



Penn State
Radiological Sciences
Student Handbook
2024- 2026

*Penn State University
New Kensington Campus
3550 Seventh Street Road
New Kensington, PA 15068-1798*

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Purpose of the Student Handbook

The Radiological Sciences Student/Clinical/Radiation Protection & MRI 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 or revised handbook to be issued to all current Pennsylvania State University (PSU) students.

Responsibility of the Student

It is the student’s responsibility to adhere to all policy and procedure of the program and provide updated information to appropriate personnel regarding health insurance, liability insurance, criminal history checks, drug testing, and contact information.

Assessment of the Program

The program conducts continuous assessment. Part of the assessment is to identify areas in possible need for improvement. The program conducts self-assessments, mid-semester and professional evaluations, graduate and employer surveys. Please complete all assessments and surveys as honestly as possible.

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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Traveling Clinical Preceptor

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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 Preceptor: Jill Brink R.T.(R)
Office Telephone: (412) 359-6990
Work Cell: (724)993-3107
Department Telephone: (412) 359-4874
Email: Brink.Jill@ahn.org

Butler Memorial Hospital

One Hospital Way
Butler, PA 16001
Clinical Preceptor: Amanda Maley
Department Telephone: (724) 284-4568
Voicemail: (724) 284-4576
Fax: (724) 284-7477
Email: Amanda.maley@butlerhealthsystem.org

Forbes Regional Hospital – a part of Allegheny Health Network

2570 Haymaker Road
Monroeville, PA 15146
Clinical Preceptor: Terri Veltre
Department Telephone: (412) 858-2416 option #1
Fax: (412) 858-2124
Email: Terri.Veltre@ahn.org

UPMC East- a part of the UPMC Health System

2775 Mosside Boulevard
Monroeville, PA 15146
Clinical Preceptor: Sara Ossleborn
Clinical Preceptor: Trisha Amy
Department Telephone: 412-357-3543
Email: ossleborns@upmc.edu
amyt1@upmc.edu

UPMC Monroeville- a part of the UPMC Health System

600 Oxford Drive
Monroeville, PA 15146
Clinical Preceptor: Brianne Phillips
Department Telephone: 412-858-0326
Email: acurib@upmc.edu

UPMC Shadyside- a part of the UPMC Health System

5230 Centre Avenue
Pittsburgh, PA 15232
Clinical Preceptor: Holly Graff
Clinical Preceptor: Nicole Magoc
Department Telephone: 412-623-2081
Email: Sausserha@upmc.edu
sabotnl@upmc.edu

UPMC St. Margaret- a part of the UPMC Health System

81 Road Freeport
Pittsburgh, Pa. 15215
Clinical Preceptor: Emily Holben
Clinical Preceptor: Erin Stivenson
Voicemail: 412-784-7858
Department Telephone: 412-784-4273
Email: hayes3@upmc.edu
stivea@upmc.edu

The West Penn Hospital- a part of the Allegheny Health Network

4800 Friendship Avenue

Pittsburgh PA 15224

Clinical Preceptor: Mystee Kustes

Office Telephone: (412) 583-1477

Department Telephone (412) 578-1594 or (412) 578-1604

Fax: (412) 578-1693

Email: mystee.Kustes@ahn.org

Wexford Health + Wellness Pavilion- a part of the Allegheny Health Network

12311 Perry Highway

Wexford, PA 15090

Clinical Preceptor: Jacquelyn Morrison

Department Telephone: (878) 332-4280

Email: Jacki.Morrison@ahn.org

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.

Program Goals and Student Learning Outcomes

Goal: The student will be clinically competent

- ✓ The student will recognize the need for proper radiation safety practices and provide proper radiation protection.
- ✓ The student will produce diagnostic quality images.

Goal: The student will effectively communicate in the healthcare environment.

- ✓ The student will demonstrate effective written communication skills.
- ✓ The student will demonstrate effective oral communication skills.

Goal: The student will demonstrate critical thinking and problem-solving skills in the healthcare environment.

- ✓ The student will manipulate technical factors to produce diagnostic images.
- ✓ The student will modify procedures to meet patient needs.

Program Effectiveness

The program will consistently monitor the following:

1. Students will pass the ARRT national certification examination on the 1st attempt within 6 months of graduation.
2. Students will complete all requirements of the program in an 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 lifesaving 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 and required immunizations, background checks, drug testing, purchase liability insurance, CPR for Healthcare Providers, HIPAA compliance, and purchase lead markers. All students will submit the required information to Castlebranch (Medical Document Manager) by established deadlines. It is the Clinical Preceptors or designated appointee of each clinical affiliate responsibility to review the student records. All Clinical Preceptors have attended webinars with Castlebranch with question-and-answer sessions to follow. In the event an issue occurs with any student record, the Clinical Preceptor 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 before clinical rotations.) The above is NOT a requirement of PSU but of the program's clinical affiliates. The program works with the clinical affiliates for clinical assignments for all students. Any clinical affiliate may deny any student clinical rotations based on results of information submitted to Castlebranch. The student may have to withdraw from the program if a clinical affiliate is not secured based on results of student information submitted and policy and procedure from each clinical affiliate.

Gonadal and Fetal Shielding During Radiographic Procedures of the Abdomen and Pelvis

The *American Society of Radiologic Technologists (ASRT)* “supports the elimination of gonadal and fetal shielding during radiographic procedures of the abdomen and pelvis when performed by a registered radiologic technologist”. Why this change? – shielding the pelvis can obscure anatomy of interest and most procedures require a low amount of radiation exposure.

The ASRT supports gonadal and fetal shielding if it is:

- safe and appropriate
- reduces excess radiation exposure
- increases patient comfort and confidence

Go to asrt.org/shielding or [shielding @asrt.org](mailto:shielding@asrt.org) for more information.

The American Registry of Radiologic Technologists (ARRT) issued a statement of Gonadal and Fetal Shielding

In short, the ARRT position is that:

- Health care institutions may adopt varying degrees of gonadal and fetal shielding recommendations.
- Schools with imaging programs should teach students about shielding and the effects of fetal and gonadal radiation exposure.
- ARRT’s exams may not specifically refer to gonadal and fetal shielding procedures, but they will include topics on patient radiation exposure and protection.
- Students and R.T.s have the ethical responsibility to act in the best interests of each patient.

Go to [arrt.org](https://www.arrt.org) or <https://www.arrt.org/pages/arrts-position-on-gonadal-and-fetal-shielding> for the complete statement by the ARRT.

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.

Standard Five - Objective 5.3 of the Standards requires programs to assure students employ proper safety practices. Programs achieve this by instructing students in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. These practices ensure radiation exposure is kept as low as reasonably achievable (ALARA).

Gonadal shielding has been a longstanding practice during radiography examinations in instances where the clinical objectives of the examination are not compromised. Recent research in the effectiveness of gonadal shielding during abdominal and pelvic radiography has found, in most instances, that:

- gonadal shielding does not contribute significantly to reducing patient risk from radiation exposure
- gonadal shielding positioned improperly may have the unintentional consequence of increasing patient exposure
- gonadal shielding positioned improperly may result in the loss of valuable diagnostic examination results

For the complete statement from the JRCERT regarding Gonadal Shielding in the clinic setting please go [JRCERT-Gonadal-Shielding-Position-Statement.pdf](#)

The National Council on Radiation Protection and Measurements (NCRP) recommends ending routine gonadal shielding during abdominal and pelvic radiography because:

- the risks or genetic effects are lower than previously estimated
- improvements in technology have reduced absorbed dose to pelvic organs
- shielding can interfere with automatic exposure control (AEC)
- gonadal shielding may obscure important findings
- it is difficult to accurately shield the gonads in certain exams
- a significant portion of dose to the ovaries is delivered by internally scattered x-rays that can't be blocked by shielding

For more information go to [National Council on Radiation Protection & Measurements | Bethesda, MD \(ncrponline.org\)](#)

Changes to gonadal and fetal shielding in no way affects shielding for occupational exposure. All students must adhere to all policies and procedure regarding shielding for occupational exposure. All students will continue using shielding to protect self and other staff. Any student not using proper shielding to limit occupational exposure will be disciplined according to the Zero Tolerance Policy which includes dismissal from the program.

All students will follow policy and procedure regarding shielding at each clinical site. Policies are discussed during orientation to and throughout all clinical rotations. Any changes to the policy of the program (addendum to the handbook) or the clinical site will be discussed with all students followed by a question-and-answer session.

Masking Protocol

All students will abide by masking protocol of both the University and the clinical affiliates. Masking protocol may be different for those vaccinated and for those not vaccinated. The program will make students aware of current masking protocol for the University and the clinical affiliates. Masking protocol may change at any time in the program. Masking is encouraged for students at high risk, who care for someone high risk, or for those who don't feel comfortable without a mask on campus or the clinical affiliate.

Physical Examination

Each student must undergo a physical examination before his/her assignment of clinical education before they begin the program. The physical must be completed within one year prior to the start of clinical assignments. Students must use the clinical form found on the program website under the Incoming Students tab. Proof of such examination must be submitted as well as copy of current immunizations, titers, two step PPD and Covid-19 vaccination status (highly recommended but not required). The physical examination is a requirement of the clinical affiliates and NOT of PSU. All information must be submitted to Castlebranch and/or designated personnel for review.

CPR (For Healthcare Providers) 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. All missed clinical rotations will be made up according to the Make-up Policy. No online CPR courses are accepted.

Health Insurance

Each student must provide proof of health insurance at his/her own expense. Health insurance information through PSU can be found at <https://studentaffairs.psu.edu/health-wellness/health-insurance>. It is the student's responsibility to submit such evidence of insurance to 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. Proof of insurance must have the student's name (on the card) or letter from the insurance carrier that the student (name on letter) is covered.

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 a policy by the student, it is his/her responsibility to submit to Castlebranch. Students are not permitted to complete clinical rotations without a current liability insurance policy and associated fees in effect. Lapse of liability insurance will result in immediate suspension from the program. Students will be responsible for any/all expenses in the event liability insurance LAPSES and a liability situation occurs during a clinical rotation.

Respirator FIT Test

Clinical site policy will be followed for the respirator fit testing. If tested, the student must submit documentation to Castlebranch annually. All facial hair must be removed by the student during the initial or re-fit before the test can be performed.

Identification Badge

An identification badge must be worn while at the clinical site (either Clinical site issued or PSU ID badge according to hospital protocol). 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 Preceptor 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 follow clinical site policy for review of dosimetry report and document appropriately. 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 Preceptor 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 positional 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 the 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 positional markers that are red for the right and blue markers for the left when purchasing markers.

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 at no cost; 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 jackets at his/her own expense through Penn State New Kensington bookstore.

Uniform Policy

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

Purpose:

- A. To provide a quality appearance for the patient, public, fellow students and employees of the department and hospital.
- B. To provide a means of identification of radiological science students and assure patients that students performing a service have the authority to do so by using 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 student to appear neat and well groomed. Uniforms must be standardized and purchased from the Penn State New Kensington bookstore, neat, clean and pressed.

Specific Dress Code

1. Shoes must be all black or black with white emblem. Soles of shoe may be white. Shoes can be clinical shoes or athletic shoes (clogs and sandals are not acceptable). Full shoe crocks are permitted.
2. Shoes and laces are to be clean and in good condition.
3. Black hose, black knee hi's or plain black socks must be worn at all times. Socks must cover the ankle.
4. Uniform top – navy blue PSU regulation.
5. Uniform slacks – navy blue PSU regulation.
6. Lab jacket – approved program lab jacket (PSU regulation). May be worn while completing clinical rotations at any of the clinical affiliates.
7. Undergarments must be conservative and should not be visible.
8. A plain white undershirt, long sleeved shirt or turtleneck shirt is permitted under the uniform. No clothing bearing commercial logos, 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. Students must also have designated lead markers for proper image identification.

Personal Hygiene

1. Moderate makeup/body fragrances.
2. Fingernails should be clean. The length must not interfere with clinical functions not to exceed ¼ inch in length beyond fingertip. Extreme shades of fingernail polish are to be avoided – only light or neutral colors. No acrylic nails, fake nails of any kind or gel nail polish are permitted.
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, unnatural red etc.)
4. Visible body artwork (tattoos) must be kept covered at all times.
5. Facial hair- neatly groomed and close to face (Must be removed for respirator fit testing)

Jewelry

1. Jewelry shall be limited to items of modest value, such as one watch (watch colors may be white, gold, silver, blue, black or brown; the watch cannot be a smart watch or Fitbit), one ring per hand and post earrings only in each ear lobe. 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 of 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 or vaping 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 jacket must be worn over OR scrubs 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. Students must seek permission if the PSU uniform is soiled from a patient to wear OR scrubs home. The scrubs must be returned the following rotation day.

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

Additional Program Costs

Students will incur additional costs throughout the program not included in tuition prices. Below is an estimation of those additional costs. Costs are subject to change.

1. American Registry of Radiologic Technologists (ARRT) certification exam (boards) - \$225.00. All students will take the certification exam after completion of the program.
2. Castlebranch – Medical Document Manager. Approximate costs only
 - a. PG 43 - \$117.00
 - b. PG43dt - \$44.00
 - c. PG43r - \$46.00 (Renewal in 2nd yr.- if stop-out from program ONLY)
 - d. Drug testing because of questionable behavior will be in addition to the drug testing to begin clinical rotations. The student will be responsible for any/all fees associated with the drug testing from the clinical site.
3. Books – Each student will purchase books for all their classes. Book expenses will vary per semester. Approximate costs for books for two years is \$2500.00
4. Liability Insurance – Cost depends on the company. Many students purchase from Health Providers Service Organization (HPSO) which is approximately \$45.00 per year. Students are free to purchase liability insurance from any company. See specifics for liability insurance in the Student Handbook. Liability insurance must be renewed annually.

5. Lead Markers are approximately \$46.00 for each set plus shipping. Use the link below to order lead markers. The markers are part of the dress code and must be on your person when completing clinical rotations.

Purchase two sets – 2 rights in red and 2 lefts in blue

3 initials for each marker (If you do not have a middle initial use

X. Example **DAM** or no middle initial **DXM**)

[https://www.universalmedicalinc.com/aluminum-position-indicator-markers-5-8-l-r-with-initials-](https://www.universalmedicalinc.com/aluminum-position-indicator-markers-5-8-l-r-with-initials-vertical.html?campaignid=1050594421&adgroupid=58358086264&adid=248397931382&gclid=EAIAIQobChMIu8LznJnb8QIVwx-tBh3VagJeEAQYASABEgK43fD_BwE)

[vertical.html?campaignid=1050594421&adgroupid=58358086264&adid=248397931382&gclid=EAIAIQobChMIu8LznJnb8QIVwx-tBh3VagJeEAQYASABEgK43fD_BwE](https://www.universalmedicalinc.com/aluminum-position-indicator-markers-5-8-l-r-with-initials-vertical.html?campaignid=1050594421&adgroupid=58358086264&adid=248397931382&gclid=EAIAIQobChMIu8LznJnb8QIVwx-tBh3VagJeEAQYASABEgK43fD_BwE)

6. Miscellaneous expenses – lock for clinical (combination or key) approx. \$10.00. Lunch – students may bring lunch or purchase it at the clinical site. The cost is dependent on food selection for lunch.
7. Physical and required immunizations.
 - a. Physical – cost is dependent on Physician or healthcare facility. Students will assume any/all fees associated with the physical.
 - b. Immunizations and Titers – most students have required immunizations. Any student who does not have the required immunizations and titers will assume financial responsibility for any/all immunizations. Fees are dependent on the physician or healthcare facility. Students may all contact the local department of health for immunizations and titers and will assume any/all financial responsibility.
 - c. Influenza (flu) vaccine – students are responsible for the vaccine during influenza season. Students may get the vaccine on campus or from their primary care physician, outpatient services etc. it is the student's responsibility for any expenses incurred related to the vaccine.
 - d. CPR – approx. \$30.00 fee. All students will complete CPR for Healthcare Providers certification in the first fall semester. CPR course during orientation is at an on offsite location.
8. Clinical site expenses
 - a. Parking is specific to each site. Several hospitals charge for parking and several hospitals parking is free.
 - b. Example of one facility charge- Allegheny General Hospital (the fees below are approximations and are subject to change without notice)
 - ✓ 1-2 Days: \$15/month
 - ✓ 3-4 Days: \$25/month
 - ✓ 5 Days: \$40/month
 - c. My Clinical Exchange – Health Sciences onboarding is specific to each clinical site. Students are responsible for any associated fees. The onboarding must be completed before clinical rotations begin. Instructions for onboarding will be provided to students. The current cost is \$45.00. This cost is subject to change and any time and must be renewed annually.

9. Software Package

- a. RADTech bootcamp – approx. \$220.00. RADTech bootcamp used throughout the program. Students will purchase at the beginning of the first fall semester.

10. Uniforms

- a. Scrub type uniforms must be purchased at the campus bookstore.
 - i. Top/pants –approx. \$30.00 each piece. Must be purchased in bookstore.
 - ii. Lab jacket – approx. \$52.00. each student must be fitted by July to order lab jacket. Must be purchased in bookstore.
 - iii. Shoes – depends on the type student purchases. Shoes can be purchased at the facility of the student’s choice.

11. Off Campus Housing

- a. The Office of Student Affairs provides assistance to students seeking off-campus housing accommodations. Since Penn State New Kensington is a nonresidential campus (commuter), the Office of Student Affairs can connect you with third-party vendors that provide nearby housing.

Due to our close proximity to Pittsburgh, students have plenty of housing options to choose from. However, students choosing to live off campus should plan to have access to their own transportation.

Please click on the link for more information about available housing and associated costs:

<https://newkensington.psu.edu/student-services/housing-food-service/housing-options>

All associated costs for rent/utilities etc. are specific to the site and are the responsibility of the student. Food purchase will be at the student’s expense and will be dependent on the types of food purchased.

12. Id+ Card/Lion Cash+

- a. Id+ Card

The Penn State id+ Card is the University's official identification card. It provides access to a variety of university resources.

- b. LionCash+

Students, parents and families can [add LionCash+ funds to a Penn State id+ Card](#) through an online system.

- c. For more information on the id+ or LionCash+ please click on the link below:

<https://newkensington.psu.edu/id-card-and-lioncash>

13. Transportation

- a. All students are assigned to a primary clinical site to complete 90% of clinical rotations. Students will also rotate through several of our other clinical sites. It is the student's responsibility to provide transportation to/from the clinical site. Routine maintenance on the car and fuel is the student's responsibility. Fuel cost is dependent on the distance the student lives from the clinical site and the current fuel costs. Students will also have to leave clinical and return to campus for example – X-ray Club Meetings. Transportation may also be available via bus lines. It is the student's responsibility to check bus schedules and transfers to get to clinical or campus ON TIME and any associated costs.

14. Health Insurance

- a. Students are responsible for their own medical insurance. Any student on his/her parents, spouse etc. health insurance must have a card with the student's name or a letter from the insurance company that the student is insured with effective dates and coverage. Students are responsible for any/all deductibles or co-pays.

15. Tuition

- a. Students are responsible for any/all fees associated with tuition. For more information, please click on the link below:

<http://tuition.psu.edu/>

16. Printing Instructions

- a. Our campus has successfully transitioned to the new student printing system, which the University has branded "Paw Prints." The University has outsourced this printing service to a company named wepa. The highlights of this change include:
 - ✓ All student computer lab printing has been directed to the two Paw Print stations on campus (Admin Building – main lobby and 044 Computer Center)
 - ✓ The Paw Prints kiosks are print release stations. After submitting a print job, users can visit either kiosk to release their print job.
 - ✓ No free pages are allocated, and this is a pay as you go service.
 - ✓ Users can print from personal devices (laptops, tablets, phones, and USB drives) and cloud-based storage environments (Google Drive, OneDrive, Box, etc.).
 - ✓ Users can print from home and release their print jobs whenever they are on campus.

- ✓ More details about Paw Prints can be found at <https://pawprints.psu.edu/>, such as how to pay/add funds to your account. For further assistance or account help, wepa support is available at 1-800-675-7639 or help@wepanow.com.

All costs are subject to change without notice and all students will assume any increase in financial cost. Additional expenses may arise, that is the student's responsibility. Every effort will be made to notify students of any monetary change.

Penn State University/Clinical Education Site Policies

Hours of Attendance

When a student is scheduled for a clinical education rotation, they must report to the clinical site at the scheduled time. If for any reason a student is going to be late for a clinical assignment, or is reporting off for any assignment, the student must report to the Clinical Preceptor, via telephone and designated email or text only, prior to the beginning of the scheduled assignment (refer to Tardiness/Late arrival policy). Students must also send email to the Program Director, Clinical Coordinator and traveling Clinical Preceptor before the start of the clinical education rotation, it is the Clinical Preceptor's responsibility to verify the time if the student is unable to call. If the Clinical Preceptor verifies extenuating circumstances for late arrival, the student will have to make up the time with no further disciplinary action (the student may make up the time at the end of the clinical rotation provided adequate supervision is in place and verified by the Clinical Preceptor). The student must send an email to the Program Director, Clinical Coordinator and traveling Clinical Preceptor to include the time arrived at the clinical affiliate, scheduled rotation and start time, and if the student is making the time up at the end of the current clinical day. Start/end times may vary according to each clinical site. Semester schedules will be posted for all students regarding clinical assignment start/end times. In addition to regular clinical assignments, all students will be given one 11:15-7:45. rotation per semester during RADSC 295B- 295F for a total of 5 weeks of 11:15-7:45 p.m. rotations. Students are not permitted to take PTO time during the 11:15-7:45 rotations, external rotations or advanced modality rotations.

All clinical rotations are in 8 ½ hour increments with 45 minutes for lunch. Students will be assigned lunch times by Clinical Preceptor or designee at each clinical site. Specific lunchtime is not guaranteed.

Make-Up Time

It is the program's policy 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 before the student will be eligible for completion of the program. Students must forward a schedule of make-up time to Program Director, Clinical Coordinator, Clinical Preceptor, Clinical Preceptor of external rotation if applicable and traveling Clinical Preceptor.

Semester Requirements

Any student making up clinical time to obtain semester requirements will be permitted to attend clinical during finals week (if no finals are scheduled for that student) and/or end of semester breaks. **Any student attending clinical during breaks or finals week must schedule the time with the Clinical Preceptor and send approved schedule to Clinical Coordinator, Program Director, and traveling Clinical Preceptor, to ensure adequate supervision. The student is to notify the Clinical Preceptor in the event of a schedule change and must email the Program Director, Clinical Coordinator and traveling Clinical Preceptor of the change.**

All semester requirements must be completed before the next semester starts. Any student completing semester requirements during scheduled breaks or finals week will receive 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, Thanksgiving break or weekends. 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 Preceptor and provide a schedule to the Clinical Coordinator, Program Director and traveling Clinical Preceptor to ensure adequate supervision. The Clinical Preceptor will ensure adequate supervision for students during make-up time. The student must notify the Clinical Preceptor, the Clinical Coordinator, Program Director, and traveling Clinical Preceptor in case 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, email or text the Clinical Preceptor before the start of their assigned rotation or disciplinary action may be warranted. The student must also call the department to say that they will be late. The Clinical Preceptor may verify the tardiness if the student was unable to call before the beginning of the rotation. Upon arrival, the student must receive approval from Clinical Preceptor to send an email to the Program Director, Clinical Coordinator and traveling Clinical

Preceptor to include the time arrived at the clinical affiliate, scheduled rotation and start time, and if the student is making the time up at the end of the current clinical day or during semester breaks. Students can only make up time at the end of the day due to extreme circumstances, i.e. road closure, weather conditions. Sleeping in is not an extreme circumstance.

Transfer I

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

At the time of transfer, the student must demonstrate a 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 the program.

Transfer II

Students with Previous Radiological Sciences Training/Education

Due to the inherent uniqueness of individual Radiological Science programs, it is very difficult to establish specific criteria for students transferring from one program to another. For more information regarding transfer of credit please see <https://admissions.psu.edu/info/future/transfer/credit/>.

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. For a student to receive credit for a challenge exam, they must receive a minimum of 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 98% 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. Credit transfer is the discretion of the program. The student must have completed all competencies within two years of the program.

External and Specialty Rotations

All students will be given external rotations & specialty 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 completes all required competencies.

The purpose of this rotation is to give all students the opportunity to witness and participate in all phases of hospital procedures and exams. 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 fluoro competencies, or West Penn Hospital and Allegheny General Hospital – part of Allegheny Network for neonatal intensive care or trauma competencies. These rotations may be random, so each student can complete competencies if the exams do not come in at their primary clinical site.

The policy for External Rotations at each clinical site 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.

The student may obtain signatures, verified by the Clinical Preceptors, as well as obtain competencies from that clinical site. Every effort must be made by the student to review the competencies completed at the external clinical site. The student is responsible for notifying the Clinical Preceptor of the external rotation site to review the competency before the rotation is finished. 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.

Coordinating incomplete competencies during external rotations must be done with the Clinical Coordinator and the Clinical Preceptor. It is the student's responsibility to request an anonymized CD with competency images for review on campus to complete the competency. Any student submitting a CD with patient information will forfeit that competency and receive a failing grade. The student will also be disciplined according to the Zero Tolerance Policy. Room competencies (at that clinical site) must be completed and the PSU HIPPA tutorial before completing any external rotation. All students must schedule with the Clinical Coordinator for review of any external competency. Any program faculty member can review the competency.

The student is not permitted to take personal time unless there are extenuating circumstances during the external or any specialty rotation. The student must discuss with the Clinical Preceptor the reason for an exception to the policy. The student must notify the Program Director, Clinical Coordinator, Health + Wellness Pavilion Clinical Preceptor if applicable and traveling Clinical Preceptor if personal time is requested during an external or specialty rotation. The Clinical Preceptor reserves the right to deny the request of a student for personal time during an external rotation or specialty rotation.

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

Hours of Clinical Assignment for External Rotations

Allegheny General Hospital

7:30 AM – 4:00 PM

West Penn Hospital	6:30 AM – 3:00 PM
Butler Memorial Hospital	7:30 AM – 4:00 PM
UPMC St. Margaret	7:30 AM – 4:00 PM

Wexford Health + Wellness Pavilion

This rotation gives students the opportunity to witness and participate in all phases of an outpatient facility. Students are not permitted to use PTO time during this rotation. The student must notify the Program Director, Clinical Coordinator, Clinical Preceptor and traveling Clinical Preceptor if personal time is requested for an emergency or extenuating circumstances during this rotation. If approved, the student will have to have an additional rotation at this site (student will have to complete number of hours that were approved and missed).

Hours of Clinical Assignment 7:30-4:00 PM

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 Preceptor of that site prior to the beginning of a clinical assignment along with informing the Program Director, Clinical Coordinator, traveling Clinical Preceptor and Clinical Preceptor of external site if applicable. 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 Preceptor or Clinical Coordinator and must be submitted immediately upon return. Students must return to clinical assignments at full duty, verified by a physician. PTO time can only be used in half day or full day increments during 295A, 295B, 295D and 295 E.

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 can use the health services department on Penn State New Kensington campus and is responsible for all fees incurred in an illness or injury. 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 (the grade will be changed at the beginning of the following semester). However, if the requirements have not been completed by the beginning of the next semester the deferred grade will automatically become an "F". This will result in dismissal or stop- out of the program. Failure to comply will result in disciplinary action (Please refer to Zero Tolerance Policy).

Attendance, Absence, Personal Time Off (PTO) and Continuing Education (CE) Policy

This policy applies to all students in the Radiologic Sciences Program.

Attendance

1. Regular attendance, as established by the program, is a condition of program completion. (Please refer to Student & Clinical Handbooks).
2. Attendance problems will be addressed through corrective action according to Zero Tolerance Policy for clinical rotations and syllabi for each course.
3. Approved absences and verification of the reason for the absence are subject to the provisions contained in Hours of Attendance, Clinical Absenteeism Make-up Time, Sick Time, PTO Accrual Time, Leave of Absence and attendance policies. Attendance policy is contained within each course syllabi.

Report or Request Absence/Personal Time Off (PTO) & Continuing Education (CE)

1. **PTO** – students may receive PTO for a variety of reasons. The professor will notify students of PTO activities and amount of PTO received. The student must attend the entire activity with proof of attendance. The student must upload the activity with name, PTO on activity and amount of PTO assigned to Canvas (PSU course management system under the appropriate RADSC course – RADSC 295 A-F) within 24 hours of the activity. It is the sole responsibility of the student to upload the necessary materials. The student must upload the PTO accrual form for any PTO accrued during clinical hours to the Canvas assignment and to the Clinical Preceptor. No PTO will be granted for any student who does not upload the proper materials within the established timeframe. PTO will be forfeited if the student does not upload the required materials within the established time frame (24 hours of the activity).

CE- students may receive CE for a variety of reasons. Please refer to the Portfolio located on Canvas under the New Kensington group for examples of approved CE. The professor may assign an activity as CE. It is the sole responsibility of the student to upload the necessary materials with the name and number of CE credits assigned within 24 hours of receipt of the CE activity. The student will forfeit any CE activity if not uploaded within the established time frame.

No student may receive CE credit and PTO for the same activity.

2. All students are personally responsible for reporting absences.
Clinical absence – the student will report off before the start of any clinical assignment by emailing the Clinical Preceptor, Clinical Coordinator, Program Director and Traveling Clinical Preceptor. When the student reports off, he/she must include in the email their scheduled rotation and scheduled time. In the event the student is on any type of external rotation the student will also add the Clinical preceptor of the external rotation on the email. Students reporting off for an external rotation may be disciplined according to the Zero Tolerance. Failure to follow proper procedure will result in demerits issued (according to the Zero Tolerance Policy), reduction in PTO and make-up of time at the end of the semester or the program depending on the infraction. The student then must also follow specific clinical affiliate policy for reporting off according to Clinical

Preceptor policy which may include calling department, sending a text, call CP etc. PTO may only be used in half day or whole day increments (4 or 8 hours) during 295A, 295B, 295D, and 295E.

Course absence – follow the Attendance Policy included in each course syllabi.

3. All students are personally responsible for scheduling PTO

Schedule of PTO – the student may request schedule of PTO to be used in 4-hour increments or 8-hour increments to the Clinical Preceptor of the clinical site. The only exception to this rule will be during 295C and 295F where minimum request can be one hour to utilize accrued PTO. The students must send an email to the Clinical Preceptor of the clinical site and external site if applicable, Clinical Coordinator, Program Director and Traveling Clinical Preceptor time, day and amount of approved PTO. **NO PTO WILL BE GRANTED DURING AN EXTERNAL ROTATION.** In an emergency, contact the Clinical Coordinator or Program Director. If approved, the student must send an email to the Clinical Preceptor (primary and external rotation preceptor), Clinical Coordinator, Program Director and Traveling Clinical Preceptor. The student will be disciplined according to the Zero Tolerance Policy if the student does not follow the above procedure.

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 at any of the clinical affiliates – this is considered stealing and will be cause for dismissal from the program and a possible 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, so 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 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 unless specifically required by the clinical affiliate (Students are not permitted to complete any coursework while an employee of a clinical affiliate and in PSU uniform as requested by the clinical affiliate).

X-ray Club Meeting Criteria

The X-ray Club will meet monthly during a designated time. 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 students' choice if they wish to attend. No PTO time will be granted for attending these meetings nor is PTO time given for students remaining at their clinical sites.

Students will follow instructions from program faculty for clinical dismissal times. All students must sign an 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 to include suspension or dismissal from the program may be warranted. Students arriving late will be disciplined according to the Zero Tolerance Policy. Demerits will not be issued for students arriving late with a written and signed note from the Clinical Preceptor.

It is the student's discretion to attend a meeting without completing semester requirements. If the student lacks preliminary or mandatory competencies, he/she may wish to have another student take notes from the meeting so they may remain at the clinical site for 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 Preceptor's (may be in consultation with hospital personnel trained to recognize certain ailments or diseases) discretion to dismiss the student; however, any clinical requirements must be completed. The student will be responsible for making up any excess clinical time missed according to the Make-up Policy. If the student refuses to leave following the Clinical Preceptor's decision, they 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, they will have the right to return to the clinical setting. The student must provide appropriate documentation verified by the Clinical Preceptor or Clinical Coordinator.

Clinical Supervision

All clinical assignments are completed under qualified registered radiographers' supervision. A student will not be assigned to a radiographic area or room that does not also have a technologist readily available. 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
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved. Students must not hold image receptors or patients during any radiographic procedure. Please see Repeat Policy for any student repeats found in Clinical Handbook.

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 but does not apply to mobile and surgical procedures. Students must not hold image receptors or patients during any radiographic procedure.

Supervision during Mobile, Mobile Fluoroscopy and Surgical Radiographic Procedures

No matter the level of competence all students must be directly supervised during all mobile, mobile fluoroscopy and surgical procedures. 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 maintained during all mobile, mobile fluoroscopy and surgical radiographic procedures. **Students must not hold image receptors or patients during any radiographic procedure.**

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 (if recognized by PSU)

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 2024 - July 2025 (295A-C) then from August 2025-August 2026 (295D-295F). Any unused time at the end of each summer semester will be forfeited. PTO time can be used in 4- or 8-hour increments (exception is 295 C and 295 F may use time in one-hour increments). It is the student's responsibility to complete the PTO accrual form. PTO accrual form must be completed and returned to the Clinical Preceptor during the next scheduled clinical day. The student must also upload the form to Canvas (PSU course management system under the appropriate RADSC course – RADSC 295 A-F) within 24 hours of accrual. Any additional PTO time accrued (i.e., meeting, speaker, etc.); student must submit original documentation to Clinical Preceptor at the beginning of the next scheduled clinical day along with uploading to Canvas (PSU course management system under the appropriate RADSC course – RADSC 295 A-F). Failure to do so would result in forfeiting of additional PTO time. No copies will be accepted. Students may not schedule PTO during any external, specialty or a 11:15-7:45 rotation. Scheduled PTO time must include an email to the Clinical Preceptor, traveling Clinical Preceptor, Clinical Coordinator and Program Director and Clinical Preceptor at external rotation if applicable. The email must include date, amount of PTO time used, assigned clinical rotation to include any external or specialty rotations.

PTO Accrual Time (Use the schedule below to complete accrual form)

10-19 minutes	15 minutes
20-39 minutes	30 minutes
40-49 minutes	45 minutes
50-60 minutes	60 minutes

Rules and Regulations of the Clinical Site

The University and the clinical affiliates 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 like 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 Preceptor, 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 Preceptors, 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.
22. Use of cell phone/smart phone/Fitbit/smart watch during clinical rotations to record, video or answer phone calls or texts etc.

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 the 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 and Clinical 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 and Clinical Preceptors assign demerits. Demerits will be given for initial disciplinary action regarding program policy and procedure. 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 Preceptor 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, supervisors and employees of the clinical affiliate. 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/smart phone/Fitbit/smart watch use during clinical rotation at the clinical site. Students are not permitted to carry cell phones/smart phones/fit bits/beepers in pockets, take pictures, etc. during clinical hours. Students must stow cell phones/beepers/smart phones/Fitbits/smartwatches 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.

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 at the end of semester or may 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 for submitting all required paperwork to Castlebranch and designated personnel. The clinic site reserves the right to deny any student access to clinical education according to the 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 testing by a clinical site designee. Clinical site designee reserves 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. The Clinical Preceptor of the clinical site will notify the Program Director of the questionable behavior with resultant drug test. 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 testing will be at the student's expense. Drug testing is a requirement of the program clinical affiliates and not of Penn State University.

Criminal History Record

All students will complete a PA criminal history check, Act 33/34, and 73 Clearance. Students are responsible for all fees associated with the history checks. The student is responsible for submitting 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 and drug testing 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 or week-end active-duty obligation must make every effort to do so during the weeks indicated under vacation and semester breaks. Any time missed must be made up according to the Make-Up Time Policy of the program. Program faculty will make every effort to work with military reserve students to complete all missed time.

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. The immediate family is defined as parents (including stepparents), spouse, sibling, child, parent-in-law, brother or sister-in-law, aunt or uncle, grandparent, step 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. Any student incapacitated or an emergency occurs during a clinical assignment, the student will be treated by the clinical affiliate. 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 Preceptor before leaving the clinical affiliate. Students must also inform the Program Director, Clinical Coordinator and traveling Clinical Preceptor via email before leaving the clinical affiliate site. All expenses will be the student's responsibility. 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 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. The student must submit in writing (email etc.) to the Program Director, Clinical Coordinator, Clinical Preceptor, traveling Clinical Preceptor and external rotation if applicable the interview date. The Zero Tolerance Policy will be followed if the student fails to follow proper program policy.

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 before the next semester starts. Students must schedule make-up time with the Clinical Preceptor and provide a schedule to the Clinical Coordinator and Program Director, traveling Clinical Preceptor and Clinical Preceptor of external rotation, if applicable, 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. It is recommended the student satisfy all finals before scheduling make-up time.

Leave of Absence (Clinical Assignments Only)

If a student incurs a temporary disability, the student **must** immediately report the disability to the Program Director and Clinical Coordinator. 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. (see Pandemic Policy in the event of a pandemic)
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 (full duty).

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.

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 ensure clinical competency is maintained. (Refer to stop out procedure). A place will not be reserved for any student not completing all requirements of the re-evaluation process.

OPTION NUMBER 2 - The student may request to withdraw from the program for a maximum three-year period. If he/she wishes to be reinstated, he/she must process the proper paperwork through the Penn State University's Registrar to be re-admitted. Any previous coursework 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 sites cannot be guaranteed for all students re-admitted. Any student taking a leave of absence is responsible for all coursework materials missed.

Student Pregnancy Policy

If a student is pregnant or becomes pregnant while in training, she will decide whether she wants to voluntarily declare her pregnancy in writing 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 to help women make informed decisions on whether to declare their pregnancy. The information is provided as 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 MRI Safety Handbook**.

Once a pregnancy has been declared in writing (see Radiation Protection and MRI Safety Handbook, declaration statement), the school officials together with the radiation physicist will confidentially counsel the student. The student also reserves the right to withdraw the pregnancy declaration by signing and submitting the appropriate form (See Radiation Protection and MRI Safety Handbook). 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 without any modifications. Strict documentation of the student's radiation exposure must be maintained. The student will be responsible for practicing radiation protection for themselves and the unborn fetus. Should the student continue with her training, all didactic and clinical requirements missed due to the pregnancy must be satisfactorily completed prior to receiving certification to sit for the registry examination. Any excessive clinical absenteeism will be addressed by the Sick Time Policy and, if necessary, the Make-up and Clinical Absenteeism Make-up Policies (Please see the Student Handbook for **Attendance, Absence, Personal Time Off (PTO) and Continuing Education (CE) Clinical Policy**). Regarding didactic instruction, absenteeism should be addressed in the course's syllabus. Special circumstances should be discussed with the professor/instructor of the course if alternative completion of the course is available, i.e. deferred grade etc. The student must complete all clinical and didactic requirements before completion of the program. Excessive absenteeism, deferred grades etc. could result in delayed completion of the program and certification exam.

Although it is both procedure and practice of this program to offer the utmost in radiation protection and health safety to its students, the school or its affiliates will not be responsible for injury to either the mother or child due to radiation exposure or related health risks during pregnancy.

Student Grievance Procedure/Due Process

Penn State University has a clear established student grievance/due process policy. All policies may be accessed through the Student Affairs – Office of Student Conduct website (<https://studentaffairs.psu.edu/conduct>). Students may use the Procedural Guidelines under student conduct 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 Student Guide to General University Policies and rules (found on the Student Affairs website) 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 and Program Director 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 Clinical Coordinator and Program Director. The Clinical Coordinator, Program Director and Clinical Preceptor 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 Program Director will review all documentation and respond to the student, in writing, of the outcome of the investigation. The Clinical Coordinator and Program Director 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 Program Director 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.

If the resolution is unsatisfactory, the student may contact the Director of Academic Affairs, 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 Director of Academic Affairs 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 or designated appointees – made up of campus faculty (at least 3 members must be assembled for the grievance)

Program Director (clarification of documentation only)

Campus Faculty (2) – dependent on availability

Campus Nurse

Director of Academic Affairs (clarification of documentation only)

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 Student Affairs. The student may use the Student Conduct

(<https://studentaffairs.psu.edu/conduct>) 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.

Harassment 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* (<https://studentaffairs.psu.edu/conduct>).

The Sexual and Gender-Based Harassment & Misconduct reporting and contact information may be accessed at <https://policy.psu.edu/policies/ad85>.

Counseling

Counseling is made available throughout all semesters on campus and at each clinical affiliate. Progress, which includes strengths and weaknesses within the clinical environment, is discussed. The student signs all forms (self-evaluations, mid semester evaluations, etc.) which are maintained in his/her file (on campus or at the clinical affiliate) 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. Please go to <http://newkensington.psu.edu/counseling-services> for more information on counseling offered by the 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 the 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 <https://psualert.psu.edu/psualert>.

All students registered will receive a text message sent to their cell phone in case of campus closure or delay. The hospitals are open 24 hours a day, 7 days a week and this program will adhere only to the cancellations made by Penn State University New Kensington campus. Every effort should be made to attend clinical rotations. Any student completing a clinical rotation during a delay or cancellation will receive additional PTO and must complete PTO accrual form and upload appropriately to canvas. The Clinical Coordinator in consultation with the Clinical Preceptor will re-assign clinical rotations missed due to inclement weather delay or cancellation. In the event the campus is closed due to a water main break, power outage etc. all students will complete clinical rotations without additional PTO issued.

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 Phone/Electronic Devices Policy

Use of beepers/cell phones/smart phones/Fit bit, Smart Watches 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/smart phones/Fit bit/Smart watches (electronic devices) must be turned off and secured in student lockers. The device must be stowed in locker while at the clinical affiliate at all times during a clinical rotation. Violation of this policy will result in disciplinary action and/or dismissal from the program. No camera cell phones, or video/audio recorders of any kind are permitted at the clinical site, unless prior permission from program faculty or clinical site personnel is approved. The student is not permitted to take pictures or videos of any patient. This could be considered a HIPAA violation and the student could be subject to fines, jail time or dismissal from the program.

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 the 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 and verification the student has completed all requirements.

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 Preceptors, 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. The student must first follow the grievance procedure of the program/university before contacting the JRCERT.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312)704-5300
mail@JRCERT.org
www.JRCERT.org

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 Requested Stop-Out Procedure.
2. Any student who is not successful with any RADSC 295 course at the end of a semester may request an evaluation. The student will take a comprehensive exam for materials covered and must receive a 95% on the evaluation exam. The evaluation exam will include all materials covered in any RADSC 295 course the student has completed to the point of evaluation. If the student is not successful with the completion of an evaluation exam, the student will be placed on an automatic stop-out.
3. Any student who is not successful with any other RADSC course in any semester may request a comprehensive evaluation exam. The student will take the comprehensive exam for materials covered in that particular course and must receive a 95% on the evaluation exam. The student will be placed on an automatic stop-out if that student did not receive a 95%.

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. No clinical site is guaranteed for a student re-entering the program.

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 academic or clinical sequence. This policy is for any RADSC course that the student was not successful.

Procedure:

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 of 95%.

If a student wishes to stop out, they 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 must complete a written challenge exam for each category from all RADSC procedures and clinical completed before the stop-out. (i.e. 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 does not achieve 95% 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. The exams the student will complete will be made in consultation with the Clinical Coordinator. Once a minimum of 95% competency has been achieved, the student may enroll in the semester which the stop out was requested. The student may have two attempts for each competency. Should the student not achieve 95% after two attempts of competency re-enrollment to the program will be denied.

The Program Director will remain the academic advisor for the students. 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 first semester following the established procedure.

Academics

The student is required to complete all requirements, both academically and clinically, of the program for successful completion. 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. The student may return the books to the

bookstore according to bookstore policy.

Students are responsible to view academic requirements (Degree Audit). Go to this website <http://lionpathsupport.psu.edu/?s=degree+audit+video> scroll down and click on Degree Audit for instructions to view your audit. This website will take you to Lionpath. It is the student's responsibility to make sure all requirements to fulfill degree requirements are on the degree audit before completion of the program.

It is the student's responsibility to make sure all transcripts are submitted to Penn State for review before program completion. Make sure transcripts are sent immediately upon completion of any course outside of Penn State. Not all courses transferred will satisfy RADSC degree requirements. Use the transfer tool click on the following link and follow the instructions: https://public.lionpath.psu.edu/psc/CSPRD/EMPLOYEE/SA/c/PE_AD077.PE_AD077_TRN_CRD_T.GBL?Page=PE_AD077_MAIN_SRCH&Action=U

A student may be disenrolled from the Radiological Sciences Program for a violation of the American Registry of Radiologic Technology Code of Ethics and/or Penn State Academic Integrity Policy [University College Academic Integrity Procedures \(psu.edu\)](http://www.psu.edu/academic-integrity)

Exam Administration Policy

The Radiological Sciences Program is committed to ensuring the integrity of each administered exam. The Program makes every effort to ensure the integrity of each exam is not compromised. All exams may be administered in the physical or virtual testing environment.

The program will ensure that testing is proctored in a safe environment without interruption. Virtual (via zoom etc.) or physical exams (exam via computer or paper) will always be administered with a proctor unless otherwise instructed. At no time will a student begin an exam without a proctor or verbal instruction to begin.

Acceptable methods of proctor:

1. Camera/video display – the proctor may remotely monitor the exam via camera access for the student to complete the exam. The student will let the proctor view the workspace before the exam. The student will have the camera on and will always show the workspace. The camera cannot be pointed at the ceiling or the floor and must have the student and workspace visible during the entire exam. The student will forfeit the exam and receive a zero if the camera is not on and the student and workspace visible during the entire exam.
2. Observation window/door – the proctor may monitor the exam via a window/door with a complete view of all students completing the exam.
3. Face-to-Face/In-Person/In-Room – the proctor is in the same room as the students completing the exam

Expected student behavior during a proctored exam:

1. Those students with accommodation will follow the procedure as outlined in materials given to each student. Proctors will follow the outline of accommodation materials.
2. The student would have video on if exam administered remotely.

3. The student will not leave an exam administered on Canvas and open a new window to look up information.
4. Students may not use books, open a new tab if exam administered via zoom etc., cell phone, tablets, notebooks, chrome book, iPad, chat etc. to look up information. This is not an exhaustive list, but examples of devices students may not use during a proctored exam. The proctor reserves the right to ask the student to show the work area during the exam.
5. Academic integrity and student conduct policy will be followed.
6. The American Registry of Radiologic Technology will be notified in the event a student has an issue with academic integrity for exam administration.

Social Media Policy

Students are guests in the clinical affiliate education centers and will conduct themselves accordingly. All known rules and regulations will be followed. If a student is in doubt or needs clarification, they will contact the Clinical Preceptor, Clinical Coordinator or Program Director. In exchange for the educational opportunities provided by the clinical affiliates, the students agree to comply with all state, local and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to all students and have had training in complying with these requirements. All students must complete the PSU HIPAA tutorial (instructions will be given during orientation) quiz and signature sheet. Students will also complete HIPAA training at his/her primary clinical site.

The Family Educational Rights and Privacy Act (FERPA) has been explained and reviewed by program faculty. Please use the following website

http://www.registrar.psu.edu/staff/ferpa_tutorial/ferpa_tutorial.cfm

for 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 always adhere to all regulations whether on campus, at clinical, on break or any other time. This includes proper management of confidential patient information. All students are responsible for the following regulations of HIPAA guidelines.

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html> for a summary of HIPAA privacy rules.

PDA/Smartphones-Cell phones/Handheld Computers/Fit bit/Smart Watches 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 Preceptor 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. Proper documentation must be completed.
- ✓ 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 Preceptor and supervisor of the clinical affiliate to carry an electronic device on his/her person. The electronic device must be in airplane or vibrate mode during any assigned clinical rotation. The student may use the electronic device to return emergency phone calls once the Clinical Preceptor and supervisor of the 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.

Students are bound to comply with all privacy requirements when not at the clinical affiliate or completing clinical rotations, including conversations with family, friends and peers. Students will be held accountable for maintaining the privacy of any information they obtain, see or given during a clinical rotation. To uphold the privacy of such information, students 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. Students will be prohibited from returning to the clinical affiliate if there is violation of 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.

<https://studentaffairs.psu.edu/communications-marketing/social-media> Penn State Social Media Guidelines

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 Preceptors as well as a Program Director and 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, RADSC 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 however the student can take PTO or time to be made up after the program ends. This will delay the student completing the program. 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 and may delay completion of the certification exam administered by the ARRT.

Clinical Grading System

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

100% - 95%	A	89% - 85%	C
94% - 90%	B	84% - 80%	F

Clinical Competency Education

A minimum overall average of **85%** for all RADSC 295 coursework must be attained to continue to the next semester. If **85%** is not met, please refer to the stop-out procedure.

MRI Safety Policy

All students will complete the MRI screening form during Orientation. In addition, all students will complete the hospital specific MRI screening form once clinical rotations have begun. Students must notify program officials immediately if their status on any item on the screening form changes.

Tuition

Penn State's tuition rates vary by campus, student level, program, and residency, the student tuition calculator provides specific tuition rates for individual students. Please click on the following link for more detailed information on the tuition and costs.

<http://tuition.psu.edu/>. Please remember you will attend the program through the summer session. Your financial aid award is for the fall and the spring semesters. Financial aid for the summer is a separate process than you completed for the fall and spring semesters. You will be responsible for summer tuition. This course follows the Penn State University Policy for Attendance, class drops and auditing courses. In order to avoid getting an F for the course, it is your responsibility to officially withdraw from the class prior to the deadline. Check the <https://www.registrar.psu.edu/academic-calendars/2023-24.cfm> academic calendar for specific dates.

Tuition Penalty for Dropped Credits

At the beginning of each semester, all students must sign a Financial Responsibility Agreement (FRA) before they are allowed to enroll in classes. The FRA states that the student understands that once they register for classes, they are responsible for the tuition and fees due for the courses attended. Students who drop below full-time or drop below their originally registered credit level may not receive a tuition refund. The tuition adjustment is determined by the effective date the student drops the class and the length of the course, and is made according to Penn State's Tuition Adjustment Schedule*, <http://www.bursar.psu.edu/adjustments.cfm>

WEEK	WITHDRAWAL/DROPS % CHARGED	WITHDRAWAL/DROPS % REFUNDED
1 and before class begins	0%	100%
2	25%	75%
3	50%	50%
4	75%	25%
5 and thereafter	100%	0%

ADJUSTMENT IS BASED ON THE TUITION AMOUNT ONLY. INFORMATION TECHNOLOGY FEE, ACTIVITIES FEE, AND FACILITIES FEE ARE NON-REFUNDABLE

Disability/Accommodations

A student with a documented disability who has completed a case review with a disability liaison and received accommodations must present current documents to each faculty member in order to begin receiving accommodations. Faculty members retain the document that lists the student's accommodations and return the document (to the appropriate person listed below) that acknowledges receipt of the documents, with signatures in the requested areas. If a student has a documented disability (or suspects a disability and needs information about obtaining proper documentation from a medical professional) and has not met with a disability liaison, he/she should meet with one of the following people to begin the process of requesting reasonable accommodations: Please contact the Disability Services Coordinator at [724-334-6744](tel:724-334-6744). Information about disability policies, procedures, and services at Penn State University can be found at: equity.psu.edu . For more information for PSU New Kensington please go to [Disability Services | Penn State New Kensington \(psu.edu\)](http://Disability%20Services%20|%20Penn%20State%20New%20Kensington%20(psu.edu))

Gonadal Shielding

Changes to Gonadal Shielding requirements:

1. Students will follow shielding protocol at each clinical site.
2. Students will not automatically fail a competency exam for not shielding a patient. (see competency form posted on Canvas)
3. Students will provide shielding to any patient asking for shielding and will make sure the shield is not in the anatomy of interest.
4. Students will follow proper radiation protection precautions and will adhere to ALARA.

Pandemic Policy

The Radiological Sciences Program will follow Penn State, the clinical site and CDC guidelines in the event of a declared pandemic. Due to the uniqueness of the RADSC program, adjustments will be made to include but not be limited to the following:

- Clinical location assignments
- Clinical hours
- Clinical days of attendance
- Face-to-Face or Distance education delivery (hybrid or fully online)
- PPE requirements (CDC and University guidelines will be followed).

Decisions will be made with input from the program director, clinical coordinator and clinical preceptors, the university and the student. The program will make every effort to be fair and equitable to all students. However, depending on clinical site capacity and availability some

students may return to clinical rotations while others may not. Students will return to the primary clinical site whenever possible.

Absenteeism and Make-up Time

Any student with documented confirmed case of the pandemic (ex. Covid-19) will:

- not be penalized for missed clinical assignments.
- provide an excuse (from a medical professional) and remain free from clinical rotations until medically cleared to return to clinical rotations to work with patients.
- provide an excuse to socially isolate and for what period (timeframe) by a medical professional. The student will not be penalized for a mandated social isolation.
- take PTO in lieu of making up time.
- make up all missed time according to Absenteeism and Make-up Policy of the program.

Coursework

The RADSC program will follow Penn State policy and procedure for pandemic confirmation and course delivery. Classes may continue as scheduled, delivered via distance learning (ex. virtually via zoom), Canvas (PSU course management system) or delivered in a hybrid format. Students will be responsible for all posted homework, quizzes, exams, videos, power points, group work, discussions, drop boxes etc. within timeframes in syllabus. Students will be assigned grades according to the grading policy of the program. No alternative grades will be assigned to students for any of the RADSC courses.

Performing Exams During a Pandemic

The Radiological Sciences Program has an established Pandemic Policy included in the Student Handbooks. Each student is given the handbooks before the program begins in the fall of each year. The handbooks are posted on Canvas (PSU course management system) and the website for all parties of interest.

“According to the [World Health Organization \(WHO\)](#), a pandemic is defined as the “worldwide spread of a new disease.” “When a new disease first emerges, most of us lack the natural immunity to fight it off. This can cause a sudden, sometimes rapid, spread of disease between people, across communities, and around the world. Without a natural immunity to fight off an illness, many people can become sick as it spreads.”

All students in the Radiological Sciences program can complete exams on pandemic patients if they follow each clinical site's protocol.

The student will:

- ✓ Complete any vaccination protocol for each site
- ✓ Follow clinical site protocol when performing exams
- ✓ Wear appropriate personal protective equipment (PPE) and dispose of properly before, during and after each exam
- ✓ Follow proper hand hygiene before, during and after each exam

Student/Patient Identification

ID cards are required for identification purposes and for a variety of services on campus. New and returning students shall be issued a photo identification card (ID+ card) at no charge.

The Penn State ID+ card is a vital part of life at Penn State. As a new student or returning student, it is important to learn the basics of the ID+ card. Information regarding the ID+ card will be a part of your New Student Orientation (NSO) task list that you will receive after registering for NSO. Look for details that require you to upload a photo of yourself. Please click the link for more information regarding the PSU ID+ card <https://newkensington.psu.edu/id-card-and-lioncash>.

Clinical Identification

ID cards are a part of the student's Dress Code Policy (please see Dress Code Policy in the Student Handbook). All students will be issued a hospital ID or will use the PSU ID while at clinical.

All students while at clinical:

- ✓ Will wear the PSU ID or hospital issued ID or both at all times during any clinical rotations according to clinical site policy.
- ✓ Ensure the name and photo is clearly visible.
- ✓ Will not place any stickers or modify the ID in any way while at clinical.
- ✓ Will only use approved Lanyard – PSU blue/white or hospital issued.

Patient/Communication Identification

All students will properly identify all patient while at clinical.

The student will:

- ✓ Identify the patient with 2 forms (i.e., name, birthdate etc.).
- ✓ Communicate with patient with explanation of examination performed.
- ✓ Identify self with name and "I am a student in the Penn State New Kensington Radiological Sciences Program".

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://www.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 or go to <https://newkensington.psu.edu/>, click on current students to find what you are looking for.

GLOSSARY:

- **AC Joints** - Acromioclavicular Joints
- **ARRT** - American Registry of Radiologic Technologists (www.arrt.org)
- **BE** - Barium Enema
- **CC** - Clinical Coordinator
- **CP** - Clinical Preceptor
- **CT** - Computed Tomography

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
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved. Students must not hold image receptors or patients during any radiographic procedure. Please see Repeat Policy for any student repeats found in Clinical Handbook.

- **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 but does not apply to mobile and surgical procedures. **Students must not hold image receptors or patients during any radiographic procedure.**

- **IVU** - Intravenous Urogram

- **JRCERT** - Joint Review Commission on Education in Radiological Technology
<https://www.jrcert.org/>
- **MRI** - Magnetic Resonance Imaging
- **PACS** - Picture Archiving Communication System
- **PET** - Positron Emission Tomography
- **PSU** – Penn State University
- **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
- **Supervision during Mobile, Mobile Fluoroscopy and Surgical Radiographic procedures** - No matter the level of competence all students must be directly supervised during all mobile, mobile fluoroscopy and surgical procedures. 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 maintained during all mobile, mobile fluoroscopy and surgical radiographic procedures. **Students must not hold image receptors or patients during any radiographic procedure.**
- **Temporary Disability** – Disability of short duration not to exceed a maximum of 24 consecutive clinical days.
- **TMJ** - Temporomandibular Joint
- **UGI** -Upper Gastro Intestinal Exam

Original Date of Policy: July 1980

Revised	July 1990
Revised	May 1991
Revised	June 1992
Revised	June 1994
Revised	August 1997
Revised	August 1998
Revised	August 1999
Revised	August 2003
Revised	August 2004
Revised	May 2005
Revised	July 2006
Revised	July 2007
Revised	August 2008
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Revised	May 2011
Revised	May 2012
Revised	April 2013
Revised	September 2014
Revised	July 2015
Revised	May 2016
Revised	April 2017
Revised	May 2018
Revised	April 2019
Revised	June 2020
Revised	April 2021
Revised	March 2022
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