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PURPOSE OF STUDENT HANDBOOK

The Radiological Sciences Student/Clinical/Radiation Protection & Safety Handbooks have been prepared by the Program Director, Clinical Coordinator, adjunct clinical faculty, and members of the Radiological Sciences Advisory Committee to acquaint the student with the policies and procedures pertinent to the Radiological Sciences Program.

Because radiography is a dynamic, evolving profession, this book may be adopting new and updated procedures to reflect the current trends in the healthcare profession and changing mandates by accrediting agencies.

Review of policy and procedures may require addendums to the handbook or may require a new handbook to be issued.

Responsibility of the Student

It is the student’s responsibility to adhere to all policy and procedure of the program and provide updated information with regard to health insurance, liability insurance, criminal history checks and drug testing, and contact information changes to appropriate personnel.
RADIOLOGICAL SCIENCES PROGRAM OFFICIALS

Sponsoring Institution
Penn State University
New Kensington Campus
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New Kensington, PA 15068-1798

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Clinical Education Sites

Allegheny General Hospital- a part of the Allegheny Health Network
3210 East North Avenue
Pittsburgh, PA 15212
Clinical Instructor: Jacquelyn Morrison
Office Telephone: (412) 359-4914
Beeper: (412) 718-8192
Department Telephone: (412) 359-4874
Email: jacki.morrison@ahn.org

Butler Memorial Hospital
One Hospital Way
Butler, PA 16001
Clinical Instructor: Melinda Burkert R.T.(R)
Department Telephone: (724) 284-4568
Voicemail: (724) 284-4576
Fax: (724) 284-7477
Email: Melinda.Burkert@butlerhealthsystem.org
The Western Pennsylvania Hospital- a part of the Allegheny Health Network
4800 Friendship Avenue
Pittsburgh PA 15224
Clinical Instructor: Dave Flatt A.S.R.T.(R)
Office Telephone: (412) 578-1590
Department Telephone (412) 578-1578 or (412) 578-1598
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Allegheny Imaging of McCandless
9335 McKnight Road
Pittsburgh, PA 15237
Clinical Instructor: David T. Nixon M.S., R.T. (R)(CT)
Voicemail: (412) 367-0496
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Email: dave.nixon@alleghenyimaging.com or dtn2@psu.edu
Clinical Instructor: Heather Pisano R.T. (R)
Department Telephone: (412) 367-7226

Allegheny Valley Hospital- a part of the Allegheny Health Network
1301 Carlisle Street
Natrona Heights, PA 15065
Clinical Instructor: Melinda Burkert
Department Telephone: (724) 226-7399
Email: Melinda.Burkert@butlerhealthsystem.org

New Kensington (Citizens) Campus
651 4th Avenue
New Kensington, PA 15068
Clinical Instructor: Melinda Burkert
Department Telephone: (724) 334-4758
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Program Philosophy, Mission and Goals

PHILOSOPHY

Radiological sciences is an art and science program based upon principles and techniques which are utilized by members of the profession in meeting the needs of the patients while carrying out specific responsibilities within the multicultural medical environment.
Learning is a continuous process of assimilation of knowledge and progressive development of the student toward pre-established goals. Learning is dependent upon the readiness, motivation and active participation of the student, the student's self-determined goals, and progress toward those goals.
The Penn State New Kensington Radiological Sciences program comprises three distinct but inter-related components. First, a general education background is necessary for professionals to communicate effectively and intelligently. Second, Radiological Sciences is focused course work that develops technical knowledge and critical thinking skills and promotes professional ethics. Third a clinical component prepares the student through supervised competency based experiences to function as a skilled radiographer.

MISSION

Our mission is to develop competent professional radiographers whose expertise will meet the needs of the community they serve by providing high quality healthcare in a professional, compassionate and responsible manner.

GOALS & Student Learning Outcomes

The goals of Penn State New Kensington Radiologic Sciences Program are to:

Goal: Practice as entry level technologists.

Student Learning Outcomes:
The student will provide proper radiation protection.
The student will demonstrate proper positioning skills.
The student will evaluate diagnostic images.

Goal: Effectively communicate in the healthcare environment.

Student Learning Outcomes:
The student will demonstrate effective written communication skills.
The student will provide effective oral communication skills.
The student will treat all patients with compassion.
Goal: Think critically and apply problem solving skills in the healthcare environment.
Student Learning Outcomes:
The student will manipulate technical factors to produce diagnostic images.
The student will modify procedures to meet patient needs.

Goal: Understand and promote the importance of professional growth and development.
Student Learning Outcomes:
The student will demonstrate professional behavior and participate in professional organizations.
The student will develop a career portfolio and plan for compliance within the profession.

Program Effectiveness

The program will consistently monitor the following.

1. Students will pass the ARRT national certification on the 1st attempt within 6 months of graduation.
2. Students will complete all requirements of program in established time frame. (6 semesters).
3. Of those pursuing employment, students will be gainfully employed within one year post-graduation.
4. Students will be satisfied with their education.
5. Employers will be satisfied with the graduate’s performance.

Programmatic Learning Outcomes

Upon completion of the program, the student will:

1. Apply knowledge of anatomy, physiology, position and radiographic technique to accurately demonstrate anatomical structures on radiographs or other image receptors.
2. Determine exposure factors to achieve optimum radiographic quality with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply principles of radiation protection to the patient, self and others.
5. Provide care, comfort and attend to the needs of the patient.
6. Recognize emergency patient conditions and initiate life-saving first aid and basic life support procedures.

7. Detect equipment malfunctions, report to proper authority and know the safe limits of equipment operation.

8. Participate in radiologic quality assurance programs.

9. Communicate effectively in the medical environment and function as a team member in a radiology department.

10. Participate in professional activities and continuing education, demonstrate an understanding of advanced imaging modalities and utilize insights gained in liberal arts and science courses to promote continued professional and personal growth.

**CLINICAL EDUCATION SITE REQUIREMENTS**

All students will complete a physical examination, background checks, drug testing, purchase liability insurance, complete CPR and respiratory fit testing, complete HIPAA compliance and purchase lead markers. All students will submit required information to Castlebranch (a student record management system) by established deadlines. It is the Clinical Instructors or designated appointee of each clinical affiliate responsibility to review these student records. All Clinical Instructors have attended webinars with Castlebranch with a question and answer session to follow. In the event an issue occurs with any student record the Clinical Instructor of the clinical affiliate will follow established policy and procedure of the clinical affiliate. (Please see program website FAQ sheet for a list of requirements of the clinical affiliates for students to complete clinical rotations.) The above mentioned is NOT a requirement of PSU but a requirement of the clinical affiliates of the program.

**PHYSICAL EXAMINATION**

Each student must undergo a physical examination prior to his/her assignment of clinical education before the student begins the program. The physical must be completed within one year prior to start of clinical assignments. Proof of such examination must be submitted as well as copy of current immunizations and two step PPD. The physical examination is a requirement of the clinical affiliates and NOT of PSU. All information must be submitted to Castlebranch or designated personnel for review.

**CPR (HEALTHCARE) CERTIFIED**

All students must remain current with CPR certification throughout the entire program. All students must provide proof of CPR certification for Healthcare Providers to designated personnel and Castlebranch. Any lapse in certification will result in immediate suspension of the program.
HEALTH INSURANCE

Each student must provide proof of health insurance at his/her own expense. An accident and sickness plan is available to all undergraduate students at a reasonable charge through the University Health Services. It is the student’s responsibility to submit such evidence of insurance to the program faculty and Castlebranch prior to the start of clinical assignments. The student must maintain current and effective health insurance throughout the program. Any lapse in health insurance will result in immediate suspension of the program.

PROFESSIONAL LIABILITY INSURANCE

All students must obtain professional/general liability insurance with minimum limits of $1,000,000.00 per claim and $3,000,000.00 in the aggregate, which covers activities while completing clinical rotations in the Radiology Department of PSU clinical sites. This policy must be renewed annually and upon receipt of such policy by the student, it is his/her responsibility to submit the policy to the designated personnel. A copy is made and retained in the student’s clinical file and submitted to Castlebranch. Students are not permitted to complete clinical rotations without submitting copies of the policy and form of payment to the designated personnel. Lapse of liability insurance will result in immediate suspension from the program.

RESPIRATOR FIT TEST

Students must complete respirator fit tested annually and provide appropriate documentation to designated personnel along with submitting to Castlebranch. Any student not respirator fit tested will result in immediate suspension from the program. Respirator Fit Testing will be conducted during orientation of the program and in the second year of the program.

IDENTIFICATION BADGE

An identification badge will be issued to the student by the clinical site to be worn at all times while at the clinical site. Any student NOT wearing the ID badge will be sent home and the time will be made up at the end of the semester. The Zero Tolerance Policy (see Zero Tolerance Policy) of the program will be followed. A replacement cost will be charged by the clinical site if it is lost or misplaced. Upon termination of the student’s clinical education, the ID badge must be returned to the Clinical Instructor of the clinical site. A hold will be placed on the student’s account if the badge is not returned upon termination.

RADIATION MONITORING DEVICE

The Radiation Physics Department will furnish a Radiation Monitoring Device to the student. Dosimetry reports will be reviewed at each clinical site. The badge is to be left at the clinical site (exception – external rotation) in designated areas. It is the student’s responsibility to review and initial each dosimetry report. Any student NOT wearing the radiation monitoring device will be sent home and the time will be made up at the end of the semester. The Zero Tolerance Policy will be followed. Upon termination of the student’s clinical education, the radiation monitoring device must be returned to the Clinical Instructor of the clinical site. A hold will be placed on the student’s account if the badge is not returned upon termination.
**LEAD MARKERS**
Each student must purchase 2 sets of lead markers for proper image identification. No student will be permitted to attend clinical rotations without lead markers. It is the student’s responsibility to replace lost or stolen lead markers. Each marker must have 3 initials. The letter ‘x’ will be used if student does not have a middle initial. Students will be given website information to purchase lead markers during RADSC new student orientation. Students must purchase red markers for the right and blue markers for the left.

**LOCKERS**
Each student will be issued a locker or space for personal belongings at the clinical site. The student is responsible for securing any valuables. Locker space is provided free of charge, however, the student must purchase either a combination or key lock at his/her expense. Contact the business office on campus for arrangements for lockers on campus. A fee is charged for the lockers on campus. Upon voluntary/involuntary termination from the program, the student will have one week to remove belongings at the clinical site. Any lock/belongings left by any student after one week after termination, hospital security will be notified to remove lock and contents will be discarded.

**DRESS CODE**
All radiography students will abide by the dress code established by the program faculty. It is the student’s responsibility to purchase uniforms and lab coats at his/her own expense through Penn State New Kensington bookstore.

**UNIFORM POLICY**

**POLICY**

All students are to maintain a professional appearance in keeping with their respective types of work and activity. In addition, all students must wear identification and radiation monitoring device as part of the departmental dress code. All students must be in uniform at all times while at the clinical site.

**PURPOSE**

A. To provide a quality appearance for the patient, general public, fellow students and employees of the department and hospital.
B. To provide a means of identification of radiology students and assure patients that students performing a particular service have the authority to do so by using a standard dress and color.

C. To avoid arousing emotional reactions in patients by unconventional dress and symbolic accessories.

POLICY DETAIL

It is the responsibility of each individual to appear neat and well groomed. Uniforms must be standardized and purchased from the Penn State New Kensington bookstore.

SPECIFIC DRESS CODE

1. White clinical shoes/white athletic shoes (clogs, crocs, and sandals are not acceptable).
2. Shoes and laces are to be clean and in good condition.
3. White hose, white knee hi’s or plain white socks must be worn at all times. Socks must cover the ankle.
5. Uniform slacks – navy blue PSU regulation.
6. Lab coat – white PSU regulation. Must be worn at all times during operating room rotations if in designated operating room uniforms.
7. Undergarments must be conservative and should not be visible.
8. A plain white undershirt, long sleeved shirt or turtleneck sweater is permitted under the uniform. No clothing bearing commercial logos or printing of any kind, or “thumb hole” shirts are permitted.
9. All male students must wear plain white undershirt to eliminate visible chest hair.
10. Identification badge and radiation monitoring device must be worn at all times. Radiation monitoring device must be left in designated areas at the end of each clinical rotation with the exception of external rotations. Student must also have designated lead markers for proper image identification.

PERSONAL HYGIENE

1. Moderate makeup/body fragrances.
2. Fingernails should be clean and length should not exceed the fingertip. The length must not interfere with clinical functions. Extreme shades of fingernail polish are to be avoided – only light or neutral colors. No acrylic nails or fake nails of any kind or gel nail polish.
3. Hair must be neat and clean in appearance. Length of hair that exceeds shoulder level must be pulled back in a bun, braid or ponytail. No unnatural hair colors or styles (ex.- purple hair, mohawk, etc.)
4. Visible body art work must be kept covered at all times.
5. Facial hair- neatly groomed and close to face.
JEWELRY
1. Jewelry shall be limited to items of modest value, such as one watch (colored watches may be white or blue), one ring per hand and post earrings only. No other visible body piercing is permitted including clear spacers. One post-type earring stud per ear lobe ONLY is permitted. No ornamental chains on neck, wrists, or ankles. Necklaces, bracelets, or anklets of any kind regardless if under clothing are NOT permitted.
2. Rings should not be the protruding types set up on prongs as they are likely to cut the skin. If a ring can cut through a glove it is not appropriate for the clinic setting.

FOOD
1. Students must eat in designated areas at the clinic setting.
2. No food is permitted in designated patient or work areas.
3. No gum chewing permitted in designated patient or work areas.
4. No smokeless tobacco permitted in the clinic setting while performing exams or attending class or lab sessions.
5. Smoking is only permitted in designated areas per hospital policy.

OPERATING ROOM (OR) SCRUBS
1. OR scrubs/jump suit may be worn only in the operating room or special procedures area (according to departmental policy).
2. The student must replace the scrubs with his/her UNIFORM if the operating room/special procedures rotation is completed.
3. Approved program lab coat must be worn over OR scrubs at any time not in designated rotation (i.e. OR, Angio).
4. Under no circumstances are OR scrubs to be worn outside the hospital or off hospital premises. Any student wearing operating room scrubs outside of the hospital premises will be dismissed from the program.

APPEARANCE MUST MEET FACULTY APPROVAL OR DISCIPLINARY ACTION MAY BE WARRANTED ACCORDING TO ZERO TOLERANCE POLICY.

PENN STATE UNIVERSITY/CLINICAL EDUCATION SITE POLICIES

HOURS OF ATTENDANCE

When a student is scheduled for a clinical education rotation, he/she is to report to the clinical site at the scheduled time. If for any reason a student is going to be late for a clinical assignment, the student must report to the Clinical Instructor, via telephone, prior to the beginning of the scheduled assignment (refer to Tardiness/Late arrival policy). It is the Clinical Instructor’s responsibility to verify the time if the student is unable to call. If the Clinical Instructor verifies extenuating circumstances for late arrival, the student will have to make up the time with no further disciplinary action. Start/end times may vary according to each clinical site. Semester schedules will be posted for all students with regard to clinical assignment start/end times. In addition to regular clinical
assignments, all students will be given one noon-8 p.m. rotation per semester during RADSC 295B-295F for a total of 5 noon-8 p.m. rotations.

**MAKE-UP TIME**

It is the policy of the program that no student will be permitted to make up time during off hours, weekends, Thanksgiving or Spring breaks. Make-up time must be completed at the end of the semester, before the beginning of the following semester or before student will be eligible for completion of the program.

**SEMESTER REQUIREMENTS**

Any student making up clinical time in order to obtain semester requirements will be permitted to attend clinical during finals week and/or end of semester breaks. Any student attending clinical during breaks or finals week must schedule the time with the Clinical Instructor and schedule to the Clinical Coordinator provide to ensure adequate supervision. The student is to notify the Clinical Instructor in the event of a schedule change. All semester requirements must be completed prior to the start of the next semester. ANY STUDENT COMPLETING SEMESTER REQUIREMENTS DURING SCHEDULED BREAKS OR FINALS WEEK WILL RECEIVE A 1% OVERALL GRADE REDUCTION FROM RADSC 295 FOR EACH COMPETENCY NOT COMPLETED BEFORE THE END OF THE SEMESTER.

**CLINICAL ABSENTEEISM MAKE-UP TIME**

Any student making up clinical time due to absenteeism will be permitted to attend clinic during finals week and/or end of semester breaks. No student will be able to make-up time during Spring Break and Thanksgiving break. The student will be assigned the area/rotation he/she missed. Students will be permitted to obtain competencies during make-up time. Any student attending clinical during breaks or finals week must schedule time with the Clinical Instructor and provide a schedule to the Clinical Coordinator to ensure adequate supervision. The student must notify the Clinical Instructor in the event of a schedule change.

**TARDINESS – LATE ARRIVALS/LEAVING EARLY**

Arriving at the scheduled clinical rotation after the designated start time or leaving before the designated end of the clinical day is not permitted. If a student is tardy at the start of a clinical rotation, time will be deducted in 60 minute increments from the personal time off (PTO bank). If the student clocks in late from lunch 30 minutes will be deducted from PTO time. Failure to clock in/out may result in a demerit (refer to Zero Tolerance Policy). At the 3rd occurrence of tardiness in a semester, 1 demerit will be issued. All students must make every effort to call before the start of their assigned rotation or disciplinary action may be warranted. The Clinical Instructor may verify the tardiness if the student was unable to call before the beginning of the rotation.
**TRANSFER I**

Penn State University - New Kensington Campus Radiological Sciences Program does not encourage transfers from one clinical site to another. Student must submit in writing to Program Director the reason for request for transfer.

At the time of transfer, the student must demonstrate minimum clinical competency grade of 85%. Final decisions regarding transfers will be at the discretion of the Program Director. Each clinical site has the option to accept or decline a student’s request for transfer. Should a student be declined a transfer and does not wish to remain at his/her current clinical site, the student must withdraw from program.

**TRANSFER II**

**STUDENTS WITH PREVIOUS RADIOLOGICAL SCIENCES TRAINING / EDUCATION**

Due to inherent uniqueness of individual Radiological Science programs, it is very difficult to establish specific criteria for students transferring from one program to another.

A student may request credit by examination for the academic and clinical portions of the Radiological Science courses previously completed at another accredited program. The outcome will be based on the scores of the didactic and clinical challenge exams and credit will be awarded. In order for a student to receive credit for a challenge exam, he/she must receive a minimum 98%.

Additionally, consideration will be given to students with documentation of completed clinical competencies. The student may challenge any area previously completed. A minimum of 95% or higher is required to successfully complete a clinical competency challenge. Failure to receive a 98% passing grade will require the student to register and participate in that particular course. Any student transfer must meet all clinical, didactic and competency requirements of the program.

**EXTERNAL ROTATIONS**

All students will be given external rotations to be completed at one of the clinical education sites of the program currently not assigned. These rotations will begin in RADSC 295C and continue until the student had the opportunity to complete all required competencies. The student may decline the external rotation but must understand all program competencies must be completed before the student has completed the program.

The purpose of this rotation is to give all students the opportunity to witness and participate in all phases of hospital procedures and exams. Each student will be given two external. In order to give each student the opportunity to complete all competency requirements and because some exams are not ordered frequently, the external rotations will extend to those sites with those particular exams. Students may have additional rotations at Butler Memorial Hospital for BE & IVU competencies, or West Penn Hospital and Allegheny General Hospitals – part of Allegheny
Network for neonatal intensive care or trauma competencies. These rotations may be random in nature so each student has the opportunity to complete competencies if the exams do not come in at his/her primary clinical site.
The policy for External Rotations clinical sites is as follows.

The student will:
1. Be responsible for transportation and parking arrangements.
2. Follow the rotational schedule of visiting clinical site.
3. Adhere to visiting hospital site policy and procedure.
4. Complete room competencies.

The student may obtain signatures, verified by the Clinical Instructors, as well as obtain competencies from that particular clinical site. Students will be responsible for completing general room objectives at the clinical site of the external rotation. Every effort must be made by the student to review the competencies completed at the external clinical site. It is the student’s responsibility to notify the Clinical Instructor of the external rotation site to review the competency before the completion of the rotation. Any student NOT requesting a competency review at the time of the competency may forfeit that competency and be disciplined according to the Zero Tolerance Policy.

The coordination of incomplete competencies during external rotations must be done with the Clinical Coordinator in conjunction with the Clinical Instructor. It is the student’s responsibility to anonymize a CD with competency images. Room competencies (at that particular clinical site) must be completed as well as the PSU HIPPA tutorial before completing any external rotation.

The student is not permitted to take personal time unless there are extenuating circumstances during the external rotation. The student must discuss with the Clinical Instructor the reason for an exception to the policy. The student must notify the Program Director and Clinical Coordinator if personal time is requested during an external rotation. The Clinical Instructor reserves the right to deny the request of a student for personal time during an external rotation.

Start times may vary at the discretion of the Clinical Instructor.

Hours of Clinical Assignment

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny General Hospital</td>
<td>7:30 AM – 4:00 PM</td>
</tr>
<tr>
<td>West Penn Hospital</td>
<td>7:30 AM – 4:00 PM</td>
</tr>
<tr>
<td>(Contact Clinical Instructor for pediatric competency rotation start time.)</td>
<td></td>
</tr>
<tr>
<td>Butler Memorial Hospital</td>
<td>7:30 AM – 4:00 PM</td>
</tr>
</tbody>
</table>

Allegheny Imaging of McCandless-295 B-E

Purpose: Give students the opportunity to witness and participate in all phases of an outpatient facility. Each student will have 4 rotations at the outpatient facility.
SICK TIME POLICY
There is no allotted sick time; however, each student is given 24 hours of personal time off (PTO) per year. Any time NOT used during that year will be forfeited. If a student is ill he/she must inform the Clinical Instructor of that site prior to the beginning of a clinical assignment. Three consecutive clinical days of absence or an absence after all personal time has been used must be verified with a physician’s excuse or disciplinary action will be warranted. The excuse will be verified by the Clinical Instructor or Clinical Coordinator and must be submitted immediately upon return.

If a student leaves the clinical site ill and has no PTO time, the student must submit a physician’s excuse or disciplinary action will be warranted. The student is permitted to use the health services department on Penn State New Kensington campus and is responsible for all fees incurred in the event of an illness or injury. Additional PTO accrued will be applied to excessive absenteeism/tardiness. Any assignment/clinical experience missed during the absence must be voluntarily made up at the end of the semester or a deferred grade will be recorded on the student’s official university transcript. The deferred grade will be changed to the letter grade earned upon completion of clinical requirements. However, if the requirements have not been completed by the beginning of the next semester the deferred grade shall automatically become an “F”. This will result in dismissal or stopping out of the program.

Failure to comply will result in disciplinary action. (Please refer to Zero Tolerance Policy)

TRANSPORTATION
A student must provide his/her own transportation to/from the university and the clinical affiliates. The student is also responsible for parking expenses. The student is NOT to validate parking tickets – this is considered stealing and will be cause for dismissal from the program and an ethical violation of American Registry of Radiologic Technologists (ARRT).

OUTSIDE EMPLOYMENT
Outside employment may not interfere with proper sequence of clinical education. Students must establish work times that will not interfere or conflict with the clinical education experience. It is important to note that hours vary from affiliate to affiliate and therefore the student’s clinical hours will vary depending on the clinical rotation schedule for each semester. However, all students will complete the same number of clinical hours. Many students are hired within the Radiology Department of their clinical affiliates; under no circumstances will the time worked for pay be exchanged for clinical hours or requirements for the program. The Radiological Sciences program will not be held liable for any student who is employed at the clinical affiliates.

Students are NOT permitted to complete any Radiological Sciences coursework while working as
an employee of any clinical affiliate. Students are not permitted to wear PSU regulation uniforms when working as an employee of any clinical affiliate or other hospital type setting.

**X-RAY CLUB MEETING CRITERIA**

The X-ray Club will meet monthly during common hour (established by the campus at a time which no classes are scheduled) at the Penn State University – New Kensington Campus. The club will meet monthly (dates and times will be sent out via X-ray Club Officers) unless otherwise specified by program faculty. If the meeting date falls on a holiday the club will forfeit the meeting unless the club reschedules the meeting not to conflict with clinical hours.

The meetings are voluntary and it is the student’s choice if he/she wishes to attend. No PTO time will be granted for attending these meetings nor is PTO time given for students remaining at their clinical sites.

The students attending the meeting who are scheduled for a daylight rotation will be dismissed at noon and those students who have a noon – 8 p.m. rotation will report to their clinical assignment after the meeting (the student must report for their clinical assignment between 4 – 4:30 p.m.). All students must sign attendance sheet for verification of meeting attendance and must remain for the entire meeting. If the student left the clinical site and did not attend the meeting disciplinary action will be taken and the student will receive 5 demerits. Any student arriving late for a meeting will be disciplined according to Zero Tolerance Policy. Demerits will not be issued for students arriving late with a written and signed note from the Clinical Instructor.

It is the discretion of the student to attend a meeting without completion of semester requirements. It is recommended if the student is lacking preliminary or mandatory competencies, he/she may wish to have another student take notes from the meeting so the student may remain at the clinical site for completion of assignments.

**COMMUNICABLE DISEASE**

Students in ill health with the possibility of spreading infectious organisms will be excused from the clinical site. If the student should report to the clinical site suffering from an illness, it is the clinical instructor’s discretion to dismiss the student; however, any clinical requirements must be completed. The student will be responsible to make-up any excess clinical time missed according to the Make-up Policy. If the student refuses to return home following the clinical instructor’s decision the student must go to the Emergency Department to be seen by a physician at the student’s expense. If the physician permits the student to return to the clinic setting, with patient contact, then the student will have the right to return to the clinical setting. The student must provide appropriate documentation verified by clinical instructor or clinical coordinator.

**CLINICAL SUPERVISION**

All clinical assignments are completed under the supervision of qualified registered radiographers. A student will not be assigned to a radiographic area or room that does not also have an assigned technologist. The patient’s condition, examination requirements and the student’s knowledge and level of clinical and competency achievement define the parameters of supervision.
Levels of student clinical supervision shall either be direct or indirect based on the student’s level of competence. Regardless of the level of competency all student radiographs shall be approved (completed) by a registered radiographer and all student repeat radiographs shall be performed in the direct presence of a registered radiographer.

**Direct Supervision**

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student’s achievement,
- evaluates the condition of the patient in relation to the student’s knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

**Students must be directly supervised until competency is achieved.**

**Indirect Supervision**

Indirect supervision promotes patient safety and proper educational practices. 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.

**Supervision during Mobile and Surgical Radiographic procedures**

Depending on the level of competence of each student, either direct or indirect supervision must be maintained as outlined by the policy and procedure of the Radiological Sciences Program. In the event a student has proved competent with either mobile or surgical radiographic procedures, and appropriate documentation is completed, the student may perform the exams with indirect supervision (Please see glossary of student clinical handbook for proper definitions of direct and indirect supervision). Strict adherence to the policy and procedure must be maintained. No student is permitted to complete a mobile or surgical procedure using a beeper or telephone for assistance if needed. The physical presence of a registered radiographer must be immediately available adjacent to the room or location and within normal voice range.
**VACATION AND SEMESTER BREAKS**

The student is granted vacation and semester breaks that coincide with the **Penn State University calendar**. The following is the breakdown of approximate time off:

- Thanksgiving Break: 2-5 days
- Christmas Break: Approximately 3 weeks
- Spring Break: 1 week
- May (end of semester): Approximately 2 weeks
- August (end of semester): Approximately 2 weeks

Students will receive a yearly bank of time which includes 24 hours plus any documented accrued PTO time. The personal time off bank (PTO bank) is in effect from August 2015 - August 2016 (295A-C) then from August 2016-August 2017 (295D-295F). Any unused time at the end of each summer semester will be lost. PTO time can be used in fifteen minute increments. PTO can be accrued according to the schedule listed below. It is the student’s responsibility to complete the PTO accrual form. PTO accrual form must be completed and returned to the clinical instructor during the next scheduled clinical day. Any additional PTO time accrued (ie, meeting, speaker, etc.); student must submit original documentation to Clinical Instructor at the beginning of the next scheduled clinical day. Failure to do so would result in forfeit of additional PTO time. (No copies will be accepted.) Form must be signed in red ink by program faculty, board member, officer of society, etc.

**PTO Accrual Time**

<table>
<thead>
<tr>
<th>Time Range</th>
<th>Accrual Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-19 minutes</td>
<td>15 minutes</td>
</tr>
<tr>
<td>20-39 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>40-49 minutes</td>
<td>45 minutes</td>
</tr>
<tr>
<td>50-60 minutes</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

**RULES AND REGULATIONS OF THE CLINICAL SITE**

The University and the hospital education centers expect students to adhere to the regulations stated in the **POLICIES AND RULES FOR STUDENTS** and the Clinical Competency Guidelines. Certain actions may cause immediate dismissal from the clinical site and/or the program. The following lists are examples and should not be interpreted as an inclusive list:
1. Negligence, disorderly conduct or inconsiderate treatment of patient, visitor or hospital personnel.

2. Falsifying records, reports or information regarding patients or hospital operations.

3. Divulging confidential information regarding patients or hospital operations.

4. Interfering with the work performance of another student or employee, or threatening, intimidating, or coercing another student or employee.

5. Theft, misappropriation, unauthorized possession or use of property belonging to the hospital or to any patient, visitor, fellow student or staff member.

6. Willful/careless destruction, mishandling or defacing hospital equipment or property.

7. Unsatisfactory performance or failure to perform duties within the scope of assignment as stated in the objectives of the Clinical Competency Handbook. Failure to perform these objectives is detrimental to the purpose of clinical education that constitutes a percentage of each course grade.

8. Use or possession of intoxicating substances on the hospital premises or reporting to class or clinical areas under influence of such substances.

9. Illegal use or possession of narcotics, drugs or firearms. (Students may be subjected to random drug testing at the clinical sites.)

10. Unauthorized possession of gambling devices or gambling on hospital property.

11. Willful or repeated violation of hospital safety, fire, disaster and security regulations.

12. Unauthorized solicitation on hospital property.

13. Repeated absenteeism or tardiness; the clinical education component is designed to be similar to a registered technologist position. Throughout the six semesters the student gains skills and assumes increasing responsibilities. Repeated absenteeism and tardiness on the part of staff radiographers diminishes the quality of patient care and departmental efficiency. Student adherence to scheduled clinical hours is a method of structuring dependable and prompt work habits, which are General Conduct of Rules necessary in the healthcare environment. Excessive absenteeism may result in a student’s ability to successfully complete required objectives for the semester.

14. Leaving the building unless on lunch break, traveling to or from campus unless authorized by the Clinical Coordinator, Clinical Instructor, Radiology Manager, Supervising technologist or Program Director.
15. Soliciting or accepting tips, gifts or gratuities from patients, relatives or visitors.
16. Sleeping while in the clinic setting.
17. Insubordination – throughout the clinical period students are supervised by the following: staff technologists, radiologists, clinical coordinator, clinical instructors, supervisors, and program director. Insubordination toward any of the above will not be tolerated and will warrant disciplinary action.
18. Failure to demonstrate genuine interest in the patient’s well-being; part of the clinical education experience centers on patient evaluation and staff response. Patients entering the Radiology Department have some apprehension, uncertainty, fear and are concerned with modesty. Preserving the patient’s well-being is a task incumbent to any allied health vocation.
19. Inappropriate use of HIS, RIS, hospital computer, or printer (used to review, surf the web, or complete homework). Use of hospital printer must be approved by hospital personnel.
20. Refusal of student to provide appropriate patient care due to student studying while completing clinical rotations.
21. Failure to follow HIPAA Rules and Regulations.

It is further understood and agreed that a student may be dismissed upon 5 day written notice if:

1. The clinical performance or academic standards do not meet the minimum requirements of program established by the faculty.
2. Published rules and regulations of the hospital or program have been violated.
3. Professional conduct is inappropriate in the care and handling of the ill.
4. The student receives 4 written disciplinary actions in any semester.

ZERO TOLERANCE POLICY (DEMERIT SYSTEM)

In addition to proving clinical competency, students will be evaluated in demonstrating affective, cognitive and psychomotor skills in the clinical education environment. Positive professional behaviors and attitudes are as important as clinical competency, particularly attendance, integrity, judgment, reliability, dependability, personal presentation, communication skills, and ability to complete requirements in a specified time frame. Developing and maintaining professional behaviors will reward future employment opportunities. Policies and procedures concerning these
behaviors and attitudes are clearly outlined in the Radiological Sciences Student Handbook. Therefore, any infraction of the rules will result in disciplinary action.

Demerits – defined as numerical documentation of unsatisfactory performance that will affect a student’s clinical grade. Program faculty assigns demerits. Demerits will be given for an initial disciplinary action with regard to policy and procedure of the program. Subsequent disciplinary action issued of the same policy in the same semester will double the demerits issued. The number of demerits assigned will depend on the seriousness and frequency of the situation. Demerits will be subtracted from the clinical grade and will be given in cases of but not limited to the following:

1. Failure to follow proper call-in procedure when absent or late arriving for a clinical assignment.
2. Failure to sign in/out for a clinical assignment and/or lunch.
3. Excessive absenteeism.
4. Leaving assigned clinical rotation area or hospital site without permission of Clinical Instructor or supervisor.
5. Failure to complete and submit required clinical paperwork in the appropriate time frame.
6. Failure to maintain cleanliness and stocking of assigned clinical areas.
7. Circumventing the chain of command.
8. Three occurrences of tardiness in a semester.
9. Failure to follow proper dress code.

A disciplinary action warranting 5 demerits will not be disregarded at the end of the semester. The following lists are examples and should not be interpreted as an inclusive list. Program faculty reserve the right to dismiss a student if action warrants but is not limited to the following:

1. Any violation to follow professional conduct, ethics and general rules of conduct.
2. Failure to report any abnormal incident, which may or may not result in an incident report, to clinical faculty and to supervisors. These incidents may or may not pertain to damage or injury to equipment, patient or self.
3. Failure to practice proper radiation protection and Magnetic Resonance Imaging (MRI) safety procedures.
4. Cell phone/beeper use during clinical rotation at the clinical site. Students are not permitted to carry cell phones/beepers in pockets, take pictures, etc. during clinical hours. Students must leave cell phones/beepers in locker during assigned clinical rotations.

5. Improper identification of patient.

6. Improper patient information recorded on image.

7. Misuse or absent markers.

8. Imaging wrong patient or wrong body part.

9. Not completing the study prior to sending patient.

10. Using clinical rotations to complete didactic work. (Students may study at the discretion of the clinical instructors)

If any of the above infractions are repeated, the student will be suspended from clinical education and remedial work may be issued.

A master list of demerits will be maintained for each student. The number of demerits given will ultimately depend on the seriousness of the action and will be determined by the program faculty. Serious disciplinary actions such as insubordination, lying, or cheating will automatically result in demerits and a 3-10 day clinical suspension to be made up before the beginning of the following semester or will result in dismissal from the program.

Each demerit will lower the RADSC 295 grade by one percentage (1%) point.

**PROGRAM POLICIES**

**HOSPITAL DRUG TESTING**

If one of the Penn State University clinical affiliates performs a drug test on any Penn State University student for any reason, i.e. student displacement, hospital employment, etc., and the student fails the drug test, the student will be suspended from clinical education pending an investigation. Depending on the result of the investigation, the student may either continue with clinical education or be dismissed from the program.

**DRUG TESTING**

All Radiological Sciences students must complete a routine drug screening two weeks prior to the first clinical rotations. The student is responsible to submit all required paperwork to Castlebranch and designated personnel. The clinic site reserves the right to deny student access to clinical education according to policy and procedure established at that site. The student will have to withdraw from the program if a clinical site cannot be assigned.
Students may also be subjected to random drug screening. Program faculty will elicit the help of campus nurse if on campus or clinical site designee reserve the right to remove students from the clinical setting and send the student for a drug test as a result of questionable or suspected impairment. If the student fails a drug test, the student will be removed from the clinical education setting pending an investigation. The clinical site reserves the right to deny the student access to clinical education according to policy and procedure established at that site. The student will have to withdraw from the program if a clinical site cannot be assigned. All fees associated with drug screening will be at the student’s expense. Drug testing is a requirement of the program clinical affiliates and not a requirement of Penn State University.

**CRIMINAL HISTORY RECORD**

All students will have to complete a PA criminal history check Act 33/34, and 73 Clearance. If the student has not been a resident of Pennsylvania for a minimum of three years, a criminal history check in the state of residence will also be completed. Students are responsible for all fees associated with the history checks. The student is responsible to submit all required paperwork to Castlebranch. The clinical site reserves the right to deny the student access to clinical education according to policy and procedure established by that site.

A criminal history record check is a requirement of program clinical affiliates and not a requirement of PSU.

If the student has been convicted of a felony or misdemeanor, the student will also be advised to contact the American Registry of Radiologic Technologists (ARRT) to complete the pre-approval process for clearance to take the registry examination once the program is complete. The student will have to withdraw from the program if a clinical site cannot be assigned.

**MILITARY LEAVE**

Any military reserve student who must fulfill his/her annual two-week active duty obligation must make every effort to do so during the weeks indicated under vacation and semester breaks.

**BEREAVEMENT**

The student will be granted a three-day leave of absence from the clinical site if a death occurs in a student’s immediate family. Bereavement leave may be taken within two weeks (before/after) of the day the death occurs and the funeral. Immediate family is defined as parents, spouse, sibling, child, parent-in-law, brother or sister-in-law, aunt or uncle, grandparent and great-grandparent. Bereavement does not require make up of clinical time. Verifiable documentation is required and must be submitted to program faculty immediately upon return to the clinical setting.

**JURY DUTY**

A student assigned to perform jury duty will notify the Program Director. The student must provide proof of jury duty and any time missed will be excused. Make up days are not required if jury
duty is less than three days. The student will be responsible for making up any time missed from jury duty exceeding three days.

**MEDICAL APPOINTMENTS**

The student should schedule any personal doctor’s appointments on non-clinical days. If for some reason this cannot be arranged, the student must use time from the PTO bank. If PTO bank is exhausted, the student must provide a verifiable excuse from the physician immediately upon return and the time will be made up at the end of the semester.

**ILLNESS OR INJURY AT THE CLINICAL EDUCATION SITE**

A student who is ill, injured, or in cases of extreme emergency, may report to the Emergency Department of the clinical sites. The student may choose to be seen at the Health Service Department on the Penn State New Kensington Campus but must first report to the clinical instructor before leaving the clinical affiliate. All expenses will be the responsibility of the student. The student must use PTO in the event of illness/injury. If the student has no PTO time, the student must provide an excuse immediately upon return, and make up time at end of semester.

**INTERVIEWS**

Each student will be given one day in the second year of training for interviews for employment/school opportunities. This first interview day will not require make-up of the clinical time. The student must provide verifiable proof of attendance at the interview. Additional time off may be granted for interviews. The student will make-up any additional time if PTO is unavailable.

**SEMESTER REQUIREMENTS**

Any student needing additional clinical rotations to obtain semester requirements will be permitted to attend clinical during finals week and/or end of semester breaks. All semester requirements are due prior to the start of the next semester. Students must schedule make-up time with the Clinical Instructor, and provide a schedule to the Clinical Coordinator, to ensure adequate supervision. Students will receive a 1% overall grade reduction from RADSC 295 for each competency not completed before the start of finals week.

**LEAVE OF ABSENCE (Clinical Assignments Only)**

If a student incurs a temporary disability, the student must immediately report the disability to the Program Director. A temporary disability is defined as an injury such as a broken bone, surgery, hospitalization, back injury, communicable diseases etc. that could prevent the student from safely continuing with the program schedule or endangering patients or other individuals involved in the program. Documentation must be submitted from the physician for anticipated length of disability.
A PHYSICIAN STATEMENT SHALL BE REQUIRED TO RETURN TO CLINICAL ACTIVITIES IN THE CASE OF TEMPORARY DISABILITY. THE STUDENT MUST RETURN TO THE CLINICAL SETTING WITH NO RESTRICTIONS.

A. SHORT TERM LEAVE OF ABSENCE

If a student incurs a temporary disability (see glossary), the program will make every effort to accommodate the student if possible. For disabilities of short duration, the student’s clinical assignments will be adjusted to re-schedule activities missed during the disability period.

B. LONG TERM LEAVE OF ABSENCE

For disabilities of extended duration, the student will have the following options:

OPTION NUMBER 1 - The student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses in which he/she is currently enrolled. There would be a place reserved for the student in the next accepted class. Clinical site selection may not be guaranteed. A clinical re-evaluation process will be required to assure clinical competency is maintained. (Refer to stop out procedure).

OPTION NUMBER 2 - The student may request to withdraw from the program for a maximum three year period of time. If he/she wishes to be reinstated, he/she must process the proper paperwork through the Penn State University’s Enrollment Services Department in order to be re-admitted. Any previous course work taken would be re-evaluated to assure competency has been maintained. In the event competency has not been maintained, the student will have to re-enroll in RADSC courses previously completed.

Clinical site cannot be guaranteed for all students re-admitted.

Any student taking a leave of absence is responsible for all course work materials missed.

STUDENT PREGNANCY

If a student is pregnant or becomes pregnant while in training, she will decide whether she wants to formally declare her pregnancy to school officials, thereby taking advantage of the special dose limits provided to protect the developing embryo/fetus. Instructions describing information that should be known about the radiation exposure of pregnant women is given to all students. These
instructions provide information on the potential effects of declaring a pregnancy in order to help women make informed decisions on whether or not to declare their pregnancy. The information is provided in the form of answers to typical questions. These questions and answers are summary of NRC Regulatory Guide 8.13, “Instruction Concerning Prenatal Radiation Exposure” and can be found in the Radiological Sciences Protection and Safety Handbook.

Once a pregnancy has been declared in writing (see Radiation Protection Handbook, declaration statement), the school officials together with the radiation physicist will confidentially counsel the student. The various plans of action from which the student may choose will also be discussed:

**OPTION NUMBER 1** - Take a stop-out for one year and the student will automatically be readmitted to the following year’s class if she chooses to continue. (Refer to stop out procedure).

**OPTION NUMBER 2** – The student will maintain full status in both didactic and clinical areas. Strict documentation of the student’s radiation exposure must be maintained. The student will be responsible for practicing radiation protection for self and the unborn fetus.

**STUDENT GRIEVANCE PROCEDURE/DUE PROCESS**

Penn State University has a clear established student grievance/due process policy. All policies may be accessed through the Judicial Affairs website ([http://www.sa.psu.edu/ja/procedures.shtml](http://www.sa.psu.edu/ja/procedures.shtml)) Judicial Affairs Training and Reference Manual ([http://www.sa.psu.edu/ja/pdf/jamanual.pdf](http://www.sa.psu.edu/ja/pdf/jamanual.pdf)). Students may use the Procedural Guidelines for the University Discipline Process Handbook ([http://www.sa.psu.edu/ja/pdf/JAProcedures.pdf](http://www.sa.psu.edu/ja/pdf/JAProcedures.pdf)) as a guide for any grievance to include but not limited to didactic or clinical instruction, grade dispute, classroom disruption, instructor bias and code of conduct. The student may also access the Policies and Rules for Undergraduate Students on the Faculty Senate website ([http://www.psu.edu/ufs/policies/](http://www.psu.edu/ufs/policies/)) for any academic dispute.

The Radiological Sciences Program recognizes the need for a constant continuum of clinical rotations with little disruption. Recognizing this need, the program has established a grievance procedure for clinical site rotations.

Any student who has a grievance at the clinical site must inform the clinical coordinator or clinical instructor, at the clinical site, of the problem or situation within five business days. (Business day is Monday – Friday, 8:00 a.m. to 4:30 p.m.). The student must submit, in writing, cause for the grievance to the initial contact person (clinical coordinator or clinical instructor). If the initial contact is with the clinical instructor, the clinical instructor will contact the clinical coordinator within one business day. The clinical coordinator and clinical instructor will investigate the situation, gather any additional necessary documentation, review the documentation and respond to the student within five business days (pending all documentation and personnel are available). The student will receive written notification of a delay in response
if documentation or personnel are unavailable. The clinical coordinator and clinical instructor will review all documentation and respond to the student, in writing, of the outcome of the investigation. The clinical coordinator and clinical instructor will arrange a meeting with the student to discuss the outcome of the investigation. The student will have the opportunity for discussion and response to the findings. All documentation will become a part of the student’s file. The clinical coordinator and clinical instructor will use the Zero Tolerance Policy as a guide in the event the student is disciplined due to the grievance. The student may be disciplined by a grade reduction, suspension or possible dismissal from the program. The clinical coordinator will notify the program director of the grievance and resolution.

If the resolution is unsatisfactory, the student must contact the program director, in writing, within five business days of the outcome of the initial grievance requesting a meeting date and cause for additional review of the grievance. The program director will meet with the student, collect additional information, and convene the appropriate committee for resolution/decision within five business days. The student will receive written notification of a delay in response if additional documentation or committee members are unavailable. The committee will meet and review all documentation and render a decision within five business days of the meeting. The student will receive written notification of the outcome of the committee decision which will become a permanent part of the student’s file.

Committee Members
- Program Director (clarification of documentation only)
- Associate Professor of Communication Arts & Sciences
- Associate Professor, Human Development & Family Studies
- Campus Nurse
- Director of Academic Affairs
- Director of Student Affairs
- Clinical Coordinator (clarification of documentation only)

The student reserves the right to pursue the grievance through the University Discipline Process, Office of Judicial Affairs. The student may use the University Discipline Process Handbook ([http://www.sa.psu.edu/ja/pdf/JAProcedures.pdf](http://www.sa.psu.edu/ja/pdf/JAProcedures.pdf)) as a guide.

If the grievance involves an employee at one of the clinical sites, the student must submit in writing to the program director/clinical coordinator within five business days of the grievance. The program director/clinical coordinator will contact supervisory personnel (within two business days) at the clinical site and clinical site policy and procedure will be followed.

**HARRASSMENT POLICY**

The Radiological Sciences Program prohibits harassment in any form, including harassment based on race, sex, religion, sexual orientation, gender identity or expression, national/ethnic origin and/or disability. The Radiological Sciences Program is committed to providing an environment free of any conduct or communication constituting harassment in any form defined by the state and/or federal law. Any violation(s) of this policy may result in corrective action.
based upon a review of the circumstances, the nature of the event and the context in which the alleged incidents occurred. Such corrective action may include dismissal from the Radiological Sciences Program, prosecution and/or civil action.

The Radiological Sciences Program follows the guidelines as set forth by the Penn State University as defined in the Policies and Rules for Students at http://studentaffairs.psu.edu/judicial/. Each student is given a hard copy of the current PSNK student handbook which contains the policy and procedure for all students.

The Sexual Harassment contact is the office of Health Services, at (724) 334-6066 or the office of Student Affairs at (724) 334-6062.

COUNSELING

Counseling is made available throughout all semesters on campus and at each clinic affiliate. Progress, which includes strengths and weaknesses within the clinical environment, is discussed. The student signs all forms (self-evaluations, mid & end semester evaluations, etc.) which are maintained in his/her file for periodic review. Professional counselors are also available during the fall and spring semesters on campus. Counseling is free of charge on campus and available to all students. Students may also seek counseling, at student’s expense, off campus.

INCLEMENT WEATHER POLICY

Penn State University campus cancellation of classes due to inclement weather pertains to classes meeting on campus or clinical assignments. In event of snow, severe storms, or other emergencies, official word of closing of campus or delaying classes can be found on radio (KDKA-1020AM, Y-108FM, 107.9FM) and television (KDKA, WTAE, WPXI). Students may also visit the Penn State New Kensington web site or call the campus for a pre-recorded message at 724-334-6006. Students may also register for Penn State text messaging. All students registered will receive a text message sent to his/her cell phone in the event of a campus closure or delay. The hospitals are open 24 hours a day, 7 days a week and this program will adhere only to the snow cancellations made by Penn State University. Every effort should be made to attend clinical rotations. Any student completing a clinical rotation during a delay or cancellation will receive additional PTO.

It is the clinical instructor’s responsibility to re-assign clinical rotations missed due to inclement weather delay or cancellation.

USE/POSSESSION OF FIREARMS

Students are not permitted to carry a firearm or weapon or explosive device of any type. Violation of this policy will result in disciplinary action and/or dismissal from the program.
BEEPER/CELL (Electronic Device) PHONE POLICY

Use of beepers/cell phones, or any electronic device used to record audio, pictures or video are not permitted during assigned clinical rotations at the clinical site. All beepers/cell phones (electronic devices) must be turned off and secured in student lockers. Violation of this policy will result in disciplinary action and/or dismissal from the program. No camera cell phones or video recorders of any kind are permitted at the clinical site, unless prior permission from program facility or clinical site personnel is approved. The student is not permitted to take pictures or videos of any patient.

DEFERRED GRADE

All Radiological Sciences course work to include clinical requirements of the previous semester must be completed prior to the start of the next semester. The student will be given opportunity to attend clinical rotations during finals week and during end of semester breaks to be able to complete clinical requirements. If the student does not complete clinical requirements, the student must take a stop out or withdraw from the program. Deferred grades will not be changed until the beginning of the following semester.

RESOLUTION OF NON-COMPLIANCE

PURPOSE

To provide a means of resolving allegations of non-compliance with Joint Review Committee on Education in Radiologic Technology (JRCERT) standards.

PROCEDURE

All written or verbal allegations of program non-compliance should be directed to the Program Director. The Program Director will contact the JRCERT to request assistance and/or clarification to determine whether the program was truly in non-compliance. Once adequate determination has been made, a committee comprised of the Program Director, Clinical Coordinator, Director of Academic Affairs, Clinical Instructors, and academic faculty will convene to determine resolution or appropriate course of action. Written results of the committee resolution will be forwarded to the party making the allegation and to the JRCERT.

The student reserves the right to contact the JRCERT directly at the address or phone number listed below.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL  60606-3182
MANDATORY STOP OUT PROCEDURE

Failure to complete an acceptable level of academic course work will result in a mandatory stop-out.

1. Please refer to Stop-Out Procedure.

REQUESTED STOP OUT PROCEDURE

PURPOSE

To provide a student in academic/clinical distress a chance to focus his/her abilities on problematic areas with the intent of returning one year later at the level of exit. This is meant to improve the student’s academic/clinical efforts by letting the student concentrate on his/her area of weakness. The stop out procedure is a one-time only per student benefit and all re-enrollment criteria must be met and approval must be made by the Program Director for re-admittance to the program.

Extenuating circumstances will be evaluated by the Program Director on an individual basis.

RE-ENROLLMENT POLICY

PURPOSE

To provide an equitable process for students to re-enter the program following a stop out or any interrupted enrollment of the clinical sequence.

PROCEDURE

In order for a student to exhibit retention of the knowledge and skills necessary to provide safe and competent patient care in the performance of radiographic responsibilities, the student must successfully pass written examinations with a minimum of 95% on each exam. The student must also demonstrate competency in previously challenged exams with a minimum 95%.

If a student wishes to take a stop out, the student must submit written notification to the Program Director. Submission of this request will give the student preference should a vacancy occur in the clinical site for the semester in which the student will re-enroll. An assignment will be made at a clinical site where and when a vacancy occurs. The student must remain a current Penn State student with satisfactory academic progress of all non-RADSC coursework taken during the stop-out with the maintenance of a minimum 2.5 GPA. All required paperwork must remain current for the entire program (health forms, background check, CPR, and liability insurance). The student
will be responsible for 10 hours of observation per month immediately following written notification of intent to take a stop out. The purpose of the 10 hours of observation is for the student to maintain familiarity with exam procedures, patient care and equipment manipulation. The student must submit appropriate paperwork to program faculty for completion of observation hours. The student must complete a written challenge exam for each category from all RADSC procedures and clinical completed before the stop-out. (ie RADSC 101, 102, 103, 295 A, B, C, D, E, F). When the student successfully passes the examinations with a 95% on each exam, the student can challenge the clinical competency. The written examinations may be administered a maximum of two times. If the student fails after the second attempt, the student cannot re-enroll in the program.

After the written examinations have successfully been challenged, clinical competency can begin. Two (2) months prior to re-entry, the student must schedule 40 hours of observation. During this 40 hour observation, the student must challenge 5 examinations in all categories previously completed. Example – 5 exams from RADSC 295A which the student previously proved competent, 5 exams from 295B which the student previously proved competent etc. Once a minimum of 95% competency has been achieved, the student may enroll in the semester which the stop out was requested.

The Program Director will remain the academic advisor for the student. It is the student’s responsibility to schedule a meeting with the advisor no less than twice a semester during the stop-out procedure.

If the stop-out is requested during the first semester, the student will repeat the semester following the established procedure.

**ACADEMICS**

The student is required to purchase the designated textbooks etc. at the commencement of the course. The student will not be reimbursed for any books purchased if at a later date he/she voluntarily withdraws from the program or withdraws due to academic failure or dismissal from the clinical site.

**Social Media Policy**

I understand I am a guest in the clinical affiliate education centers, and will conduct myself accordingly. All known rules and regulations will be followed. If I am in doubt or need clarification I will contact my Clinical Instructor, Clinical Coordinator or Program Director. In exchange for the educational opportunities provided by the clinical affiliates, I agree to comply with all state, local and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me and I have had training in
complying with these requirements. All students must complete the PSU HIPAA tutorial, quiz and signature sheet. Students will also complete HIPAA training at his/her primary clinical site. 

http://www.research.psu.edu/orp/humans/conducting-study/preparing-new-application/protected-health-information-hipaa

Protected Health Information
The Family Educational Rights and Privacy Act (FERPA) has been explained and reviewed by program faculty. Students must submit the FERPA signature sheet that the policy has been reviewed and, if needed, clarification has been provided. 

http://www.registrar.psu.edu/confidentiality/student_rights.cfm

Notification of student rights under FERPA
Use of portable electronic devices at the clinical affiliates is regulated by the clinical affiliates, local, state and federal regulations and laws. Students are fully responsible to ensure that they adhere to all regulations at all times whether on campus, at clinical, on break or any other time. This includes proper management of confidential patient information. All students are responsible for following all regulations of HIPAA guidelines. 

http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html

Summary of HIPAA privacy rules.
PDA/Smartphones-Cell phones/Handheld Computers. Devices must be stowed in assigned student lockers until clinical rotations are completed (must be stowed from beginning to end of clinical rotation). The program recognizes educational opportunities may be enhanced with pictures of equipment etc. during a clinical rotation. The following will be used as a guide for electronic device use while at clinical:

- No pictures will be taken of any person, equipment or location related in any way to the clinical affiliate without prior written permission from the supervisor and clinical instructor of that clinical affiliate and the program director and clinical coordinator of the program. Once pictures etc. have been taken the student must return the device to the assigned student locker.

- No texting, email, picture or communication of any type will be done in front of a patient or staff member of the clinical affiliate.

In cases of emergency, the student must obtain permission from the clinical instructor and supervisor of the clinical affiliate to carry an electronic device on his/her person. The electronic device must be in airplane mode during any assigned clinical rotation. The student may use the electronic device to return emergency phone call once clinical instructor and supervisor of clinical affiliate have been notified. At no time will a student receive/answer any phone call, text, email etc. in front of a patient or clinical affiliate staff member.

Students will sanitize his/her electronic device with an antibacterial wipe in accordance with basic universal precaution standards if device was used during a clinical rotation.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical affiliate or completing clinical rotations, including conversations with my family, friends and peers. I will be held accountable for maintaining the privacy of any information I obtain, see or am given during a clinical rotation. To uphold the privacy of such information, I agree to
NOT post or discuss any information obtained during a clinical rotation or assignment with the clinical affiliate, its staff, and its clients/patients on any form of social media. I will be prohibited from returning to the clinical affiliate if I violate any privacy requirement in any regard. Pending an investigation, such violation may result in delay of degree completion or dismissal from the program.

For more information regarding social media and the Penn State philosophy refer to the following website.

http://studentaffairs.psu.edu/it/pdf/PSU_social_media.pdf

Penn State Social Media Hub

For the purpose of this policy, social media is in reference to Facebook, Twitter, email, MySpace, LinkedIn, Snapchat, Messenger and any others not mentioned.

DM: 5-14, 7-15, 9-15

WORK STOPPAGE POLICY

The clinical education portion is continuous throughout the program to provide direct/indirect supervised based clinical education to all students enrolled in the program. The program monitors the types and numbers of examinations to provide the student with a quality clinical education.

Clinical Instructors as well as a Clinical Coordinator are identified to supervise and evaluate students according to clinical objectives and grading at each clinical affiliate. Students are only permitted to be evaluated by a certified ARRT radiographer who has completed the probationary period at that particular clinical affiliate.

Students combined total number of didactic/clinical hours will not exceed 40 hours per week. Clinical affiliates shall not substitute students for paid personnel to conduct the functions of the clinical affiliate by contractual agreement.

The following contingency plan will be in effect within 8 hours in the event of a work stoppage or strike:

Contingency plan developed by Radiological Sciences program is that no student will cross the picket line in the event of a work stoppage or strike at any of the clinical affiliates.

Students will be assigned to another clinical affiliate based on consultation with the Joint Review Committee on Education in Radiologic Technology (JRCERT), evaluation of student clinical capacity, supervision of students, consultation with other clinical affiliates of the program and sound educational judgement.

Students will make up any missed clinical time if not assigned to another clinical affiliate.

Student evaluations and competencies will continue based on placement at other clinical affiliates.

When work stoppage/strike has ended students will return to his/her primary clinical assignment.
The Program Director will notify the Director of Academic Affairs of the work stoppage/strike.

The Program Director will consult with other clinical affiliates for placement of additional students during work stoppage/strike.

**GRADUATION/TRANSFER CREDIT POLICY**

The clinical and didactic coursework of the program is sequential in nature to provide the student with a progressive education. An established academic plan to provide the student an avenue to complete the program in the required six semesters is provided to all students. The academic plan is reviewed during mandatory informational sessions, New Student Orientation (NSO) and each semester. If the student follows the academic plan as advised with successful completion of each course, graduation requirements will be met upon conclusion of the sixth semester of the program.

The academic plan includes requisites for each semester, total credit and grade needed for successful completion of the course. It is ultimately the student’s responsibility to make sure all requirements are met by checking his/her own degree audit and flag for graduation in the established time frame.

It is the student’s responsibility to have transfer credits sent to Penn State University in the event a student takes a course at another institution for evaluation. Any student taking a course at another institution must make every effort to schedule the course during non-clinical or didactic hours. Many courses are offered during evening or week-end hours. No schedules will be re-arranged to accommodate courses scheduled at other institutions. If the student cannot schedule the course during off clinical or didactic hours an additional semester may be required to complete program and graduation requirements.

**CLINICAL GRADING SYSTEM**

The grading scale is as follows: (RadSci 295 A-F)

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 95%</td>
<td>A</td>
</tr>
<tr>
<td>94% - 90%</td>
<td>B</td>
</tr>
<tr>
<td>89% - 85%</td>
<td>C</td>
</tr>
<tr>
<td>84% - 0</td>
<td>F</td>
</tr>
</tbody>
</table>

**CLINICAL COMPETENCY EDUCATION**

A minimum overall average of **85%** for all RADSC 295 coursework must be attained in order to continue to the next semester. If **85%** is not met, please refer to stop-out procedure.
PROFESSIONAL ORGANIZATIONS
All students are encouraged to join and actively participate in Radiological Sciences Professional Organizations. Many organizations provide reduced student membership fees. Students are responsible for any fees associated with professional organizations.

PSRT-Pennsylvania Society of Radiologic Technologists (http://psrtonline.org)
ASRT-American Society of Radiologic Technologists (http://www.asrt.org)
P.O Box  27447
Albuquerque, NM  87125-97999
1-800-444-2778

UNIVERSITY STUDENT HANDBOOK
Revised Annual Student Handbooks are available during the fall semester for all Penn State New Kensington students. Please refer to the handbook for specifics such as: Where to Go for What, University Services, Regulations of Campus, etc., or refer to the University Division of Student Affairs website at http://studentaffairs.psu.edu/services.shtm/
GLOSSARY:

- **AC Joints** - Acromioclavicular Joints
- **ARRT** - American Registry of Radiologic Technologists (www.arrt.org)
- **BE** - Barium Enema
- **CC** - Clinical Coordinator
- **CI** - Clinical Instructor
- **CT** - Computed Tomography
- **Direct Supervision** – Direct supervision assures patient safety and proper educational
techniques. The JRCERT defines direct supervision as student supervision by a qualified
radiographer who:
  - reviews the procedure in relation to the student’s achievement,
  - evaluates the condition of the patient in relation to the student’s knowledge,
  - is physically present during the conduct of the procedure, and
  - reviews and approves the procedure and/or image.
- Students must be directly supervised until competency is achieved.
- **ERCP** - Endoscopic Retrograde Cholangiopancreatography
- **HIS** - Hospital Information System
- **Indirect Supervision** – Indirect supervision promotes patient safety and proper educational
practices. 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.
- **IVU** - Intravenous Urogram
- **JRCERT** - Joint Review Commission on Education in Radiological Technology
- **MRI** - Magnetic Resonance Imaging
- **PACS** - Picture Archiving Communication System
- **PET** - Positron Emission Tomography
• **Proper Identification** - Lead markers appropriately placed. Correct patient information.

• **Qualified Practitioner** – a radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in pertinent discipline and practicing in the profession.

• **RIS** - Radiology Information System

• **RTR** - Registered Technologist Radiographer

• **SBS** - Small Bowel Series

• **SC Joints** - Sternoclavicular Joints

• **Temporary Disability** – Disability of short duration not to exceed a maximum of 24 consecutive clinical days.

• **TMJ** - Tempromandibular Joint

• **UGI** - Upper Gastro Intestinal Exam

Original Date of Policy: July 1980

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Revised May 1991
Revised June 1992
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Revised August 1998
Revised August 1999
Revised August 2003
Revised August 2004
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Revised July 2007
Revised August 2008
Revised July 2009
Revised May 2010
Revised May 2011
Revised May 2012
Revised April 2013
Revised September 2014
Revised July 2015
Revised May 2016