



Southwest University

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AAS Radiological Sciences Program Clinical Education Handbook

Students, Clinical instructors, and Clinical coordinators



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Section 1

Introduction

Introduction

To ensure effective clinical education in the AAS Radiological Science Program at Southwest University, each student, clinical instructor, and clinical coordinator participating in clinical education must have a full understanding of his/her responsibilities and the considerations involved.

This handbook is designed to provide students, clinical instructors, and clinical coordinators with information regarding the expectations, policies, and procedures relevant to clinical education. It is meant to assist all of these individuals as they work together to provide/receive appropriate, effective clinical experience to ensure students make progress toward the goal of becoming competent radiographers.

This handbook may not be considered a complete statement of all policies at Southwest University or the AAS Radiological Sciences (AAS RS) Program. Additional information is provided in the Southwest University Catalog and the AAS RS Program Student Handbook.

This Handbook may be amended at the discretion of the AAS Radiological Sciences Program or Southwest University. Students will be provided with written notification of any changes. You are encouraged to keep any notifications of change in the handbook.

Mission

The mission of Southwest University is to provide an exceptional technical career to our community. By delivering educational excellence strengthened by quality instruction, a positive learning environment, and the integration of emerging technology 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 AAS RS 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 AAS RS 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.

Clinical Education

Clinical education is an integral part of the professional education of a radiographer. The Program's mission could not be achieved without it. During clinical education, students will apply the knowledge and skills acquired through classroom and laboratory study on campus in medical settings where they have the opportunity to work with actual patients under the supervision of qualified professionals. Through this supervised "hands-on" experience, students develop competence and prepare to assume professional responsibility.

During clinical assignments, students need to remember that a Radiology Department is a service department. It exists to provide service to patients, medical staff, and the community. When students participate in clinical education in any of the Program's recognized facilities, they assume all of the responsibilities of a healthcare professional. Practicing procedures and patient care skills to gain competence and proficiency is important, but students will also be providing service to patients. Improving knowledge and skills are important components of clinical education, but significant attention will also be given to the demonstration of professional attitude, professional conduct, appropriate and effective interpersonal skills, and responsibility and dependability.

While at an assigned facility, students are first students of Southwest University and then guests of that particular clinical education setting. Students are expected to follow the rules and protocols of Southwest University and the assigned facility unless they conflict with Southwest University or AAS RS Program policies.

Faculty and Administration

The faculty and administration are here to support students' efforts to become competent radiographers and to help them achieve high levels of success.

- President Ben Arriola
- Vice President/Academic Director Jeremy Burciaga
- School Director/Academic Dean Laura Lazarin

- Associate School Director Natalia Cazares
- Associate Dean Javier A. Gutierrez
- College of Imaging Director Gerardo Ortiz MBS, BSRS, RT(CT)(MRI)
- Clinical Coordinator Jessica Saucedo RT(R)

Clinical Education Settings

Southwest University maintains affiliations with hospitals and clinics in the greater El Paso, TX, area. These affiliates serve as Clinical Education Settings where students gain clinical experience under the supervision of qualified professionals. Southwest University may consider student and facility preferences in the assignment of students to clinical education settings, but Southwest University does not guarantee that these preferences will be met. Enrollment in the Program signifies the student's agreement that he or she will attend the clinical education settings assigned by Southwest University for the hours and times assigned.

Clinical Education Settings affiliated with Southwest University's AAS RS Program are subject to change. At the time of this publication, the following settings were recognized as clinical education settings.

Big Bend Regional Medical Center 2600 N Hwy 118 Alpine TX
 Carlsbad Medical Center 2430 W Pierce St. Carlsbad NM
 Del Sol Medical Center 10301 Gateway West El Paso TX
 Desert Imaging Services, L.P. (Castellano) 122 West Castellano El Paso TX
 Desert Imaging Services, L.P. (Gateway East) 7812 Gateway East El Paso TX
 Desert Imaging Services, L.P. (Joe Battle) 3080 Joe Battle Blvd El Paso TX
 Desert Imaging Services, L.P. (Lee Trevino) 1727 Lee Trevino El Paso TX
 Diagnostic Outpatient Imaging LTD 6065 Montana Ave El Paso TX
 Diagnostic Outpatient Imaging-George Dieter 1426 George Dieter Drive El Paso TX
 El Paso Children's Hospital 4845 Alameda Avenue El Paso TX
 Hospitals of Providence Trans mountain Campus 2000 Transmountain Dr. El Paso TX
 Las Palmas Medical Center 1801 North Oregon Street El Paso TX
 Southwest X-ray Osborne 4930 Osborne Dr. El Paso TX
 Southwest X-ray Redd Road 820 Redd Road El Paso TX
 Southwest X-ray Yarbrough 10501 Gateway Blvd W El Paso TX
 The Hospitals of Providence East Campus 3280 Joe Battle El Paso TX
 The Hospitals of Providence Imaging Center Central 1900 N. Oregon St. Ste 101 El Paso TX
 The Hospitals of Providence Imaging Center West 601 Sunland Park Dr. El Paso TX
 The Hospitals of Providence Sierra Campus 1625 Medical Center St Dr. El Paso TX
 University Medical Center N.E. Imaging 9839 Kenworthy El Paso TX
 University Medical Center of El Paso 4815 Alameda Ave El Paso TX
 University Medical Center-East Clinic 1521 Joe Battle Blvd El Paso TX
 University Medical Center-Surgical Hospital (Legent Hospital) 1416 George Dieter Dr El Paso TX

Section 2

Clinical Information

Introduction

At Southwest University, clinical education follows the successful completion of instruction inside the classrooms and labs on campus. The student has mastered considerable knowledge of the field before clinical education. Clinical education focuses on the new challenge of applying this knowledge in actual practice. The student begins by observing and assisting a radiographer in the performance of duties. As the student gains experience, he or she moves from passive observation to assisting the radiographer in radiographic examinations. As additional experience is acquired, the student begins to perform examinations under direct supervision. The student next progresses to the documentation of competency on certain procedures, which can then be performed under indirect supervision. The rate at which the student progresses is dependent upon the ability of the student to comprehend and perform the various assigned tasks and the support and encouragement provided by the clinical instructor and affiliate staff.

Clinical Plan

Students are assigned to clinical education settings in a manner that assures that students of average or better accomplishment, initiative, and confidence will be able to achieve all of the required competencies and all clinical program requirements within the hours that comprise clinical education courses. All students must complete any specific clinical site modules before entering into the clinical setting. Students will be assigned to at least two different sites with different patient populations, procedures, equipment, and working environments. To be successful, the student must adapt to the type of environment to which he/she has been assigned.

It is the student's responsibility to become familiar with and abide by all the rules and regulations set forth by the clinical sites. The Clinical coordinator is responsible for monitoring each student's competency achievement to ensure that each student is assigned to clinical education settings that together will allow the student to achieve all needed competencies. Each term the Clinical coordinator will assign individual students to specific clinical education settings based on matching the students' remaining educational needs with the settings' opportunities. Achievement of competencies by each student is monitored throughout each term and if it becomes apparent that a student is unexpectedly not being provided appropriate opportunities (e.g., due to a lower-than-expected procedure volume) at a given setting the student will be reassigned unless adjustments at the setting can remedy the problem.

By enrolling in the Program, students have agreed that they will accept the assignment to any clinical site made by the program. While student considerations are taken into account, there is no guarantee students will be placed at a site or sites of their choice. Students may have to drive up to 100 miles or more to their respective clinical sites each day.

The student will not be placed at a clinical site where they have any affiliation in any way shape or form. This includes any employment or volunteering duties of the immediate family or any relatives regardless of relationship. Clinical faculty will rule on all situations that arise from the above circumstances. All faculty rulings are final.

The student can be removed from a clinical site if they are not performing, meeting goals, any academic misconduct, and unprofessional behavior, or meeting any standards set forth by the site.

If a student is removed from a clinical site for any reason, the student will receive a failing grade and be removed from the program.

The clinical instructor shall receive the rotational schedule for the students assigned to their facility, including the rotation weeks, the days and times in attendance, vacation, and holiday schedules, as well as semester starting and ending dates.

Students are responsible for their transportation to and from clinical sites. To be prompt, students must have reliable transportation and knowledge of how to reach the clinical site and the assigned area within each particular clinical site.

Every effort is made to inform students of their assigned site at least two weeks in advance of the beginning of the term; whenever possible students will receive their assignments four weeks in advance. However, because unforeseen changes in personnel or other changes in clinical education settings are beyond the control of the Program, this is not always possible.

Students who achieve all required and elective competencies may, upon request, be assigned to observe one or more post-primary modalities such as computed tomography, nuclear medicine, magnetic resonance imaging, ultrasound, radiation oncology, or cardiovascular interventional radiography. These assignments are made by the Clinical coordinators. Students may not rotate through these areas at other times during their clinical experience.

Clinical Education Schedules

Each student assigned to a clinical education setting will have a weekly schedule approved in advance by the clinical coordinator and the clinical instructor. Students may be assigned to a clinical site Monday-Sunday between the hours of 7 am and 11 pm and will exclude any Southwest University-recognized holidays. Due diligence will be kept to ensure a Monday-Friday

schedule is maintained with consistent hours, however, unforeseen circumstances may require weekend shifts.

Students are given the same amount of time for coffee and lunch breaks as staff radiographers at the institution. All students must take regular lunch breaks.

Any deviation from the approved schedule must be approved in advance. This includes any change in starting or ending times and changes in the days of the week. Assigned clinical hours may not be more than forty hours per week unless approved by the clinical site and program director for special circumstances. This also applies to the “optional” weekend rotations which are conducted over three twelve-hour shifts. Students will have the opportunity to complete two clinical terms under this schedule should they request or volunteer to do so. For a student to be eligible for the three twelve-hour shift weekend rotation, they must obtain permission from the program director, and clinical site, and sign an overtime agreement form.

Students will be credited with only actual hours of attendance that are pre-approved. If a student attends hours that are not pre-approved, those hours will not be recorded toward satisfying course requirements. It is also important to note that a student who attends hours that are not pre-approved is not covered by professional liability insurance.

Every effort will be made to give students advance notice of changes in required schedules occasioned by changes in staffing or circumstances in the clinical education setting. Clinical schedules will not be changed to accommodate student work schedules or to accommodate other personal situations of the student.

Radiation Safety

Students in the AAS Radiological Sciences 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.

Exposure Monitoring

Students are issued personnel monitoring devices (dosimeters) by the AAS RS Program, at the beginning of the third term. Each student is responsible for his or her 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 radiation safety officer.

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 quarterly to ensure their radiation safety practices are resulting in minimal exposure. Clinical students will be shown dosimeter reports by the radiation safety officer; students are asked to sign these reports to ensure they have been reviewed.

Overexposure

The program Director and clinical coordinator review all quarterly radiation dosimeter reports. If any reading exceeds the maximum dose of 0.5 mSv or 50 mrem quarterly, the program director or clinical coordinator will meet with the student to determine the reason for the exposure and, when appropriate, guide the student(s) regarding good radiation safety hygiene.

Clinical Observation and Assistance

As the student begins clinical education, active participation is limited until the student has had the opportunity to observe some of these procedures. At that point, the rate of progress is dependent upon the student's ability to perform the tasks assigned by the instructor or staff technologist in that area.

Supervision

ALL radiographic work performed by students must be done under the appropriate supervision of a qualified practitioner, i.e., an individual who holds certification and current registration as a radiographer from the American Registry of Radiologic Technologists (ARRT) or a full, unrestricted license from the state of Texas. The following levels of supervision are required.

Direct Supervision

Before documentation of competency, direct supervision is required.

Direct supervision means that the qualified radiographer:

- Review the request for the examination of the student's achievement,
- Evaluates the condition of the patient with the student's achievement,
- Is present during the performance of the examination, and
- Reviews and approves the radiographs.

Indirect Supervision

After *documenting* competence in the performance of a specific radiographic procedure, the student may perform that exam under indirect supervision.

Indirect supervision means that the qualified radiographer:

- Review evaluate and approve the examination, and
- Is immediately available to assist the student.

Immediately available means the radiographer could hear the student ask/shout for help (electronic communication is not acceptable) and could interrupt his/her work to go immediately to the aid of the student.

Repeat Radiography Exposures

All repeat exposures, regardless of the level of student achievement, must be performed under direct supervision.

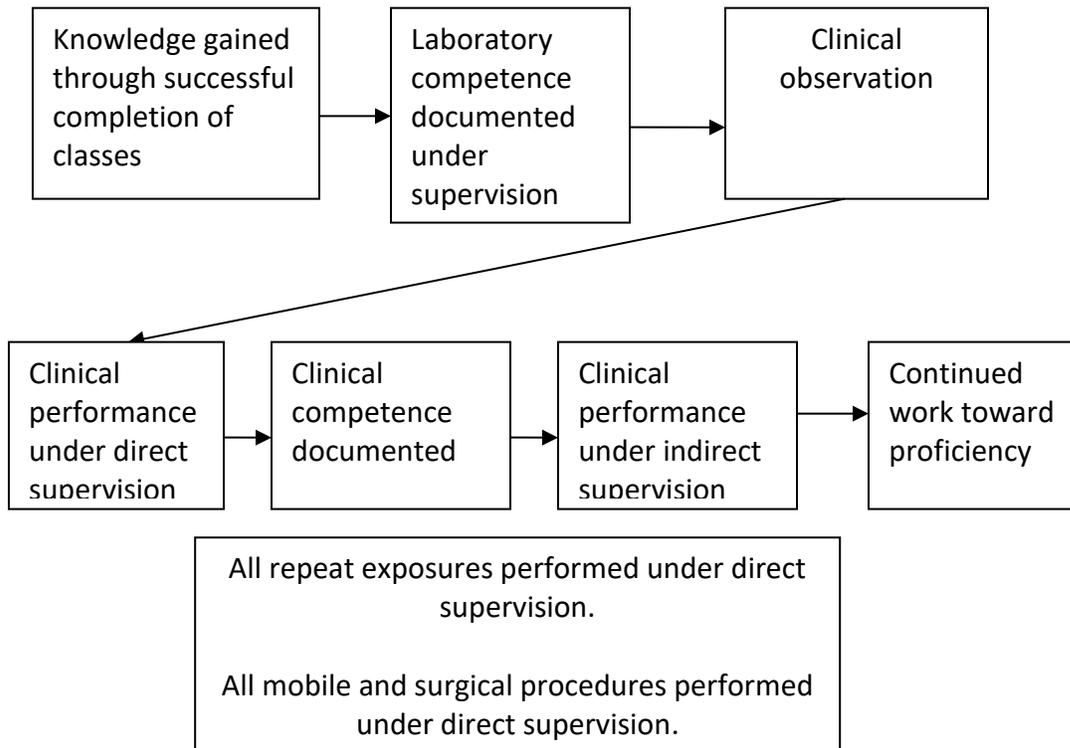
Supervision requirements are important from several perspectives. First and foremost, they assure patient safety in procedures performed by students. Secondly, they are policy requirements of the program. Thirdly, they are required by the program accreditor. Accordingly, any student who violates a supervision policy is subject to disciplinary action.

If students are requested by supervising personnel and/or a Clinical instructor to perform a procedure contrary to the supervision policies, they should immediately report the situation to the appropriate Clinical coordinator.

Holding Patient's

Students are prohibited from holding patients during radiographic examinations. Students are advised to use mechanical restraining devices whenever possible. If mechanical devices are not available, have parents or friends of the patient or other hospital employees (non-radiation workers) help hold the patient. No student should be "routinely" used for holding patients during exposures.

Clinical Educational Flow Chart



Key Personnel

Program Director

The program director is ultimately responsible for ensuring that clinical education is appropriate and effective. Although you will not see the program director regularly at clinical sites, he/she works closely with the clinical coordinators to monitor clinical activities and student progress. Students should not hesitate to contact the program director if they believe there are issues not being addressed appropriately by the clinical coordinator.

Clinical Coordinator

The Clinical coordinators are full-time faculty members who are responsible for overseeing the day-to-day effectiveness of clinical education. The Clinical coordinators work together to ensure that students receive similar experiences in a wide variety of clinical education settings and to confirm that appropriate Southwest University policies and procedures are consistently observed.

The clinical coordinator assigns clinical education settings, which he or she visits weekly. During this visit, the coordinator will meet with the site's clinical instructor(s) and the assigned

students to review student progress. Sites considerably distant from the campus, the clinical coordinator will make bi-weekly visits and monitor students' progress by way of telephone calls and/or e-mail.

The clinical coordinator signs the student's hours recorded through trajecsys and monitored by the clinical coordinator. This, verifying that the sheet accurately reflects the student's hours of attendance. The clinical coordinator documents any significant incidents involving the student so that Southwest University may respond appropriately, particularly where the student's conduct raises disciplinary questions or brings into question the student's suitability to continue in the clinical education setting or the profession

The clinical coordinator will consider the weekly reports on the student's progress from the clinical instructor and combine that information with his/her observations to provide the student with ongoing guidance and direction. At the term's midterm, the clinical coordinator will summarize the student's progress to that point. In instances where the student's progress is below expectations, the clinical coordinator will provide written notice to the student of the area(s) requiring attention and improvement for the student to pass the course.

At the end of the term, the clinical coordinator evaluates the student's overall progress and assigns a grade for the course. The grade derivation is provided in the syllabus for the particular clinical course.

Any student who encounters difficulties during his/her clinical education experiences is encouraged to contact the clinical coordinator as soon as possible for advice and assistance. Clinical coordinators are not able to address issues/concerns that have not been brought to their attention.

Clinical Instructor

In each recognized clinical education setting, one or more individuals can be assigned to serve as clinical instructors. This individual is a radiographer employed by the clinical education setting and is responsible for the *general* supervision of the student during the assignment at that clinical education setting. Generally, these individuals are volunteers who are not compensated for the extra time and effort required of them as clinical instructors.

The Clinical instructor monitors the student's assignments to specific responsibilities and tasks in the clinical education setting and provides an evaluation of the performance of those tasks and responsibilities. The clinical instructor provides the clinical coordinator with a weekly evaluation of the student's progress.

The clinical instructor may attend periodic meetings, training sessions, or workshops to ensure that Southwest University benefits from the clinical instructor's feedback about the clinical education of students and to assure that the clinical instructor maintains an

accurate understanding of the program's mission, goals, and policies, and procedures regarding clinical education.

Staff Radiographer

At many facilities, students will work directly with staff radiographers and not necessarily with the clinical instructor of the facility. The staff radiographer may be responsible for providing supervision and instruction and may be involved in the assessment of competency and student evaluation.

Section 3

Clinical Evaluation

Competency-Based Education

Competency-based education intends to ensure that students can perform specific radiographic procedures competently. Instead of global evaluations of ability, each student is required to perform radiographic procedures competently under the direct supervision of a qualified practitioner. Upon documentation of competency, the student is allowed to perform those procedures under indirect supervision and is expected to work toward increased proficiency with that exam.

Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition.

*Remote scanning is not acceptable for the completion of clinical competencies. The candidate must complete the examination or procedure at the facility where the patient and equipment are located. The candidate must be physically present during the examination or procedure.

General Patient Care

Students must be CPR/BLS certified and demonstrate competence in the nine patient care activities listed below. The abilities should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

General Patient Care Procedures

- CPR certified
- Vital Signs – Blood Pressure;
- Vital Signs – Temperature;
- Vital Signs – Pulse;
- Vital Signs – Respiration;
- Vital Signs – Pulse Oximetry;
- Sterile and Medical Aseptic Technique;
- Venipuncture;
- Transfer of patient; and
- Care of Patient Medical Equipment (e.g. Oxygen tank, IV tubing)

Competency Evaluation

Each student must demonstrate competence in all 36 procedures identified as mandatory. Procedures should be performed on patients whenever possible. A maximum of ten imaging procedures may be simulated if demonstration on patients is not feasible.

Each student must demonstrate competence in 15 of the 34 elective procedures. Candidates must select at least one of the 15 elective procedures from the head section. Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section. Elective procedures should be performed on patients whenever possible. If the demonstration on patients is not feasible, electives may be simulated except for fluoroscopic studies.

Students are responsible for arranging for a qualified evaluator to be present during the competency evaluation. Clinical instructors, clinical coordinators, or registered staff radiographers may observe the procedure and complete the evaluation of the student's procedural skills during the examination.

One patient may be used to document more than one competency. However, each procedure may be used for only one competency. For example, a mobile wrist exam will count either as a wrist exam or a mobile orthopedic exam, not both.

Demonstration of competence must include:

- Patient identification verification;
- Examination order verification;
- Patient assessment;
- Room preparation;
- Patient management;
- Equipment operation;
- Technique selection;
- Patient positioning;
- Radiation safety;
- Imaging processing; and
- Image evaluation.

Radiography Clinical Competency Requirements

Imaging Procedures	Mandatory or Elective		Eligible for Simulation
	Mandatory	Elective	
Chest and Thorax			
Chest Routine	✓		
Chest AP (Wheelchair or Stretcher)	✓		
Ribs	✓		✓
Chest Lateral Decubitus		✓	✓
Sternum		✓	✓
Upper Airway (Soft-Tissue Neck)		✓	✓
Sternoclavicular Joints		✓	✓
Upper Extremity			
Thumb or Finger	✓		✓
Hand	✓		
Wrist	✓		
Forearm	✓		
Elbow	✓		
Humerus	✓		✓
Shoulder	✓		
Clavicle	✓		✓
Scapula		✓	✓
AC Joints		✓	✓
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	✓		
Trauma: Upper Extremity (Non-Shoulder)*	✓		
Lower Extremity			
Toes		✓	✓
Foot	✓		
Ankle	✓		
Knee	✓		
Tibia-Fibula	✓		✓
Femur	✓		✓
Patella		✓	✓
Calcaneus		✓	✓
Trauma: Lower Extremity*	✓		

*Continued next page

Imaging Procedures	Mandatory or Elective		Eligible for Simulation
	Mandatory	Elective	
Head – Candidates must select at least one elective procedure from this section.			
Skull		✓	✓
Facial Bones		✓	✓
Mandible		✓	✓
Temporomandibular Joints		✓	✓
Nasal Bones		✓	✓
Orbits		✓	✓
Paranasal Sinuses		✓	✓
Spine and Pelvis			
Cervical Spine	✓		
Thoracic Spine	✓		✓
Lumbar Spine	✓		
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	✓		✓
Pelvis	✓		
Hip	✓		
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓		✓
Sacrum and/or Coccyx		✓	✓
Scoliosis Series		✓	✓
Sacroiliac Joints		✓	✓
Abdomen			
Abdomen Supine	✓		
Abdomen Upright	✓		✓
Abdomen Decubitus		✓	✓
Intravenous Urography		✓	

*Continued next page

Imaging Procedures	Mandatory or Elective		Eligible for Simulation
	Mandatory	Elective	
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.			
Upper GI Series, Single or Double Contrast		✓	
Contrast Enema, Single or Double Contrast		✓	
Small Bowel Series		✓	
Esophagus (NOT Swallowing Dysfunction Study)		✓	
Cystography/Cystourethrography		✓	
ERCP		✓	
Myelography		✓	
Arthrography		✓	
Hysterosalpingography		✓	
Mobile C-Arm Studies			
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓		✓
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓		✓
Mobile Radiographic Studies			
Chest	✓		
Abdomen	✓		
Upper or Lower Extremity	✓		
Pediatric Patient (Age 6 or Younger)			
Chest Routine	✓		✓
Upper or Lower Extremity		✓	✓
Abdomen		✓	✓
Mobile Study		✓	✓
Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)			
Chest Routine	✓		
Upper or Lower Extremity	✓		
Hip or Spine		✓	
Subtotal			
Total Mandatory exams required	36		
Total Elective exams required		15	
Total number of simulations allowed			10

To qualify for the certification examination administered by the ARRT, students must demonstrate competence in all 36 procedures identified as mandatory (M), as well as 15 elective procedures.

Procedures should be performed on patients; however, up to ten procedures may be simulated if demonstration on patients is not feasible. Simulation of infrequent or limited volume examinations is at the discretion of the clinical coordinator after reviewing current radiography practice at the assigned clinical education setting.

Revoked Procedures

If during a term, a student does not demonstrate continued competency in performing any of the examinations for which the student has documented competency, the competency will be revoked for that procedure. If the competency was completed in that term, the grade for that competency will no longer be used in calculating the grade for the term. A student is expected to attempt to retest on a revoked competency at the earliest opportunity.

Affective Skills Evaluation

The competency-based evaluation described above focuses primarily on the student's demonstration of the knowledge (cognitive) and skills (psychomotor) required of radiographers. The third critically important area of development in the education of a radiographer is professional behavior or affective skills.

The AAS Radiological Sciences Program emphasizes and evaluates the following affective skills throughout the student's education:

- Attendance/punctuality – reporting to the assigned clinical site on time and being present for all assigned hours
- Responsibility – being accountable for one's actions
- Respect – being respectful to patients, peers, supervisors, faculty, and others
- Communication - communicating clearly and appropriately
- Initiative – seeing appropriate potential activities without prodding
- Cooperation – being a team player who works well with others and carries out directives from supervisors
- Judgment – seeking supervision when appropriate
- Attitude – having a positive attitude, expecting and seeking good outcomes

The clinical coordinator, using personal observation and reports from the clinical instructor and other professionals in the clinical education setting, evaluates each student as either “satisfactory” or “unsatisfactory” at the mid-point and the end of each term. Unsatisfactory ratings at the mid-point will result in a written warning to the student as to the

deficiencies that must be corrected. Unsatisfactory ratings at the end of a term will result in the student failing the term.

Clinical Course Syllabi

The specific objectives and requirements for each clinical course are included in the course syllabus.

Grading

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.

Each student will be required to take a HESI exam during the midterm week of each clinical rotation which will account for 45% of the student’s final grade. The testing content and schedule will be spread across each of the five clinical terms as follows:

Clinical Externship Testing Schedule

- Term 11 (Clinical 1)- HESI Radiography Modular- Image Production
- Term 12 (Clinical 2)- HESI Radiography Modular- Safety
- Term 13 (Clinical 3)- HESI Radiography Modular- Procedures
- Term 14 (Clinical 4)- HESI Radiography Exit Exam 1st time test taker
- Term 15 (Clinical 5)- HESI Radiography Exit Exam 2nd time test taker

A remediation package of applicable review material will be assigned based on the student's score. A scale will be used to assess the minimum hours required to be spent on remediation. Remediation will also include completing assigned adaptive quizzing through Evolve to strengthen areas of weakness. The amount of assigned material will depend on the student's test score.

The total remediation time in hours will need to be met by 10 pm the night before the end of the term. Failure to meet the time requirements for the assigned remediation will result in a loss of 10 points for every half hour under the required time.

Remediation will account for the “learning activity” section of your course which is worth 30% of the overall grade. Completing the required remediation time will result in 100% for the “learning activity” section. Be advised the remediation will be verified through Evolve. The following scale will indicate the minimal hours you need to remediate based on your score:

- 900 and above= 1 hour per term
- 750-899= 2 hours per term
- 700-749= 3 hours
- 699 and below = 4 hours

The remaining 20% of the grade will be determined by submitting all required externship documentation (daily logs, clinical evaluations, etc.) by the assigned due dates.

Clinical Advisement

Final term Evaluation

At the end of each term, the clinical instructor will complete an end-of-term evaluation. The clinical coordinator prepares a summary report of the student's progress and assigns the grade for the term.

Section 4

Clinical Protocols

Clinical Time/Records

Students are expected to report promptly for clinical education on all scheduled clinical days. Regular attendance is an essential expectation. Failure to do so is included in evaluating the student's progress in the affective domain (professionalism). Additionally, repeated absences, even if made up, can fail the clinical course. No student should be absent from clinical education except in cases of illness and/or emergency.

All students are required to be present in their assigned areas for clinical education during the hours established by the clinical coordinator and clinical instructor. Students may not leave the radiology department or clinical education setting without notifying the clinical instructor or the clinical instructor's designee.

The student must accurately record the time of arrival and departure by clocking in and out on Trajecsyst, a web-based clinical recordkeeping system. Students will be oriented to Trajecsyst before starting clinical rotations. Each student will create a user account for attendance, and document attendance which will be verified daily by the clinical coordinator.

Any student who falsifies time records by reporting inaccurate hours or by forging signatures will be subject to discipline up to and including dismissal from the program, even for a first offense.

Absence from Clinical Education

In the event a student cannot attend clinical education, the student must call into the clinical education setting and speak to the clinical instructor or the clinical instructor's designee. The student must also call the clinical coordinator. These calls must be made not later than 30 minutes after the designated start time. The reason for every absence from clinical education must be documented and will be considered by Southwest University in determining any action based on the absence. It is the student's responsibility to provide documentation for any absence. In the absence of documentation, Southwest University will assume the absence was unnecessary and treat it as such in any disciplinary or grade actions. The Student will be allotted 2 days for personal/sick time. These days still must be made up due to the state requirements for completed clinical hours. If the student misses a total of three days, the student will be removed from the clinical course receive an F grade, and have to sit out for the remainder of the term.

With proper documentation, the following circumstances may be considered by Southwest University as mitigation for an absence:

- Funeral
- Jury duty
- Military duty
- Professional meetings
- Southwest University student activities
- Illness documented by a physician

Unmitigated Absences and Discipline

If a student is absent from a clinical assignment and does not provide proof of one of the mitigating circumstances set forth above, Southwest University will initiate the following corrective actions:

If the student misses a total of three days, the student will be removed from the clinical course receive an F grade, and have to sit out for the remainder term. The clinical coordinator will document and the student will be required to meet with the Program Director.

No Call – No Show Absence and Discipline

If a student is absent from a clinical assignment and does not call the clinical site and the clinical coordinator, Southwest University will initiate the following corrective action due to the seriousness of the offense:

- First No Call – No Show.- Written warning. The clinical coordinator will document the event.
- Second No Call – No Show.- The student will be removed from the clinical course receive an F grade, and have to sit out for the remainder term.

Tardiness

Punctuality is important, three tardies constitute an absence. Tardiness is defined as being more than 10 minutes late or leaving more than 10 minutes early. A tardiness of 15 minutes or more is considered an unmitigated absence. Excessive or unwarranted tardiness will be noted by the clinical instructor in evaluating the student's progress in the course and may result in the student failing the course regardless of the student's achievement otherwise.

Time

The registrar only recognizes and records time in 15-minute intervals. Please round your time to the nearest quarter hour.

Make-up Time

All missing hours due to absences from clinical settings must be made up by the completion of the student's final term. If the student chooses to make up absences within the time allotted for the term by arranging approved hours during term breaks, then the student can progress normally to the next term or graduation. If the student does not make up the missing hours within the time frame of the term, the student may not be able to advance to the next term or graduation. Southwest University will not "hold" a clinical education spot for a student whose absences have placed him or her off the anticipated schedule, and the opportunity to make up missed days and move forward will be based on the availability of an appropriate clinical placement without disruption to other students. Make-up time must be scheduled with the clinical coordinator and clinical instructor in advance, in writing, and may not be done without such approvals. As noted previously, students attending the clinical education setting at times other than those approved by the Clinical coordinator are not covered by professional liability insurance, and the time completed will not be counted. The student may face disciplinary action if he or she attempts to make up time at a non-assigned clinical facility.

Appearance

Students are expected to maintain a neat and professional appearance at all times. The image a student presents has a direct impact on how he/she is perceived as a student and as a professional. If the student's appearance is unacceptable at any time, the student will be directed to leave the clinical setting to correct the problem. Any time missed must be made up.

Uniform

When engaged in clinical education the student may wear the Southwest University or appropriate, approved scrub suits that meet the dress code of the facility. They must be clean and wrinkle-free. Footwear consists of shoes with nonskid soles and closed-toe leather or vinyl uppers. Students are not allowed to wear anything other than the approved scrubs, even if the employees of a site are allowed to observe events like casual Fridays.

Hygiene/Grooming

Good personal hygiene will be maintained at all times. Cosmetics, perfumes, hair, and other hygiene products must be moderate and not offensive to patients or staff. Long fingernails and artificial fingernails are prohibited. Not allowed at all! Long hair, dreadlocks, afros, hair extensions, weaves, etc. must be off the collar and pulled back. If this is not possible, the student will wear a surgical cap, with no exceptions. Hair must be natural color or close. Extreme non-natural artificial colors are prohibited. Not allowed at all! Beards and mustaches must be kept neat and trimmed, no more than ¼ quarter inch in length. No exceptions.

Jewelry must be kept to a minimum for safety and to be consistent with a professional appearance. Body piercing is prohibited for safety. Long and/or artificial fingernails are prohibited. Visible body piercing is prohibited only a pair of earrings is acceptable. Hoops or dangling earrings are not acceptable. Tattoos are not consistent with professional appearance and must be removed and/or covered at all times during clinical education courses.

Identification

The student must wear a Southwest University name badge and radiation dosimeter at all times in the clinical setting. Students who do not have these will be sent home to get them and must make up any time missed.

Lead Markers

All radiographic images taken must be identified with the student's marker. The student is reminded that radiographs that must be repeated due to the non-visualization of markers result in unnecessary added radiation exposure to the patient. Students who do not have their markers will be sent home to get them and must make up any time missed.

Conduct

Students are expected to conduct themselves professionally at all times during clinical education. As indicated in the introduction, students participating in clinical education experiences assume all of the responsibilities of a healthcare professional.

Language

Students are expected to use professional language at all times. Profane and/or abusive language or body language to any faculty or clinical staff will not be tolerated.

Substance Abuse and Drug Testing

Some clinical sites require drug testing before the beginning of the externship. Either the site requiring drug testing or Southwest University does not cover the cost of such testing. Refusing or failing a drug test will result in denial to assist externship at a clinical site, and the consequences of such will be treated as a dismissal from a clinical site.

As indicated in the General Policy for Southwest University – Students handbook, students may be required to submit to random drug screening, based on reasonable suspicion that the student violates the Southwest University Code of Conduct. Accordingly, random drug testing during clinical terms may be requested. Refusing or failing a drug test is treated as a dismissal from a clinical site.

The use of illicit drugs or intoxicants on campus or at any clinical education setting or entering Southwest University or clinical education setting while under the influence of such is prohibited by the *Student Code of Conduct* contained in the General Policies for Southwest University - Student Handbook. All problems should be reported to the clinical coordinator or program director. Any student in violation of this policy is subject to immediate disciplinary action, up to and including dismissal from the Program.

Background Screening

Southwest University requires a background screening before entering the externship portion of the AAS Radiological Sciences program. Students are responsible for the cost of the screening test. Students may not request placement at a site that does not require such screening. Failing a background screening test will result in denial to assist externship at a clinical site, and the consequences of such will be treated as a dismissal from a clinical site. Clinical placement cannot be guaranteed following a failed background screening. Please visit the following website for further information. <http://www.swuniversitybackground.com>

Health Insurance Portability and Privacy Act

Students are reminded of the critical importance of the confidentiality of all patient information. No patient or any aspect of his/her care should be discussed outside of the clinical setting. Even a first offense related to violation of patient confidentiality will result in disciplinary action and can result in dismissal from the program.

Cell Phones

Students may not have cell phones in their possession in the Radiology Department. Students may use cell phones to clock in and out of Trajecsys, and when on breaks outside the radiology department. Emergency calls for a student should be directed to the radiology department.

Smoking

Smoking and or using smokeless tobacco products by students is not permitted in any of the clinical education settings. These sites are considered smoke-free environments. If the hospital tests for nicotine you may be subject to a laboratory test for nicotine. If it is the hospital policy and you break it, you will be dismissed from clinical and the program. This is to include all smokeless tobacco as well.

Patient Visitation

Students may not visit friends or family who are patients during clinical hours. Visitation is restricted to non-clinical hours.

Section 5

Student Safety, Health, and Welfare

Introduction

The Program takes seriously the safety and welfare of its students. Considerable classroom time is devoted to learning about safe practices as they relate to radiation safety, infection control, patient care, and personal protection. Students are strongly encouraged to put this knowledge to effective use in the clinical setting, for the benefit of themselves, their patients, and the clinical education setting. The following policies and procedures are part of the Program's efforts to assure student safety.

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.

The student will provide written notice of her choice of the following options for 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 time. If she wishes to re-enroll, she must apply for admission and compete for admission to the Program. Any previous coursework would be reevaluated at the time of readmission to ensure competency has been maintained.



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 before 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.

Student Signature: _____

Today's Date: _____

Estimated Date of Delivery: _____

Program Director Signature: _____

Withdrawal of Declaration of Pregnancy

If at any time the student decides to revoke her declaration of pregnancy, she may do so. This action requires written notification by filling out The Withdrawal of Declaration of Pregnancy Form provided below. Submit the form to the Radiation Safety Officer or the Program Director.

Reduced occupational dose limits end upon notification of a change in declaration status. Withdrawal of declaration of pregnancy can be made at any time and for any reason, including changes in work or pregnancy status. Standard occupational dose limits established for adult radiation workers will be reinstated upon withdrawal of the declaration.

Radiation exposure of pregnant employees must be limited under the following:

The dose to an embryo/fetus during pregnancy, due to occupational exposure of a declared pregnant woman, shall not exceed 500mrem, 0.5rem (5mSv), or 50mrem 0.05 rem (0.5mSv)

Note: Fetal monitoring badges will continue to be provided until the pregnant radiation worker has withdrawn of declaration of pregnancy.

The following Documentation reflects that the Withdrawing of Pregnancy Declaration Policy and Form has been explained to me. By signing, I acknowledge the policy and form and fully understand the contents.



WITHDRAWING A PREGNANCY DECLARATION FORM

Part 1 – To be completed by the student

I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous restrictions imposed on me as a result of my pregnancy, and to the removal of all additional dosimeters.

I also understand that it is my sole responsibility to give this written notification to the AAS Radiological Sciences Program Director and to separately notify the Radiation Safety Officer of my decision to withdraw my declaration of pregnancy.

Student's name (*please print*) _____ Date _____

Students signature _____ Student ID# _____

Part 2 – To be completed by Medical Department staff

Date dosimetry Program Director notified _____

Date Radiation Safety Officer notified _____

Date copy sent to student _____

Program Director (*please print*) _____

Date and signature _____

Radiation Safety Officer (*please print*) _____

Date and signature _____

Personal Injury

If a student suffers a personal injury such as a fall or needle stick while in a clinical education setting, he/she should seek immediate treatment for the injury. After treatment, the student should fill out an incident report from both the clinical site and the program and submit it to the clinical coordinator as soon as possible. The student is responsible for payment of any costs incurred.

Health Services and Insurance

It is recommended that students enrolled in the AAS Radiological Sciences Program obtain health insurance coverage before 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.

Infection Control

Infectious disease continues to be a source of unnecessary morbidity in many clinical settings. Students are strongly advised to practice the skills learned in the classroom regarding infection control, particularly as it relates to handwashing. Students must also comply with the requirements of the assigned clinical site regarding infection control practices.

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 assure 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 before any rotation.

Infectious Disease

Students with infectious diseases, other than a common cold, may not attend clinical education. The student should inform the clinical coordinator and the Clinical instructor immediately upon diagnosis.

Freedom from Harassment

The Program 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. This includes all clinical education settings. It expects all faculty and students to treat others with dignity, respect, courtesy, and honesty.

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 clinical coordinator or Program Director. 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.

Professional Liability Insurance

Southwest University provides professional liability insurance for students while engaged in pre-approved clinical learning activities. The cost of this insurance is covered by clinical education course fees. This insurance does not cover students who participate in clinical education without a pre-approved schedule or those who work in clinical settings outside of scheduled clinical education time.

Orientation

Each student will receive an orientation to the clinical site upon initial assignment. It is important for both the student and the site that this occurs as soon as possible.

Incident Reporting

In the case of any unusual incident, the student needs to submit an incident report. Both the clinical setting's incident report form and Southwest University's incident report form must be completed and appropriately submitted. Failure to complete and submit appropriate reporting forms is grounds for discipline, up to and including dismissal from the Program.

MRI Safety

The radiography student may have the opportunity to enter the MRI suite; whether it be observation, a rotation, or a call for help. In MRI, the magnetic field is ALWAYS on; therefore, entering the MRI suite with ferromagnetic objects or an implanted device poses a threat to the student or anyone in the suite and is strictly prohibited.

The following protocols are in place:

- All students must complete an MRI safety screening sheet before attending clinical to ensure that they are safe to enter the MRI suite.
- All students must comply with each clinical site's policy and procedures on ferromagnetic or metallic objects in the MRI suite to avoid ferromagnetic projectiles from entering the MRI suite.
- All students will have MRI safety lecture on MRI safety
- Students must complete an MRI Screening Form before beginning their scheduled clinical rotation

MRI Screening Policy

- Students must complete an MRI Screening Form before beginning their Clinical Education 1 rotation.
- The screening form is reviewed by the Program Director and will be kept in the student's permanent file.
- Students who answer "yes" to any of the questions on the MRI Screening Form may be required to undergo additional screening to ensure their safety.
 - i. Additional screening may consist of further questions, documentation of metal implants, or diagnostic procedures assuring metal has been removed.
- Any health changes that place metal in the body or bodily alterations that will change a "No" answer to a "Yes" must be immediately reported.

The Rules of MRI Safety

To ensure student safety and the safety of personnel and patients in the department, students must respect and follow the rules of MRI safety at all times while in the MRI environment.

- The MRI safety policies and screening requirements for each Clinical Education Setting (CES) must be followed.
- Do not enter the MRI suite unless cleared and accompanied by an MRI technologist.
- Assume the magnet is always ON.
- Carrying magnetic items or equipment into the MRI suite is strictly prohibited. These items can become projectiles causing serious injury or death and/or equipment failure. These items include but are not limited to, most metallic items such as oxygen

tanks, wheelchairs, carts, monitors, IV poles, laundry hampers, tools, and/or furniture. MRI-compliant medical equipment is available for use in the MRI department.

- Personal magnetic items must be removed before entering the MRI suite.

Section 6

Student Discipline

Introduction

Students are subject to the same disciplinary procedures during clinical education courses as during classroom instruction on campus. Students are referred to the Student Handbook for a full discussion of disciplinary procedures and appeals.

Dismissal from a Clinical Site

Although clinical affiliates or affiliate personnel cannot dismiss students from the Program, they do have the right to ask for removal from the site of a student if, in their opinion, the student is not performing up to his or her level of education, fails to act professionally, or is not reliably attending clinical education. If a student is asked to leave a clinical site before the end of a term, the Program cannot guarantee another placement that allows the student to complete the term. The student may or may not receive another placement. The out-of-sequence student will be the lowest priority for clinical assignments. The student may receive an F for the clinical term, and the hours accumulated during the term will not count toward the graduation requirement. *If a student is asked to leave more than one clinical site, the student will be dismissed from the Program.* The student can be removed from a clinical site if they are not performing, meeting goals, any academic misconduct, unprofessional behavior, or meeting any standards set forth by the site as stated above and on page 8 of this document.

If a student is removed from a clinical site for any reason, the student will have to wait a minimum of one term or more depending upon the availability of a clinical site.

Being removed from a clinical site does not lead to automatic replacement it may lead to expulsion from the program.

Appendix A

Scope of Practice

The scope of practice of radiography includes:

- Performing diagnostic radiographic procedures.
- Corroborating patient's clinical history with the procedure, ensuring information is documented and available for use by a licensed independent practitioner.
- Maintaining confidentiality of the patient's protected health information by the Health Insurance Portability and Accountability Act.
- Preparing the patient for procedures, providing instructions to obtain desired results, gaining cooperation, and minimizing anxiety.
- Selecting and operating imaging equipment, and/or associated accessories to successfully perform procedures.
- Positioning the patient to best demonstrates the anatomic area of interest, respecting the patient's ability and comfort.
- Immobilizing patients as required for appropriate examination.
- Determining radiographic technique exposure factors.
- Applying principles of radiation protection to minimize exposure to patient, self, and others.
- Evaluating radiographs or images for technical quality, ensuring proper identification is recorded.
- Assuming responsibility for the provision of physical and psychological needs of patients during procedures.
- Performing venipunctures where state statute(s) and/or institutional policy permits.
- 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.

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

Comprehensive Practice

Radiographic procedures are performed on any or all body organs, systems, or structures. Individuals demonstrate competency to meet state licensure, permit, or certification requirements defined by law for radiography; or maintain appropriate credentials.

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.

- The Radiologic Technologist professionally conducts himself or herself responds to patient needs and supports colleagues and associates in providing quality patient care.
- 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.
- 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.
- 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.
- The Radiologic Technologist assesses situations, exercises care, discretion, and judgment assumes responsibility for professional decisions, and acts in the best interest of the patient.
- 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.
- The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services under an accepted standard of practice, and demonstrates expertise in limiting radiation exposure to the patient, self, and other members of the health care team.

- The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality medical radiography care.
- 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.
- The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues, and inventing new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.

Appendix C

Patient Bill of Rights

Students are expected to respect patients' rights as articulated by the American Hospital Association.

- The patient has the right to considerate and respectful care.
- The patient has the right to obtain from his physician complete current information concerning his diagnosis treatment, and prognosis in terms the patient can reasonably be expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person on his behalf. He has the right to know, by name, the physician responsible for his care.
- The patient has the right to receive from his physician the information necessary to give informed consent before the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include, but not necessarily be limited to, the specific procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.
- The patient has the right to refuse treatment to the extent permitted by law and to be informed of the medical consequences of his action.
- The patient has the right to every consideration of his privacy concerning his medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present.
- The patient has the right to expect that all communications and records about his care should be treated as confidential.
- The patient has the right to expect that within its capacity, a hospital must make a reasonable response to the request of a patient for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he has received complete information and explanation concerning the needs for and

alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.

- The patient has the right to obtain information as to any relationship of his hospital to other health care and educational institutions insofar as his care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name, who are treating him.
- The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his care or treatment. The patient has the right to refuse to participate in such research projects.
- The patient has the right to expect reasonable continuity of care. He has the right to know in advance what appointment times and physicians are available and where. The patient has the right to expect that the hospital will provide a mechanism whereby he is informed by his physician or a delegate of the physician of the patient's continuing health care requirements following discharge.
- The patient has the right to examine and receive an explanation of his bill, regardless of the source of payment.
- The patient has the right to know what hospital rules and regulations apply to his conduct as a patient.

Acceptance of Responsibility

(Effective 2014)

I have received an electronic copy of the Southwest University Clinical Education Handbook.

I accept responsibility for *understanding* the policies and procedures set forth and for *complying* with them throughout my enrollment in the Program.

(Failure to return this sheet will delay clinical placement.)

Student Name: (Please print) _____

Student Signature: _____

Date: _____