 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. Clinical coordinators 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. Castle Branch performs the fingerprinting on campus and the results are sent to students which are uploaded into the portal by the student. 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.arrt.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. **Clinical Education Setting: Smoke Free Policy:**
Beginning July 1, 2017, Kent State will be a smoke free, tobacco free university. 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.

Policy: 1986  Last revision: 2017
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 you take part in a Hepatitis B immunization program prior to starting the program. You may check with your health department, local hospital or physician to inquire about the immunization. You may also check with the Clinical Instructor at your assigned Clinical Education Setting to see if the CES is going to provide the immunization. The immunization will include three injections and a blood antibody test. If you choose to participate you will be responsible for payment and submitting documentation of participation to the Program Director of Radiologic Technology by the end of the first spring semester. If you do not choose to participate with the immunization you must sign a waiver indicating such and submit the waiver to the Program Director of Radiologic Technology by the end of Clinical Education I in summer of the first year in the program.

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 with texting abilities will receive Flash Alerts which warns 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 be familiar with and able to use the “My Classes” function of Web for Students, where instructors 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 on Web for Students.

2. 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.

3. 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.

4. 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 non attendance will be maintained by the Clinical Coordinator.

5. 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.

6. It is the student’s responsibility to notify his/her clinical education setting to inform the clinical instructor if he/she will not be attending clinical that day.

7. 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.

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 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://www.pbmarker.com/Markers.html](http://www.pbmarker.com/Markers.html)
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 instructor 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 instructor (i.e., radiology, surgery, CT, etc.).

9. Students are not allowed to be assigned additional time when the University is closed (Thanksgiving, week between Christmas and New Years)

Policy: 1986

Revised: 2016
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 campus at 330-332-0361 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.

Revised 2017
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).

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

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. 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 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 during the entire gestational period and no more than .05 rem 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 many 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: http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf

Additional information on the use of personal radiation monitors and radiation protection practices for radiation workers; minor workers and declared pregnant workers may be found in:

- 10 CFR Part 19.12
- 10 CFR Part 20.1208
- NRC Regulatory guides #8.2, 8.7, 8.13, 8.29, 8.34, 8.36, may be obtained from the NRC via the Public Document room at 1-800-397-4209 or via the Electronic Reading room ADAMS access system on their website at www.nrc.gov.
- Pregnancy Disability Law, P.L. 95-555
- NCRP Report #122, Use of Personal Monitors to Estimate Effective Dose Equivalent and Effective Dose to Workers for External Exposure to Low-LET Radiation (1995)
- ICRP Publication #73. Radiological Protection and Safety in Medicine
- ICRP Publication #75. General Principles for the Radiation Protection of Workers
- ICRP Publication #84. Pregnancy and Medical Radiation
Professional Societies in Radiologic Technology

1. The state professional society is the **Ohio Society of Radiologic Technologists (OSRT)**. The dues are $30 through graduation from a medical imaging program. There is an annual meeting held in April each year. The location varies. Membership includes the Cardinal Rays newsletter.

   **Essay Competition:** The essay competition is opened to student and registered technologists. View the OSRT website to access the OSRT Essay Rules and Judging Criteria. All applicants must electronically submit the application form to participate in the Essay Competition. Deadline is March 1st of each year.

   **Poster Competition:** The poster competition is opened to student and registered technologists. View the OSRT website to access the OSRT Poster Rules and Judging Criteria. All applicants must electronically submit the application form to participate in the Poster Competition. Deadline is March 1st of each year.

   **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. Kent State students practice quiz bowl prior to the competition. In 2006, Kent State University Salem Campus won the OSRT state quiz bowl championship, in 2012 KSU Salem won 2nd place and in 2013 took 1st place once again. Application deadline is March 1st of each year.

   **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.

   Go to [www.osrt.org](http://www.osrt.org) for more information.

2. The national professional society is the **American Society of Radiologic Technologists (ASRT)**. Dues are $35 for students annually as a student. Membership includes the Radiologic Technology Journal. 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. See [www.asrt.org](http://www.asrt.org) for more information on the benefits of student membership.

*Student membership in both of these 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.*

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 coordinators, 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 instructor, 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: Faculty meetings, student meetings and advisory meetings all provide avenues for someone 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)

Rev 2016
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 and should never be taken home.

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 instructor.

3. The radiation monitoring device is to be worn on the body according to the facility’s recommendations 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.

5. The records shall be monitored by Dr. Peter Apicella, a radiologist at Salem Regional Medical Center

6. The Clinical Coordinator shall record each student’s reading on a form (F5) and keep it in the student’s file on campus.

7. Radiation monitoring services are paid by the student as part of course fees for Clinical Education I-VI.

8. 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.

9. Radiation badge guidelines are provided in the Clinical Education Course Syllabi.

10. 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 **40 mrem or 0.4 mSv per month**.

2. The student will meet with the clinical coordinator to provide written verification concerning details of the event(s) when the student 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.

Policy: 1992  Last revision: 2017
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:
   - Memory Book (Approximately $21)
   - ARRT certification exam fee ($200)
   - School pin from the KSU Radiologic Technology program (approximately $25-70)
   - Cap and Gown fee (approximately $60)

3. Officers will be elected: President, Vice-President, and Treasurer.

4. The treasurer will be responsible for the record keeping of all fundraising activities.

Policy: 1997 Last revision: 2017
Repeat Policy for Radiographic Images

1. Students must be directly supervised by a qualified radiographer when repeating unsatisfactory images.

2. When a student completes a radiographic examination and is notified of any repeat radiographs that are necessary, it is mandatory that a qualified radiographer* must be present in the examining room when changes are made to repeat the radiograph. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

3. It is the student's responsibility to ensure that proper clinical supervision prevails. Any student who feels that the clinical site is not honoring this policy should notify the program director immediately.

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

Policy: 1986
Last Revision: 2016
**Administrative policy regarding regulations for student behavior**

**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 self-discipline. 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.
   (a) 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

1. University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content.

2. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments.

3. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures). Please contact Danielle Rose, the Coordinator of Student Accessibility Services, through the Salem campus Student Services at 330-337-4214 or by e-mail dbaker13@kent.edu to inquire about appropriate accommodations.

Last revision: 2015
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. 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.

Policy: 1992 Last revision: 2017
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 instructor or clinical coordinator.

Policy: 1986, Last revision: 2017
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 instructor(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.

1992, Last revised 2016
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 Instructor 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 will NOT HOLD for any patients for a radiographic procedure 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.

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

5. 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 one set directly to the Admissions office.
c. Submit a second set of transcripts to the Radiologic Technology Program Director of the transferring institution along with 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 Kent State University Radiologic Technology Program.
d. Student must transfer in to the radiology program with a minimum 2.75GPA.
e. Student must obtain a letter of recommendation from his/her present Program Director stating the student is in good standing and thereby approving the transfer.
f. Student must obtain a letter of recommendation from his/her present Clinical Coordinator stating the student is in good standing and thereby approving the transfer.
g. Copies of all clinical documentation must be submitted to the transfer program for review.
h. 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.
i. 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.
j. 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).
k. The transfer may be denied or student may need to apply to the program as a new student.

Established 4/28/14
Textbooks/Notes Packets

1. All textbooks/workbooks/notes 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.

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.
# 2017-2019 TEXTBOOKS and COURSE FEES

<table>
<thead>
<tr>
<th>Course Number/Price</th>
<th>COURSE/TEXTS or WORKBOOKS</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Text(s) required from a previous course</td>
<td>All books are approximate costs</td>
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</tbody>
</table>

**First Year Bundle:** books bundled at an approximate cost of $310.72.

**Second Year Bundle:** books bundled at an approximate cost of $300-400.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester</th>
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<tbody>
<tr>
<td>RADT 14003</td>
<td>Introduction to Radiologic Technology</td>
<td>Summer I</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>($30.00)</td>
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<tr>
<td></td>
<td>Kent State University, <em>Radiologic Technology Student Handbook</em></td>
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<tr>
<td></td>
<td>*Bundled</td>
<td></td>
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<tr>
<td></td>
<td>Bontrager Student Pocket Handbook in Radiographic Positioning</td>
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<tr>
<td></td>
<td>Recommended</td>
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<td></td>
<td>Bontrager, workbook to accompany text</td>
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<tr>
<td>RADT 14005</td>
<td>Clinical Education I</td>
<td>Summer</td>
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<tr>
<td></td>
<td>Text</td>
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<tr>
<td></td>
<td>*Bontrager textbook</td>
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<td>*KSU Student Handbook</td>
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<tr>
<td>RADT 14006</td>
<td>Rad Procedures I</td>
<td>Summer III</td>
</tr>
<tr>
<td></td>
<td>Text</td>
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<tr>
<td></td>
<td>*Bontrager textbook</td>
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<tr>
<td>BSCI 11010/11020</td>
<td>Foundational Anatomy and Physiology I and II</td>
<td>Fall and Spring</td>
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<tr>
<td>($281.65)</td>
<td>Tortora <em>Intro to Human Body 10th Ed. Hardbound Version</em></td>
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<tr>
<td>Or (?)</td>
<td>or Loose Leaf Version to be put in 3 ring binder</td>
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<tr>
<td>($108.60)</td>
<td>Lab Manual for Anatomy and Physiology 5th edition by Allen &amp; Harper</td>
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<tr>
<td>AHS 14016</td>
<td>Patient Care Management</td>
<td>Fall</td>
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<tr>
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<tr>
<td></td>
<td>^Adler and Carlton (same as above)</td>
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<tr>
<td></td>
<td>($20.00)</td>
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<tr>
<td>RADT 14021</td>
<td>Radiographic Procedures II</td>
<td>Fall</td>
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<tr>
<td></td>
<td>Text</td>
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<tr>
<td></td>
<td>^Bontrager textbook</td>
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<tr>
<td>RADT 14018</td>
<td>Imaging Equipment</td>
<td>Fall</td>
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<tr>
<td></td>
<td>*Bundled</td>
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<tr>
<td></td>
<td>Text: <em>Essentials of Radiographic Physics and Imaging, 2nd ed</em></td>
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<tr>
<td></td>
<td>Johnston and Fauber</td>
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<td></td>
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<td>RADT 14015</td>
<td>Clinical Education II</td>
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<tr>
<td></td>
<td>^Bontrager handbook and KSU Student Handbook</td>
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<td>RADT 14024</td>
<td>Radiographic Procedures III</td>
<td>Spring</td>
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<tr>
<td></td>
<td>Text</td>
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<td></td>
<td>^Bontrager textbook</td>
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<td>Student Note packet</td>
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<td>RADT 14034</td>
<td>Image Acquisition and Processing</td>
<td>Spring</td>
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<tr>
<td></td>
<td>Text</td>
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<tr>
<td></td>
<td>^Carlton and Adler</td>
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<td></td>
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<td></td>
<td>Student Note packet</td>
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# 2016-2018 TEXTBOOKS

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>RADT 14025</td>
<td>Clinical Education III</td>
<td>Spring</td>
<td>^Bontrager handbook and KSU Student Handbook</td>
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<tr>
<td></td>
<td><strong>Second Year</strong></td>
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<td></td>
</tr>
<tr>
<td>RADT 14085</td>
<td>Clinical Education IV</td>
<td>Summer</td>
<td>^KSU Student Handbook <strong>Bundled</strong> Mosby's Comprehensive Review of Radiography by Callaway 6th ed.</td>
</tr>
<tr>
<td>RADT 24008</td>
<td>Radiobiology and Radiation Protection</td>
<td>Fall</td>
<td><strong>Bundled</strong> Text: Sherer, Visconti, &amp; Ritenour, Radiation Protection in Medical Radiography, 7th ed., 2011, Mosby ($20.00) Student Note packet</td>
</tr>
<tr>
<td>RADT 24016</td>
<td>Imaging Physics</td>
<td>Fall</td>
<td>($20.00) Essentials of Radiographic Physics and Imaging, 2nd ed Student Note packet</td>
</tr>
<tr>
<td>AHS 24014</td>
<td>Advance Imaging – Hybrid Online Course</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>RADT 24015</td>
<td>Clinical Education V</td>
<td>Fall</td>
<td>^KSU Student Handbook</td>
</tr>
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<tr>
<td>AHS 24028</td>
<td>Radiologic Pathology</td>
<td>Spring</td>
<td><strong>Bundled</strong> Text: Eisenberg &amp; Johnson, Comprehensive Radiographic Pathology, 6th Ed., 2015 ($20.00) Student Note packet</td>
</tr>
<tr>
<td>RADT 24025</td>
<td>Clinical Education VI</td>
<td>Spring</td>
<td>*KSU Student Handbook</td>
</tr>
<tr>
<td>RADT 24048</td>
<td>Radiographic Techniques</td>
<td>Spring</td>
<td>Text ^Mosby's Comprehensive Review of Radiography by Callaway 6th ed. Voucher will be provided so new edition will be received as stated above ($20.00) Student Note packet</td>
</tr>
</tbody>
</table>

## COURSE FEES

- Patient Care Management: $28.00
- Clinical Education I-VI: $40 each semester
- Patient care and vital sign supplies: $28.00
- Radiation Badges: $40 each semester

Rev 2017
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.
   (b) Sexual harassment. Sexual harassment is defined as: Unfavorable or unwelcome treatment; and made without consent; and 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.
University Policy Register: Unlawful Discrimination and Harassment

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, 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
University Policy Register: Unlawful Discrimination and Harassment

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 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.
University Policy Register: Unlawful Discrimination and Harassment

(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 of students enrolled in the RADT and RIS Programs at Kent State University – Salem, no student shall post photos, comments, or other forms of a web based/social media materials of faculty, students, clinical personnel, clinical education settings or patients to their web based/social media communication sites such as, but not limited to platforms such as Face Book, Message Boards, Personal Blogs, Instagram, Snapchat, Twitter, etc, without the before mentioned person’s or institution’s permission.

2. Unprofessional or offensive photos taken at the campus or clinical site are not permitted to be posted on social media.

3. In addition, no student shall supply or forward photos, comments or other web based/social media materials to anyone for posting on any web based communication/social media sites, without that person’s or institution’s consent.

4. Any student found to have posted, supplied or forwarded materials for postings used on web based/social media communication sites without permission of said persons may be dismissed from the RADT or RIS program. If not dismissed, other disciplinary action may be taken with the student. A major demerit will be given to a student for violating this policy as well as a clinical extension of a minimum of 2 days.

5. A clinical site also has the right to dismiss a student from their site for such an offense and the program would have to place the student at a different site if there is one available. If there is not, the student would have to drop from the program and be placed again the following year.

6. Please note that future employers may view potential candidate’s websites. Students are advised to review their site(s) for any unprofessional images or language, which could lead to cancellation of a job interview.

Policy: August 2009. Revised 2017