

RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK



AT

GREAT PLAINS
Technology Center

RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK

TABLE OF CONTENTS

MISSION STATEMENT CAMERON UNIVERSITY	5
CORE VALUES CAMERON UNIVERSITY	5
CAMERON UNIVERSITY EQUAL OPPORTUNITY POLICY	6
DISABILITY ACCOMMODATIONS	6
NOTICE OF NONDISCRIMINATION	7
USEPA REQUIREMENTS.....	7
CAMPUS SECURITY ACT	7
CONTINGENCY PLAN.....	7
WELCOME.....	8
I. THE PROGRAM OF RADIOLOGIC TECHNOLOGY	9
A. <i>Description</i>	9
B. <i>Philosophy</i>	9
C. <i>Mission</i>	9
D. <i>Contingency Plan</i>	9
E. <i>Goals and Student Learning Outcomes</i>	9
F. <i>College Enrollment Information</i>	10
G. <i>Course Equivalency</i>	11
H. <i>Degree Plan</i>	11
I. <i>Criteria for Transfer Credit</i>	12

J. Sequencing of Technical Occupational Speciality Courses	13
K. Radiologic Technology Course Descriptions.....	13
L. Academic Policies	16
M. Academic Calendar.....	19
II. POLICIES AND PROCEDURES	21
A. Admission Policies and Clinical Obligations.....	21
1. Education Requirements.....	21
2. Age Requirement.....	21
3. CPR Certification.....	21
4. Negative Drug Screen	21
5. Mandatory Orientation.....	21
6. Clear Background Check.....	21
7. Suitable Physical Exam/Documentation	22
8. Physical Ability Standards and Form	22
9. Clinical Education Setting Privileges	24
10. Clinical Rotations	25
11. Clinical Education Settings	27
12. Clinical Travel Expense	27
13. Attendance Policy.....	27
14. Completed Financial Arrangements.....	27
B. Advanced Standing/Transfer Policy.....	27
C. Advanced Standing for Criteria For Radiologic Technology Program	28
D. Background Check Policy.....	29
E. Graduation Requirements	30
F. ARRT Certification.....	30
G. Standards of Conduct/Disciplinary Policies and Procedures.....	31
H. Dismissal Policy	35
I. Grievance Procedure Policy/Complaint Policy/ Grievance Procedures.....	35
J. JRCERT Non-Compliant Complaint Policy/Grievance Process.....	39
K. Appeals Procedure	40
L. Readmission Policy.....	40
M. Refund Policy	41
N. Part-time Work Advisement Policy and Procedures.....	43
O. Inclement Weather School Policy.....	43

P.	<i>Radiologic Technology Attendance Policy</i>	44
Q.	<i>Uniform Requirements</i>	44
R.	<i>Professional Career and Technology Student Organizations and Meetings</i>	45
S.	<i>Health and Safety Policies</i>	46
1.	<i>Radiation Protection Monitoring/Exposure Practices & Policies</i>	46
2.	<i>Pregnancy Policy</i>	47
3.	<i>MRI Safety Policy</i>	47
4.	<i>Radiation Safety Practices & Policies on Campus Energized Laboratories</i>	48
5.	<i>Radiation Safety Practices & Policies in Clinical Education Settings' Energized Rooms</i>	49
6.	<i>Supervision Policies</i>	51
7.	<i>Sponsoring Institution Health & Safety Policies and Procedures</i>	53
8.	<i>Clinical Education Setting Health & Safety Policies and Procedures</i>	58
T.	<i>Personal Non-Public Information Policy</i>	59
U.	<i>Family Educational Rights and Privacy Act</i>	59
V.	<i>Electronic Device Policy</i>	60
W.	<i>Changes in Policies</i>	60
III.	TUITION AND FEES	61
IV.	STUDENT SUPPORT SERVICES	62
A.	<i>Student Support Cameron University</i>	62
B.	<i>Academic Center</i>	63
C.	<i>Student Activities</i>	63
D.	<i>Library Facilities</i>	64
E.	<i>Financial Aid</i>	64
V.	ORGANIZATIONAL CHART	65
VI.	PROGRAM ASSESSMENT PLAN	66
VII.	STUDENT STATEMENT OF UNDERSTANDING	68



2800 W. Gore Blvd. | Lawton, OK 73505 | 580.581.2200 | www.cameron.edu

MISSION STATEMENT

Cameron University provides a diverse and dynamic student body access to quality educational opportunities; fosters a student-centered academic environment that combines innovative classroom teaching with experiential learning; prepares students for professional success, responsible citizenship, life-long learning, and meaningful contributions to a rapidly changing world; and is a driving force in the cultural life and economic development of the region.

CORE VALUES

We Value

- Student learning as our top priority
- Excellence in teaching, scholarship, service, and mentoring:
 - Investing in people: The growth and development of our students, faculty and staff in a learning environment based on integrity, respect, and ethical behavior that encourages and provides opportunities for professional improvement
- Leadership in our community and region that emphasizes:
 - Stimulating economic development
 - Forming partnerships and collaborative relationships
 - Providing cultural and social development
 - Serving the community and region by sharing our expertise
- Shared governance that includes:
 - Emphasizing teamwork
 - Facilitating open and effective communication
 - Providing opportunities for active participation by all constituencies
- Diversity among our students, faculty, and staff as demonstrated by:
 - Providing access to educational and teaching opportunities for all constituents
 - Promoting tolerance through a free and open exchange of ideas
- Responsible stewardship of public and private resources, the public trust, and Cameron's future that includes:
 - Focusing resources to achieve optimal student learning
 - Increasing student access to quality higher education
 - Establishing a reliable stream of public and private revenue
 - Holding administrative costs to a minimum
 - Enhancing alumni involvement
 - Providing accountability in key areas such as student learning and management of resources

CAMERON UNIVERSITY EQUAL OPPORTUNITY POLICY

Cameron University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Cameron University ensures that no "qualified individual with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by Cameron University.

Cameron University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including, without restriction, those on temporary or part-time status, who believes that he or she has been discriminated against, harassed or retaliated against should file a complaint under the Grievance Procedure. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination and/or harassment will be treated as a separate and distinct violation of University policy.

This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.

A brief summary of applicable laws is provided below.

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Education Amendments of 1972 states, "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Age Discrimination Act of 1975 and implementing regulations states, "The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 states, "No person or otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title II of the Americans with Disabilities Act of 1990 (ADA) states, "Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity."

DISABILITY ACCOMMODATIONS

Students with disabilities have the right to access programs and services at Cameron University as stated in Section 504 of the Rehabilitation Act of 1973, as amended, which states:

"No otherwise qualified disabled individual. . .shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or any program or activity receiving federal financial assistance. . ." and in accordance with the American with Disabilities Act (ADA) of 1990, which states: ". . . no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity. . .no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations of any place of public accommodation."

Students who qualify for classroom accommodations must request accommodations by contacting the Office of Student Development as soon as possible prior to the beginning of the semester. Any student who is currently receiving accommodations and has problems or concerns regarding the accommodations should contact Student Development immediately.

To contact the Office of Student Development: (580) 581-2209, North Shepler 314, student_development@cameron.edu.
Visit www.cameron.edu/disability_services for more information.

CAMERON UNIVERSITY IS ACCREDITED BY

THE HIGHER LEARNING COMMISSION

230 South LaSalle, Suite 7-500 Chicago,
Illinois 60602-2504.

They can be reached by phone at **800-621-7440**, or at <http://www.ncahlc.org>.

NOTICE OF NONDISCRIMINATION

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, religion, gender, gender expression, sexual orientation, gender identity, or qualified disability or veteran's status in admission to its programs, services, activities or access to them, in treatment of individuals, or in any aspect of the Technology Center's operations.

USEPA REQUIREMENTS

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

CAMPUS SECURITY ACT

In order to comply with federal regulation 34 CFR 668.36 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at www.greatplains.edu. The report lists statistics of the crime committed on Great Plains Campuses over a 3-year period and information/policies regarding campus crime.

CONTINGENCY PLAN

In the event of any type of catastrophic event such as a possible Weather Related Closure or Emergency and/or World Wide Pandemic, such as we have encountered with COVID-19 that could affect student learning and program operations, the Modes of Instruction/Course Formats may require changes to accommodate the continuance of fulfilling course competency education for students. These may include, but not limited to the following: Lecture (Face-to-Face), ZOOM Distance (100% coursework ZOOM), Blended Course (51%-99% ZOOM with some on-campus sessions), Hybrid (50% ZOOM and 50% ZOOM at regular scheduled time), Attend Anywhere (100% of course either ZOOM or face-to-face or any mixture of ZOOM and face-to-face), Real Time ZOOM (100% ZOOM at regularly scheduled times)

In the cases of a pandemic emergency: All students, faculty and staff in courses are required to wear nose and mouth face coverings while in classrooms, labs and other shared instructional spaces.

Even with social distancing in classrooms, the risk to our community health is too high not to wear masks as a preventative measure in shared spaces.

Faculty may deny a student entry into the room if the student is not wearing correctly a functional nose and mouth face covering.

Faculty will remind students to wear their face coverings. If students do not comply, the faculty member may instruct them to leave the space. If a synchronous video (Zoom) option for the course is available, faculty may ask students to join the class remotely.

Campus Safety may be called if students refuse to wear an appropriate face covering correctly and if they refuse to leave the classroom.

Students who violate the syllabus policy on Face Covering may be counted tardy or absent, and eventually may be Administratively Withdrawn from the course.

Students who are unable to wear face coverings should contact the Office of Student Development at 580.581.2209 or by email: student_development@cameron.edu.

For instructions on the wear and care of face coverings, please refer to the Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Congratulations on entering the Cameron University Radiologic Technology program, located at the Great Plains Technology Center campus. We want you to know that the entire University community is here to support, sustain, and encourage you as you commit to study at CU. We could not be more excited or privileged to welcome you into this vibrant learning community. It is you who make us what we are, and we look forward to the fresh ideas and energy you bring to our program. We speak for the entire faculty, staff, and student community of Cameron University in saying we are so happy you have made the decision to join us. Welcome!

– Radiologic Technology Faculty

I. THE PROGRAM OF RADIOLOGIC TECHNOLOGY

A. DESCRIPTION

Radiologic Technologists (Radiographer) work under the supervision of physicians, who are primarily Radiologists, operating radiologic equipment to produce radiographs of the body for diagnostic purposes. Various duties of students will include moving the radiology equipment into the specified positions and with proper training, adjusting the equipment control to set exposure techniques and factors based on cognitive and psychomotor skill obtained. Students will also gain limited knowledge and skills in specialty areas, if available, such as computed tomography, bone densitometry, mammography, magnetic resonance imaging, nuclear medicine, special procedures, ultrasound, and radiation oncology. This degree prepares students to sit for the American Registry of Radiologic Technologist (ARRT) National Certification in Radiography

To request a pre-application from ARRT, write to:

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

1255 Northland Drive

St. Paul, MN 55120-1155

Or refer calls to Examination Services: 651-687-0048

www.arrt.org

To contact JRCERT, write to:

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: 312-704-5300

www.jrcert.org

B. PHILOSOPHY

We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual's accountability to self and mankind. There are two educations, one teaching us how to earn a living and the other teaching us how to live. We subscribe to the belief that Career and Technology education is an essential part of the two educations. There is dignity in work, and work is one of our best means of developing the intelligent use of the hands and mind. Education is a process by which belief and behavior patterns become a part of the student's personality. We wish the student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of society and the health profession.

C. MISSION

Cameron University's Radiologic Technology Program's mission is to prepare a wide-ranging and vibrant student population; access to exemplary educational opportunities, for professional success in the radiologic sciences; by fostering resourceful classroom teaching with realistic learning, developing competitive workforce knowledge, effective leadership, and life-long learning; that will lead to a meaningful contribution in the rapidly changing health care environment.

The mission of Cameron University's department of Agriculture, Biology and Health Sciences is to provide high quality instruction of students at the undergraduate level using a multi-disciplinary approach that emphasizes active learning, problem solving and critical thinking.

D. CONTINGENCY PLAN

In the event of any type of catastrophic event such as a possible Weather Related Closure or Emergency and/or World Wide Pandemic, such as we have encountered with COVID-19 that could affect student learning and program operations, the Modes of Instruction/Course Formats may require changes to accommodate the continuance of fulfilling course competency education for students. These may include, but not limited to the following: Lecture (Face-to-Face), ZOOM Distance (100% coursework ZOOM), Blended Course (51%-99% ZOOM with some on-campus sessions), Hybrid (50% ZOOM and 50% ZOOM at regular scheduled time), Attend Anywhere (100% of course either ZOOM or face-to-face or any mixture of ZOOM and face-to-face), Real Time ZOOM (100% ZOOM at regularly scheduled times).

E. GOALS AND STUDENT LEARNING OUTCOMES

The goals of the Cameron University Radiologic Technology Program are:

GOAL #1

Students will demonstrate critical thinking skills.

STUDENT LEARNING OUTCOMES

1. Students identify critical thinking situations in which non-routine procedures are necessary.
2. Students indicate critical thinking skills through image analysis of radiographs for diagnostic quality.

GOAL #2

Students will demonstrate clinical competence in their knowledge and technical skills.

STUDENT LEARNING OUTCOMES

1. Students accomplish clinical competency by performing routine procedures.
2. Students demonstrate clinical competence by evaluating technical needs in radiographic examinations.

GOAL #3

Students will demonstrate communication skills necessary to effectively interact with patients and healthcare professionals.

STUDENT LEARNING OUTCOMES

1. Students apply communication effectively with patients.
2. Students communicate effectively with health care professionals.

GOAL #4

The program will demonstrate effectiveness.

STUDENT LEARNING OUTCOMES

1. Graduates pass the national certification exam.
2. Graduates demonstrate preparedness by securing employment.
3. Students complete the program by graduating.
4. Graduates indicate that they were adequately prepared to perform as entry-level practitioners.
5. Graduates are adequately prepared to perform as entry-level practitioners.

The Program Effectiveness Data (PED) is found in the following two areas on the program websites www.cameron.edu/rad under the Program Effectiveness Data link and within the JRCERT link, www.jrcert.org, under JRCERT's Program Effectiveness Data link for this radiography program at Cameron University.

F. COLLEGE ENROLLMENT INFORMATION

Listed on the next page are the college prerequisites courses to be completed. Completed prerequisites and Radiology Technical Occupational Specialty courses (listed on the next page) will then apply toward an Associate in Applied Science Degree in Radiologic Technology. This will be awarded through Cameron University, in Lawton, OK.

NOTE: You will enroll for college credit for the Radiology Technical Occupational Specialty Courses during each semester of the Radiologic Technology program. You will be responsible for the cost of the tuition per credit hour to Cameron University and any additional student needs fees to Great Plains Technology Center.

****College Credit(s) are subject to change due to Oklahoma State Regents for Higher Education and/or the Higher Learning Commission.**

**PREREQUISITES – TECHNICAL – OCCUPATIONAL AND RELATED COURSES &
GENERAL EDUCATION INFORMATION
CAMERON UNIVERSITY - LAWTON, OK**

Academic Advising Center..... 580.581.6741

G. COURSE EQUIVALENCY

The evaluation of the equivalency of general education courses will be aligned with the Oklahoma State Regents for Higher Education found at www.okhighered.org/transfer-students

Lecture 1 CH = 16 hours (1 hour/week/CH for 16 weeks) (1 faculty load hour)

Lab 1 CH = 40 hours (2.5 hours/week/CH for 15 weeks) (1.875 faculty load hours)

Clinical 1 CH = 82.5 hours (5.5 hours/week/CH for 15 weeks) (2.75 faculty load hours)

H. DEGREE PLAN:

Associate in Applied Science

School of Arts and Sciences

Department of Agriculture, Biology, and Health Sciences,

General Education Requirements – 19 hours (Prerequisites prior to coming into program)

Required Courses – 19 hours

- BIOL 1214/1214L Human Biology with lab
- IT 1013/MIS 2113 Intro to Comp Sys/Fundamental MIS Tools/Skills
- COMM 1113 Principles of Communication
- ENGL 1113 English Composition I
- MATH 1413, 1513, 1613, 2215, 2713, or STAT 1513
- HIST 1483 or 1493 U.S. History To or Since 1865
- PS 1113 American Federal Government

University Requirements (Prerequisites prior to coming into program)

- UNIV 1001 or 1113 – 1-3 hours

Major Requirements – 61 hours

NOTE: All Courses Listed Below are Required

Technical –Occupational Specialty Courses – 7 hours (Prerequisites prior to coming into program)

- BIOL 2013 Medical Terminology (FA, SP) *
- BIOL 2034/2034L Human Anatomy with Lab (FA,SP)1

Technical – Occupational Specialty Courses – 54 hours

- RAD 2012/L Intro to Radiologic Sci & Hlth Care/Lab (FA)
- RAD 2113/L Patient Care in Radiologic Sciences/Lab (FA)
- RAD 2123/L Radiation Physics/Lab (FA)
- RAD 2134/L Radiographic Proc & Image Analysis I/Lab (FA)
- RAD 2204 Clinical Practice I (SP)
- RAD2214 Principles of Exposure (SP)
- RAD2224/L Radiographic Proc & Image Analysis II/Lab (SP)
- RAD 2302 Clinical Practice II (SU)
- RAD 2311 Basic Princ of Computed Tomography (SU)
- RAD 2323/L Radiographic Proc & Image Analysis III/Lab (SU)
- RAD 2402 Radiographic Pathology (FA)
- RAD 2414 Clinical Practice III (FA)

- RAD 2422 Digital Image Acquisition & Display (FA)
- RAD 2434/L Radiographic Proc & Image Analysis IV/Lab (FA)
- RAD 2503 Clinical Practice IV (SP)
- RAD 2513 Radiation Biology & Protection (SP)
- RAD 2523/L Pharmacology & Venipuncture/Lab (SP)
- RAD 2533 Radiologic Technology Seminar (SP)

FA = Fall; SP=Spring; SU= Summer

1 A minimum grade of C in BIOL 2013 and BIOL 2034/2034L is required for admission to the Radiologic Technology program.

2 Credit to Contact hour ratios for RAD courses are as follows:

Didactic (Lecture): 1 credit hours = 16 contact hours

Lab: 1 credit hour = 40 contact hours

Clinical: 1 credit hour = 82.5 contact hours

General Electives – to Complete 81 hours

Graduation Requirements

Complete all Department Requirements Minimum

80 Total Credit Hours

Minimum 15 Credit Hours in Residence at Cameron

Retention GPA 2.0

Cameron GPA 2.0

Complete Graduation Application Online

I. CRITERIA FOR TRANSFER CREDIT

The CU Registrar office makes the initial determination of course transferability based on the transferring institution accreditation and the comparability of course work for the Associate in Applied Science Degree in Radiologic Technology. Course equivalents are subject to change without advance notice.

J. SEQUENCING OF TECHNICAL-OCCUPATIONAL SPECIALTY COURSES

The 22-month program of study is divided into three semesters per year. The courses which are taken each semester are shown below: Program effectiveness data, credentialing, exam pass rate, job placement rate and program completion rate can be located at www.cameron.edu/rad

K. RADIOLOGIC TECHNOLOGY COURSE DESCRIPTIONS

• Cameron University Radiologic Technology Degree Plan

Fall Year 1 (12 credit hour enrollment)

RAD 2012 Introduction to Radiologic Science and Health Care/Lab (Lecture 1 hour, Clinical 5.5 hours) Co-requisite: RAD 2012L

Provides an overview of the foundations of radiography and the practitioner's role in health care delivery and includes a minimum of 82.5 contact hours of clinical training. Principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer and will include a clinical component. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement will be taught to ensure the well-being of the patient prior to, during, and following the radiologic procedure. Prerequisite: Acceptance into the Radiologic Technology Program and departmental permission. Will not satisfy general education science requirements.

RAD 2113 Patient Care in Radiologic Sciences/Lab (Lecture 1 hour, lab 5 hours) Co-requisite: RAD 2113L

Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. Additionally, the course content provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice. Prerequisite: Acceptance into the Radiologic Technology Program and departmental permission. Will not satisfy general education science requirements.

RAD 2123 Radiation Physics/Lab (Lecture 1 hour, lab 5 hours) Co-requisite: RAD 2123L

Content establishes a basic knowledge of radiation production and characteristics of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Additionally, the course establishes a knowledge base in imaging equipment of radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of quality control. Prerequisite: Acceptance into the Radiologic Technology Program and departmental permission. Will not satisfy general education science requirements.

RAD 2134 Radiographic Procedures and Image Analysis I/Lab (Lecture 1 hour, lab 7.5 hours) Co-requisite: RAD 2134L

Content provides the knowledge base necessary to perform standard imaging procedures and special studies within the corresponding semester. Consideration is given to the evaluation of optimal diagnostic images. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Additionally, this course establishes a knowledge base in radiography anatomy and physiology taught within the semester and will include a lab component. Components of the cells, tissues, organs and body systems are described and discussed. Prerequisite: Acceptance into the Radiologic Technology Program and departmental permission. Will not satisfy general education science requirements.

Spring Year 1 (12 credit hour enrollment)

RAD 2204 Clinical Practice I (Clinical 22 hours)

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures within the corresponding semester and a minimum of 330 contact hours. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement will be taught to ensure the well-being of the patient prior to, during, and following the radiologic procedure. Prerequisite: RAD 2133 Will not satisfy general education science requirements.

RAD 2214 Principles of Exposure (Lecture 4 hours.)

Content establishes a knowledge base in technical factors that govern the image production process. Prerequisite: RAD 2133 Will not satisfy general education science requirements.

RAD 2224 Radiographic Procedures and Image Analysis II/Lab (Lecture 2 hours, lab 5 hours) Co-requisite: RAD 2224L

Content provides the knowledge base necessary to perform standard imaging procedures and special studies within the corresponding semester. Consideration is given to the evaluation of optimal diagnostic images. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Additionally, this course establishes a knowledge base in radiography anatomy and physiology taught within the semester and will include a lab component. Components of the cells, tissues, organs and body systems are described and discussed. Prerequisite: RAD 2133 Will not satisfy general education science requirements.

Summer Year 1 (6 credit hour enrollment)

RAD 2302 Clinical practice II (Clinical 11 hours)

(Note that in summer session this will equate to 22 hours/week scheduled meeting time) Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures within the corresponding semester and a minimum of 165 contact hours of clinical training. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement will be taught to ensure the well-being of the patient prior to, during, and following the radiologic procedure. Prerequisite: RAD 2244 Will not satisfy general education science requirements.

RAD 2311 Basic Principles of Computed Tomography (Lecture 1 hour)

Content is designed to provide entry-level radiography students or radiologic technologists with an introduction to and basic understanding of the operation of a computed tomography (CT) device. Content is not intended to result in clinical competency, but when available, radiography programs with sufficient local resources will do their best to provide students with clinical exposure to computed tomography. Prerequisite: RAD 2244 Will not satisfy general education science requirements.

RAD 2323 Radiographic Procedures and Image Analysis III/Lab (Lecture 2 hours, lab 2.5 hours) Co-requisite: RAD 2323L

(Note that in summer this will equate to 9 hours/week scheduled meeting time) Content provides the knowledge base necessary to perform standard imaging procedures and special studies within the corresponding semester. Consideration is given to the evaluation of optimal diagnostic images. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Additionally, this course establishes a knowledge base in radiography anatomy and physiology taught within the semester and will include a lab component. Components of the cells, tissues, organs and body systems are described and discussed. The fundamentals of sectional anatomy relative to routine radiography are addressed. Prerequisite: RAD 2244 Will not satisfy general education science requirements.

Fall Semester Year 2 (12 credit hours)

RAD 2402 Radiographic Pathology (Lecture 2 hours)

Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. Prerequisite: RAD 2323 Will not satisfy general education science requirements.

RAD 2414 Clinical Practice III (Clinical 22 hours)

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures within the corresponding semester and includes a minimum of 330 contact hours of clinical training. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement will be taught to ensure the well-being of the patient prior to, during, and following the radiologic procedure. Prerequisite: RAD 2323 Will not satisfy general education science requirements.

RAD 2422 Digital Image Acquisition and Display (Lecture 2 hours)

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Prerequisite: RAD 2323 Will not satisfy general education science requirements.

RAD 2434 Radiographic Procedures and Image Analysis IV/Lab

(Lecture 3 hours, lab 1 hour) Co-requisite RAD 2434L

Content provides the knowledge base necessary to perform standard imaging procedures and special studies within the corresponding semester. Consideration is given to the evaluation of optimal diagnostic images. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Additionally, this course establishes a knowledge base in radiography anatomy and physiology taught within the semester and will include a lab component. Components of the cells, tissues, organs and body systems are described and discussed. The fundamentals of sectional anatomy relative to routine radiography are addressed. Prerequisite: RAD 2323 Will not satisfy general education science requirements.

Spring Semester Year 2

RAD 2503 Clinical Practice IV (Clinical 16.5 hours)

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures within the corresponding semester and includes a minimum of 247.5 contact hours of clinical training. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement will be taught to ensure the well-being of the patient prior to, during, and following the radiologic procedure. Prerequisite: RAD 2433 Will not satisfy general education science requirements.

RAD 2513 Radiation Biology and Protection (Lecture 3 hours)

Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. Prerequisite: RAD 2433 Will not satisfy general education science requirements.

RAD 2523 Pharmacology and Venipuncture/Lab (Lecture 2 hours, lab 2.5 hours) Co-requisite: 2523L - 1st 8 weeks

Content provides basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized. Content is also designed to provide a brief overview of other imaging modalities and treatment to include equipment, dose differences, and types of radiation, patient preparations, indications and contraindications. Educational and certification requirements also are included. Prerequisite: RAD 2433 Will not satisfy general education science requirements.

RAD 2533 Radiologic Technology Seminar/Lab (Lab 7.5 hours) - 2nd 8 weeks

Content provides a comprehensive review of the radiography curriculum in preparation for taking the certification exam given by The American Registry of Radiologic Technologists (ARRT). Identified areas of weakness will help the student focus on the curriculum items that need concentrated study. The computerized testing format of the ARRT exam will be emphasized and upon completion of the course the student will be expected to apply the knowledge gained to successfully complete mock registry examinations. Prerequisite: RAD 2433 Will not satisfy general education science requirements.

L. ACADEMIC POLICIES

DIDACTIC EVALUATION POLICY:

TEST GRADES (75% OF FINAL GRADE)

- Cognitive exams
- Performance exams (hands-on)
- Project Assignments

FINAL EXAM GRADE (25%)

Cognitive exam that covers material presented over the semester

Clinical component of fall semester 1st year level is incorporated in RAD 2013 Introduction to Radiologic Science and Health Care reflected as a didactic grade outlined below:

TEST GRADES (75% OF FINAL GRADE)

- Mandatory Clinical Competencies - (ROUTINE CHEST*-Standing (PA& LT Lat) & *ABD.- KUB (Supine-AP))
- * Radiographic Equipment Manipulation & Computer Application Competencies (Must be completed prior to obtaining an exam competency.)

CLINICAL EVALUATION POLICY: SEMESTERS II-V

EMPLOYABILITY GRADE (40% OF FINAL GRADE)

- Daily points for each clinical day attended equals 20 points.
- Weekly grades will consist of the total 5 consecutive clinical days in session to equal 100 points.
- Student absence results in a "0" for that day's employability grade. -4 points will be deducted for each hour the student is tardy or absent, not to exceed 20 points per class.

PERFORMANCE GRADES (20% OF FINAL GRADE)

- Mandatory Clinical Competencies (Radiographic Procedure Exams outlined in Clinical Handbook)
- Radiographic Equipment Manipulation & Computer Application Competencies (Must be completed prior to obtaining an exam competency.)
- Semester II – V All remaining diagnostic, mobile radiographic equipment & radiographic computer applications as student rotates to each clinical educational setting
- Clinical Experience Log

CLINICAL GRADES (40% OF FINAL GRADE)

- Clinical proficiency evaluations
- Simulated Lab Radiographic Procedure Exam Semester V
- Clinical performance evaluations

GRADING SCALE:

The didactic and clinical grading scale is as follows:

A = 93 – 100

B = 85 – 92

C = 78 – 84

D = 70 – 77

F = 69 and below

NOTE: Students must receive a minimum of a C or a 78% average to pass the Radiologic Technology courses with the exception of the Radiologic Technology Seminar course, which must be a minimum of 80%. Students are required to have a 78% ending GPA in each course taught each semester to advance to the next semester of the program and 80% for the Radiologic Technology Seminar course to graduate the program.

1. If at any time during the courses, the student's grade falls below a 78% GPA average, the student will be notified of this and placed on Academic Probation, with the exception of Radiologic Technology Seminar course, which must have a minimum of an 80% GPA. If a final exam brings GPA below the 78%, then the student will be dismissed from the program, regardless of prior probationary status. Students are notified of their GPA, prior to taking a final exam by accessing Blackboard for each course. (For probation specifics refer to Radiologic Technology Program Student Handbook.)
2. Academic probation is used to provide the student with extra credit work, (20 points maximum) one time per semester per each course, in order to gain knowledge and experience necessary in deficient radiology concepts to raise student grade up to the required academic standard of the 78% GPA, but not to exceed the 78%. The exception to academic probation is the Radiologic Technology Seminar course that does not have an academic probation, due to the fact students are preparing for the national ARRT exam.
3. Specific requirements, during a counseling session, of the academic probation, will be given to the student in writing. The student will be solely responsible for contacting instructors and getting extra credit work, scheduling tutoring, individual instruction, and verifying the time period for improving their grade. The academic probation is in place to encourage students to seek extra help from instructor to continue improving future exams or assignment grades.
4. Assignments turned in by students 1 day late results in 10 points loss per day up to 1 week of that assignment grade. Late assignments in excess of 1 week (7 consecutive days to include the weekend) will result in a "0" for that assignment grade. (If student is absent the day that the assignment was made, it is the **student's responsibility** to contact instructor to review material covered during class or clinical and receive assignments, exams, or worksheets given.)
5. Exams should be made up immediately upon return to campus class, unless advanced arrangements have been made with instructor with justifiable documentation, to take exam within one week of missed examination. Any student missing an exam or assignment must provide justifiable written documentation prior to making up the exam or assignment, or a letter grade (i.e.: 7 points) will be deducted from the makeup exam. If student fails to make up the exam during the specified time frame, 5 days or less, it will result in a "0" for that exam grade. (It is the student's responsibility to make arrangements with the instructor for examination makeups. Make-up exams are lowered one letter grade, unless justifiable written documentation is provided.)
6. Exam items left blank on exams or answers not related to course of study (such as "I don't know", or "Yahoo", or "Boomer Sooner") will result in double penalties, to encourage the student to answer questions intelligently.
7. If at any time during a course, the student's GPA falls below 78%; the student will be notified of this and placed on academic probation.
8. Extra credit work must be turned in within two weeks after the written academic probation counsel, or student will forfeit points.
9. If the final exam brings a student's final academic GPA below the 78% GPA in a course, then the student will be recommended for dismissal from the Radiologic Technology Program, regardless of prior probationary status.

10. Clinical competencies established must be maintained at 100% to pass levels in each semester. The specific mandatory and elective clinical competencies established by the ARRT, clinical education settings and the program can be found in the Student Clinical Handbook. If a student does not maintain competencies for the established semester the student will be put on clinical probation until competencies are reached in the next following semester. Failure to meet the competency requirements at the end of the following semester will result in student dismissal from the program. (For probation specifics refer to Radiologic Technology Program Student Handbook)
11. Students will have access to their academic GPA throughout courses taken that are posted on-line, which is available prior to taking the final exam in a course and throughout the semester or in program faculty's offices at the request of the student. Individual counsels may be conducted in reference to clinical grades, plus competencies obtained or lacking, to include disciplinary probations/counsels/advisement.
12. Academic honesty policies are published in the Cameron University undergraduate catalog and in the Radiologic Technology student handbook. It is your responsibility to know, understand, and follow these policies. In the course(s) the program will have zero tolerance for academic dishonesty. Any incident of academic dishonesty will result in failing the course(s), withdrawal from other radiology course(s), and dismissal from the program.
13. Disciplinary advisement is conducted through the program faculty offices, depending upon where the unacceptable behavior took place. Certain behaviors are considered unacceptable and detrimental to the overall objectives of the program and are included within the Radiologic Program handbook and student may first be given a verbal counseling and upon second committal of a second offense will be given a written counseling and may be considered for dismissal should the student commit a third offense or if warranted that the behavior was severe enough may be suspended up to 3 days or immediately dismissed upon the first offense, depending on the severity of unacceptable conduct or behavior. *Please refer to Standards of Conduct and Disciplinary Policies and Procedures.*
 - The Radiologic Technology Program and Clinical Handbooks are available for public viewing at www.cameron.edu/rad
 - At the end of the academic, clinical, or disciplinary probation period, students not meeting the minimum standards established in the written counseling may be recommended for dismissal from the program.
 - > In the untimely event that the Program Director would die, have emergency sickness, leaves, or is fired from the institution the program maintains a Master Plan of Education that would allow for continuity among and documentation of all aspects of the program. The Master Plan provides information needed to understand the program and its operations for new faculty and/or leadership to the program and includes course syllabi and program policies and procedures.

The 22-month program of study is divided into three semesters per year. The courses which are taken each semester are listed within the program handbook. The courses listed are also in the undergraduate catalog at www.cameron.edu, along with program effectiveness data, credentialing, exam pass rate, job placement rate and program completion rate located at www.cameron.edu/rad

Make-Up Work Policy:

All Make-Up Work Is the Responsibility of the Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of their progress and grades.

Attendance Policy:

Employers want dependable and punctual employees; therefore, the program has a strict attendance policy. There will be no makeup of seat time allowed that counts towards the 5 days of absences allowed during fall and spring semesters, or 3 days of absences allowed in the summer semester. Attendance = 40% of clinical grades. *(Students should keep a written record of their absences and tardiness.)*

Certification Outcomes:

Tier 1– Certifications Recognized, Administered and/or Endorsed by Industry

- ARRT: Radiography Certification Exam

Industry Alignments:

- American Registry of Radiologic Technologists (ARRT)
- American Society of Radiologic Technologists (ASRT)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182

CIP Code and SOC Code Crosswalk:

- CIP Code – 51.0911
- SOC Code – 29-2034.00

Instructional Materials:

Students are required to purchase the following list of textbooks and/or supplemental reference materials. The prices listed are approximate and subject to change.

Textbooks:

Introduction to Radiologic & Imaging Sciences and Patient Care 7th edition, 2019

ISBN: 978-0-323-56671-1 Vendor: Elsevier

Merrill's Atlas of Radiographic Positioning and Procedures (3 Volume Set) 15th edition, 2022

ISBN: 978-0-323-83279-3 Vendor: Elsevier

Merrill's Atlas of Radiographic Positioning and Procedures Workbook (Only 1 NOT a Volume Set) 15th edition, 2022

ISBN: 978-0-323-83284-7 Vendor: Elsevier

Principles of Radiographic Imaging An Art and a Science (6th Edition) 2019

ISBN: 978-1-33771-1067 Vendor: Delmar Cengage Learning

Comprehensive Radiographic Pathology 7th Edition 2019

ISBN: 978-0-323-56670-4 Vendor: Elsevier

Books/Supplies: Radiation Protection In Medical Radiography 9th Edition 2022

ISBN: 978-0-323-82503-0 Vendor: Elsevier

Books/Supplies: Radiation Protection In Medical Radiography Workbook (8th Edition) 2018

ISBN: 978-0-323-55509-8 Vendor: Elsevier

Digital Radiography and PACS (3rd Edition) 2018

ISBN: 978-0-323-54758-1 Vendor: Elsevier

M. ACADEMIC CALENDAR

Students who are successful in the program need to have a flexible schedule, completed financial arrangements, a supportive family to allow studying curriculum at home, reliable transportation, and reliable backup childcare. Combined clinical and didactic academic hours will **not** exceed forty (40) hours per week or 10 hours per day.

This schedule is subject to change due to weather closings or circumstances beyond the program's control.

CAMERON UNIVERSITY ACADEMIC CALENDAR

The CU Board approved university academic calendar is found at www.cameron.edu, under the Academics link.

- The program orientates students and institutions as to the responsibilities of faculty and clinical staff during the mandatory orientation regarding the academic calendar. During the summer term(s) when students are enrolled in didactic and/or clinical components, the program director and/or clinical coordinator, and/or program faculty responsibilities are fulfilled respectively when those personnel are on annual, professional, sick, or personal leave.
- Students are not assigned to clinical education settings during holidays that are observed by the sponsoring institution.
- Specific Rad Tech Semester Schedule Calendars are on the LMS for enrolled students.

SEMESTER I - 8/15/22 - 12/9/22 (The program follows institution's academic calendar.)

In the beginning of Semester I there will be classroom / labs Monday through Friday.
Clinical Rotations will start in October.

Clinicals: Tuesday -Thursday (scheduled between)..... 6:00am – 7:00 pm
(Clinical rotations will follow hospital/clinic shift rotations (8.5 hours), but will not include evening or possible weekend rotations this semester.)

Class/Lab: Monday-Friday (scheduled between) (16 hours).....8:00am – 3:00pm

Lunch break: 1 hour in length

On GPTC campus is scheduled from 11:00am – 12:00pm

Clinical education settings is determined by patient workload, but is usually scheduled between 11:00am – 1:00pm.

The travel vehicle and cost of transportation to geographically dispersed clinical education settings is the sole financial responsibility of students. Clinical Times and rotations are subject to change

SEMESTER II - IV:

SEM. II – 1/9/23 - 5/5/23 • SEM. III 5-24-23 - 7-26-23 • SEM. IV 8-14-23 - 12-8-23

Clinicals are full time beginning in Semester II

Clinicals: Monday, Wednesday, and Friday (scheduled between) 6:00am – 10:00 pm.
(Clinical rotations will follow hospital/clinic shift rotations (8.5 hours) to include evening rotations. Possible weekend rotations could be scheduled if warranted to be of educational value/benefit to students)

- During Semester II-IV, clinical rotations will be up to 1 month in length at each clinical education setting.
- Students will rotate through each clinical education setting and should be prepared to spend approximately 12 to 16 weeks per year at out-of-town hospitals.

Class/Lab: Tuesday and Thursday (scheduled between) (6 hours).....8:00am – 3:00pm

Lunch break: 1 hour in length

On GPTC campus is scheduled from 11:00am-12:00pm

Clinical education settings is determined by patient workload, but is usually scheduled between 11:00am-1:00pm.

The travel vehicle and cost of transportation to geographically dispersed clinical education settings is the sole financial responsibility of students. Clinical Times and rotations are subject to change

SEMESTER V - 1/8/24 Through 5/3/24

Clinicals change in semester V. On the first school day in January the clinical schedule will be as follows:

Clinicals: Tuesday and Thursday 6:00am – 10:00 pm
(Clinical rotations will follow hospital/clinic shift rotations (8.5 hours) to include evening rotations. Possible weekend rotations could be scheduled if warranted to be of educational value/benefit to students)

During Semester V, the clinical rotations will be several weeks in length at each clinical education setting and will include advanced modality experiences.

Class/Lab: Monday - Wednesday - Friday (scheduled between) (6 hours)..... 8:00am – 3:00pm

Lunch break: 1 hour in length

On GPTC campus is scheduled from 11:00am -12:00pm

Clinical education settings is determined by patient workload, but is usually scheduled between 11:00am-1:00pm.

The travel vehicle and cost of transportation to geographically dispersed clinical education settings is the sole financial responsibility of students. Clinical Times and rotations are subject to change

II. POLICIES AND PROCEDURES

Failure to abide to the following Policies and Procedures may result in the recommendation for dismissal from the Radiologic Technology Program.

A. ADMISSION POLICIES AND CLINICAL OBLIGATIONS

NOTE: Once applicants have been notified of initial **acceptance** into the Radiologic Technology program, you will have a conditional admission pending successful completion of the requirements listed below:

1. EDUCATION REQUIREMENT

You must be a high school graduate or have obtained a GED and completed all the Cameron University prerequisites by the deadline established in the Admission Process.

2. AGE REQUIREMENT

You must be 18 years of age to attend clinicals.

3. CPR CERTIFICATION

Only Healthcare Provider CPR BLS from the American Heart Association
No other CPR will be accepted, to include internet/on-line CPR.

4. NEGATIVE DRUG SCREEN

Applicants will submit authorization allowing a facility designated by the program, to test body fluids for the presence of illicit drugs to include marijuana. This is the financial responsibility of the student. Failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being admitted into the Radiologic Technology program. A diluted result will require a retest, at the student's expense. An applicant with a positive drug screen will be denied admittance. Students may be subject to drug testing prior to and during the clinical experience. Students will have a negative drug screen prior to entry placement and during the second year within program.

(You will be notified when and where to have this done. The cost is approximately \$35.00).

5. MANDATORY ORIENTATION

Applicants must attend the mandatory orientation to acquire additional information about admission, and receive additional program information and requirements.

6. CLEAR BACKGROUND CHECK

Information from an applicant's background check will be submitted to clinical facilities for approval to attend clinical practice. Clinical facilities may deny students access to clinical rotations upon the finding of the background check with regard to sex offenders, felonies and/or misdemeanors prior to clinical rotations and throughout the program. **(You will be notified when and where to have this done. The cost is approximately \$52.50)**

- a. **The background check conducted, includes sex offender status, felonies, and misdemeanors. This will be done prior to the start of your first year and during your second year.**

NOTE: *Clinical education settings may deny students access to clinical rotations upon the findings of the background check with regard to sex offenders, felonies and/or misdemeanors prior to clinical rotations and throughout the program.*

Students will have a background check completed prior to entry placement and during the second year within program. **(You will be notified when and where to have this done).**

**Please see additional specifics regarding Criminal Background Checks. The cost is approximately \$52.50. You will be given additional information once you have been accepted into the program.*

7. SUITABLE PHYSICAL EXAM / DOCUMENTATION

Applicants must submit a physical exam form, provided by the school, which must include laboratory results, immunizations records, titers, and physical clearance by a physician. Any health related problems must be corrected and evidence of correction must be submitted. Students are not allowed to participate in clinical activities without documentation of being in good health as evidenced by the physical exam. Required Immunizations are listed below and must be documented on a shot record. Radiologic Technology may require **titers** to prove immunity for MMR, Varicella, and Hepatitis B. (Some hospitals will require repeat of immunization series if titers are negative.)

- 1 Negative TB skin test
- Hepatitis B series (series of 3 injections) or Must submit a positive Titer
- MMR (measles, mumps, rubella - series of 2 injections) or Must submit a positive Titer

Varicella (chicken pox - series of 2 injections) or Must submit a positive Titer

Tetanus – TDaP only, within the last 10 years

Seasonal Flu Shot You will be notified when to do this

COVID Vaccination Or documented exemption form, from each clinical site. (Some will not approve students)

8. PHYSICAL ABILITY STANDARDS

In the interest of your own personal safety, the safety of patients, the potential liability to the school, and clinical education setting, there are significant requirements that must be met before your admission to the program is finalized. The attendance requirements and stamina demands on the radiologic technology student require student technologists to be in good physical and mental health. Please read this form carefully and initial each technical issue standard if you can comply with the standard. ***This form should be completed and witnessed/initialed by medical office upon submission of application. This form must be submitted with application and is only valid for 18 months from the date signed.***

The original signed form is on file in your permanent student file located in Building 700, Room 710.

PHYSICAL ABILITY STANDARDS FORM

ISSUE	DESCRIPTION	STANDARD	EXAMPLES OF NECESSARY ACTION	INITIAL
HEARING	Use of auditory sense Active Listening Oral Comprehension	Auditory ability sufficient to monitor & assess patient hear needs & understanding the speech of another person.	Ability to hear & respond to questions & directions from instructors, students, physicians, staff & patients in person or over the phone. Hear blood pressure.	
VISUAL	Use of sight & visualization Visual Color discrimination Near & Far vision	Visual ability sufficient for observation & assessment necessary in radiologic technology. Details of objects less & more than a few feet away. See differences between colors, shades, and brightness.	View & evaluate recorded images for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure, & technical qualities. Able to see & interpret medical & radiologic equipment readings.	
TACTILE	Use of touch Assisting and caring for others.	Tactile ability sufficient for physical assessment & assistance while operating radiographic & medical instruments & equipment. Hold arm & hand in one position & use hands to control objects, tools, or controls.	Perform patient assessment and positioning while operating complex radiographic equipment in a safe & accurate manner. Without any difficulty, able to read and comprehend radiologic &/or medical orders.	
MOBILITY	Performing general physical activities. Physical ability & stamina. Static strength Trunk Strength Dynamic Strength	Physical abilities & stamina sufficient to perform required functions of patient radiographic care. Stand or sit for long periods of time while repeating same movements or walking or running for long periods of time. Bending & twisting body muscles to lift, push, pull heavy objects.	Lift, carry, or move objects weighing up to 40 pounds. Stand for 85% of work time. Transfer, lift, & physically place patients in radiographic positions. Reach above shoulder level for 90% of work time. Move, adjust, and manipulate a variety of radiographic equipment. Lift 300 lb. patients with assistance.	
MOTOR SKILLS	Physical ability, Multi limb & gross body coordination. Manual and finger dexterity. Control precision.	Gross & fine motor abilities sufficient to provide safe & effective patient care, repeats same movements to make quick precise machine control adjustments & use fingers or hands to grasp, move & assemble objects.	Execute the small muscle hand & finger motor movements required to safely perform Venipuncture & other patient care procedures.	
COMMUNICATION	Speech, reading, writing. Effective use of English language. Communication abilities sufficient for effective oral expression, speech clarity, & written communication.	Comprehension & accurate recall of verbal & written communication. Interaction with patients, families, students, instructors, physicians & staff. Speak clearly so that listeners can understand. Effectively understanding verbal & nonverbal behavior.	Concisely & precisely explain treatment & procedures; interpret patient's response & provide documentation following ethical and legal guidelines.	
INTERPERSONAL	Ability to relate to others with learning strategies, information gathering, service orientation, & idea evaluation.	Abilities sufficient to effectively interact with individuals, families, groups & colleagues from a variety of social, emotional, cultural, & economic backgrounds, identify needs of others. Express ideas clearly & use logic to determine strengths & weaknesses.	Establish rapport with patients, families, & colleagues. Able to maintain professional ethical & moral behavior & attitude under adverse conditions.	
BEHAVIORAL	Emotional & mental stability. Judgment & decision making.	Functions effectively under stress, understands new information or materials by studying & working with them. Concentrate & not be distracted while performing a task Judge the cost and benefits of a possible action.	Flexible, concern for others, Ability to provide a safe patient care environment with multiple interruptions, noises, distractions, & unexpected patient needs.	
CRITICAL THINKING	Ability to problem solve & problem sensitivity & originality.	Critical thinking ability sufficient for clinical judgment, and notice when something is wrong or likely to be wrong.	Identify cause-effect relationships in clinical situations.	

Print Name Legibly _____

Signature _____

Date _____

These standards are taken from & found in more detail at the following websites:

- www.okcis.intocareers.org/ Oklahoma Career information system – Radiologic Technologists
- www.occupationalinfo.org 078.362-026, O*NET crosswalk, 32919 Radiologic Technologists

Medical Office/Counselor Initials _____

Date _____

9. CLINICAL EDUCATION SETTING PRIVILEGES

An applicant may be denied clinical privileges at a facility due to an unfavorable record with any health care facility from previous employment or an unclear background check.

UNCLEAR BACKGROUND CHECK NOTE: *Without participation in the clinical rotation component of the Radiologic Technology program curriculum, the student will be unable to fulfill the requirements for graduation from the program and therefore will not be eligible to take the National Certification in Radiography, conducted by the ARRT.*

- a. Please be aware that the clinical education setting reserves the right to refuse placement of any student. If a particular clinical education setting refuses placement of a student, the program will try to make reasonable accommodations to provide alternative clinical education settings that meet program objectives, but may not be able to, especially if the clinical education setting provides hard to obtain competencies which would prevent the student from passing the clinical practice course. If more than one clinical site denies a student access, the program will not be able to accommodate the student as they would not be able to pass the clinical practice course. A student who is unable to meet the clinical requirements will result in not being able to pass the course and policies for dismissal may apply. To receive a clinical placement in educational settings, you must comply with all the requirements and all findings must be satisfactory.

UNFAVORABLE RECORD NOTE: *If you have an unfavorable record with any health care facility from previous employment, the facility may refuse to allow you to participate in clinical rotation. If this applies to you, please see your clinical coordinator immediately.*

- b. The University and clinical education setting reserves the right to review any other information prior to or during the course of the program, that may have a bearing on the student's ability to function safely. The ARRT reviews convicted misdemeanors and convicted felonies which may prevent individuals to take the national certification exam. Below is an example of the application questions.

ARRT APPLICATION FOR EXAMINATION RESPONSE

The National American Registry of Radiologic Technologists requires a response to the following questions to their Application for Examination:

Have you ever been charged with or convicted of a misdemeanor or felony (This includes court convictions and military court martial)?

Answer "Yes" if you have:

- charges or convictions - including those that were: stayed, withheld/deferred, set aside, or suspended;
- any plea of guilty, Alford pleas, or pleas of no contest (nolo contendere),
- court conditions applied to your charge - including court supervision, probation or pre-trial diversion.
- Traffic violations charged as misdemeanors or felonies.

- Traffic violations that involved alcohol or drugs.

Answer "No" if you have no offenses. Also answer no if you have:

- Offenses and convictions that occurred before you turned 18 and that were processes in juvenile court.
- Speeding and parking tickets that weren't charged as a misdemeanors or felonies and that didn't involve drugs or alcohol(if you have any traffic violation that involved drugs and /or alcohol, you must answer "Yes".)
- Charges that were dismissed with no court conditions required(if conditions were required, you must answer "Yes")
- Court records that were sealed or expunged (if you don't have court documents that prove your case was sealed or expunged, you must answer "Yes")
- Offenses you've already reported to ARRT and about which ARRT has sent you communication.

Has a regulatory authority or certification board(other that ARRT) ever done one or more of the following?

- Denied revoked or suspended you professional license, permit, registration, or certification?
- Placed you on probation (excluding , ARRT Continuing Education probation), under consent agreement, or under consent-order?
- Allowed voluntary surrender of you professional license, permit , registration, or certification?
- Subjected you to any condition or disciplinary actions?

Answer "Yes" if one or more of these apply to you and the organization imposing the action **wasn't** ARRT.

Answer "No":

- If you have no offenses
- If your only offense is ARRT Continuing Education (CE) probation
- For offenses previously reported to ARRT and for which ARRT has sent you communication

Have you ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification and registration requirements?

- Answer "No" for offenses previously reported to ARRT and for which ARRT has sent you communication.

- Whether you answer "Yes" or "no" to this question, you'll:
- Agree to "Written Consent Under the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g ("FERPA") which allows ARRT to:
 - Communicate freely and openly with your Educational Program Director
 - Obtain specific parts of your education records in order to verify whether you have ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification and registration requirements
- Waive, in part, the confidentiality of your education records under "FERPA"
- Consent to the release of any and all education records relating to your suspension, dismissal or expulsion to ARRT for purposes of its review of your application for certification and registration by ARRT
- Agree to promptly execute any additional written consents under "FERPA" if your educational program has a different requirement
- Remember, not reporting an ethics violation is itself a violation.
- If you're not sure whether a potential violation is pertinent, contact www.arrt.org and search for the Ethics Review Checklist for Honor Code Violations, or contact the Ethics Requirements Department at 651.687.0048. Choose the option for ethics information.

PLEASE NOTE: The Radiologic Technology program will require accepted students to submit a pre-application to ARRT if the student has answered YES to any of the above questions prior to the 1st Fall semester in program, with deadlines of August 1st, or forfeit their acceptance into the program.

The pertinent documents will need to be submitted to the program to be kept in student files and also submitted to the ARRT with the certification application for Radiography in the spring semester before graduation or as soon as possible, if the incident occurs while in the program, to avoid delays of student being able to take the national certification upon completion of the Radiologic Technology program.

ARRT findings upon their review received from student will also need to be submitted to the program to be kept in the student's files, so the program is able to document the findings for future accreditation and follow the ARRT procedures for program director to verify completion graduation endorsement.

Student is advised that this submission of additional documentation for review by the Ethics Committee will delay the student in scheduling a test date to take the national certification in radiography and the Ethics Committee may deny an applicant from taking the national certification in radiography if so deemed that the ethical conduct was too severe to warrant permission to sit for the national certification in radiography.

The individual will submit a pre-application form before entry by August 1st or forfeit their acceptance into the program. If incident occurs while in the program into an approved educational program, the student will submit a pre-application as soon as possible. This review may enable the individual to avoid delays in processing the application for examination that is made at the time of graduation. The pre-application must be requested directly from the ARRT. Submission of a pre-application request form does not waive the application for examination, the examination fee, or any of the other application procedures. Confirmation from ARRT may take up to 4 months.

To request a pre-application write:

***ARRT (American Registry of Radiologic Technologists):**

1255 Northland Drive, St. Paul, MN 55120-1155,
Or refer calls to Examination Services at 651. 687-0048

***JRCERT (Joint Review Committee on Education in Radiologic Technology):**

20 North Wacker Drive, Suite 2850, Chicago, IL 60606-2901
Phone (312) 704-5300 - www.jrcert.org

Further information regarding reporting requirements may be assessed on the ARRT website under "Ethics FAQs", or by phoning ARRT at (651) 687-0048, ext. 8580.

10. CLINICAL ROTATIONS

SEMESTER I 2 DAYS PER WEEK (scheduled between 6:00AM – 7:00PM)

SEMESTER II – IV 3 DAYS PER WEEK (6:00AM – 10:00PM)

SEMESTER V 2 DAYS PER WEEK (scheduled between 6:00AM – 10:00PM)

Clinical rotations will follow hospital/clinic various shift rotations (8.5 hours) during 6:00am - 10:00pm to include evening and possible weekend rotations. Please refer to academic calendar.

- Each facility has its own unique Radiology Department. The experience gained at these facilities will essentially result in highly qualified graduates who can function well in any Radiology Department.
- Possible weekend rotations could be scheduled if warranted to be of educational value/benefit to students.
- Clinical rotations will be up to 1 month in duration and provides equitable learning opportunities for all students regarding learning activities and clinical assignments.
- Students will rotate through all clinical education settings listed and other education settings may be added to include out of town rotations with evening and possible weekend rotations.

- e. Program limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
- The program orientates students and institutions as to the responsibilities of faculty and clinical staff during the mandatory orientation regarding school calendar. During the summer term(s) when students are enrolled in didactic and/or clinical components, the program director and/or clinical coordinator, and/or program faculty responsibilities are fulfilled respectively when those personnel are on annual, professional, sick, or personal leave.
- Students are not assigned to clinical education settings during holidays that are observed by the sponsoring institution.
- In the event that students are assigned to a clinical education setting and the technologists are sent home due to low census, the student will contact the clinical coordinator and be reassigned to a clinical education setting to complete clinical training for the day, while the program assesses the viability of the clinical education setting for students' success in the future.

f. Breast Imaging Clinical Rotations Position Statement Policy

The radiography program sponsored by Cameron University has revised its policy, regarding the placement of students in breast imaging clinical rotations to observe and/or perform breast imaging.

(Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in breast imaging clinical rotations. The program will make every effort to place a male student in a breast imaging clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in breast imaging to female students. Male students are advised that placement in a breast imaging rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in breast imaging procedures. The program will not deny female students the opportunity to participate in breast imaging rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in breast imaging is based on the sound rationale presented in a position statement on student breast imaging clinical rotations adopted initially by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included below to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.



Position Statement on Breast Imaging Clinical Rotations

Adopted by the JRCERT Board of Directors (October 2021)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Standard Four - Objective 4.4 of the JRCERT Standards requires a program to document that it “provides timely, equitable and educationally valid clinical experiences for all students.”

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquiries regarding the placement of students in breast imaging clinical rotations. The JRCERT understands that there have been significant concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in

mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in breast imaging rotations. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for breast imaging exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to breast imaging, the JRCERT has determined programs must make every effort to place students in a breast imaging clinical rotation/procedure if requested or available. However, programs will not be expected to attempt to supersede clinical site policies that restrict breast imaging rotations/procedures to students. Students should be advised that placement in a breast imaging rotation is not guaranteed. It is noted that the same clinical site policies that are in place during the breast imaging educational rotations are most likely applicable upon employment, thus limiting access for individuals to pursue careers in breast imaging.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place male students in a breast imaging rotation/procedure. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

11. CLINICAL EDUCATION SETTINGS

The list below is subject to change depending upon technologist or exam number availability at Clinical Education Settings

Comanche County Memorial Hospital	Lawton, OK
Duncan Regional Hospital	Duncan, OK
Duncan Regional Orthopedic Associates, Inc	Duncan, OK
Grady Memorial Hospital	Chickasha, OK
Jackson County Memorial Hospital.....	Altus, OK
Reynolds Army Health Clinic	Fort Sill, OK
Southwestern Medical Center	Lawton, OK
The Imaging Center of Southwestern Medical Center	Lawton, OK
The Physicians Hospital in Anadarko	Anadarko, OK
United States Public Health Service Indian Hospital	Lawton, OK
Urgent Med.....	Duncan, OK

12. CLINICAL TRAVEL EXPENSE

The travel vehicle and cost of transportation to geographically-dispersed clinical education settings is the sole financial responsibility of students

13. ATTENDANCE POLICY

Employers want dependable and punctual employees; therefore, the program has a strict attendance policy. There will be no makeup of seat time allowed that counts towards the 5 days of absences allowed during fall and spring semesters, or 3 days of absences allowed in the summer semester. Attendance = 40% of clinical grades.

14. COMPLETED FINANCIAL ARRANGEMENTS

Applicants must pay tuition and fees prior to the first day of class or semester to Cameron University.

Applicants must pay some student needs fees to Great Plains Technology Center prior to the first day of class.

B. TRANSFER POLICY

Cameron University Transfer Admission

Transfer applicants must submit official transcripts from ALL colleges attended. An undergraduate student with more than six attempted semester

hours, excluding zero-level courses or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students is considered a transfer student.

Transfer from Other Oklahoma State System Institutions.

A student may transfer to Cameron from another State System institution under the following conditions:

- The student originally met both the high school curricular requirements and academic performance standards for admission to Cameron and has a grade point average high enough to meet Cameron's retention standards, or
- The student originally met the high school curricular requirements but not the academic performance standards for admission to Cameron and has a grade point average high enough to meet Cameron's retention standards based on at least 24 attempted semester hours of regularly graded (A, B, C, D, F) college work, or
- The student originally met the performance but not the curricular requirements for admission to Cameron and has removed curricular deficiencies, or
- The student originally met neither the curricular nor the academic performance requirements for admission to Cameron, but has a grade point average high enough to meet Cameron's retention standards based on at least 24 attempted semester hours of regularly graded (A, B, C, D, F) college work and has removed curricular deficiencies.

Transfer from an Out-of-State Institution.

In addition to meeting Cameron's entrance requirements, out-of-state transfers must meet the following:

- Be in good standing in the institution from which s/he plans to transfer.
- Have made satisfactory progress (an average grade of "C" or better or met Cameron's retention standards, whichever is higher) in the institution from which s/he plans to transfer.
- Students transferring from institutions not accredited by a regional association may have credits transferred by meeting the Oklahoma State Regents for Higher Education requirements.

Admission of Students Suspended from Other Institutions.

A student suspended for academic reasons from other institutions may appeal for admission to Cameron. Information regarding this policy and appeal procedures may be obtained from the **Admissions Office**.

Transfer Probation.

Students who do not meet the academic criteria including curricular requirements as stated above under the transfer categories, but who have not been formally suspended, may be admitted as "transfer probation" students. If grade point average (GPA) is less than 2.0, student will be admitted as a "transfer probation" student. Students seeking admission in this category must meet with an Admissions Officer regarding procedures and enrollment conditions.

Admission of Oklahoma State System Associate of Arts and Associate of Science Graduates.

Students who have completed the requirements for an Associate in Arts or Associate in Science degree at an Oklahoma State System institution will be accepted as having fulfilled the general education requirements for bachelor of arts or bachelor of science degrees. Additional requirements will be required when (1) prerequisites for upper division courses are lacking, (2) grade levels required by Cameron have not been attained, or (3) professional licensing or certifying agencies requirements exceed the junior college general education requirements.

C. ADDITIONAL TRANSFER CRITERIA FOR RADIOLOGIC TECHNOLOGY PROGRAM:

1. A student can be considered for transfer:
 - a. If all of the current authorized student positions are not occupied;
 - b. If the applicant is currently transferring from an approved JRCERT Radiologic Technology Program in radiography.

2. Along with the applicant's transcript, the previous program will specify the credit/achievement of the student including; courses taken, clinical experience, beginning and termination dates, attendance records and grades. A determination will be made at this time as to whether the applicant's completed course work is equivalent with Cameron University curriculum and the Associate in Applied Science Degree in Radiologic Technology. The applicant will then be advised if they should complete the transfer procedure. Any student whose transferred courses and/or grades do not fulfill the requirements of this program may apply for acceptance into the next class of students.
3. Must meet all required college courses, assessments, certifications, official transcripts, and readmission processes, admission policies' criteria and clinical obligations for Cameron University.
4. According to the ARRT Application for Certification in Radiography to authenticate endorsements of ARRT requirements, students will be required during the school year to validate those ARRT requirements for graduation, by redoing all prior achieved clinical competencies from current JRCERT Radiography Program obtained in addition to mandatory clinical competencies identified within this university's current Radiologic Technology Clinical Handbook. Mandatory demonstration of competency requirements as identified in the Radiography Didactic and Clinical Competency Requirements document in place by the program will be mandatory for all transfer, or readmitted students at the time of program completion. This will establish foundational radiologic science principles on the ARRT's national certification in radiography and assure educational success.

ADVANCED STANDING:

ARRT has stopped accepting advanced placement applications for the primary eligibility pathway for students who have previous experience and want to earn an ARRT credential.

For individuals who have completed a JRCERT accredited program and are seeking to re-qualify for the radiography certification, because of three unsuccessful attempts to pass the exam or three years have expired and are no longer eligible may enter the program under the same readmission processes, admission policies' criteria and clinical obligations as a new applicant and will need to complete all application processes.

If student has been out of a radiography program longer than one year, the student may enter the program under the same readmission processes, admission policies' criteria and clinical obligations as a new applicant and will need to complete all application processes and will start at the beginning of the program. This will establish foundational radiologic science principles on the ARRT's national certification in radiography and assure educational success.

D. BACKGROUND CHECK POLICY – BACKGROUND INFORMATION

In order to protect patients and the general public, obtaining a cleared background check on each student (18 years of age and older) and instructor participating in clinical rotations is required by our clinical education settings/clinical sites. Each clinical education setting has their own requirements for processing background checks, which may include fingerprinting. These requirements are found in the individual contracts with the clinical education setting and Cameron University. The program and clinical education settings reserve the right to review any information that could impact the student's ability to function safely in the clinical education setting.

Each student's background check will be processed by the same background check facility designated by CU and/or by the clinical education setting. NO other background check will be accepted. The following (including, but not limited to) will be verified and must comply with the requirement. All findings must be satisfactory according to the clinical rotation agreement for each clinical education setting.

- Social Security Number Verification
- Criminal Search last 7 years
- Violent Sexual Offender and Predator Registry Search
- U.S. Treasury Office of Foreign Assets Control (OFAC)
- List of Specially Designated Nationals (SDN)
- Fingerprint Verification

Additionally, students must not have an unfavorable record with any of the clinical education settings from a previous employment, another clinical rotation, or any other reason.

The clinical education setting may refuse any student from participating in the clinical experience who has a criminal background check record that relates to a felony or misdemeanor, or for any nature concerning the safety and security of patients, or any other reason. Conviction/criminal history

records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

A conviction/criminal history record does not necessarily disqualify an individual for admission in a career major. However, if a conviction/criminal history record is not approved by a clinical education setting and the student is unable to receive the required clinical components, then the student may not be able to continue in the career major in which they have applied.

The dissemination of self-disclosure information, background check results, and conviction records, whether in or outside the state of Oklahoma as deemed necessary by the School, may be provided to the clinical education settings to meet requirements of the clinical education settings without disclosing the student's identity.

If the student leaves the career major and is later readmitted, another check will be completed only if it has been longer than 30 days.

Criminal Background Checks are conducted prior to the start of the first year and during the second year on all students.

E. GRADUATION REQUIREMENTS

- The Program's graduation rates are consistent with the program's mission and goals, JRCERT policy, and Cameron University.
- Program graduates earn degrees or certificates within 150% (36 months) of the published program length from the start date.
- The Radiologic Technology Program is competency-based education that provides for a variable graduation, to include an option for extension of program length for students unable to complete all competencies/ graduation/ completion requirements in the established program time frame, due to emergency extenuating circumstances, beyond the student's control, or in the case of a world wide pandemic.
- Graduation/Completion Requirements: (To be completed prior to graduation & fulfill Cameron University & Program requirements.)
 - All course work completed with a minimum of a 78% GPA with the exception of the Radiologic Technology Seminar course, that must be passed with an 80%.
 - In compliance with JRCERT and ARRT standards, all competencies required to sit for national certification/registry completed.
 - All books, CDs and computer disks have been returned to the Health Librarian in satisfactory condition. (Once completed, books, CDs and computer disks cannot be checked out.)
 - Update all student information records, to include permanent address with phone number and place of employment address with immediate supervisor, if available, upon graduation.
 - Cleared outstanding debts or financial obligations with Cameron University, GPTC, or Radiologic Technology Program, and with the Medical Building Secretary.
 - Cleared and cleaned locker as verified by instructor.
 - Program exit surveys turned in to Medical Building Secretary.
 - ID badges and dosimeter turned in to instructor.
 - Passing of 3 National ARRT Mock Certification/Registry Exams with 80%.
 - Cameron University Evaluations completed on-line for semester courses.
 - Removed and turned in Great Plains Technology Center parking sticker to medical building secretary.

The guidelines to sit for the ARRT national certificate in Radiography are located at www.arrt.org.

F. ARRT CERTIFICATION

1. The ARRT examination is administered following the submission of student application to the ARRT. The student will schedule time and date of their exam with the Pearson VUE Centers of their choice that administers the radiography exam.
2. The program will give instructions on how to create an online account and apply online for certification and registration with the American Registry of Radiologic Technologists (ARRT).

3. **Exceptions for Using the Online Application.** For now the following students must continue to use paper applications:

-Those who submitted a student online access form and received an ARRT ID number so they could use our postprimary eligibility pathway to pursue a second credential.

-Those who applied by paper, failed their exam, and are reapplying.

-Those who submitted an ethics review preapplication.

4. The fee for the ARRT examination is currently \$225.00 and is subject to change.

G. STANDARDS OF CONDUCT AND DISCIPLINARY POLICIES AND PROCEDURES

Certain acts of behaviors are considered unacceptable and detrimental to the overall objectives of the School of Radiologic Technology. The following list is not inclusive, but represents many of the unacceptable modes of behavior.

1. When one of the following occurs, students may first be given a verbal counseling. Upon committal of a second offense, students may be given a written counsel, and will be considered grounds for dismissal should students commit a third offense or suspended for 3 days with no academic, clinical, or attendance makeup time or make up grades allowed. During the suspension phase any tests, quizzes, assignments, lab projects clinical grades, and employability grades missed will be counted as a zero and should the student be placed on academic probation in any courses, due to the three-day suspension guidelines, that student will not receive the extra credit of up to 20 points to bring their GPA back to the minimum grading standard of 78%. If warranted, that the behavior was severe enough the student may be suspended up to 3 days or a student may be dismissed or suspended upon first offense, depending on the severity of the unacceptable behavior or if the behavior has been an ongoing issue for the student from previous semesters and/or that student has been on previous probation status due to unacceptable behavioral issues.
 - a. Discourtesy, rude gestures, non-supportive attitudes, to classmates, other students, patients, clinical education setting employees, physicians, public, or CU/GPTC instructors and employees.
 - b. Disregard of established school or Clinical Education Settings policies, to include use of cell phones and designated parking and taking pictures at clinical settings without written permission.
 - c. Creating or contributing to unsafe working conditions, to include, but not limited to; creating excessive noise in or around the patient waiting areas, not wearing standard protective devices, i.e. lab coats, during exposure to body fluids, not wearing supplemental protective devices, i.e. gloves, masks, gowns, eye protection—when the exam necessitates, not adhering to radiation safety practices or policies, (i.e. lead aprons, lead gloves, in radiation exposures when not needed), and leaving the patient or exam during the middle of the exam to take a break or go to lunch or start other exams.
 - d. Not notifying the Radiologic Technology Program Director that you will be late or absent to class or Clinical Education Settings prior to the start time of class and clinicals or leaving school. i.e. (class or clinicals) before the end of the scheduled shift, or during a scheduled shift without informing the CU Program Director.
 - e. Smoking/E-Cigarette/Vaping/Dipping/Chewing/Tobacco/Nicotine Products at clinicals are NOT permitted, due to a smoke-free/tobacco/nicotine free environment that promotes health. (Smoking/E-Cigarettes/Vaping/Dipping/Chewing/Tobacco/Nicotine products are prohibited at Cameron University, GPTC and Clinical Education Settings)
 - f. Disregard of personal appearance, uniform/dress, or hygiene and/or not adhering to the campus or clinical uniform and grooming policy.
 - g. Drinks, candy, food or gum use in the Clinical Education Settings patient care areas are NOT permitted & NO candy/food in the classrooms.
 - h. Unethical behavior to include, but not limited to; unprofessional conversations, gossiping, and/or creating or attempting to create a disturbance on campuses or the clinical education setting,
 - i. Failure to maintain accurate and up-to-date competencies, competency forms, limited specialty achievement forms, and clinical experience log sheets on a daily basis.
 - j. Utilizing computers in classroom without prior consent of instructor, to include external devices and/or printing, this will be subject to inspection by program faculty.
 - k. Failure to abide by direct, indirect, or repeat supervision policies when performing examinations on campus lab or the clinical education setting, regardless of the student's skill level.
 - l. Insubordination or refusing to carry out directions of a CU/GPTC program faculty member, employee or clinical education setting staff employee.
 - m. Sleeping during class or at the clinical education setting during scheduled class or clinical assigned hours.
 - n. Not adhering to policies concerning professional meetings.
 - o. Personal activities during school hours or approved school functions that affect the educational process of the Radiologic Technology program and students.
 - p. Use of personal or hospital's electronic devices for personal use (ie; laptops, iPads, computers, game devices, cell phones) in the clinical education settings(i.e., exam rooms, work areas, control rooms, and hallways, etc.).
 - q. Taking personal belongings into the clinical education settings: ie; book bags, duffel bags, purses, backpacks, fanny packs or computer bags.

2. Students may be immediately dismissed should any of the following unacceptable modes of behavior occur, that reflect the areas of law and/or medical legal law, which may affect the delivery of quality health care services.
- Violation of medical legal policies of CU, GPTC campus, and/or clinical education settings.
 - Intoxication, drinking alcoholic beverages on school campus, clinical education settings' property, educational conferences, or during any approved school function, which may be after hours, to include travel to and from approved school functions.
 - Larceny, stealing or theft on school campus, clinical education setting property, while attending approved school functions, or educational conferences, which may be after hours, to include travel to and from school functions.
 - Using, possessing or selling illegal drugs or controlled substances or abusing own prescribed medications or others prescribed medications or giving illegal drugs, controlled substances, prescribed medications to others or patients to include over the counter medications to patients.
 - Gambling on school or clinical education settings property, during designated or assigned school training times.
 - Violation of HIPAA regulations to include, but not limited to, disclosing or looking up in the Radiology Information System, Tele radiology, or File Room, confidential information from patients and classmates' charts or radiology reports without authorization, or calling other clinical education settings to inquire about confidential information pertaining to classmates, patients, clinical staff or program faculty. Taking pictures of radiographic images that contain patient information (Authorization must be given by the clinical education setting to conduct case study research for course project assignments.)
 - Committing an immoral act or admitting such an act, to include, but not limited to, battery, documented sexual offense or sexual harassment, or harassment, towards classmates, Cameron University program instructors or CU/GPTC employees, clinical education setting employees, patients, visitors, or the general public, that may warrant felony or misdemeanor charges, regardless of the level of training completed within the program.
 - Violation or not adhering to Practice Standards (Standard of Care) for medical imaging, regarding patient care, which results in a patient injury or deemed medical negligent by any party.
 - Legitimate concerns and/or documented claims of assault (threats or comments made to evoke fear or to expect immediate bodily harm exists) to include, but not limited to, verbal, written, any social media, phone text, email, Instagram, Snapchat, YouTube, WhatsApp, TikTok, messenger, WeChat, Kuaishou, pinterest, Reddit, pictures, and/or twitter communication, towards the following, but not limited to, classmates, radiology program faculty, CU/GPTC employees, clinical education setting and/or their employees, patients, visitors, and/or the general public on school campus, clinical education settings, educational conferences, or while attending approved school functions, to include travel to and from approved school functions.
 - Legitimate concerns and/or documented claims of battery (touching physically without that person's permission even if no injury arises from such contact or touching offensively or roughly) to include, but not limited to, touching for positioning radiology examinations, transporting patients, moving patients, shoving, physically fighting to include, but not limited to, classmates, radiology program faculty, CU/GPTC employees, clinical education setting employees, patients, visitors, and/or the general public on school campus, clinical education settings, educational conferences, or while attending approved school functions, to include travel to and from approved school functions.
 - Legitimate concerns and/or documented claims of false imprisonment (person is restrained or believes that they are restrained against their will and was not made aware or legal guardian not made aware of confinement and has no reasonable means of escape) to include, but not limited to, patients, visitors, classmates, radiology program faculty, CU/GPTC employees, clinical education employees, and/or the general public on school campus, clinical education settings, educational conferences, or while attending approved school functions, to include travel to and from approved school functions.
 - Legitimate concerns and/or documented claims of defamation either slander or libel (information disseminated about another individual so that the individual became subject or felt that they were the subject to ridicule, scorn or contempt or injured some other way) to include, but not limited to, verbal, written, any current or new social media, Facebook, Instagram, Snapchat, Tik Tok, Twitter, phone, phone text, email, pictures, and/or video communication, towards the following, but not limited to classmates, radiology program faculty, CU/GPTC employees, clinical education setting employees, patients, visitors, and/or the general public on school campus, clinical education settings, educational conferences, or while attending approved school functions, to include travel to and from approved school functions.

- m. Legitimate concerns and/or documented claims of fraud or demonstration or acts of falsification of records (willful and intentional misrepresentation of facts as an untrue statement, known to be untrue by the party or making it to mislead others in records submitted) to include, but not limited to, verbal, written, undocumented exams on log sheets or competency exams, clocking in/signing in or clocking out/signing out other students or employees on time cards/sheets/computers/clocks or posting any type of radiology information/records/false news on any current or new social media, Facebook, Instagram, Snapchat, Tik Tok, Twitter, phone, phone text, email, pictures, and/or video communications, towards the following, but not limited to classmates, radiology program faculty, CU/GPTC employees, clinical education setting employees, patients, visitors, and/or the general public on school campus, clinical education settings, educational conferences, or while attending approved school functions, to include travel to and from approved school functions.
- n. Performing radiographic exams on fellow students, family or staff technologist or allowing radiographic exams to be performed upon self, by other students, or staff technologists at the clinical education settings or at the school campus lab, without the written order prescription of a referring physician in the clinical education setting, as is routine and mandated by the Nuclear Regulatory Commission medical imaging procedures for ionizing radiation.
- o. Academic failure of a course, following grade policies for didactic and/or clinical grades to include suspension policies of zeros given for all course work while on suspension with no extra credit given if placed on academic probation, due to suspension.
- p. Arrest by law enforcement officials or detainment during school hours or approved school functions hours to include, but not limited to school campus, clinical education settings, educational conferences, or while attending approved school functions, to include travel to and from approved school functions.
- q. Failure to obtain mandatory clinical competencies for the semester after being on probation from prior semester for Semesters II-IV.
- r. Refusing to perform an examination on a patient, which is a direct violation of the "Patient's Bill of Rights".
- s. Being denied clinical privileges at 1 or more clinical education settings that results in the student's inability to obtain clinical competencies or necessary clinical training.
- t. Being absent three continuous days with failure to notify CU program director.
- u. Cheating on examinations, or attempting to cheat for self or others, ie: by taking photos of any part of tests or quizzes and posting on Internet, social medial networks or any public domains, or texting, emailing images and/or test information and or portions of questions and/or answers for own use or others use, or sharing, giving, copying, printing email, and/or use of electronic devices to duplicate any form of exam, quiz, projects, worksheets, or assignments given, which will result in zeros given for all work and suspension. Academic honesty policies are published in the Cameron University undergraduate catalog and in the Radiologic Technology student handbook. It is your responsibility to know, understand, and follow these policies. In the course(s) the program will have zero tolerance for academic dishonesty. Any incident of academic dishonesty will result in failing the course(s), withdrawal from other radiology course(s), and dismissal from the program.
- v. Violation(s) of Student Affirmation Policy listed on next page, on file for each student.

STUDENT AFFIRMATION POLICY FORM

I understand that as a health career student I am a member of a profession which places me in a position of confidence, requiring the utmost discretion and professionalism to protect those with and for whom I train and work. My initials after each statement confirm that as a member of the medical profession I have a responsibility to act in a manner consistent with the essential attributes of the profession.

STATEMENT	INITIALS
I agree to protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a Cameron University radiologic technology student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as a Cameron University radiologic technology student. I will adhere to HIPAA guidelines.	
I have/will read the syllabi of the radiologic technology program I am enrolled in, and I understand the criteria established for grading my course work. I understand that my average on exams must be 78% or higher in courses in order to attain a passing grade for those courses with the exception of Radiologic Technology course, which must be at a minimum 80%.	
I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the ARRT Code of Ethics	
I will maintain and uphold the academic integrity policy of Cameron University and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, undocumented clinical exams, not performing clinical competency exam, stealing or copying another's assigned work, or dishonesty about any situation and that any incident of academic dishonesty will result in failing the course(s), withdrawal from other radiology course(s), and dismissal from the program.	
I will not recreate any items or portions of any exam for my own use or for use by others during my enrollment in the Radiologic Technology program, i.e; by taking photos of any part of tests or quizzes and posting on internet or current or future social media networks or any public domains, or texting, emailing images and/or test information and/or portions of questions and/or answers.	
I will not accept or access any unauthorized information related to any exam administered during my enrollment in the Radiologic Technology program.	
I will sign my own papers and other documents and will not sign any other student's name to anything, including class rolls or clinical sign in/sign out online software/book, competencies, or computers.	
I will not allow any student access to any of my paperwork for the purpose of copying.	
I will not discuss or post any information about faculty, peers, patients, family members, or any clinical education setting on any current or future social media electronic venue (i.e. Facebook, YouTube, Twitter, Instagram, Snapchat, Tik Tok, cell phones, etc.). Nor will I leave/save any patient, family, faculty, clinical education setting, or student information on any open access desktop or hard-drive.	
I will not engage in any unprofessional behavior as described in the student handbook, including any type of violence, bullying, or cyber bullying.	
I will not take any pictures or make any audio/video recordings at any; clinical education setting, educational event, or the CU/GPTC campus, without specific authorization from the clinical facility, educational event, CU/GPTC faculty or its representative.	
I understand and accept that any violation of the above statements may result in dismissal from the program.	

Student Signature

Date

Student's Printed Name

H. DISMISSAL POLICY

Students may be dismissed for:

1. Grades inconsistent with the school standards as stated in the "Academic Policies" section of the Radiologic Technology Student Handbook, which is a supplement to the Cameron University Student Handbook.
2. Failure to complete competency examinations each semester. Refer to the Clinical Handbook for Clinical Competency Requirements and Radiologic Technology Program policy.
3. Failure to follow school policies as stated in the Cameron University and Radiologic Technology Student Handbooks.
4. Violation of rules and regulations of the clinical education settings as stated in their respective Employee Handbooks.
5. Failure to pay required fees for the Radiologic Technology Program.
6. Exceeding allowed absences or tardies for a given semester.

Withdrawal Procedure

You must complete both Cameron and GPTC campus requirements.

GPTC:

- a. Any student wishing to withdraw from the program should contact the Radiologic Technology Program Director.
- b. Fill out a Withdrawal form.
- c. You must turn in your GPTC ID, Clinical IDs, and Dosimeter.
- d. Return any books you have checked out to the library.
- e. Clear any financial obligations.
- f. No withdrawal requests will be accepted by telephone.
- g. Notification to the instructor by the student does not constitute an official withdrawal.
- h. No Student Needs Fees refunds will be processed until a withdrawal form is completed.
- i. Students who are enrolled in a course for 10 days or more will be responsible for the full semester's fees, regardless of enrollment or funding status.

Cameron: Student schedule changes are initiated with the academic advisor. Check the online enrollment schedule and academic calendar for specific dates and deadlines to add, drop, and withdraw from classes/courses.

- a. **Dropping:** defined as canceling one or all classes/courses within the drop period. Refer to the Academic Calendar for specific dates. Classes/courses that are dropped during the first ten days of a regular semester, first five days of a summer or eight-week session will not be recorded on a student's academic record/transcript. Dropping can be processed either at the Academic Advising Center, Student Support Services, Registrar Enrollment Specialist, at CU Duncan, or with the faculty advisor.
- b. **Withdrawing:** Defined as canceling one or more classes/courses while remaining enrolled in at least one class, after the drop deadline and prior to the end of the twelfth week of a regular semester. See the Academic Calendar for specific dates. Withdrawn classes will appear on the transcript with a grade of "W". Withdrawals must be processed at the Academic Advising Center, Student Support Services, Registrar Enrollment Specialist, at CU-Duncan, or with the faculty advisor.
To add, drop, or withdraw from a class/course, students with an Academic Advising Center, Student Support Services, or CU-Duncan advisor should meet with their advisor. Other students may process their own adds, drops and withdrawals in Aggie Access using a PIN number provided by an assigned advisor.
- c. **Complete Drop/Withdrawal:** Defined as canceling ALL classes in which enrolled for the semester. If the complete withdrawal is processed during the Drop Period, no entry will appear on the transcript. If processed during the Withdrawal Period, classes will appear on the transcript with a grade of "W". Refer to the Academic Calendar for drop/withdrawal dates.
 1. To process a complete drop/withdrawal, students should meet with their advisor to determine steps to process a complete drop/withdraw.
 2. Students must process the complete drop/withdraw in Aggie Access using their PIN number issued by the student's academic advisor.
 3. If unable to perform transaction, email Registrar's Office at registrar@cameron.edu and request assistance with complete drop/withdraw. (Include with email student's name, ID number and course(s) CRN, prefix, and course number.)
 4. Please contact the Registrar's Office at (580) 581-2238 for more information as the faculty cannot process a complete drop/withdraw.

I. GRIEVANCE PROCEDURE POLICY/COMPLAINT POLICY/GRIEVANCE PROCEDURES

For specific Sponsoring Institution information related to the Grievance Procedure, refer to the Cameron University Student Handbook, under Grievance Procedure.

For complaints based upon discrimination, sexual harassment, sexual assault, consensual sexual relationships, retaliation or racial and ethnic harassment.

1.0 Who May Use Procedure

- 1.1 The grievance procedure embodied herein shall be available to any person who, at the time of the acts complained of, was employed by, or was enrolled as a student at Cameron University.

2.0 Filing Of Complaint

- 2.1 Acceptance of Procedure Conditions. Complainants who exercise the right to use this procedure agree to accept its conditions as outlined. A grievance filed under this procedure normally may not be filed under any other University grievance procedure. Depending upon the nature of the issues involved, the complainant will be advised by the EO Office or his/her designee about the appropriate procedure(s) to utilize.
- 2.2 Equal Opportunity Officer. Persons who have complaints alleging discrimination based upon race, color, national origin, sex, age, religion, disability or status as a veteran or complaints alleging sexual harassment, consensual sexual relationships, retaliation, or racial and ethnic harassment may file them in writing with the EO Officer, also referred to as EO Officer, or with their department head/chair, academic dean, or administrative supervisor. These individuals and the EO Officer or the EO Officer designee are referred to as "Administrator."
- 2.3 Multiple Issues. Where multiple issues exist, (i.e. sexual harassment and violation of due process or grade appeal), the complainant must specify all grounds of which the complainant should have reasonably known at the time of filing.

3.0 Timing Of Complaint

- 3.1 Any complaint must be filed with the EO Officer or other appropriate administrator within 180 calendar days of the act of alleged discrimination or harassment. All other time periods may be reasonably extended by the administrator.

4.0 Withdrawal Of Complaint

- 4.1 The complainant may withdraw the complaint at any point during the investigation or prior to the adjournment of a formal hearing.

5.0 Confidentiality

- 5.1 Proceedings. Investigators and members of the Hearing Panel are individually charged to preserve confidentiality with respect to any matter investigated or heard. A breach of the duty to preserve confidentiality is considered a serious offense and will subject the offender to appropriate disciplinary action. Parties and witnesses also are admonished to maintain confidentiality with regard to these proceedings.
- 5.2 Records. Upon disposition of a complaint, all records involving discrimination or harassment shall be transmitted to and maintained by the EO Officer as confidential records except to the extent disclosure is required by law. This includes records of complaints handled by administrators.

6.0 Administrative Action

- 6.1 Unilateral Action. The University recognizes its obligation to address incidents of discrimination and harassment on campus when it becomes aware of such incidents even if no complaints are filed, and the University reserves the right to take appropriate action unilaterally under this procedure.
- 6.2 Students. With respect to students, the Director of Student Development or other appropriate persons in authority may take immediate administrative or disciplinary action which is deemed necessary for the welfare or safety of the University Community. Any student so affected must be granted due process including a proper hearing. Any hearing involving disciplinary suspension or expulsion shall be conducted by the Office of Student Development, in accordance with the principles set forth in the Cameron University Code of Student Conduct, as the same may be amended from time to time. Lesser administrative or disciplinary action may be appealed to the Dean of Student Services. Such requests must be in writing and filed within seven calendar days following the summary action. Appeals will be conducted in the manner set forth under "Appeals and Review" in the Code of Student Conduct.
- 6.3 Personnel. With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign duties or responsibilities or place either party on leave of absence pending the completion of the investigation or grievance procedure.

7.0 Proceedings

- 7.1 Investigation. Upon receipt of a complaint, the EO Officer or other appropriate administrator is empowered to investigate the charge, to interview the parties and others, and to gather any pertinent evidence. The investigation should be completed within 60 calendar days of receipt of the complaint, or as soon as practical. If a time period is extended for more than 10 calendar days, the EO Officer will provide written or oral notice of reason for extension to all parties involved. The investigator shall prepare a record of the investigation. In arriving at a determination of a policy violation at any stage of the proceedings, the evidence as a whole and the totality of the circumstances and the context in which the alleged incident(s) occurred shall be considered. The determination will be made from the facts on a case by case basis.
- 7.2 Completion of Investigation. Upon completion of the investigation the EO Officer or other administrator is authorized to take the following actions:
 - 7.2.1 Satisfactory Resolution. The matter may be resolved to the satisfaction of the University and both the complainant and the respondent. If a resolution satisfactory to the University and both parties is reached through the efforts of the EO Officer or other administrator, the administrator shall prepare a written statement indicating the resolution. At that time the investigation and the record thereof shall be closed.
 - 7.2.2 Dismissal. If it is determined that no policy violation occurred, the complaint will be dismissed. Notice of dismissal will be given in writing to each party involved.
 - 7.2.3 Determination of Impropriety. If the investigator determines an impropriety has occurred, both parties will be notified of the finding of impropriety and of the action to be taken.
 - 7.2.4 Actions Regarding Faculty. In the case of a complaint against a faculty member, the administrative investigator may determine that the evidence is sufficiently clear and serious so as to warrant the immediate commencement of formal proceedings as provided in the Abrogation of Tenure, Dismissal Before Expiration of a Term Appointment, and Severe Sanctions sections of the Faculty Handbook. If the Vice President for Academic Affairs and the President concur with the administrator's finding, the case may be removed at the option of the accused from the grievance proceedings contained herein and further action in the case shall be governed by the Abrogation of Tenure, Dismissal Before Expiration of a Term Appointment, and Severe Sanctions section in the Faculty Handbook. Otherwise, this policy and procedure shall apply.
- 7.3 Appeals. In the event of either dismissal or determination of impropriety, as described in Sections 7.2.2 or 7.2.3, either party may lodge an appeal. An appeal must be filed with the EO officer in writing within 15 calendar days of the date of the notice of dismissal. The appeal must request a hearing according to the provisions of Section 8 of this procedure. Unless an appeal is filed within the 15 calendar day period, the case will be considered closed.

8.0 Hearing

- 8.1 Request for a Hearing. Appeals and complaints unresolved following an investigation may result in a hearing before a hearing panel selected from the membership of the Committee on Discrimination and Harassment as described below. Faculty versus faculty grievances with multiple issues will be heard by a Faculty Appeals Board. The request for a hearing must be in writing, and filed with the EO Officer.
 - 8.1.1 Form of Request. The request for a hearing must contain the particular facts upon which the policy violation allegation is based as well as the identity of the appropriate respondent(s). A notice of the request and a copy of the request shall be given to the proper respondent(s) by the EO Officer.
 - 8.1.2 Accused Party Response to Request. Written response to the request for a formal hearing must be sent to the EO Officer within 10 calendar days of the date of the notice that a formal hearing has been requested. A copy of the response shall be given to the party requesting the hearing.
- 8.2 Selection of a Hearing Panel. Within 10 calendar days following receipt of the written request for a hearing, the EO Officer shall initiate the process to determine the members of the Hearing Panel who are to conduct a hearing. A five-member hearing panel will be chosen by the parties to the complaint from the twenty-four (24) member Committee on Discrimination and Harassment/Faculty Appeals Board. A Committee on Discrimination and Harassment shall be established on campus and composed of eight (8) staff members, eight (8) students, and eight (8) faculty members. Five (5) staff members will be appointed by the Vice President for Business and Finance; five (5) students will be appointed by Student Government Association; and the President will appoint three (3) staff and three (3) students. All faculty members will be appointed by the Faculty Council. The terms of appointment shall be for three (3) years with initial terms of 1, 2, and 3 years in each category to provide the staggered membership, except that each student shall be appointed for a one year term. The selection process shall be in the following manner: the complainant and the respondent alternately select two names each from the pool. Those selected choose a fifth name from the pool to serve as chair. If the four panelists cannot agree on the fifth, the names of the _

five additional Committee members will be drawn by lottery. Each panelist will strike one name off the list of five names. The remaining person shall be the fifth panelist. Either party to the complaint may ask the EO Officer to disqualify any member of the Hearing Panel upon a showing of cause. No panelist shall be expected to serve if he/she feels that a conflict of interest exists. Replacements shall be selected in the same manner as the original panel.

- 8.3 **Pre-Hearing Conference.** Within 10 calendar days of receiving notification of selection, or as soon as practical, the Chair shall convene the Hearing Panel for an informal discussion of the grievance and a decision as to whether there exist adequate grounds for a hearing. The parties involved and the EO Officer shall be present during the informal discussion. Prior to the informal discussion, the EO Officer shall conduct an orientation. Each panel member shall be given a copy of the written complaint, the request for a hearing, and the written response. No witnesses or evidence will be heard.
- 8.4 **Advisers and Attorneys.** At all meetings, each party may be accompanied by an adviser. In the event that a party chooses to be advised by an attorney he/she may do so at his/her expense. If an adviser is used, the name of the person so assisting must be furnished to the EO and the other party 10 calendar days in advance of the pre-hearing conference. The EO will forward the name of the person to the Hearing Panel. Advisers may advise their clients at the pre-hearing conference but may not directly address the Hearing Panel. If the Panel decides at its pre-hearing conference that there is no basis for a hearing, it shall report the determination in writing to the proper Executive Officer with a copy to the President and the EO Officer. The Executive Officer shall render his or her decision on the matter in writing to each of the parties involved in the informal proceedings. After the pre-hearing conference, if a party wishes to have an adviser present at any stage of a hearing he/she must notify the Hearing Panel Chair and other party(ies) of the name of the adviser at least 10 calendar days in advance of the scheduled hearing. Advisers may advise their clients at the hearing but may not directly address the Hearing Panel or witnesses, except as required for student disciplinary hearings leading to suspension or expulsion.
- 8.5 **Hearing Guidelines.** The panel shall be convened by the EO Officer for further orientation prior to the formal hearing. Each panel member shall be given a copy of the Hearing Guidelines. The hearing panel procedures in conducting a hearing shall be established with reference to the Hearing Guidelines and shall provide that the parties may present all of the evidence that they consider germane to the determination. The parties also may call witnesses to testify and may cross-examine witnesses called by the other party. The hearing shall be closed unless all principals in the case agree to an open hearing. Audio tape recordings of the proceedings shall be arranged by the Chair of the Hearing Panel and paid for by the University. Transcripts may be charged to the requesting party.
- 8.6 **Notice and Scheduling.** The Chair of the Hearing Panel shall notify the parties of the dates, times and locations of hearings and meetings. Parties are responsible for notifying their witnesses. Hearings shall be scheduled to reasonably ensure that the complainant, respondent, and essential witnesses are able to participate. Upon request Legal Counsel may serve as an adviser to the Hearing Panel.

9.0 Conclusion of Proceedings

- 9.1 **Satisfactory Resolution Prior to Hearing Completion.** In the event the matter is resolved to the satisfaction of all parties prior to completion of the hearing, a written statement shall indicate the agreement recommended by the parties and shall be signed and dated by each party and by the Chair of the Hearing Panel. The recommendation will be referred to the appropriate Executive Officer for final determination.
- 9.2 **Panel's Findings and Recommendations.** In the event a solution satisfactory to the parties is not reached prior to the completion of the hearing, the Panel shall make its findings and recommendations known to the proper Executive Officer, with copies to the President of the University and the EO Officer. The Panel's report, with its findings and recommendations, shall be prepared and properly transmitted within seven (7) calendar days after conclusion of the hearing.
- 9.3 **Executive Officer's Decision.** Within fifteen (15) calendar days of receipt of the Hearing Panel's findings and recommendations, the proper Executive Officer shall inform the complainant and the respondent of the findings of the Hearing Panel and the Officer's decision. A copy of the Officer's decision shall be transmitted to the Chair of the Hearing Panel, with copies to the President of the University and the EO Officer. In a case investigated initially by an administrator, the administrator also shall be informed of the Officer's decision. In the event the allegations are not substantiated, reasonable steps in consultation with the accused may be taken to restore that person's reputation.
- 9.4 **Appeal to the President.** A party may appeal the decision of the Executive Officer by filing a written notice of appeal with the President within 15 calendar days after the party receives notice of prospective action or of action taken, whichever is earlier. If the President does not act to change the decision of the Executive Officer within 15 calendar days of receiving the appeal, the decision of the Executive Officer shall become final under the executive authority of the President.

J. JRCERT NON-COMPLIANT COMPLAINT POLICY/GRIEVANCE PROCEDURES

It is essential that the program of Radiologic Technology provide students, faculty, clinical preceptors/clinical staff, or institutional staff with an unbiased avenue to pursue complaints or grievances regarding allegations of non-compliance of JRCERT standards and the opportunity to be heard in a timely manner. These standards are reviewed in the Radiologic Technology curriculum course: Fundamental of Radiological Sciences and Health Care, and are available for review at www.jrcert.org. The following outlines the steps for formal resolution of a grievance or complaint regarding allegations of non-compliance of JRCERT standards.

1. Inform the program director of grievance or complaint regarding allegations of non-compliance of JRCERT standards within 5 days of occurrence by submission of a written letter describing the allegations of non-compliance of JRCERT standards.
2. The program director will investigate the allegations of non-compliance of JRCERT standards within 5 days and will report the findings to the student/faculty/clinical preceptors/clinical staff/institutional staff within 2 weeks, or a time agreed to by both parties, with a written memorandum. In the event that the allegation is substantiated, a plan for improvement will be implemented and will be included in the written memorandum.
3. In the event the student/faculty/clinical preceptors/clinical staff/institutional staff does not feel that the complaint or grievance regarding allegations of non-compliance of JRCERT standards has been resolved, they should refer to the CU Student Handbook under Grievance Procedure and follow the procedures outlined.

Process for JRCERT Submission

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an information document such as a catalog or student handbook.
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

*Chief Executive Officer
Joint Review Committee On Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
E-mail: mail@jrcert.org*

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials, and is found on the website: www.jrcert.org under Accreditation Forms and Checklists.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Federal Higher Education Act of 1965, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Cameron University Radiologic Technology will decide the final outcome of any and all allegations/complaints submitted to the program.

K. APPEALS PROCEDURE POLICY

Appeals of final grades follow a specific procedure. That procedure includes a hearing before a Grade Appeals Committee, appointed by lot by the Chair of the Academic Appeals Committee (a University Committee), and is composed of faculty and students. The only basis for a formal appeal of a final grade is whether the student's final grade was assigned fairly within the grading system adopted by the faculty member. Forms for a formal appeal of a final grade can be obtained from the Office of Academic Affairs located in the Administration Building room 250. Other forms of academic grievances and complaints against faculty are discussed in the Student Handbook under Code of Student Conduct in Section 6 - Academic Regulations.

L. READMISSION POLICY

Academic Suspension Appeals and Re-admission. A student who has been academically suspended from the University for the first time may apply for re-admission after one regular semester (fall or spring) or appeal the suspension and apply for immediate reinstatement. There are two categories of students who may appeal a suspension and apply for immediate reinstatement with the understanding the reinstatement does not remove the record of suspension.

- (1) Appeals of academic suspension due to "extraordinary personal circumstances" will be considered by the Academic Appeals Committee. Students reinstated on this basis will be readmitted on probation and must maintain a 2.0 GPA each semester or summer session while on probation or raise their retention GPA to the retention standard.
- (2) Students suspended at the end of a spring semester may appeal to enroll in the summer session. Students in this category are automatically reinstated upon review and approval of a student's summer enrollment schedule by a designated member or members of the Academic Appeals Committee. Approved summer schedules will be limited to core academic courses that meet general education or degree requirements. To continue in the fall semester these students must make at least a 2.0 GPA in the summer session. Students who do not raise their cumulative GPA to retention standards in the summer session will be enrolled on probation in the fall semester. Students who fail to achieve a 2.0 or higher GPA in the summer session will remain suspended and may not be reinstated until after one regular semester.

Should a reinstated student be suspended a second time, he or she cannot return to the University until such time as he or she has demonstrated, by attending another institution, the ability to succeed academically by raising his/her GPA to retention standards. Copies of appeals procedures and the conditions and procedures for readmission may be obtained from the Office of Admissions.

Radiologic Technology Program Specifics for Readmission:

1. All students requesting readmission must apply with said permission from the Chair or designee and reenter within 1 year or less of withdrawal.
2. Students withdrawal, in good standing:
 - a. In good standing is defined as students who voluntarily withdraw with a good behavior and performance record; i.e., no verbal and/or written behavioral, attendance, or academic counsel and/or suspension/dismissal/probation while previously enrolled in clinical or didactic courses.
 - b. A student who withdraws in good standing prior to the end of a semester must reenter the program at the beginning of that semester.
 - c. If student has withdrawn due to a medical condition, they must submit a release and documentation from doctors, counselors, therapists, or treatment centers and how those problems have been resolved and corrected for the applicant's success in the program.
 - d. Students withdrawing before successfully completing the first semester do not compete with other applicants to be slotted in the program, but must meet all admission requirements as all other applicants that submit applications for that cohort of students.
 - e. Students withdrawing after completion of the first semester must meet with the program director for approval of readmission and must meet all admission requirements as all other applicants that submit applications for that cohort of students.
 - f. According to the ARRT Application for Certification in Radiography to authenticate endorsements of ARRT requirements, students will be required during the school year to validate those ARRT requirements for graduation, by redoing all prior achieved clinical competencies obtained in addition to mandatory clinical competencies identified within the current Radiologic Technology Clinical Handbook. Mandatory demonstration of competency requirements as identified in the Radiography Didactic and Clinical Competency Requirements document in place by the program will be mandatory for all readmitted students for each semester schedule for program completion. This will establish foundational radiologic science principles on the ARRT's national certification/registry in radiography and assure educational success.

- g. Returning students will only be considered for readmission if the class has vacancies.
 3. Students withdrawal or dismissed, not in good standing:
 - a. Not in good standing is defined as a student who is dismissed or voluntarily leaves with an unfavorable behavior or performance record; i.e., verbal and/or written behavioral, attendance, or academic counsel and/or probation and/or suspension and/or dismissal while previously enrolled in clinical or didactic courses.
 - b. Returning students must compete with all other applicants to be slotted in the program and apply for admissions with new cohort of students and meet all admission requirements and reenter within 1 year or less of withdrawal or dismissal.
 - c. According to the ARRT Application for Certification in Radiography to authenticate endorsements of ARRT requirements, students will be required during the school year to validate those ARRT requirements for graduation, by redoing all prior achieved clinical competencies obtained in addition to mandatory clinical competencies identified within the current Radiologic Technology Clinical Handbook. Mandatory demonstration of competency requirements as identified in the Radiography Didactic and Clinical Competency Requirements document in place by the program will be mandatory for all readmitted students for each semester schedule for program completion. This will establish foundational radiologic science principles on the ARRT's national certification in radiography and assure educational success.
 - d. Returning students must meet with a Chair or designee and program director for approval to start the application process. All prior Conditional Criteria of unfavorable withdraw or dismissal must be resolved for Admission to be met and meet all admission requirements with the new cohort of students.
 4. Students may qualify for readmission only one time.
 5. Returning students will only be considered for readmission if the class has vacancies.

M. REFUND POLICY

- Students who completely withdraw from the University or drop an individual class during the official drop period as noted in the academic calendar, are eligible for a full refund of tuition and fees. There is no refund for classes dropped after the official drop periods.
- Refunds are based upon the day the classes are dropped or the official student withdrawal is completed, not on the date that the student stopped attending classes. To officially withdraw from all courses, student must follow the “Dropping and Withdrawing” policy noted in the Enrollment procedures.
- Refunds are disbursed to students via the Cameron Aquie OneCard or the refund preference they selected through Bank Mobile.

Withdrawal Policy - Financial Aid

Students receiving federal financial assistance who completely withdraw from all classes, or fail to receive a passing grade in all courses during a period of enrollment, will be subject to the Return of Title IV Funds (R2T4) refund policy required by federal regulation. This policy applies to students receiving assistance through the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS loan, Federal TEACH Grant and Iraq and Afghanistan Service Grants.

This policy assumes students earn their financial aid based on the period of time in which they are enrolled through the term. This policy refers to two types of withdrawals; official and unofficial. When a student officially withdraws, the Office of the Registrar will notify the Office of Financial Assistance of the withdrawal to include official withdrawal dates. The Office of Financial Assistance will determine the institutional charges, aid disbursed and financial aid that could have been disbursed.

At the end of each term, those students who did not receive a passing grade in any of their courses will be considered an unofficial withdrawal. These students' withdrawal dates will be at the midpoint in the term, the last date of documented attendance, or any scheduled academic event related to the period of enrollment that can be verified by the Office of Financial Assistance.

After determining students' withdrawal dates, official or unofficial, the Office of Financial Assistance must then determine if the amount of aid disbursed to the student is greater than the amount the student earned. Any unearned funds must be returned to the federal student aid programs. If at the time of withdrawal the amount disbursed to the students is less than the amount they earned, they may be eligible to receive a post-withdrawal disbursement of earned aid not yet disbursed. If students or parents are eligible for a post-withdrawal disbursement, they will be notified by email and will have 14 days to respond and approve or deny the post-withdrawal disbursement. The return of unearned aid may be the responsibility of the University, the student or both.

The Return of Title IV (R2T4) calculation uses the number of days enrolled divided by the number of days in the term to get the percent of aid earned. Students who remain enrolled beyond 60 percent of the term are considered to have earned 100 percent of aid received. Students who are enrolled for less than 60 percent of the term will likely be responsible for repaying a portion of the financial aid received.

When performing a Return to Title IV (R2T4) calculation, all students' institutional charges, i.e., tuition, fees, room and board, are included in the calculation, as well as all disbursed federal aid. Any refund amount calculated from this formula that the University must return will be returned to the appropriate federal aid programs in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant (SEOG)
6. Federal TEACH Grant
7. Federal Iraq and Afghanistan Service Grant

Any unearned aid that students owe the federal aid programs must be returned to the school within 45 days or the student will lose future Title IV eligibility until the overpayment is paid in full. Students' initial repayment responsibility will be to the following programs:

- Pell Grant
- Federal Supplemental Grant (SEOG)

Any loan funds returned as a result of the Return of Title IV (R2T4) calculation process will go into repayment based on the regular repayment terms of their promissory note.

Students must be aware that when the institution is required to return unearned funds due to their withdrawal, they may have a balance due to the school. This balance is separate from any overpayment the student must repay due to withdrawal.

The University must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal. Students will be notified by email within approximately ten days of this completed process.

FINANCIAL ASSISTANCE INFORMATION

North Shepler, Room 301, 580-581-2293 http://www.cameron.edu/financial_aid/

Financial assistance is designed to help cover the cost of a college education and is intended to supplement the family and student contribution.

HOW TO APPLY

Fill out and submit the Free Application for Federal Student Aid (FAFSA) packet available in the Financial Assistance Office or online at www.fafsa.ed.gov.

1. For student loans, you will need to fill out a student loan request form in the financial assistance office once the result of your FAFSA is received by Cameron.
2. Allow at least 60 days for the processing of your application.

TYPES OF FINANCIAL ASSISTANCE

- Grants: Grants are forms of financial assistance that do not require repayment. Grants are based on need, school costs and enrollment status.
- Loans: Loans are a form of borrowed financial assistance that must be repaid with interest.
- Workstudy: Workstudy provides opportunities on campus where students can earn money for education expenses.
- Scholarships: Each year a variety of scholarships are awarded to Cameron students. The scholarships are made available by the State of Oklahoma, Cameron University, and private organizations through Cameron. Scholarships are awarded on a competitive basis and based upon scholastic ability, financial need, demonstrated talent in individual studies, leadership, athletics or fine arts.

For additional information and applications, please review the Financial Assistance web page. You can also contact the Director of Admissions, or the Chair of the department in the area in which the scholarship is desired.

N. PART-TIME WORK ADVISEMENT POLICY AND PROCEDURES

1. Students are advised that the program does not restrict or have a specific policy on outside job-related work activities with industry. Advisement will be given to those individuals whose job-related activities affect school work, i.e. sleeping in class, grades declining, etc.
2. Students are not allowed to perform examinations for competency during part-time employment or receive CT competencies for ARRT certification during student clinical training. Clocking-out to perform clinical competencies will not be allowed.
3. Students are advised that the Radiologic Technology Program and its Advisory Committee members strongly discourage students from working as a technologist until their second year of training. (The Radiologic Technology Program and its advisory committee members do not recommend or approve of students being technologists before they have completed all competencies and academic curriculum of semesters I, & II,) This recommendation promotes excellence in education and enhances quality and safety of patient care as well as the protection of the radiography student. Clinical Education Settings have agreed to not hire students in a technologist capacity until the later part of the second semester.
4. Students are not allowed to work as an employee during school hours. (example: Clock in for pay during scheduled school hours or signing for the day to work while students are doing clinicals.)
5. Students are not allowed to volunteer during their own time or non-scheduled school hours for clinical experience, as they will not be covered under medical liability insurance and may be deemed as discrimination of other students unable to have the same opportunity.
6. Students are advised that the Radiologic Technology Program and administration do not recommend or endorse currently enrolled students being employed by a medical facility as unsupervised technologists, after school training hours, evenings, nights, weekends, or holidays, and/or being unsupervised imaging technologists; wherefore students would have the responsibility of injecting contrast media into trauma patients. Cameron University therefore, is not medically, physically, or legally liable for any action that the student may do willfully in part or whole; nor due to negligent action or behavior done willfully in part or whole, while employed by a medical facility, after school training hours, evenings, nights, weekends, or holidays. (This recommendation promotes excellence in education and enhances quality and safety of patient care as well as the protection of the Radiologic Technology student.)

O. INCLEMENT WEATHER SCHOOL POLICY

It is the policy of Cameron University that classes will meet as scheduled. Inclement weather conditions may occasionally create problems for all students. The potential inability to attend class as a result of poor travel conditions should be discussed between faculty and students before a problem arises. Faculty should outline their policies and expectations, and students should determine whether they can accept the conditions. Any issues should be resolved at the outset of a cause. Should inclement weather conditions or other circumstances dictate closing of the university, a delay in start time or event cancellations, announcements will be made through the following media: On the occasion that GPTC cancels classes, due to inclement weather conditions, but CU does not, class will not meet at Great Plains Technology Center and clinical training will be canceled at all hospitals/clinics. In all instances of inclement weather and or hazardous travel, please use your best judgment concerning your own personal safety before coming to the university classes.

- KCCU Radio (Lawton-Ft. Sill - 89.3 & 102.9, Wichita Falls - 88.7, Ardmore - 90.3, Altus - 90.1, Duncan -89.3, Weatherford- Clinton-Elk City – 89.1, Chickasha – 100.1)
- KSWO (Channel 7, Lawton)
- KFDX (Channel 3, Wichita Falls)
- KAUZ (Channel 6, Wichita Falls)
- KFOR (Channel 4, OKC)
- KWTV (Channel 9, OKC)
- KOCO (Channel 5, OKC)
- Cameron University home page
- An email to all Faculty and Staff
- An email to all students (email will be sent to students' Cameron University email account)
- Message to telephone and email contacts listed for each individual in AggieAccess through the University's Emergency Communication System.
- GPTC School Reach messages to phone.

In the absence of any announcement, classes will be held as scheduled.

P. RADIOLOGIC TECHNOLOGY ATTENDANCE POLICY

1. It shall be the adult attendance policy of the Radiologic Technology Program to allow no more than five (5) absences per semester (three (3) absences for summer semester).
2. Tardies - Being to work on time is an important part of being employable, therefore, students must be in class at the designated time. Habitual and/or excessive tardies will result in the instructor not being able to recommend a student to a potential employer. Tardies count toward attendance as follows:
 - a. When a student arrives to clinical or class sessions late (after bell rings on campus or 1 minute past assigned clinical start time to assigned clinical rotation), it will count as 1 hour tardy, with each successive hours late added towards the overall hours absent and will count as 1 tardy towards the 7 tardies allowed in fall and spring semester and 3 tardies allowed in the summer semester.
 - b. Leaving class early will count as an absence.
 - c. Tardies in excess of 7 per fall or spring semester and 3 per summer semester may result in dismissal.
 - d. Students are counseled and put on attendance probation when 3 absences and/or 5 tardies have been accumulated by students in the fall or spring semester and/or 2 absences and 2 tardies have been accumulated by students in the summer semester.
 - e. Justifiable documentation is not required for makeup work or daily grades, but is required for missing a test, to waive the loss of a letter grade (7 points) on the test missed.
 - f. If a student forgets to clock in or clock out on the clinical software Trajecsyst, or clocks in or out on their phones because they may be running late and do not arrive on time to get to a clinical education setting's computer prior to clock in time or does not want to go back to the clinical education setting's computer to clock out, the student will be charged for 1 hour towards their total attendance time and points deducted from their clinical grade. This will include those students that arrive to the clinical education setting and there is not a technologist available to log in to a computer and the student does not call prior to their clock in time or does not call upon clocking out that they were not able to clock out on the clinical education setting's computer on the clinical software Trajecsyst and the student clocks out on their phone. Student will also be given a verbal warning for not calling prior to their clock in time or leaving a clinical education setting without notifying the program director. The second offense will result in a written counsel being given and upon the third offense of this nature, the student will be recommended for dismissal from the program. (This will require students to arrive to clinical early to acquire a computer. If the computer is not working, then the student is required to clock in or clock out on phone prior to assigned time and notify program director.)
3. There will be no makeup of seat time allowed. If a student exceeds the maximum number of absences, appropriate disciplinary action will be taken, up to and including termination.
4. The Department Chair or Administrator for appropriate extenuating circumstances may waive this policy. Student receiving Federal Financial Aid and Veterans Administration benefits must maintain 90% attendance for each semester in order to continue receiving benefits. Students not maintaining required attendance may be dismissed from the program and will not receive course credit. Variances from the above policy shall be addressed in the individual handbooks.
5. Appointments for personal reasons should be made outside of school hours. Please do not schedule appointments during clinical hours.
6. Personal needs are to be taken care of during breaks, before class time, and at lunch time rather than using class time. Appointments with instructors and coordinators should be made for breaks, before or after school (not class times). Instructors are available for appointments from 7:45 a.m. until 3:45 p.m. (CPR certification, shots / titers / PPDs should be scheduled on student's time. In the event student has to use class time to complete pertinent records, time will be charged against student)
7. All counseling concerning attendance policies will be documented and kept in the student's file.
8. Vacations and Holidays
 - a. Vacations are determined by the Cameron University and Radiologic Technology Program for the year. This calendar will be available to the students at the beginning of the school year.
 - b. Holidays are observed each year and are on the Cameron University Academic Calendar at www.cameron.edu/academics/calendar.

Q. UNIFORM REQUIREMENTS

The school class and clinical uniform consists of:

Dark gray lab coat
Dark gray uniform pants
Dark gray or **Teal blue** V-neck scrub top

Students are required to wear their uniform to class and clinical education settings on a daily basis.

Students coming to clinical education settings without a lab coat, appropriate ID badge, both radiographic markers, appropriate clinical attire (to include shoes), and dosimeter badge will be dismissed from the clinical education setting to retrieve them. Student will be held accountable for the time missed and points will be deducted from student employability grade.

- An appropriate ID badge, both markers, and dosimeter are also part of the required uniform. The ID badge, markers, and dosimeter must be worn at all times.
- V-neck scrub tops (**Teal blue** or **Dark Gray**) and uniform style pants (**Dark Gray**) must be in good shape and ironed. Scrub tops may need appropriate undergarments, i.e. all white, black, or gray tee shirts or turtlenecks. Stirrup style pants and dresses are not permissible. Uniforms will be purchased after mandatory information meeting, from Kingdom Medical 355-1511, Lawton Medi-Equip 355-7655, or any medical uniform supply facility.
- The uniform must be clean and free from stains and wrinkles; free from tears; worn with foundation garments.
- Levi or denim type pants are not allowed and must not be worn to clinicals under any circumstances; this includes shorts and cutoffs.
- Shoes are to be all white or all black and made of sturdy leather that provides good support on all sides. Shoes and shoe laces must be kept clean and polished at all times. Canvas shoes, clogs or mules are not permissible.
- Facial cosmetics should be worn with discretion as well as perfumes and colognes. Duncan Regional Hospital has a scent-free policy.
- Nails must be kept neat, trimmed, and clean at all times, and be in a working length – defined by nail technicians and manicurists as being approximately $\frac{1}{4}$ " in length from finger tips. Nail polish, nail jewelry and decals are not permissible. Artificial nails will not be worn. Artificial nails are defined as substances or devices applied to the natural nails to augment or enhance the nails. These artificial applications include, but are not limited to, bonding, tips, wrappings, and tapes.
- Good personal hygiene must be maintained at all times. A daily shower/bath & use of deodorant is required, as is daily brushing of teeth. Special care must be taken to prevent halitosis.
- Hair must be neat, brushed, clean, and worn off the face. If hair touches the shoulders, it must be pulled back, off of the shoulders and away from the face. If hair does not touch shoulders, but is long enough in front to cover facial area while interacting with patients, front of hair must be pulled/pinned back away from face. All beards must be kept neat and clean at all times, close shaven and trimmed and $\frac{3}{4}$ inch in length or less. Growing beards must be started on long school breaks or vacations and must be filled in before going to Clinical Education Setting, (i.e. no stubble, etc.) at the Clinical Director's Discretion. This paragraph applies to the clinical area only.
- Jewelry: Wristwatches may be worn at any time. One ring may be worn at your own risk. Lanyards may be worn, but must be the break-away style, for safety purposes. No other jewelry is allowed, including earrings in cartilage. Body piercing that is visible is Not allowed, i.e. nose, eyebrows, mouth (inside and out), and face or lips.
- Tattoos that are visible to public must be covered by uniform or bandage in clinicals.
- Any questions regarding the school class and clinical uniform requirements must be discussed with the CU Program Faculty.

R. PROFESSIONAL EDUCATIONAL ORGANIZATIONS, MEETINGS, and CONFERENCES

1. Students are required to attend approved professional meetings. Approved meetings are mandatory, and may include, but not limited to annual educational meetings, along with radiology conferences, and health related State/National Competitions.
2. Notes and possible quizzes may be required from students when returning from approved meetings. (Notes must be turned in on Radiologic Technology approved forms issued to students prior to conference. Notes that have been copied or duplicated will receive a grade of "0" for all parties involved. Notes turned in late will follow late assignment policy.)

3. Students not attending, due to emergency circumstances with justifiable documentation and prior approval, will take an absent day from each day missed, and hours deducted will be reflected.
4. Students will be required to attend prior designated meetings during conferences.
5. Educational meetings may need to be signed or stamped by conference officials.
6. Professional dress is required. Please refer to handouts describing Professional Attire, given in class by faculty. Non-compliance will be reflected in student's grade.
7. Consumption of alcoholic beverages will not be permitted, at any time during educational conferences, or while en route to or leaving educational conferences. Non-compliance will result in dismissal from the Radiologic Technology Program.
8. Emergencies that do not permit students from attending will be handled on an individual basis.
9. Students that do not adhere to school policies regarding educational meetings, conferences, competitions, and travel may be dismissed.
10. Spouses, children or significant others are not allowed to accompany or go with students to professional meetings.
11. Students that are eligible to attend International Leadership Conference – and GPTC is paying a portion of the conference will be required to sign a letter of intent to attend and if unable to attend will reimburse the Rad Tech Activity Fund and/or GPTC General Fund.

S. HEALTH AND SAFETY POLICIES

Policies will ensure that occupational radiation exposures to faculty and students engaged in the use of radioactive equipment are kept As Low As Reasonably Achievable.

Radiation Operating and Safety Procedures Manual outlined within the following Health and Safety Policies, to include the current Radiology Equipment Evaluation conducted yearly by Medical Physicist and the Oklahoma State Department of Health is located in the Radiologic Technology Laboratory for student and faculty referral during laboratory exercises.

The Radiation Safety Officer has the responsibility and authority for overseeing matters relating to radiation protection and confirms all training, plus serves as the contact person with the Radiation Safety Department in the State of Oklahoma.

1. RADIATION PROTECTION MONITORING/EXPOSURE PRACTICES & POLICIES

- a. The radiation protection monitoring policy for the Radiologic Technology program is in compliance with Nuclear Regulatory Commission and State laws for radiation control, to minimize radiation exposure of personnel and patients without sacrificing diagnostic quality and students' radiation exposure is kept As Low As Reasonably Achievable (ALARA).
- b. Students will wear Instadose dosimeters in lab and in the Clinical Education Settings, at all times for program related activities, with the dosimeter purchased through and maintained by the Radiologic Technology Program Radiation Officer. In the event that the student does not have their dosimeter at the Clinical Education Setting, or during laboratory assignments, the student will be sent home to obtain dosimeter and that time missed will be reflected against attendance and/or employability grade.
- c. The faculty and students wear the same dosimeter at all clinical education settings and on campus in lab during the scheduled month to obtain a reading.
- d. Students' Radiation reports are kept on file at in the Radiation Safety Officer's Office and posted in the Imaging Suites Radiology Lab or online Trajecs software. Review of such dosimeter reports are made available to students and faculty. Students and Faculty will review and initial by their name for proof of documentation that students and faculty reviewed their radiation monitoring reports on a monthly basis. Levels in excess of ¼ Efd per quarter require additional monitoring according to Federal regulations. In the event that a student or faculty member's dosimeter reads more than ¼ Efd in a quarter, an additional dosimeter will be issued to monitor student or faculty.

- e. The occupational dose equivalent limits for adults are:

Annual Limit:

- a. **Total effective dose equivalent being equal to 50mSv (5 rem).**
- b. **The sum of the deep dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye being equal to 0.5Sv (50 rem).**

Annual Limit to the lens of the eye, skin, and extremities are:

- 1) **Eye dose equivalent of 150 mSv (15 rem).**
- 2) **Shallow dose equivalent of 500 mSv (50 rem) to the skin or any extremity.**
- f. Formal written counseling of students and faculty of Radiologic Technology includes reviewing guidelines that are set at dosimeter reports in excess of 1/10 EFD. Review is conducted quarterly by the Radiation Safety Committee/Radiologic Technology Staff, the Radiation Safety Officer/Program Director, and the Radiation Medical Physicist.
- g. When a student or faculty member receives 30mrem or more during a one month period, according to dosimeter reading, that individual will receive a formal written counsel reminding them that the Radiologic Technology Program safeguards the health and safety of students and faculty associated with education activities through implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable. The program will also counsel the student or faculty in basic radiation safety practices of time, distance and shielding and also the utilization of grid holders, sponges, sandbags and restraints to help minimize radiation exposure to patients, others and themselves. The program will also review what type of exams were conducted during the clinical education setting experience and to what extent the student or faculty participated and how to minimize radiation exposure to themselves. A Radiation Safety Practices power point will also be reviewed by the Radiation Safety Officer/Program Director and the individual, and a follow-up date will be established to review future dosimetry reports to assure that the student or faculty has taken positive steps and actions to adhere to radiation safety guidelines and to minimize radiation exposure to patients, others, and themselves.
- h. Students will not be permitted to wear Radiologic Technology Program dosimeters when employed by Clinical Education Settings or non-CU Clinical Education Settings.

2. PREGNANCY POLICY

WARNING: In the event that a student is pregnant, the Radiologic Technology Program advises the student that she may be subjected to radiation, which is harmful to the unborn fetus. The student is encouraged to notify the program faculty of pregnancy.

NOTE: This is a VOLUNTARY disclosure and the student has the right to revoke declared pregnancy worker statement. This notification must be made in writing and a signed statement of pregnancy kept in the student's file and sent to the Radiation Safety Officer. This will not alter clinical rotations based upon pregnancy.

- Upon Declaration of Pregnancy by student, the Radiation Safety Officer will order a fetal dosimeter to be worn at the student's waist under lead shields utilized and monitored on a monthly basis.

Options for Student Continuance: Provisions in an effort to assure radiation exposure to the student and fetus are kept as low as reasonably achievable. (ALARA)

- a. A pregnant student may choose to wait entrance prior to the start of program for the safety of herself and the unborn fetus. The Radiologic Technology Program will hold a slot for the student in the following year's class.
- b. Continue in program with no revision of clinical practicum. Special consideration is given upon request of a student due to exposure to ionizing radiation during pregnancy. Because of the increased radiation sensitivity of the developing fetus, the National Council of Radiation Protection and the U.S. Nuclear Regulatory Commission recommends that "during the entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposures of the expectant mother should not exceed 0.5 rem". Dosimetry reports are reviewed each month with the pregnant student to ensure fetal dosimeter occupational exposures, do not exceed .05 rem.
- c. Continue in program with revised clinical practicum to reduce radiation to student and fetus.
- d. Voluntarily withdraw from the program and continue 1 year later at the beginning of the semester of withdrawal.
- e. A private lactation room will be provided if needed.

3. MRI SAFETY POLICY

Magnetic Resonance Imaging (MRI) machines generate a very strong magnetic field within and surrounding the MR scanner. This magnetic field is always on and unsecured. Magnetically susceptible (ferromagnetic) materials even at a distance can become accelerated into the bore of the magnet with force sufficient enough to cause serious injury or damage to equipment, patient, and any personnel in its path. Therefore, great care is taken to prevent ferromagnetic objects from entering the MRI scanner room. It is the qualified MR personnel, especially the technologist's responsibility to control all access to the scanner room.

As a program student, you too become part of this team adhering and obligated to all MRI safety policies and procedures and will review an MRI Safety Video covering these safety policies and procedures prior to starting your clinical training.

- It is vital that you remove metallic objects before entering the MRI static magnetic field, including watches, jewelry, and items of clothing that have metallic threads or fasteners.
- If you have a bullet, shrapnel, similar metallic fragment in your body, body piercings, tattoos, or transdermal patches, there is a potential risk that it could change position, cause skin burns, and possibly causing injury.
- Also, the magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction.
- History of any surgical procedure that entails implanted electronic device(s), or any implant within/on your body you were not naturally born with will need to be reviewed, through a MRI safety screening protocol that reflects current American College of Radiology (ACR) MRI safety guidelines, prior to clinical training.

Detailed MRI Policies will be covered upon entrance to the program in August of each year and prior to specialty rotations.

An MRI Screening Protocol Form will be filled out & submitted for review prior to clinical training.

Students are mandated to notify the program should their status change after filling out the MRI Screening Protocol Form.

4. RADIATION SAFETY PRACTICES & POLICIES ON CAMPUS ENERGIZED LABORATORIES

- o RADIATION SAFETY INFORMATION FOR STUDENTS: The program will assure instruction of students in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. Radiation Policies will ensure that occupational radiation exposures to faculty and students engaged in use of radioactive equipment are kept As Low As Reasonably Achievable.
- o Program students will be exposed to ionizing radiation within the clinical education settings when performing radiologic examinations, which can mutate biologic human cells and be harmful to an unborn fetus. Students will understand basic radiation safety practices within the schools' imaging suites and prior to assignment to clinical settings.
- o Students must not hold image receptors during any radiographic procedure. Students must not hold phantoms during any radiographic procedure within the imaging suites on campus, when an immobilization method is the appropriate standard of care.
- o Student must be under the supervision of a qualified radiographer who is readily available when utilizing the school's imaging suites
- o Detailed Radiation Protection and Monitoring/Exposure Practices and Policies will be covered upon entrance to the program in August of each year and prior to clinical training.

These practices assure radiation exposures are kept as low as reasonably achievable (ALARA).

- a. The radiation machines in the Radiology Imaging Suites Laboratory meet specific radiation control requirements and each on campus Imaging Suite is registered with the state and the certificate is posted within the Laboratory. Compliance with any conditions or restrictions on that certificate that is required. X-ray equipment is installed following the manufacturer's specifications. No alterations, tampering with, or removing of any of the filters, or collimators, or in any way causing needless radiation exposure is permitted.
- b. All faculty and student operators of the radiology machines are responsible for radiation safety and all are required to know the radiology procedures including the proper demonstration of the use of the x-ray machines safely and correctly. Students will obtain Radiographic Equipment / Radiographic Computer Applications lab competency within the Fundamentals of Radiological Sciences & Health Care and/or Radiation Physics courses prior to operating imaging equipment under indirect supervision.
- c. Each person utilizing the imaging equipment in energized laboratories must be ARRT certified in radiography or as in the case of students, must complete the basic radiation safety practices curriculum contained within the Introduction to Radiologic Sciences & Health Care course prior to performing exposure examinations and work under the supervision of an ARRT qualified radiographer (Program Faculty) who is readily available,(indirect supervision) ie; next door or in same hallway or earshot, to assure radiation safety.
- d. On campus energized laboratories must be locked when not in use.
- e. The program director and faculty are responsible for personnel who enter the energized labs at all times and therefore the lab will be used only with permission of the radiography faculty.
- f. All program faculty and students are required to wear their assigned radiation monitoring dosimeters/devices at all times while in the energized laboratories and is to be worn at the collar.

- g. Faculty and students shall practice all standard radiation safety practices while operating imaging equipment.
- h. On campus energized laboratories' doors will be closed prior to making any exposure.
- i. Faculty and students are forbidden to remain within either of its energized laboratories while an exposure is being made and are required to stand behind a barrier wall when making exposures.
- j. The campus energized laboratories are equipped with safety kill/stop switches of power to prevent undue radiation exposure or electrical accidents that could cause injury.
- k. The practice of ever actively "holding for support or restraint" any phantom or experiment within the lab while being exposed to ionizing radiation is strictly forbidden.
- l. Energized imaging equipment within the campus laboratory may not be used to expose humans.
- m. Faculty and students must follow all applicable OSHA/NRC guidelines in the laboratory setting.
- n. Safety Data Sheets (SDS) for any materials encountered within the lab are stored within the lab for faculty and student referral in case of an exposure.
- o. Basic safety rules apply when utilizing imaging equipment on campus to enhance learning and minimize possible injury to students, faculty or others include:
 - No use of profanity or unprofessional vocabulary
 - No food or drink containers allowed in the lab
 - When positioning human or test phantoms onto a wheelchair, gurney, or radiographic table, demonstrate lifting and transfer techniques using proper body mechanics
 - Return all phantoms to the proper storage areas when finished
 - Handle Image Receptors, QC instruments and phantoms with utmost care
 - Clean and maintain a sanitary work area at all times
 - Use good hand hygiene before simulating positioning
 - Wear personal protective equipment when following standard precautions
 - Utilize eye wash station available when warranted
 - Discard sharps into a sharps container immediately after use
 - Report any electrical equipment damage and correct problems related to electrical safety
- p. A Safety Alert Flyer is posted within the campus energized laboratory to remind faculty and students to abide by the laboratory safety rules, basic operations, radiation safety practices and policies, and operator methods set forth by the Radiologic Technology Program.
- q. Evacuation maps are appropriately posted within the energized laboratory and followed, if needed.
- r. Fire extinguisher is located on the west control area wall of the campus energized laboratory.
- s. Lab phone is located on the west control area wall of the campus energized laboratory to report fire or other accidents that may occur during students' training.
- t. The program is equipped with two (2) energized radiography units with Digital Radiology and Computed Radiology capabilities, plus an energized portable machine with DR. The lab is equipped with a variety of phantoms for students to use. With the use of the phantoms and radiography equipment, students are able to practice their skills, further enabling them to gain competency within the clinical setting. Laboratory hours are 8:00 a.m. to 3:45 p.m. If students need access to the laboratory outside of the specified times, they may make arrangements with program faculty.

5. RADIATION SAFETY PRACTICES & POLICIES IN CLINICAL EDUCATION SETTINGS' ENERGIZED ROOMS

These practices assure radiation exposures are kept as low as reasonably achievable (ALARA).

- a. The program will assure instruction of students in the utilization of imaging equipment, accessories, optimal exposure factors, and proper

patient positioning to minimize radiation exposure to patients, selves, and others. Radiation policies will ensure that occupational radiation exposures to faculty and students engaged in the use of radioactive equipment are kept As Low As Reasonably Achievable.

Program students will be exposed to ionizing radiation within the clinical education settings when performing radiologic examinations, which can mutate biologic human cells and be harmful to an unborn fetus.

- Students will understand basic radiation safety practices within the school's imaging suites and prior to assignment to clinical settings.
 - Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- b. MRI Magnetic Resonance Imaging (MRI) machines generate a strong magnetic field within and surround the MR scanner. This magnetic field is always on and unsecured. Magnetically susceptible (ferromagnetic) materials even at distance can become accelerated into the bore of the magnet with force sufficient enough to cause serious injury or damage to equipment, patient and any personnel in its path. Therefore, great care is taken to prevent ferromagnetic objects from entering the MRI scanner room. It is the qualified MR personnel, especially the technologist's responsibility to control all access to the scanner room.
- As a program student, you too become part of this team adhering and obligated to all MRI safety policies and procedures and will review an MRI Safety Video covering these safety policies and procedures prior to starting your clinical training.
 - It is vital that you remove metallic objects before entering the MRI static magnetic field, including watches, jewelry, and items of clothing that have metallic threads or fasteners.
 - If you have a bullet, shrapnel, similar metallic fragment in your body, body piercings, tattoos, or transdermal patches, there is a potential risk that it could change position, cause skin burns, and possibly causing injury.
 - Also, the magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction.
 - History of any surgical procedure that entails implanted electronic device(s), or any implant within/on your body you were not naturally born with will need to be reviewed, through a MRI safety screening protocol that reflects current American College of Radiology (ACR) MRI safety guidelines, prior to clinical training.
 - Detailed MRI Policies will be covered upon entrance to the program in August of each year and prior to specialty rotations. A MRI Screening Protocol Form will be filled out and submitted for review prior to clinical training.
 - Students are mandated to notify the program should their status change after filling out the MRI Screening Protocol Form.
- c. The radiation machines in the clinical education settings meet specific radiation control requirements and each Imaging Suite is registered with the state and the certificate is posted within the Laboratory. Compliance with any conditions or restrictions on that certificate is required. X-ray equipment is installed following the manufacturer's specifications. No alterations, tampering with, or removing of any of the filters, or collimators, or in any way causing needless radiation exposure is permitted.
- d. All clinical education settings, CU faculty, and student operators of the radiology machines are responsible for radiation safety and all are required to know the radiology procedures including the proper demonstration of the use of the x-ray machines safely and correctly. Students will obtain Radiographic Equipment/Radiographic Computer Applications competency in each clinical education setting, prior to operating imaging equipment on patients.
- e. Each person utilizing the imaging equipment in clinical education settings must be an ARRT certified in radiography technologist or as in the case of students, must complete the basic radiation safety practices curriculum contained within the Fundamentals of Radiological Sciences & Health Care course prior to performing exposure examinations and work under the supervision of an ARRT qualified radiographer (CU Program Faculty or clinical education setting clinical instructors/staff).
- f. The Direct/Indirect/Repeat Supervision Policies will apply to all students during their clinical training at assigned clinical education settings and Supervision for Students Flyers are posted at all clinical education settings to serve as a reminder of established Supervision Policies of CU for students.
- g. The clinical education setting radiographers, CU program faculty, and students are responsible for personnel who enter the energized rooms at all times and therefore those rooms will be used only with permission by the clinical education setting.
- h. All clinical education setting radiographers, CU program faculty, and students are required to wear their assigned radiation monitoring dosimeters at times while in the energized rooms and is to be worn at the collar, on the outside of any radiation protective devices.
- i. Clinical education setting radiographers, CU Faculty, and students shall practice all standard radiation safety practices while operating imaging equipment.
- j. Clinical education setting energized room doors will be closed prior to making any exposure.

- k. Faculty and students are forbidden to remain within the clinical education setting energized rooms while an exposure is being made without justifiable cause as is the case with portables, fluoroscopy exams, etc., and are required to stand behind a barrier wall when making exposures.
- l. The clinical education setting energized rooms are equipped with safety kill/stop switches of power to prevent undue radiation exposure or electrical accidents that could cause injury.
- m. **To ensure the protection of all personnel, program faculty and students will adhere to the “No Hold Policy” which states:**
 - Radiologic students must not hold image receptors during any radiographic procedure and this is the policy for clinical education settings to protect against unnecessary radiation, known as the “no hold policy”.
 - Radiologic students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
 - The following are suggestions to help adhere to the “no hold policy”:
 - o Family/friend or general public- better choice
 - o Immobilization devices, i.e. image receptor holder, sandbags, sheet immobilizers, tape, pigg-o-stat. or other commercial immobilizers- best choice
- n. Energized imaging equipment within the clinical education setting may not be used to expose family, friends, radiographers, or other students without a doctor’s order.
- o. Clinical education setting clinical instructors/staff, CU faculty, and students must follow all applicable OSHA/NRC guidelines in the laboratory setting.
- p. Material Safety Data Sheets (MSDS) for processing chemicals and any other materials encountered within the clinical education settings are stored within that facility for clinical instructor/staff, CU faculty and student referral in case of an exposure.
- q. Basic safety rules apply when utilizing imaging equipment at clinical education settings to enhance learning and minimize possible injury to clinical instructors/staff, patients, students, CU faculty or others include:
 - No use of profanity or unprofessional vocabulary
 - No food or drink containers allowed in the energized rooms
 - When positioning patients onto a wheelchair, gurney, or radiographic table, demonstrate lifting and transfer techniques using proper body mechanics
 - Return all patients to the correct waiting areas or rooms when finished
 - Handle Image Receptors, QC instruments and patient with utmost care
 - Clean and maintain a sanitary work area at all times
 - Use good hand hygiene before positioning patients and performing radiologic exams
 - Wear personal protective equipment when following standard precautions
 - Utilize eye wash station available when warranted
 - Discard sharps into a sharps container immediately after use
 - Report any electrical equipment damage and correct problems related to electrical safety
- r. Exit Signs are appropriately posted within the clinical education setting and followed, if needed.
- s. Fire extinguishers are located within the clinical education settings for use in case of a fire.
- t. Phones are strategically placed within the clinical education settings to report fire or other accidents or codes that may occur during students’ training.

6. SUPERVISION POLICIES

The need for extensive clinical experience creates a dilemma. Students need to learn how to function well within the clinical environment. Initially, close supervision is essential; however, the quicker you learn to function under limited supervision, the easier it will be for you to make the transition from student to technologist upon graduation. Our affiliated hospitals use a clinical environment that has resulted in highly qualified graduates who can function well in any radiology department. Their staffing is such that the patient load could be handled without students, but the availability of students improves their patient-flow and the quality of patient care.

The one-to-one ratio of technologist-to-student is maintained at all Clinical Education Settings.

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct

supervision of ARRT registered radiographers.

a. **Direct Supervision Policy**

To assure that all medical imaging procedures are being performed under the direct supervision of a qualified radiographer until the radiography student achieves competency and until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of an ARRT registered radiographer that assures patient safety and proper educational practices.

JRCERT defines Direct Supervision and Includes:

1. An ARRT registered radiographer reviews the request for examination/procedure in relation to the student's achievement.
2. An ARRT registered radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. An ARRT registered radiographer is physically present during the conduct of the procedure.
4. An ARRT registered radiographer reviews and approves the procedure and/or image.
5. **An ARRT registered radiographer is present in the examination room when a student repeats a procedures and/or image, regardless of the students' skill level or prior achieved competency.
6. Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

To assure adherence of the direct supervision policy all medical imaging procedures are documented and verified on the student clinical experience log sheets by the supervising qualified radiographer's initials.

After demonstrating competency, students may perform procedures with indirect supervision.

b. **Indirect Supervision Policy**

To assure that all medical imaging procedures are performed under the *indirect supervision of a qualified radiographer after a radiography student achieves competency, a student may perform imaging procedures with an ARRT registered radiographer *immediately available to assist students within hearing distance of imaging procedure being performed, regardless of the level of student achievement.

For radiography the JRCERT defines *indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students, regardless of the level of student achievement. *Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

Students may perform radiographic imaging procedures to gain and enhance their clinical skills under *indirect supervision only under the following criteria:

1. The student has demonstrated competency of imaging equipment.
2. The student has demonstrated competency of ordered imaging procedure.
3. An ARRT registered radiographer is *immediately available, adjacent to the room or location where a radiographic imaging procedure being performed.
4. An ARRT registered radiographer performs quality control of finished images prior to the release of the images and patient.
5. An ARRT registered radiographer is present in the examination room when a student repeats an image, regardless of the students' skill level or prior achieved competency.

To assure adherence of the indirect supervision policy all medical imaging procedures are documented and verified on the student clinical experience log sheets by the supervising qualified radiographer's initials.

c. **Repeat Supervision Policy**

To assure that radiography students repeating unsatisfactory images are under the direct supervision of a qualified radiographer an ARRT registered qualified radiographer is physically present in the examination room, during the actual conduct of examination, when a student repeats an image, regardless of the students' skill level or prior achieved competency and the ARRT registered qualified radiographer must approve the student's procedure prior to re-exposure.

This supervision policy will assure patient safety and proper educational practices.

After completion of the examination that included repeat radiographic images, the ARRT Registered Radiographer must document and verify their presence of the repeat radiographs by placing their initials on the clinical experience log.

Various procedures performed in the radiology department require injection of contrast media. Students must adhere to institutional policies regarding the injection of contrast media. Student must be competent in phlebotomy prior to being permitted to administer contrast media requiring injection.

- d. **Failure to abide by the direct, indirect, and / or repeat supervision policies may result in dismissal from the program.** The Radiologic Technology Program provides and maintains general comprehensive liability insurance and professional liability insurance for students. Such coverage shall be in an amount no less than one million per occurrence and three million annual aggregate, which shall be considered primary insurance for students.
- e. **Clinical Experience Log sheets must be maintained accurately on a daily basis.** Students will record the type of procedure, date and time the procedure was performed, and if they assisted, performed, or received competency on the examination. Students must obtain initials of the ARRT registered radiographer overseeing the exam for repeat films and exam verification.
- f. **Failure to maintain an accurate and up-to-date Clinical Experience Log sheets on a daily basis may result in dismissal from the program.**
- g. The Direct/Indirect/Repeat Supervision Policies are made known to students, clinical preceptors, and clinical staff, by Written Documentation Memorandums given to each student, clinical preceptor and staff at each clinical education setting utilized by the program. Students, clinical preceptors and clinical staff sign that they have read and understand the Direct/Indirect/Repeat Supervision Policies and will adhere to school policies and procedures that are in place. Advisory Committee Members are also reviewed of the Supervision Policies during the fall and spring semesters and documented that each clinical education setting has been informed. To further assure adherence of the supervision policies all medical imaging procedures are documented and verified on the student clinical experience log sheets by the supervising qualified radiographer. Students also sign a Declaration of Understanding that they will not perform any imaging exam by themselves without a qualified radiographer physically present in the imaging/hospital rooms while performing exams under direct supervision and immediately available while performing exams under indirect supervision in the clinical education settings.

7. SPONSORING INSTITUTION HEALTH & SAFETY POLICIES AND PROCEDURES

a. Alcohol and Drug Free Campus Policy

1.01 PURPOSE AND SCOPE: The abuse of alcohol and other drugs interferes with the processes of learning, teaching, research and public service, which are the functions of Cameron University. In order to accomplish its mission, and further to comply with the Drug Free Schools and Communities Act Amendments of 1989, Cameron University has promulgated this policy and directed its distribution to each of its students.

2.01 POLICY: Pursuant to local, state, and federal laws, and its own rules and regulations, Cameron University prohibits the unlawful possession, use, manufacture, or distribution of alcohol and other drugs by students and employees on university owned or controlled premises, as a part of any university sponsored activities, or in the work place.

3.01 INTERNAL SANCTIONS: Any student or employee who violates this policy shall be subject to disciplinary action, including, without limitation, probation, expulsion, suspension, or termination of employment; may be required to participate satisfactorily in an appropriate rehabilitation program; or may be referred for prosecution.

4.01 EXTERNAL SANCTIONS: Violation of applicable local, state, and federal laws governing the possession, use, manufacture, or distribution of

ON CAMPUS	
Student Wellness Center, North Shepler 1st Floor (for counseling or referral)	581-6725
OFF CAMPUS	
Valley Hope Treatment	1-800-544-5101
Taliaferro Community Health Center	248-5780
Silver Lining (Adults)	357-7827
Roadback, Inc. Halfway Houses	357-6889
Marie Detty Youth & Family Services	248-6450
Southwestern Behavioral Health Center	536-0077
Christian Family Counseling Center	248-0983
Goodyear Employee Assistance Program (for Goodyear Employees & Dependents)	531-5875

alcohol and other drugs may subject students or employees to fines, imprisonment, and/or community service requirements. Convictions become

HOT LINES - 7 DAYS A WEEK, 24 HOURS A DAY	
United Way Helpline	355-7575
Reach-Out Hotline	1-880-522-9054
Substance Abuse Helpline	1-800-662-HELP

part of an individual's criminal record and may prohibit certain career and professional opportunities.

5.01 HEALTH RISKS: Abuse of drugs and alcohol can result in behavioral changes; impairment of judgment and coordination; elevated or lowered blood pressure; depression; anxiety; hallucinations; convulsions; temporary and permanent loss of memory; damage to the heart, lungs, liver and brain; sterility; lowered immune system and increased infection; cancer, emphysema; chronic bronchitis, and death.

6.01 ALCOHOL/OTHER DRUG ASSISTANCE PROGRAMS: Numerous programs are available in the Lawton area to help Cameron students and employees deal with substance abuse related issues. Federal laws insure all persons seeking help for alcohol and/or other drug problems will be treated with respect and in a confidential manner. Please contact the Student Wellness Center for information or assistance.

Western Area Service Committee of Oklahoma

866-524-7068

7.01 COORDINATION AND REFERENCE: Other policies, rules and regulations of Cameron University also deal with drug and alcohol abuse and complement this Drug-Free Campus Policy statement (such as Appendix C). This policy is based on the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

b. Drug Screen Policy – Adult Medical Programs

- i. Students in medical programs are required to be screened for substance abuse prior to clinical practicums. The purposes of the drug screen policy are to comply with regulations of area health care agencies and to provide optimal care to patients. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the use, or possession of alcohol or non-prescribed drugs, to include marijuana of any type. Also, students may not use prescription drugs illegally.
- ii. Students will submit authorization allowing a facility, designated by the program, to test body fluids for the presence of illicit drugs. In addition to initial screening that will occur when the student is admitted to a medical program, students may be subject to testing when requested by a specific clinical agency or for cause; such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes.
- iii. Initial Drug Screening. Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being admitted into a medical program. A diluted result will require a retest, at the school's expense. An applicant with a positive drug screen will not be admitted into the program.

- iv. **Drug Screening of Existing Students.** Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the program will not be permitted. A diluted result will require a retest, at the school's expense. Students who test positive for illicit drug use may not continue in clinical practicums and therefore cannot meet objectives for clinical courses. Following school policy, they will be dismissed from the program and may apply for readmission. In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If a student is readmitted and tests positive for substance abuse a second time, the student is not eligible for further admission. If a student tests positive for a prescribed drug, the student must submit a valid prescription, providing the drug level is within prescribed limits and that the level does not indicate abuse.
- v. **Appeal Procedure.** If a urine drug screen indicates positive for the presence of unauthorized (illegal or non-prescribed to include marijuana of any type) drugs, the student may request a hair follicle drug screen to be performed within 24 hours of receiving the results of their drug test. (If results of urine drug screen are received on Friday, the student will have until Monday of the following week to have a hair follicle drug screen performed.) The hair follicle drug screen will be at the student's expense, performed at the agency specified by the program. While awaiting results of a hair follicle drug screen, the student will not be allowed to attend clinical practicum. If the hair follicle drug screen is negative, the applicant may enter the program or a student enrolled in the program may remain in the program. If the hair follicle drug screen confirms the results of the urine drug screen, the applicant will not be admitted into the program. An existing student will be dismissed from the program and may reapply for admission, pending approval of Chair, designee, and/or program director.
- vi. All test results will be filed in in the Campus Health Careers Office and shall remain confidential.
- vii. **Radiologic Technology students will have an additional drug screen conducted during the second academic year, and prior to submitting the ARRT National Certification application. The prior drug screen policy will be in effect for this additional drug screen.**

c. Emergency Preparedness Policy

GPTC:

The Local Incident Command Team (ICT) at Great Plains Technology Center has developed a Local Emergency Management Plan to support Great Plains Technology Center during a crisis involving the school district. The plan is divided into two sections. Section I is designed to identify and review the center's Internal Resources and Capabilities. Section II is designed to outline the Emergency Management Plan the center's employees and Cameron University employees teaching on campus should follow during an emergency or crisis involving employees, students or patrons of the community.

This plan is reviewed annually with students and drills are conducted each semester and will help:

1. Provide quick access to emergency procedures.
2. Involve other emergency response agencies; i.e. fire and police departments.
3. Define the roles and responsibilities of school personnel.
4. Minimize potentially serious situations before escalating to a full emergency.
5. Take a proactive approach to determining risk and vulnerability before an emergency occurs.
6. Provide a safe center for our staff and students.

This plan offers maximum flexibility for handling unpredictable situations while operating within an outlined structure that supports the district and offers maximum administrative control. The ICT will become a standing committee responsible for reviewing and updating the Emergency Management Plan. This will be done through regular meetings called by the Incident Commander. It will also be the team's responsibility to assist in providing staff training for all staff and faculty.

The Following are Emergency Preparedness Procedures covered with staff and students:

Emergency Procedures

Tornado, High Winds, Severe Thunderstorms – Earthquake - Snow or Ice Storm - Suicide Intervention - Death of a Student or Faculty Member - Assault / Rape - Child / Domestic Abuse - Stray Animal on Campus - Hazardous Material Spill - Gas Leak - Electrical Outage - Wildfire / Grass Fire - Fire Procedures - Bomb Procedures - Bomb Report - Administration Lockdown - Lock Out Procedures - Doors To Be Left Open - Lockdown Procedures - Lockdown Personnel by Building / Lockdown Rooms - Employee and Student Instructions for Accidents / Injuries-Before 4 pm - Employee and Student Instructions for Accidents / Injuries-After 4 pm - Accident / Incident Form - AED / Oxygen Tank Locations - CPR Mask / First Aid Kit Locations - Backup Campus Communication Plan by Building with Campus and Building Maps

Cameron University:

d. Campus Safety

Cameron University is committed to providing Cameron students, staff, faculty, and visitors a safe environment in which they live, work, study and learn. This commitment includes a full-service, on-campus police department, as well as programs and services designed to make students more aware of how they can keep themselves and their property safe and secure. The Cameron University Office of Public Safety is a progressive, full-service law enforcement agency, staffed with state certified police officers. The Office of Public Safety is responsible for all law enforcement, and officers are on duty safeguarding the Cameron community 24 hours a day, seven days a week and 365 days a year.

The Office of Public Safety (OPS) offers the following resources and assistance:

- **24 Hour Availability:** Contact OPS at any time for immediate assistance.
- **Vehicle Unlocks and Dead Battery Assistance:** Locked your keys in your car? Left the light on and now the battery is dead? It happens to all of us, and OPS is available to assist you while you are on campus.
- **Escort Service:** OPS officers offer an escort service to provide secure, safe passage across campus to students, staff, faculty and visitors. This is a safety escort only.
- **Emergency Call Boxes:** Cameron University has thirteen emergency call boxes located in various locations across campus. These call boxes provide students immediate contact with officers in the event of an emergency.
- **Campus Programming:** Programming is the key to safety on campus. The Office of Public Safety will arrange to provide programs relating to safety issues, drug/alcohol issues, sexual assault/rape awareness, and self-defense.

Contact Public Safety

581-2237

In an emergency 581-2911 or www.cameron.edu/ops

e. Emergency Notification

Connect-ED is a communication system that allows Cameron University to send time-sensitive notifications via voice messages, e-mails and text messages. This service will help us provide a safer environment, enhance emergency preparedness and keep our faculty, staff and students better informed.

To edit your information:

1. Log into your AggieAccess account at <https://aggieaccess.cameron.edu>.
2. Click on the 'My Info' tab.
3. Click on the 'Update Emergency Communication System Info' link and enter your contact information.

The communication system can deliver a message to up to three phone numbers, two e-mail addresses and one text message per student. If you have difficulty entering or updating your information, please call the Student Computing and **Help Desk Coordinator at 580.581.2338**.

Please be assured that all personal information collected by Cameron University is maintained in the strictest confidence. This system will be used only in the event an urgent and timely notice is required.

Important details about receiving a message:

1. When you receive an emergency message from Cameron, your caller ID will display (580. 581.2200).
2. For program does not have a physician assigned to the care of students. In case of illness or emergency, each student should have the name of his/her physician on record in the program office and contact their own physician should an injury, needle stick, or exposure to communicable disease occur. I understand and acknowledge that participating in experiential clinical education at any healthcare site/clinical education setting, as with any placement in a healthcare facility, entails risks that could result in injury or death. By continuing in this program and participating in experiential clinical education, I acknowledge and accept these risks, and pledge to strictly comply with all health and safety laws, regulations, rules, and protocols specific to the University, the College in which I am enrolled, and the experiential site/clinical education setting at which I am placed.
3. When listening to a message, please be aware that background noise will cause the system to "stop and start." It is calibrated very delicately to determine whether a person or an answering machine has picked up the phone, and background noise may affect the delivery. If possible, move to a quiet area or press the "mute" button on your phone.
4. If you missed any part of the message, please stay on the line and press "*" (star) to hear the message again.

a. Harassment Policies

For specifics concerning Harassment Policies, please refer to the Cameron University Student Handbook, under University Policies and can be found at www.cameron.edu/student-services/handbook.

b. Communicable Diseases Policies

1. It is extremely important for the program to know the present health condition of the student upon admission to the program. A physical examination is to be completed by each student prior to the first day of class (date deadline will be determined and sent), and the examination report, with copies of results and shot records will be submitted to the school to be kept on file in the student's files.
2. The program does not have a physician assigned to the care of students. In case of illness or emergency, each student should have the name of his/her physician on record in the program office and contact their own physician should an injury, needle stick, or exposure to a communicable disease occur.

3. School Location

GPTC:

- 1) Students are expected to stay home when they have a communicable disease that may infect affiliate personnel, patients, program students, or other health care students. Students may need to take a leave of absence (temporary interrupt) from school, pending approval of administration, if the communicable disease lasts longer than five (5) consecutive days. Doctor's approval to return to school is required.
- 2) If a student is involved in an accident/injury, while at GPTC campus, they should first notify an instructor, who will assess the situation and notify the School Nurse, if needed.
- 3) If an ambulance is needed on GPTC campus, the School Nurse will notify administration.
- 4) If a blood borne pathogen exposure has occurred on GPTC campus, the School Nurse must be notified.

Cameron:

- 5) *The Student Wellness Center*, located on the first floor of North Shepler, offers both acute medical care and mental health counseling for students at no charge. Contact the Student Wellness Center at 581-6725 if you are experiencing a medical condition that is interfering with your ability to attend class or a mental health condition that is interfering with your functioning in daily life.

Counseling

- 6) Two licensed counselors are available to students enrolled at the Lawton campus in at least 6 credit hours during the fall and spring semesters or 3 hours in the summer. The counselors will meet with you to confidentially discuss your concerns and may be able to refer you to on or off campus resources that can help you to develop skills needed to decrease the current level of distress in order to be more successful.

Health Care

- 7) The university offers acute medical care through the Student Wellness Center, located on the 1st floor of North Shepler. Care is available for students enrolled on the Lawton campus.

Additionally, through a partnership with the Southwest Oklahoma Family Medicine Clinic, full-time students with a valid ID are able to receive discounted health services. Eligibility for student discounts shall be limited to full-time Cameron students only and shall not apply to charges incurred by dependents of Cameron students.

Students are encouraged to seek medical attention at the Student Wellness Center or the Southwest Oklahoma Family Medicine Clinic for minor injuries and illnesses. Please use the Comanche County Memorial Hospital (CCMH) emergency room only for bona fide emergencies or for minor injuries and illnesses which require treatment during times when the other medical centers are closed.

The Southwest Oklahoma **Family Medicine Clinic** is located at 1202 NW Arlington and can be contacted at (580) 248-2288. CCMH is located immediately north of the Cameron University campus.

Health Insurance

- 8) We strongly encourage all students to carefully consider their health care options. Visit healthcare.gov for the Health Insurance Market Place to find coverage that meets your needs and budget. Please note that all international students attending Cameron are required to enroll in the Student Health Insurance Plan through Academic Health Plans. For information about this requirement or to request a waiver, please contact Clara Lundgren at 591-8019.

Vaccination Policy

- 9) For the purpose of students' health and safety, Cameron University requires documentation of vaccinations.
- 10) Students are responsible for medical expenses resulting from treatment of illnesses or accidents, including injuries at GPTC campus, Cameron University, or in the clinical setting. Each student is encouraged to carry their own health insurance. (An accident/incident form should be completed and given to the appropriate administrator when an accident occurs at any location.)

- 11) Students are highly advised to have personal medical insurance. (Cost of insurance is the student's responsibility.) The CU/GPTC faculty or Clinical Education Setting are not responsible for injuries incurred at the clinical site or on CU/GPTC campus. This will include physical injuries and also injury due to contact with blood borne pathogens, body fluids, or communicable diseases through mucus membranes or infectious needle sticks. (CU carries only a medical liability blanket policy on all medical students, which is not medical insurance and will not cover personal medical illness or injuries.)
- 12) Incident Reports at clinical education settings, CU, or GPTC must be filled out within 24 hours post-injury, and student must notify the Clinical Education Setting's clinical instructor and Radiologic Technology Clinical Coordinator. (If copy of Clinical Education Setting Incident Report is put in student file, CU/GPTC Incident Report is not necessary.)
- 13) Students are informed of CU/GPTC Health and Safety Policies and Procedures during an Information Orientation conducted prior to entrance into the Radiologic Technology Program and covering the Student handbook that addresses these Health & Safety Policies and Procedures. These policies and procedures are also available to the public on the website found at www.cameron.edu. Students sign and initial that they have read and have been reviewed of the institutions policies and procedures annually.

8. CLINICAL EDUCATION SETTING HEALTH & SAFETY POLICIES AND PROCEDURES

- a. Students are required to attend orientation at each clinical education setting that the Radiologic Technology Program students attend to gain clinical training experience and is scheduled by the clinical coordinator or designee with the clinical education setting's Education or HR department. The orientations are conducted prior to students scheduled for clinical training rotations. The orientations conducted by the clinical education setting personnel address policies and procedures relevant to that particular institution and address at a minimum, hazards relating to fire, electrical, chemical, emergency preparedness, medical emergencies, HIPAA, and Standard Precautions. Orientation outlines of exhibits, curriculum outlines, or printed list of students attended with date is copied and kept within each student's clinical file on campus.
- b. The student may be asked to contact their physician regarding appropriate measures to be taken in the event of exposure to infectious and communicable disease in the Clinical Education Setting, when deemed advisable by the faculty.
- c. Students in the Clinical Education Setting are expected to abide by the policies of the clinical affiliate in regard to illness.
- d. Clinical Location
 - 1) All clinical facilities require that students be free of any communicable diseases and may require all employees, volunteers, students, and contract personnel at their facilities to receive certain immunizations/vaccinations regarding pandemics or policies, with no exemptions. (Please keep in mind that these policies are imposed by the hospitals/clinics; they are not a Cameron University or program mandate, and we are required to complete specific clinical time and have no alternative sites to use for some required competencies.)
 - 2) Students in the clinical area will abide by the policies of the facility with regard to illness. The instructor should be notified if a student becomes ill, while on clinical duty.
 - 3) A student who incurs an injury or has an exposure due to contact with bloodborne pathogens, through body fluids, mucus membranes or infectious needle sticks, will contact their instructor immediately.
 - 4) Clinical agencies make available emergency medical care to students who become ill or are injured while in the clinical setting.
 - 5) The Clinical Education Setting will make available emergency medical care to students and faculty members who may be injured while at the hospital. The term "injury" includes physical injury and also injury due to contact with blood borne pathogens, body fluids, or communicable diseases through mucus membranes or via infectious needle sticks. The cost of such treatment is the responsibility of the student or faculty member.
 - 6) Incident Reports at Clinical Education Settings must be filled out 24 hours post-injury, and student must notify the Clinical Education Setting's clinical preceptor and Radiologic Technology Clinical Coordinator. (If copy of Clinical Education Setting Incident Report is put in student file, Program Incident Report is not necessary.)
 - 7) Students are required to maintain current records of immunizations/vaccinations, (original PPD, Hepatitis B vaccine, other immunizations/vaccines required by clinical education settings, and Healthcare Provider CPR throughout the 22 months of training). It is the students' responsibility to submit copies of these records to the program, to be kept in the students' file. If the students' immunizations/vaccinations, PPD, Hepatitis B vaccine, and/or CPR are not current during the 22-months of training, the student will not be allowed to go to the clinical site which may result in dismissal from the program. **Costs for immunizations/vaccinations, PPD, Hepatitis B vaccine, and CPR are the student's responsibility. Radiologic Technology requires Titers to prove immunity for MMR, Varicella, and Hepatitis B at some clinical sites.**

NOTE: Noncompliance of proper documentation will result with the student being marked absent for clinical days missed, until records are brought up-to-date.

Students are required to adhere to standard precautions pertaining to safety and personal protective equipment. Students are required to wear scrub jackets and carry gloves and masks, if not available in clinical site. Students are required to utilize personal protective equipment (i.e. mask, gloves...), and radiation shields, lead aprons or gloves when applicable. (i.e. exposure to blood and body fluids, radiation exposure).

T. PERSONAL NON-PUBLIC INFORMATION POLICY (PNPI)

Every Radiologic Technology employee will comply with the following Personal Non-Public Information Policies:

1. File Cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.
2. Do not leave PNPI out on desks when not at your workstations.
3. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday.
4. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
5. Effectively dispose of paper records by shredding all papers with PNPI when there is no longer a legal or business purpose for retaining the information.
6. When documents containing PNPI are discarded they will be shredded immediately or placed inside a locked cabinet or shred bin until shredded.
7. Any electronic PNPI must only be entered on a secure computer network.
8. Any electronic social security numbers stored on computers will be encrypted.

U. FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA affords certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records maintained by the school.
- The right to request that a school correct records which they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the University discloses personally identifiable information other than directory information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Release of Student Information

Student records are filed in a variety of offices. The administrative officers are responsible for the records under their control and for the appropriate release of information contained in these records. Cameron University forwards educational records on request to other educational institutions in which a student seeks or intends to enroll without providing any further notice to the individual regarding the transfer of records.

Student records are confidential in the sense that the information contained in these records is given voluntarily by the student for the private use of the institution for educational purposes only. The information contained in student records is of two different types: Directory Information and Personally Identifiable Information.

Directory Information

According to FERPA and Oklahoma Open Records Act, directory information (as defined below) may be released without consent of the student unless the students has requested in writing that this information not be released. When you applied for admission to the university, you were asked to indicate your desire to either keep this information confidential or to allow the university to release the information when requested. We realize that during your time at Cameron University, you may wish to change your status related to releasing this information or keeping it confidential. Please note that by choosing to have your directory information remain confidential, your name will not appear in Cameron publications or news released related to honor roll listings, lists of graduates, honors, awards, student organization membership, etc.

You may change your confidentiality status related to the release of directory information by completing a Request to Revise Status of Student Directory Information and returning the original, signed copy to the Office of the Registrar on the 2nd floor of North Shepler or at the main office at Cameron University-Duncan.

Directory information includes full name, mailing address, telephone number, enrollment status, athletic program information, previous institution most recently attended, degrees and awards received, dates of attendance, date of graduation, major, academic classification and participation in officially recognized organizations, activities.

Personally Identifiable Information

All other information contained in student records falls into the restricted category. This type of restricted information is found mainly in

- (1) the academic record maintained by the Office of the Registrar and controlled by the Registrar;
- (2) the student conduct record kept in the Office of Student Development; and
- (3) the records of the various other University offices of Financial Assistance, Student Development, Public Safety and Student Housing, supervised by their respective directors.

To protect the rights of the student or graduate, it shall be the policy of the University to release this restricted information to other persons or agencies, only as provided by FERPA. However, a student may choose to release information to a third party by completing a Student Request to Share Information and FERPA waiver. Forms and information are available in the Office of Student Services, North Shepler 324, 581-2244.

Emergency situations may develop which could necessitate the release of restricted information without the approval of the student or proper legal action. In these emergency situations, where the immediate welfare of the student or the University may be in jeopardy, the administrative official in charge of the office maintaining the requested information will make the decision regarding the release of the information. In cases where the responsible administrator is not available to make the decision, or, if he or she decides not to release the information, an appeal to secure the information may be made to the University President.

Visit www.cameron.edu/FERPA for forms and information.

V. ELECTRONIC DEVICE POLICY

CLINICAL USE OF ELECTRONIC EQUIPMENT:

1. Cell phones may be allowed by the clinical education settings, but must be on silent mode, not displayed openly, and can only be used in non-patient care areas.
2. Personal cell phones can only be used during breaks or lunch, should not be used to text message, play games, social media scrolling/posting or watching videos during scheduled clinical rotations.
3. In the event the student receives an emergency phone call, student should go to a non-patient care area to respond.
4. Students not abiding by these guidelines may be asked to not bring cell phones to clinical education settings by clinical sites.

Additional electronic devices (ie; laptops, iPads, computers, game devices) are not allowed in the clinical education settings and use of the hospital's electronic devices for personal use is not allowed.

ON CAMPUS USE OF ELECTRONIC EQUIPMENT:

1. As a courtesy to your fellow students and the instructor, turn all wireless electronic equipment (cell phones, smart watches, iPads, laptops) off or to an inaudible setting during class and lab time.
2. Unless an emergency arises, please refrain from using cell phones during class.
3. Laptop computers and notebook computers may be used only for the purpose of taking notes during lectures and the laboratory, but may not be used for any other purposes, including but not limited to checking e-mail, "surfing the web," updating your Facebook page, instant messaging, tweeting, twirling, whirling, frog-gigging, farming, drag-racing, and so forth.

RECORDING LECTURES Audio recording devices may be used to record lectures upon the prior approval of the instructor. Use of photographic equipment to include cell phone cameras shall require advance written program approval.

W. CHANGES IN POLICIES

The program director and/or faculty will notify students of changes in policies by documentation with memorandums. Students are required to sign the memorandums to demonstrate acknowledgment of change in policy.

III. TUITION & FEES

Financial Aid information located on Cameron University website www.cameron.edu are due the first day of class and Program Student Needs Fees are due to GPTC prior to the first day of class.

TUITION	\$ -
Students will pay the current Cameron University tuition of \$215.00 per credit hour this includes mandatory fees. (Subject to change)	
TEXTBOOKS	\$975.00
<i>Costs are approximate and subject to change</i> Students are required to purchase textbooks and/or supplemental reference materials. This is a separate cost, not covered by your tuition or students' needs fee. Textbooks can be from either the CU Bookstore or a different vendor of your choice.	
TRAJECSYS - Report System <i>(Separate cost not covered by tuition or program needs fees 22 months)</i>	\$150.30
CLINICAL UNIFORMS	\$171.20
PROGRAM STUDENT NEEDS FEES TOTAL (Broken down by 1st Year and 2nd Year Below)	\$1,006.80
1ST YEAR, 1ST FALL SEMESTER	\$379.50
Education Leadership -Educational Software/Curriculum -Registration Fees	
*Attendance to Educational Leadership Meetings and Conferences is mandatory if approved.	
Cost of meals and or transportation is at the students' own expense	\$100.00
Dosimeters	\$123.00
Curriculum.....	\$75.00
Radiographic Markers 2 sets.....	\$42.00
myClinicalExchange	\$39.50
2ND YEAR, 2ND FALL SEMESTER	\$652.50
Drug Screen.....	\$35.00
Background Check	\$54.80
Education Leadership - Educational Software/Curriculum-Registration Fees.....	\$100.00
*Attendance to Educational Leadership Meetings and Conferences is mandatory if approved.	
Cost of meals and or transportation is at the students' own expense.	
Dosimeters	\$123.00
Curriculum.....	\$75.00
National Certification Exam.....	\$225.00
myClinicalExchange	\$39.50
ADDITIONAL TOTAL COST FOR PROGRAM (In addition to tuition + fees to CU)	\$2,303.00
PROGRAM STUDENT NEEDS FEES, PAID TO GPTC, WILL NOT CHANGE WHILE A STUDENT IS ENROLLED IN THE PROGRAM	

PROGRAM STUDENT NEEDS FEES COST BREAKDOWN BY SEMESTER

1ST YEAR, Fall Semester August	\$1,527.30
Program Student Needs Fee First Fall Semester	\$379.50
Textbooks (Paid to CU or Vendor of Choice)	\$975.00
Clinical Uniforms (Vendor of Choice).....	\$171.20
2ND YEAR, Fall Semester August	\$652.50
Program Student Needs Fee	\$652.50

Program Student Needs Fees are due by the first day of class each semester. Students who are enrolled in a program for more than 10 scheduled school days will be responsible for the full semester's program student needs fees, regardless of the enrollment or funding status.

Trajecsyst Report System Required for Rad. Tech. Program: Cost-12-24 months = \$150 per student. (This is a separate cost and is not covered by your tuition, textbooks cost, or program student needs fees).

IV. STUDENT SUPPORT SERVICES

A. Cameron University:

The Student Services mission is to promote student growth and success by assuring a dynamic and fulfilling college experience. Student Services provides programs, activities, and services that complement, enhance, and support the educational process while building a lifetime bond to the university.

In Student Services, our goal is to provide you an exceptional CU experience. Our staff is here to provide the services, programs and experiences that will support your success at Cameron University. From tutoring and career counseling to extracurricular activities and residential housing, we want to ensure that your academic and personal development needs are met.

I encourage you to get involved in clubs and organizations, take the opportunity to live on campus among your peers, participate in a wide variety of university programs, and, when in need, use the support and resources that are available to you. The university experience should be well rounded, as learning goes much beyond the classroom, regardless of where it takes place - whether in a research lab, at a study group in your apartment or at a club meeting.

Don't hesitate to ask for our assistance. Please stop into our offices or call at any time to speak to someone about your interests, concerns, suggestions or questions. We want to help you make the most of your college experience, and to do that we need to hear from you.

Cameron on Campus:

Dean of Students

Contact Student Services

North Shepler, Room 324
2800 W. Gore Blvd
Lawton, OK 73505
(580) 581-2244 voice
(580) 581-2299 fax
studentservices@cameron.edu

CU Student Services found at www.cameron.edu/student-services.

- Career Services
- Disability Services
- Inclusion and Student Success
- Housing
- Public Safety
- Campus Life
- Student Development
- Student Wellness Center
- Resources
 - o CU Succeed Workshops
 - o Sexual Violence/Title IX
 - o It's On Us Campaign
 - o Paint the Town
- Other Resources
 - o Aggie Rec Center
 - o Athletics
 - o Carpool Information
 - o Clubs & Organizations
 - o Family Educational Rights and Privacy Act (FERPA)
 - o Financial Assistance
 - o Office of Public Safety
 - o Registrar
 - o Student Government Association
 - o Testing Center
 - o Veteran Affairs

B. GPTC:

HOT LINES - 7 DAYS A WEEK, 24 HOURS A DAY			
Student Support Services	TBA	Building 100, Room 107	580-250-5535
We offer counseling services which prepare our students for success in their technical programs. A counselor will help you with student orientation, placement counseling, career counseling, academic counseling, motivation, decision making, goal setting, crisis counseling and referrals to other counseling services.			
ACADEMIC CENTER			
Academic Center Coordinator		Building 100, Room 148	580-250-5529
The Academic Center Coordinator can help you with the following: <ul style="list-style-type: none"> • Learning/Working Style Assessment • Improve study, test taking, and time management skills • Develop a basic skills improvement plan for Math & Reading • Administer the online KeyTrain Test • Provide a quiet setting for homework or studying 			

C. STUDENT ACTIVITIES

1. Student officers/representatives, if needed, will be elected to serve for the class. Their responsibility will be to hold class meetings and turn in money earned from fund raising activities to the activity account. The officers/representatives may be asked to serve on school committees as necessary.
2. Community, social, and recreational activities depend largely upon the wishes of the class. Any school sponsored activity must be approved by the Program Faculty.
3. Students may be members of various student organizations, if approval is granted. In order to enhance professional development, the student is encouraged to become active in these organizations, on the local, state, and national levels. The educational student organization or class may meet once a month on campus with a scheduled activity. The student organizations may have annual meetings in which there are numerous activities for student participation to promote professional values and life-long learning.
4. Fund Raiser Guidelines (if class votes to participate)
 - a. Primary Goal: All students participate to reap financial benefits.
 - b. Funds will be deposited in the Radiologic Technology Activity Fund Account at GPTC campus, when Fund Raiser is completed on the same day or when students deposit money or turn money into program faculty from fund raisers.
 - c. Students that do not participate in a particular fund raiser are ineligible to participate in activities funded by revenue gained from the fund raiser.
 - d. Students that are absent or unable to participate in fund raisers may participate in activities funded by fund raiser revenue by making a donation of \$5.00 (five dollars) or more, depending on class vote.
 - e. A log may be kept by the officer/representative of the student organization on class participation for each fund raiser and the money raised will be divided among the students who participated.

- f. The supplies brought by each student for fund raisers will be returned to the student, unless prior arrangements have been made, i.e. signs, tables, drinks, baked goods, candy, garage sale items, decorations, flowers, balloons, Goodyear items, JC Penney Event, Walk-a-Thon items, car wash items, or any other fund raiser items.
- g. Fund raising activities are conducted at program faculty discretion, and may be canceled or rescheduled based on class display of teamwork and productivity.
- h. Funds raised in the Rad. Tech. Activity Account may be used for community service, social activities, and professional educational conferences, meetings, educational software/curriculum, to local, state, or national workshops, clinical appreciation recognition, and graduation supplies.

D. LIBRARY FACILITIES

GPTC:

1. The Radiologic Technology library bookshelves are located in the Health Careers Library in Building 700 at GPTC campus. It is intended for use by all of the students. Books may be checked out with the Librarian. Videos and Library computers are scheduled according to availability. Refer to library guidelines posted in library. GPTC Library hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Cameron:

Cameron Library Mission Statement

Cameron University Library's mission is to provide access to scholarly information related to Cameron University programs and Lawton community needs, to facilitate the location, comprehension, mastery, application, and synthesis of that information, and to provide environments conducive to the creation of knowledge.

Cameron Library Hours

Monday -Thursday 7:30 AM - Midnight
 Friday 7:30AM - 6:00PM
 Saturday 10:00AM - 6:00PM
 Sunday 1:00PM - 10:00PM

E. FINANCIAL AID

Financial Assistance Information

North Shepler, Room 301, 580-581-2293 http://www.cameron.edu/financial_aid/

Financial assistance is designed to help cover the cost of a college education and is intended to supplement the family and student contribution.

How to Apply

Fill out and submit the Free Application for Federal Student Aid (FAFSA) packet available in the Financial Assistance Office or online at www.fafsa.ed.gov.

3. For student loans, you will need to fill out a student loan request form in the financial assistance office once the result of your FAFSA is received by Cameron.
4. Allow at least 60 days for the processing of your application.

Types of Financial Assistance

- **Grants:** Grants are forms of financial assistance that do not require repayment. Grants are based on need, school costs and enrollment status.
- **Loans:** Loans are a form of borrowed financial assistance that must be repaid with interest.
- **Workstudy:** Work-study provides opportunities on campus where students can earn money for education expenses.

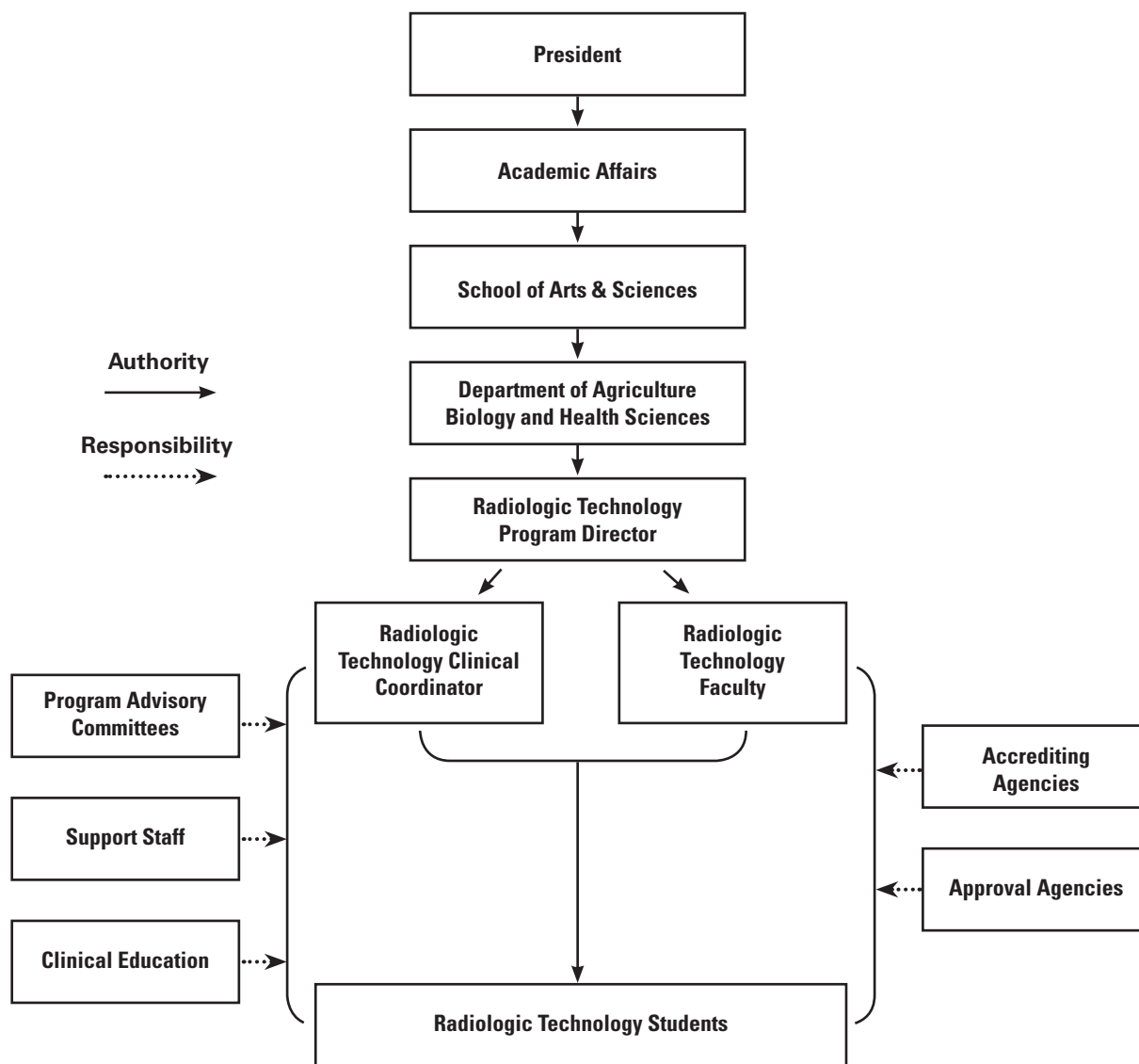
- **Scholarships:** Each year a variety of scholarships are awarded to Cameron students. The scholarships are made available by the State of Oklahoma, Cameron University, and private organizations through Cameron. Scholarships are awarded on a competitive basis and based upon scholastic ability, financial need, demonstrated talent in individual studies, leadership, athletics or fine arts.

For additional information and applications, please review the [Financial Assistance web page](#). You can also contact the Director of Admissions, or the Chair of the department in the area in which the scholarship is desired.

Policies and Procedures not addressed in the Radiologic Technology Handbook will be addressed in the Cameron University Student Handbook, and students will adhere to those established institutional guidelines.

IV. ORGANIZATIONAL CHART

Cameron University Radiologic Technology Organizational Chart



Communication exists between all connecting lines

VI. PROGRAM ASSESSMENT PLAN

- The program analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement annually and periodically evaluates its assessment plan to assure continuous program improvement biennially.

CAMERON UNIVERSITY RADIOLOGIC TECHNOLOGY PROGRAM ASSESSMENT PLAN (Semester I & IV, II & V, III)

Mission Statement: Cameron University's Radiologic Technology Program's mission is to prepare a wide-ranging and vibrant student population; access to exemplary educational opportunities, for professional success in the radiologic sciences; by fostering resourceful classroom teaching with realistic learning, developing competitive workforce knowledge, effective leadership, and life-long learning; that will lead to a meaningful contribution in the rapidly changing health care environment.

1. STUDENTS WILL DEMONSTRATE CRITICAL THINKING SKILLS.

Outcomes	Measurement Tool	Benchmark	Time frame	Person/Group Responsible
1. Students identify critical thinking situations in which non-routine procedures are necessary.	1. Clinical Performance Evaluation, Number 10 2. Radiographic Procedures & Image Analysis IV, Trauma Mobile Surgery Quiz	1. ≥ 4 on 5 point scale > 4.5 on 5 point scale 2. $\geq 80\%$	1. 2nd semester 5th semester 2. 4th semester	1. Clinical Preceptors / Coordinator 2. Program Faculty
2. Students indicate critical thinking skills through image analysis of radiographs for diagnostic quality.	1. Clinical Proficiency Evaluation, Part II – Number 5 2. Radiographic Procedures and Imaging Analysis Course, Lab Simulated Examination: Quiz	1. ≥ 3 on 4 point scale > 3.5 on 4 point scale 2. $\geq 80\%$	1. 2nd semester 5th semester 2. 4th semester	1. Program Faculty 2. Program Faculty

2. STUDENTS WILL DEMONSTRATE CLINICAL COMPETENCE IN THEIR KNOWLEDGE AND TECHNICAL SKILLS.

Outcomes	Measurement Tool	Benchmark	Time frame	Person/Group Responsible
1. Students accomplish clinical competency by performing routine procedures.	1. Clinical Proficiency Evaluations 2. Radiologic Clinical Practice Course, Simulated Radiographic Examination	1. $\geq 80\%$ $>85\%$ 2. $\geq 80\%$	1. 2nd semester 5th semester 2. 5th semester	1. Program Faculty 2. Clinical Coordinator
2. Students demonstrate clinical competence by evaluating technical needs in radiographic examinations.	1. Clinical Performance Evaluation, Number 9 2. Clinical Proficiency Evaluation, Part I – Number 10	1. ≥ 4 on 5 point scale > 4.5 on 5 point scale 2. ≥ 3 on 4 point scale	1. 2nd semester 5th semester 2. 4th semester	1. Clinical Coordinator 2. Program Faculty

3. STUDENTS WILL DEMONSTRATE COMMUNICATION SKILLS NECESSARY TO EFFECTIVELY INTERACT WITH PATIENTS AND HEALTHCARE PROFESSIONALS.

Outcomes	Measurement Tool	Benchmark	Time frame	Person/Group Responsible
1. Students apply communication effectively with patients.	1. Clinical Performance Evaluation, Number 1. 2. Clinical Proficiency Part III- Number 2	1. ≥ 4 on 5 point scale > 4.5 on 5 point scale 2. ≥ 3 on 4 point scale > 3.5 on 4 point scale	1. 2nd semester 5th semester 2. 2nd semester 5th semester	1. Clinical Preceptors / Coordinator 2. Program Faculty
2. Students communicate effectively with health care professionals.	1. Clinical Performance Evaluation, Number 5. 2. Clinical Proficiency Evaluation, Part III – Number 6.	1. ≥ 4 on 5 point scale > 4.5 on 5 point scale 2. ≥ 3 on 4 point scale > 3.5 on 4 point scale	1. 2nd semester 5th semester 2. 2nd semester 5th semester	1. Clinical Preceptors / Coordinator 2. Program Faculty

4. THE PROGRAM WILL DEMONSTRATE EFFECTIVENESS.

Outcomes	Measurement Tool	Benchmark	Time frame	Person/Group Responsible
1. Graduates pass the national certification exam.	1. ARRT Examination Reports, First Attempt Pass Rate	1. $\geq 75\%$	1. Fall semester / 6 months post- gradation	1. Program Director
2. Graduates demonstrate preparedness by securing employment.	1. Job Placement Rate Student Follow-up Reports/ Employment	1. 80%	1. 5th semester 6-12 months post-graduation.	1. Program Faculty
3. Students complete the program by graduating	1. Program Completion Rate JRCERT Program Annual Report	1. $\geq 70\%$	1. 5th semester	1. Program Faculty
4. Graduates indicate that they were adequately prepared to perform as entry-level practitioners.	1. Graduate Survey, Number 8- Overall Graduate Satisfaction	1. ≥ 3 on a 5 point scale	1. Summer semester, even calendar year / 1 year post -graduation	1. Program Faculty
5. Graduates are adequately prepared to perform as entry-level practitioners	1. Employer Survey, Number 9 – Overall Employer Satisfaction	1. ≥ 3 on a 5 point scale	1. Summer semester, even calendar year / 1 year post –graduation	1. Program Faculty

RADIOLOGIC TECHNOLOGY STUDENT STATEMENT OF UNDERSTANDING

I _____, hereby certify that I have read the Radiologic Technology Program Student Handbook and have had the opportunity to ask questions. As a condition of my enrollment in the school, I agree to comply with the high standards and rules set forth therein. Failure to comply with the policies may result in disciplinary action and / or dismissal from the program.

****The Radiologic Technology Program Student Handbook will supersede the Cameron University and Great Plains Technology Student Handbook in areas of conflicting policies.***

Student Signature

Date

Program Director

Date

Clinical Coordinator

Date

Instructor

Date

Instructor

Date

