

ADMISSION POLICIES AND CLINICAL OBLIGATIONS

POLICIES AND PROCEDURES

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

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 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. 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 school'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 \$30.00).*

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 \$160.00.)*

- 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 \$160.00. 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 requires titers to prove immunity for MMR, Varicella, and Hepatitis B.

- 1 Negative TB skin test
- Hepatitis B series (series of 3 injections) Must submit a positive Titer
- MMR (measles, mumps, rubella - series of 2 injections) Must submit a positive Titer
- Varicella (chicken pox - series of 2 injections). Must submit a positive Titer
- Tetanus – TDaP only, within the last 10 years
- Seasonal Flu Shot You will be notified when to do this

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 by the medical secretary in Building 700, Office 710. This form must be turned in with application by deadline.

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

(continue next page)

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.	

PHYSICAL ABILITY STANDARDS FORM

Print Name Legibly _____

Signature _____

Date _____

Medical Secretary Initials _____

Date: _____

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

- [Oklahoma Career Information system](#) – Radiologic Technologists
- [Dictionary of Occupational titles](#), - Radiologic Technologists

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 School will make reasonable accommodations to provide alternative clinical education settings that meet program objectives. 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:

<p>Have you ever been convicted of a <u>misdemeanor</u>, <u>felony</u>, (including conviction of a similar offense in a military court-martial)?</p> <ul style="list-style-type: none"> You are required to report: charges or convictions that were: stayed, withheld/deferred, set aside, or suspended; any plea of guilty, Alford pleas, or pleas of no contest (nolo contendere), court supervision, probation or pre-trial diversion. DO NOT report juvenile convictions processed in juvenile court. DO NOT report traffic citations unless they involved alcohol or drug use If you answer "YES" provide an explanation of the events and all documentation relevant to the matter. Offenses previously reported and formally cleared by the ARRT should be indicated as "No." 	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Have you had any professional license, permit, registration, or certification denied, revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered, or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT)?</p> <p>> DO NOT report continuing education (CE) probation.</p> <ul style="list-style-type: none"> If you answer "Yes" provide an explanation of the events and all documentation relevant to the matter. Offenses previously reported and formally cleared by the ARRT should be indicated "No." 	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Have you ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification and registration requirements?</p> <ul style="list-style-type: none"> If you answer "Yes" provide all necessary documentation relevant to the matter, along with a detailed explanation of the events that occurred. All applicants must read and sign the "Written Consent under FERPA" Indicate as "No" if previously reported and formally cleared by the ARRT. 	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>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 or by the end of 1st Fall semester in program</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

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 prior to graduation, or if feasible to submit an ARRT Pre-application with sufficient time, 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 may submit a pre-application form at any time either before or after entry into an approved educational program. 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

Clinical rotations will follow hospital/clinic various shift rotations (8.5 hours) scheduled between 7:00am - 10:00pm to include evening and possible weekend rotations. Please refer to academic calendar.

Semester I	2 days per week (7:00am – 7:00pm)
Semester II – IV	3 days per week (7:00am – 10:00pm)
Semester V	2 days per week (7:00am – 10:00pm)

- a. 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.

- b. Possible weekend rotations could be scheduled if warranted to be of educational value/benefit to students.
- c. Clinical rotations will be up to 1 month in duration and provides equitable learning opportunities for all students regarding learning activities and clinical assignments.
- d. Students will rotate through all clinical education settings listed below 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. Mammography Rotations Position Statement Policy
The radiography program sponsored by Cameron University has revised its policy, effective July 5, 2016, regarding the placement of students in mammography 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 mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography 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 mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted 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, [Joint Review Committee on Education in Rad Tech, Programs & Faculty, Program Resources](#).

Position Statement on Mammography Clinical Rotations

Adopted by the JRCERT Board of Directors (April 2016)

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 One - Objective 1.2 of the JRCERT Standards requires a program to document that it “provides equitable learning opportunities 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 mammography 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 mammography 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 mammography exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to mammography, the JRCERT has determined programs must make every effort to place a male student in a mammography clinical rotation if requested; however, programs will not be expected to attempt to override clinical site policies that restrict mammography rotations to female students. Male students should be advised that placement in a mammography rotation is not guaranteed and, in fact, would be very unlikely. To deny mammography educational experience to female students, however, would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. It is noted that the same clinical site policies that are in place during the mammography educational rotations are most likely applicable upon employment, thus limiting access for males to pursue careers in mammography.

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 mammography rotation. 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. (effective 4/8/16)

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
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 fees at Great Plains Technology Center prior to the first day of class.