



Southwest University

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Radiologic Technologist Program Student Handbook

2016-2017



Table of Contents

Section 1	6
Introduction	6
Welcome to Southwest University	6
Introduction.....	6
Governing Board.....	7
Section 2	7
Program Information	7
Mission	7
Goals.....	7
Purpose.....	7
Accreditation	8
Program Description	8
Applying for Admission.....	9
Admission Requirements	9
Technical Standards	10
Class Scheduling	11
Section 3	11
Academic and Practice Information	11
Academic Standing	11
Attendance	12
Classroom	12
Punctuality	12
Excused Absences.....	13
Leaves of Absence	13
Test Administration and Make-up	13
Tardiness and quizzes	14
Outside Employment	14

Textbooks	14
Externship Clinical Experience	14
Site Placement.....	15
Transportation.....	15
Grading	15
Academic Advisement	15
Student Advisement Procedure	15
Didactic Procedure.....	15
Clinical Procedure.....	16
Academic and Behavioral Advisement.....	16
Tutoring	16
Graduation Requirements	16
Withdrawal	16
Readmission	17
Section 4	17
Student Discipline	17
Expectations	17
Disciplinary Actions	18
Academic Misconduct	18
Academic Discipline Process.....	19
Sanctions That May Be Imposed	19
Non Academic Misconduct	19
Alcohol, Drugs & Illegal Substance Abuse	19
Violence	20
Weapons.....	20
Sexual and Other Unlawful Harassment.....	20
Forced Sexual Contact	20
Section 5	21
Student Safety and Welfare	21
Health Insurance	21
Professional Liability Insurance	21
Communicable Disease	21
Workplace Hazards	21
Radiation Safety	21

Radiographic Laboratory	22
Exposure Monitoring.....	22
Overexposure	22
Pregnancy	23
Pregnancy Declaration Form	24
Immunizations.....	25
Criminal Background Checks	25
Section 6	25
Student Rights	25
Non-discrimination	25
Accommodating Students with Disabilities.....	25
Federal Family Educational Rights and Privacy Act	26
Right of Appeals.....	27
Special Grievance Policy	27
Arbitration & Mediation	27
Section 7	28
Professionalism.....	28
Expectations.....	28
Appearance.....	29
Official Uniforms/ Dress Code	29
Grooming	30
Student Identification.....	31
Language.....	31
Section 8	31
Miscellaneous.....	31
Guests	31
Food, Drink, Tobacco	31
Cell Phones/ Electronic Devices.....	32
Breaks/Vacation/Leaves	32
Access to School Resources	32
Appendix A	34
Scope of Practice	34
Appendix B	36

Code of Ethics..... 36
Appendix C Error! Bookmark not defined.
Board of Directors..... 37
Acknowledgment..... 38

Section 1

Introduction

Welcome to Southwest University

Welcome to the Associate of Science in Radiologic Technology Program at Southwest University at El Paso. We would like to congratulate you on making the commitment to further enhancing your education.

The following pages contain information regarding many of the policies and procedures of Southwest University.

Introduction

This handbook is designed to assist you in attaining success throughout the radiography program. To assure effective education, each individual participating in the program must have a full understanding of the responsibilities and considerations involved. On the following pages, you will find important information about the University and its Programs, as well as policies, procedures, and expectations that affect radiography students at Southwest University at El Paso.

This handbook is not a complete statement of all policies at Southwest University at El Paso. Additional information is provided in the Southwest University at El Paso Catalog. As a student of Southwest University at El Paso, you are subject to all policies, procedures, rules and regulations established by Southwest University at El Paso. You are advised to be familiar with this Handbook and with the current University Catalog and to refer to each of them as needed. Additional policies and procedures related to the clinical education in the Radiography Program will be found in the *Radiography Program Clinical Education Handbook*.

Please read through this *Student Handbook* completely. You are expected to be familiar with its contents and to abide by the policies and procedures. If you have any questions about any part of the Handbook or need information that is not given, do not hesitate to contact your Program Director. You will find information in this Handbook that will identify other people most able to assist you with the variety of questions you may encounter during your time as a student at Southwest University.

This Handbook is subject to change. Students will be provided with written notification of any changes. You are encouraged to keep any notifications of change with the Handbook.

Governing Board

- President Ben Arriola
- School Director Marisol Gutierrez
- Academic Dean Jeremy Burciaga
- Associate Dean Javier A Gutierrez M.D.
- Program Director Wilbur Reddinger M.S., R.T. (R) (CT)

Section 2

Program Information

Mission

The mission of Southwest University at El Paso is to provide exceptional career and technical training, promote intellectual growth, critical examination and informed understanding through general education and a commitment to educational excellence strengthened by quality instruction, a positive learning environment, and the integration of emerging technologies to enable students to achieve their potential, participate in new employment opportunities, and continue to be lifelong learners.

Consistent with the mission of the faculty of Southwest University, the RAD program is committed to providing quality instruction by preparing the student to be employable at an entry level in the radiologic sciences

Goals

The goals of the Southwest University Radiography program are:

- Goal #1:** Graduates will be clinically competent.
- Goal #2:** Graduates will be effective problem solvers.
- Goal #3:** Graduates will communicate effectively.
- Goal #4:** Graduates will be professional.
- Goal #5:** The program will be effective in its instructional efforts.

Purpose

The freedom of individuals to gain knowledge and understanding is essential in the maturing of the mind. So that all students may exercise these freedoms a school must have an environment that does not lack order and stability.

The intent of this handbook is to ensure that students do not lose their freedom but are also held accountable to the rules that this institution has set forth. Just as the student must

follow these rules and regulations, the institution must clearly outline what these rules and regulations are.

Accreditation

Southwest University at El Paso is accredited by the Accrediting Bureau of Health Education Schools (ABHES), which is recognized by the American Registry of Radiologic Technology. The University is licensed by the Texas Workforce Commission. Southwest University at El Paso is approved by the State of Texas Approving Agency for Veterans Education, qualifying veterans for G.I. Bill benefits.

The Radiologic Technologist program at Southwest University at El Paso is currently accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT) located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone (312) 704-5300, Fax (312) 7904-5304. A copy of this document and other accreditation resources are available at the JRCERT web site: www.JRCERT.org.

Program Description

Qualified individuals are selected to begin the Radiography Program based on performance on an assessment test of academic readiness. Applicants meeting admissions criteria are placed in a candidate pool and are offered seats in each starting class until that class has been filled.

The Radiography Program is offered only as a full-time program. It requires the student to attend classes according to a specific schedule and sequence set forth by the University. Successful enrollment requires the student to make a commitment to a minimum of 96 weeks of study, during which time the student will have only holidays and term breaks off from school.

The curriculum comprises sixteen terms, each of six weeks duration. For the first eleven terms, the student is enrolled in didactic and laboratory classes and the student's schedule may vary during this time. The student will be enrolled in classes requiring attendance on campus. Students can expect to spend time on additional work (outside assignments, lecture and research), which designates to students the task of reviewing material that has either already been presented in class, or that will be presented in class. Each course will have established a minimum number of Outside Preparation Hours.

For the final five terms, the student is assigned to recognized clinical education facilities affiliated with the University to gain practical experience. By enrolling in the Program, students understand and agree that they will accept assignment to any clinical site made by the program. To successfully complete the program, the student must participate in ALL of the required 1050 clinical hours.

When all requirements for the Associate Degree are completed, the student will be eligible to take the national certification examination administered by the American Registry of Radiologic Technologists. Upon successful completion of this examination, the student then

becomes a Registered Technologist - RT(R) ARRT. Conviction of a crime (misdemeanor or felony) could leave an individual ineligible for participation in the certifying test. Please contact the ARRT (www.rrt.org) if this is a concern.

Applying for Admission

An admissions representative conducts a personal interview with each applicant before any decision is made regarding enrollment. The representative and student will meet to discuss the school's programs and the student's career goals. The representative assists the student in the completion of the application packet. The application is reviewed for evidence of a high school diploma, a GED certificate, or a transcript from an accredited post-secondary educational institution for acceptance. If the applicant is not accepted to a desired program, an alternative program may be suggested. Any applicant rejected for admission will be notified within seven working days.

Southwest University at El Paso has established the following requirements and procedures for admissions:

- Visit School
- Complete interview with admissions representative
- Complete admissions packet
- Sign the enrollment agreement
- Sign a statement of general health
- Complete necessary school documentation

Admission Requirements

Medical Assistant, AAS Medical Coding & Billing, AAS Health Administration, AAS Business Management and Accounting Systems, AAS Medical Laboratory Technician, AAS Automotive Technology, AAS Diesel Technology

1. A high school diploma or its equivalency.
2. For home schooled students: a certificate from the state in which the students resided during their home schooling.
3. Successful interview with an admissions representative; and
4. Minimum age of at least 17 years (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)

**The following programs have the following additional requirements:
AAS Radiological Sciences, AAS MRI Technology, AAS Diagnostic Medical Sonography**

- Prospective students must submit an AAS Imaging Admissions Application
- Applicants must be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll.)

- Applicants must take and pass an institutional entrance exam with a minimum of 70%.
- **Graduate of a SU Allied Health Program**
- Minimum SU Cumulative GPA of 3.5, attendance rate of 90% is required.
- Must have no write-ups
- Students must register to take the Entrance Exam. Students are allowed to take the entrance exam three times in a calendar year. Students who fail will be allowed to retake the exam once a year beginning the following year.
- Students must complete application package and submit it before application deadline. Only complete application packages will be accepted.

*For more information regarding the Application Package please contact the Academic Student Adviser or call (915) 778-4001.

Technical Standards

The Program is committed to providing education to qualified individuals without regard to disability provided that technical standards are met. Due to the requirements of the profession and to assure patient safety, the technical standards represent the essential nonacademic requirements a student must meet. These requirements include:

Sensory Requirements:

- visual acuity to discern detail on radiographic images
- ability to observe and distinguish subtle visual and auditory changes in patients and equipment

Communication Requirements:

- ability to clearly communicate in the English language
- ability to understand and execute orders written or spoken in the English language

Physical Requirements:

- ability to move immobile patients
- ability to stand for long periods of time
- ability to manipulate small objects with fingertips or adaptive devices
- ability to initiate CPR
- ability to maneuver in small spaces

Social and Behavioral Requirements:

- ability to tolerate and function effectively under stress
- ability to assess patients' physical, mental, and emotional needs and respond accordingly
- ability to provide unbiased care of all patients
- ability to work as part of a team

Cognitive Requirements:

- ability to reason, analyze, and synthesize to solve problems
- ability to calculate mathematical problems

Class Scheduling

Students will be enrolled in didactic and lab courses during the first eleven terms. Classes are held Monday through Friday between 8:00 AM and 5:00 PM.

Students enrolled in the twelfth (12) through sixteenth (16) terms, in clinical courses, will be scheduled for clinical experience at an affiliated clinical education setting.

Course descriptions for all courses in the Radiography Program can be found in the Southwest University Catalog.

Section 3

Academic and Practice Information

Academic Standing

To be in good standing, the student must receive a minimum passing grade per class. Each course passing grade would be noted on the class syllabus provided at the beginning of each term. In addition, graduation from the program requires a minimum overall cumulative grade point average of 2.5.

Southwest University at El Paso (SU) has established minimum standards of “satisfactory progress” for enrolled students. All students must meet SU Satisfactory Academic Progress requirements. The standards for determining progress at SU are described in the University Catalog. Therefore, the student is advised to be familiar with the University’s standards of Satisfactory Progress, as described in the University Catalog.

The academic standing of each student in the programs is reviewed at the conclusion of each term. Students whose course grades or cumulative GPA are found to be below the minimal acceptable level will be notified that they may not continue in the program. Course(s) completed with less than the minimum passing grade must be repeated before further program courses can be taken. Any grade below a “C” is considered a failing grade and the course must be retaken. Due to the fact that the class may not be readily available, the student must be dropped from the school. There is a minimum of 6 months waiting period before the student may request permission to reenroll to the program. Each reenrollment request would be evaluated on an individual basis. Upon approval, the University will admit students to repeat courses only when a seat is available. No student progressing normally through the program will be denied a seat in a course to make room for a student who is required to repeat a course.

Attendance

Classroom

The classroom is the center of instruction during the first terms of the programs. While textbooks and references provide information, it is in the classroom where this information is discussed, clarified, and supplemented. A student's presence and participation in classroom activities is necessary to facilitate his or her learning progress.

Southwest University Class Schedule is described in the University Catalog. Accordingly, students are expected to attend **all** scheduled class and/or laboratory sessions and to remain in class until the class is dismissed. Attendance will be taken at every session and it will be recorded and maintained for all classes and/or labs. Absence from class and/or recurrent tardiness may result in a reduced or failing grade regardless of other class performance.

Students who know in advance they will be unable to attend a class or lab should inform the course/lab instructor at the earliest opportunity and make arrangements to receive materials and assignments, if available, prior to the missed class/lab. The extent to which the student will be allowed to submit assignments for missed classes/labs is at the discretion of the instructor.

Punctuality

Punctuality is also important. Students must be in class and at assigned education settings at the scheduled starting time and cannot leave before the scheduled ending time. Not only does the student miss information when arriving late, but entering a class already in progress is a disruption and discourtesy to others. Clinical education settings cannot delay scheduled patient procedures to accommodate a tardy student.

As all absences are recorded regardless of the reason, a full day of absence will be charged when a student does not attend any of the scheduled classes on that day. A partial day of absence will be charged for any period of absence during the day.

The school will evaluate each student's attendance at the end of each phase. In cases of excessive absenteeism or tardiness, the school may take disciplinary action prior to the end of a phase. School holidays, such as Christmas holidays, etc., shall not be considered as days of absences

At its discretion, the school may allow a student, who for reasons acceptable to the school, is experiencing non-repetitive, extreme attendance problems, to make up essential coursework previously missed due to absenteeism. It is the student's responsibility to contact his/her instructor to arrange for any make-up work.

No more than 5% of the total program clock hours can be made up, as long the student has an excused absence. In the event that the student misses a significant amount of hours in a course, the instructor may determine that it is in the best interest of the student to repeat the

course. Significant absences may reduce your overall course grade. Reference your individual syllabi for specific course protocols and rules.

Excused Absences

Southwest University will accept the following as excused absences. These absences must be accompanied by proper documentation:

Southwest University will accept the following as excused absences. These absences must be accompanied by proper documentation:

1. Court ordered to appear in court.
2. Military Orders.
3. Medical Emergency- ER/ hospitalization documentation for the student or immediate family member (parents, siblings, spouse and children only).
4. Funeral of immediate family member (parents, siblings, spouse and children only).
Any other arrangements must be made with approval from the Program Director.

Externship/Clinical

Students are expected to report promptly for all assigned educational experience site. Required externship/clinical hours must be performed as assigned, usually, in 8.0-hour per day, five days a week, to total not more than forty hours per week.

Regular attendance is an essential expectation at Southwest University. There is no grace period. If a student is scheduled to be in the educational/clinical setting at a specific time, the program and the externship expect that the student is ready to start performing duties at that time. Any missed hours must be made up before graduation. Specific policies regarding attendance at clinical assignments are provided in the *Clinical Education Handbook*.

Leaves of Absence

Please refer to the Southwest University Catalog.

Test Administration and Make-up

Test dates are made known to all students in advance by announcement. It is the student's responsibility to be aware of these dates. Students shall make every effort to be present on scheduled test dates.

Make-up exams and related penalties are at the discretion of Southwest University and each individual instructor. At its discretion, the school may allow a student, who for reasons acceptable to the school, is experiencing non-repetitive, extreme attendance problems, to make up essential coursework previously missed due to absenteeism. It is the student's responsibility to contact his/her instructor to arrange for any make-up work. No more than **5%** of the total program clock hours can be made up.

The instructor class policy will be set forth with the course syllabus and on the first day of class. If a student is not able to take a test as scheduled, it is the student's responsibility to follow up with the instructor to make arrangements for any allowed make-up.

In the event that the student misses a significant amount of hours in a course, the instructor may determine that it is in the best interest of the student to repeat the course.

Student must provide documentation to justify the absences as stated previously on this document.

Tardiness and quizzes

Tests and quizzes can be given at the beginning of class sessions for specified periods of time. Late arrival distracts other test/quiz takers and diminishes the amount of time available to a student for completion of the test or quiz. It is at the instructor's discretion whether a late arriving student will be permitted to take a test/quiz, allowed to do a make-up test/quiz, or will receive a zero.

Outside Employment

Students who work must modify their hours of employment as necessary to avoid conflicts with scheduled classes, laboratories, seminars, and clinical assignments while enrolled in the Radiography program. Outside work does not in any way mitigate performance problems, absence, or tardiness. Absence from class, failure to be prepared for class, or absence from clinical assignment due to conflicts with outside work, or performance issues resulting from fatigue or distraction due to outside work will result in discipline, up to and including dismissal from a program, as set forth elsewhere in this Handbook. It is the student's responsibility to avoid conflict between school and work by limiting or arranging outside work accordingly.

Textbooks

Program costs include the required textbooks and other required course materials, which are provided to students at the appropriate time for each course. Many textbooks are used for more than one course and may be used in more than one term. Because of this and the need for study references in preparation for examinations and/or certifications that follows graduation, students are advised to keep all books for future reference. Should a replacement be required for any course materials provided, the student will be charged for the cost of the replacement.

Externship Clinical Experience

Prior to externship placement, the student must successfully pass all courses and required didactic competencies according each specific field. The student must also demonstrate to the satisfaction of the SU faculty the professionalism required of a professional. More detailed

policies and procedures regarding externship are discussed in the Radiography Clinical Handbook.

Site Placement

The assignment of students to specific educational experience sites is at the discretion of the faculty. By enrolling in a program, the student has agreed to accept placement at any facility to which he or she is assigned.

Every effort is made to notify students of their upcoming clinical placement at least two weeks in advance of the beginning of the term. Because unforeseen changes in personnel and/or schedules at educational sites can adversely affect the educational environment, placement cannot always be predicted in advance.

The School reserves the right to change education assignments at any time if, in the opinion of the faculty, such a move is necessary to assure successful outcomes for all students.

Transportation

The student is responsible for providing reliable transportation to experience education settings. However, transportation difficulties cannot be used as an excuse for absence or tardiness problems. Clinical assignments are not prioritized by geographical needs as much as educational needs. As a result, the program strives to assign you to a facility that best meets your learning styles and professional growth as a radiographer.

Grading

In externship courses, the external site staff and site coordinators will evaluate the student's overall performance in cognitive, psychomotor, and affective domains and assign a letter grade based on aggregate performance. Students receiving an "unsatisfactory" rating in any one or more of these domains at the end of a term will receive a failing grade for the term.

Academic Advisement

The purpose of academic advising is to assist students with any issues that might impact the students' success in completing the program. Students may seek academic advising from student services for general education classes. Students may meet with the Academic Advisor, Administration, Program Director or any Instructor during office hours or by appointment.

Student Advisement Procedure

Didactic Procedure

Enrolled students meet with the Program Director each term to discuss their individual progress through the program. At this time, a student progress report has been completed and

discussed with each student individually. The progress report may also include progress in a randomly selected course being completed that specific term. All progress reports are discussed with the student and a plan of action is identified. Behavioral issues are addressed one-on-one with the student.

Clinical Procedure

Enrolled students meet with the Clinical Coordinator each term to go over their overall individual education plan for clinical advisement. The Clinical Coordinator monitors student progress by performing weekly site visits to obtain student progress reports done by the designated the clinical instructor. The mid-term and end of term Evaluations and meetings are utilized to evaluate attendance, competencies and learning skills. The student is advised of their respective clinical progress by weekly, mid-term and end of term evaluations. Every evaluation is reviewed with the student at the designated appropriate time. Weekly evaluations are gone over weekly. Midterm and end of term advisement occurs at the mid and end of term respectfully. Behavioral issues are addressed one-on-one with the student.

Academic and Behavioral Advisement

Any student that is not succeeding academically typically receives an additional student advisement session which includes a progress report with an individual student success plan. This method is utilized to communicate with students about any behaviors that are interfering with the student's success in their class.

Tutoring

Although the ultimate responsibility for learning rests with each individual student, the faculty is committed to fostering and contributing to student success. Students who encounter difficulty in any class are **STRONGLY ENCOURAGED** to meet with the instructor. Faculty will tutor students as appropriate at no additional cost to the student. Faculty welcome the opportunity to work individually with students as needed to ensure student success.

Graduation Requirements

Southwest University at El Paso awards its students meeting all graduation requirements. The students should carefully read and understand the graduation requirements set forth in the University Catalog.

Withdrawal

Students have the right to withdraw from a program at any time. However, students are strongly encouraged to discuss such plans with the Student Adviser and the School Administrator before taking any such action.

In the event of withdrawal, the student will be charged tuition based on the refund policy in the University Catalog.

Readmission

Any student who wishes to re-enroll in the Radiography Program following any interruption in enrollment must contact the School Administrator to request permission to re-enrollment.

The School Administrator along with the Program Director and the Academic Dean will consider the petition and may accept the petition and allow re-enrollment, only under specifically stated conditions, or deny the petition. A primary consideration in determining eligibility for readmission will be a careful examination of the reason for the prior withdrawal. Readmission will be offered only in circumstances where it is apparent the reason or reasons for prior withdrawal have been resolved and where it can be determined that the student is now more capable of and more likely to succeed in meeting all Program requirements. If terms or conditions of re-enrollment are given, the student may accept such terms or decline the offer of re-enrollment.

If readmission to the Radiography Program is offered, the timing will be based on availability of space at the point in the Program where the student is to return. No student progressing normally through the Program will be denied a seat in any class or any clinical assignment to accommodate a student returning after withdrawal. If no space is available at the time the student wishes to return, readmission may be denied on that basis. The student may submit a new petition for readmission for a later term.

A student can be readmitted to the Radiography Program only once. If a student drops out, is dismissed, or fails to maintain good academic standing after readmission, that student will not be considered for readmission again.

Students who have been dismissed from the University as a result of disciplinary action, as those found and described in any Southwest University Handbook and in the University Catalog; actions that violate law; actions that are disruptive to others or the educational process; actions that violate the any Professional Code of Ethic; physical endangerment of others; theft of University or hospital property; possession of weapons or illegal substances on University or private property; criminal activity; taking or being under the influence of drugs or alcohol during classes, labs, seminars or clinical assignments; and actions or omissions that are a reoccurrence of behavior that was a subject of prior verbal or written warnings are not eligible for readmission to Southwest University.

Section 4

Student Discipline

Expectations

Southwest University students are expected to adhere to the all University policies, rules, and regulations as published in the Southwest University at El Paso catalog and/or student

handbooks. Academic and non-Academic misconduct on the University campus, at any external education setting, or during any University sponsored event shall be subject to discipline

Disciplinary Actions

Students who violate policy or procedure established by the Programs or Southwest University at El Paso shall be subject to disciplinary action.

There are four levels of disciplinary actions.

1. Verbal warning
2. Written warning
3. Suspension from the Program
4. Dismissal from the University

The type of action is dependent on the nature of the offense and circumstances under which it occurred. This means that severe offenses can result in level two or three actions whether or not it is a first offense and whether or not there have been any prior efforts to advise the student concerning the behavior.

Verbal warnings are used to call a student's attention to minor offenses. Once warned, it is expected that the student will avoid further violations. These warnings are recorded on a counseling form that is signed by the Program Director or an instructor.

Written warnings are used for more serious offenses or instances when a student fails to heed a prior verbal warning. A written warning consists of a form or letter to the student from the Program Director or Experience Site Coordinator. The form or letter specifies the violation and may set forth specific standards of performance or conduct the student must maintain in order to avoid further disciplinary action. A copy of the warning letter or form is placed in the student's file until graduation. The University reserves the right to dismiss any student who accumulates two (2) write ups throughout the program.

Academic Misconduct

Any Student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
2. Plagiarism, which includes, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, or other material as one's own work when such work has been prepared by another person or copied from another person.
3. Unauthorized possession of examinations or other course related material.
4. Unauthorized changing of grades on an examination, in an instructor's grade book, or a grade report.

Academic Discipline Process

The Program Director or the Academic Dean must inform the student of the alleged offense upon discovery. **After an investigation**, the Academic Dean and/or Program Director will take one of the following actions:

1. The allegation may be dismissed as unfounded
2. The allegation may be dismissed for lack of clear evidence
3. The student may admit guilt and a sanction will be imposed
4. The School's Vice-president/President will determine guilt based on clear and convincing evidence and a sanction will be imposed

Sanctions That May Be Imposed

If the student admits guilt to academic misconduct or is found guilty by the Vice-president and the following sanctions may be applied.

1. The student may receive a failing grade for the assignment, report, or test and be put on six weeks of probation.
2. The student may receive a failing grade for the course and be put on six weeks of probation.
3. The student may be dropped from all the courses he or she is currently taking.
4. The student may be permanently expelled from Southwest University at El Paso.

Non Academic Misconduct

Alcohol, Drugs & Illegal Substance Abuse

The use of illicit drugs or intoxicants on campus or at any educational experience sites or entering the University or clinical education setting while under the influence of such is prohibited by the Drug-Free Schools and Communities Act – Public Law 101-226 contained in the University Catalog.

Southwest University at El Paso has a zero tolerance policy on the use of controlled substances. Possession of alcohol, illegal drugs or other illegal substances is not permitted on school property. Furthermore, students are not permitted to report to school while under the influence of alcohol, illegal drugs or other illegal substances.

Southwest University will impose disciplinary action on students and employees up to and including expulsion or termination of education or employment and referral for prosecution for the violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program. Report any suspicious activity to the Program Director or the Academic Dean.

Clinical sites may require drug testing prior to the beginning of the externship. Either the site requiring drug testing or the University does not cover the cost of such testing. Refusing or

failing a drug tests, resulting in denial of the beginning of an externship at a site, is treated as a dismissal from a clinical site.

Violence

Threats of violence and acts of violence are strictly prohibited. Students threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination from the program.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A “weapon” can also be any object which would do harm to another when used as such. Southwest University shall deem any such object a “weapon” for the purpose of enforcing this policy.

Possession of weapons is prohibited on school property. Any student who fails to follow the above mentioned rules regarding weapons will be subject to permanent expulsion.

Report any weapon possession to the School Administration.

Sexual and Other Unlawful Harassment

Southwest University strives to provide an educational environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. It expects all faculty and students to treat others with dignity, respect, and courtesy.

Southwest University will not tolerate sexual misconduct of any kind as defined herein:

Forced Sexual Contact

Any harmful, insulting or non-consensual verbal or physical contact of a sexual-nature with another person, (including touching, fondling, exposure, disrobing, etc.) that is accomplished toward another without his/her consent including any such act accomplished by means of actual or implied force, coercion, or helplessness. Forcing or intimidating a person to touch another’s intimate parts shall also constitute sexual.

If a student believes he or she is being subjected to comments or conduct of a sexual nature, where the behavior tends to threaten, offend, or create a hostile environment, the student should immediately report such conduct to the Program Director or Clinical Coordinator if the event occurred at a Clinical Experience Site. If the offense is perceived to be on the part of the Program Director or Clinical Coordinator, then the conduct should be reported to that individual’s immediate supervisor.

Section 5

Student Safety and Welfare

The University takes seriously the safety and welfare of its students. Campus security and Emergency respond is address on the Southwest University Catalog.

Health Insurance

It is recommended that students enrolled in the Radiography Program obtain health insurance coverage prior to attendance. No formal student health services are provided at the University. When deemed necessary by Program or University officials, paramedics are called. Students are personally responsible for the cost of such care.

Professional Liability Insurance

Southwest University at El Paso provides professional liability insurance for all students while engaged in scheduled clinical experience. There is no additional cost to the student for this insurance. The University policy does not cover students who are employed in institutions outside of scheduled clinical education nor will it cover students who participate in clinical education outside regularly scheduled clinical hours unless such hours have been approved in advance by the appropriate Clinical Coordinator.

Communicable Disease

Any student who suspects he or she might be a carrier of a communicable disease is required to consult a physician and receive clearance to return to school. If exposed to a communicable disease at an educational setting, the student should report the exposure to the appropriate site coordinator, who will provide instructions for appropriate follow-up.

Workplace Hazards

Appropriate instruction in chemical, electrical, and fire safety is provided during classroom instruction. Students are advised to review this material carefully and, when faced with a situation, respond as indicated. Students in clinical education settings will be provided with the institution's policies and procedures related to chemical, electrical, and fire safety as part of the orientation to the facility. For further information please refer to the Southwest University Emergency Preparedness Plan.

Radiation Safety

Students in the Radiography Program at all times shall practice appropriate radiation safety procedures in protecting patients, themselves, and others from unnecessary exposure. ALARA (as low as reasonably achievable) principles will be followed at all times.

Radiographic Laboratory

Radiography of humans in the laboratory is strictly prohibited. No exposures shall be made in the laboratory unless a credentialed radiographer is present.

Exposure Monitoring

Students are issued personnel monitoring devices (dosimeters) by the Radiography Program, beginning in the third term. Each student is responsible for his or her own device.

Students must wear the device when using ionizing radiation during all energized laboratory procedures and clinical education. The device shall be worn on the collar. During fluoroscopy, it should be worn outside the lead apron. If a thyroid collar is worn, the device should be worn outside the collar.

The monitoring devices are to be changed every three months by the student to whom the device is assigned. Failure to change promptly may result in corrective action. The monitoring devices will be distributed by the laboratory instructor and/or Clinical Coordinators.

The monitoring devices should never be left in the car, in luggage that will undergo screening at an airport, or in a radiographic room. Loss or accidental exposure of a device shall be reported to the Program Director immediately. A written report of the incident must be submitted as soon as possible. If the device is lost or damaged, the student will not be allowed to continue clinical education until a new one is issued.

Dosimeter reports will be posted in the laboratory for on-campus students to review. Students are encouraged to check the reports monthly to assure their radiation safety practices are resulting in minimal exposure. Clinical students will be shown dosimeter reports by the Clinical Coordinator; students are asked to sign these reports to assure they have been reviewed.

Overexposure

The Program Director reviews all monthly radiation dosimeter reports. If any reading exceeds maximum dose of 300mrem or (3 mSv)in a three month period, the Program Director, Clinical Coordinator and RSO will meet with the student to determine the reason for the exposure and, when appropriate, provide guidance regarding good radiation safety hygiene. The student may be removed from any clinical or laboratory exercises until the conclusion of the investigation. The student may return to clinical and/or laboratory only after clearance from all three faculty members.

Pregnancy

Declaration of pregnancy is voluntary. However, no student will be considered pregnant and be offered continuation options unless the pregnancy has been declared using the Program's Declaration of Pregnancy form.

To declare pregnancy, the student must complete a Declaration of Pregnancy form and submit it to the Program Director. The declaration must be in writing and may be withdrawn at any time. If the declaration is not withdrawn, it is considered expired one year after submission.

When the student declares a pregnancy, a fetal badge will be ordered and issued to the student as soon as practical. The fetal badge shall be worn at the waist, behind the lead apron during fluoroscopy. The Program Director will monitor all dosimeter reports to assure that the student and fetal exposure do not exceed 50 mrem per month or a total of pregnancy.

The student will provide written notice of her choice of the following options with regard to program continuation:

Option 1

There will be no restrictions whatsoever as a result of declaring the pregnancy. The student will be expected to complete all academic and clinical requirements without modification.

Option 2

The student will continue in both classroom and/or clinical work as scheduled. However, the student will not participate in fluoroscopic, mobile, or surgical procedures. Pregnant students choosing this option are also restricted from procedures involving radium-implant patients.

Substitute clinical rotations will not be provided. All clinical rotations missed by the student must be made up at the end of the program. This may result in delayed program completion.

Option 3

The pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses in which she is currently enrolled. A place in the next class would be reserved for the student; the student would not be required to submit another application for admission.

Option 4

The pregnant student may request to withdraw from the Program for an indefinite period of time. If she wishes to re-enroll, she must submit an application for admission and compete for admission to the Program. Any previous course work would be reevaluated at the time of readmission to assure competency has been maintained.



Radiography Program

Pregnancy Declaration Form

I, _____, declare my pregnancy and elect the following option (circle one):

- Option 1** I request no modification whatsoever in my Program.

- Option 2** I request to not participate in fluoroscopic, mobile, and surgical procedures. I understand that I must complete the required competencies prior to graduation and that may include making up rotations in these areas.

- Option 3** I request a leave of absence (maternity leave). I intend to complete the course(s) in which I am currently enrolled.

- Option 4** I will withdraw from the course(s) in which I am currently enrolled.

Print Student's Name: _____

Student Signature: _____

Today's Date: _____

Estimated Date of Delivery: _____

Program Director Signature: _____

Immunizations

Before beginning clinical education, all students are responsible for showing proof of MMR and varicella immunity and Tdap immunity (during the last 10 years). A yearly **negative** tuberculosis skin test or, if appropriate, follow-up care. If the student cannot provide assurance of immunity, the student must document MMR, varicella and Tdap immunizations or appropriate blood titers. Hepatitis B vaccination is strongly encouraged but not required. Any student who elects to not receive Hepatitis B vaccination must sign a form indicating this declination. However, a Clinical affiliate may require Hepatitis B titers/immunization prior to any rotation.

Criminal Background Checks

Some clinical sites also require completion of criminal background checks prior to the beginning of an externship. The student is responsible for the costs of such checks. Refusing to undergo a background check or failing one is treated as a dismissal from a clinical site.

Section 6

Student Rights

Non-discrimination

According to the Affirmative Action Statement, no person shall be excluded from or denied benefits of any program or activity on the basis of sex, color, race, creed, age, religion, natural or regional origin. In addition, no qualified handicapped person shall be excluded from or denied the benefits of any program or activity as long as he/she meets the technical standards as described on this Handbook and supplemented by information in the Southwest University catalog.

Admission procedures and ongoing operations are conducted in accordance with this policy. Each of the recognized clinical education settings also supports non-discrimination.

Accommodating Students with Disabilities

Two primary federal laws that protect people with disabilities from discrimination in higher educational settings like colleges and universities are again the ADA and Section 504 of the Rehabilitation Act of 1973 (Rehabilitation Act). Title III of the ADA covers private colleges and vocational schools.

The ADA and the Rehabilitation Act prohibit schools from discriminating against individuals with disabilities. Moreover, the ADA gives students with disabilities the right to the

same goods, services, facilities, privileges, advantages as nondisabled students, in the most integrated setting appropriate to their needs.

To ensure that their programs and activities are fully accessible to students with disabilities, colleges and universities are required to provide “reasonable accommodations”. Specifically, they are required to make reasonable modifications in their practices, policies and procedures, and provide auxiliary aids and services for persons with disabilities, unless to do so would fundamentally alter the nature of the goods, services, facilities, privileges, advantages and accommodations they offer, or would result in an undue financial or administrative burden on the institution.

Reasonable accommodations to policies, practices and procedures include:

- Allowing extra time on exams.
- Allowing a reduced course load and extend time within which to complete degree requirements.
- Rescheduling classes to an accessible location.
- Early enrollment options for students with disabilities to allow time to arrange accommodations.
- Providing students with disabilities with syllabus prior to beginning of class.
- Allowing students to use tape record lectures.
- Qualified readers, tape-recorded or digitally recorded texts, or other effective methods of making visually delivered materials available to individuals with visual impairments or learning disabilities.
- Acquisition or modification of equipment or devices.

Under limited circumstances the school may refuse to provide a student with accommodations requested. The ADA and Section 504 only require schools to provide accommodations that are reasonable. The school can refuse to provide an accommodation, if it can show that:

- Providing the accommodation would create an undue financial or administrative burden for the school.
- Providing the accommodation would fundamentally alter the school’s academic program.
- The requested accommodation is of a personal nature (for example, assistance with eating or help with toileting).

Students who feel they will require assistance with any disabilities will be referred to Mrs. Valerie Crusoe. 915-778-4001.

Federal Family Educational Rights and Privacy Act

All student records shall be maintained in accordance with the “Federal Family Educational Rights and Privacy Act of 1974”, commonly referred to as the Buckley Amendment.

The contents of a student's file are not revealed to any unauthorized person without the student's written consent. More information contained at the Southwest University Catalog

Right of Appeals

Special Grievance Policy

Procedures for initiating Grievance Complaints: This procedure has been established to provide a method to resolve student grievances at the lowest administrative level in a fair and expeditious manner. For the purpose of this procedure, grievances are limited to alleged violations of Southwest University at El Paso policy or procedures by Southwest University at El Paso or its employees, disputes with faculty and/or alleged unfair treatment. This method is usually used to appeal a grade the student feels was not justified. Under no condition should these policies be used when the student has allegedly violated the code of conduct. Any student who believes that he/she has been unjustly treated within the academic process may proceed as far as necessary in the steps detailed below.

- A. Appeal to the faculty member: The student is to submit a written appeal to the faculty member within 30 days after the start of the six week period following the six week period in which the alleged grievance occurred. The faculty member and the student are to discuss the problem. The faculty member will submit a written report outlining his or her decision to the student and Program Director within ten working days of receipt of the student's written appeal.
- B. Appeals to the Program Director: If a decision satisfactory to the student cannot be reached, the student may submit a written appeal to the Program Director. This is to be done within ten working days after the receipt of the written decision. The Program Director may meet with the student, faculty member, or Academic Dean to review the merits of the appeal. The Director will submit a written response outlining his or her decision to the student, faculty member, and Academic Dean within ten days of the last meeting.
- C. If a resolution is not reached the student may submit a written complain to TWC.

Arbitration & Mediation

If any dispute should arise out of the Student's enrollment and attendance at the University, no matter what issues it involves or how either the Student or the University might describe, plead or style the dispute, both the Student and the University agree that they shall first make a good faith effort to resolve the dispute by participating in mediation with a neutral mediator and then, if the dispute is not resolved, it shall be submitted to binding arbitration under the Federal Arbitration Act, all as specified below:

- (a) The mediator shall be selected from a list of approved mediators maintained by a court or bar association situated in the same community (the "Local Community") as the campus of the University which the Student is attending.

- (b) If arbitration occurs, it shall be conducted at a convenient location within the Local Community, pursuant to the Commercial Arbitration Rules of the American Arbitration Association (AAA) by a single arbitrator selected from an AAA list in accordance with AAA selection rules.
- (c) All allegations, claims and defenses, as well as any supporting information (including statements, testimony and documents), presented in mediation or asserted in arbitration shall be kept confidential by the parties and no disclosed outside of the mediation and arbitration proceedings except for disclosure to a party's counsel and consultants.
- (d) All determinations as to the scope and enforceability of this arbitration provision shall be made by the arbitrator and not by a court.
- (e) The arbitrator's award shall be final and binding on both parties, and may be filed for enforcement by either the Student or the University in any court having jurisdiction.

The University and the Student acknowledge that they are voluntarily and irrevocably electing individualized arbitration (that is, between University and Student and not as part of any class action or mass tort or similar joinder of claims) as the remedy for any unresolved dispute they may have, and the arbitrator in such proceeding shall not have authority to hear any class or mass arbitration or to award punitive damages, consequential damages or noneconomic damages. University and Student voluntarily and irrevocably waive any rights they may have to bring a lawsuit in any state or federal court of competent jurisdiction and to try their dispute before a judge or jury, including by means of a class action or mass tort or similar joinder of claims.

Section 7

Professionalism

Expectations

As students in a professional education level, Southwest University students shall conduct themselves in a professional manner during all classes, labs, seminars, and external educational sites. This includes showing respect for faculty, staff, learning site personnel, and other students; prompt attendance for all classes, labs, and academic assignments; and avoidance of any behavior that disrupts or interferes with academic or training activities.

Professionalism also requires adherence to ethical principles such as accepting responsibility for one's actions; not lying or cheating; not degrading the character of others; and not spreading gossip or evidencing a negative attitude that impacts the confidence, study, or work of others.

All SU students share the same goal: to graduate as knowledgeable and competent, entry-level technologists. Each individual receives the same educational opportunities, but each reaches the goal in his or her own way. When problems are encountered, they are dealt with on an individual basis.

The Radiography program is not a competition. Each student should be dedicated to his or her own studies and development and not overly concerned about the progress or problems of others. This, however, does not preclude giving help to fellow students who request it; rather, professionalism suggests that assisting others in honest and ethical ways is part of the package of expected skills.

Southwest University students are expected to exhibit mature and responsible behavior. If the behavior of another is considered unprofessional, unethical, or annoying, the offended student should first mention it to the offending student. If this fails to bring about appropriate resolution, the student should then discreetly bring the behavior to the attention of the instructor or Program Director. Problems concerning any aspect of the Program should be handled in this way.

Resolution of classroom or academic setting issues will be discussed only with the student or students involved. Other class members must assume that once problems are appropriately reported to the instructor or Program Director, they are being appropriately handled, even though the resolution may not be apparent and is not made public to other class members.

In the execution of daily duties, our student must work as part of a team and must work to the best of his or her abilities. He or she must readily accept duties assigned by supervisors and provide customer care without discrimination. It is only by demonstrating these same behaviors in the classroom that the student assures Program faculty that he or she is capable of exhibiting the same behavior in the external education setting. Students failing to meet these expectations will not be placed in external education sites.

Appearance

At Southwest University, we believe in the concept “If You Dress for Success You Will Achieve It”. A person’s appearance is part of the first impression he or she leaves with others, whether it be faculty, supervisor, or costumer. SU students shall wear the official uniform or approved alternative at all times when attending classes and external education site accordantly to each program.

Official Uniforms/ Dress Code

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process.

There are two main reasons for this code. The first is educational. That is, it is supposed to teach students what sort of dress will serve them best professionally and socially. The second relates to classroom order, namely it is intended to deter students from wearing clothing to class that could disrupt the class.

Health care students:

The uniform consists of a program designated colored scrub top with the Southwest University at El Paso logo and pants. Professional clothing must be clean and pressed. Students receive two sets of scrubs as part of their tuition. Additional scrub sets are available at cost to students. During clinical education experiences, the student may wear the University scrub suit or scrub suits that meet the dress code of the facility.

Footwear consists of solid leg wear or socks and shoes with nonskid soles and closed-toe leather or vinyl uppers.

Headgears that are not worn for religious purposes are not part of the official uniform and are not to be worn in the classroom or at clinical settings.

Students must wear name badges at all times during class and clinical education courses.

Failure to wear appropriate attire when attending class or a clinical education course will result in the student being dismissed and marked absent and will result in disciplinary action.

The uniform is not to be worn for other than Southwest University at El Paso classes. This includes employment at any type of health care facility.

Grooming

Personal hygiene must be maintained at all times. Hair must be neat and professional. In clinical settings, long hair must be up off the shoulders and pulled back. Beards and mustaches are permitted but must be kept neat and trimmed.

Jewelry must be kept to a minimum for safety and to be consistent with professional appearance.

Long and/or artificial fingernails are prohibited. Research shows that these are a consistent source of infection which constitutes a risk for both the health care worker and his or her patients.

Visible body piercing, other than 2 pairs of earrings, extravagant hair colors, and tattoos are inconsistent with professional appearance and are not acceptable. If the student has visible tattoos, they must be covered; visible piercings beyond 2 pairs of earrings must be removed. Extravagant hair colors are discouraged from been use. Hoop or dangling earrings are not acceptable during clinical education courses and are strongly discouraged while on campus. Policies regarding piercing and tattoos are enforceable both on campus and in clinical situations

For patient comfort purposes excessive perfumes, colognes, aftershaves, scented lotions, etc. should not be worn in patient care settings.

Failure to adhere to appropriate grooming guidelines when attending class or a clinical education course will result in the student being dismissed and marked absent and will result in disciplinary action.

Student Identification

University photo identification badge must be worn at all times when engaged at campus activities, as appropriate. Students will be denied admission to class if student **ID** is not visible or their manner of dress is offensive to anyone. On this premise, students at Southwest University are expected to dress neatly at all times.

Language

Students are expected to use professional language at all times while on campus and in clinical settings. Profane and/or abusive language will not be tolerated in the classroom, in clinical education settings, or on campus within hearing of faculty or administration.

Section 8 Miscellaneous

Guests

Children or other guests are not allowed to accompany students to classes, labs, seminars, or educational assignments and are not allowed on the premises while students are in class or at a clinical education setting. As there are no childcare areas on campus, children may not be brought to school while parents attend class.

Students with dependent children must arrange for appropriate, off-campus childcare while attending classes, labs, seminars, and clinical assignments. Any student who attempts to attend class or clinical assignment with a child present will be dismissed and marked absent.

Food, Drink, Tobacco

Eating, drinking, and use of all tobacco products including e-cigars are prohibited in classrooms and laboratories and are allowed only in designated areas. The only exception is for liquids in covered containers.

Smoking is not allowed in Southwest University facilities. Smoking is allowed only outdoors as it is stipulated outside each building location. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles.

Cell Phones/ Electronic Devices

Cell phones must be turned off or silenced in the classroom. Phone calls may not be made or received in the classroom. Students leaving the classroom to take or make calls will be considered tardy.

Students using any electronic device in class for an activity not related to the learning experience, or without instructor authorization are subject to disciplinary actions.

Anyone using the internet for any purpose other than those authorized and approved by the course instructor during a class, examination or test will be considered to have committed an act of academic dishonesty

In the clinical setting, students are not permitted to have cell phones in their possession.

Breaks/Vacation/Leaves

The academic calendar is listed on the Southwest University catalog and further information will be posted on SUlearning.com.

Student progress in the Program cannot be interrupted by vacations or other leaves. Considerations cannot be given for vacations or other personal activities during the courses. Students who take time off during the term are counted as absent, and the attendance policies found elsewhere in this Handbook and in the University Catalog apply.

Bereavement leave is granted for up to two days in case of death in the immediate family. Immediate family is defined as spouse, child, parent, sibling, or in-laws.

Other leaves of absence are not encouraged and will result in the student missing the term in which he/she took the leave and repeating all requirements of that term. Further information is included in the University Catalog.

Access to School Resources

Students enrolled at Southwest University may utilize the classrooms, equipment, and learning materials for study purposes whenever classes are not in session and by arrangement with Program faculty.

Students who utilize the facilities are expected to keep the rooms neat and orderly, turn off overhead lights, viewers, etc., and close doors when leaving. Learning materials are to be returned to the instructor or left in the secured rooms. They may not be removed from the classroom or the labs.

Library access is available to all students during school hours. Students are also allowed 24 hour access to SU Library online resources. Southwest University at El Paso contracts with ESBCO host to provide a comprehensive network of experts and information to help students succeed. Students are encouraged to make use of these services as needed.

Appendix A

Scope of Practice

The scope of practice of radiography includes:

1. Performing diagnostic radiographic procedures.
2. Corroborating patient's clinical history with procedure, ensuring information is documented and available for use by a licensed independent practitioner.
3. Maintaining confidentiality of the patient's protected health information in accordance with the Health Insurance Portability and Accountability Act.
4. Preparing the patient for procedures, providing instructions to obtain desired results, gaining cooperation, and minimizing anxiety.
5. Selecting and operating imaging equipment, and/or associated accessories to successfully perform procedures.
6. Positioning patient to best demonstrate anatomic area of interest, respecting patient ability and comfort.
7. Immobilizing patients as required for appropriate examination.
8. Determining radiographic technique exposure factors.
9. Applying principles of radiation protection to minimize exposure to patient, self, and others.
10. Evaluating radiographs or images for technical quality, ensuring proper identification is recorded.
11. Assuming responsibility for provision of physical and psychological needs of patients during procedures.
12. Performing venipunctures where state statute(s) and/or institutional policy permits.
13. Preparing, identifying, and/or administering contrast media and/or medications as prescribed by a licensed independent practitioner, where state statute(s) and/or institutional policy permits.
14. Verifying informed consent for, and assisting a licensed independent practitioner with, interventional procedures.

15. Assisting licensed independent practitioner with fluoroscopic and specialized interventional radiography procedures.
16. Performing non-interpretive fluoroscopic procedures as appropriate and consistent with applicable state statutes.
17. Initiating basic life support action when necessary.
18. Providing patient education.
19. Providing input for equipment purchase and supply decisions.
20. Providing practical instruction for students and/or other health care professionals.
21. Participating in the department's quality assessment and improvement plan.
22. Maintaining control of inventory and purchase of supplies for the assigned area.
23. Observing universal precautions.
24. Performing peripherally inserted central catheter placement where state statute(s) and/or institutional policy permits.
25. Applying the principles of patient safety during all aspects of radiographic procedures, including assisting and transporting patients.
26. Administering medications at the physician's request according to policy.
27. Starting and maintaining intravenous (IV) access per orders when applicable.

The student is referred to the complete Scope of Practice document found on the web page of the American Society of Radiologic Technologists (www.asrt.org).

Appendix B

Code of Ethics

Students are expected to follow the Code of Ethics of the American Registry of Radiologic Technologists.

1. The Radiologic Technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and services unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self, and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality medical radiography care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual of the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues, and investing new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.

Appendix C Board of Directors

Name	Name of Organization	Address	Phone Number
John Runkles	Del Sol Medical Center	10301 Gateway Blvd W. El Paso, TX 79925	Cel (915) 727-7066
Julie Eberting	The Hospitals of Providence – East Campus	3280 Joe Battle Blvd El Paso TX 79938	Office (915) 832-2882
William Quitmeyer	Del Sol Medical Center	10301 Gateway Blvd W. El Paso, TX 79925	Cel (575) 494-7167
David Mata	University Medical Center	Alameda Ave. El Paso, TX 79905	Hospital (915) 521-2255
Gerardo Ortiz	Southwest X Ray	140 N. Cotton El Paso, TX 79901	Cel (915) 892-1129

Acknowledgment

I have read the policies outlined in this student handbook. I understand that I am bound to abide by their policies set herein.

I further understand that Southwest University may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with Southwest University representatives and I fully understand the contents.

I accept the policies outlined in this handbook and acknowledge that I have received the School's catalog and student handbook in an electronic format.

Student signature _____

Date _____

Southwest University reserves the right to make changes to this handbook for the purpose of modifying, revising and updating school policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any school policy may result in immediate termination.